MINUTES OF THE ACADEMIC COUNCIL
TENNESSEE TECH UNIVERSITY
October 5, 2011

The Academic Council met at 3:30pm on Wednesday, October 5, 2011, in the Deans' Conference Room of Derryberry Hall with Linda Null, Chairperson, presiding.

The following members of the Council were present:

Dr. Bobby Hodum	Prof. Lee Ann Jolley
Dr. Roy Loutzenheiser	Dr. Susan Laningham
Dr. Paul Semmes	Dr. Jeff Roberts
Dr. Matt Smith	Dr. Mary Pashley
Dr. Susan Elkins	Dr. Brian O'Connor
Dr. Doug Bates	Dr. John Harris
Ms. Ashley Humphrey	Dr. Shannon Morgan
Mr. Clint Durham	Dr. Corinne Darvennes
Prof. Linda McQuiston	Dr. Linda Null

Other persons present were Ms. Beth Rogers, Dr. P.K. Rajan, Dr. David Frazier, Dr. Curtis Armstrong representing Dr. James Jordan-Wagner, and Dr. Jeremy Wendt representing Dr. Susan Gore. The following members were absent:

Dr. Pat Bagley	Dr. David Larimore
Dr. James Jordan-Wagner	Dr. Steve Canfield
Mr. Paul Darkangelo	Dr. Chris Wilson
Ms. Kelsey Clark	Dr. Holly Anthony
Dr. Steve Isbell	Dr. Susan Gore
Dr. Lebron Bell	Dr. Jon Jonakin

SUMMARY OF PROCEEDINGS
Approved the agenda
Approved the minutes of the April 13, 2011 meeting
Approved EE and ME Mechatronics Proposals
Reviewed academic proposals and forms website

PROCEEDINGS

Approval of the Agenda

Dr. Smith MOVED approval of the agenda and Dr. Darvennes SECONDED. The agenda was APPROVED unanimously.

Approval of the Minutes of the April 13, 2011 Meeting

Dr. Laningham MOVED approval of the minutes and Mr. Durham SECONED. The minutes were APPROVED unanimously.

Approval of the EE and ME Mechatronics Proposals

Dr. Loutzenheiser MOVED approval of the proposals to add the mechatronics concentrations to the B.S. in Electrical Engineering and the B.S. in Mechanical Engineering and Dr. Darvennes

SECONDED. Dr. Loutzenheiser explained that there is a high demand for mechatronics for mechanical and electrical engineers. Some elective courses have been made required courses and there are a number of common courses between the two programs, however, no new courses have been added. This will allow more flexibility with instructors teaching the courses and allow faculty more time for research. This will not be a double major, only a concentration. The proposals were APPROVED unanimously.

Academic Proposals and Forms Website

Dr. Stephens reviewed the process for submitting academic proposals and showed the website location for the forms (http://www.tntech.edu/strategicplanning/home/ under New Programs). The link to the website is also on the Academic Council and the University Curriculum Committee websites and will soon be on the Graduate School Executive Committee website. All new degrees or programs require a Letter of Intent to be approved by TBR and THEC before the proposal is submitted in the approval process. THEC only meets in January and July. Items 2-10 on the procedures and forms list only require TBR approval and they meet every 30 days. Item 11 – Name Change, requires approval by the Chancellor and not full board review. Proposals require approval by the departmental faculty, college curriculum committee and dean, University Curriculum Committee (if undergraduate) or Graduate School Executive Committee (if graduate), Academic Council and then Provost/Vice President for Academic Affairs. After a proposal is approved on campus, it is the department's responsibility to see that the proposal, with all the appropriate forms and signatures, is submitted to the Provost's office for submitting to TBR. Please review the website for the THEC and TBR policies, guidelines, and appropriate forms before submitting a proposal for TBR approval.

Dr. Hodum stated that Item 8 – Revision of Admission, Retention, and/or Graduation Policy, does not list the Admissions and Credits Committee as part of the approval process. Changes in the admissions policy or retention standard requires approval of the Admissions and Credits Committee not the University Curriculum Committee. Changes in the graduation policy requires approval by the University Curriculum Committee, but not the Admissions and Credits Committee. This information will be updated on the website.

Proposals approved by TBR with substantive changes will be sent to SACS by Glenn James.

Such Other Matters

Dr. Null stated there was a carryover item from the April Academic Council meeting regarding midterm grade reports and early alert options. A sub-committee chaired by Dr. Loutzenheiser will look at improving early alert options. Dr. Loutzenheiser stated there has been no progress with the sub-committee, but he will work on this for the next Council meeting.

The meeting was adjourned at 4:00pm.

APPROVED November 9, 2011

Carol Holley, Recorder

Documents on file with the minutes:

Proposals for mechatronics concentrations in BSEE and BSME