

TENNESSEE BOARD OF REGENTS
Committee Chairs Meeting
Tuesday, March 7, 2023
Agenda

1. Opening Remarks (*Vice Chair Reynolds/Chancellor Tydings*)
 2. External Affairs
 - Legislative Update (*McCormick/Williams*)
 3. Academic Policies and Programs/Student Life
 - CRM Implementation (*Leming*)
 - Revision to TBR Policy 2.03.01.05 Academic Retention and Readmission at TCATs (*Hollins*)
 4. Additional Policies for Review
 - Revision to TBR Policy 1.03.04.00 Councils (*Reed*)
 - New TBR Policy 1.08.05.10 Mass Communications (*Lapps*)
 5. Personnel and Compensation
 - Chancellor's Evaluation (*Reynolds/Powers*)
 6. Review draft of the March Board Agenda and SOAR Event Schedule (*Chancellor Tydings*)
 7. Closing remarks (*Vice Chair Reynolds/Chancellor Tydings*)
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- *This meeting will include members of the Tennessee Board of Regents who are participating by electronic means of communication and will be live-streamed and archived on the TBR website at <https://www.tbr.edu/board/March-7-2023-committee-chairs-and-audit-committee-meetings>.*
 - *Persons who want to request to address the Board may follow the process authorized by [TBR Policy 1.02.12.00 – Requests to Address the Board](#).*

BOARD TRANSMITTAL

MEETING: Committee Chairs Meeting

SUBJECT: Revisions to Policy: 2.03.01.05, Academic Retention and Readmission at the Tennessee Colleges of Applied Technology

DATE: March 7, 2023

PRESENTER: Assistant Vice Chancellor Tachaka Hollins

PRESENTATION REQUIREMENTS: 10 minutes

ACTION REQUIRED: Discussion

STAFF RECOMMENDATION: Not Applicable

Summary:

The Tennessee Board of Regents staff recommends approval of the revised Academic Retention and Readmission at the Tennessee Colleges of Applied Technology policy.

This policy revision aligns academic standards for the Aviation Management Technology program to prepare and meet FAA (programmatic accreditor) minimum passing score for licensure. The policy revision impacts three TCATs (Memphis, Morristown, and Nashville). These schools have requested immediate action by the appropriate sub-councils and TCAT Presidents Council to align with the programmatic accreditor's minimum grade standard.

Academic Retention and Readmission at the Tennessee Colleges of Applied Technology : 2.03.01.05

Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs

Purpose

Students at the Tennessee Colleges of Applied Technology are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies and defines retention standards for the colleges.

Definitions

Absence: a student is considered to be absent if he or she is not present in the classroom, lab or assigned work-based learning activity and not actively engaged in his or her program course curriculum.

Clock Hour: A period of time consisting of—

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- Sixty minutes of preparation in a correspondence course.
- In distance education, 50 to 60 minutes in a 60-minute period of attendance in:
 - A synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and student: or
 - An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity

Competency: A combination of observable and measurable knowledge, skills, and abilities required to successfully perform “critical work functions” or tasks in a defined work setting.

Customary Clock Hours: Total clock hours associated with a course that are customarily required for a student to gain competency of a topic.

Full Time: Enrollment and attendance in a minimum of 30 hours per week.

Part Time: Enrollment and attendance in less than 30 hours per week.

Suspension: Temporary removal of a student from enrollment at the institution due to violation of school policies or academic requirements.

Tardy: Any instance in which a student is not in class at the designated start time.

Transfer Credit: Course credit given through assessment of prior learning/transfer credit. Credit is provided as grades of 'TP' or 'TC' that are not factored into grade point average (GPA).

- TP Grade: Transfer--Full Course Credit, course is not available for attendance/absence posting or grading.
- TC Grade: Transfer--Partial Course Credit, course is available for attendance/absence posting and grading.

Policy/Guideline

I. Student Attendance

- A. The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.
1. A full-time student enrolled for a full term (432 hours) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.
 2. When a full-time student enrolls for a full term (432 hours) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.
 3. A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline:
 - a. Five (5) tardies - Student will be given a written warning by instructor.
 - b. Six (6) tardies - Student will be placed on probation by the president or the president's designee.
 - c. Seven (7) tardies - Student will be referred to the president, and may be suspended.
 4. An attendance record for each student shall be maintained in the student information system.
- B. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college.

II. Exceptions for Suspension due to Student Attendance

- A. In individual cases of extenuating circumstances, the president may make exceptions to the requirement of suspension or presumed withdrawal due to absences. The circumstances warranting such exceptions should be fully documented.

III. Student Progress

- A. Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

1. A = 90 – 100
2. B = 80 – 89
3. C = 70 – 79
4. D = 60 – 69
5. F = 0 - 59
6. P = Pass
7. Cont = Continuing/Incomplete
8. W = Withdrew

- B. Grades for courses will be determined as described in course syllabi. Students will be graded in the following categories:

1. Skill Proficiency
2. Theory/Related Information

IV. Prior Learning Assessment/Transfer Credit

- A. Each TCAT will establish a process for prospective students to submit prior learning or transfer credit for review by an instructor in the student's selected program of study. The process will be advertised to all students and will be outlined in the student handbook.
- B. Transfer credit for previous training from other institutions or prior learning experience may be given credit toward program completion requirements upon demonstration of common competencies. Students requesting credit for prior education/training or experiences may do so through two sources of prior credit that can be reviewed by instructors for recommendation for the student to receive credit towards a course in a TCAT program of study.
 1. Credit from a sister TCAT institution.
 2. Credit from all other institutions, work experiences, certifications, etc.

- C. For the purpose of GPA, the prior learning or transfer credit will appear on the student's transcript. A grade of 'TP' for Transfer--Full Course Credit or 'TC' for Transfer—Partial Course Credit will be assigned and will not be included in the GPA calculation.
- D. Transfer credit provisions are set by each technical college in keeping with best practice guidelines. As such, transfer of prior credit is limited in a number of areas. For example,
 - 1. the number of hours that may be transferred,
 - 2. in equivalency of requirements,
 - 3. the procedures for acceptance of transfer credits, including GPA requirements,
 - 4. the period in which courses may be taken and time limits on work varies by institution,
 - 5. department and academic program.

V. Grade Point System

- A. The following grade point system is to be used in grade point average (GPA):
 - 1. A: 4 points per customary clock hour
 - 2. B: 3 points per customary clock hour
 - 3. C: 2 points per customary clock hour
 - 4. D: 1 points per customary clock hour
 - 5. F: 0 points per customary clock hour
- B. The grade point average is determined by dividing the total number of grade points earned by the total number of customary clock hours for the courses which the student attempted. Customary clock hours in courses from which the student withdraws or in which the student receives grades such as pass/fail, are not considered when determining the GPA.
- C. Finally, a single student transcript will include term and cumulative GPA calculations. The cumulative calculation will be used in determining the required GPA for graduation, honors, and financial aid eligibility. The term calculation will be used when determining suspension.
- D. For the purpose of increasing mastery in a course when such is necessary for program progression or for the purpose of increasing the GPA, institutions may permit students to repeat courses in which their final grades are C or lower. Allied Health programs may outline specific repeat course guidelines in their respective Allied Health student handbook.
- E. In computing the GPA, the question of how to count repeat courses must be specifically addressed in the Student Handbook of each institution. In the event a student repeats a course, the repeat course grade is calculated into, and the original grade is excluded

from the GPA. If courses are repeated more than twice (three attempts), GPA is calculated using the third attempt and all subsequent attempts.

VI. Retention Standard

A. GPA TCATs

1. A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course, will be placed on suspension at the end of the term.
 - a. Standards:
 1. A student must earn a "D" (60) or better per course for each term and an overall 2.0 GPA or better per term.
 2. Nursing Programs require a "B" (80) or better per course for each term.
 3. Truck Driving programs require a "B" (80) or better per course.
 4. Aviation Maintenance Technology programs require a "C" (73) or better per course for each term.
2. Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

VII. Readmission from Suspension for Grades or Attendance

- A. The president may consider for readmission the applicant who has been suspended.
- B. Criteria that the president will consider in assessing candidacy for readmission are as follows:
 1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension, and
 2. Assessment of the likelihood that the readmitted student may succeed in pursuing their training objective.

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BOARD TRANSMITTAL

MEETING: Committee Chairs Meeting

SUBJECT: Revisions to Policy: 1.03.04.00 Councils

DATE: March 7, 2023

PRESENTER: Vice Chancellor Jothany Reed

PRESENTATION REQUIREMENTS: 10 minutes

ACTION REQUIRED: Discussion

STAFF RECOMMENDATION: Not Applicable

Summary:

Revisions to Policy: 1.03.04.00 Councils focus on the following:

1. Streamlining general language and inclusion of TCATs.
2. Removal of references to universities.
3. Clarification on the selection process and annual notification of community college faculty representatives.
4. Timeline for selecting Chairs of Sub-Councils.
5. Clarification of the number of TCAT faculty representatives.

The policy revision was approved by Academic Affairs Sub-Council on 1/25/2023, Faculty Sub-Council on 1/27/2023, and at the Presidents Quarterly Meeting on 2/22/2023.

Councils: 1.03.04.00

Policy/Guideline Area

Governance, Organization, and General Policies Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

Presidents' councils and sub-councils are established ~~for the purpose of providing means through which to provide~~ campus administrators with a formal structure to may formally assemble to communicate on matters of common ~~channels~~ interest in the System to the Board of Regents.

Policy/Guideline

I. Presidents' Councils

- A. The president of each institution shall be a member of the Joint Presidents' Council.
- B. The Joint Presidents' Council shall have the opportunity to present reports and recommendations to the Board.
- C. The Chancellor shall be an ex-officio member of the Council.
- D. ~~Presidents of the universities may form a University Presidents' Council,~~ and Presidents of the community colleges and TCATs may form a Community College and TCAT Presidents' Council, and each may present reports and recommendations to the Board [\[RD1\]](#) .
- E. The Chancellor shall be an ex-officio member of the Councils. [\[RD2\]](#)

II. Sub-Councils

- A. There shall be five sub-councils to the Joint Presidents' Council.
- B. These shall be the Academic Affairs, Business Affairs, Student Affairs, College of Applied Technology, and Faculty Sub-Councils.
- C. The chief administrative officers of Academics, Business, and Student Affairs of each ~~university,~~ and community college shall be members of the respective sub-councils for these defined areas.
- D. Representatives from the colleges of applied technology may be added by

the sub-councils as desired.

~~E. The director of each college of applied technology shall be a member of the College of Applied Technology Sub-Council.~~

~~F. It is recommended that the Faculty Sub-Council members be the president or chairman of the recognized faculty organization at each university, and community college; however, a representative may be selected annually by the faculty organization to serve as the Faculty Sub-Council member.~~

E. Each community college will identify a faculty representative to serve as a member based on their college's established faculty governance processes for electing or identifying representatives. Even when representatives are selected for multi-year terms per their college's governance process, colleges must provide an annual notification to the Vice Chancellor for Academic Affairs.

F. The Chair will be elected from among its current Sub-Council members during the regular July meeting.

G. The Faculty Sub Council will have six TCAT representatives according to its processes for identifying representatives.

~~H.~~ H. These sub-councils shall have the opportunity to present reports and recommendations to the Chancellor through the Joint Presidents' Council.

~~H.~~ I. All presidents shall be ex-officio (non-voting) members of each sub-council.

III. Ad Hoc Councils

A. The Joint Presidents Council, with the Chancellor's approval, may form other sub-councils on an ad hoc basis as the need may arise.

B. The above stated provisions for ex-officio sub-council members shall also apply to all ad hoc sub-councils

IV. Operating Procedures

A. Each of the councils formed under the authority granted above shall elect a chairperson on an annual basis, who shall speak for the council for the purpose of presenting reports and recommendations.

B. The chair of the respective councils should rotate annually among the institutions. Further, the councils shall maintain minutes of their meetings, and these minutes shall be submitted to the Chancellor and be available for Board review.

C. Ex-officio members of the respective councils shall be invited to attend all council meetings.

Councils: 1.03.04.00

Policy/Guideline Area

Governance, Organization, and General Policies Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

Presidents' councils and sub-councils are established to provide campus administrators with a formal structure to communicate on matters of common interest to the Board of Regents.

Policy/Guideline

I. Presidents' Councils

- A. The president of each institution shall be a member of the Joint Presidents' Council.
- B. The Joint Presidents' Council shall have the opportunity to present reports and recommendations to the Board.
- C. The Chancellor shall be an ex-officio member of the Council.
- D. Presidents of the community colleges and TCATs may form a Community College and TCAT Presidents' Council, and each may present reports and recommendations to the Board.
- E. The Chancellor shall be an ex-officio member of the Councils.

II. Sub-Councils

- A. There shall be five sub-councils to the Joint Presidents' Council.
- B. These shall be the Academic Affairs, Business Affairs, Student Affairs, College of Applied Technology, and Faculty Sub-Councils.
- C. The chief administrative officers of Academics, Business, and Student Affairs of each community college shall be members of the respective sub-councils for these defined areas.
- D. Representatives from the colleges of applied technology may be added by the sub-councils as desired.

- E. Each community college will identify a faculty representative to serve as a member based on their college's established faculty governance processes for electing or identifying representatives. Even when representatives are selected for multi-year terms per their college's governance process, colleges must provide an annual notification to the Vice Chancellor for Academic Affairs.
 - F. The Chair will be elected from among its current Sub-Council members during the regular July meeting.
 - G. The Faculty Sub Council will have six TCAT representatives according to its processes for identifying representatives.
 - H. These sub-councils shall have the opportunity to present reports and recommendations to the Chancellor through the Joint Presidents' Council.
 - I. All presidents shall be *ex-officio* (non-voting) members of each sub-council.
- III. Ad Hoc Councils
- A. The Joint Presidents Council, with the Chancellor's approval, may form other sub-councils on an ad hoc basis as the need may arise.
 - B. The above stated provisions for *ex-officio* sub-council members shall also apply to all ad hoc sub-councils
- IV. Operating Procedures
- A. Each of the councils formed under the authority granted above shall elect a chairperson on an annual basis, who shall speak for the council for the purpose of presenting reports and recommendations.
 - B. The chair of the respective councils should rotate annually among the institutions. Further, the councils shall maintain minutes of their meetings, and these minutes shall be submitted to the Chancellor and be available for Board review.
 - C. *Ex-officio* members of the respective councils shall be invited to attend all council meetings.
-

BOARD TRANSMITTAL

MEETING: Committee Chairs Meeting

SUBJECT: Mass Communications, TBR Policy 1.08.05.10 (New Policy)

DATE: March 7, 2023

PRESENTER: General Counsel Brian Lapps

PRESENTATION REQUIREMENTS: 5 minutes

ACTION REQUIRED: Discussion

STAFF RECOMMENDATION: Not Applicable

The Mass Communications policy is a newly proposed policy that requires all colleges to have a process limiting who may send emails and other forms of communication to large groups of people, such as all employees, all faculty, all staff. The policy is designed to preserve the usefulness of mass emails by limiting their use. The term “mass communication” does not include departments within a college, or mailings to subscribers.

Colleges maintain the flexibility to design a policy or process that is suitable for the college. Appropriate mass communications include safety and security notices, information important to college operations, and information deemed important by the President or designees. Inappropriate mass communications are those which are personal in nature, political, solicit for activities not sponsored by the college, or otherwise violate policy.

This proposed policy has been reviewed by the Presidents Council, as well as the HR Officers, and the following subcouncils: Business Affairs, Information Technology, Student Affairs, Academic Affairs, and Faculty.

Attachment

Mass Communications: 1.08.05.10

Policy/Guideline Area

Governance, Organization, and General Policies

Applicable Divisions

Community Colleges, TCATs, System Office

Purpose

Digital communications are an institution's primary means of communicating information to the campus community. The objective of this policy is to establish and maintain standards for sending mass email and other mass communications to students, faculty, staff, and other constituencies utilizing institutional email, software, systems, media, and other resources.

Policy/Guideline

I. Introduction

- A. A "mass communication" is any communication sent on, over, or using college computing, email, social media, and/or other college-owned or operated communications systems to an entire college, to a large subset of a college, or to another large group of individuals, particularly those whose contact information is in possession of the college. Examples of such groups include, but are not limited to, all students, all faculty, all staff, all adjunct instructors, all employees on a specific campus, all alumni, and all prospective students. Mass communications include not only email and text messages, but also other forms of communication utilizing institutional resources.
 1. "Mass communication" does not include a communication: to a unit within a college (e.g., a single department or business unit), to a list of subscribers who have elected to receive information, or to periodic announcements or other communications whose content has been reviewed and approved by the college regarding non-urgent matters of general interest to large segments of the college, such as periodic campus announcements.
 2. Although colleges must have processes in place to ensure that only college-approved information is disseminated through institutional websites, social media, advertising, and marketing platforms, information on those platforms does not fall within the definition of mass communications under this policy.
- B. In order to preserve the effectiveness of mass communication and to avoid its improper use, each college shall implement a mass communication policy, procedure, or process consistent with this policy.
- C. Mass communications may be sent only by individuals authorized to communicate on behalf of the college and only for information that furthers a

college's mission, applies to a majority of the recipients, and is either very important or time sensitive. Appropriate subjects for mass communication include, but are not limited to:

1. Safety and security notices and alerts;
2. Information essential to college operations;
3. Notification of changes to policies and procedures; and
4. Information considered sufficiently important by the president, chief academic officer, police chief, chief marketing/communications officer(s), human resources, information technology, or other senior administrators.

D. Inappropriate uses for mass communication, include, but are not limited to:

1. Messages that are personal in nature, including those that express personal opinions;
2. Messages sent by an individual that are not directly related to that individual's job duties;
3. Messages that are commercial in nature, with the exception of those messages in support of college operations or business;
4. Messages that are political in nature, including those in support of or against any candidate, party, or position or that otherwise violate state law regarding political activity (T.C.A. § 2-19-201 *et seq.*);
5. Solicitations for contributions or participation in activities not sponsored by the college; and
6. Messages that are discriminatory or in violation of any college policy, including, but not limited to information technology and human resources policies.

E. Nothing in this policy shall be interpreted as contrary to the policy on [Freedom of Speech and Expression : 1.03.02.60 | policies.tbr.edu](#)

II. Consent

A. Any individual using text messaging to send a mass communication is responsible for ensuring that consent has been obtained as required by the Telephone Consumer Protection Act.

III. Approval Process

A. The president is responsible for determining a limited group of administrators who have authority to approve mass communications.

B. The chief information officer is responsible for implementing processes that permit only authorized administrators to use mass email and other mass

communication distribution lists, for disabling the “reply to all” function for mass email.

- C. During an emergency or time of crisis, the President or designee may temporarily suspend applicable requirements of this policy.