

MINUTES OF THE ACADEMIC COUNCIL
TENNESSEE TECH UNIVERSITY
January 23, 2008

The Academic Council met at 3:30 p.m. on Wednesday, January 23, 2008, in the Deans' Conference Room of Derryberry Hall with Christine Miller, Chairperson, presiding.

The following members of the Council were present:

Dr. Pat Bagley	Dr. Sharon Huo
Dr. Paul Semmes	Dr. Don Visco
Dr. Bob Wood	Dr. Gretta Stanger
Dr. Winston Walden	Dr. Corinne Darvennes
Dr. Bobby Hodum	Dr. Kari Rajan
Dr. Cathy Cunningham	Dr. Linda Null
Dr. Susan Laningham	Mr. Ray Jordan
Dr. Jeff Roberts	Dr. Brian O'Connor
Dr. Christine Miller	Dr. John Harris
Dr. David Larimore	Dr. Darrell Hoy

Dr. Lisa Zagumny attended for Dr. Larry Peach. Others attending the meeting were Dr. Mark Stephens, Mr. Charles Wilkerson, Mr. Danny Reese, Ms. Denise Hensley, Ms. Yvonne Gribble, and Ms. Lorinda Grogg. The following members of the Council were absent:

Dr. Larry Peach	Ms. Whitney Tayes
Dr. Susan Elkins	Dr. Jim Baier
Dr. Roy Loutzenheiser	Dr. Steve Isbell
Ms. Amy Blaylock	Dr. Pat Jordan
Mr. Dan Gager	Mrs. Susan Clark
Mr. Mitchell Davis	

SUMMARY OF PROCEEDINGS

Approved agenda.
Approved the minutes of the November 14, 2007 meeting.
Approved using World Education Services for evaluation of foreign transcripts.
Approved revised policy on ESL credit.
Discussed Banner update information.

PROCEEDINGS

Approval of Agenda

Dr. Larimore MOVED approval of the agenda and Dr. Wood SECONDED the motion. The agenda was APPROVED.

Approval of the Minutes of the November 14, 2007 Meeting

Dr. Larimore MOVED approval of the minutes and Dr. Harris SECONDED the motion. The minutes were APPROVED.

Evaluation of Foreign Transcripts by World Education Services

Mr. Charles Wilkerson, Director, International Student Affairs, stated there is a need for the evaluation of foreign transcripts by an outside source since undergraduate enrollment has doubled in the last sixteen months. He introduced Ms. Lorinda Grogg from World Education Services (WES) who gave a presentation on how WES could assist TTU in reviewing international transcripts. Their website <http://www.wes.org> gives all the details of their services and requirements from the students.

International students will submit their applications to WES. WES will review the applications, request transcripts, verify the schools, evaluate transfer credits, and basically do all the leg work to determine the student has all the requirements to be admitted to TTU. This will speed up the current process that TTU has for reviewing international student applications for undergraduates. Thus, allowing TTU to admit students in a more timely manner. WES receives over 10,000 applications from India alone. Students can check the status of their account and TTU can monitor the applicant pool. The cost for this service will be paid by the students not TTU. The cost ranges from \$100-\$160 and is not considered a deterrent to the student. This cost is comparable to other online services, but other services are slower. TTU will still require official documentation prior to admission as well as course descriptions to assist in determining the course equivalency in the department. Dr. Wood MOVED for TTU to utilize WES for evaluating international transcripts and Dr. Larimore SECONDED the motion. After some discussion and clarification that undergraduate, international students would be required to use WES, the motion was APPROVED.

Policy on English as a Second Language (ESL) Credit

Dr. Stephens referred to the memo that was sent to the council prior to the meeting (see attached) regarding whether or not credits earned through completion of ESL courses can be counted toward the 120-128 hours required for graduation. The following was the suggested amendment to the policy: *...nor do these courses count toward any requirements in a degree program. They do, however, count as free electives in the total hours required for graduation.* Dr. Stephens MOVED to amend the policy and Dr. Hodum SECONDED the motion. The motion was APPROVED.

Banner Update

Several members of the Student Banner Team were present at the meeting and provided information on Student Banner progress. Highlights from the discussions are as follows:

- *Student data conversion will begin February 1. Migration of files will continue thru July.
- *Students registering for Summer 2008 will be registered in SIS. Students registering for Fall 2008 will be entered in Banner. A series of activities will take place to manage these transitions. The registration dates have changed since the Administrative Calendar was printed. The dates have been corrected on the online Administrative Calendar.
- *Parallel entries will continue to be made in SIS and Banner. Departments will not get Focus reports as quickly during this transition and the material may be in a different format. Paper copies of data will be sent to the departments and they will need to check the data more closely.
- *Students must be admitted to get a scholarship offer. Departments will not have access to newly admitted students, but the information will be sent to you. ScholarWeb will still work for current students. The Scholarship transition to Banner is hoped to be complete by January 2009. Kathy McGill, Scholarship Manager, will be conducting orientation workshops for faculty and staff and everyone is encouraged to attend.
- *Self Service Banner (SSB) is user friendly and the majority of people will be able to get the information they need. It has the same general navigation as Banner Finance, and Web for Faculty will look similar in Banner.


Such Other Matters

Dr. Null stated that the ESL grade point average does figure in for the QPA.

Brian O'Connor stated that his department had a meeting regarding campus security and he is taking precautions on eliminating SS#s from student records.

Dr. Semmes stated that Banner gives T#s instead of SS#s, which will help with security issues.

The meeting was adjourned at 4:55 p.m.


Carol Holley, Recorder

Approved April 2, 2008