

University Council
Monday, December 13, 2021
Meeting conducted via Zoom

1. Call to Order

Provost Kimberly McCorkle called the meeting to order at 8:31 a.m. She began by thanking everyone who was involved in planning Commencement Exercises the previous Saturday.

2. Roll Call

Joe Smith led the roll call. Members present were Mr. David Atkins, Ms. Bridget Baird, Dr. Cheri Clavier, Dr. Susan Epps, Ms. Joy Fulkerson, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Mr. Stephen Hendrix, Dr. Michael Hoff, Dr. Keith Johnson, Dr. Karin Keith, Dr. Chris Keller, Dr. B.J. King, Dr. Karen King, Dr. Sam Mayhew, Dr. Kimberly McCorkle, Dr. Arpita Nandi, Ms. Pam Ritter, Mr. Jeremy Ross, Dr. Don Samples, Dr. Janna Scarborough, Dr. Joe Sherlin, Dr. Jeff Snodgrass, Ms. Jessica Vodden

3. Standing Items

3.1. Approve minutes of the November 8, 2021 meeting

A motion was made, and seconded, to approve the minutes. Dr. Epps provided the correct spelling for Ms. Heimbach's name. The minutes were approved.

3.2. Review agenda

Provost McCorkle reported that Dr. Noland would not be attending today's meeting and that there would not be a report from the president.

3.3. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations

Faculty Senate: President Hendrix and Dr. Epps reported on a workgroup that has been formed to review a proposal for an ombudsman.

Staff Senate: President Fulkerson thanked those who participated in the recent holiday drive which was a tremendous success. She reported on recent productive meetings with the Faculty Senate and Student Government Association presidents, and added that the Staff Senate is also looking at the ombudsman proposal.

Council of Chairs: Chairperson Keith gave an update on the development of training opportunities for new/"new-ish" department chairs as well as the development of a mentoring program.

Information Technology Council: Dr. Karen King announced that in February 2022, ITS would suspend the option of forwarding email to another email address. This is part of ongoing efforts to ensure security.

3.4. Sub-Council Reports – University Governance Organization update

Dr. Epps reported that committee chairs have provided updates for the new website. She provided direction on the process for filing any committee vacancies.

4. Action Items

4.1. Old Business

There were no old business items to discuss.

4.2. New Business

4.2.1. *Approval of QEP Topic: Community Engaged Learning*

Dr. Hoff gave a presentation on the proposed new Quality Enhancement Plan (QEP) for the upcoming SACSCOC reaffirmation. The proposed idea was identified by a committee that reviewed data on the progress the institution has made toward the primary pillars of the strategic plan. While significant investments in staffing and new resources have been made in regards to the majority of those pillars, there are opportunities for growth in the area of community-engaged learning.

Dr. Hoff presented Community-Engaged Learning as the proposed QEP topic. Community-engaged learning does involve academically-based community engaged courses but also includes service-learning, co-ops, internships and externships, practicums, clinical activities, capstone work, research projects, public service, practice-based learning, and experiential education and learning. The goals of the initiative would be to expand experiential learning opportunities; to develop an experiential learning culture; provide support for students engaged in experiential learning; and document and promote opportunities that are mutually beneficial to the student and the organization being served. The work of the QEP can be linked to student success, and it aligns with the work of the Committee for 125.

If the proposed QEP topic is approved, the next steps would be to hire a director and continue planning during the spring and summer, with the goal to pilot the project in the fall 2022 semester.

4.2.2. *Volunteer Approval Policy*

Ms. Lori Erickson presented on four policies; none had substantial changes, and the new policies mostly reflected removal of TBR language as well as adjustments to language. Mr. Atkins noted one typographical error involving the word coercion. A motion was made and seconded to approve the policy. The policy was approved.

4.2.3. *Workers' Compensation Program Policy*

Ms. Erickson noted that this is not an ETSU program but rather one administered by the State of Tennessee; however, ETSU is required to have the information available for employees. A motion was made and seconded to approve the policy. The policy was approved.

4.2.4. *Transcript Policy*

Ms. Erickson stated that this policy addresses some recent questions her office has received. A recommendation was made that the title of the policy references that this is for employment so that there is no confusion with transcript requests for undergraduate or graduate admissions. A motion was made and seconded to approve the policy. The policy was approved.

4.2.5. *Employment of Minors Policy*

Ms. Erickson said this proposed policy establishes a procedure to be followed in the event the institution needs to hire a minor who is 16 or 17 years old. A motion was made and seconded to approve the policy. The policy was approved.

4.2.6. *General Investigations Policy*

Ms. Marlina Rogers explained that this policy would provide guidance for her office to investigate violations of law or policy. She addressed questions and comments that were received during the public comment period. A motion was made and seconded to approve the policy. The policy was approved.

4.2.7. *Facilities Planning and Design for Major Capital Projects Policy*

Ms. Laura Bailey presented this policy which is being moved from TBR and pertains to projects over \$100,000. She discussed a few comments that were received during the public comment period. A motion was made and seconded to approve the policy. The policy was approved.

4.2.8. Budget Control Policy

Ms. Karen Glover noted that this policy was being moved from TBR. It outlines procedures and establishes the internal controls for the university and the role of the BOT and outside agencies, such as THEC. A motion was made and seconded to approve the policy.

4.2.9. Personal Use of University Assets and Services Policy

Ms. Glover explained that the recent annual financial audit from the state indicated that a personal use policy was needed. This proposed policy states that university assets and services are for university operations and not to be used for personal gain or outside employment. A motion was made and seconded to approve the policy. The policy was approved.

5. Information Items/Presentations

5.1. Undergraduate Enrollment: Process Review and Fall 2021 New Student Outcomes

Dr. Joe Sherlin gave a report on new undergraduate student enrollment and fall 2021 outcomes. Undergraduate Admissions was moved to Student Life and Enrollment in March 2019. Dr. Sherlin feels that recruitment and enrollment efforts have benefited from the extensive support from leaders from across the institution. He reported on work that began in March 2019 to assess structure, staffing, planning, operations, metrics, and marketing. A number of national consultants assisted with this assessment. It led the foundation for an exciting period of innovation (which Dr. Sherlin feels we are still in) to pursue multiple areas of strategic opportunity. These include improving processing time in Admissions, doubling the time counselors are on the road, developing a deeper understanding of the factors involved in the college decision, enhancing communication around the major strength pillars of the university, and becoming more aggressive in out-of-state recruitment. Much of this work happened during the pandemic. In addition to the investment in expertise, such as the work of the consultants, investments have been made in staffing at many levels and in the area of marketing. He credits the presence of multiple partnerships, both on- and off-campus, that made these success possible.

He reviewed some of the fall 2021 outcomes which were up across the board, including an increase in new freshmen and growth in out-of-state enrollment. He also noted that international enrollment is moving in the right direction. A review of peer institution freshmen numbers was also favorable for ETSU. In terms of the fall 2022 semester, the outlook is positive in terms of applications and acceptances. Housing applications are also up. He closed his report by thanking the admissions team and members of the University Council for their work.

6. President's Report

President Noland was unable to attend the meeting.

7. Announcements

Dr. Nick Hagemeyer announced the dates of the Boland Undergraduate Research Symposium and the Appalachian Student Research Forum as April 6-7 and indicated other activities will be held that week to celebrate research and creative activity on campus.

Ms. Fulkerson announced that ETSU is working with the Washington County Election Commission and will serve as an early voting site April 18-22. Civility Week will be the last week of March and extend into early April. She also announced plans for the alternative spring break week.

Dr. Sam Mayhew gave an update on new staffing for New Student and Family Programs and for Veterans Affairs.

Provost McCorkle announced that dean searches for Arts and Sciences and Business and Technology have begun

8. Adjournment

The meeting adjourned at 9:48 a.m.