



**Middle Tennessee State University
Board of Trustees**

Spring Board Meeting

Tuesday, March 31, 2020
1:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Introduction of Student-Veteran

Welcome and Opening Remarks

Roll Call

Minutes Tab 1
December 10, 2019 Board Meeting

Academic Affairs, Student Life, and Athletics Committee Report..... Tab 2
and Recommendations

1. Policy Revision – 301 Admissions
2. Revision to Admissions Requirements – Dual Enrollment
3. Revision to Undergraduate Degree Requirements
4. New Academic Degree Programs
 - a. Bachelor of Arts in Music
 - b. Bachelor of Science in Horse Science

Audit and Compliance Committee Meeting Report

Executive and Governance Committee Report and Recommendations Tab 3

1. Institutional Mission/Mission Profile
2. President’s Evaluation and Compensation
3. Board of Trustees Policy – Trustee Emeritus

Finance and Personnel Committee Report and Recommendations Tab 4

1. Capital Project Disclosures
2. Airport Master Plan

President's Report

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

DATE: March 31, 2020

SUBJECT: **Minutes of December 10, 2019
Winter Quarterly Board Meeting**

PRESENTER: Chairman Steve Smith

BACKGROUND INFORMATION:

Approval of minutes of December 10, 2019 Winter Quarterly Board Meeting

MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
MINUTES

The Middle Tennessee State University Board of Trustees met on December 10, 2019, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Pledge of Allegiance

Board Chair Steve Smith called the meeting to order at 1:00 p.m. Lt. Gen. Keith Huber led the Pledge of Allegiance.

Introduction of Student Veteran

Gen. Huber introduced Petty Officer 3rd class Mercy Kigen who was born and raised in Kenya, Africa. In 2009, she was awarded an academic and athletic scholarship to attend Norfolk State University. In 2013, she enlisted in the United States Navy and served 5 years in Somalia and Afghanistan. During that time, Ms. Kigen became a U.S. citizen. Her skill set was as a hospital trauma corpsman with a specialty in dentistry. Further, due to her language capabilities and her cultural comprehension, she entered a very elite program, the Female Engagement Support Team. As such, she was part of a team that entered homes of the local population and, in the native language, assisted in separating the women and children from the men who were suspected to be the enemy. She is now a senior at MTSU majoring in biology and chemistry, and is completing dentistry studies in Nashville. Ms. Kigen expressed her thanks and gratitude for the opportunity to address the Board, explaining how honored she was to have been able to serve the United States of America.

Welcome and Opening Remarks

Chairman Smith welcomed those present to the meeting of the Board of Trustees and thanked those who helped coordinate the meeting.

On behalf of the Board, Chairman Smith congratulated the Blue Raider football team on their academic achievement. MTSU was recently cited by the NCAA as the #1 U.S. public university in the Graduation Success Rate (GSR) for football in the Football Bowl Subdivision (FBS). The football team's GSR this year was an all-time high for MTSU. This marks the seventh straight year being above eighty percent (80%) GSR.

Chris Massaro was invited to give remarks. He gave credit to the entire University with special thanks to Todd Wyant, Director of Academic Enrichment Center, and Coach Brent Brock, Director of Football Operations. Mr. Massaro stated that they always have the student-athletes' best interests in mind and do a great job, ensuring the student athletes attend class and get a degree.

Dr. McPhee commented on the team effort needed to sustain this level of excellence. He indicated that all of the University's sports teams are exceeding in the area of academic success. MTSU has received national recognition from the NCAA president, Mark Emmert, concerning the overall academic performance of its athletes.

Roll Call

The following trustees were in attendance: J.B. Baker, Thomas Boyd, Pete DeLay, Samantha Eisenberg, Darrell Freeman, Sr., Chris Karbowskiak, Mary Martin, Stephen Smith, and Pamela Wright. Trustee Joey Jacobs was absent. A quorum was declared. President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Success; Brenda Burkhart, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also in attendance.

Approval of Minutes – Action

The first agenda item was approval of the minutes from the September 18, 2019 Board meeting. Trustee DeLay made the motion to approve the minutes from the September 18, 2019 meeting, and Trustee Baker seconded the motion. A voice vote was taken and the motion to approve the minutes from the September 18, 2019 meeting of the Board passed.

Committee Report: Academic Affairs, Student Life, and Athletics

Committee Chair Pamela Wright gave the report from the November 12, 2019 meeting of the Academic Affairs, Student Life, and Athletics Committee. The meeting began with approval of the minutes from the September 4, 2019 meeting. The Committee report contained two (2) action items to be considered and voted on by the Board, and two (2) information items. Materials outlining these actions were made available for review prior to the Board meeting and were contained in the Board notebooks.

Approval of Tenure and Promotion of Faculty Member, Dr. Kelly Kolar – Action

Dr. Kelly Kolar applied for tenure and promotion to associate professor and was reviewed by her department chair, department committee, college committee, and college dean according to MTSU Policies 204 and 205, and the respective college and department policies. The President recommended tenure and promotion to associate professor be granted, retroactive to August 1, 2019.

New Policy 90 Athletics Integrity and Conduct of Athletics Staff – Action

The new policy applies to all Athletics staff, including coaches and administrators, and sets out expectations for their conduct regarding student athletes. The policy also provides an additional, independent, objective process of reviewing student-athlete complaints and grievances through which student-athletes may report behavior inconsistent with the expectations set forth in Policy 90. Athletics staff found to have violated this policy will be subject to disciplinary proceedings as outlined in the policy.

These two (2) action items were approved by the Committee.

Revisions to Rule 0240-07-05 Student Conduct and Policy 540 Student Conduct – Information

Proposed revisions to Rule 0240-07-05 Student Conduct and Policy 540 Student Conduct were not approved. The policy and rule will be revisited at a later date.

Open Educational Resources (OER) - Information

The Committee heard a presentation concerning Open Educational Resources (OER), a new movement to save students money and improve retention by providing free educational materials. The presentation highlighted the effort to bring OER to MTSU.

Committee Chair Wright thanked Trustee DeLay for chairing the meeting on November 12 in her absence.

Motion

Trustee Freeman made the motion to approve the action items recommended by the Committee and Trustee Karbowski seconded the motion. A voice vote was taken and the motion to approve the action items passed.

Committee Report: Audit and Compliance Committee

Committee Chair Karbowski provided the report for the Audit and Compliance. The Committee met on November 12, 2019 with the first item on the agenda being approval of the minutes from the August 20, 2019 meeting. The Committee report contained one (1) action item to be considered and voted on by the Board, and two (2) information items. Materials outlining these actions were made available for review prior to the Board meeting and were contained in the Board notebooks.

Policy 10 Ethics and Code of Conduct - Action

Assistant Vice President Gené Stephens presented proposed revisions to Policy 10 Ethics and

Code of Conduct to add investigatory procedures and an appeal process for all ethics investigations.

Results of External Reviews - Information

Brenda Burkhart, Chief Audit Executive, presented results of external reviews. First, the Office of the Comptroller of the Treasury released a report concerning an investigation of selected records of the Athletics Department on August 29, 2019. The results of the investigation concluded an associate athletic director used his university purchasing card to make a questionable purchase, and department staff used university purchase credit from a sports fitness company to provide shoes and sports apparel to family and friends. The report also included an internal control deficiency of inadequate oversight of use of sponsorship trade. The report concluded that management of the Athletics Department indicated they were establishing new practices and procedures to correct the findings and the internal control deficiency disclosed in the report.

Second, the Tennessee Department of Finance and Administration, Office of Criminal Justice Programs Fiscal Unit, conducted a financial desk review on October 17, 2019 of the STOP (Services, Training, Officers, Prosecutions) funding for the fiscal year ending June 30, 2020. The current year maximum funding is \$60,000. The financial monitoring review objectives were: 1) to assess the reliability of internal controls, 2) to test the reliability of the financial reporting, 3) to test if costs and services are allowable and eligible, and 4) to verify contractual compliance. There were no findings of noncompliance.

Internal Audit – Information

MTSU Policy 70 Internal Audit, Section IX.F. requires significant results of internal audit reports be presented to the Audit and Compliance Committee quarterly. Ms. Burkhart reported that since the last meeting of the Audit and Compliance Committee, the following two audit projects have been completed:

1. Cash Counts at June 30, 2019 with no reportable issues.

2. Audit of inventories for fiscal year ended June 30, 2019 concluded the year-end inventory counts were accurate and in compliance with the inventory procedures.

Due to errors in the valuation of the Printing Services inventory, the report included a recommendation for Printing Services to include valuation instructions in the inventory procedures.

The current status of the Internal Audit Plan for Fiscal Year 2020 was included in the materials for the Committee's review. The public meeting of the Committee adjourned and the Committee went into executive session to discuss audits and investigations.

The action item before the Committee was approved unanimously.

Motion

Trustee Freeman made the motion to approve the action item from the Audit and Compliance Committee and Trustee DeLay seconded the motion. A voice vote was taken and the motion to approve the action item of the Audit and Compliance Committee passed.

Committee Report: Finance and Personnel Committee

Dr. Mary Martin provided the Finance and Personnel Committee report on behalf of Committee Chair Joey Jacobs. The Finance and Personnel Committee met on November 12, 2019. The first item on the agenda was approval of the minutes from the September 4, 2019 meeting. The Committee report contained two (2) action items to be considered and voted on by the Board. Materials outlining these actions were made available for review prior to the Board meeting and were contained in the Board notebooks.

Policy 808 Compensation Reporting and Approvals – Action

Policy 808 Compensation Reporting and Approvals requires the Board of Trustees to approve salary increases of MTSU employees. Kathy Musselman, Assistant Vice President for Human Resources, presented the request for approval to implement market adjustments using the remainder of the 2% salary pool and an additional allocation of one million dollars from operating

funds. The market adjustments will be based on 2014-15 CUPA data and will be effective January 1, 2020 for employees on payroll as of December 31, 2019. With the allocated resources, employees whose current salary is below the market predicted salary will receive 43% of the recommended adjustment.

Approval of the 2019-2020 October Revised Budget – Action

Changes to the original July budget were outlined by Mr. Thomas:

- Adjustments to Tuition and Fee Revenue for inclusion of the remaining tuition and mandatory fee increase and reflecting the increase for fall enrollment.
- Adjustments to expenditure budgets for: (1) re-budgeting of various student fee balances from the prior year, (2) purchases in process at year end but not be completed until the current fiscal year, (3) additional safety and security initiatives, (4) salary increases for a 1.0% cost-of-living adjustment, (5) increases in adjunct pay, (6) increases in funding for graduate assistants and marketing for graduate courses, (7) additional scholarships, and (8) limited funding for new academic programs approved by THEC for FY 2019-20.
- Adjustments to auxiliary and restricted budgets based on information obtained since the July Budget submission.

The total University budget, including the unrestricted education and general funds and auxiliary and restricted funds, is approximately \$450 million.

The Committee approved both the proposal to implement market adjustments and the October Revised budget. There were informational items on the Committee agenda that will be presented at a later date.

Both action items before the Committee were approved unanimously.

Motion

Trustee Freeman made a motion, seconded by Trustee Wright, to approve the action items recommended by the Finance and Personnel Committee. A voice vote was taken and the motion to approve the action items passed.

Approval of Audit and Compliance Committee Chair and Members – Action

The Audit and Compliance Committee Charter requires that the Committee Chair and members be approved by the Board. The following names were submitted for consideration: Pete DeLay (Chair), Tom Boyd, Christine Karbowiak, Mary Martin, Steve Smith, and Pam Wright.

Motion

Trustee Freeman made a motion, seconded by Trustee Martin, to approve the Audit and Compliance Committee Chair and members. A voice vote was taken and the motion to approve the Audit and Compliance Committee Chair and members passed.

Report of the Board Secretary

Ms. Zimmerman reported that Policy 100 Use of Campus Property and Facilities Scheduling had minor revisions, updating references to another institutional policy.

Report of the President

Dr. McPhee provided the following information to the trustees.

Bachelor of Science Degree with a Major in Data Sciences

At its meeting on September 18, 2019, the Board approved a new academic program proposal to establish a Bachelor of Science degree with a major in Data Sciences. Following that meeting, in accordance with section 1.0.11A of THEC Policy A1.0, a request to the Tennessee Higher Education Commission was made to consider the proposed academic program be placed on the Commission agenda at the earliest possible scheduled meeting. THEC approved the Bachelor of

Science Degree with a Major in Data Sciences and this degree be offered in Fall 2020. Dr. McPhee expressed his thanks to the Board for approving it and noted that the program is one that is in great need and demand by businesses located in Tennessee. The program will meet a major economic development and workforce need.

Budget Hearings 2020-2021

The Governor's annual budget hearing was held on November 5, 2019 at the State Capitol where the 2020-2021 budget proposal was presented to Governor Lee. On November 18, 2019, a similar presentation was made to the House Finance, Ways and Means Committee. In both presentations and hearings, there were no issues concerning the University or the proposal. A number of observations were made regarding the University as it relates to addressing the state's needs with the University's program; in particular, veterans' programs were highlighted.

Presentation by Joe Bales and Paula Leslie Concerning Relationships with Corporations

At the request of several trustees, a presentation was made regarding interactions with the region's business community. With Nashville's emergence as a national destination for corporate America and the tremendous growth that the middle Tennessee area is experiencing, MTSU has an incredible opportunity to position itself as the "go to" source for a wide range of higher education resources. Joe Bales, Vice President for University Advancement, and Paula Leslie, Director of Corporate Engagement and Strategic Partnership, provided an update on progress made in improving corporate engagement.

Mr. Bales provided a brief history on the development nationally of "Corporate Relations" as a formal institutional activity, with early origins at major national research universities. Like many of its peers, MTSU's efforts began much later. At MTSU, the 2010 "Positioning the University for the Future" initiative identified the need for increased corporate interaction with private sector partners to better meet the needs of the University. However, it wasn't until FY 2016, that funding became available and the Director of Strategic Partnerships position was created.

Efforts were initiated and a university plan was developed to identify private entities that offered the greatest potential for broad, complimentary, synergistic relationships, with initial focus on employment opportunities for graduates. Mr. Bales explained a four-step plan to identify and evaluate potential “best fit” relationships, with the opportunity for clearly defined benefits for both parties.

Mr. Bales emphasized that this is not a fundraising initiative. Instead, it is considered a mutually beneficial resource exchange. However, it is a goal that support from these companies will lead to financial support of the University. In the last three (3) years, relationships have been developed with over seventy (70) companies.

Ms. Leslie presented information on Asurion as a good example of the process used to form a synergistic relationship between the University and business. The company has a national and global presence with a strong local workforce and a dedicated university relationship manager. Asurion also has over 370 MTSU alumni across the company with 80 in leadership positions. Since 2016, the number of MTSU alumni employees at Asurion have grown from 307 to 373. Internships and experiential learning have grown and Asurion is engaged in research activities that support company needs. Sponsorship and private support have grown to \$25,000 in 2019-2020.

Ms. Leslie explained that she meets with key employers twice a year to do a planning session with them based on what their strategic goals are and the engagement strategies are developed. She explained that they are constantly reviewing information to learn which companies are growing in terms of opportunities. They also look for strategies in forming relationships that mutually benefit the institution and its corporate partners in order to achieve a best-fit relationship.

Dr. McPhee added that there are three companies the University is working with currently that will soon bring results. The partnership with T-Mobile has resulted in providing 1,100 hot spots, free of charge, for veterans. They have also expressed interest in forming an exclusive relationship with MTSU for the education of 3000 of their employees. MTSU has developed a program with Delta Airlines through the Delta Propel aviation program, and several MTSU

administrators recently visited corporate offices. Finally, MTSU is working very closely with Amazon concerning educational programs and employment opportunities associated with their new Nashville offices.

Dr. McPhee reminded the Board that commencement would be held on Saturday, December 14. There will be 1,700 students graduating. The morning speaker is RCA Records Nashville entertainer and MTSU Alumnus Chris Young and the afternoon speaker is Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools Commission on Colleges.

Dr. McPhee invited the trustees to the Holiday Open House he and Ms. McPhee hold each year, noting that the event is open to the community.

Lastly, Dr. McPhee thanked everyone for the prayers, thoughts, and cards after the loss of his mother.

Concluding Remarks

Chairman Smith stated his agreement with Dr. McPhee concerning the importance of reaching out to local, state and federal officials to keep them apprised of the great work being done at MTSU. He then expressed his thanks to everyone who attended the meeting.

Adjournment

Chairman Smith adjourned the meeting at 1:54 p.m.

Respectfully Submitted,

Heidi Zimmerman
Board Secretary



**Middle Tennessee State University
Board of Trustees**

MEETING: Spring Quarterly Board Meeting

SUBJECT: **Academic Affairs, Student Life, and
Athletics Committee**

DATE: March 31, 2020

PRESENTER: Pam Wright
Committee Chair

-
- Policy Revision – 301 Admissions
 - Revision to Admissions Requirements – Dual Enrollment
 - Revision to Undergraduate Degree Requirements
 - New Academic Degree Programs
 - a. Bachelor of Arts in Music
 - b. Bachelor of Science in Horse Science



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting
DATE: March 31, 2020
SUBJECT: **Policy Revision – 301 Admissions**

BACKGROUND INFORMATION:

Policy 301 Admissions

A definition for “Audit” was added to Section II. Revisions to Section V.E. provide that the registration procedure for auditing courses is the same as that when registering for credit courses. Other revisions were made for clarity and reflect the requirements of TCA § 49-7-113. This statute allows specified individuals to take courses, on either an audit or for-credit basis, at reduced rates. Policy 643 Educational Assistance: Veterans’ Dependents, State Retirees, Disabled, and Elderly Persons Programs, which provides more detail concerning eligibility criteria and applicable fees, is referenced.



301 Admissions

Approved by Board of Trustees

Effective Date: _____, 2020

Responsible Division: Academic Affairs

Responsible Office: University Provost

Responsible Officer: Vice Provost for Academic Programs

I. Purpose

The following policy and procedures are adopted, pursuant to the authority granted by T.C.A. § 49-7-101, as the consistent admission policy of Middle Tennessee State University (MTSU or the University). MTSU shall also develop specific criteria and procedures consistent with this policy for the admission of students. Admission decisions shall be made without regard to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability status, age or status as a covered veteran and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes, and all regulations promulgated pursuant thereto.

II. Definitions

- A. Adequate insurance coverage. The student's coverage meets or exceeds the level of coverage provided to participants under the University's Student/Scholar Health & Accident Insurance Plan.
- B. Audit. A student who audits a course enrolls without expectation of receiving academic credit for the course.
- C. Dual enrollment. The enrollment of a high school student in one or more specified college course(s), for which the student will be awarded both high school and college credit.
- D. Joint enrollment. The enrollment of a high school student in one or more college course(s), for which the student will earn only college credit.

III. Policy Development

- A. Publication of policy, criteria, and procedures for admission. MTSU shall include its approved admission policy, along with specific criteria and procedures, in its catalog <http://www.mtsu.edu/ucat/index.php> and other appropriate publications.
- B. Policy Revision. Any subsequent change to the approved admission policy shall, prior to implementation, be submitted to the MTSU Board of Trustees (Board) for review and approval.

IV. Medical or Health Information

- A. All applicants for admission shall provide health information that, at a minimum, establishes the applicant's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance at a higher education institution, and, compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
- B. Prior to full-time attendance, all students must provide documentation that illustrates receipt of the required immunizations.
- C. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
- D. Once a student is enrolled full-time at any Tennessee Board of Regents institution, the student shall be deemed as satisfying the requirement for immunizations, and upon transfer to MTSU, will have the requirement for documentation of immunizations waived.

V. Provisions for admission at MTSU.

- A. General Provisions
 - 1. MTSU shall, in the admission or readmission process, assign each student a residency classification. Minimum criteria for the admission of residents of states other than Tennessee may exceed the minimum criteria established for residents of the state. [Policy 501 Residency Classification](#).
 - 2. Admission of International Non-Immigrant Applicants
 - a. Criteria for admission:

- (1) Educational Level. The educational level attained must be comparable to that required of U.S. applicants.
 - (2) Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, MTSU shall require that applicants, whose native language is not English, to submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.
 - (3) Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living, and other expenses, MTSU shall require international applicants to supply evidence of financial capability.
 - (4) Immigration Service Regulations. MTSU shall adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.
 - (5) Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.
 - (6) Medical and Hospitalization Insurance. International non-immigrant applicants with J, F, or M visas must have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the University. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. MTSU may require similar insurance coverage of all other international non-immigrant applicants.
- b. MTSU shall establish a process for:

- (1) Informing applicants for admission of the insurance coverage required and of its approximate cost;
- (2) Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- (3) Automatically enrolling applicants in a Student/Scholar Health and Accident Insurance Plan for those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

3. Admission to Specialized or Limited-Enrollment Programs

- a. MTSU shall develop specific criteria and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
- b. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. T.C.A. § 49-7-138.
- c. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain academic programs.
 - (1) Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - (2) MTSU may vary in its admission requirements based on analysis of student success characteristics.
 - (3) Admission and progression policies related to selective programs shall reflect the likelihood of being admitted to the major at the earliest possible point and may contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
- d. Admission and progression policies for specialized and limited enrollment programs shall be clearly displayed in all materials to prospective applicants.

4. Admission to Nursing and Allied Health Programs. MTSU shall require that all persons admitted to nursing or allied health programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant's compliance with the rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.
5. Advanced Standing and Placement. MTSU may develop criteria and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with [Policy 308 Awarding of Credits Earned Through Extra-Institutional Learning](#).
6. Readmission. MTSU shall develop criteria and procedures for the readmission of students. These criteria and procedures shall be consistent with [Policy 314 Undergraduate Academic Retention Standards](#).
7. Application Fee. MTSU may, with prior approval of the Board, charge a one-time, non-refundable application fee.

B. Undergraduate Degree Admission

1. Admission of First-Time Freshmen
 - a. Applicants for degree admission as first-time freshmen shall be admitted using the following four (4) criteria:
 - (1) High School Graduation. Except as provided for below, applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed all required proficiency examinations.
 - (2) High School Diploma or Equivalency. Applicants for degree admission as first-time freshmen may present either the 2014 GED[®] test or the HiSET[™] in lieu of a high school diploma provided that their GED[®] test or the HiSET[™] score meets or exceeds the minimum score set by the University.

(3) Standardized Examination Scores

- (a) Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores.
- (b) MTSU will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the placement decision.

(4) High School Course Requirements. MTSU accepts the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

- (a) four (4) Credits of English
- (b) four (4) Credits of Math, including Algebra I and II, Geometry, and a fourth higher level math class.
- (c) three (3) Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.
- (d) three (3) Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.

*T.C.A. § 49-7-110 requires the completion of six (6) semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate degree of any kind from any institution of higher learning or community college supported or maintained by the State. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three (3) semester hours of Tennessee History for the American History requirement.

- (e) 1.5 Credits of Physical Education and Wellness
- (f) two (2) Credits of a Single Foreign Language
- (g) 0.5 Credits of Personal Finance
- (h) one (1) Credit of Fine Arts
- (i) three (3) Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP), or International Baccalaureate (IB)

Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum who hold a high school diploma are exempt from the diploma requirements.

- (5) Out-of-State Applicants. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

2. Early Admission of First-Time Freshmen

- a. MTSU shall develop procedures for the admission of applicants who have completed their junior year in high school.
- b. The minimum requirements for admission of applicants in this category shall be the following:
- (1) High School GPA. Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- (2) Standardized Examination Score. Applicants must have an Enhanced ACT composite score of at least 22 or a comparable score on Accuplacer or other diagnostic tests that the University may adopt in the future.
- (3) Prescribed Courses. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- (4) Endorsements. Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

3. Admission of Transfer Students. MTSU shall establish criteria and procedures for the admission of transfer students that are consistent with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The applicant's grade point average on transferable courses must be at least equal to that which MTSU requires for the readmission of its own students. Applicants who do not meet MTSU's standards may be admitted on scholastic probation or other appropriate condition.
- c. MTSU shall develop and publish criteria and procedures regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by

examination, military and other formal training, experiential learning, and academic fresh start. Such criteria and procedures must, at a minimum, be consistent with national standards of good practice, and the requirements of appropriate accrediting bodies, and consistent with [Policy 308 Awarding of Credits Earned through Extra-Institutional Learning](#) and [Policy 314 Undergraduate Academic Retention Standards](#).

4. Admission of Non-Degree Students to Degree Admission Status
 - a. MTSU shall develop criteria and procedures for granting degree admission to non-degree students.
 - b. To be eligible for Degree Admission status, non-degree students, as defined below, must meet all the applicable provisions of Section II.B. above.
- C. Graduate and Professional Degree Admission
1. MTSU shall develop procedures and specific criteria for admitting applicants to graduate and professional degree programs. Such criteria and procedures shall, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.
 2. Admission
 - a. MTSU shall set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.
 - (1) Departments may set higher minimum standards for admission.
 - (2) Departments may also stipulate a minimum GPA to be achieved in the desired major during the final year or two (2) of the undergraduate studies.
 - b. MTSU may determine to offer varying degrees of admission, i.e., full, conditional, or provisional.
 - c. Official Transcripts
 - (1) MTSU shall require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.
 - (2) MTSU may determine whether or not to accept three (3) year undergraduate degrees in keeping with the international education reform, i.e., Bologna

process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.

d. Standardized Examination Scores

- (1) MTSU may request dates and scores for one or more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.
- (2) Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.

e. Proof of English Competency

- (1) All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English speaking nation, must provide proof of English proficiency.
- (2) MTSU may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.
- (3) Departments shall provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.

f. Required Materials for Graduate Degree Application. Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:

- (1) An application form.
- (2) Transcripts of all previous academic work from which an undergraduate GPA may be calculated (certified translations for non-English transcripts may be required).
- (3) Proof of English competency for international students for whom English is not their first language, with the possible exception of those who have completed a degree at an accredited institution in an English speaking country.

3. Admission of Undergraduates to Graduate Courses. MTSU may grant permission to undergraduate students with exceptional academic backgrounds to undertake graduate coursework as part of their undergraduate experience.
4. Admission of Transfer Graduate Students
 - a. Students applying for transfer from another graduate institution should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.
 - b. MTSU shall establish criteria and procedures for the admission of transfer graduate students that are consistent with the following criteria:
 - (1) The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended.
 - (2) The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which MTSU requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.
 - (3) MTSU shall develop procedures and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as criteria for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.

D. Non-Degree Admission for Undergraduate and Graduate Applicants

1. MTSU shall develop criteria and procedures for admitting undergraduate and graduate applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.
2. Criteria and procedures shall include any conditions of enrollment and any term or overall credit-hour limitations.
3. Applicants who are eligible for non-degree admission include:
 - a. Persons Not Previously Enrolled in College
 - (1) High School Graduates

- (2) Persons twenty-one (21) years of age or older who have not earned a high school diploma and are not currently enrolled in high school.
- (3) Persons eighteen (18) years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.
- (4) High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:
 - (a) Academically talented/gifted students enrolled in 9th, 10th, 11th, or 12th grade in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.
 - (b) High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined in the Definitions section. Dual Enrollment students must meet the following eligibility criteria:
 - The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school or in a home education program.
 - The student may enroll in a specific course based on the course's specific placement requirements as determined by the University.
 - The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.
 - The student must provide secondary institution permission/approval. Additionally, a minor (under eighteen [18] years of age) must provide parental/guardian permission/approval.

b. Persons with College Credit but Not a Degree

- (1) Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.
- (2) Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.

- c. Persons with a College Degree or Certificate
 - (1) Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the University in a particular field but who wish to take additional courses.
 - (2) Persons who do not qualify for or do not wish to apply for graduate degree admission.

- E. Audit Admission. MTSU shall develop criteria and procedures for the admission of persons wishing only to audit courses. The same registration procedure applies as for credit courses and, unless provision F. below applies, the same fees will be charged as for credit courses. Admission may be limited or denied based on the availability of space in the individual classroom.

- F. Admission of Disabled, Elderly, and State Retirees Pursuant to T.C.A. § 49-7-113. In accordance with T.C.A. § 49-7-113, certain disabled, elderly persons, and state service retirees are eligible to enroll in courses at MTSU on an audit or for-credit basis without paying tuition charges, maintenance fees, student activity fees, or registration fees. Eligibility criteria and applicable fees are provided in [Policy 643 Educational Assistance: Veterans' Dependents, State Retirees, Disabled, and Elderly Persons Programs](#). Admission may be limited or denied based on the availability of space in the individual classroom.

- G. Admission of Non-Degree Students to Degree Admission Status. MTSU shall develop criteria and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.

- H. Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs
 - 1. MTSU may require continuous enrollment within select or all graduate programs.
 - 2. MTSU may establish periods of required residency for students seeking admission and enrolling in select graduate programs. Residency requirements should be clearly described in application materials and on the institutional program website.

- I. Admission to Select Graduate Programs
 - 1. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to MTSU graduate programs.

2. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.
3. MTSU and individual graduate programs may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.

Forms: none.

Revisions: June 5, 2017 (original); _____, 2020.

Last Reviewed: _____ 2020.

References: Policies 308 Awarding of Credits Earned through Extra-Institutional Learning; 314 Undergraduate Academic Retention Standards; 501 Residency Classification; 643 Educational Assistance: Veterans' Dependents, State Retirees, Disable, and Elderly Persons Programs; T.C.A. §§ 49-6-3111; 49-7-101; 49-7-110; 49-7-113; 49-7-138; Executive Order 11246; Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans Readjustment Act of 1974; Age Discrimination Act of 1975; Pregnancy Discrimination Act; Tennessee Diploma Project of 2009.



301 Admissions

Approved by Board of Trustees

Effective Date: ~~June 5, 2017~~ _____, 2020

Responsible Division: Academic Affairs

Responsible Office: University Provost

Responsible Officer: Vice Provost for Academic Programs

I. Purpose

The following policy and procedures are adopted, pursuant to the authority granted by T.C.A. § 49-7-101, as the consistent admission policy of Middle Tennessee State University (MTSU or the University). MTSU shall also develop specific criteria and procedures consistent with this policy for the admission of students. Admission decisions shall be made without regard to race, color, religion, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability status, age or status as a covered veteran and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes, and all regulations promulgated pursuant thereto.

II. Definitions

- A. Adequate insurance coverage. The student's coverage meets or exceeds the level of coverage provided to participants under the University's Student/Scholar Health & Accident Insurance Plan.
- B. [Audit. A student who audits a course enrolls without expectation of receiving academic credit for the course.](#)
- C. Dual enrollment. The enrollment of a high school student in one or more specified college course(s), for which the student will be awarded both high school and college credit.
- D. Joint enrollment. The enrollment of a high school student in one or more college course(s), for which the student will earn only college credit.

III. Policy Development

- A. Publication of policy, criteria, and procedures for admission. MTSU shall include its approved admission policy, along with specific criteria and procedures, in its catalog <http://www.mtsu.edu/ucat/index.php> and other appropriate publications.
- B. Policy Revision. Any subsequent change to the approved admission policy shall, prior to implementation, be submitted to the MTSU Board of Trustees (Board) for review and approval.

IV. Medical or Health Information

- A. All applicants for admission shall provide health information that, at a minimum, establishes the applicant's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance at a higher education institution, and, compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
- B. Prior to full-time attendance, all students must provide documentation that illustrates receipt of the required immunizations.
- C. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
- D. Once a student is enrolled full-time at any Tennessee Board of Regents institution, the student shall be deemed as satisfying the requirement for immunizations, and upon transfer to MTSU, will have the requirement for documentation of immunizations waived.

V. Provisions for admission at MTSU.

- A. General Provisions
 - 1. MTSU shall, in the admission or readmission process, assign each student a residency classification. Minimum criteria for the admission of residents of states other than Tennessee may exceed the minimum criteria established for residents of the state. [Policy 501 Residency Classification](#)~~Classifying Students In State and Out of State for Paying University Fees and Tuition and for Admission Purposes.~~
 - 2. Admission of International Non-Immigrant Applicants

a. Criteria for admission:

- (1) Educational Level. The educational level attained must be comparable to that required of U.S. applicants.
- (2) Proof of English Language Proficiency for Non-Native English Language Speakers. In order to determine an applicant's level of proficiency in the English language, MTSU shall require that applicants, whose native language is not English, to submit scores earned on the Test of English Language Proficiency (TOEFL), the academic version of the International English Language Testing System (IELTS), or one of the other recognized comparable standardized examinations. Courses completed at another U. S. institution may be used in lieu of standardized examination scores.
- (3) Financial Statement. In order to determine the international student's ability to pay registration fees, non-resident fees, living, and other expenses, MTSU shall require international applicants to supply evidence of financial capability.
- (4) Immigration Service Regulations. MTSU shall adhere to all U.S. Citizenship and Immigration Service regulations in the admission, enrollment, and readmission of international non-immigrant applicants.
- (5) Certification of Freedom from Tuberculosis. All international non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program.
- (6) Medical and Hospitalization Insurance. International non-immigrant applicants with J, F, or M visas must have and maintain medical and hospitalization insurance as a condition of admission and continued enrollment at the University. Applicants with J visas must also carry adequate medical and hospitalization insurance for spouses and dependents. MTSU may require similar insurance coverage of all other international non-immigrant applicants.

b. MTSU shall establish a process for:

- (1) Informing applicants for admission of the insurance coverage required and of its approximate cost;
- (2) Informing applicants of the documents that will be acceptable as proof of medical and hospitalization coverage; and
- (3) Automatically enrolling applicants in a Student/Scholar Health and Accident Insurance Plan for those international non-immigrant students who do not otherwise have adequate coverage. Enrollment shall take place not later than at the time of class registration, and the cost of the coverage shall be added to the student's registration fees.

3. Admission to Specialized or Limited-Enrollment Programs

- a. MTSU shall develop specific criteria and procedures for admission of students to programs or courses with enrollment limitations and/or specialized curricula.
- b. Such limitations should be based upon selective criteria appropriate to the program or course which apply equally to all prospective students, provided that preference for admission be given to residents of the State of Tennessee. T.C.A. § 49-7-138.
- c. A number of factors such as accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to certain academic programs.
 - (1) Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be admitted and continue in these academic programs.
 - (2) MTSU may vary in its admission requirements based on analysis of student success characteristics.
 - (3) Admission and progression policies related to selective programs shall reflect the likelihood of being admitted to the major at the earliest possible point and may contain information on grade point average, standardized test scores, and grade expectations in specified high school courses indicative of success in the field.
- d. Admission and progression policies for specialized and limited enrollment programs shall be clearly displayed in all materials to prospective applicants.

4. Admission to Nursing and Allied Health Programs. MTSU shall require that all persons admitted to nursing or allied health programs:
 - a. Provide evidence through a health verification form, that at a minimum, establish the applicant's compliance with the rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases, including the Hepatitis B vaccine, and other communicable diseases.
 - b. Be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the institution.
 5. Advanced Standing and Placement. MTSU may develop criteria and procedures for granting admission with advanced placement or standing based on examination, experiential learning, and active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction consistent with [Policy 308 Awarding of Credits Earned Through Extra-Institutional Learning](#).
 6. Readmission. MTSU shall develop criteria and procedures for the readmission of students. These criteria and procedures shall be consistent with [Policy 314 Undergraduate Academic Retention Standards](#).
 7. Application Fee. MTSU may, with prior approval of the Board, charge a one-time, non-refundable application fee.
- B. Undergraduate Degree Admission
1. Admission of First-Time Freshmen
 - a. Applicants for degree admission as first-time freshmen shall be admitted using the following four (4) criteria:
 - (1) High School Graduation. Except as provided for below, applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The transcript of graduates of Tennessee public high schools must include a notation indicating that the student passed all required proficiency examinations.
 - (2) High School Diploma or Equivalency. Applicants for degree admission as first-time freshmen may present either the 2014 GED[®] test or the HiSET™ in lieu of a high school diploma provided that their GED[®] test or the HiSET™ score meets or exceeds the minimum score set by the University.

(3) Standardized Examination Scores

- (a) Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores.
- (b) MTSU will use the scores for admission in keeping with recommended best practices, advisement, and as a component in the placement decision.

(4) High School Course Requirements. MTSU accepts the curriculum requirements as set by the Tennessee Department of Education with the implementation of the Tennessee Diploma Project of 2009. Admission will be granted to freshmen applicants who hold a recognized high school diploma that includes a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

- (a) four (4) Credits of English
- (b) four (4) Credits of Math, including Algebra I and II, Geometry, and a fourth higher level math class.
- (c) three (3) Credits of Science, including Biology, Chemistry or Physics, and a third Lab Course.
- (d) three (3) Credits of Social Studies, including United States History* and Geography, World History and Geography, U.S. Government and Civics, and Economics.
 - *T.C.A. § 49-7-110 requires the completion of six (6) semester credit hours of American History by any individual in any non-exempted area of study to be granted a baccalaureate degree of any kind from any institution of higher learning or community college supported or maintained by the State. Persons in exempted fields of study need not fulfill this requirement if they successfully completed a course in American History in high school. Any student has the option, at the student's request, to substitute three (3) semester hours of Tennessee History for the American History requirement.
- (e) 1.5 Credits of Physical Education and Wellness
- (f) two (2) Credits of a Single Foreign Language
- (g) 0.5 Credits of Personal Finance
- (h) one (1) Credit of Fine Arts
- (i) three (3) Credits of Electives consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP), or International Baccalaureate (IB)

Applicants who graduated prior to the adoption of the Tennessee Diploma Project curriculum who hold a high school diploma are exempt from the diploma requirements.

- (5) Out-of-State Applicants. Applicants who are residents of states other than Tennessee are subject to the same admission requirements as in-state applicants.

2. Early Admission of First-Time Freshmen

- a. MTSU shall develop procedures for the admission of applicants who have completed their junior year in high school.
- b. The minimum requirements for admission of applicants in this category shall be the following:
- (1) High School GPA. Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- (2) Standardized Examination Score. Applicants must have an Enhanced ACT composite score of at least 22 or a comparable score on Accuplacer or other diagnostic tests that the University may adopt in the future.
- (3) Prescribed Courses. Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
- (4) Endorsements. Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

3. Admission of Transfer Students. MTSU shall establish criteria and procedures for the admission of transfer students that are consistent with the following criteria:

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended.
- b. The applicant's grade point average on transferable courses must be at least equal to that which MTSU requires for the readmission of its own students. Applicants who do not meet MTSU's standards may be admitted on scholastic probation or other appropriate condition.
- c. MTSU shall develop and publish criteria and procedures regarding the awarding of transfer credit from collegiate and non-collegiate institutions, credit by

examination, military and other formal training, experiential learning, and academic fresh start. Such criteria and procedures must, at a minimum, be consistent with national standards of good practice, and the requirements of appropriate accrediting bodies, and consistent with [Policy 308 Awarding of Credits Earned through Extra-Institutional Learning](#) and [Policy 314 Undergraduate Academic Retention Standards](#).

4. Admission of Non-Degree Students to Degree Admission Status
 - a. MTSU shall develop criteria and procedures for granting degree admission to non-degree students.
 - b. To be eligible for Degree Admission status, non-degree students, as defined below, must meet all the applicable provisions of Section II.B. above.
- C. Graduate and Professional Degree Admission
1. MTSU shall develop procedures and specific criteria for admitting applicants to graduate and professional degree programs. Such criteria and procedures shall, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.
 2. Admission
 - a. MTSU shall set a minimum undergraduate grade point average (GPA) that an applicant should have earned in order to be considered for admission.
 - (1) Departments may set higher minimum standards for admission.
 - (2) Departments may also stipulate a minimum GPA to be achieved in the desired major during the final year or two (2) of the undergraduate studies.
 - b. MTSU may determine to offer varying degrees of admission, i.e., full, conditional, or provisional.
 - c. Official Transcripts
 - (1) MTSU shall require official transcripts (undergraduate and graduate) issued directly by all institutions attended to be submitted either upon application or acceptance.
 - (2) MTSU may determine whether or not to accept three (3) year undergraduate degrees in keeping with the international education reform, i.e., Bologna

process or to make exception for students seeking political or social asylum prior to the completion of undergraduate work.

d. Standardized Examination Scores

- (1) MTSU may request dates and scores for one or more assessment tests such as the GRE, GMAT, the MAT, the IELTS and/or TOEFL.
- (2) Scores should be submitted directly from the testing organization and not the student within the time limitations of use set by the testing organizations.

e. Proof of English Competency

- (1) All students for whom English is not the first language, with the possible exception of individuals who have completed a prior degree at an accredited institution in an English speaking nation, must provide proof of English proficiency.
- (2) MTSU may administer additional assessments for oral and written competencies for applicants and accepted students for whom English is not the first language if they have been offered graduate assistantships where they will be required to teach.
- (3) Departments shall provide assistance to those students awarded assistantships to improve their English language proficiency if the assessment shows deficiencies prior to placing those applicants or students in the classroom.

f. Required Materials for Graduate Degree Application. Regardless of the standards set by the individual academic units, all applications should include at a minimum the following components:

- (1) An application form.
- (2) Transcripts of all previous academic work from which an undergraduate GPA may be calculated (certified translations for non-English transcripts may be required).
- (3) Proof of English competency for international students for whom English is not their first language, with the possible exception of those who have completed a degree at an accredited institution in an English speaking country.

3. Admission of Undergraduates to Graduate Courses. MTSU may grant permission to undergraduate students with exceptional academic backgrounds to undertake graduate coursework as part of their undergraduate experience.
4. Admission of Transfer Graduate Students
 - a. Students applying for transfer from another graduate institution should submit the same admission materials as the typical first time graduate applicant. If granted admission, the student should be informed of the number of hours which will be transferrable.
 - b. MTSU shall establish criteria and procedures for the admission of transfer graduate students that are consistent with the following criteria:
 - (1) The applicant must provide transcripts of credits attempted from all institutions of higher learning previously attended.
 - (2) The applicant's grade point average (GPA) on transferrable courses must be at least equal to that which MTSU requires for the readmission of its own students. Applicants who do not meet the institution's standards may be admitted on scholastic probation or other appropriate conditions.
 - (3) MTSU shall develop procedures and publish criteria regarding the awarding of transfer credit from other universities or colleges, credit by examination, military and other formal training, and experiential learning as well as criteria for Academic Fresh Start. Such policies and procedures must, as a minimum, be consistent with national standards of good practice and the requirements of appropriate accrediting bodies.

D. Non-Degree Admission for Undergraduate and Graduate Applicants

1. MTSU shall develop criteria and procedures for admitting undergraduate and graduate applicants who wish to take credit courses, but who either do not qualify for or do not wish to apply for degree admission.
2. Criteria and procedures shall include any conditions of enrollment and any term or overall credit-hour limitations.
3. Applicants who are eligible for non-degree admission include:
 - a. Persons Not Previously Enrolled in College
 - (1) High School Graduates

- (2) Persons twenty-one (21) years of age or older who have not earned a high school diploma and are not currently enrolled in high school.
- (3) Persons eighteen (18) years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in HSE preparatory courses only.
- (4) High school students who meet the following criteria as specified in T.C.A. § 49-6-3111:
 - (a) Academically talented/gifted students enrolled in 9th, 10th, 11th, or 12th grade in public or private high schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.
 - (b) High school students who are in their freshman year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined in the Definitions section. Dual Enrollment students must meet the following eligibility criteria:
 - The student must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or nonpublic secondary school or in a home education program.
 - The student may enroll in a specific course based on the course's specific placement requirements as determined by the University.
 - The student must enroll in dual enrollment courses in the general education core, Tennessee Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.
 - The student must provide secondary institution permission/approval. Additionally, a minor (under eighteen [18] years of age) must provide parental/guardian permission/approval.

b. Persons with College Credit but Not a Degree

- (1) Persons who earned credits but not a degree at another college and are eligible for readmission to the last institution attended.
- (2) Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation or other established condition.

c. Persons with a College Degree or Certificate

- (1) Persons who have a degree or certificate equivalent to the highest degree or certificate offered by the University in a particular field but who wish to take additional courses.
- (2) Persons who do not qualify for or do not wish to apply for graduate degree admission.

~~d. Senior Citizens and Disabled Persons. T.C.A. § 49-7-113.~~

- ~~(1) Totally and permanently disabled persons and persons sixty five (65) years of age or older.~~
- ~~(2) No fees other than a service fee in an amount authorized by the Board shall be charged.~~
- ~~(3) In the case of disabled persons, the University may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~
- ~~(4) Admission under this provision may, however, be limited or denied based on the availability of space in the individual classroom.~~

E. ~~Audit and No Credit Admission.~~ MTSU shall develop criteria and procedures for the admission of persons wishing only to audit courses, ~~or to take credit courses on a no-credit basis. The following provisions shall apply:~~ The same registration procedure applies as for credit courses and, unless provision F. below applies, the same fees will be charged as for credit courses. Admission may be limited or denied based on the availability of space in the individual classroom.

~~0. Space Available Basis. Admission may be limited or denied based on the availability of space in the individual classroom.~~

~~0. Senior Citizens. Senior citizens age sixty (60) or older may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~0. Disabled Persons~~

~~— Totally and permanently disabled persons may audit courses or take credit courses on a no-credit basis free of any charge.~~

~~— The University, however, may require an affidavit or certificate of disability from a physician or from the agency compensating the disabled person.~~

F. Admission of Disabled, Elderly, and State Retirees Pursuant to T.C.A. § 49-7-113. In accordance with T.C.A. § 49-7-113, certain disabled, and elderly persons, and state service retirees are eligible to enroll in courses at MTSU on an audit or for-credit basis without paying tuition charges, maintenance fees, student activity fees, or registration

fees. Eligibility criteria and applicable fees are provided in [Policy 643 Educational Assistance: Veterans' Dependents, State Retirees, Disabled, and Elderly Persons Programs](#). Admission may be limited or denied based on the availability of space in the individual classroom.

~~E.G.~~ Admission of Non-Degree Students to Degree Admission Status. MTSU shall develop criteria and procedures for granting degree seeking admission status to non-degree students at both the undergraduate and graduate levels.

~~P.H.~~ Continuous Enrollment and Residency Requirements Upon Admission for Graduate Programs

1. MTSU may require continuous enrollment within select or all graduate programs.
2. MTSU may establish periods of required residency for students seeking admission and enrolling in select graduate programs. Residency requirements should be clearly described in application materials and on the institutional program website.

~~E.I.~~ Admission to Select Graduate Programs

1. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admission process to MTSU graduate programs.
2. Students must meet the application criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in all graduate programs.
3. MTSU and individual graduate programs may vary in the defined requirements for satisfactory progress as based on their analysis of student success characteristics.

Forms: none.

Revisions: ~~none~~; June 5, 2017 (original); _____, 2020.

Last Reviewed: _____ 2020; ~~June 2017~~.

References: Policies 308 Awarding of Credits Earned through Extra-Institutional Learning; 314 Undergraduate Academic Retention Standards; 501 ~~Classifying Students In State and Out of State for Paying University Fees and Tuition and for Admission Purposes~~ Residency Classification; 643 Educational Assistance: Veterans' Dependents, State Retirees, Disable, and Elderly Persons Programs; T.C.A. §§ 49-6-3111; 49-7-101; 49-7-110; 49-7-113; 49-7-138; Executive Order 11246; Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Vietnam Era Veterans Readjustment Act of 1974; Age Discrimination Act of 1975; Pregnancy Discrimination Act; Tennessee Diploma Project of 2009.



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **Revision to Admissions Requirements –
Dual Enrollment**

BACKGROUND INFORMATION:

Three proposed changes in test or pre-requisite requirements for admission of Dual Enrollment applicants along with rationale for each are attached for review and approval.

Allow applicants who are rising juniors (current sophomores) at the time of application to be considered for admission on the basis of a Pre-ACT or PSAT score, when the student has not yet taken the ACT.

A significant percentage of high school students apply for dual enrollment admission during their sophomore year, prior to taking the ACT or SAT. Requiring them to do so for the purpose of dual enrollment admission (when they already meet the GPA requirement) is an undue burden. Previously, the University allowed submission of students' scores on the PLAN test as an alternative but that test is no longer administered in secondary schools. The Pre-ACT and the PSAT are nationally-normed tests that are offered to these students and will serve as alternatives to the ACT and SAT.

Allow applicants who have not taken any of the accepted tests for admission to be admitted on the basis of meeting the GPA requirement; enrollment in courses would then be dependent on completing University placement testing and achieving the minimum benchmarks for college readiness, as determined by University Studies.

This is the current standard by which many adult / nontraditional students without test scores are admitted. Dual enrollment applicants without an admission test score will now be admitted under the same standard.

Allow applicants to be reviewed holistically for admission by the Undergraduate Admissions office in the event they do not meet guaranteed admissions standards.

The University currently conducts a holistic review of every applicant that does not meet guaranteed admission standards – with the exception of Dual Enrollment students. Recent guidance from SACSCOC indicates that admission standards for Dual Enrollment students should be in alignment with those for regular undergraduate students. This revision will align the admission standards.



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting
DATE: March 31, 2020
SUBJECT: **Revision to Undergraduate Degree Requirements**

BACKGROUND INFORMATION:

Five proposed changes to current policy on undergraduate degree requirements along with rationale and application for each are attached for review and approval.

Upper-Division Hours Required

FROM: At least 42 semester hours of junior and senior (3000-4000 level) courses that must be completed with an average grade of C (2.00 GPA) or better. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 42 upper-division hours.

TO: At least 36 semester hours of junior and senior (3000-4000 level) courses must be completed. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 36 upper-division hours.

RATIONALE: Reducing the hours from 42 to 36 puts us in line with other peer universities. Removing the GPA requirement is proposed in order to treat students who started at MTSU equally with transfer students who do not have GPA calculated for transferred courses.

APPLICATION: This change would be retroactive to all valid catalogs as the change will not impose additional requirements on current students but will allow a greater degree of flexibility.

Upper-Division Hours Required to be Completed in Residence

FROM: A minimum of 30 semester hours of junior and senior (3000-4000) level must be completed through MTSU.

TO: A minimum of 12 semester hours in the major at the junior and senior (3000-4000) level must be completed through MTSU.

RATIONALE: Students transferring into MTSU may have completed all major requirements at the previous institution and simply take 30 hours in any subject in order to meet the requirements for award of the degree from MTSU. This change reduces the total number of hours that must be taken at MTSU but specifies that they must be in the major.

APPLICATION: This change will not be retroactive to previous catalogs as it increases the specific requirement.

Senior College Credits Required

FROM: A minimum of 60 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.

TO: A minimum of 50 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.

RATIONALE: Increasing numbers of students are arriving through the Tennessee Transfer pathway or with an associate's degree. Invariably, these students have completed more than the minimum 60 hours for the A.A. or A.S. degree. Reducing the number of senior college credits required from 60 to 50 allows them to graduate within the 120 hour target. This change brings us in line with most of our peers.

APPLICATION: This change would be retroactive to all valid catalogs as it increases flexibility for currently enrolled students who transferred to MTSU.

Last Residency Hours

FROM: With approval of the dean of the college in which the student is pursuing the major, a candidate may complete **six of the last 18** hours at another college or university or by CLEP.

TO: With approval of the dean of the college in which the student is pursuing the major, a candidate may complete **twelve of the last 30** hours at another college or university or by CLEP.

RATIONALE: This change recognizes the increasing enrollment in study abroad courses as well as opportunities for both domestic and international exchange in the last year of study. This change allows a student to be enrolled full-time during a semester away and still be eligible for federal aid and meet graduation requirements.

APPLICATION: This change will be retroactive to all valid catalogs as it increases flexibility for currently enrolled students.

Second Bachelor's Degree after Award of First Degree

FROM: For a second bachelor's degree: Complete a minimum of 30 semester hours at MTSU **with a minimum of 15 hours at MTSU since the first bachelor's degree.** Credit by assessment may not be used toward this minimum hour requirement.

TO: For a second bachelor's degree: Complete a minimum of 30 semester hours at MTSU **(of which at least 12 hours must be at the upper-division level in the major field) for each baccalaureate degree sought beyond the first.** Credit by assessment may not be used toward this minimum hour requirement.

RATIONALE: Change tightens the rule for students seeking a second degree at MTSU after completing their first degree. The current policy only requires the completion of 15 additional hours in order to be eligible for a degree. The proposed change will require that students seeking a second degree at MTSU complete at least 12 hours, at the upper-division level, and in the major field as a requirement for the award of a second degree.

APPLICATION: This change will not be retroactive to all previous catalogs for currently enrolled students. It will be applicable to all students enrolling to pursue a second degree beginning in May 2020.



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **New Academic Degree Program –
Bachelor of Arts in Music**

BACKGROUND INFORMATION:

University Policy 251, Approval of Academic Programs, Units, and Modifications, states all academic actions that require review and approval by THEC must be approved by the Board of Trustees.

Proposals for the following new academic program is attached:

Add a new degree designation of Bachelor of Arts (B.A.) in Music to existing Bachelor of Music (B.M.) effective May 2020.

Academic Program Modification Request

(Add a Program Degree Designation to an Existing Degree with No Significant Change in Curriculum or Program Purpose)

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Current and Proposed Program Name, Degree Designation, and CIP Code

Before Proposed Change <i>(List as it now appears on the official Academic Program Inventory at THEC.)</i>			After Proposed Change <i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i>		
Title Title of Existing Academic Program (Including all existing concentrations before program modification)	Degree	CIP Code	Title Title of New Program after program modification is approved (including all concentrations)	Degree	CIP Code
Music	B.M.	30.50.0901.00	Music Music	B.M. B.A.	30.50.0901.00 30.50.0901.00

Proposed Implementation Date:

Fall, 2020

Proposed Termination Date for Any Concentrations Proposed as Free Standing:

N/A

Anticipated Delivery Site:

Middle Tennessee State University campus – Murfreesboro, TN

Name and Contact Information of MTSU Academic Program Liaison (APL):

Dr. Peter H. Cunningham
 Office of the University Provost
 Middle Tennessee State University
 615-494-7611
Peter.Cunningham@mtsu.edu

Background for Proposed Academic Program Modification:

The BA in Music mirrors the BM in Music with the exception of a foreign language requirement replacing some BA elective credits and a guided capstone project as approved by the Academic Advisor.

Need for Program: *(Submit letter of documentation from accrediting body if program modification request is based on recommendation from accrediting agency.)*

This request is not based on recommendation of an accrediting body. We anticipate that the B.A. degree option will be focused on students whose primary goals is not necessarily a career in performance or secondary education. In addition to attracting those new majors—in particular those students who want to double major in Music and another subject—the B.A. option will offer alternatives to Music majors who wish to pursue a degree more oriented towards music literature than performance. As a traditional B.A. it will also prepare students for matriculation into graduate programs other than those in Performance or Music Education.

Potential Impact of Modification on Current Program: *(including other concentrations within the current Program and other similar programs within the institution)*

The Bachelor of Arts degree will be an option *only* for the major without concentrations. All concentration within the major will remain within the BM degree. We anticipate that the B.A. degree option will be focused on students whose primary goals is not necessarily a career in performance or secondary education. In addition to attracting those new majors—in particular those students who want to double major in Music and another subject—the B.A. option will offer alternatives to Music majors who wish to pursue a degree more oriented towards music literature than performance.

Existing Programs Offered at Public and Private Tennessee Institutions: *List all programs within the same CIP code definition at the same academic level (Bachelor's, Master's, Doctoral) currently offered in public and private higher education in Tennessee.*

Every college and university in Tennessee offers an undergraduate major in Music. Several, including the programs at Austin Peay State University, UT Martin, UT Knoxville, UT Chattanooga and East Tennessee State U offer both the BA and BM.

Enrollment and Degrees Awarded by Concentration: *Complete only if APM request is for elevation of existing concentration to a free-standing degree program. (Please utilize the following tabular format).*

This is not a proposal to elevate a concentration to a free-standing degree.

Student Learning Outcomes: *Describe what students should know, understand and /or be able to do at the conclusion of the program.*

These student learning outcomes mirror those for the B.M. degree.

SLO 1: Graduating music students will demonstrate mastery of a broad base of music content knowledge.

SLO 2: Music students will apply coursework through successful completion of concentration-specific capstone experiences.

SLO 3: Music students will demonstrate academic honesty in their coursework.

Assessment:

SLO 1: Graduating music students will demonstrate mastery of a broad base of music content knowledge.

Measure 1: The mean score on the ETS Music Major Field Test for the department will be at or above 149 (national median). Sixty percent of students taking the exam will earn a 150 or higher, and fewer than 10% of student will score below a 140. (Direct measure)

Analysis of Results for Measure 1: The mean Major Field Test score for music students in 2018 was 150, up from 149.1 in 2017 and 147.1 in 2016. Of 24 students who took the exam, 4 (17%) scored below 140, and 15 (63%) scored at 150 and above. Two of the three metrics set as goals were achieved. Given the larger than targeted proportion of students scoring below 140 on the Major Field Test, there may be a need for screening for remediation.

Measure 2: On the graduation exit survey, students will report perceived confidence to the items “How well do you feel you have been prepared to understanding and apply music theory?” and “How well do you feel you have been prepared to understand and apply music history?”, with 75% or more of respondents selecting “well prepared” or “very well prepared” on a 4-point Likert-type scale. (Indirect measure)

SLO 2: Music students will apply coursework through successful completion of concentration-specific capstone experiences.

Measure: Music industry students will be given a rating on a five-point scale by a departmental supervisor at the conclusion of their capstone internship, with a goal of all students being rate 3 (meets expectations) or higher, and a majority of students begin rated 4 (exceeds expectations). (Direct measure)

SLO 3: Music students will demonstrate academic honesty in their coursework.

Measure 1: No students will have an academic misconduct issued to the Director of the School of Music based on concerns of plagiarism. (Direct measure)

Accreditation: *Where appropriate, indicate any professional organizations that accredit the proposed academic program and any substantive change that may require a SACSCOC review.*

The National Association of Schools of Music (NASM) is our accrediting body. There is no separate accreditation for the Bachelor of Arts degree and this proposal does not require a substantive change prospectus from NASM. It will be considered under the next recertification in 10 years (2029).

Current and Proposed Curriculum Requirements:

See Attachment A – Comparison of Current & Proposed Curriculum.

New Courses Needed:

Apart from the additional foreign language requirement of the B.A. (in place of some elective credits) the proposed curriculum will feature an added Capstone Project which will come in the form of either a document or a lecture/recital.

MUS 4460 – Music B.A. Capstone 3 hrs. The Capstone in Music is designed to provide the opportunity for students to complete a thesis, musical performance, composition or some combination of these under faculty advisement and appropriate to the interests of the student. In all cases, it must include written work.

Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies:

See Attachment B

Distance Learning: *Indicate whether this program will be offered via distance learning and which courses are available via distance learning.*

This major will not be offered via distance learning and none of the core courses are currently offered through this mode.

Current and Proposed Admission, Retention and Graduation Policies:

The admission, retention, and graduation policies of the B.A. in Music mirror those established for the BM in Music and conform to the policies of the University.

Current Faculty:

The same faculty who deliver the B.M. program of study will deliver the B.A. degree. Students will enroll in and register for the same courses.

Name	Rank	Highest Degree	Primary Department	FTE in Program	# of theses / dissertations
Adam Clark	Associate Professor	DMA (Doctor of Musical Arts)	School of Music	100%	N/A
Angela DeBoer	Professor	MM	School of Music	100%	N/A
Andrea Dawson	Associate Professor	DMA	School of Music	100%	N/A
Arunesh Nadgir	Associate Professor	DMA	School of Music	100%	N/A

MTSU Academic Program Modification: B.A. in Music

Bill Yelverton	Professor	DMA	School of Music	100%	N/A
Carol Nies	Associate Professor	DMA	School of Music	100%	N/A
Cedric Dent	Professor	DMA	School of Music	100%	N/A
Chris Combest	Assistant Professor	DMA	School of Music	100%	N/A
Chrissy Kim	Associate Professor	DMA	School of Music	100%	N/A
Christopher K. Dye	Assistant Professor	Ed.D. (Doctorate in Education)	School of Music	100%	N/A
David Loucky	Professor	DMA	School of Music	100%	N/A
Deanna Little	Professor	DMA	School of Music	100%	N/A
Don Aliquo	Professor	MM	School of Music	100%	N/A
David Cyzak	Assistant Professor	DMA	School of Music	100%	N/A
Jamey Simmons	Professor	MM	School of Music	100%	N/A
Jamila McWhirter	Professor	Ph.D	School of Music	100%	N/A
Jennifer Vannatta-Hall	Associate Professor	EDD	School of Music	100%	N/A
Joseph Morgan	Assistant Professor	PhD	School of Music	100%	N/A
Kathryn Fenton	Assistant Professor	PhD	School of Music	100%	N/A
Lalo Davila	Professor	MME	School of Music	100%	N/A
Mei Han	Associate Professor	PhD	School of Music	100%	N/A
Michael Arndt	Professor	DMA	School of Music	100%	N/A
Michael Linton	Professor	PhD	School of Music	100%	N/A
Paul Osterfield	Professor	DMA	School of Music	100%	N/A
Raphael Bundage	Professor	DMA	School of Music	100%	N/A
Reed Thomas	Professor	PhD	School of Music	100%	N/A
Stephen Smith	Professor	MM	School of Music	100%	N/A
Todd Waldecker	Professor	DMA	School of Music	100%	N/A

Finance:

There are no additional costs associated with the B.A. Program Modification.

ATTACHMENT: Comparison of Existing B.M. in Music to Proposed B.A. in Music

CURRENT CURRICULUM (B.M.in Music – Music Ind. conc.)		Hours	PROPOSED CURRICULUM (B.A. in Music – no concentration)		Hours
General Education		41	General Education		41
Music Core		26	Music Core		26
MUS 1010 Recital Attendance		0	MUS 1010 Recital Attendance		0
MUTH 1110 Theory and Aural Skills I		4	MUTH 1110 Theory and Aural Skills I		4
MUTH 1120 Theory and Aural Skills II		4	MUTH 1120 Theory and Aural Skills II		4
MUTH 2110 Theory and Aural Skills III		3	MUTH 2110 Theory and Aural Skills III		3
MUTH 2120 Theory and Aural Skills IV		3	MUTH 2120 Theory and Aural Skills IV		3
MUHL 1610 The World of Music		2	MUHL 1610 The World of Music		2
MUHL 3010 History of Western Art Music I		3	MUHL 3010 History of Western Art Music I		3
MUHL 3020 History of Western Art Music II		3	MUHL 3020 History of Western Art Music II		3
MUS 3140 Basic Conducting <i>or</i> MUPD 3050 Jazz Pedagogy		2	MUS 3140 Basic Conducting <i>or</i> MUPD 3050 Jazz Pedagogy		2
Orchestration and Arranging <i>or</i> MUAP 4343 Jazz Arranging		2	Orchestration and Arranging <i>or</i> MUAP 4343 Jazz Arranging		2
Concentration Music Industry		35	Music Performance and Area of Emphasis		24
MUS 1530 Class Piano I		1	MUS 1530 or MUS 2550		1
MUS 1540 Class Piano II		1	MUS 1540 or MUS 2560		1
MUAP 2000+ Private Instruction (2000 Level)		4	MUAP+ Private Instruction (2000 Level)		4
MUAP 4000+ Private Instruction (4000 Level)		4	6 Credits of MUEN 3000-3999		6
MUS 4270 Music Internship		3	MUS 4460 Advised Capstone		3
MUEN Ensembles		8	UD Emphasis Electives (approved by advisor) may include:		9
MUS 4360 The Music Industry Professional		3	MUHL 3000 – 4999		
3 hour any MUHL 3000-4000		3	MUTH 3000 – 4999		
3 hour any MUTH 3000-4000		3	MUS 3000 – 4999		
Partial Senior Recital		1	MUPD 3000 – 4999		
4 hours Music Electives – may be satisfied by any level MUAP, any level MUEN, MUHL 3000-4000 level, MUTH 3000-4000 level		4	MUAP 4000 – 4999		
			MUED 3000 – 4999		
Minor (Entrepreneurship or Recording Industry)		15-18	Minor (outside Music)		15
			Foreign Language (if none transferred)		6-12
Additional Electives taken to complete 120 hours		0-3	Additional Electives taken to complete 120 hours		2-8
TOTAL CREDITS REQUIRED FOR DEGREE		120	TOTAL CREDITS REQUIRED FOR DEGREE		120



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **New Academic Degree Program –
Bachelor of Science in Horse Science**

BACKGROUND INFORMATION:

University Policy 251, Approval of Academic Programs, Units, and Modifications, states all academic actions that require review and approval by THEC must be approved by the Board of Trustees.

Proposals for the following new academic program is attached:

Elevate the existing concentration in Horse Science within the Bachelor of Science (B.S.) in Animal Science to a free-standing Bachelor of Science (B.S.) degree with a major in Horse Science effective May 2020.

Academic Program Modification: Bachelor of Science in Horse Science

This proposal changes the previous B.S. in Animal Science–Horse Science concentration to a stand-alone major, B.S. in Horse Science.

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Current and Proposed Program Name (and any concentrations), Degree Designation, and CIP Code

Before Proposed Change <i>(List as it now appears on the official Academic Program Inventory at THEC.)</i>			After Proposed Change <i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i>		
Title	Degree	CIP Code	Title	Degree	CIP Code
Title of Existing Academic Program (Including all existing concentrations before program modification)			Title of New Program after program modification is approved (including all concentrations)		
<u>Animal Science</u> • Horse Science concentration	B.S.	01.01.0901.00	<u>Animal Science</u> <u>Horse Science</u>	B.S. B.S.	01.01.0901.00 01.01.0307.00

Proposed Implementation Date:

August 2020

Proposed Termination Date for Any Concentrations Proposed as Free Standing:

The existing Horse Science concentration as part of the Animal Science major will be phased-out at the end of the 2023 summer term.

Anticipated Delivery Site:

Middle Tennessee State University campus — Murfreesboro, TN

Name and Contact Information of MTSU Academic Program Liaison (APL):

Dr. Peter H. Cunningham
 Office of the University Provost
 Middle Tennessee State University
 615-494-7611
Peter.Cunningham@mtsu.edu

Background for Proposed Academic Program Modification:

We are requesting the establishment of a stand-alone Bachelor of Science in Horse Science degree program at MTSU from an existing B.S. in Animal Science with a concentration in Horse Science.

The Horse Science concentration within the Animal Science major at MTSU has had a steady enrollment and graduation rate for many years. As well, the Animal Science (non-horse) major has a large enrollment and graduation rate that will not be compromised by creating a freestanding major in Horse Science.

The current Horse Science concentration has a long history of attracting prospective student interest from within the State of Tennessee and surrounding regions as well as students from across the United States. We anticipate that a named major in Horse Science will improve visibility of our name in online searches for university horse programs and thus improve recruitment.

We routinely decline requests for Academic Common Market (ACM) by Tennessee students desiring to major in “equine science and management,” which is a named major at the University of Kentucky. Programs are considered eligible for the ACM if they are 51 percent different than a program offered in Tennessee. Compared to the University of Kentucky Equine Science and Management major, the MTSU Horse Science coursework easily exceeds this 51% minimum of similar course offerings. The argument for ACM mainly centers on our MTSU horse program being merely a concentration within an Animal Science major. A named major in Horse Science would be a strong move to dramatically reduce or eliminate requests for Tennessee ACM horse students in Kentucky.

A stand-alone major in Horse Science will also strengthen our recruitment effort through the Academic Common Market. Currently, students from Alabama, Georgia, Louisiana and West Virginia qualify for ACM in the Animal Science–Horse Science concentration. These states will remain unaffected by a change to a Horse Science major, but name change may bring students from additional ACM states that have Animal Science majors but not specifically Horse Science.

A named undergraduate major in Horse Science at MTSU directly connects with our Master of Science in Horse Science program. The bachelor’s degree will be a first step in setting up a path for an Accelerated Bachelor’s-to-Master’s program in Horse Science.

The proposed B.S. in Horse Science has been reviewed by the Horse Science Curriculum Committee and the School of Agriculture Curriculum Committee. Feedback has been requested and reviewed, and revisions have been made. Both the Horse Science and the School of Agriculture Curriculum Committees have approved this proposal.

Need for Program:

The Horse Science program at MTSU has existed for approximately 50 years. The Horse Science concentration within the Animal Science major has demonstrated stable and slow increases in enrollment and degrees awarded for over 30 years.

The national demand for educated horse science professionals is high, due to the breadth and scope of the U.S. horse industry. A 2018 economic impact survey by the American Horse Council reported that there are 7.2 million horses in the United States today. The horse industry contributes \$122 billion to the gross domestic product and pays over \$2 million in taxes annually. Over 1.3 million people own horses; 38 million people are horse enthusiasts who participate in horse activities but do not own a horse, and tens of millions of spectators enjoy horse events annually.

The U.S. horse industry supports approximately 454,000 full-time-equivalent jobs directly involved with horses, and 988,000 full-time indirect horse industry jobs that do not include hands-on work with horses but instead provide support to the industry.

Students graduating from the MTSU Horse Science program are prepared and ready for jobs in the multi-million-dollar U.S. horse industry. Job placement is high, although a change from the Animal Science–Horse Science concentration to a stand-alone B.S. in Horse Science will provide graduates with a more recognizable degree name when entering the horse industry workforce.

Horse industry careers that value a B.S. in Horse Science include but are not limited to the following: equine feed sales and technical representative, journalist for any of the major horse publications, public relations officer for horse breed or discipline-specific associations, equine event manager, licensed horse show official (inspectors, judges, show stewards, announcers), equine-assisted therapist, horse extension specialist, bloodstock representative, equestrian coach or teacher, horse barn manager, stallion breeding manager, foaling manager, equine sports medicine and rehabilitation technician, and many more.

Potential Impact of Modification on Current Program

This change will have no adverse impact on fiscal resources, diversity or other clientele. It will not cause any change for current students in curriculum or requirements for graduation. Students currently enrolled will not be required to transition, but will have the option.

The impact of a change from the B.S. in Animal Science–Horse Science concentration to a stand-alone B.S. in Horse Science will increase visibility and recruitment in the Horse Science program. We anticipate a positive enrollment trend as a result of the increased visibility and ease of identification that will result from a stand-alone B.S. in Horse Science.

The advantage of a change to a stand-alone degree, rather than a concentration within a broader degree, will provide students and graduates with a more clearly defined and recognizable degree name when entering the horse industry workforce. This will benefit all students equally, including members of diverse and under-represented groups. This change will not impact fiscal resources because all courses and all faculty are already in place within the existing concentration. The change will also not impact fiscal resources for the Animal Science major because the Horse Science program has maintained a budget separate from Animal Science for over 25 years.

While a stand-alone B.S. in Horse Science will reduce the number of graduates with a degree in Animal Science because the graduates of the new Horse Science major will be listed under a separate degree, it will not adversely impact the B.S. in Animal Science. The B.S. in Animal Science will have a fall enrollment headcount of over 200 majors and estimated 30 graduates annually after subtracting the Horse Science concentration, so it will not be adversely impacted by this action (see Enrollment and Degrees awarded by Concentration, below).

Existing Programs Offered at Public and Private Tennessee Institutions

There is no B.S. in Horse Science program offered at any public or private Tennessee institution. Middle Tennessee State University currently offers an M.S. in Horse Science but not a B.S. in Horse Science. The University of Tennessee–Knoxville offers a B.S. AN in Animal Science with concentrations in Animal Industries, Bioscience, and Pre-Veterinary Medicine, but no Horse Science. Middle Tennessee State University has the only Animal Science–Horse Science concentration in Tennessee. If approved, Middle Tennessee State University will have the only B.S. in Horse Science in the State of Tennessee.

Enrollment and Degrees Awarded by Concentration

For the last fifteen years, enrollment and graduation rates in the Horse Science concentration have exceeded benchmarks required for major programs. Fall Headcount Enrollment and Degrees Awarded for both Animal Science and the Animal Science–Horse Science concentration are documented in the following table.

	Fall Headcount Enrollment				Degrees Awarded			
	Fall 2017	Fall 2018	Fall 2019	3-Year Fall Average	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	3-Year Average
Animal Science (excluding horse)	258	232	237	242.3	31	37	29	32.3
• Horse concentration	75	73	73	73.7	15	15	19	16.3
Total	333	305	310	316	46	52	48	48.7

Student Learning Outcomes for the Animal Science–Horse Science concentration are already established and have been reported to SACSCOC for over ten years. Our Animal Science–Horse Science concentration students have consistently met or exceeded these required student learning outcomes. These outcomes and their assessment will not change in the change from the Horse Science concentration to a stand-alone B.S. in Horse Science. Each year these Outcomes are evaluated and updated if necessary, so future changes may occur but will not be affected by the elevation of the Horse Science concentration to a stand-alone major.

Summary of Student Learning Outcomes B.S. in Horse Science students:

B.S. in Horse Science students will be able to demonstrate hands-on experiential knowledge of laboratory and horse handling principles specific to the horse industry. Hands-on experiential knowledge of laboratory and horse handling principles specific to the horse industry includes both basic and advanced knowledge. This Student Learning Outcome is assessed using three Measures:

- Measure 1 outlines basic hands-on horse handling, such as recognizing horses by body type, breed and color, catching, haltering, leading, tying, and grooming (which includes cleaning the body and feet with brushes and tools as appropriate for each body area). Measure 1 is essential because it insures that students are handling horses appropriately for the best care and welfare for the horse and safely for themselves and other persons in the stable.
- Measure 2 builds on basic recognition of horses as assessed in Measure 1 by adding additional skills to understand structure, conformation, movement and performance. Students successful in Measure 2 can be expected to be able to make appropriate choices when selecting different horses for different jobs, essentially matching horse type to the job for which it is best suited.
- Measure 3 builds on the basic handling skills assessed in Measure 1 by adding under saddle control of the horse. Students successful in Measure 3 learn to control both lateral and longitudinal movement of the horse. In doing so, the student learns to optimally control the horse for all types of performance, moving it sideways or forward+sideways, or coiling it like a spring and then releasing it to increase power for a maneuver. Understanding and being able to control the horse's body both as separate parts and together as a whole helps the student to help the horse move in a balanced frame, which increases rider safety, horse welfare, and optimizes performance.

B.S. in Horse Science students will be able to apply knowledge of core concepts and theories in Horse Science. The MTSU Horse Science program is not just a hands-on horsemanship or riding program. Our curriculum includes comprehensive horse science and management courses that complement and balance the hands-on experiential learning. The Student Learning Outcome addresses the core concepts and theories learned in the *science* courses in the Horse Science program, such as horse production, genetics, reproduction, nutrition, and equine exercise physiology.

Assessment

Assessments of Student Learning Outcomes include hands-on laboratory testing, final exam scores, embedded questions within exams, and pre-and-post-tests (both hands-on horsemanship and written pre-and-post-tests). Additionally, assessment using student exit exams will continue for the B.S. in Horse Science students using the same system as currently applied to students in the Animal Science–Horse Science concentration.

Accreditation:

There is no nationally recognized accrediting body for academic programs in Horse Science. If approved, this program will undergo the required 5-year external review per University and THEC Policy. It will also be placed on annual post-approval monitoring for the first five years following THEC approval.

Current and Proposed Curriculum Requirements:

The proposed curriculum for the Horse Science major is listed in Attachment A–Comparison of Current & Proposed Curriculum.

Most of the B.S. in Horse Science curriculum will remain the same as the current B.S. in Animal Science–Horse Science concentration. Minor changes are easily visible in the Attachment. One more significant change to the B.S. in Horse Science major (compared to the previous Horse Science concentration within Animal Science) is that Horse Science majors may choose either a Minor area of study OR choose 15 upper-division credits in consultation with their faculty mentor or academic advisor. The rationale for this change is summarized as follows:

- The number of upper-division credits required (15) was chosen to combine with current School of Agriculture and Horse Science core requirements so that the total number of upper-division credits earned is 42. Currently, 42 upper-division credits are required for graduation from MTSU.
- The 15 upper-division credits can be tailored specifically to support a student’s career goals. For example, a student interested in a career in Equine-Assisted Activities and Therapies may benefit from courses in small business management, group dynamics, leadership, and mental health...courses which would never be combined in a specific minor.
- Keeping the list of 15 upper-division credits open provides more flexibility to students with regard to funding. Courses chosen can support career goals without compromising a student’s ability to pay for classes.
- Requiring students to meet with their faculty mentor or academic advisor to discuss their career goals and get signature approval for the 15 upper-division credits supports student success through improved communication and long-term planning.
- Students wishing to choose a minor area of study may do so instead of choosing 15 upper-division credits. While some minors include fewer upper-division credits, the student must still meet the 42 upper-division credit requirement and the 120 total credit requirement for graduation.

New Courses Needed

There are no new courses that must be developed in order to elevate this concentration to a B.S. in Horse Science major.

Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies

Not Applicable.

Distance Learning

The B.S. in Horse Science will not be offered via distance learning. Understanding horses and horse science requires direct, hands-on experience with horses that cannot be effectively and consistently learned online.

Current and Proposed Admission, Retention and Graduation Policies

Compared to the current B.S. Animal Science–Horse Science concentration, there will be no change in the admission or retention in the stand-alone B.S. in Horse Science. Students graduating from MTSU with a B.S. in Horse Science must complete a minimum of 12 upper-division Horse Science (HORS rubric) credits at MTSU. This requirement is similar to that of other majors across the University.

Current Faculty

Name	Rank	Highest Degree	Primary Department	FTE in Program
Rhonda Hoffman	Professor Director, Horse Science	Ph.D. Animal Science–Equine Nutrition	School of Agriculture	100%
John Haffner	Associate Professor, Clinical Specialist in Equine Reproduction	DVM	School of Agriculture	100%
Ariel Herrin	Instructor Director, Equestrian Programs	M.S. Horse Science– Equine Education	School of Agriculture	100%
Andrea Rego	Instructor Coordinator, Center of Equine Recovery for Veterans	M.S. Horse Science– Equine Education	School of Agriculture	100%
Holly Spooner	Associate Professor, Clinical Specialist in Equine Health, Director, M.S. Horse Science Graduate Program	Ph.D. Animal Science–Equine Nutrition, Exercise Physiology	School of Agriculture	100%

Finance

Because the Horse Science program has existed at MTSU for 50 years, and because this is the elevation of a long-standing concentration to a stand-alone major, no changes in the current financial status are needed.

ATTACHMENT: Comparison of Before and After Curriculum – **PROPOSED B.S. in HORSE SCIENCE**

CURRENT CURRICULUM	Hours	PROPOSED CURRICULUM	Hours
General Education	41	General Education	41
Agriculture Core AGRI 1000 Orientation to Agriculture (1 hrs) ANSC 1410 Introduction to Animal Science (3 hrs) PLSO 1610 Elements of Plant Science (3 hrs) AGBS 3130 Principles of Agricultural Economics (3 hrs)	10	Agriculture Core AGRI 1000 Orientation to Agriculture (1 hrs) ANSC 1410 Introduction to Animal Science (3 hrs) PLSO 1610 Elements of Plant Science (3 hrs) AGBS 3130 Principles of Agricultural Economics (3 hrs)	10
Horse Science Core HORS 1110 Introduction to Horse Care and Use (3 hrs) HORS 2400 Fundamentals of Horsemanship (3 hrs) HORS 2480 Equine Evaluation and Selection (3 hrs) HORS 3040 Stable Management (3 hrs) OR HORS 3430 Horse Production (3 hrs) HORS 3410 Horse Breeds and Genetics (3 hrs) HORS 3300 Equine Health (3hrs) HORS 4090 Equine Reproduction and Breeding (3 hrs) OR HORS 4440 Equine Nutrition and Feeding (3 hrs) <i>Choose One from the following:</i> HORS 4040 Equine Event and Facility Management (3 hrs) HORS 4170 Equine Industry (3 hrs) HORS 4450 Techniques of Teaching Horsemanship (3 hrs) HORS 4460 Behavior and Training of Horses (3 hrs) HORS 4540 Equine Assisted Therapy (3 hrs) HORS 4550 Equine Exercise Physiology (3 hrs)	24	Horse Science Core HORS 1110 Introduction to Horse Care and Use (3 hrs) HORS 2400 Fundamentals of Horsemanship (3 hrs) HORS 2480 Equine Evaluation and Selection (3 hrs) HORS 3040 Stable Management OR HORS 3430 Horse Production (3 hrs) HORS 3410 Horse Breeds and Genetics (3 hrs) HORS 3300 Equine Health (3hrs) HORS 4090 Equine Reproduction and Breeding OR HORS 4550 Equine Exercise Physiology (3 hrs) HORS 4440 Equine Nutrition and Feeding (3 hrs) <i>Choose One Capstone from the following:</i> HORS 4040 Equine Event and Facility Management (3 hrs) HORS 4170 Equine Industry (3 hrs) HORS 4450 Techniques of Teaching Horsemanship (3 hrs) HORS 4460 Behavior and Training of Horses (3 hrs) HORS 4540 Equine Assisted Therapy (3 hrs) HORS 4545 Equine Assisted Activities and Therapies II (3 hrs) HORS 4580 Advanced Judging of Horses	27
Supporting Coursework (School of Agriculture) PLSO 3340 Soil (3 hrs) OR PLSO 4310 Forage Crops (3 hrs) ANSC 3440 Livestock Management (3 hrs) ANSC, HORS or AGBS Elective (3 hrs)	9	Supporting Coursework (School of Agriculture) PLSO 3340 Soil (3 hrs) OR PLSO 4310 Forage Crops (3 hrs) ANSC 3440 Livestock Management (3 hrs) ANSC, HORS, PLSO or AGBS Elective (3 hrs)	9
Supporting Coursework (Science) BIOL 1120/1121 General Biology II / with Lab (4 hrs) CHEM 1020/1021 Introductory General Chemistry II / with Lab OR CHEM 1120/1120 General Chemistry II / with Lab (4 hrs)	8	Supporting Coursework (Science) BIOL 1120/1121 General Biology II / with Lab (4 hrs) CHEM 1020/1021 Introductory General Chemistry II / with Lab OR CHEM 1120/1120 General Chemistry II / with Lab (4 hrs)	8

<p>Choose a MINOR (Required) <i>Credits depend on the minor chosen. 2.0 minimum GPA required</i></p>	<p>15-18</p>	<p>Choose a MINOR OR Choose 15 UPPER DIVISION ELECTIVES to fit your career goals in consultation with your faculty mentor. <i>Credits depend on whether a minor is chosen and the required Credits for that minor. 2.0 minimum GPA required</i></p>	<p>15-18</p>
<p>Electives</p>	<p>10-13</p>	<p>Electives</p>	<p>7-10</p>
<p>TOTAL CREDITS REQUIRED FOR DEGREE <i>Degrees require a minimum of 120 semester hours (12 of the last 18 at MTSU) with a 2.0 GPA, a minimum of 42 upper-division hours (30 at MTSU) with a 2.0 GPA, and a minimum of 60 senior college hours. Learning Support courses do not count toward the 120-hour requirement or cumulative degree GPA.</i></p>	<p>120</p>	<p>TOTAL CREDITS REQUIRED FOR DEGREE A minimum of 12 upper-division credits in Horse Science (HORS) must be completed at MTSU. If no minor, the 15 Upper-Division Electives must not replicate/double-count courses used for the Horse Science major. <i>Degrees require a minimum of 120 semester hours (12 of the last 18 at MTSU) with a 2.0 GPA, a minimum of 42 upper-division hours (30 at MTSU) with a 2.0 GPA, and a minimum of 60 senior college hours. Learning Support courses do not count toward the 120-hour requirement or cumulative degree GPA.</i></p>	<p>120</p>



**Middle Tennessee State University
Board of Trustees**

MEETING: Spring Quarterly Board Meeting

SUBJECT: **Executive and Governance Committee**

DATE: March 31, 2020

PRESENTER: Steve Smith
Committee Chair

-
- Institutional Mission/Mission Profile
 - President's Evaluation and Compensation
 - Board of Trustees Policy – Trustee Emeritus



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **Institutional Mission / Mission Profile**

BACKGROUND INFORMATION:

T.C.A. §49-8-101(d) requires the institution to annually submit its institutional mission statement to THEC for review and approval. On February 21, 2020, the University Planning Committee reviewed the mission statement and mission profile. It approved corrections to the description of the University's programs to keep the mission profile current and a revised vision statement. These items were then reviewed and approved by the President.

On March 17, 2020, the Executive and Governance Committee reviewed and approved the revisions and recommendations approval by the Board. Once approved, the mission statement and mission profile will be provided to THEC to fulfill this statutory requirement.

Statement of Mission

Middle Tennessee State University, a comprehensive, innovative institution, attracts students to distinctive bachelor's, master's, specialist, and doctoral programs that prepare graduates to thrive in their chosen professions and a changing global society. Students and faculty generate, preserve, and disseminate knowledge and collaboratively promote excellence through teaching and learning, research, creative activity, and public engagement.

Approved [April 3, 2019](#)[date], by the MTSU Board of Trustees.

Vision

~~Middle Tennessee State University is a vibrant hub for educating students who are accomplished, civically engaged and globally responsible; an engine for research, innovation, and entrepreneurship; and a nexus of cultural, social, and artistic expression.~~

Faculty, staff, and students of Middle Tennessee State University will work together as a community of scholars to create and share knowledge. Our efforts will result in the highest quality education and student experience in the state, preparing citizens who thrive as professionals and engage with and contribute to their communities. THEC Institutional Mission Profile.

Middle Tennessee State University is a selective, comprehensive institution located in the geographic center of the State. The University embraces its role as the destination of choice for Tennessee undergraduates while its distinctive programs draw students from across the nation and around the world. Through innovative undergraduate and graduate programs, MTSU attracts a diverse, largely full-time student population with a broad range of academic preparedness. The University is committed to using advanced research-based practices to help students recognize their academic promise and achieve success: it confers approximately 5,000 degrees annually. Dedicated faculty prepare students for lifelong learning that adapts to and shapes a rapidly changing world through an understanding of culture and history, scholarship, and creative undertakings. MTSU's signature Honors College, ~~and~~ experiential and integrative learning, and cross-disciplinary programs deliver a value-added ~~undergraduate~~ education rich in research, service learning, and civic engagement. Graduate offerings foster the pursuit of scholarly research, creative endeavors, and professional advancement through programs spanning the arts and humanities, education, business, STEM, the social, behavioral, and health sciences, and media and entertainment. MTSU houses centers of excellence in historic preservation and popular music and notable chairs of excellence. MTSU holds the Doctoral Moderate Research and Community Engagement Carnegie Classifications.

[Approved \[date\] by the MTSU Board of Trustees](#)

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Middle Tennessee State University, a comprehensive, innovative institution, attracts students to distinctive bachelor's, master's, specialist, and doctoral programs that prepare graduates to thrive in their chosen professions and a changing global society. Students and faculty generate, preserve, and disseminate knowledge and collaboratively promote excellence through teaching and learning, research, creative activity, and public engagement.

Approved [date], by the MTSU Board of Trustees.

Vision

Faculty, staff, and students of Middle Tennessee State University will work together as a community of scholars to create and share knowledge. Our efforts will result in the highest quality education and student experience in the state, preparing citizens who thrive as professionals and engage with and contribute to their communities. THEC Institutional Mission Profile.

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Approved [date] by the MTSU Board of Trustees



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **President's Evaluation and Compensation**

BACKGROUND INFORMATION:

The Board of Trustees has the responsibility to assess the performance of the chief executive of the University, the president. The Board sets the terms and conditions of the president's appointment to include compensation.

Pursuant to Board of Trustees Policy Selection, Evaluation, and Retention of the President, the Executive and Governance Committee is responsible for coordinating the process of evaluating the president. One purpose of the evaluation is to inform Board decisions on compensation and other terms of employment for the president.

An evaluation of the president has been performed and the Committee is making a recommendation to the Board concerning his compensation.



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **Board of Trustees Policy –
Trustee Emeritus**

BACKGROUND INFORMATION:

A new Board of Trustees policy is presented for review and comment. The Trustee Emeritus policy concerns an honorary status for Board trustees who have provided the University with outstanding service and commitment. The policy specifies requirements and criteria, along with the process of nomination for this status.

Middle Tennessee State University

Board of Trustees Policy

Trustee Emeritus

Section 1. Purpose

This policy is to honor outstanding individuals for their commitment to the University, its mission and its goals, and to express appreciation to them for their long-standing dedication and exemplary service.

Section 2. Designation

Individuals who have previously served the University as Trustee and who have served the University with distinction may be elected as Trustee Emeritus.

Section 3. Criteria and Nomination

Trustee Emeritus is a status that is granted to individuals who have demonstrated significant dedication to the University. All individuals are eligible for nomination provided that they meet the stated distinguished and meritorious service requirements for Trustee Emeritus status as set forth below.

Section 4. Requirements

4.1 A full term as appointed by the Governor and approved by the legislature on the Board of Trustees, including consistent attendance, active participation, and sustained financial support or service to the University, the local community, or the global community with distinction.

4.2 Retired from active Board service for at least one (1) year.

4.3 Established record of exemplary commitment to the University through personal leadership, responsibility, and fund-raising and exceptional dedication and commitment to the mission of the University.

4.4 All nominations must be accompanied by a letter of recommendation and submitted to the Executive and Governance Committee of the Board. The Executive and Governance Committee will review each candidate's qualifications and present recommended candidates to the full Board for a vote. Any candidate receiving at least two-thirds (2/3) vote in favor by the trustees present and entitled to vote will be awarded Trustee Emeritus status.

Section 5. Privileges and Responsibilities

Emeriti Trustees will be invited to participate in the life of the University, attend sessions of Board meetings and march at commencement.

Emeriti Trustees may, on occasion, be invited by the President of the University or the Chair of the Board to attend or participate in other activities or special events.

Emeriti Trustees shall not have the privilege of voting or holding office. Emeriti Trustees shall not be counted in determining the number of trustees required to constitute a quorum at the meetings of the Board.



**Middle Tennessee State University
Board of Trustees**

MEETING: Spring Quarterly Board Meeting

SUBJECT: **Finance and Personnel Committee**

DATE: March 31, 2020

PRESENTER: Joey Jacobs
Committee Chair

-
- Capital Project Disclosures
 - Airport Master Plan



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **Capital Project Disclosures**

BACKGROUND INFORMATION:

In accordance with THEC Policy 4.0.6C concerning disclosure of projects funded through bonds, gifts, grants, or local funds, MTSU has submitted two projects to amend the FY 2019-20 and FY 2020-21 disclosed project lists. Disclosure of a capital project is the first step in the project approval process and indicates an institution is considering a large-scale project investment.

Amendments include the addition of the “Food Service Improvements” project to the FY 2019-20 disclosure list and the “Flight School Addition” project to the FY 2020-21 disclosure list.

These projects were submitted under THEC’s and the State’s deadlines for submitting additional projects. The projects are being provided to the Committee for review and subsequent approval for amending MTSU’s lists of disclosed projects.

MTSU Capital Disclosure: FY2020-21

Project	Project Description	Project Cost	Funding Sources			
			Gifts	Gift-in-Place	Plant Funds	TSSBA Bonds
Flight School Addition	Construct a new academic building to support the MTSU Department of Aerospace.	\$5,000,000				\$5,000,000

MTSU Capital Disclosure: FY2019-20

Project	Project Description	Project Cost	Funding Sources			
			Gifts	Gift-in-Place	Plant Funds	TSSBA Bonds
Food Service Improvements	Renovations to MTSU Dining facilities in Keathley University Center and McCallie Food Court. This work includes re-branding and renovations done as a gift-in-place project from Aramark who is the contract holder for MTSU food service.	\$6,200,000		\$6,200,000		



**Middle Tennessee State University
Board of Trustees**

**Action Item
Roll Call Vote**

MEETING: Spring Quarterly Board Meeting

DATE: March 31, 2020

SUBJECT: **Airport Master Plan**

BACKGROUND INFORMATION:

The University is seeking approval from the Board of Trustees for the new MTSU Airport Master Plan. Upon Board approval, the MTSU Airport Master Plan will be submitted to the Tennessee Higher Education Commission for review and approval, and subsequently to the State Building Commission for inclusion as an amendment to the University's 2016 Campus Master Plan. Inclusion of these items in the Campus Master Plan is required by the Tennessee Higher Education Commission to proceed with the improvements documented.

The MTSU Airport Master Plan is a multi-phase plan, including future improvements to the MTSU Department of Aerospace facilities at the Murfreesboro Municipal Airport. These improvements include new hangars to support the Maintenance Management and Flight School programs, a new 10,000 square foot Aerospace Instructional Center, additional aircraft apron, and a 90,000 square foot Academic / Lab Building. These improvements are envisioned around a new quadrangle space to give the MTSU Aerospace facilities a collegiate atmosphere.

The MTSU Airport Master Plan is vital to ensure that the University's long-range planning is in congruence with the Murfreesboro Municipal Airport's Master Plan.

Introduction

The Middle Tennessee State University Department of Aerospace operates facilities at Murfreesboro Municipal Airport in support of the Professional Pilot and Maintenance Management concentrations. In response to accreditation recommendations and continued growth in enrollment, Campus Planning initiated a process to develop a master plan for MTSU facilities located at the Airport. This summary presents an overview of the planning process and the resulting recommended plan.

Facility Requirements

Future facility requirements were prepared based on projected numbers of students in the Professional Pilot and Maintenance Management concentrations along with space programs for functional areas, including classrooms, labs, flight briefing areas, hangar space, and support functions, which were benchmarked against comparable programs at other universities. Over the past thirteen years, Professional Pilot enrollment has grown at a 6.2 percent compound annual growth rate. With this continued growth, enrollment is forecast to increase from 721 students in 2019 to 1,350 in 2029. Maintenance Management enrollment grew at a 3.5 percent compound annual growth rate. This growth rate projects an increase in enrollment from 89 students in 2019 to 125 in 2029.

In total, the Department occupies approximately 49,700 square feet of building space along with parking apron for 26 aircraft at the Airport. The baseline facility requirement for today's enrollment is 124,400 square feet of building space and apron for 30 aircraft. The ten-year facility requirement to accommodate the growth presented above is 144,000 square feet of building and hangar space, and 60 aircraft parking positions. These facility requirements served as a guide in the development of alternatives for future facility development at the Airport.

Recommended Plan

Several initial alternatives were developed and reviewed with stakeholders, including Campus Planning, Aerospace faculty and staff, and Airport management. Based on operational efficiency, prioritization of needs, and likely funding availability, one alternative was carried forward and refined to serve the operations of the Department, and enhance compatibility with Murfreesboro Municipal Airport development goals. **Exhibit 1** presents the recommended plan and consists of the following development items:

Flight School Maintenance Hangar – A new 16,000 square foot hangar for the maintenance of the MTSU fleet of aircraft. The Donald McDonald Hangar would transition to use by the Maintenance Management program to address the need for additional space identified in the accreditation report.

Aerospace Instructional Building – A new 10,000 square foot building with classroom and flight briefing rooms to accommodate growth in Professional Pilot enrollment.

Aircraft Parking Apron – Incremental addition of aircraft parking growth in the MTSU aircraft fleet.

Academic/Lab Building – A three-story, 89,000 square foot academic and lab building to serve both Professional Pilot and Maintenance Management students.

Maintenance Management Hangar – To meet the long-term requirements for hangar space, a third hangar is proposed north of the Donald McDonald Hangar, keeping the Maintenance Management hangars adjacent to one another.

Expand Flight School Maintenance Hangar – With continued growth in aircraft fleet, additional space will be required for flight school aircraft maintenance. The plan allows for an additional 8,000 square foot hangar bay to be added to the maintenance hangar for additional capacity.



SOURCE: Google Earth Pro, Image Landsat/Copernicus, April 2018, (for visual reference only - may not be to scale); Atkins, December 2019; Ricondo & Associates Inc., January 2020.

EXHIBIT 1



RECOMMENDED PLAN