

3.2.2.3 Institutional policy

Off-site Committee's Response

Texas College presented the Bylaws that clearly outline the governance responsibilities of the Board of Trustees as the policy-making body of the College. The College presented no evidence of policy development and implementation for Board consideration and there is no documentation of a structure for developing or regularly examining policies and procedures institutionally.

Institution's Response

The Off-site Committee noted that the Bylaws clearly define the Board of Trustees as the policy-making body of the institution. The Committee however expressed there was no evidence of policy development and implementation by the Board and there was no documentation of an institutional structure for examining policies and procedures.

It should be noted that in keeping with the Bylaws, the Board does act as a policy-making body and holds the administration accountable for implementation of approved policies. The Bylaws in *Article I: Section 2 (e) Board Authority and Responsibilities*, state that [The Board] *Approve College policies and procedures bearing on faculty appointment, promotion, tenure and dismissal, as well as personnel policies for other categories of employees.*” Evidence that the Board functions in the aforementioned capacity are found in the Board Minutes of the Standing Committee and full Board actions for October 30, 2014 (Attachment 3.2.2.3-A: Academic Affairs Standing Committee Minutes and Attachment 3.2.2.3-B: Board Minutes, excerpt of approval of policy actions. The institution has implemented all policies approved by the Board. The implementation of approved policies is found in College documents and circulated among the appropriate constituents. For example the Board approved Intellectual Property Policy is shared with students, faculty and staff and can be found in the Faculty and Staff Handbook; College Catalog; and Student Handbook. And, the Board approved Substantive Change Policy and Academic Freedom Policy are documented and provided for faculty and staff in the Faculty and Staff Handbook see Attachment 3.2.2.3-C). Attachment 3.2.2.3-D, is a copy of faculty-staffs signatures noting policy related documents have been received. Students receive policy manuals (College Catalog and Student Handbook) electronically following their registration.

As it pertains to the regular examining of policies, the Board has a process (as noted in the Bylaws, Article VI, Section 8-Meetings) whereby *“Every four (4) years the Board shall conduct a Board of Trustees’ retreat to examine its structure and organization and consider the present status of the mission and effectiveness of the College.”* The retreat allows for such a review to take place by

the membership and/or with professional development of a consultant.
Attachment 3.2.2.3-E is evidence of the most recent Board retreat.

Documentation

- Documentation: Bylaws – Excerpt of Article I, Section 2(e): Board Authority and Responsibilities
- Attachment 3.2.2.3-A: Academic Affairs Standing Committee Minutes with policy actions and recommendations
- Attachment 3.2.2.3-B: Excerpt – Board Minutes, October 30, 2014- Approval of Policies: Intellectual Property, Substantive Change Policy, Academic Freedom Policy
- Attachment 3.2.2.3-C: Excerpts of approved policies posted in College Catalog, Faculty and Staff Handbook and Student Handbook
- Attachment 3.2.2.3-D: Faculty-Staff Sign-Off sheet and Electronic Submission to Students: Evidence of receipt of policy documents by faculty, staff and students
- Documentation: Bylaws-Excerpt of Article VI, Section 8: Meetings
- Attachment 3.2.2.3-E – Minutes: Texas College Board of Trustees Training

Documentation: Bylaws – Excerpt of
Article I, Section 2(e): Board Authority
and Responsibilities

BYLAWS



TEXAS COLLEGE
2404 NORTH GRAND AVENUE
TYLER, TEXAS 75702

**TEXAS COLLEGE
BYLAWS OF THE BOARD OF TRUSTEES**

TABLE OF CONTENTS

Mission Statement and Core Values

Article I	Board Authority and Responsibilities	1-2
Article II	Membership	2-3
Article III	Trustees Emeriti	4
Article IV	Officers	4
Article V	Terms and Responsibilities of Officers	4-6
Article VI	Meetings	6-7
Article VII	Committees	7-9
Article VIII	The Executive Committee	9-10
Article IX	The Trusteeship Committee	10-11
Article X	Indemnification of Trustees	11-12
Article XI	Conflict of Interest	12-13
Article XII	Personnel of the College	13-14
Article XIII	Equal Opportunity	14
Article XIV	Disposition of Assets	14-15
Article XV	Review and Amendment of Bylaws	15

**Texas College
Board of Trustees
AMENDED BYLAWS
(ADOPTED APRIL 3, 2014)**

Article I

Board Authority and Responsibilities

Section 1: The Board of Trustees of Texas College shall have and exercise those powers conferred upon it by Chapter 22, Subchapter E. of Texas Business Organizations Code, the Restated Certificate of Formation of Texas College, and these Bylaws. A Member of the Board of Trustees shall discharge his or her duties, including duties as a Committee Member, in good faith, with ordinary care, and in the manner the trustee reasonably believes to be in the best interest of Texas College.

Section 2: The Board of Trustees shall have the authority to carry out all functions which are authorized by these Bylaws or by the Restated Certificate of Formation. This authority shall include, but not be limited to, these functions:

- (a) Determine and periodically review the College's mission and purposes.
- (b) Appoint the president, who shall be the College's chief executive officer, and set appropriate conditions of employment.
- (c) Support the president and assess his or her performance.
- (d) Review proposed changes in the College's educational programs and other major enterprises consistent with the College's mission, plans and financial resources.
- (e) Approve College policies and procedures bearing on faculty appointment, promotion, tenure, and dismissal, as well as, personnel policies for other categories of employees.
- (f) Approve the annual budget, set tuition and fees, regularly monitor the College's financial condition, and establish policy guidelines affecting all College assets, including investments and the physical plant.
- (g) Contribute financially to the College's fundraising goals, participate actively in programs to secure sources of support, and

Attachment 3.2.2.3-A: Academic Affairs
Standing Committee Minutes with Policy
Actions and Recommendations

Board of Trustees Report
Academic Affairs Committee Meeting Minutes
October 30, 2014

Present:

Trustee P. McKenzie (Chair)
Trustee J. Jones
C. Marshall
D. Fennell (Ex-Officio)

Absent:

Trustee K. Warner-Armstrong

Academic Affairs Report:

- Trustee McKenzie presented the report to the Board of Trustees
- Trustee McKenzie presented questions to Dr. Marshall on report from academic affairs
- Dr. Marshall provided explanations and clarification on student centeredness in academic affairs, AVID, Lower College, Upper College, STEM, institutional effectiveness
- Trustee McKenzie asked that completion rates become part of reporting
- Trustee McKenzie asked about recent hires
- Dr. Marshall provided an update on new hires positions and their area of responsibilities
- Dr. Marshall provided clarity on the organization chart regarding the Lower College and Student Learning Center
- Four action items were presented to the committee for approval and moved to Section 8 for consent agenda. Action items included:
 - Intellectual Policy
 - Dr. Fennell requested that this policy be added as an action item with minor modifications.
 - Changes were recommended
 - The committee approved the policy recommendation to go to the full Board.
 - Review of Mission Statement
 - Dr. Fennell requested that the current mission statement continued to be utilized.
 - Trustee Berman suggested that the word historical be changed to historically
 - Academic Freedom
 - Substantive Change
 - A recommendation was made so that the policy reflected a bi-annual review
- The action items were approved with corrections and moved by consensus

Motion: Moved by Trustee Jones and seconded by Trustee Mckenzie.
Unanimously approved to be moved to the full Board by Consent Agenda.

Attachment 3.2.2.3-B: Excerpt – Board
Minutes, October 30, 2014- Approval of
Policies: Intellectual Property,
Substantive Change Policy, and
Academic Freedom Policy

Texas College
Fall Meeting of the Board of Trustees
Thursday, October 30, 2014
4:25 p.m.

The meeting was called to order by Trustee Jerry Christian who assumed the role of acting Chair, as a result of the resignation of former Chairman Henry Williamson, Sr.

The roll/attendance was taken by Trustee Leon McCowan.

Trustees Present

Trustee Jerry L. Christian
Trustee Bobby Best
Trustee Tyrone Davis
Trustee Hervey Spencer
Trustee Charles Hill
Trustee Jesse Jones
Trustee Charles King
Trustee Donald Madlock, Sr.
Trustee Leon McCowan, Sr.
Trustee Patricia M. Donley McKenzie
Trustee Clifton Roberson
Trustee Selwyn Willis
Trustee Pene' G. Woods
Trustee Jerry Woolverton
Trustee Emeritus Leo Berman
*Dr. Christopher Sparrow, Faculty Representative
*Mr. Jeremiah Eutsey, Student Representative
*Non-voting member, not counted in quorum

Trustees Absent

Trustee Kenneth Carter
Trustee Timothy McKay
Trustee Sarah D. Wilborn

Texas College Staff Members Present

President Dwight J. Fennell, Sr.
Mr. James Harris, Sr. – Office of Business and Finance
Dr. Cynthia Marshall- Biggins – Office of Academic Affairs
Dr. Edgar Berry – Office of Student Affairs

- Trustee Lockett to be mentioned in the Minutes for his contributions to the Building and Grounds Committee.
- Acknowledgement of Dr. Bobby Stinson, for his contributions to Texas College.
- Acknowledgement of Mrs. Lillie Mae Claybon for her contributions to Texas College.
- Acceptance of the Actions Items of the Academic Affairs Committee that included: Substantive Change Policy; Policy for Academic Freedom; Intellectual Property Policy.
- The review of the College's Mission Statement was approved as ratified and recast in 2011.

It was established that the Annual Meeting of the Board of Trustees would be held on **March 26, 2015** with a Retreat. It was recommended that Dr. Belle Wheelan, President of SACSCOC, be requested to conduct the Retreat.

Additionally, it was established that Fall Meeting of the Board of Trustees would be held on **October 22, 2015**.

The meeting was adjourned.

TEXAS COLLEGE



Tyler, Texas

BOARD AGENDA ITEM

TO:	Board of Trustees	DATE:	10/30/2014
FROM:	Dr. Dwight Fennell	CATEGORY:	Academic Affairs

SUBJECT:

REASON FOR BOARD CONSIDERATION: Action Item AA **ENCLOSURES:**

BACKGROUND:

The Board voted during the April 11, 2014 meeting to continue revisions to the Policy on *Intellectual Property*. The revisions have been completed.

RECOMMENDATION:

It is recommended that the Board will accept the recommended Policy on *Intellectual Property*.

INITIATOR: Dr. Dwight J. Fennell, President

BOARD ACTION DATE: October 30, 2014

EFFECTIVE DATE: October 30, 2014

Intellectual Property Policy

The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Texas College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

Administrative Rule:

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty,), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly Work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member either using his or her own resources or using College resources that are generally available to the College faculty.

Texas College does not cede ownership in the following situation:

- (1) The College retains ownership of the copyright to works created (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.
- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).
- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work of the College: (a) will make or has made a significant investment in the development of the work through the provision of substantiate⁷ financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.

TEXAS COLLEGE



Tyler, Texas

BOARD AGENDA ITEM

TO:	Board of Trustees	DATE:	10/30/2014
FROM:	Dr. Dwight Fennell	CATEGORY:	Academic Affairs

SUBJECT:

REASON FOR BOARD CONSIDERATION: Action Item AA **ENCLOSURES:**

BACKGROUND:

The current Policy on Academic Freedom is outdated and does not reflect the best interest of the College.

RECOMMENDATION:

It is recommended that the Board ratifies the updated policy addressing Academic Freedom.

INITIATOR: Dr. Dwight J. Fennell, President

BOARD ACTION DATE: October 30, 2014

EFFECTIVE DATE: October 30, 2014

Texas College Academic Freedom Policy

I. Purpose

The purpose of this action item is to set forth policy regarding academic freedom and professional responsibility; to set standards for professional conduct with sanctions for violations of those standards; and to provide procedures for implementing this policy at Texas College.

II. Policy

Texas College defines academic freedom as the freedom to teach, express ideas and publish without interference or penalty by the institution. The principles of academic freedom guarantee the right to teach or learn without unreasonable interference from authority and are essential to the mission of the College. Academic freedom is subject to the norms and standards of scholarly inquiry and College policies and procedures.

Faculty members and students are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce material that has no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of other, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty and expression on and off campus. In addition, faculty members are responsible for but not limited to policies and procedures defined in board policy, administrative regulations, and the employment contract.

The right to academic freedom shall be protected and supported through the establishment and use, when necessary, of appropriate due process procedures.

TEXAS COLLEGE



Tyler, Texas

BOARD AGENDA ITEM

TO:	Board of Trustees	DATE:	10/30/2014
FROM:	Dr. Dwight Fennell	CATEGORY:	IE

SUBJECT:

REASON FOR BOARD CONSIDERATION: Action Item IE **ENCLOSURES:**

BACKGROUND:

The College currently does not have a Policy on *Substantive Change* which is a SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) requirement.

RECOMMENDATION:

It is recommended that the Board ratifies the policy on Substantive Change.

INITIATOR: Dr. Dwight J. Fennell, President

BOARD ACTION DATE: October 30, 2014

EFFECTIVE DATE: October 30, 2014

Texas College Substantive Policy

I. Policy

Texas College will meet and maintain compliance with the Principles of Accreditation, inclusive of the Substantive Change Policy. In effort to maintain quality control related to substantive change, Texas College has adopted the following institutional substantive change policy.

The President of Texas College or the appointed Texas College SACS Accreditation Liaison will notify The Southern Association of Colleges and Schools Commission on College of any Substantive Changes in accordance the accrediting agency's Substantive Change Policy. At Texas College, no substantive change will be implemented until a letter of approval or an acceptance of notification has been received from the SACS-COC.

Definition of Substantive Change

Any significant modification or expansion of the nature and scope of Texas College will be deemed as a substantive change. Some examples of substantive changes are listed below:

- Any change in the approved mission of the college
- Any change in legal status, form of control, or ownership of the college
- Creating off campus site
- The establishment of a branch campus
- Change in method of delivery such as from face to face to on-line or distance education
- Closing a program, off-campus site, branch campus or the university
- Entering into a legal academic agreement to offer a dual degree program or a joint degree program with another institution
- Creation of a branch campus
- Acquiring another institution or a program or location of another institution
- Change in level of institution
- Any other action as per SACSCOC policies

Texas College will adhere to the notification and approval timeline as per SACSCOC substantive change policy. Some substantive changes require prior notification and approval; others require only prior notification. Texas College will follow its internal academic program and non-academic program approval process and its administrative protocol in considering any new programs or changes to the institution's academic offerings, structure or governance. If any of these activities constitutes a substantive change, the college will follow its policy stated above, including timely notification of SACSCOC. If there is a conflict between the Texas College policy and the SACSCOC policies, the SACSCOC policies will prevail. Texas College will incorporate a discussion of its substantive change policy in its faculty and staff institute.

Attachment 3.2.2.3-C: Excerpts of
Approved Policies Posted in College
Catalog, Faculty and Staff Handbook and
Student Handbook

TEXAS COLLEGE

Founded 1894



Faculty and Staff Handbook

Travel	45
Unauthorized Employment	47
Visitors – Children in the Workplace	47
Violations of Policies	48
STANDING COMMITTEES OF THE COLLEGE	49
Planning Council	49
Academic Council	50
Admissions/Re-Admit Committee	50
Athletics Committee	50
Business and Finance Policies Committee	50
Human Resources Committee	50
Institutional Effectiveness Committee	51
Sexual Harassment Committee	51
Student Affairs Committee	51
FACULTY EMPLOYMENT	53
Faculty Senate	53
Faculty Meetings	53
FACULTY: DEFINITION, JURISDICTION, AND RESPONSIBILITY	53
Definition of Faculty	53
Academic Advisement and Other Faculty Responsibilities	54
Faculty Advisement	55
Classroom Responsibilities	56
Co-curricular Activities	57
Academic Freedom	57
Office Hours	58
Faculty Ethical Standards	58
Substantive Policy	59
ACADEMIC PERSONNEL	60
Division Chairpersons	60
Area Coordinators	60

College Facilities	31
Correspondence Management	31
Dress Code/Personal Appearance	31
Disaster Recovery	31
Equipment Inventory and Control	33
Equipment and Property Disposal	33
Expense Reimbursement	34
First Aid and Accidents	34
Food Services	34
Gifts	34
Grievances	34
Handling of Funds Received	35
Information Technology – Appropriate Use	35
Intellectual Property	38
Keys	39
Mail Service	40
Parking	40
Personal Use of Texas College Property	40
Physical Plant Services	40
Fiscal Procedures	40
Registration of Campus Events	42
Resignation	43
Return of Texas College Property	43
Safety Rules	43
Security	44
Smoking	44
Solicitations and Distributions	44
Theft	45
Traffic Violations	45
Transportation	45

11. Eating is not permitted in classrooms unless permission has been granted for a special scheduled activity.

12. Faculty should inform students that children and infants are not permitted in classrooms during regular class activities

13. Faculty are to encourage students to attend lyceum/chapel and other special campus events that have a relationship to their academic studies. Where possible, faculty should give assignments with appropriate credit for participation, follow-up work, and products regarding attendance to such events.

14. Faculty are expected to state clearly to students, in writing and verbally, the methods of grading and performance evaluation for each course. Grades should be based solely on students' academic performance and the basis of grading should be understandable to a lay-person, and well documented (including samples of the student's work, if available). Grading systems shall be consistent with College policies and general educational practices. Faculty must avoid prejudicial or capricious academic evaluation methods.

15. Faculty should give clear explanations to students regarding make-up work to be completed after a period of absence.

16. The Incomplete (I) grade is not to be used to avoid assigning a failing grade. The grade is appropriate for the student who has substantially completed the course, and has satisfied the course requirements set by the instructor. The faculty member is required to follow the College's policy (per the College Catalog) on the award of the incomplete grade.

17. Disciplinary problems including disruption of classroom proceedings, cheating on examinations, plagiarism, and sexual harassment should be reported and followed up in writing to the division chairperson; the Vice President for Academic Affairs; or the Vice President of Student Affairs.

Co-curricular Activities

Non-teaching programs are a necessary part of any good college and are encouraged by Texas College. Non-class activity (for practice or otherwise) is not to interfere with organized class programs, planned College religious programs (e.g., chapel, vesper, lyceum, etc.) or any other planned College program.

Academic Freedom

Purpose

The purpose of this action item is to set forth policy regarding academic freedom and professional responsibility; to set standards for professional conduct with sanctions for violations of those standards; and to provide procedures for implementing this policy at Texas College.

Policy

Texas College defines academic freedom as the freedom to teach, express ideas and publish without interference or penalty by the institution. The principles of academic freedom guarantee the right to teach or learn without unreasonable interference from authority and are essential to the mission of the College. Academic freedom is subject to the norms and standards of scholarly inquiry and College policies and procedures.

recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the College. Management reserves the right, however, to determine when an employee's activities represent a conflict with the College's interest and to take action necessary to resolve the situation-including terminating the employee. All faculty members are given the opportunity to self-disclose.

Substantive Policy

I. Policy

Texas College will meet and maintain compliance with the Principles of Accreditation, inclusive of the Substantive Change Policy. In effort to maintain quality control related to substantive change, Texas College has adopted the following institutional substantive change policy.

The President of Texas College or the appointed Texas College SACSCOC Accreditation Liaison will notify The Southern Association of Colleges and Schools Commission on College of any Substantive Changes in accordance the accrediting agency's Substantive Change Policy. At Texas College, no substantive change will be implemented until a letter of approval or an acceptance of notification has been received from the SACSCOC.

Definition of Substantive Change

Any significant modification or expansion of the nature and scope of Texas College will be deemed as a substantive change. Some examples of substantive changes are listed below:

- Any change in the approved mission of the college
- Any change in legal status, form of control, or ownership of the college
- Creating off campus site
- The establishment of a branch campus
- Change in method of delivery such as from face to face to on-line or distance education
- Closing a program, off-campus site, branch campus or the university
- Entering into a legal academic agreement to offer a dual degree program or a joint degree program with another institution
- Creation of a branch campus
- Acquiring another institution or a program or location of another institution
- Change in level of institution
- Any other action as per SACSCOC policies

Texas College will adhere to the notification and approval timeline as per SACSCOC substantive change policy. Some substantive changes require prior notification and approval; others require only prior notification. Texas College will follow its internal academic program and non-academic program approval process and its administrative protocol in considering any new programs or changes to the institution's academic offerings, structure or governance. If any of these activities constitutes a substantive change, the college will follow its policy stated above, including timely notification of SACSCOC. If there is a conflict between the Texas College policy and the SACSCOC policies, the SACSCOC policies will prevail. Texas College will incorporate a discussion of its substantive change policy in its faculty and staff institute.

If you have violated the Policy, you will incur the same types of disciplinary measures as violations of other College policies. Violation of state or federal free/statutes may lead to criminal or civil prosecution.

Students: Campus disciplinary measures may include, but are not limited to, failure in a class, permanent or temporary loss of information technology privileges, suspension or expulsion from the College, and restitution of expenses as well as charges for damages.

Faculty and Staff: Campus disciplinary measures may include, but are not limited to, reassignment of duties, transfer, censure, suspension, termination, and restitution of expenses as well as charges for damages.

Off-campus users: The College may revoke the privileges of users who are found to be in violation and may report any serious violation to the users home campus authorities and to appropriate law enforcement officials.

Intellectual Property

The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Texas College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

Administrative Rule:

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly Work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member

either using his or her own resources or using College resources that are generally available to the College faculty.

Texas College does not cede ownership in the following situation:

- (1) The College retains ownership of the copyright to works created (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.

- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).

- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work of the College: (a) will make or has made a significant investment in the development of the work through the provision of substantial financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.

Keys

After the normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

Faculty, and staff may be issued keys to campus offices upon the recommendation of the supervisor, department head, and vice president in accordance with established procedures. Keys are issued for entry to campus buildings for the purpose of conducting official business only.

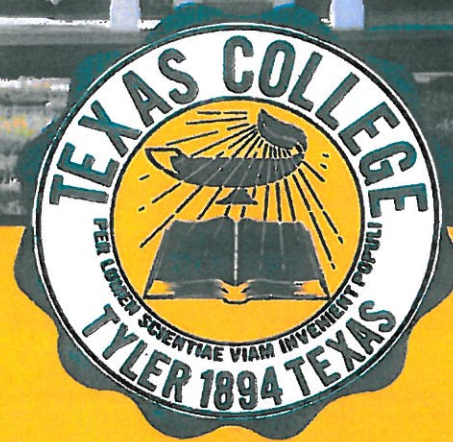
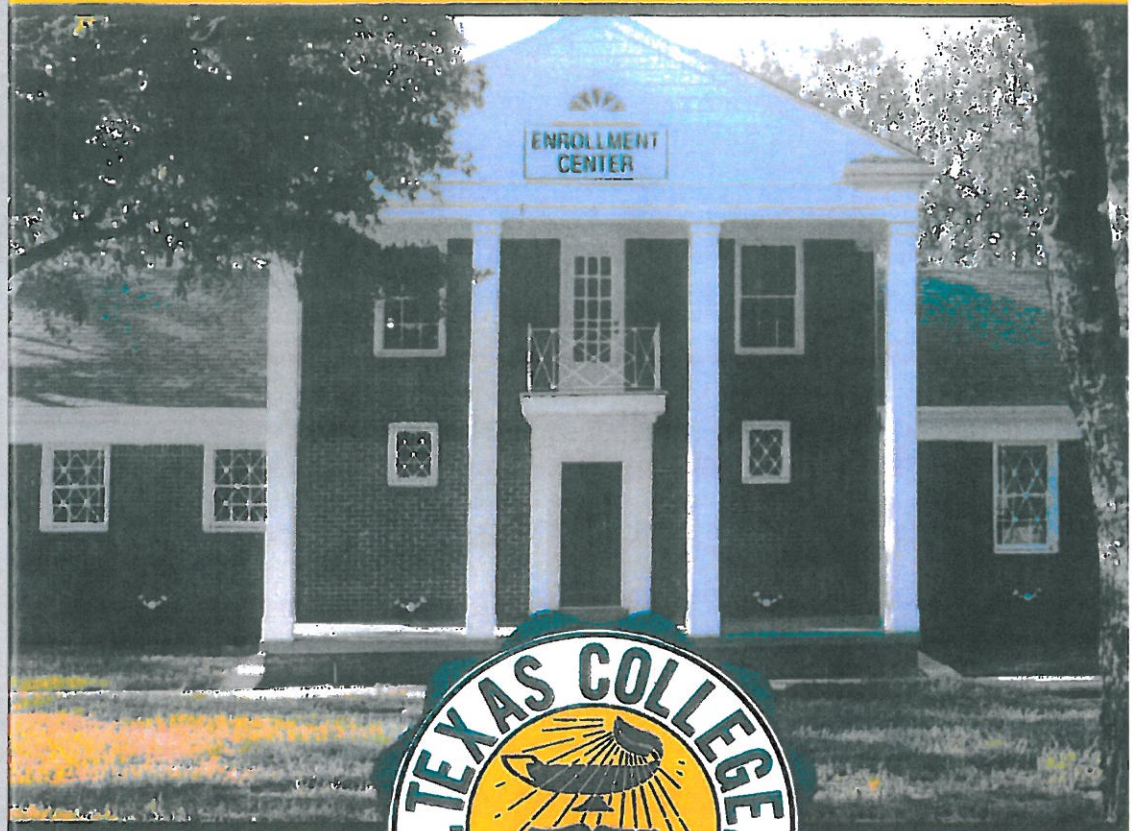
Only authorized individuals are allowed in the building.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to institutional property resulting from failure to do so.

All keys issued remain the property of the College and shall be returned under the following conditions: (1) transfer to another department or building; (2) termination of employment; (3) written request from supervisor or department head; (4) leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key if authorized to have access to the building during the leave period; and (5) at the end of the academic semester. It is the responsibility of the supervisor to ensure that all keys are returned.

In no case is a key to be transferred from one individual to another or obtained from any source other than from the authorized institutional officer. When any transfer or duplication of a key is made or used without official consent, the key shall be recovered and the individual(s) involved reported to the Office of Human Resources for disciplinary actions.

"Give the People Light and They Will Find Their Way"



COLLEGE CATALOG

2014-2017

Texas College | 2404 North Grand Avenue | Tyler, TX 75702
www.texascollege.edu | (903) 593-8311

<i>Texas College Identification Cards</i>	24
<i>Automobiles on Campus</i>	25
<i>Campus Security</i>	25
<i>Extra-Curricular Activities</i>	25
<i>Organizations</i>	25
ACADEMIC POLICIES AND PROCEDURES	26
<i>Course Credit</i>	26
<i>Course Load</i>	26
<i>Classification of Students</i>	26
<i>Orientation</i>	26
<i>Registration</i>	26
<i>Early Registration</i>	27
<i>Late Registration</i>	27
<i>Academic Advisement</i>	27
<i>Add or Drop Courses</i>	27
	27
ACADEMIC RIGHTS	
WITHDRAWALS	28
<i>Withdrawal from a Course</i>	28
<i>Withdrawal from the College</i>	28
<i>Administrative Withdrawal from the College</i>	29
<i>Unofficial Withdrawal Policy</i>	29
<i>Intellectual Property Policy</i>	29
GRADING	30
<i>Course Examinations</i>	30
<i>Grade Reports</i>	30
<i>Grading Policy</i>	30
<i>Incomplete Grades</i>	31
<i>Grade Appeal</i>	32
<i>Statute of Limitation</i>	32

Administrative Withdrawal from the College. The College reserves the right to administratively withdraw students who are in violation of the College's policy or are affected by extenuating circumstances. Administratively withdrawn students will receive grades of "W" for all enrolled classes.

Unofficial Withdrawal Policy. An unofficial withdrawal takes place when a student has discontinued attendance for unknown reasons and failed to inform the College. When this occurs, the College makes a determination of the student's last date of enrollment by consulting with the student's faculty of his/her last date of class attendance. If the last date of attendance cannot be determined, the College will use the 60 percent point of the semester as a determination of the last date of attendance. The grade of *FX* is assigned for all classes for the semester.

Intellectual Property Policy. The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Texas College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who



STUDENT



HANDBOOK



Texas College | 2404 North Grand Avenue | Tyler, TX 75702 | 903.593.8311 | www.texascollege.edu

Dean's List	52
Honor Roll	52
Freshman Honors Program	53
College Assembly/Lyceum Attendance	53
Class Attendance	53
Scholastic Dishonesty	54
Speech and Assembly	54
Student Accounts	54
Statute of Limitations	55
Satisfactory Academic Progress	55
SAP Scale	55
Academic Probation	55
Academic Suspension and Dismissal	55
Academic Integrity	55
Honors' Organizations	56
Transcripts	56
Intellectual Property Policy	56
Student Affairs Information and Policies	58
Campus Ministry	59
Career Services	59
Student Activities	59
Intramural Sports	59
Extra-Curricular Activities	60
Student Government Association	60
Campus-Based Organizations	60
National Pan-Hellenic Council	60
Greek Intake	61
Student Organization Membership	61
Queens	61

maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has committed scholastic dishonesty.

Honors' Organizations: Student scholars who meet standards of academic excellence and distinction can be inducted into the following national honor societies and/or organizations:

- *Alpha Kappa Mu* recognizes scholars who are juniors and seniors in all academic majors. A minimum 3.30 GPA is required.
- *Beta Kappa Chi* recognizes scholars in all majors with a minimum GPA of 3.0 and 3.5 in the major program. Students must have completed at least 64 semester hours of coursework.
- *Pi Lambda Theta* is an international honor society for education majors who aspire to become effective teachers and educational leaders. Candidates must have a 3.50 minimum GPA.
- *Who's Who Among Students in American Colleges and Universities* is a national organization that honors student scholars who exhibit campus leadership, community service, and exemplary citizenship. Candidates must have at least a 3.30 grade point average (GPA) and are nominated by the College Scholarship Committee.

Transcripts: Academic transcripts are issued by the Office of the Registrar, located in the Enrollment Center, which is the college-designated office for maintaining official academic records of all students currently or previously enrolled. Requests for transcripts will be honored only if they 1) are in writing, 2) contain the signature of the student or former student whose record is requested, and 3) are cleared financially by the Business Office, including the Office of Financial Aid. One official transcript is given to graduates without charge; additional transcripts are \$12.00 per copy. All transcript requests will be honored as expeditiously as possible, but during such periods as examinations, grade reporting, and registration, there may be some delay.

Intellectual Property Policy: The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Texas College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an

agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly Work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member either using his or her own resources or using College resources that are generally available to the College faculty.

Texas College does not cede ownership in the following situation:

- (1) The College retains ownership of the copyright to works created (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.
- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).
- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work of the College: (a) will make or has made a significant investment in the development of the work through the provision of substantial financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.

Attachment 3.2.2.3-D: Faculty-Staff
Sign-Off sheet and Electronic
Submission to Students: Evidence of
receipt of policy documents by faculty,
staff and students

FW: Important Information - M

File Message

Ignore X Junk Delete Reply Reply All Forward More Meeting

Delete Respond

Move to: ? To Manager Team E-mail Done Reply & Delete Create New

Quick Steps

Rules OneNote Actions Mark Unread

Move

You forwarded this message on 2/9/2015 2:25 PM.

From: Fisher, Ocie
 To: Fennell, Dwight
 Cc: Fennell, Angela
 Bcc: Abdul-salaam, Fareedah; Abney, La'Kendrick; Abshire, Thomas; Abu, Umoru; Acevedo, Nataly; Acosta, Luna; Acosta-Coreas, Oscar; Adams, Demario; adrian davis; Aguilar, Stephanie; Aguinaga, Juan; Aguirre, Christopher; Akbar, Merced; Akins, Kourtlandt; Akpan, Bassey; Ali, Jabari; Allen, Adara; Allen, Ashley; Allen, Brianna; Allen, Candice; Allen, Crystal; Allen, DeJanee; Allen, Dominique; Allen, Ja'Marius; Allen, ALVARADO, PEARL; Amie, Lesia; Amie, Shelesia; Amos, Bridgette; Amos, Katawna; Anderson, Calvin; Anderson, Elizabeth; Anderson, Grego

Subject: FW: Important Information

Message

FERPA Policy.pdf (44 KB)

Texas College Withdrawal Policy.docx (17 KB)

Policy Information Updated 8 30 11.pdf (561 KB)

From: Fisher, Ocie
Sent: Tuesday, January 27, 2015 9:01 AM
Cc: Harris, James; Berry, Edgar; Marshall-Biggins, Cynthia
Subject: FW: Important Information

Good Morning Students, the attachments in this E-mail contains vital information concerning the rules and policies of this institution.

Ocie J. Fisher
 Assistant Director of Information Technology
 903.593.8311 Ext:2333



Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

Categorize

Tags

Follow Up

Translate

Find

Related

Select

Editing

Zoom

Zoom

Sent: Fri 2/6/2015 4:38

, Christian; Adams, Corianna; Adams, Cortez; Adams, Jason; Adams, Quinten; Adams, Sharon; Adderley, Sedavia; Adefuye, Dejesus; Alcala, Sonia; Alexander, Eugene; Alexander, Keris; Alexander, Takeva; Alexander-Riley, Jsaijuan; Alford, Porsha; alfredo lopez; Allen, Jamesmen; Allen, Kieana; Allen, NiKishia; Allen, Peggy; Allen, Sharde; AllenII, Royce; AllenJr, Garry; Allison, Keenan; alvarado, lee; Anderson, Khadijah; Anderson, Nikita; Anderson, Tracy; Andrea D. Jackson; Andress, Richard; Andrews, Gerald;

Texas College Student Handbook Final Version 2 8 26 11.pdf (2 MB)

stitution. Please read all material and govern yourself accordingly.

TEXAS COLLEGE
Faculty/Staff Employee Handbook
Acknowledgement Form

The Texas College Faculty/Staff Employee Handbook describes important information about Texas College. It has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that the Texas College Faculty/Staff Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Texas College Faculty/Staff Employee Handbook is located on the JICS web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Handbook. By my signature below, I acknowledge and understand how to access the Handbook, and accept and agree to comply with the information contained therein.

Since the information described here is subject to change, I acknowledge that revisions to the handbook may occur, except to Texas College's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): Hamad. Ali

EMPLOYEE'S SIGNATURE: Hamad Ali

DATE: 8/11/2014

TEXAS COLLEGE

Employee Handbook Acknowledgement

The employee handbook has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that The Texas College Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Employee Handbook is located on the Texas College web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Employee Handbook. It is my responsibility to familiarize myself with the contents of the handbook located on the website. By my signature below, I acknowledge and understand how to access the Employee Handbook, and accept and agree to comply with the information contained therein.

I also acknowledge that I have received a hardcopy of the Texas College Sexual Harassment Policy, as published in the Employee Handbook and the policy has been reviewed with me this date.

Heidi A.
Employee Signature

Jan 3, 2007
Date

TEXAS COLLEGE
Employee Handbook Acknowledgement

The employee handbook has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that The Texas College Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Employee Handbook is located on the Texas College web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Employee Handbook. It is my responsibility to familiarize myself with the contents of the handbook located on the website. By my signature below, I acknowledge and understand how to access the Employee Handbook, and accept and agree to comply with the information contained therein.

Heidi A.
Employee Signature

8/23/05
Date

Al
et. 229

ACKNOWLEDGEMENT FORM

I, Hamad Ali acknowledge receipt of the Addendum to the Employee Handbook for the 1996-97 academic year which covers the following:

1. Sexual Harassment Policy
2. Conflict of Interest Policy
3. BlueCross BlueShield of Texas Dental Insurance

Hamad Ali
Signature

08-25-1997
Date

TEXAS COLLEGE
Faculty/Staff Employee Handbook
Acknowledgement Form

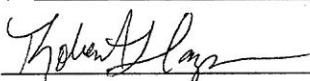
The Texas College Faculty/Staff Employee Handbook describes important information about Texas College. It has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that the Texas College Faculty/Staff Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Texas College Faculty/Staff Employee Handbook is located on the JICS web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Handbook. By my signature below, I acknowledge and understand how to access the Handbook, and accept and agree to comply with the information contained therein.

Since the information described here is subject to change, I acknowledge that revisions to the handbook may occur, except to Texas College's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): ROBERT HARPER

EMPLOYEE'S SIGNATURE: 

DATE: 8/11/14

TEXAS COLLEGE

Employee Handbook Acknowledgement

The employee handbook has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that The Texas College Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Employee Handbook is located on the Texas College web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Employee Handbook. It is my responsibility to familiarize myself with the contents of the handbook located on the website. By my signature below, I acknowledge and understand how to access the Employee Handbook, and accept and agree to comply with the information contained therein.

I also acknowledge that I have received a hardcopy of the Texas College Sexual Harassment Policy, as published in the Employee Handbook and the policy has been reviewed with me this date.



Employee Signature

6-1-12

Date

Francis Hardin

TEXAS COLLEGE
Faculty/Staff Employee Handbook
Acknowledgement Form

The Texas College Faculty/Staff Employee Handbook describes important information about Texas College. It has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that the Texas College Faculty/Staff Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Texas College Faculty/Staff Employee Handbook is located on the JICS web page at www.texascollege.edu. I further acknowledge that I have received instructions on how to access the Handbook. By my signature below, I acknowledge and understand how to access the Handbook, and accept and agree to comply with the information contained therein.

Since the information described here is subject to change, I acknowledge that revisions to the handbook may occur, except to Texas College's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): Francis Hardin

EMPLOYEE'S SIGNATURE: Francis Hardin


DATE: 8-22-14

TEXAS COLLEGE
Employee Handbook Acknowledgement

The employee handbook has been prepared for my information and understanding of the policies, philosophies, practices and benefits of Texas College, as well as my responsibilities as an employee. It is not intended to cover every situation which may arise during my employment, but is simply a general guide. I understand that The Texas College Employee Handbook is not a contract of employment and should not be deemed as such.

I acknowledge that the Employee Handbook is located on the Texas College web page at www.texascollege.edu. It is my responsibility to familiarize myself with the contents of the handbook located on the website. By my signature below, I acknowledge and understand how to access the Employee Handbook, and accept and agree to comply with the information contained therein.

I also acknowledge that I have received a hardcopy of the Texas College Sexual Harassment Policy, as published in the Employee Handbook.


Employee Signature

9-1-07
Date

Documentation: Bylaws-Excerpt of
Article VI, Section 8: Meetings

BYLAWS



**TEXAS COLLEGE
2404 NORTH GRAND AVENUE
TYLER, TEXAS 75702**

**TEXAS COLLEGE
BYLAWS OF THE BOARD OF TRUSTEES**

TABLE OF CONTENTS

Mission Statement and Core Values

Article I	Board Authority and Responsibilities.	1-2
Article II	Membership	2-3
Article III	Trustees Emeriti	4
Article IV	Officers.	4
Article V	Terms and Responsibilities of Officers	4-6
Article VI	Meetings	6-7
Article VII	Committees	7-9
Article VIII	The Executive Committee	9-10
Article IX	The Trusteeship Committee	10-11
Article X	Indemnification of Trustees.....	11-12
Article XI	Conflict of Interest.....	12-13
Article XII	Personnel of the College.....	13-14
Article XIII	Equal Opportunity	14
Article XIV	Disposition of Assets.....	14-15
Article XV	Review and Amendment of Bylaws	15

Section 5: The treasurer shall:

- (a) Serve as an ex-officio member of the Finance and Audit Committee of the Board of Trustees.
- (b) Advise the Board of Trustees on financial management policy matters.
- (c) Ensure that all trustees regularly receive appropriate and comprehensive financial statements that include comparisons of revenues and expenditures for the current and preceding fiscal years made in accordance with the budget or amendments thereto.
- (d) Ensure that other financial reports are provided to all trustees in a timely manner, including those for special or major Board-approved expenditures, reports on College investments, and annual or special audits.
- (e) Work closely with the President and with the Board-approved auditor to develop necessary reports.
- (f) Serve on the Investment Committee of the Board of Trustees.

Article VI

Meetings

Section 1: The Board of Trustees shall have at least two (2) regular meetings annually on such dates and at such places as it shall determine in its annual meeting. The annual meeting for the purpose of electing trustees and officers normally shall be the first meeting scheduled after March 31st of each year.

Section 2: Special meetings may be held at the call of the Board Chair or upon the request of one-third (1/3) of the members of the Board of Trustees.

Section 3: Written notice of all regular and special meetings of the Board of Trustees shall be sent to all trustees at least ten (10) days, but not more than sixty (60) days, in advance; and in the case of special meetings, it shall include a clear statement of the general nature of business to be conducted. Attendance of a Trustee at a meeting constitutes a waiver of notice, unless the Trustee attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

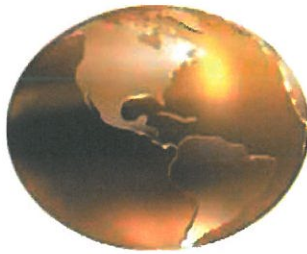
- Section 4:** All meetings of the Board of Trustees shall be held on the campus of Texas College, or at such other places as the chair of the Board of Trustees may designate.
- Section 5:** A quorum for the transaction of business at meetings of the Board of Trustees or the Executive Committee shall consist of at least two-thirds (2/3rd) of their respective regular, voting members. Except as otherwise provided in these Bylaws, a majority vote of those members present with a proper quorum shall constitute proper action. The act of a majority of the Directors present in person or by proxy at a meeting at which a quorum is present is the act of the Board of Directors of the College, unless the act of a greater number is required by the Restated Certificate of Formation or these Bylaws.
- Section 6:** The agenda of the Board of Trustees meeting shall be determined by the chair of the Board in consultation with the President.
- Section 7:** All meetings of the Board of Trustees shall be conducted in accordance with the latest revisions of Robert's Rules of Order or any other procedure adopted by the Board.
- Section 8:** Every four (4) years the Board shall conduct a Board of Trustees' retreat to examine its structure and organization and consider the present status of the mission and effectiveness of the College.
- Section 9:** The Board of Trustees shall remove a Trustee from the Board after three (3) consecutive absences from meetings of the Board. In addition, the Board may remove a Trustee after three (3) consecutive absences from the meetings of his or her assigned committees. The Board of Trustees may terminate a member by resolution and proceed to fill the vacancy in accordance with the established procedures.
- Section 10:** Any action which is required or may be taken at a meeting of the Board of Trustees may be taken without a meeting if a written consent, stating the action to be taken, is signed by the number of trustees necessary to take that action at a meeting at which all voting members of the Board are present. The written consent must state the date of each trustee's signature.

Article VII

Committees

- Section 1:** The Board of Trustees shall establish such standing and ad hoc committees as it deems appropriate to the discharge of its responsibilities. Each committee shall have a written statement of purpose approved by the

Attachment 3.2.2.3-E –Minutes: Texas
College Board of Trustees Training



Serving the world with knowledge, excellence and commitment to quality

Silver & Associates

silverandassociates@comcast.net 678-964-7221 422 Wynn's Way Atlanta, Ga. 30331

Feedback to Texas College Texas College: Board of Trustee Training

March 26, 2015

Board of Trustee Training:

Silver & Associates conducted two workshops for the Texas College Board of Trustees on March 26, 2015. The first workshop focused on “The Roles and Responsibilities of the Board” and the second workshop focused on “What Every Board Member Should Know about SACSCOC Accreditation and Institutional Effectiveness.”

During the presentation on the “The Roles and Responsibilities of the Board,” the following items were discussed: what it means to be held in “trust”, roles of Board members, responsibilities of Board members, the shared relationship between the President and Board, and common pitfalls of Board members.

Some of the highlights of this presentation are as follows:

Board members should know and embrace the mission and vision of the institution. The mission is the driving force of the institution and should undergird all decision making. The vision should be the conduit for how the mission will be operationalized. The mission should be reviewed on a periodic basis. The institution and the Board should make that determination. However, if there are new programs, strategic planning or if the institution is involved in any aspect of accreditation review, it is a good time to review the mission of the institution. Additionally, each Board member should take the time to learn the history of the institution and the special historical challenges and successes that the institution has experienced. It becomes a problem if Board members do not take time to know the mission and history of the institution.

Board members should also know the beliefs and values of the institution. From time to time, the Board should take time to reflect on the beliefs and values of the institution to determine if they are still relevant and whether they still can be the “glue” to hold the institution and its constituents together. Board members should take the time to learn and know the “publics” that interface with the institution. Having an understanding of the various publics can help the institution anticipate how they will respond to various decisions and activities that occur on campus. You will know who your supporters are and who your distracters are. While the various publics are important to the university, they cannot “run” the university. If they cannot support the mission and the strategic priorities of the institution, they will be more of a problem than an asset.

Board members should know and understand the future direction of the institution. In fact, with the President, they should shape the future of the institution and secure the financial resources to ensure that the future is secure. The Board should embrace strategic planning and take the lead in determining the parameters of the planning, but allow the President and his staff to develop the draft of the plan. The Board will have the responsibility of reviewing the plan, approving the plan, monitoring the plan and holding the President accountable for making sure that the plan is carried out as approved. Accountability can only be demanded if the plan is accompanied with the necessary resources to carry out the plan.

Board members should have a keen interest in the success of the institution. One of the best ways to ensure the success of the institution is to hire a President that is capable of leading the institution. Once the President is hired, the Board should outline the expectations of the President in writing and evaluate the President against those expectations. The Board should hold the President accountable for the agreed upon goals and expectations, but the Board should not involve itself in the day to day operations of the institution. The Board “has only one employee” and that is the President. So, the Board should select well and leave the hiring of the staff and the evaluation of the staff to the person who is hired as President. The President should keep the Board informed about all major personnel decisions. Failure to maintain Board and administration distinction creates problems for the Board, the President and the institution. It also creates a problem with the accrediting agencies.

Board members should be engaged in the following activities: advance preparation for Board meetings, mission development and review, understanding the needs of the stakeholders, developing the policies of the institution, fundraising, demanding accountability from each Board member and the President, long range planning, securing the financial future of the institution and “team building.” If the Board develops its agenda around these activities, the institution will have the framework for success.

As stated above, the Board has a role in fundraising. Therefore, Board members should:

- Lead by example-Give before you ask!!!
- Share potential leads and open doors for the President and his/her development team
- Make the ask from those who will respond to “YOU”
- With the President, set goals for fundraising
- Evaluation of the President as it relates to fundraising

The Board and President have shared responsibilities. Some of those shared responsibilities are as follow:

- Fundraising
- Planning
- Participation in the accreditation process
- Constituent relations
- Inclusion and assuring diversity
- Protection of the mission

- Facilitation of the vision

During the workshop, some of those “pitfalls” were identified and discussed. Some of those pitfalls are listed below. They are as follow:

- Forgetting that it has “only one” employee
- Failure to “give” to the institution
- Too involved in the “day to day”
- Not doing “homework” for Preparation for Board meetings
- Time management
- Conflict of interest
- Failure to evaluate the president
- Failure to evaluate itself and its members

There was a discussion of a committee structure that will facilitate the work of the Board. For each committee identified, there was a concurrent discussion on the scope of the work each does. Some of the committees are listed below. If the committees listed do not presently exist, then they should be created as soon as possible.

- Governance Committee
- Academic Affairs Committee
- Audit and Finance Committee
- Facilities Committee
- Development Committee
- Strategic Planning Committee

The second presentation was entitled, “What Every Board Member Should Know About SACSCOC Accreditation and Institutional Effectiveness,” During the presentation on the “What Every Board Member Should Know About Accreditation and Institutional Effectiveness,” the following items were discussed: using SACSCOC to give an understanding of the scope and purpose of accreditation, the things Presidents and Board Members should know about accreditation, the things board members should know about institutional effectiveness, the role of the President and Board in accreditation, measures of institutional effectiveness, and tips for Boards and Presidents about how to be successful in the accreditation process.

Some of the highlights of this presentation are as follow:

Information was shared as to the structure of SACSCOC. Also discussed were the various types of Accreditation—national, regional and program, accreditation challenges and the basis of the *Principles of Accreditation*. The Board was informed that the focus of SACSCOC accreditation review is on student learning and quality enhancement. Further, accreditation is about accountability, integrity, quality, institutional stability and student success. Regional accreditation is needed in order to receive federal funds, including Title III and Title IV funds.

SACSCOC is a membership organization and as such it is the peers who conduct all reviews for all aspects of accreditation. This includes initial accreditation, the Fifth Year Interim Report, the decennial review and any substance changes.

During the workshop, information was shared concerning the *Principles of Accreditation*. There are four sections of the *Principles of Accreditation*. They are as follow: Certification of integrity, core requirements, comprehensive standards and federal requirements. The standards cover all aspects of the institution, including governance, operations, technology, academics, facilities, faculty, staff, administrators, students, the Board and learning resources.

The following standards should be embraced by the Board: CR 2.2, (Board Structure and Responsibilities), 2.11.1 (Financial Stability) and CS 3.1 (Mission), 3.2.1(Selection of President), 3.2.2 (Board Authority), 3.2.1, (Mission), 3.2.2 (Financial Stability), 3.2.2.3 (Institutional Policy) 3.2.3 (Conflict of Interest), 3.2.4(Undue Political Influence), 3.2.5 (Board Dismissal) 3.2.6 (Board, Administration and Faculty Distinction), and 3.7.5.(Faculty Roles in Governance). By understanding and embracing these standards, the Board should have no problem meeting SACSCOC standards. However, the present issues that SACSCOC has asked the institution to address are related to four of the standards listed above. During the discussion of these standards, advice was given as to how the findings should be address to demonstrate compliance.

The following “tips” were shared with the Board to make their preparation for the upcoming SACSCOC review go smoothly.

- Seek help: peers, SACS VP, and consultants
- Stay in your lane (policy vs. operational, **red flag** when you do not)
- Understand that a recommendation in a Core Requirement will lead to a sanction
- Maintain Financial Stability
- Maintain the effectiveness of your institution
- The 5th Year Report is just as important as the 10th Year Certification.
- Respect the shared governance process
- Timeliness and responsiveness are valued

Silver & Associates had an opportunity to ask probing questions during the workshops. The Board members were fully engaged during the workshops and they asked great questions that added value to the presentation.



**BOARD RETREAT
&
ANNUAL MEETING
OF THE
BOARD OF TRUSTEES**

*Building for the Future...
Establishing A Fingerprint for*
SUCCESS

Dr. Dwight J. Fennell, Sr.
President

Chairman Lawrence L. Reddick, III
Board of Trustees

**PRESIDENT'S REPORT
to the
TEXAS COLLEGE
BOARD OF TRUSTEES
BOARD RETREAT & ANNUAL MEETING
Spring Semester
March 26, 2015**

Board Retreat
Glass Building Auditorium
9:00 a.m. - 1:00 p.m.

AGENDA

- I. Introduction of Presenter: Dr. Dwight Fennell, Sr.
President
- II. Presenter: Dr. Joseph H. Silver, Managing Partner of Silver and Associates
Note: Biography attached
- III. Presentation Topics:
- Overview-Role and Responsibilities of Board of Trustees
 - "What Every Board Member Should Know About the SACSCOC Process"
 - Address of Questions and Concerns

Dr. Joseph H. Silver Sr.

Dr. Joseph H. Silver, Sr. is the President of Silver and Associates, a full service education consulting firm (silverandassociates.net). The firm has a fifteen year track record of assisting colleges and universities solve complex problems, accreditation issues, and developing sound strategic planning. Dr. Silver was an Advisor to the firm for many years and then served as the Managing Partner. Most recently he was named President of Silver & Associates. Dr. Joseph H. Silver Sr. served as President of Alabama State University. A dynamic and innovative educator and leader, Silver was described as having the "expertise, background and vigor to continue the University's important Vision 2020 Plan and its academic and physical transformation, well into the 21st century." Over his career, he has developed the reputation of a transformational and innovative leader with great vision and principled ethics. He has sound strategic planning skills and is championed as a strong academic thinker who is well positioned throughout the academy and in the community. His work is recognized on the regional, national and international levels. In 2014, he received the "Professional Achievement Award" from the National Association of President's Assistance for his leadership in higher education. In March 2012 Dr. Silver received the leadership award from the American Association of Blacks in Higher Education's Leadership and Mentoring Institute (AABHE-LMI) and, going forward, the award has been named the "Joseph H. Silver, Leadership and Mentoring Award." Also, a leadership award is also named in his honor at Clark Atlanta University.

Prior to the becoming the President at Alabama State University, Silver was employed Clark Atlanta University where he served as provost and Vice President of Academic Affairs. He is credited with being the architect of the university's new strategic plan and its implementation. As provost, he also has served as one of the leading fundraiser for the university. Dr. Silver was asked by the president to develop the reorganization plan for the university. After developing the plan, he led the implementation of the reorganization of the university. As a result, the university is more streamlined, more efficient, and more student-centered. He led the university's successful effort to prepare the Fifth Year Report for submission to the Southern Association of Colleges and Schools. Dr. Silver developed the following innovations while at Clark Atlanta University: the Global Leadership Academy; the Center for Leadership, Academic, and Student Success; the Friends of the Provost for Access and Success; and the new budget review process. Silver has held leadership positions of increasing responsibilities, beginning at Kennesaw State College, first as a tenured associate professor of political science and later as assistant to the president and director of minority affairs and EEO officer. He served as an administrative fellow with the Board of Regents of the University System of Georgia and was later named Assistant Vice Chancellor of Academic Affairs.

After serving as Assistant Vice Chancellor of Academic Affairs for the University System of Georgia, Silver was appointed Vice President for Academic Affairs and Professor of Political Science at Savannah State University, a dual role in which he served until 2006. The institution experienced unprecedented growth and expansion during his time there. Silver's depth of expertise and breadth of leadership experience aided in his success in the role as Vice President for Academic Affairs.

After his success at Savannah State University and the University System of Georgia, Silver was named Vice President of the Commission on Colleges at the Southern Association of Colleges and Schools, where he helped to shape regional and national educational policies and issues, working with institutions across 11 southern states. He also provided leadership and technical assistance on accreditation matters, supervising accreditation teams in evaluating institutions, as well as member institutions working to meet accreditation standards. He was the principal author of the Commission on Colleges' "Diversity Statement" and quickly became a highly sought-after authority on the Quality Enhancement Plan (QEP).

A native of North Carolina, Silver earned the B.A. degree in political science (summa cum laude) from St. Augustine's College in Raleigh, N.C., and the M.A. and Ph.D. degrees in political science from Atlanta University (now Clark Atlanta University). He also engaged in summer study at Oxford University, American Political Science Association Summer Program at Stanford University and the American Judicature Society. Silver is married with two children.