

# Middle Tennessee State University Admissions and Standards Committee

## Meeting Minutes

Monday, October 26, 2015, 2:00 pm

Library 475

### Members present:

Ms. Annette Williams, Chair; Dr. Buddy Freeman; Dr. Zhijiang Dong; Dr. Vaughn Barry; Dr. Barbara Young; Dr. Christine Kim; Dr. Jan Zijlstra; Dr. Cathy Cooper; Dr. Jeremy Winters; Dr. Jennifer Vannatta-Hall; Dr. Laurie Witherow, Ex-Officio; Dr. Jackie Eller, Ex-Officio; Dr. Sheila Otto, Ex-Officio; Mr. Leonard Brown, student; Ms. Michaela Edwards, student

### Guests present:

Dr. Scott Handy

**1. Meeting called to order** Annette Williams, Chair.

### 2. Approval of Minutes

September minutes not available for committee approval.

### 3. New Business

- [Proposal for Raising the English Language Proficiency Standards for Admissions - Graduate Studies.](#)

Committee met to discuss the proposal but was adjourned due to the lack of a quorum.

From email dated October 28, 2015, 1:22 pm (attached below) from Chair Annette Williams:

“The proposal was discussed by those three [faculty members in attendance] and all of the ex-officio members of the committee. I did not feel that there were any real concerns that would keep us from approving the proposal. I have spoken to Dr. Sells and asked if we might vote through email. She suggested voting on whether the committee agreed to an email vote, then carrying out the vote.”

The following committee members agreed (via email) to vote on the proposal by email.

Dr. Cathy Cooper  
Dr. Buddy Freeman  
Dr. Jan Zijlstra  
Mr. Leonard Brown  
Dr. Christine Kim  
Ms. Michaela Edwards  
Mr. Todd O’Neill

#### 4. Old Business

None

#### 5. Meeting adjourned.

#### Addendum

Content of email dated October 28, 2015, 1:22 pm from Chair Annette Williams regarding email vote on Proposal for Raising the English Language Proficiency Standards for Admissions - Graduate Studies proposal

The Admissions & Standards Committee met as scheduled on October 26. Dr. Scott Handy was present to answer questions about the proposal that was before the committee. Of the 11 faculty members on the committee, only 3 were present; therefore, we could not vote on the proposal. The proposal was discussed by those three and all of the ex-officio members of the committee. I did not feel that there were any real concerns that would keep us from approving the proposal. I have spoken to Dr. Sells and asked if we might vote through email. She suggested voting on whether the committee agreed to an email vote, then carrying out the vote.

So I propose that we vote first (and only) on whether you agree to voting through email. Please **reply to this email** either:

Yes, I agree to vote on the proposal by email.

Or

No, I do not agree to vote on the proposal by email.

Depending on your votes, we will either continue our discussion online and subsequently vote on the proposal, or we will meet at the previously scheduled November 23<sup>rd</sup> date to consider the proposal in person yet again.

Respectfully Yours,  
Annette Williams