

**The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Meeting
September 5, 2023**

Leadership and Elected Members present: Chair Jamie Coble, Past Chair Ken Baker, Brian Ambroziak (by proxy Katherine Ambroziak), Justin Arft (by proxy Jamie Coble), Quinten Bernhold, Dawn Coleman, Mari Beth Coleman, Jochen Denzler, Manolis Doxastakis, Michael Ecklund, DeLisa Hawkes, Terry Higgins, Ashley Pennell, Jon Ring, Kimberly Roberts, Craig Ruff, Kimberly Sims, Vandana Singh, Jason Strickling, Jonathan Walton, Josh Weinhandl, Erin Whiteside, Greg Wright

Ex-Officio Members present: Patrick Akos, Katherine Ambroziak, George Drinnon, Lars Dzikus, Julie Longmire, Brendan McConville (represented by Carrie Zuber), Ferlin McGaskey, Robert Mindrup, Amber Rayborn, John Scheb, Liem Tran, Michelle Violanti, Teresa Walker

Student Members present: (none)

Others present: Alex Bentley, Laura Brown, Brian Coldren, Betsy Gullett, Jake Haramule, Erin Hardin, Lisa Slaton, Molly Sullivan, Kelly Waugh, Xiaopeng Zhao

Welcome and Call to order: The meeting was called to order by Jamie Coble, Chair, when quorum was determined at 2:33 pm.

Election of UG Council Vice Chair for 2023/2024: Dawn Coleman was elected without opposition.

Overview of Curriculog: Jake Haramule presented Curriculog and resources associated with Curriculog.

Review of Curriculum Committee Operating Guidelines: The attached proposal was discussed, revised as noted with markup within the proposal, and approved. The council may decide to revisit this topic before the end of the academic year.

QEP for 2025 SACSCOC reassessment: Erin Hardin presented information for the QEP SACSCOC reassessment.

As part of our SACSCOC accreditation renewal, UTK is developing a Quality Enhancement Plan (QEP) to identify a primary focus of efforts to support and enhance the undergraduate experience. Previous QEP topics include *Ready for the World* and *Experiential Learning*. We're collecting input from groups across the university and the community to help identify the focus of our next QEP. You can provide feedback through a short Qualtrics survey (<https://tiny.utk.edu/QEPIdeas>) or on a Google Jamboard (tiny.utk.edu/QEP_UGCjamboard). Please share these links with your units and provide input by **September 22**. If you'd like someone to come talk to your unit about the QEP process, please email Erin Hardin (erin.hardin@utk.edu) or Jamie Coble (jamie@utk.edu).

Adjournment: Jamie Coble adjourned the meeting at 3:46 pm.

Approval of minutes: These minutes were certified correct via email on September 11, 2023.

Minutes submitted by: Jake Haramule

Proposals:

Elect the Vice Chair of the UG Council for 2023-2024

Dawn Coleman has been nominated to serve as the Vice Chair of the Undergraduate Committee for the 2023-2024 academic year.

The proposal was approved.

UGC Overview of Curriculog Resources and Meeting Schedule

UGC Overview of Curriculog Resources and Meeting Schedule:

1. New website for Curriculog Resources <https://registrar.utk.edu/curriculog/>

a. Revised Undergraduate and Graduate Curricular Submission Guide

b. Training Videos

c. Help Email curriculum_help@utk.edu

d. Link to Curriculog

2. 2023-2024 Undergraduate Meeting Schedule

Cycle	Advising T 2: 30	Academic Policy W 1: 50	Vol Core W 9: 10	Curriculum Deadline	Curriculum T 2: 30	Undergraduate Council T 2: 30	Faculty Senate Exec M 3: 05	Faculty Senate M 3: 05
0						9/5/23	9/11/23	9/18/23
1		9/6/23	9/6/23	8/15/23	9/12/23	9/26/23	10/2/23	10/16/23
2		10/18/23	10/18/23	9/19/23	10/17/23	10/31/23	11/6/23	11/20/23

3		11/15/23	11/15/23	10/17/23	11/14/23	11/28/23	1/29/24	2/12/24
4*		1/31/24	1/31/24	1/09/24	2/6/24	2/20/24	2/26/24	3/4/24
5		2/28/24	2/28/24	2/6/24	3/5/24	3/19/24	3/25/24	4/8/24
6		4/3/24	4/3/24	3/12/24	4/9/24	4/23/24	4/22/24	5/6/24

Curriculog will not accept curricular change proposals to the 2024-2025 catalog after January 9, 2024. Corrections may be permitted for cycle 6. Curriculog will be down for system maintenance beginning in late spring.

Update UG Council Curriculum Committee Operating Guidelines

New Text:

Operating Guidelines

Each committee member may, in consultation with the Chair of the Undergraduate Council, name a proxy who has all of the privileges and responsibilities of the committee member, except that the Committee Chair's proxy may not chair committee meetings. If the Committee Chair is unable to attend a committee meeting, the Chair of the Undergraduate Council will chair that meeting. A quorum of the committee consists of one more than half the total membership (including proxies).

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Membership Guidelines

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- The Curriculum Committee membership consists of:
 - One elected faculty member of the Undergraduate Council from each baccalaureate degree-granting College or School, except two elected faculty members from College of Arts and Sciences.
 - Ex-officio members of the Undergraduate Council representing approximately half of the total baccalaureate degrees granted during the most recent academic year for which data are available as defined by the administrative officer having primary responsibility for undergraduate curriculum in their respective colleges. The ex-officio membership will rotate each year.
 - One student member of the Undergraduate Council.
 - The Chair of the Curriculum Committee is selected from among the elected faculty members at the last committee meeting of the spring semester of each year. The chair serves in this capacity for one year, beginning on July 1.

New Text with Markup:**Operating Guidelines**

Each committee member may, in consultation with the Chair of the Undergraduate Council, name a proxy who has all of the privileges and responsibilities of the committee member, except that the Committee Chair's proxy may not chair committee meetings. If the Committee Chair is unable to attend a committee meeting, the Chair of the Undergraduate Council will chair that meeting. A quorum of the committee consists of ~~nine members~~ **one more than half the total membership** (including proxies).

Membership Guidelines

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- The Curriculum Committee membership consists of:
- ~~Ten~~ One elected faculty ~~members~~ member of the Undergraduate Council, with one ~~elected faculty member~~ from each college baccalaureate degree-granting College or School, except two elected faculty members from ~~Arts and Sciences Colleges or Schools that granted more than 25% College of the total baccalaureate degrees granted during the most recent academic year for which data are available~~ Arts and Sciences.
- ~~Four to five ex-officio~~ Ex-officio members of the Undergraduate Council representing approximately half of the total baccalaureate degrees granted during the most recent academic year for which data are available as defined by the administrative officer having primary responsibility for undergraduate curriculum in their respective colleges. The ex-officio membership will rotate each year.
- One student member of the Undergraduate Council.
- The Chair of the Curriculum Committee is selected from among the ~~ten~~ elected faculty members at the last committee meeting of the spring semester of each year. The chair serves in this capacity for one year, beginning on July 1.