THE UNIVERSITY OF TENNESSEE
UNDERGRADUATE COUNCIL

MINUTES OF MEETING
November 5, 2002

Members present:
Angela Batey, Chris Cox, Gary Dicer, Leslie Hamilton, Robert Hinde, Laura Jolly, Suzanne Kurth, Laura Mobley, Mark Moon, Johnie Mozingo, Bill Park, Michael Pemberton, Richard Saudargas, Jean Skinner, Frank Spicuzza, Terry Stratta, Sam Swan, Bill Woodcock.

Members absent:
Tom Boehm, George Dodds, Heather Hirschfeld, Peter Koffman, Paul Pinkney, Euridice Silva, Bill Woodcock.

Ex-Officio members present:
Mary Albrecht, Richard Bayer, Don Cox, Tom George, Fred Gilliam, Fred Pierce, Frank Spicuzza.

Ex-Officio members absent:
Joan Creasia, F. Michael Combs, Eric Haley, Robert Leiter,.

Jolly called the meeting to order at 1:30 p.m.

I. The minutes of the September 17, 2002 minutes were approved as reported.

II. Standing Committee Reports

A. Academic Policy
David Golden presented the "Honors by Contract" requirement for University Honors students, effective fall 2003. The implementation was approved by the Undergraduate Council at the February 15, 2001 meeting. During their junior year, University Honors students take an Honors by Contract course which involves a written agreement between the instructor and the student that specifies additional effort by the student. This assists the student in earning enough Honors credits to meet the standards of the National Collegiate Honors Council. Saudargas noted this is a requirement for students, not professors. Golden said there would not be extra work for faculty; the responsibility lies with the student. Gilliam asked the number of students involved. Golden replied there would be between 180 and 200 students spread across the year, including summer. Golden also noted Honors is working with the Office of the University Registrar to decide a way to designate Honors by Contract courses on the student's transcript. A complete report follows on pp. 4-12.

Jolly reported that in the spring, the committee will be discussing repeat policies, the grade of Incomplete, and second bachelor's degrees.

B. Advising Committee
The committee meets once a month and is working on ways to make the undergraduate experience more student friendly.

C. Appeals
George reported that the committee will be working on appeals in three areas: appeals beyond the dean's office; retroactive withdrawals; and academic dismissals.

D. Curriculum
Hinde, Chair of the committee, informed the Council that at the October 29, 2002 meeting, the committee requested more information be presented by University Studies before approval for course changes could be given.

The group is also looking at the role of the committee and working on a mission statement.

The committee will be setting a procedure for submission of electronically-mediated format courses. Further action will be taken in the spring.

Hinde expressed a desire that colleges should present materials to the Curriculum Committee with as much information as needed to make a judgment but condensed as much as possible. A short rationale and statement regarding impact on other academic units should be included with each course revision/addition/deletion in the summary of materials submitted to the Council.

Mayhew noted that in light of the Provost's desire that we simplify the curriculum and in order to be efficient in the use of university resources, courses should not be added unless it is clear that they can be offered ona regular basis. A good rule is that a department should drop one coursefor every course added, unless additional faculty have been added.

E. General Education
Kurth reported the committee is working to implement the report approved on principle by last year's Undergraduate Council. Mayhew noted such things as the capacity of the University to offer the classes selected and what courses to include must be considered. She predicts the program will be in place for fall 2004.

III. Other Business

Jolly reported a proposed change in the by-laws of the Faculty Senate. currently, minutes of the Undergraduate Council are approved by the Education Policy Committee; then sent to the Executive Committee; and on to the Senate. The proposed change in by-laws would send UG Council minutes directly to the Executive Committee for approval; then to the full Senate.

The meeting adjourned at 2:00 p.m.

Material for Faculty Senate approval appears on pp. U 11-U20.

Respectfully submitted,
Cookie Ely, Secretary to the Council

Deadline for submission of materials for the 2003-2004 UG Catalog is noon December 13, 2002.

The next meeting of the UG Council is January 28, 2003, 1:30 p.m., 8th Floor Andy Holt Tower.

THE UNIVERSITY OF TENNESSEE

University Honors
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1620 Melrose Place
Knoxville, Tennessee 37996-4352
Phone (865) 974-7875
FAX (865) 974-4784
e-mail honors@utk.edu
http://www.acad.utk.edu/honors

October 21, 2002

MEMORANDUM
From: Thomas W. Broadhead, Director
David A. Golden, Associate Director
To: Undergraduate Council
Re: Honors by Contract Course requirement – beginning fall, 2003

At its February 15, 2001 meeting, Undergraduate Council approved the implementation of an "Honors by Contract" requirement for University Honors Students, effective fall, 2003.

Next year, approximately 180 University Honors students, during their junior year, will be approaching faculty to pursue an Honors by Contract enhanced experience in their courses.

Our goal in providing the accompanying materials is to solicit commentary this semester, so that final versions can be sent to all faculty early next semester. We anticipate holding at least one open forum for faculty during the spring to discuss and explore this exciting opportunity.

Contract Honors Courses

Contract Honors Courses, involving a written agreement between the instructor and the student that specifies additional or more sophisticated effort by the student in the class, are an approach utilized at many universities to the problem of earning sufficient Honors Credits to meet the recommended standards of the National Collegiate Honors Council. Contract Honors Courses to be offered at UT were approved in the spring of 2000 by Undergraduate Council, and the structural components of this course option are now being developed.

Goals:

1. Introduce the student to additional content or content at a higher level in an area of the student's academic interest
2. Enhance student interaction with faculty that may lead to a mentoring relationship
3. Provide an introduction to research or creative activity that may lead to a potential senior honors project
4. Increase the number of Honors course credits toward the minimums indicated by the National Collegiate Honors Council for "Fully-Developed Honors Programs." ("The program requirements themselves should include a substantial portion of the participant's undergraduate work, usually in the vicinity of 20% or 25% of their total course work and certainly no less than 15%." NCHC characteristic 5)

Procedure:

1. Student has completed requirements for Lower Division Honors
2. Student approaches faculty member teaching an upper division course about pursuing an Honors Contract
3. Student and faculty member agree in writing on the nature of the additional work or the higher level of sophistication to be pursued.
   a. Agreement must be reached and submitted to the Honors Office not later than the end of the third week of class.
   b. Additional work completed is not factored into the course grade, but validates the receipt of Honors Credit for the course.
4. On completion of the course and the Honors contract work, the faculty member certifies to the Honors Office that the contract has been fulfilled, and an "H" will be added to the student's transcript.

Implementation:

Contract Honors Courses are an integral part of the "Two-Tier" Honors Program, which will be initiated for the entering fall class of 2001. Those students will be required to complete a Contract Honors Course during the 2003-2004 academic year. However, current students who have fulfilled their lower division Honors requirements will be encouraged on a limited basis to take Contract Honors Courses as early as fall, 2001.

UH Student Handbook 2002

Appendix C - HONORS BY CONTRACT APPLICATION/APPROVAL FORM

Please return the completed form to the University Honors Program within three weeks of the beginning of the semester. Once approved, the student and instructor will be notified.

Student's name: _____ ID: _____

E-mail: _____ Phone: _____

Current GPA: _____ Major: _____ Minor: _____

Course number: _____ Course title: _____

Section number: _____ Credits: _____ Semester/year: _____

Instructor's name: _____

E-mail: _____ Phone: _____

Contract course description and requirements (beyond normal course requirements – include special grading policies, if applicable). Use additional sheet or attachment if necessary. **Attach course syllabus.**

Endorsements/approvals

I agree to the terms of this contract: _____ _____
Student's signature Date

_____ _____
Instructor's signature Date

Approved: _____ _____
Director, University Honors Program Date

HONORS BY CONTRACT COURSE
GUIDELINES FOR INSTRUCTORS

Dear Faculty Member:

You have been asked by an Honors Student to direct an Honors by Contract Course option for that student. Each Honors Students is required to complete at least one Honors by Contract Course during the Junior (third) year. Restrictions and guidelines for conducting such a course and an overview of the Honors by Contract program are detailed below. The Honors by Contract Course is intended to encourage academic excellent and promote intellectual and professional growth. As such, success of the course will require a serious commitment from the student and you to ensure that the objectives are met. We very much appreciate your willingness to undertake this important responsibility. If you would like to discuss any aspect of this course option, please contact the University Honors Program (974-7875 or honors@utk.edu).

Sincerely yours,
David A. Golden, Associate Director

Regulations and Restrictions

- Course instructor must be a member of the University of Tennessee faculty holding the rank of Assistant Professor or higher.
- Course must be an upper division course (300- or 400-level) in the student's academic major.
- Application/Approval form must be submitted to the University Honors Program no later than the fifteenth day of classes for the semester in which the course is undertaken.
- Course requirements must be designed to allow completion by the end of the semester.
- The student may elect to withdraw from the contract at any time during the semester. However, at the instructor's prerogative, failure to complete the contracted work may have an adverse effect on the student's course grade.
- A completed "Fulfillment of Agreement" form must be submitted by the instructor to the University Honors Program within one week after the last day to submit grades for the semester.

Guidelines for Faculty

- The Honors by Contract requirements should be complementary to normal requirements of

the course.

- Contract Course requirements should involve significant critical thinking skills in reading, writing, research, and discussion.
- Honors Students are permitted, and even encouraged, to play a significant role in the design of the Contract requirements.
- A successful Honors by Contract Course will include regular interaction between the instructor and Honors Student.
- While the Contract Course should provide a qualitative enhancement of the normal course requirements, instructors may require a quantitative difference in work performed.
- Contracts should be explicit and fully detail the expectations of the student in terms of quantity and quality of work required.

Examples of Outcomes of the Contract Course (these are suggestions, not limitations)

- Completion of an in-depth research project or significant assistance with faculty research.
- Production of a research paper.
- Preparation and presentation of class lecture(s).
- Critical evaluation of research papers.
- Design of technologically innovative classroom instructional tools.
- Design of a laboratory exercise(s)
- Production of an analytical or critical paper in a studio class
- Production of original work (e.g., musical score, poetry, dance, choreography).
- Public performance of work (i.e., performance arts)

HONORS BY CONTRACT
OVERVIEW FOR FACULTY

Each Honors Student is required to complete at least one Honors by Contract Course during the junior year (third year). The course must be an upper division (300 or 400 level) class in the student's major. Honors by Contract gives the student the opportunity to customize the content and approach to a course, and through a written agreement with the professor, earn honors credit on the student's transcript. The goals of this approach are to encourage a student to pursue course content at a more sophisticated level, learn more about a course or portion of a course that is of particular personal or professional interest, and begin to develop a professional relationship with a member of the UT faculty.

Planning for the Honors by Contract Course should begin during the sophomore year, and students are strongly urged to consult their academic plan for the junior year, with the goal of identifying potential courses in which the Contract option could be pursued. Students have until the end of the fifteenth day of classes to complete the contract with the faculty instructor and submit that signed application/approval form to the University Honors Office. During those initial weeks of the semester, interested students should meet with faculty teaching the course of interest and begin discussing appropriate ways of enhancing the course and earning Honors by Contract credit.

Once the additional effort has been determined, the signed contract must be turned in to the University Honors Office. The faculty member and student should discuss in what way the additional work will be considered in assignment of the final course grade. **Care should be taken that the additional work can be completed by the end of the semester.** Additional credit hours are not granted for completion of the Honors by Contract Course. However, a notation of "H" will appear beside the course number on the student's transcript and academic history. The University Honors Program will, upon receipt of approval of the faculty instructor, facilitate the change in course number to reflect honors course credit.

Within one week after the deadline for submitting grades, documented evidence (see **Fulfillment of Agreement Form**) of the honors work will be delivered to the Honors Office, along with the faculty member's signed approval of that work, for inclusion in the student's permanent file. Failure to complete Honors by Contract work will result in the "H" not being recorded on the student's academic record. At the faculty member's prerogative, failure to complete the contracted work may have an adverse effect on the student's course grade.

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HONORS BY CONTRACT
FULFILLMENT OF AGREEMENT FORM

Instructor:
Please return completed form to the University Honors Program, F101 Melrose Hall, Campus-4352, within one week after the deadline to submit grades for the semester.

Student's name: _____

Instructor's name: _____

E-mail: _____ Phone: _____

Department: _____ College: _____

Course number: _____ Course title: _____

Section number: _____ Credits: _____ Semester/year: _____

Grade assigned: _____

Please check one:

This student should receive honors credit for the course. _____

This student should NOT receive honors credit for the course. _____

Please provide a short statement that highlights the most significant features of the student's performance relative to the conditions of the agreement and your decision regarding honors credit.

Approval:

_____ _____
Instructor's signature Date