



March 3, 2025

Dr. Kevin Sightler
Substantive Change Office
SACS Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Re: SC0290158– New Program Approval – Undergraduate Certificate in Constitutional Studies– Request for Additional Information

Dear Kevin,

Please see requested information regarding the undergraduate certificate program in Constitutional Studies.

1. Provide administrative oversight for the program, including the person responsible for overseeing the program, such as a program coordinator or director, dean, provost, etc. (You may want to include administrators per the organization chart).

- Andrew Busch, Associate Director of the Institute of American Civics, Baker School
- Jonathan Ring, Director of Undergraduate Studies, Baker School
- Mary Beth Woodward, Director of Student Success, Baker School
- John Scheb, Interim Associate Dean of Academic Affairs, Baker School
- Marianne Wanamaker, Dean, Baker School

Faculty teaching the courses for the undergraduate certificate in Constitutional Studies program will meet periodically with the Associate Director of the Institute of American Civics (Andrew Busch). The Associate Director will work with the Director of Undergraduate Studies (Jon Ring), who is responsible for program development and curriculum management, and Director of Student Success (Mary Beth Woodward), who will be responsible for relevant data collection, to report on the program to the Institute of American Civics faculty committee and the Director of the Institute of American Civics.

The Associate Director of the Institute of American Civics, the Director of Undergraduate Studies, and the Director of Student Success all report up to the Interim Associate Dean of Academic Affairs (John Scheb). The Interim Associate Dean of Academic Affairs will ensure the Dean of the Baker School (Marianne Wanamaker) is kept informed and updated on topics concerning the undergraduate certificate in Constitutional Studies program

2. Describe how each student learning outcome (SLO) will be assessed. For example quizzes, exams, presentations, etc.

The learning objectives for the undergraduate certificate program in Constitutional Studies have been further refined since the initial submission for program approval. The refined learning objectives, as well as the assessment plan for the program, can be found in Appendix A.

3. Describe admissions requirements for the new program.

There are no additional admission requirements for the undergraduate certificate in Constitutional Studies program beyond admission to UT Knoxville. UT Knoxville undergraduate admissions requirements can be found in Appendix B.

4. Provide evidence of legal authority for the new program.

Approval by the Tennessee Higher Education Commission (THEC) is not required for certificate programs. THEC requires a notification for certificates to be sent by the Chief Academic Office (i.e., Provost). The notification form (provided in Appendix C) was prepared and submitted.

Undergraduate certificate programs do not require the approval of an institutional governing board. The undergraduate certificate in Constitutional Studies program was approved following the institution's curricular procedures, including review and approval by the faculty in the Baker School, and submission to the institution's graduate curriculum committee, graduate council, and faculty senate for review and approval. Minutes from the faculty senate meeting reflecting final internal approval are provided in Appendix D.

5. Provide a faculty roster form following the instructions, which require the institution to demonstrate the faculty member's full- or part-time status.

A revised faculty roster for the undergraduate certificate in Constitutional Studies program, including faculty member full- or part-time status, qualifications, can be found in Appendix E.

Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,



Heather Hartman
SACSCOC Liaison