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# Undergraduate Council Minutes of Meeting February 23, 2016

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**The University of Tennessee, Knoxville  
Undergraduate Council  
Minutes of the Meeting  
February 23, 2016**

**Elected Members present:** Richard Bennett, Chair, Katherine Ambroziak, Michael Palenchar, Marleen Davis, Harriet Bowden, Marianne Custer, Jochen Denzler, Yingkui Li, Drew Paul, John Scheb, Aleydis Van de Moortel, Suzanne Wright, Jean Gauger, Randal Pierce, Harold Roth, Roxanne Hovland, Heidi Stolz, Paul Frymier, Belle Upadhyaya, and David Dupper

**Ex-Officio Members present:** Kari Alldredge, Chuck Collins, George Drinnon, Rebekah Page (for Timothy Hulsey), Barbara Murphy, and Dixie Thompson

**Student Members present:** Madeline Standbridge

**Others present:** Mary Albrecht, Monique Anderson, Betsy Gullett, R. J. Hinde, Chris Lavan, Robert Mindrup, Matthew Theriot, and Molly Sullivan.

**Call to order:** A regular meeting of the Undergraduate Council (UGC) was held in the Multipurpose Room of Frieson Black Cultural Center on February 23, 2016. The meeting was called to order at 3:40 pm by Richard Bennett, Chair.

**Minutes of the previous meeting:** The minutes of the January 26, 2016 meeting were approved without correction or opposition.

#### **Chair's Report**

Richard Bennett began the meeting with a brief Chair's Report:

- Members were encouraged to continue to follow legislative actions, and sign up for the UT Advocacy program.
- The curriculum changes were presented on Feb. 22 to the Faculty Senate Executive Council. There was concern over the Honors English courses. The chair is working with the Chancellors Honors Administrators to address the concerns.

#### **Experience Learning**

Matthew Theriot, Associate Provost for Teaching and Learning Innovation, introduced Chris Lavan, Experience Learning Director, who has been with the university for about a month and will guide the continued implementation of Experience Learning at UT. Together they presented a brief update on the Experience Learning project, which is the university's Quality Enhancement Plan and has three main initiatives: Faculty Development, Faculty/Staff/Student organizations, and Smart Communities.

- The project in Cleveland, TN, is being wrapped up and a new community project selected.
- The designation of S on courses to indicate "service learning" continues to move forward, with details being worked out with the Registrar's Office and other stakeholders. These courses will need to be reviewed and approved in a process similar to that of general education courses. Details still need to be worked out.
- Faculty and colleges are encouraged to communicate with Chris Lavan or Matthew Theriot regarding possibilities for experience/service learning, as well as giving feedback on their experiences with courses taught thus far.
- The Experience Learning website has been launched and may be viewed at <http://www.experiencelearning.utk.edu>.

#### **Recruitment/Admissions/Enrollment Management**

Kari Alldredge, Interim Associate Provost for Enrollment Management, presented information regarding admissions to UT.

- Admissions is a campus-wide initiative that depends heavily on all members of the university community. Faculty, staff, and students are encouraged to wear school colors on Big Orange Friday and to watch for visitors on campus. More prospective students and their families visit UT on Friday than any other day of the week and can be identified by the tour bags they carry. Everyone in the campus community is encouraged to greet guests, engaging them in brief conversation whenever possible, in order to provide a warm, welcoming atmosphere. Research shows that the campus visit is the single most important event in a student's choice of college.
- Enrollment Management staff are wearing nametags to indicate their availability to answer questions or provide other services to recruits as well as current students.
- Retention is as important as recruitment of new students, and initiatives are underway that focus on both groups as we attempt to attract and keep the best and brightest students.
- Because we want to recruit the best students, we face competition from other institutions who want to attract these same students.
- We had significant growth in the number of students in fall 2014, and fall 2015 saw an increase in the average GPA and test scores of the incoming class.
- Transfer student recruitment is becoming more important due to TN Promise and similar programs that offer two years of free community college. Monique Anderson is heading a task force to address how to best attract and serve this population.
- Predicting enrollment has become more difficult because students tend to apply to at least six colleges and may confirm with more than one of these, making a final decision at the last minute. Financial aid can be a large factor in these decisions, and UT is attempting to present award packages to students as early as possible.
- Changes in technology and a focus on outcomes (can I get a job when I graduate) have changed how we market and address student concerns.
- UT has team members in eight national markets as well as across Tennessee, including four team members who focus on transfer students.

- Colleges and departments are encouraged to help with recruitment, especially in the spring as students narrow down their choice of major. Personal communication between prospects and a faculty member in the student's chosen field can be a determining factor in whether a prospect matriculates. In addition, many students want an academic experience before making a decision. Admissions would like to work with colleges to provide that experience.
- Campus visits may include discounted tickets to sports events and Admissions will look at other events that would attract students and their families to campus. Feedback from faculty/staff is welcomed.
- Negative publicity is being addressed by connecting recruits with young alums or others who can give a personal account of life at UT.
- Currently, we are focusing our freshman recruitment on high school seniors, with a secondary focus on juniors. Many colleges and universities begin recruiting students as early as middle school. UT Admissions is working on communication plans targeting these younger students and expects to focus next on students in grades ten, with a possibility of moving on to those in lower grades in the future.

**Proposed Changes to Undergraduate Council Operating Procedures**

John Scheb presented recommendations from a task force formed to review the Operating Guidelines of the Undergraduate Council as well as the Faculty Senate Bylaws Governing the Undergraduate Council. (These two proposals are attached as part of the minutes from the Academic Policy Committee.) Proposed changes are for clarity and flexibility, to formally address proxies, to update for changes to names of governing units. Discussion included the possibility of changing the number of Council members and the number of subcommittees, and that discussion will continue at a later date. Both proposals were approved without changes or opposition.

**Committee Reports (See attached reports)**

- Roxanne Hovland shared the Academic Policy Committee's report. (See attached.) No action by the UGC was required.
- The Advising Committee did not have anything to report.
- The Appeals Committee did not have anything to report.
- R. J. Hinde presented the report from the Associate Deans Group. (See attached.) No action by the UGC was required.
- The Curriculum Committee did not have anything to report.
- The General Education Committee report was presented by Barbara Murphy. (See attached.) No action by the UGC was required.

**Other and/or Items from the Floor**

A question was raised regarding the work being done by Jennifer Morrow regarding class/instructor evaluation. Richard Bennett explained that Jennifer has prepared a report and submitted it to the Provost and that Jennifer is expected to be on the agenda for the next UGC meeting.

**Adjournment:** Richard Bennett adjourned the meeting at 4:56 pm.

**Next meeting:** Tuesday, April 12, 2016, at 3:40 pm in the Multipurpose Room of Frieson Black Cultural Center.

**Minutes submitted by:** Molly Sullivan

**ACADEMIC POLICY COMMITTEE****The University of Tennessee, Knoxville  
Academic Policy Committee  
Minutes of the Meeting  
February 3, 2016**

**Call to order:** A regularly scheduled meeting of the Academic Policy Committee was held in the Payroll Conference Room, P115, of Andy Holt Tower on February 3, 2016. The meeting was called to order by Roxanne Hovland, Chair, at 1:30 p.m.

**Members present:** Roxanne Hovland, Chair, Rachel Chen, Paul Frymier, Jean Gauger, Yingkui Li, John Scheb, Ruth Darling, Mary Anne Hoskins, and Heather Hall

**Others present:** Mary Albrecht, Richard Bennett, Alison Connor, Jennifer Hardy, Anton Reece, and Molly Sullivan

**Approval of minutes:** The minutes from the December 2, 2015, meeting were approved without changes or opposition.

**New business:****1. SOAR: Summer Opportunity for Academic Recovery**

A report on the Soar program was presented along with a proposal to move from pilot project to permanent status with appropriate text in the undergraduate catalog. After discussion, the Committee decided that the proposal could not be approved in its initial form. The proposal was revised and resubmitted for an e-vote. The e-vote failed to solicit enough votes for a decision; therefore, the proposal will be placed on the agenda of the next meeting of the Academic Policy Committee.

**2. Research Intensive course designation**

No one was present to answer questions regarding this designation and the university has not yet determined a method for special designations to courses, so the proposal was tabled. (No attachment.)

**3. Catalog Glossary**

An informational item was presented, changing the catalog glossary definition of "prerequisite" for clarity. No action was needed on this item. (See attached.)

**4. Undergraduate Council Changes**

John Scheb shared proposed changes to the Operating Guidelines of the Undergraduate Council and to the Faculty Senate Bylaws governing the Undergraduate Council. This item was informational and did not require any action by this committee. Minor edits were suggested. (See attached.)

**Items from the floor:**

The final exam policy was revisited with the question "do we need to change anything in this policy?" Richard Bennett offered to do research and to discuss this matter with R. J. Hinde to determine if a task force should be formed to consider this question.

**Adjournment:** Roxanne Hovland adjourned the meeting at 3:03 PM.

**Minutes submitted by:** Molly Sullivan

**Attachments****1. Proposed Catalog Statement**

(No attachment.)

**2. Research Intensive course designation**

(No attachment.)

**3. Proposed changes to the definition of Prerequisite in the undergraduate catalog's glossary:**

**Prerequisite** – Specific conditions, requirements, or classes that **provide knowledge necessary to promote success in a subsequent course. Proof of mastery of that knowledge is usually determined by a passing grade in the prerequisite course, although some courses may have more stringent requirements. must be completed before enrolling in another course. For example, English 101 is a prerequisite for English 102.**

*Rationale:* Advisors are reporting that some students do not have a clear understanding of the definition/purpose of prerequisites and are pushing to take courses for which they are not adequately prepared. Changing the wording of the definition should help those students.

**4. Proposed Changes to the Operating Guidelines of the Undergraduate Council**

**The following changes are being proposed to the Undergraduate Council Operating Guidelines. A summary of the changes is:**

1. There were conflicting statements in the Responsibilities of the Chair and in the individual committees in terms of how members were appointed. General statements pertaining to how members are appointed have been removed from individual committees and consolidated under the Responsibilities of the Chair.
2. A section is added to the Operating Guidelines on proxies. This just documents what has been our practice.
3. Specific membership was given for most committees, except for the General Education Committee. With a non-fixed number of elected members of the Undergraduate Council, this at times created a small problem in assigning members to committees. This proposal is to have a small range of appointed members to each committee to give the chair some flexibility in making appointments. The exception is the Curriculum Committee. This proposal is to have one elected member from each college (ensuring faculty representation of each college), with two elected faculty members from Arts and Sciences.
4. The role of the UG Council chair on the Curriculum Committee is clarified. In some places it implied the chair could not vote; in other places it implied the chair could vote. Consistent with other committees, the chair is an ex-officio (non-voting) member of the Curriculum Committee.
5. Corrections are made to match current titles (Vice Chancellor for Academic Affairs changed to Vice Provost, Academic Affairs; Minority Affairs to Multicultural Student Life).

### Responsibilities of the Chair

The Chair will preside over the Undergraduate Council meetings. If the chair is unable to attend a meeting of the Council, the Vice Chair will serve in that capacity. In cooperation with the ~~Vice Chancellor for Academic Affairs~~ Vice Provost for Academic Affairs, the chairs of the Undergraduate Council standing committees, and the office of the Catalog and Curriculum Coordinator, the Chair shall prepare an agenda for such meetings. In matters before Council that require a vote, the Chair shall cast the deciding vote in the event there is a tie. In consultation with the ~~Vice Chancellor for Academic Affairs~~ Vice Provost for Academic Affairs, the chairs of the Undergraduate Council standing committees, the Student Government Association president, and the membership, the Chair shall make assignments to all standing committees of Council in a manner that ensures broad representation of colleges. He or she may also solicit Council members to serve on ad-hoc committees as needed. The Chair shall serve as an ex-officio (non-voting) member of all standing committees of Council including the curriculum committee, academic policy committee, advising committee, appeals committee, and general education committee. As Undergraduate Council exists as a standing committee of the Faculty Senate, the Chair also has Faculty Senate responsibilities as outlined in the Faculty Senate Bylaws (see Article III, Section 3.O. Undergraduate Council).

Add a section to the Operating Guidelines as follows:

#### Proxies

Members of the Undergraduate Council may, in consultation with the Chair of the Undergraduate Council, name a proxy for a meeting who has all of the privileges and responsibilities of the committee member.

### Academic Policy Committee

#### MEMBERSHIP GUIDELINES

This committee serves as a standing committee to review, revise, and create academic policies that will be considered by the Undergraduate Council for publication in the *Undergraduate Catalog*. The policies considered will be those relating to general requirements for admission, registration, receipt of credit, and award of degrees.

Membership of the Academic Policy Committee consists of:

- ~~Six~~ Five to Seven elected members of the Undergraduate Council
- Three members of the Advising Committee
- One student member

~~The Chair of the Undergraduate Council will name the members on an annual basis after consultation with the membership.~~ The committee chair is selected from among the faculty members of the committee at the ~~first last meeting of each fall semester~~ last meeting of the previous spring semester and will serve for one year. Meetings will be held two weeks prior to each meeting of the Undergraduate Council and are open to the university community.

### Advising Committee

#### MEMBERSHIP GUIDELINES

- Two to three elected members of the Undergraduate Council (~~appointed by the Council Chair~~)
- Chair of the General Education Committee
- Chair of the Academic Policy Committee
- Advising Administrators (Deans or Directors) from the nine undergraduate colleges
- Enrollment Management Administrators (as designated by the Chair of the Advising Committee)
- Student Affairs Administrators (as designated by the Chair of the Advising Committee)
- IT and IR Administrators (as designated by the Chair of the Advising Committee)
- TennACADA president
- One undergraduate student ~~Undergraduate Students~~ (~~appointed by SGA President~~)

### Appeals Committee

#### MEMBERSHIP GUIDELINES

- The committee that convenes to review an appeal consists of at least the following: the committee chair, one representative from the UG Council faculty appointees, one representative from Arts and Sciences Advising Services, one representative from

the Student Counseling Center, one representative from Multicultural Student Life Minority Affairs, and one representative from the Student Success Center.

### **Curriculum Committee MEMBERSHIP GUIDELINES**

- The role of the Curriculum Committee of the Undergraduate Council is to ensure consistency and quality of undergraduate curricula at the University of Tennessee. In this role, the Curriculum Committee makes recommendations to the council regarding the approval or denial of curricular changes submitted to the council for consideration.
- The Curriculum Committee ~~consists of: has 16 members, 15 of whom are named to one-year terms by the Chair of the Undergraduate Council in consultation with the council's membership.~~
- Nine Ten elected faculty members of the Undergraduate Council, with one elected faculty member from each college, except two elected faculty members from Arts and Sciences.
- Five ~~committee members~~ are ex-officio members of the Undergraduate Council.
- One ~~committee member~~ is a student member of the Undergraduate Council.
- ~~The Chair of the Undergraduate Council serves as an ex-officio member of the committee.~~
- ~~The members of the committee will be selected by the Chair of the Undergraduate Council in a manner that ensures broad representation of colleges and collegiate divisions on the committee. All 16 members of the committee may vote.~~
- The Chair of the Curriculum Committee is selected from among the nine 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.

### **General Education Committee Membership Guidelines**

~~Members of the General Education Committee will be appointed by the Chair of the Undergraduate Council from the membership of the Undergraduate Council in a manner that ensures broad representation of colleges. The membership will consist of 6-8 elected members of the Undergraduate Council.~~ In addition to the membership from the Undergraduate Council, the chair of each General Education subcommittee, a representative of the UG Council Advising committee and a student member appointed by the President of the Student Government Association will serve on the committee. Representatives from Institutional Research and Assessment, the University Libraries, and the Registrar's office will be appointed each year by the Chair of the Undergraduate Council in consultation with the Directors/Deans of these specific units. The chair of the committee is selected from among the faculty members at the last meeting of the spring semester. If the chair is not an elected member of the Undergraduate Council, the chair will serve as an ex-officio member of that body. All members of the committee may vote.

### **Proposed Changes to Faculty Senate Bylaws Governing the Undergraduate Council**

The following changes are being proposed to the Faculty Senate Bylaws governing the Undergraduate Council. If approved by the UG Council, these changes would be submitted to the Faculty Senate Executive Council for their endorsement, and then the Faculty Senate for adoption. A summary of the changes is:

1. Delete the phrase "designated by the Undergraduate Academic Council" with regard to student members. There is no such thing as an Undergraduate Academic Council.
2. Change the membership to be based on the average number of degrees granted over the past three years. This reduces the effect of year-to-year fluctuations in membership.

### **ARTICLE III. Councils and Committees.**

**Section 2. Standing Councils and Committees.** The standing councils and committees of the Faculty Senate are listed and described below.

M. Undergraduate Council. Voting membership shall consist of representatives chosen for three-year terms from the schools and colleges of the university granting baccalaureate degrees, one member of the ROTC faculty, and four students ~~designated by the Undergraduate Academic Council.~~ Members shall be chosen in the spring term for terms to commence at the start of the next fall term. Representatives shall be apportioned among the baccalaureate degree-granting units according to the average number of degrees granted during the prior three academic years, using the following table.

<u>Baccalaureate Degrees Granted</u>	<u>Total Undergraduate Council</u>
1 – 300	1
301 – 500	2
501 – 700	3
701 – 900	4
901 – 1100	5
1101 – 1300	6
1301 – 1500	7
1501 – 1700	8
1701 – 1900	9

In the College of Arts and Sciences, representatives shall be apportioned among the divisions of Social Sciences, Humanities, and Natural Sciences. Members must hold full-time or continuing part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant professor or higher and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members shall be the Assistant Provost for Enrollment Services, a representative of Outreach and Continuing Education, the Dean of Libraries, the Director of the Center for International Education, the Director of the Chancellor's Honors Program, and the Director of the Tennessee Teaching and Learning Center, or their respective designees. In addition, the administrative officer having primary responsibility for undergraduate curriculum in each school or college shall serve as an ex-officio member of the Undergraduate Council if that person is not a school or college representative. The chairperson of the Undergraduate Council (known as the Chair) shall be a faculty member from the Undergraduate Council elected for a one-year term, following a one-year term as Vice Chair, by voting members of the Undergraduate Council. The election of the Chair will take place at the last meeting of the spring semester.

The Undergraduate Council is charged by the Faculty Senate to set standards for admission, retention, and graduation; review curricular matters in the undergraduate programs; development of interdisciplinary programs; approve new programs and any other matters of educational policy pertaining to undergraduate programs. Its structure and activities are governed by its Operating Guidelines, which are adopted and amended by the membership of the Undergraduate Council and include rules consistent with these Bylaws.

The Chair of the Undergraduate Council or their faculty designee shall report actions to the Executive Council. The report shall include the agenda and a summary of substantive actions taken. The report and the minutes of the Undergraduate Council meetings will be distributed or made available electronically to all senators at least five business days prior to the next Faculty Senate meeting. Implementation of actions taken by the Undergraduate Council occurs after approval of the report by the Faculty Senate. Any curricular change may be reopened for review and its implementation delayed upon vote of the Executive Council or the full Faculty Senate.

#### ADVISING COMMITTEE

(No Report)

#### APPEALS COMMITTEE

(No Report)

#### ASSOCIATE DEANS GROUP

#### Undergraduate Associate Deans Meeting

November 18<sup>th</sup>, 2015

*In Attendance:* RJ Hinde (chair), Chuck Collins, Sherry Cummings, David Dupper, Mary Gunther, Brent Lamons (for John Stier), David Matthews, Mark Willoughby (for Lane Morris), Masood Parang, Dixie Thompson and Teresa Walker.

*Not in Attendance:* Lane Morris, Joan Rentsch, and John Stier

*Guests in attendance:* Tashika Griffith, Tim Hulsey, Matt Murray, and Bill Park

*Notes taken by and in attendance:* Cora Ripley

#### Agenda Item 1: Review minutes of last meeting

The minutes were approved.

#### Agenda Item 2: Review and approve agenda

No items were added to the agenda.

#### Agenda Item 3: Dean of Students response to issues raised by students

Associate Dean of Students Tashika Griffith described the role that her office plays in assisting students with academic concerns, including verification of absences. Associate deans discussed the ways in which college offices can partner effectively with the Dean of Students office in routing students to the correct office when a student has academic concerns.

#### Agenda Item 4: Baker Center Minor

Bill Park and Matt Murray reviewed the Baker Center's proposal to create a minor in public policy analytics. The minor is a departure from past practice because it is not attached to a college or a department; however, the Office of the University Registrar indicates that there is no standing policy against this and that Banner and DARS are capable of handling such a minor. Murray was asked to secure acknowledgments from those departments whose courses would be listed as satisfying minor requirements. The minor will be reviewed as part of an external program review of the Baker Center (to be scheduled in the future).

#### Agenda Item 5: Provost's office updates

Hinde provided updates on a variety of topics, including: activities of the University Space Committee, deadlines for the Fall 2016 timetable, campus master planning, transfer course equivalencies, and Undergraduate Admissions projections.

**Agenda Item 6: Chancellor's Honors updates**

Tim Hulsey described proposed updates to the Chancellor's Honors Program, including new curricular requirements, an e-portfolio requirement, and a vetting process for honors courses in academic departments.

**UNDERGRADUATE PLANNING COMMITTEE**

(No Report)

**CURRICULUM COMMITTEE**

(No Report)

**GENERAL EDUCATION COMMITTEE**

**The University of Tennessee, Knoxville  
General Education Committee  
Minutes of the Meeting  
February 10, 2016**

**Call to order:** A regular meeting of the General Education Committee was held in the Mary Greer Room (Room 258) of Hodges Library on February 10, 2016. The meeting was called to order by Barbara Murphy, Committee Chair, at 8:30 a.m.

**Members present:** Barbara Murphy, Chair, Drew Paul, Harold Roth, Chuck Collins, Dixie Thompson, Kirsten Benson, Megan Bryson, John Haas, Cheryl Kojima, Jeff Larsen, Monique Anderson, Mike McFall, Missy Parker, and Anna Sandelli

**Others present:** Mary Albrecht, Alison Connor, R. J. Hinde, and Molly Sullivan

**Approval of the Minutes:** The minutes from the January 13, 2016, meeting were approved without opposition. One typographical mistake from the December 9, 2015, meeting was noted: under Course Proposals for WC, WOST 270 should have been WOST 370.

**Course Proposals:**

There were no course proposals to be presented.

**Other Business:**

- Subcommittee chairs were reminded to go into SharePoint to handle transfer credit general education requests.
- A previous discussion about the possibility of tying approved general education courses to the catalog year was revisited. The proposed catalog text still needs editing for clarity and accuracy, and will be presented again at a later date.
- An updated plan of assessment was presented, and discussion included a need to spread the assessments across disciplines each year. A draft of a long range plan will be presented at a future meeting of this committee.
- It was noted for the record that the Department of History has changed their numbering system to include subsets under History-Africa (HIAF), History-Asia (HIAS), History-Latin America (HILA), History-Middle East (HIME), History-Europe (HIEU), and History-United States (HIUS), as well as the former History (HIST). History courses that had been approved as satisfying general education requirements will not need to be re-evaluated, because the only difference in the new and previous courses are the subject codes and course numbers. An equivalency table is included below.

Previous Course Designation	New Course Designation Effective Fall 2016	General Education Category
*History (HIST) 241	*History-Europe (HIEU) 241	Cultures/Civilizations
*History (HIST) 242	*History-Europe (HIEU) 242	Cultures/Civilizations
*History (HIST) 247	*History-Europe (HIEU) 247	Cultures/Civilizations
*History (HIST) 248	*History-Europe (HIEU) 248	Cultures/Civilizations
*History (HIST) 255 (Same as Latin American and Caribbean Studies 251)	*History-Latin America (HILA) 255 (Same as Latin American and Caribbean Studies 251)	Cultures/Civilizations
*History (HIST) 256 (Same as Latin American and Caribbean Studies 252)	*History-Latin America (HILA) 256 (Same as Latin American and Caribbean Studies 252)	Cultures/Civilizations

**Adjournment:** Barbara Murphy adjourned the meeting at 9:31 a.m.

**Next Meeting:** The next meeting is scheduled for Wednesday, March 9, 2016, beginning at 8:30 a.m. in the Mary Greer Room (Room 258) of the Hodges Library.