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Undergraduate Council Minutes of Meeting February 26, 2013

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The University of Tennessee, Knoxville
Undergraduate Council
Minutes of Meeting
February 26, 2013
3:40pm – Black Cultural Center

MEMBERS PRESENT: Katherine Ambroziak, Greg Baker, Richard Bayer, Richard Bennett, Mari Beth Coleman, Chuck Collins, George Drinnon, Jean Gauger, R.J. Hinde, Greg Kaplan (Past Chair), Sungkyu Lee, Catherine Luther, Norman Magden, Clare Milner, David Palmer, Masood Parang, Missy Parker, Randal Pierce, Lois Presser, Richard Strange, Eric Sundstrom, Wendy Tate, Matthew Theriot (Chair), Dixie Thompson, Teresa Walker, Scott Wall, Suzanne Wright

OTHER ATTENDEES: Monique Anderson, Ruth Darling, Amanda Luallen, Sally McMillan, Cheryl Norris, Susan Ratliff

The meeting was called to order at 3:40pm by Matthew Theriot, Chair.

The minutes of the [January 29, 2013](#), meeting of the Undergraduate Council were approved.

Committee Reports

- Academic Policy (Magden) – see pages [U2734-U2736](#)
 - **Norman Magden reviewed the Academic Policy Committee's** work. A revised procedure for reviewing undergraduate courses not taught in four or more years was approved. Removing various references to correspondence courses was also approved. A native student transfer statement was accepted with a friendly amendment. A revised transfer policy for study abroad coursework will be considered at the next meeting.
- Advising (Parker) – see page [U2737](#)
- Appeals (NO REPORT)
- Associate Deans Group (McMillan) – see pages [U2738-U2740](#)
 - Sally McMillan shared recent topics of discussion at the Associate Deans Group, including the Online Taskforce, the Strategic Instruction Fund (SIF), and transfer students. **The Online Taskforce's report will be distributed to members for discussion at the next meeting. For consistency with UT's branding campaign, the universal tracking system will be referred to as "uTrack" in all future publications.**
- Curriculum (NO REPORT)
- General Education (Collins) – see page [U2741](#)
 - Chuck Collins provided a brief update on the last committee meeting where SLO assessment for SACS was discussed.

The meeting adjourned at 4:30pm.

ACADEMIC POLICY COMMITTEE REPORT

February 6, 2013 Meeting Minutes

Attendees: Richard Bayer, Jean Gauger, Catherine Luther, Norman Magden (chair), Clare Milner, Cheryl Norris, Taylor Odle, Missy Parker, Noah Rost, Wendy Tate, Matthew Theriot

Based on earlier feedback from the Academic Policy and the Curriculum Committees, Matthew Theriot submitted a proposal to change the current procedure for reviewing courses not taught in four or more years. The proposal was approved and the information will be included in the Undergraduate Curricular Submission Guidelines manual (accessible via the UG Council website).

The committee also approved a proposal to remove all references in the catalog to correspondence courses. UTK no longer offers correspondence courses, and the Office of Distance Education and Independent Study closed a few years ago.

A cautionary statement was added to the transfer credit policy to address UTK students who may consider taking courses at other institutions over the summer. While the new D- or higher standard will apply, students are reminded that a C or higher is often required in majors.

Changes to the study abroad transfer credit policy were tabled until more information could be collected from peer and aspirational peer institutions. The committee initially considered removing the A-C transfer statement to make it consistent with the new domestic transfer credit policy. However, direct study abroad credit is only awarded on an S/NC grading scale, so bringing in a D- or higher would have created a double standard.

Proposed Procedure and Guidelines for Reviewing Undergraduate Courses Not Taught in Four or More Years—APPROVED

Each fall semester, the Registrar's Office compiles a list of all undergraduate courses that have not been taught for four or more years. This list is provided to the dean in charge of academic or curricular affairs in each college. The college may select one of the following options:

- **Retain Course**
 - A rationale and specific timeline for offering the course must be provided approximately three weeks prior to the October Curriculum Committee meeting.
 - Retained courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.
- **Archive Course**
 - The course is removed from the *Undergraduate Catalog* but not permanently dropped. The course number is retained, but the course cannot be taught in the next academic year.
 - Archived courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.

- To reinstate an archived course, the dean in charge of academic or curricular affairs must send a request to the Registrar's Office by February 1st (for summer and fall offerings) or September 1st (for spring offerings). If a college would like a reinstated course to satisfy a General Education requirement, the usual procedures and deadlines for adding a general education course must be followed.
- Reinstated courses do not require Curriculum Committee, UG Council, or Faculty Senate approval but will be included in the UG Council minutes for documentation purposes.
- **Drop Course**
 - The course is removed from the *Undergraduate Catalog* and the course inventory. The course number may not be reused for six years.
 - Dropped courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.

It is the responsibility of the deans to disseminate the four-year course report to their department heads, gather the requested information, and submit it to the Registrar's Office by the published deadline. All courses on the four-year course report for which no rationale is provided will be automatically dropped.

References to Correspondence Courses—APPROVED

Academic Policies and Procedures—Academic Dismissal (2nd paragraph)

Students who have been academically dismissed are not eligible to enroll in classes, either full-time or part-time at the University of Tennessee (including ~~correspondence and~~ online courses). Academically dismissed students are not permitted to live in university housing and no longer have the privileges provided through the UT student identification card (VolCard). Academically dismissed students must remain away from the university for a mandatory absence and should use the period of dismissal to reflect on and address the factors that led to poor performance.

Academic Policies and Procedures—Academic Second Opportunity

An undergraduate student may petition for Academic Second Opportunity upon meeting the following requirements.

- The student has re-enrolled following an absence from UT Knoxville of at least three full calendar years.
- The student's previous academic record at the university was unsatisfactory (normally, below a C average).
- Since readmission, the student has completed 15 or more graded hours (~~correspondence course work may not be included in the 15 hours~~), earning a 2.5 GPA or above.

About the University—Student Financial Aid (3rd paragraph)

To receive aid from federal student aid programs, a student must have financial need, with the exception of some of the loan programs. Students must also be U.S. citizens or eligible noncitizens, have a valid social security number, have a high school diploma or General Education Development (GED) certificate, be admitted in a degree program, make satisfactory academic progress, sign a statement of educational purpose and a certification statement on overpayment and default, and register with the Selective Service. Students may not receive aid for ~~correspondence~~,

distance education or telecommunications courses unless they are part of an approved associate, bachelor's or graduate degree program.

Academic Policies and Procedures—Correspondence Work

~~An undergraduate student may take by correspondence as many as one-fourth of the total hours required for the degree sought and have this work count toward the degree.~~

- ~~• Credit for undergraduate courses in correspondence in the major subjects shall be limited to one-fourth of the total credit hours required.[†]~~
- ~~• All courses taken by correspondence for which degree credit is given must meet degree program requirements of the university. In addition, all currently enrolled students who intend to take correspondence courses must have the approval of the dean of the college in which they are enrolled prior to registering for any college credit correspondence course.~~
- ~~• Degree credit will not be granted for correspondence courses taken at an institution other than the University of Tennessee, Knoxville, by a UT Knoxville student if an equivalent correspondence course is available from the UT Knoxville Department of Distance Education and Independent Study.~~
- ~~• A senior may take up to 15 hours of the last 30 semester hours through the Office of Distance Education and Independent Study (online or correspondence), but may not register for more than 2 courses simultaneously. This must be taken from the University of Tennessee, Knoxville. If the student is a senior transfer, no work may be taken by correspondence.~~
- ~~• Students taking work for Teacher Certification purposes should consult the State Department of Education of their respective states concerning the amount of correspondence credit allowed for Teacher Certification.~~

~~[†]Correspondence credits are not accepted for students enrolled in the College of Law, or except by prior permission, for students in the Center for Health Sciences.~~

General Transfer Credit—APPROVED

Transfer Credit

Course transfer may be accepted from any two- or four-year accredited college, normally institutions with regional accreditation in the United States. Students from non-United States colleges or universities should consult the transfer evaluators in the Office of the University Registrar for transfer eligibility.

Prior to enrolling at another institution, UT Knoxville students should carefully review their specific program requirements and policies with their academic advisor. For instance, many UT Knoxville programs require a grade of C or higher in certain courses. The student bears the ultimate responsibility for educational planning, selecting courses, meeting program requirements, and adhering to policies and procedures. More information is available at: <http://www.utk.edu/advising/>.

ADVISING COMMITTEE REPORT**February 5, 2013 Meeting Minutes**

1. Welcome, Introductions, and Call to Order – Missy Parker
2. Service-learning website – Kelly Ellenburg provided an overview of Service-learning area housed under the Provost. The website can be found at <http://servicelearning.utk.edu/> and offers a wealth of information for faculty and staff. The effort is university-wide and curriculum based.
3. Satisfactory Academic Progress (Financial Aid) - Celena Tulloss from the Office of Financial Aid and Scholarships spoke to the Committee about Satisfactory Academic Progress (SAP) for students receiving federal financial aid (Pell grants and federal student loans). Students who receive federal financial aid must meet SAP requirements every semester by achieving a cumulative GPA of at least 2.0 and passing 67% of their attempted hours (measured at the census date). Students on SAP probation In order to appeal the loss of financial aid, students must meet with their academic advisor and complete an academic plan. Advising Directors will provide to Financial Aid a backup plan for students whose faculty advisor is unavailable (typically during the summer).
4. Ignite Program – Sally Parish and Sarah Bourque provided information on the expanded Ignite Program for new students. Capacity has been expanded to 1500 incoming students (from 300 previously) and includes the Ignite Summit, Ignite Serves, and Ignite Outdoors. For the first time, the Ignite Program is open to transfer students as well as new first-year students.
5. Call for nominations for AC Chair – Missy Parker requested nominations. Please send nominations via email to Missy Parker and Phyliss Shey by February 28th. Election will be held at the March meeting.
6. TennACADA – Jeff Elliott announced the next event will be February 27th at 3:15 p.m. in HBB 402. Alison Connor and Penny Beasley will present on UTrack and GradesFirst.
7. Orientation dates- The next transfer orientation will be on April 12th<http://parents.utk.edu/nsfp>. Emily Parker indicated the website for the New Students and Family Programs is in transition; for now the address is
8. Other –Information about Office of National Scholarships and Fellowships information sessions provided. The Student Success Center is now offering tutoring in North Commons in Hodges Library. Up to date info at <http://studentsuccess.utk.edu/support/tutoring/> The Office of Multicultural Student Life is offering open tutoring hours at the BCC from 2:00-8:00 p.m. on Tuesdays and Thursdays and beginning on February 25th in Clement Hall basement from 5:00-8:00 p.m. on Mondays and Wednesdays. Jochen Denzler asked about Banner not allowing more than one academic advisor for a student. Cheryl Norris will look into the possibility of allowing more.

ASSOCIATE DEANS' GROUP REPORT**December 19, 2012 Meeting Minutes**

In Attendance: Sally McMillan (chair), RJ Hinde, Jan Lee, Catherine Luther, David Matthews (on behalf of George Dodds), Masood Parang, Annette Ranft, Rita Smith, John Stier, Matthew Theriot, and Dixie Thompson

Absent: George Dodds

Notes taken by: Mindy Koon

Review and Approve Minutes

Masood Parang moved, John Stier second. Minutes approved.

Agenda: Reminders

If you have not done the following already, please:

- Send SLOs (Student Learner Outcomes) and any questions you want addressed about SLOs to Taimi Olsen at tolsen@utk.edu. It may take some time before you hear from Olsen about SLO drafts.
- Send service-learning contacts from your college to Kelly Ellenburg at kellenb@utk.edu by December 21, 2012.
- Send readmission information and courses to be excluded from data analysis to Mindy Koon at mkoon1@utk.edu by December 31, 2012.

Agenda: Online TaskforceIntroduction & Discussion

This group just recently wrapped up and completed a formal report of their work. Most colleges were represented in this taskforce. This taskforce determined a Director of Online Programs should be hired to help fill the gaps in online education and provide a consistent point person for all online education concerns. The Online Taskforce Report and Director of Online Programs job description were shared with the group.

- The university wants all online courses to provide a quality educational experience for students. The same expectations are in place for online courses as face-to-face courses (including SLOs).
- Some are concerned about the motives of faculty who want to teach online courses.
- SLOs will be measured for online courses, but the way it is measured will be different from face-to-face courses.
- The funding model will remain the same until a Director is hired so that the Director can have input into molding this program.
- Courses that focus on knowledge transfer may be best suited for undergraduate students.
- MOOCs (Massive Open Online Courses) are not the goal with this program, nor do we want them to be. If someone would like to make a MOOC then we will have a discussion around these types of courses.

Action

- The search for a Director of Online Programs will begin after the holidays.

Agenda: Strategic Instruction Fund (SIF)Introduction & Discussion

An update document was shared with the group. Overall, the university received a lot of bang for the buck with the money distributed for Fall SIF courses. You may currently send requests for Spring SIF courses to Sally McMillan and if you are looking further into the future, you can send requests for Fall 2013 SIF courses. A challenge with these funds is when to move something from non-reoccurring status to reoccurring status. Determining when new faculty lines should be opened is also challenging.

Action

- Send any SIF requests for Spring or Fall 2013 to Sally McMillan at sjmcmill@utk.edu.

Agenda: UTrack

Discussion

The first phase of UTrack has been completed. Currently the goal is to get code written to support UTrack which is expected to be completed by March. At this point, all milestones should be submitted by each college and/or department. McMillan shared information from a data mining project spearheaded by Amy Szczepanski **about the course, Math 119. The big take away from Szczepanski's research is that** if students do not succeed in Math 119 on the 1st attempt, they should be strongly encouraged to consider switching to a degree program that does not require calculus. Graduation rates are low for students who do not pass Math 119 in majors that require calculus. The group also discussed whether changes to milestones need to go through the curriculum process. Advice from those who have been active with undergraduate council is that those changes will need to go through that process.

Agenda: Transfer Students

Discussion

A document was shared with the group about wording changes to the transfer student policy that would make the language more consistent with holistic review. Also noted in the changes is that transfer students will be monitored by UTrack beginning in Fall of 2015. Some key points from our discussion about transfer students include:

- We want to obtain more transfer students who are qualified for the programs at our university.
- The transfer student population is likely to increase in part because of the Complete College Tennessee Act.
- We will need to collaborate with community college partners to make sure they understand our requirements.

Action:

- In the spring, the associate deans will need to meet with representatives of admissions to discuss how to best implement holistic review on a college by college basis.

Agenda: Document Sharing by RJ Hinde & Other

Discussion

The documents that RJ Hinde graciously shared with the group were linked on SharePoint. We discussed course syllabi and many colleges do have baseline expectations for their instructors about what should be included in each syllabus. Hinde would like to have uniformity with some required syllabus elements in the College of Arts & Sciences. It was noted that the Faculty Senate may want to discuss whether or not there should be mandatory required elements for syllabi university-wide. There was also discussion about office hours.

Distributed Information

Online Taskforce Report & Online Director Job Description

SIF Fall Update

Data Mining—Math 119: Narrative, Success by Major, Graduation Rates

Transfer Students Policy Review

RJ Hinde's UTrack Style Guide & Syllabus Policies & Guidelines

GENERAL EDUCATION COMMITTEE REPORT

February 13, 2013 Meeting Minutes

The General Education Committee met at 8:30am in the 4th floor AHT conference room.

Topic

Sally McMillan and Denise Gardner discussed issues related to SACS and the assessment of general education. Currently, we are doing pockets of general education research and assessment (e.g. communicating orally and communicating through writing), but we need to pull everything together and fill in the gaps. Of particular importance is showing that we are "closing the loop," responding to assessment results to improve student learning.

Next Meeting

March 13, 2013, 8:30am, 4th floor AHT conference room