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Undergraduate Council Minutes of Meeting February 27, 2018

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**The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Meeting
February 27, 2018**

Leadership and Elected Members present: Chair Rachel Chen, Vice Chair Robert Mindrup (by proxy Katherine Ambroziak), Past Chair Katherine Ambroziak, Ken Baker, John Bell, Richard Bennett, Deb Chyka, Jamie Coble, Jared Crain (by proxy Jeff Valentine, Erin Darby (by proxy Anthony Welch), Marleen Davis, Kim Denton, Jochen Denzler, Joanne Devlin, Josh Emery, Nadia Fomin, Beth Foster, Katie Kavanagh, Cheryl Kojima, Lindsay Mahony, Drew Paul (by proxy Anthony Welch), Delores Smith, Aleydis Van de Moortel, Amanda Warren (by proxy Ken Baker), Anthony Welch, and Angela Wozencroft.

Ex-Officio Members present: Katherine Ambroziak, George Drinnon, Timothy Hulse (represented by Rebekah Page), Brent Lamons, Barbara Murphy, Shih-Lung Shaw, John Stier, and Teresa Walker.

Student Members present: Josh Cook and Mickey Curtis.

Others present: Ryan Carter, Chris Lavan, Molly Sullivan, Karen Sullivan-Vance, and Stephanie Workman.

Call to order: The meeting was called to order at 3:40 pm by Rachel Chen, Chair.

Approval of Minutes: The minutes from the meeting of January 30, 2018 were approved with corrections, which were then noted within the minutes in a section titled "Corrections to the minutes." Corresponding edits were made to the attachments.

Special Report

New procedure for approving UGC Minutes (Rachel Chen)

Responding to a request from the Faculty Senate, the leadership of the Undergraduate Council has proposed a process for approving UGC minutes more quickly, as outlined below.

1. After the Chair reviews the draft of the minutes, s/he will direct that they be posted to the Announcements section of the UGC website.
2. The Chair will then send an email or direct that an email be sent containing the link to the draft of the minutes to all UGC members and ask for corrections. The email will be sent with a *Read Receipt Request*. Both voting and non-voting members may suggest corrections.
 - a. If a *Read Receipt* is received from a voting member but no corrections are suggested, the Chair will assume the member agrees the minutes are correct. To send a *Read Receipt*, the recipient must actively click on the *Send Receipt Now* option.
 - b. If no corrections are suggested within two business days, the minutes are approved.
 - c. Any corrections should be submitted via return email by using the *reply to all* option.
 - d. If corrections are suggested and no one objects within an additional two business days in which to consider the corrections, the minutes are approved as corrected.
 - e. If corrections are suggested and there are objections or debates, the Chair will then ask for a formal vote via email on the minutes and proposed corrections.
3. Once the minutes are approved, they will be posted to the UGC Minutes webpage and the Chair will inform the Faculty Senate President that the approved minutes are available for review by the Faculty Senate.

After discussion and clarification of the details of this proposal, the UGC voted to approve this process.

Committee Reports (See attached reports)

- **Advising (Brent Lamons)**
The Advising Committee presented an informational report that did not require any action by the UGC. Please see the full report on page 2.
- **General Education (Barb Murphy)**
The General Education Committee presented one item for vote by the UGC as well as information regarding the implementation workgroups and timeline for the new general education curriculum. The one course submitted for approval (UNHO 287: Honors – The Science and History of the Manhattan Project) is a special topics course that has been approved for designation as satisfying the Natural Science (NS) requirement. This proposal was to verify that this particular topic met the NC guidelines. The proposal was approved by the UGC. Please see the full report on pages 3-4.

Adjournment: Rachel Chen adjourned the meeting at 4:25 pm.

Next regularly scheduled meeting: Tuesday, April 10, 2018, at 3:40 pm in the Multipurpose Room of Frieson Black Cultural Center.

Minutes submitted by: Molly Sullivan

ADVISING COMMITTEE**The University of Tennessee, Knoxville
Advising Committee
Minutes of the Meeting
February 13, 2018**

1. Welcome and call to order – Lamons
2. Approval of Minutes – approved by acclamation
3. Old Business
4. New Business
 - a. Guest Speaker – Adam Willcox, Assistant Professor, Forestry, Wildlife & Fisheries, College of Agricultural Sciences and Natural Resources – Peace Corps Preparations Memorandum of Agreement (MOA) signed October 2017 between Peace Corps and UTK for a Peace Corps Prep program. Program housed in Center for International Education with Adam Willcox serving as coordinator. Program will launch fall 2018 with applications opening on February 15, 2018. Full information and details at <https://peacecorps.utk.edu/>. See attached one page handout and student guide.
 - b. Advising Committee: Assessment – Lamons composing sub-committee to assess the purpose, role, etc. of the committee and to make recommendations for the future. Names will be shared soon.
5. Standing Reports
 - a. Academic Advising Leadership Group – Parker
 - i. Final stages of advising assessment revision for this spring. Establish baseline last year for advising 2020. This year will have questions on engagement in discipline.
 - ii. Beginning in January, now receive weekly report – students who have dropped courses during the past week. Gives chance for outreach to the students.
 - iii. Incorporate transfer students into Advising 2020 model – every component in the model impacts each transfer student; we need to figure out where they are since they have such varied experiences. Working on developing questions we will use upon meeting transfer students to aid assessment.
 - iv. Advising directors have prepared report for provost – where we are in implementation. Demonstrate how we have approached advising in more intentional and direct way.
 - b. TennACADA – R. Russell - newsletter coming tomorrow. To build the advising community, TennACADA hosting happy hour on February 22nd, 5:00-6:30 at Cru Bistro downtown. Family friendly advisor session scheduled for March 22nd 3:00-5:00 in HBB 440. Helping students thrive in challenging environment session scheduled for April 19th 3:00-5:00 in HBB 440. Award reception included in advising retreat on May 3rd.
 - c. Enrollment Management (Admission, Registrar, One Stop, Financial Aid) Connor - uTrack predictive assessment this week – emails go out soon. Curry – preparing for registration One Stop begin outreach for students with holds to get cleared before registration begins.
 - d. Multi-Cultural Student Life – Williams - book loan program up and running. On website <https://multicultural.utk.edu/services/book-loan/>. Once again offering tutoring. See attached spring 2018 schedule.
 - e. Student Success Center – Adams – see semester flyer handout with main services offered by SSC, SI schedule for spring 2018. New – SSC open some evenings to 7:00 for tutoring and coaching. Renalds - UT LEAD fall LLC starting next fall in Clement. Handout on Probation modules content. Hope protection partnership – HPP – freshman in 2nd semester to protect the scholarship. Students with HOPE scholarship who end first semester with GPA between 2.0 and 3.2 invited to participate - about 1200 students invited for the pilot. To opt-in to the program, student agrees to at least 2 coaching appointments before mid-February and after spring break. 56% who have opted in average between 2.5 and 3.0 GPA, n= 166 opted in as of now.
 - f. First-Year Studies – Jones - Early Alert in process in week 3. Peer Mentor group interviews ongoing. Meagan still looking for volunteers to interview the students – contact her at meagan@utk.edu. FYS 101 conference – call for proposals open now at <https://fys.utk.edu/fys-101/instructor-resources/>.
 - g. Student Life – Ward – Center for Career Development calendars and bookmarks handed out. Please share opportunities w students. McWhorter – first 100 days celebration next week. Celebrate our students – Wednesday, 2/21 SU plaza 12-2:30. Food, giveaways, performances, tabling. Orientation is open for registration. All sessions are open, but later dates capped to hold for late admits and out of state students.

In attendance:

NAME	UNIT	NAME	UNIT	NAME	UNIT
Adams, Talisha	SSC	Baker, Ken	HCB	Bradley, Betty	Comm & Info
Cantin, Kristina	Honors & Scholars	Connor, Alison	Registrar	Curry, Darren	OneStop
Denzler, Jochan	A&S	Drinnon, George	HCB	Jones, Nicole	FYS
Jones, Ryessia	HCB	Lamons, Brent	CASNR	Lovelace, Amanda	TCE
McFadden, Ronald	EAP	McWhorter, Tara	NSFP	Murphy, Barbara	A&S
Nash, Frances	OneStop	Ogle, Bethany	ARD	Parker, Missy	A&S
Perry, Katie	TCE	Poindexter, Merce	TAC	Raines, Hannah	TCE
Renalds, Doug	SSC	Russell, Brian	TAC	Russell, Jenna	NURS
Shey, Phyliss	SSA	Spitzer, Jana	EHHS	Sullivan-Vance, Karen	SSA
Ward, Jenny	Ctr Career Dev	Willcox, Adam	CASNR	Williams, Ronni	MSL
Workman, Stephanie	OIT	Wozencroft, Angela	EHHS		

GENERAL EDUCATION COMMITTEE

**The University of Tennessee, Knoxville
General Education Committee
Minutes of the Meeting
February 14, 2018**

Call to order: A regular meeting of the General Education Committee was held in the Mary Greer Room (258) of Hodges Library on February 14, 2018. The meeting was called to order by Barbara Murphy, Committee Chair, at 8:31 am.

Members present: Barbara Murphy, Chair, Monique Anderson, Richard Bennett, Megan Bryson, Marleen Davis, Jeff Fairbrother, Nadia Fomin, Mary Gunther, John Haas, Cheryl Kojima, Margie Russell (for Masood Parang), Missy Parker, Charissa Powell, Jeff Ringer, Delores Smith, and Amanda Warren

Others present: Katherine Ambroziak, Alison Connor, Luke Garton, R.J. Hinde, and Molly Sullivan

Approval of the Minutes: The minutes from the January 17, 2018, meeting were discussed and approved.

Course Proposals:

- UNHO 287: Honors – The Science and History of the Manhattan Project (NS)

The proposal was approved.

Other Business:

- R.J. Hinde gave an update on the implementation of the new general education requirements, which included identifying the members of seven working groups.
 1. Applied Arts & Humanities
 - Murphy-Price, Althea – College of Arts and Sciences
 - Murphy, Barb – College of Arts and Sciences
 - Sams, Casey – College of Arts and Sciences
 - Wall, Scott – College of Architecture and Design
 2. Applied Oral Communication
 - Bennett, Richard – Tickle College of Engineering
 - Burnley, Sarah – College of Communication and Information
 - Devlin, Joanne – College of Arts and Sciences
 - Fomin, Nadia – College of Arts and Sciences
 - Prentiss, Suzy – College of Communication and Information
 - Schussler, Beth – College of Arts and Sciences
 3. Engaged Inquiries
 - Davis, Marleen – College of Architecture and Design
 - Hinten, Melissa – College of Arts and Sciences
 - Keffer, David – Tickle College of Engineering
 - Kojima, Cheryl – College of Agricultural Sciences and Natural Resources
 - Miller, Laura – College of Communication and Information
 - Mindrup, Robert – College of Social Work
 - Rutenberg, Pat – College of Arts and Sciences
 - Thompson, Kathleen – College of Nursing
 4. Global Citizenship US
 - Davis, Jeffrey – College of Education, Health, and Human Sciences
 - Grzanka, Patrick – College of Arts and Sciences
 - Gullett, Betsy – Haslam College of Business
 - Logan, Joanne – College of Agricultural Sciences and Natural Resources
 - Magra, Chris – College of Arts and Sciences
 - Mehra, Bharat – College of Communication and Information
 - Wade, Eric – Tickle College of Engineering
 - Williams, James – College of Education, Health, and Human Sciences
 5. Global Citizenship International
 - Bryson, Megan – College of Arts and Sciences
 - Hodges, Don – College of Agricultural Sciences and Natural Resources
 - Kalafsky, Ron – College of Arts and Sciences
 - Paul, Drew – College of Arts and Sciences
 - Wu, Shellen – College of Arts and Sciences
 6. Contemporary Issues & Solutions
 - Black, Monica – College of Arts and Sciences
 - Collins, Mark – Haslam College of Business
 - Connor, Alison – Office of the University Registrar
 - Denton, Kim – College of Social Work
 - Geidner, Nick – College of Communication and Information

- Hardin, Erin – College of Arts and Sciences
 - Lavan, Christopher - Experience Learning
 - Powell, Charissa - University Libraries
 - Strippling, Christopher – College of Agricultural Sciences and Natural Resources
7. Reassessment Working Group
- Benson, Kirsten – College of Arts and Sciences
 - Collins, Chuck – College of Arts and Sciences
 - Kojima, Cheryl – College of Agricultural Sciences and Natural Resources
 - Larsen, Jeff – College of Arts and Sciences
 - Murphy, Barb – College of Arts and Sciences
- R.J. Hinde also outlined the main tasks these groups will address. Using the broad guidelines that have been approved for each of these categories, working groups 1 through 6 will clearly define detailed descriptions of each category as it applies to the following.
 - Specific learning objectives for the category
 - Draft of the catalog text explaining the purpose of the category
 - Draft of the course proposal form for the category

Working group 7 will draft guidelines for the reassessment of these courses.

- The General Education Committee will need to review and make recommendations for updating the committee's guidelines. Those recommendations will then be proposed to the Undergraduate Council and Faculty Senate for approval.
- The timeline for implementation is as follows.
 - Spring 2018: draft learning objectives and draft catalog text and course proposal forms.
 - Fall 2018: finalize learning objectives (requires approval by the General Education Committee and the Undergraduate Council), develop course proposal forms, and begin receiving and reviewing course proposals under the new guidelines, while continuing to receive and review proposals under the old guidelines. After December 1, 2018, no new proposals under the old guidelines will be accepted. As courses are approved under the new guidelines, a list of these courses will be entered into a subpage under the General Education Committee's webpage. Departments and colleges will then have a working list of approved courses to use as they begin to update their program requirements.
 - Spring 2019: publish the 2019-2020 undergraduate catalog, which will be the last to contain the old general education requirements.
 - Fall 2019: receive and review proposals for courses under the new guidelines for publication in the 2020-2021 catalog. Note that December 1, 2019, is also the deadline for colleges to incorporate the new requirements into their programs and submit those proposals to the Undergraduate Council's Curriculum Committee. (The Engaged Inquiries requirement has a three-year phase-in. Programs appearing in the 2020-2021 catalog must include one Engaged Inquiries course. Programs appearing in the 2021-2022 catalog must include two Engaged Inquiries courses. Programs appearing in the 2022-2023 catalog must include three Engaged Inquiries courses.)
 - Spring 2020: publish the undergraduate 2020-2021 catalog containing the new general education requirements, which take effect in Fall 2020.
 - Ongoing: continue to receive and evaluate individual petitions, transfer credit, and blanket petitions under the old guidelines for students on catalog years prior to 2020-2021 through the end of the 2024-2025 academic year.
- Due to an increased number of course proposals that will occur during this transition period, the committee will recruit and assign additional members of subcommittees.
- R.J. Hinde suggested that an additional meeting of this committee should be planned for this spring to consider and approve matters noted in the Spring 2018 item of the timeline above. Committee members were asked to keep Wednesday, April 25, 2018, beginning at 8:30 am and lasting an hour or more for review of these items. The extra date will be confirmed and a location designated via email to committee members.

These items did not require action by the committee.

Adjournment: Barbara Murphy adjourned the meeting at 9:30 am.

Next Meeting: The next meeting will be held Wednesday, March 21, 2018, beginning at 8:30 am in the Mary Greer Room (258) of Hodges Library.

Minutes Submitted by: Molly Sullivan