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Undergraduate Council Minutes of Meeting March 1, 2011

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The University of Tennessee, Knoxville
Undergraduate Council
Minutes of Meeting
March 1, 2011
3:40pm – University Center, Rooms 223-224

MEMBERS PRESENT: Katherine Ambroziak (for Scott Wall), Chuck Collins, Ruth Darling, Jeff Fairbrother, Tom George, R.J. Hinde, Greg Kaplan (Vice Chair), John Koontz (Chair), Jon Levin, Catherine Luther, Norman Magden, John Mount, Rebekah Page (for Steve Dandaneau), Michael Palenchar, Masood Parang, Bill Park, Randal Pierce, Chris Pionke, Gary Ramsey, Harold Roth, Nancy Rutherford, Lisi Schoenbach, Matthew Theriot, Teresa Walker

OTHER ATTENDEES: Fadia Alvic, Monique Anderson, Richard Bayer, Eric Brey, Sally McMillan, Cheryl Norris, Jamia Stokes, Donna Thomas

The meeting was called to order at 3:40pm by John Koontz, Chair.

The minutes of the [February 1, 2011](#) meeting of the Undergraduate Council were approved.

Committee Reports

- Academic Policy (Magden) – see page [U2046](#)
- Advising (Darling) – see pages [U2047-U2048](#)
- Appeals (Park) – NO REPORT
- Associate Deans (McMillan) – see page [U2049](#)
- Curriculum (Theriot) – NO REPORT
- General Education (Collins) – see page [U2050](#)

John Koontz welcomed Donna Thomas to the meeting. In addition to her responsibilities in the athletics department, she is now the interim director of the Thornton Center.

Norman Magden presented a proposed clarification to the recently approved drop policy. It was approved by the Council.

Ruth Darling provided a brief summary of the Advising Committee's work. They discussed the new summer school initiatives and the AdvisorTrac integration with Banner which is progressing.

Sally McMillan noted that a memo of understanding is almost ready to be signed for the Bridge Program with Pellissippi State Community College (PSCC). The dual admit program, targeted at a small population of waitlisted UTK applicants, starts at UTK with a few summer courses, followed by two full-time semesters at PSCC. If students prove themselves academically, they will then be admitted to UTK. An FAQ page will be added to the web soon.

The new summer school funding formula will be sent out in the next few days. Sally McMillan encouraged the departments to express their opinions during this summer's pilot.

The Fall 2012 projected implementation of UTrack, the universal tracking system, will be delayed until Banner is fully functioning. However, critical tracking courses are still being identified and other preparations are underway.

Chuck Collins summarized the committee's views on the challenges facing general education. He encouraged the Council members to share their ideas, which he will pass on to the General Education Taskforce.

Sally McMillan provided a status report on the universal transfer paths project. The state is currently drafting a preamble for the 30+ agreements which will address several policy and procedural issues. An implementation committee has also been formed to work out some of the details. Sally McMillan reminded members that UTK is under no obligation to admit these students; the transfer admission process will remain competitive and holistic. She offered to pass on any issues or corrections to Katie High, who represents UTK in this endeavor. The transfer paths will go before the Curriculum Committee on March 29th.

The catalog text related to articulation agreements will be revised to match the state's phrasing before coming to the Council for a vote.

The meeting adjourned at 4:30pm.

ACADEMIC POLICY COMMITTEE REPORT

Recommended Clarification—Course Drop Policy

Changes in Registration

Undergraduate students may add courses through the tenth calendar day counted from the beginning of classes fall and spring terms. Because of the nature of some courses, permission of the department head may be required to add a course after classes begin. Students may also, as departmental policies permit, change a section of a course through the add deadline.

Students may drop courses until the 10th calendar day from the start of classes with no notation on the academic record for full term courses in fall and spring.

From the 11th day until the 84th calendar day, students may drop courses and will receive the notation of W (Withdrawn) for full term courses in fall and spring. Following are additional regulations related to dropping classes after the 10th day

- Students are allowed four drops during their academic career (until a bachelor's degree is earned).
- Students holding a bachelor's degree who return to pursue a second bachelor's degree are allowed four additional drops.
- Students pursuing more than one major or degree simultaneously are not allowed additional drops.
- The W grade is not computed in the grade point average.
- After the 84th day, no drops are permitted.
- Students must pay a Late Drop Fee for each course dropped.
- Courses may be dropped on the web (<https://myutk.utk.edu/>).

Failure to attend a course is not an official withdrawal and will result in the assignment of an F grade.

The periods for add, drop, change of grading for sessions within the full term, summer, and mini term are determined based on a percentage of the equivalent deadline for the full term. See Timetable of Classes each term for exact dates on the MyUTK website at <https://myutk.utk.edu/>. Deadline dates may be adjusted if the deadline falls on a holiday, weekend day or spring recess.

ADVISING COMMITTEE REPORT

The Advising Committee met on January 25, 2011.

Welcome and Introductions – Ruth Darling welcomed Jamia Stokes in her new role as Associate Director of Advising, College of Education, Health and Human Sciences. Ruth also welcomed Susan Ratliff back to the Thornton Center.

AdvisorTrac Update – George Drinnon announced that Nursing is using AT for notes, Arts & Sciences is using all parts of AT, Education, Health and Human Sciences is in implementation phase, Communication & Information and Architecture and Design are in planning stages. The goal is to have all colleges that will use AT up and running by the end of spring semester. OIT is working on the switch from IMSP to Banner for the data load to AT.

TennACADA – Katie McCay is sending a survey to the advising community to ask for feedback on desired programs. Brian Russell announced the deadline for proposals for the upcoming Region 3 NACADA conference (here in May) has been extended to February 14th. If you would like to volunteer during the conference, please contact Jamia Stokes.

Priority One Task Force Presentation – Sally McMillan presented on the progress of the Task Force.

Summer School 2011 – Sally McMillan presented on the new programs being initiated this summer: PSCC bridge program and Jump Start. See PowerPoint attached. Jump Start will be held during 2nd session and will consist of 6-7 hours (FYS 101 as elective), university housing with the ability to stay in the dorm between 2nd session summer right into fall term, students formed as a cohort with activities planned as well. The PSCC bridge program will offer students who were not offered admission for fall (on wait list) an opportunity to take one GENED class (Oral Communications). They will be considered PSCC students, not UT students (fee purposes = UT, financial aid purposes = PSCC). They will then attend PSCC in fall and spring and have the opportunity to transfer in to UT as sophomores. They must have a transfer GPA of 2.5 and have completed 30 hours to transfer. These students will form a cohort. Details are still being worked out regarding a scholarship that equates to 15% on lower division courses (in-state tuition). A question was asked about separate Orientation sessions for these groups. Sally responded that there would not be due to the fact that some students might be honors (Jump Start) and some colleges do not have an Orientation session during the last sessions offered before the start of 2nd session. There will be spots held during the last session to accommodate the students from out of state and West Tennessee so that they don't have to visit twice; will be able to go right from Orientation to housing.

Banner Update – Monique Anderson provided an update on the processes still being worked on during the Banner conversion. True performance summary, HOPE GPA, high school deficiencies, test scores, ASO, transfer GPA are among the items still works in progress. A follow-up meeting with the Academic Advising Leadership Group will be arranged to discuss items in more depth.

Registrar Update – Mini-Term, Summer, and Fall timetable and registration dates for advising was disseminated.

Blackboard Communications – Ruth reminded everyone that the Advising Committee has a Blackboard organizational site. Anyone who is a member may email selected other members or the entire membership. Attachments are allowed. There is no need to request staff from SSC to send announcements.

Upcoming Advising Committee Meetings:

2/22/2011 Tue 3:30 PM 5:00 PM BCC: 102-104

3/22/2011 Tue 3:30 PM 5:00 PM BCC: 102-104

4/19/2011 Tue 3:30 PM 5:00 PM BCC: 102-104

Upcoming AALG meetings:

***2/24/2011 Thu 3:30 PM 5:00 PM BCC: 216 – changed from 2/17

3/10/2011 Thu 3:30 PM 5:00 PM BCC: 216

4/14/2011 Thu 3:30 PM 5:00 PM BCC: 216

5/19/2011 Thu 3:30 PM 5:00 PM BCC: 216

Upcoming Webinars - Haslam Building, Room 316 from 2:00 pm - 3:00 pm

March 9, 2011 Yes, We Can: Improving Retention and Learning Outcomes for High-Risk Students through Curricular Reform at Trinity Washington University

April 13, 2011 Beyond the ACT: Assessment of Non-Cognitive Factors Affecting the Success of Freshmen
June 8, 2011 Priced out?: How Does Financial Aid Affect College Student's Retention and Transfer Choices?

July 13, 2011 The Comprehensive Retention Review: a step by step guide for evaluating the overall state of retention at your Institution

September 14, 2011 Making Sense of First Generation Student Success: Is it Possible to Have too much Education?

ASSOCIATE DEANS GROUP REPORT

Minutes for Meeting 24 January, 2011

Present: Mary Albrecht, Chancellor's Office; Craig Bleakney (Staff); Tom George, Education, Health and Human Sciences; RJ Hinde, Arts & Sciences; Jan Lee, Nursing; Catherine Luther, Communication and Information; Sally McMillan (Chair), Provost's Office; Bill Park, Agriculture and Natural Resources; Fred Pierce, Business Administration; Matthew Theriot, College of Social Work; Scott Wall, Architecture and Design.

The minutes from the November 19 meeting were approved. The meeting opened with a summary of progress on the VOL Vision/Top 25 plan. These remarks are summarized in a PowerPoint presentation that was distributed to associate deans. UT is actively moving on summer school, UTrack, and academic reinvestment.

The summer BRIDGE program was introduced and explained. These students are dual-admitted to UT and Pellissippi. They will begin with the second summer session at UT taking a communication studies course as well as counselor education 212. They then spend a year at Pellissippi and after completing 30 hours with a minimum 2.5 GPA they will transfer into UT as sophomores. A joint committee of UTK and PSSCC administrators is working through details of the program.

All students will be eligible for a 15% scholarship for all lower division classes. Those students eligible for promise or pledge scholarships will have an additional stackable 10% discount for a total of 25% off of summer classes.

A new model for funding instruction will be finalized shortly and distributed to associate deans. However, the bottom line is that everyone will have the option to choose either the old or new model for summer 2011 insuring that no one will lose money on summer school instruction.

A combined spreadsheet of summer courses was distributed. Associate Deans were asked to check the spreadsheet for errors. Undergraduate courses will no longer be "approved" by the Provost Office. However, the dean of the graduate school will still review graduate offerings and may discuss some with associate deans if they seem to be inappropriate for the compressed format of summer school.

Associate deans were told that their department heads and schedulers should go ahead and begin scheduling for mini-term and summer term. They may also begin scheduling for fall. However, there are new "rules" for scheduling that will go into effect starting in the fall semester. These rules were distributed to associate deans. The primary goal is to distribute instruction more evenly throughout the day and the week. The rules will also help to insure that classes are scheduled in appropriately sized classrooms.

UTrack was discussed in brief. Bill Park noted the need for addressing how UTrack will work for transfer students. The need for approval of changes to curriculum was also discussed. If faculty feel like they are making a significant curricular change then they will indeed need to go through the approval process.

Finally, the issue of curricular changes was discussed in brief. The changes to Philosophy this year pointed to the need for a more detailed process for changing courses that impact other units.

GENERAL EDUCATION COMMITTEE REPORT

The General Education Committee met on February 9, 2011. Two university honors topics were approved for Arts and Humanities (AH):

- UNHO 257: "Racing Early America"
- UNHO 257: "Spiritual Autobiography"

Gen Ed Issues Discussed:

1. Capacity/Resource Management: There is no general/big picture/strategic oversight of Gen Ed, especially with respect to capacity and timing. This can lead to problems (as we've seen) of a contradiction between Gen Ed as a university requirement yet each department deciding individually whether or not to provide courses or seats. The capacity issue is a potential barrier to a unit changing their requirements, e.g. what if everyone started requiring intermediate language proficiency? This problem is even more difficult for structured programs, e.g. Nursing, where they need seats in certain areas at certain times.

2. Purpose: As someone said, for our Gen Ed we've taken the 'buffet approach' and as was added later, it's become a 'buffet of leftovers'. We don't have a clear vision as to what Gen Ed is and this is reflected in how it is taught and assessed, whether or not Gen Ed courses should be for all or as a recruitment/intro to a major, and even the basic of what are the specific objectives of the various requirements.

3. Communication: Partly as a consequence of the unclear purpose, both faculty and students are not always aware of what Gen Ed is, how the courses they are teaching or taking fits into it, and what the course should be contributing to Gen Ed. This also confuses the issue of what is the value of the Gen Ed program to individual departments.

4. Courses: It is confusing to students (and advisors) that we say know and follow your catalog for all things, except for Gen Ed; Gen Ed course approvals should be tied to a catalog year.

5. Petitions: The petition process has some issues with timing and consistency.

6. Missing Elements: Information literacy is mentioned in the description of Gen Ed but is not well addressed in terms of the different areas and course requirements. Possibly as a consequence of things above, but also our focus, we don't support many interdisciplinary or intercollegiate courses that fit with Gen Ed.

Next meeting: Wednesday, March 9, 8:30am in UC 237

CATALOG REVISION—ARTICULATION AGREEMENTS

Statewide Articulation Agreements

Statewide ~~A~~ articulation agreements are programs developed between Tennessee Board of Regents institutions ~~nearby two-year colleges~~ and the University of Tennessee, Knoxville. While at the two-year college, students take a specified curriculum that leads to the associate degree and also prepares students for the corresponding baccalaureate degree at the University of Tennessee, Knoxville. ~~Students who complete a statewide articulation agreement will be given priority consideration for admission. However, the admission process is still competitive and still holistic. Completion of a statewide articulation agreement is not a guarantee of admission to the University of Tennessee, Knoxville (UTK) or to a specific program.~~ Details on specific majors and requirements are available from the Office of the University Registrar website (<http://registrar.tennessee.edu/>) ~~or from the specified community college.~~

~~If unable to follow an articulation agreement, transfer students should review the detailed transfer information on major/degree requirements for their prospective UT major. The following link contains information to assist transfer students in determining these requirements: <http://registrar.tennessee.edu/transfer/agreements.shtml>~~