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Undergraduate Council Meeting Minutes

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October 2019

Undergraduate Council Minutes of Meeting October 15, 2019

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**The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Meeting
October 15, 2019**

Leadership and Elected Members present: Chair Anthony Welch, Vice Chair Cheryl Kojima, Past Chair Robert Mindrup, Brian Ambroziak, Ken Baker, Mark Barker, John Bell (by proxy Betsy Gullett), Richard Bennett, Jamie Coble, Sarah Colby, Kim Denton, Joanne Devlin (by proxy Kandi Hollenbach), Daniel Magilow, Chris Magra, Lindsay Mahony (by proxy Shawn Carson), Harrison Meadows, Christine Nattrass (by proxy Chris Magra), Charlie Parker (by proxy Brent Lamons), Phillip Stokes, Kathleen Thompson, Amanda Warren (by proxy Ken Baker), Erin Whiteside, Emma Willcox (by proxy Cheryl Kojima), and Angela Wozencroft.

Ex-Officio Members present: Chuck Collins, George Drinnon (represented by Betsy Gullett), Jeff Fairbrother (represented by Katie Kavanagh), Timothy Hulse (represented by Rebekah Page), Chris Lavan, Robert Mindrup, Barbara Murphy, Noah Rost, Margie Russell, and Teresa Walker.

Student Members present: Emma Boyle and Paige Shimer

Others present: Alison Connor, Jana Spitzer, Molly Sullivan, and Stephanie Workman.

Welcome and Call to order: The meeting was called to order at 3:42 pm by Anthony Welch, Chair.

Committee Reports (See attached reports)

- **Advising (Margie Russell)**
Informational items from the April 23, 2019, and the September 17, 2019, Advising Committee meetings were presented. No action was required by any item in this report.
- **Curriculum (Chris Magra)**
The Curriculum Committee presented the following proposals:
 - Corrections to the 2019-2020 catalog
The Committee proposed minor revisions to the text of one minor in the 2019-2020 undergraduate catalog in order to clarify the program requirements. The Council approved the proposal without opposition.
 - Curricular changes effective fall 2020
The Committee proposed dropping three courses that have not been taught in four years and are not expected to be taught in future terms. The Council approved the proposal without opposition.
 - The Committee presented one proposal that they approved by evote after their most recent meeting. The intention of the proposal was to provide a process for updating the UTK catalog for curricular changes enacted by the University of Tennessee Health Science Center (UTHSC) for the 3+1 joint degree program in Audiology and Speech Pathology, which is governed by a Memorandum of Understanding as updated October 2018. The process only applies to the part of the 3+1 curriculum that is controlled by UTHSC and not for the part of the curriculum that is controlled by UTK, which goes through the appropriate UTK curriculum approval process. The Council approved the proposal without opposition.
- **General Education (Barb Murphy)**
 - The General Education Committee proposed the approval of several courses for the Vol Core general education curriculum effective fall 2021. The Council approved the proposal without opposition.
 - No other items required approval by the Council.

Adjournment: Anthony Welch adjourned the meeting at 3:55 pm.

Next regularly scheduled meeting: Tuesday, January 28, 2020, at 3:40 pm in the Frieson Black Cultural Center Multipurpose Room.

Approval of minutes: These minutes were certified correct via email on October 21, 2019.

Minutes submitted by: Molly Sullivan

ADVISING COMMITTEE**The University of Tennessee, Knoxville
Advising Committee
Minutes of the Meeting
April 23, 2019**

Attendees: Hannah Raines, Joanna Rathbone, Amanda Lovelace, Lori Smith, Kristina Cantin, Erin Bennett, Jaclyn Behrens, Jada Russell, Cory Major, Doug Renalds, Frances Nash, Missy Parker, Talisha Adams, Leslie Ducay, Stephanie Workman, Darren Curry, Jana Spitzer, Laura Harkleroad, Marshall Steward, Traci Bonds, Betty Bradley, Alison Connor, Kenneth Baker, George Drinnon, Brent Lamons, Janet Schmitt, Mary Virginia Ireland, Tara McWhorter, Roger Gray, Melanie Barts, Allison Buchan.

Welcome and call to order

Approval of Minutes: minutes from February 2019

Old Business

- a. Announcement of new chair for academic year 2019-2020: Margie Russell
- b. Announcement that the new operating guidelines were approved at the last UG Council: will now go to faculty senate for final approval

New Business**Standing Reports**

- a. Academic Advising Leadership Group: reverse transfer process, orientation ambassadors, explained the reverse transfer process, does not include dual enrollment, looking at how we admit students who've not been admitted to the first major of choice, making sure the process is smooth and seamless, Wendy Davis (new transfer center director) coming to speak to AALG soon.
- b. TennACADA: last social of the academic year at field house social tonight 4/23.
- c. Enrollment Management (Admission, Registrar, One Stop, Financial Aid): Janet Schmitt - closing in May 1st deadline, lots of activity, additional outreach, very close to meeting last year's metrics and closing in on last year's numbers, university registrar position later this week. Onestop - thick of communication for unregistered students, Onestop will do behind scenes hybrid cohort model for students (is a pilot program), have a new financial wellness coordinator (6-7 weeks into the position) Phillipia Satelwhite. Financial aid - need help reminding students about SAP appeals - need plan through graduation, also will be financial aid awards to returning students.
- d. Multi-Cultural Student Life: Finals Prep Tutoring and Study hours from 10 am – 10 pm on the study day and first day of finals
- e. Student Success Center: tutoring and SI sessions and hours.
- f. First-Year Studies: no update or rep
- g. Student Life: Career - trying to send out employment status updates/surveys. Orientation - Melissa Brown on assessment symposium, multicultural graduation this evening 4/22 - 102 students will be attending the ceremony; student health center new position focusing on multicultural student counseling; frat and sorority life hosting advisor conference; orientation - gearing up for the summer, tomorrow campus presentation meeting, schedule, etc., online modules go live on May 1st. getting uploaded into canvas very soon, mobile friendly
- h. Thornton Center: circulating fall practice schedule document to advising partners as a new initiative, standing invitation to staff meeting with Thornton center folks.

Announcement from Kristina Cantin: Honors sending out tips for advising partners on how to navigate nuances of honors programs.

**Advising Committee
Minutes of the Meeting
September 17, 2019**

Call to Order: A regular meeting of the Advising Committee was held on September 17, 2019, in room 270 of the Student Union. The meeting was called to order at 3:30 p.m. by Margie Russell, chair.

Voting members present: Robin Anderson, Jackie Behrens, Emma Boyle, Betty Bradley, Alison Buchan, Joanne Devlin, George Drinnon, Amanda Gandy, Denise Gardner, Norma Harrington, Brent Lamons, Missy Parker, Kelsi Schaer, Jana Spitzer, Jenny Ward

Non-voting members present: Talisha Adams, Kristina Cantin, Alison Connor, Darren Curry, Carla Foust, Tammy Renalds, Margie Russell, Phyliss Shey, Karen Sullivan-Vance, Celena Tulloss, Meagan West

1. Approval of Minutes – approved with one edit – last line on page 1 change “rewards” to “awards” [Note: those minutes have been updated accordingly. See above.]
2. Old Business - none
3. New Business - none
4. Standing Reports
 - Associate Vice Provost for Student Success – Karen Sullivan-Vance announced a national search will shortly begin for a new Vice Provost for Student Success. VP Hinde’s responsibilities have shifted to other areas. The Division of Academic Success & Transitions has been approved to begin a search for a Director of First-Generation. National First-Generation College Student Celebration will be an entire week this year – November 4 – 8. Flyer will be distributed soon.
 - Division of Academic Success and Transitions representatives
 - First-Year Studies – Meagan West announced that FYS will soon begin bringing the course booklets to your offices. Academic Alert (formerly Early Alert) has launched for the semester. If you are teaching a course and have received the request for feedback, please complete as soon as possible. Transition advising is on-going and very busy. Stella Bridgeman has been named Interim Director for First-Year Studies.
 - Student Success Center – Talisha Adams introduced two new staff members; LaDawna Williams, academic coach, and Jennifer Hewardine, Assistant Director. Tutoring and Supplemental Instruction are on-going as well as academic coaching. Two new courses have been added to SI – Math 119 and Math 130. Students have already begun to sign up for Hope Recovery Plan coaching. See attachments.
 - Student Support Services – Karen Sullivan-Vance announced that the grant cycle is fast approaching and SSS will once again apply for the new cycle.
 - Office of National Scholarships and Fellowships – Karen Sullivan-Vance announced that interviews are ongoing for Rhodes Scholars applicants. Fulbright interviews are next. There are several promising candidates.
 - Academic Advising Leadership Group – Karen Sullivan-Vance announced that the 3rd annual Student Success and Academic Advising conference was recently held. This year colleagues from the community colleges were invited. The Advising Diversity, Equity, and Inclusion Committee has created a schedule for fall that includes outside speakers as well as SafeZone training. All are welcome to attend the events – please register at <https://advising.utk.edu/for-advisors/faculty-staff-resources/academic-advising-events/fall-2019-diversity-equity-and-inclusion-events/>. George Drinnon is the recipient of the 2nd annual Ruth Darling Service to Academic Advising Award.
 - TennACADA – Robin Anderson announced that TennACADA hosted a welcome-back event in August with approximately 40 attendees. Recently TennACADA hosted the NACADA Virtual Conference. Upcoming events include Dr. David Grey, University of York St. John on October 24th – workshop on scholarly writing, career development workshop on November 21st, and a social on December 13th. Nominations are being accepted for the 2-year term for

- the Liaison with Advising Professional Development Committee. Nominee should be someone who has been at UT for approximately 2 years. Contact Robin at rande63@utk.edu for more information.
- Enrollment Management Administration representatives
 - Admissions – Norma Harrington announced that as of the moment, FA 19 FTF admits stand at 5256, up from 5215 last year. Early admit process will begin soon. The Chancellor has been visiting schools to hand-deliver admission packets to some students already.
 - One Stop – Darren Curry announced that One Stop will soon begin outreach efforts to currently enrolled students reminding them to register for spring. Students will be informed to log into MyUTK to see their enrollment date/time and to resolve any holds.
 - Registrar – Alison Connor reported that the Registrar's office is embarking on a process improvement survey soon. RSVP for December commencement is live. Graduation checks began yesterday. UTrack emails are starting to go out.
 - Financial Aid – Celena Tulloss reminded everyone that students who are on SAP probation who have already submitted their academic plan, and then subsequently change their schedule, should submit a new academic plan that includes the revised schedule. Submit through One Stop. FAFSA opens on October 1st. The Chancellor has announced a new UT Promise scholarship for students with family incomes less than \$50k. All new and current students seeking financial aid and/or scholarships must complete the FAFSA each year.
 - Transfer Center – no report
 - Student Life representatives
 - Center for Career Development – Jenny Ward reminded everyone the fall job fair is next week. Explore UT program is a hands-on small-group workshop for students in Exploratory majors. Students can sign up through Handshake.
 - Orientation and Transition – no report
 - Multicultural Student Life – (via email) MSL tutoring has begun. See flyer attached.
 - Thornton Athletics Student Life Center – Kelsi Schaer reported staff changes. Key Considerations document for working with student athletes will be distributed as soon as it is completed (anticipated next week).
 - Office of Information Technology – no report
 - Honors and Scholars Programs – Kristina Cantin announced the largest class of honors students. They are increasing marketing to current and new students for the 1794 scholarship program, as it provides some structure and connections for students. Current students can apply to the Chancellor's Honors Program; applications are accepted in December and May.
 - Office of Institutional Research and Assessment – Denise Gardner reported that final numbers for the FA19 cohorts are 5254 for FTF and 1376 for FTT. Both are an increase from prior year. First-year retention is at 87%; 4-year graduation rate is the highest ever at 53.8%; 6-year graduation rate is 72.5%. First-generation students are not retained at the same level, nor are their graduation rates as high.

Adjournment: Margie Russell adjourned the meeting at 4:30 p.m.

Approval of Minutes: These minutes were certified correct via email on October 1, 2019.

Minutes submitted by: Phyliss Shey

CURRICULUM COMMITTEE

The University of Tennessee, Knoxville
Curriculum Committee
Minutes of the Meeting

October 1, 2019

Call to Order: A regular meeting of the Curriculum Committee was held on October 1, 2019, in the Mary Greer Room (258) of Hodges Library. The meeting was called to order at 3:45 p.m. by Chris Magra, Chair.

Voting Members present: Chris Magra, Chair, Brian Ambroziak (by proxy Katherine Ambroziak), Katherine Ambroziak, Mark Barker, Kim Denton, Katie Kavanagh, Kathleen Thompson, Erin Whiteside, Emma Willcox

Others present: Chuck Collins, R.J. Hinde, Chris Lavan, Marisa Moazen, Molly Sullivan, and Anthony Welch

Corrections to Previous Curricular Proposals

College of Communication and Information had a low-impact correction, which was designed to clarify their Information Sciences minor. This proposal was approved without opposition.

Curricular Revisions Effective Fall 2020

Honors and Scholars Programs proposed dropping three of their Haslam Scholars Programs courses that have not been taught in four or more years. The proposal was approved without opposition.

Other Business

Marisa Moazen, chair of the Research Subcommittee, asked for interested parties to join in a conversation to determine if/how to award credit for an AP research course.

Adjournment: Chris Magra adjourned the meeting at 3:41 p.m.

Approval of Minutes: These minutes were certified correct via email on October 4, 2019.

Minutes submitted by: Molly Sullivan

College of Communication and Information Corrections to the 2019-2020 Catalog

School of Information Sciences

Low-
impact:
To
correct

REVISE TEXT

Information Sciences Minor
(Paragraph 2)

Students interested in the minor are encouraged to contact **the director of** the School of Information Sciences' ~~undergraduate director~~ for guidance and more information.

Minor Requirements

Complete Select any INSC courses for 9 additional hours from the list below:

- CCI 150 - Communication in an Information Age (~~can be counted as an elective~~)
- **Any INSC courses not listed above**

Rationale: Text was revised for clarity. Impact on other units: None. Financial impact: None.

Honors and Scholars Programs
Effective Fall 2020

(HSP) Haslam Scholars Program

Mid-
impact:
Drop
Course

DROP COURSES

HSP 195 - Summer Leadership Program (1)

HSP 197 - Research for Nationally Competitive Scholarships (1)

***HSP 258 - Foundations of Modernity (3)**

Rationale: These courses have not been taught in four or more years and are not expected to be taught in the future. Impact on other units: None. HSP 258 was approved as an AH course for General Education and will be removed from that list; however, these courses were restricted to students in the Haslam Scholars Program, so no student outside the unit will be affected.

Financial impact: None. Students in the Haslam Scholars Program are now taking different courses for the same total hours.

The University of Tennessee, Knoxville
Curriculum Committee
Results of an Evote
October 10, 2019

Call to Order: An evote on one proposal was held beginning on Thursday, October 10, 2019, and running through the end of the day on Monday, October 14, 2019. A majority of members responded with a vote to approve the proposal.

Members responding: Chris Magra, Chair, Katherine Ambroziak, Kim Denton, George Drinnon, Katie Kavanagh, Virginia Kupritz, Lindsay Mahony, Christine Nattrass, Kathleen Thompson, Erin Whiteside, Emma Willcox, and Angela Wozencroft

Others included in email discussion about the proposal: Sherry Bell, Laura Brown, Ryan Carter, Jeff Fairbrother, Jennifer Hardy, Ashley Harkrider, Heather Hartman, R.J. Hinde, Demetria Mells, Janet Schmitt, Kristen Secora, David Smith, Jana Spitzer, Molly Sullivan, and Anthony Welch

Proposal (See attached.)

In 2018, a task force was created to renew a Memorandum of Understanding (MOU) between the University of Tennessee Health Science Center (UTHSC) and the University of Tennessee, Knoxville (UTK) for the joint program in Audiology and Speech Pathology (ASP). That MOU renewal was approved by both institutions, and SACSCOC accepted our notification of the renewal.

Members of that task force, UTK administrators of the ASP program, and administrators of the UTK host college (Education, Health, and Human Sciences) together proposed a process for UTK to follow when updating the UTK catalog in response to curricular changes made by UTHSC in accordance with item 7 of the MOU. Additional background, the proposal, and a rationale are included below.

A quorum of members voted to approve the proposal.

Submitted by: Molly Sullivan on behalf of Chris Magra, Chair

Background:

The University of Tennessee, Knoxville (UTK) and the University of Tennessee Health Science Center (UTHSC) have a Collaborative 3+1 Program leading to a joint Bachelor of Science degree in Audiology and Speech Pathology (ASP). That program is governed by a Memorandum of Understanding (MOU) prepared by the two institutions for which SACSCOC accepted notification. (The date of the letter is October 11, 2018.)

The MOU contains the following statement with regard to curricular changes:

7. Curriculum changes that include only the ASP portion of the program (i.e., the UTHSC courses) will be approved through the normal UTHSC procedure. Curriculum changes made by ASP that include the pre-major requirements will be approved through both UTHSC and UTK procedures. Changes in pre-major requirements made by UTK will include consultation with the ASP faculty. In either case, the institution making the changes will communicate those changes to the appropriate personnel at the partner institution.

Proposal:

When UTHSC makes a change to the ASP courses or program requirements in their catalog that the MOU gives them the authority to do, UTK will make a corresponding change to the UTK catalog. The information will be shared with the UG Curriculum Committee, UG Council, and Faculty Senate as an informational item that does not require a vote by UTK.

Rationale:

Because the curriculum change calendars at UTHSC and UTK may not always be in alignment, it is possible that a curriculum change made by UTHSC may not be communicated to UTK in sufficient time for the change to move through UTK's curriculum change processes. The changes to UTK's Undergraduate Catalog that will be covered by this proposal are those that are required to ensure that ASP course work is properly transcribed so that ASP students can receive a joint degree from UTK and UTHSC, as per the terms of the MOU. Because these changes involve only courses delivered by UTHSC, this is simply a bookkeeping measure that does not undermine the integrity of UTK's own curriculum change processes.

GENERAL EDUCATION COMMITTEE

**The University of Tennessee, Knoxville
General Education Committee
Minutes of the Meeting
September 11, 2019**

Call to order: A regular meeting of the General Education Committee was held in Room 270 of the Student Union on September 11, 2019. The meeting was called to order by Barbara Murphy, Committee Chair, at 8:31 am.

Members and Subcommittee Chairs present: Barbara Murphy, Chair, Ken Baker, Richard Bennett, Megan Bryson, Sarah Burnley, Chuck Collins, Erin Darby, Marleen Davis, Kim Denton, George Drinnon, Ozlem Kilic, Cheryl Kojima, Roberta Lavin, Joanne Logan, Mike McFall, Harrison Meadows, Yujeong Park, Missy Parker, Charissa Powell, Jeff Ringer, Casey Sams, Janet Schmitt (by proxy Alison Connor), Scott Wall, and Amanda Warren

Others present: Mary Beth Burlison, K'Cindra Cavin, Margie Russell, Molly Sullivan, Jillian Vogel, and Anthony Welch

Course Approvals for Vol Core, effective fall 2021:

Written Communication (WC)

- ENGL 101 - English Composition I (3)
- ENGL 102 - English Composition II (3)
- ENGL 118 - Honors: English Composition (3)
- ENGL 198 - Chancellor's Honors Writing I (3)

Global Citizenship – International (GCI)

- HIAS 389 - Pre-Modern Chinese History (3)

Other Business:

The Committee discussed the following items:

- The common database for Committee members to view course proposals
- Rubrics for Global Citizenship – International
- Course proposal forms for Vol Core categories
- Samples of proposals to post on the General Education website
- Details of the assessment process of Vol Core courses during a ten-year cycle
- Recent and upcoming informational meetings for faculty to learn more about the Vol Core

Adjournment: The meeting was adjourned at 9:56 am.

Next Meeting: The next meeting will be held Wednesday, October 9, 2019, beginning at 8:30 am in Room 270 of the Student Union.

Approval of Minutes: These minutes were approved via email on September 17, 2019.

Minutes Submitted by: Molly Sullivan