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Undergraduate Council Meeting Minutes

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Undergraduate Council Minutes of Meeting October 19, 2021

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The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Meeting
October 19, 2021

Leadership and Elected Members present: Chair Joanne Devlin, Vice Chair Ken Baker, Past Chair Cheryl Kojima, Brian Ambroziak, Mark Barker, John Bell, Richard Bennett, Robyn Blakeman (by proxy Derrick Holland), Matt Buehler, Jamie Coble, Sarah Colby, Dawn Coleman, MariBeth Coleman, Kim Denton (by proxy Robert Mindrup), Jochen Denzler, Yuanyang Liu, Lindsay Mahony, Devendra Potnis, Andy Puckett (by proxy George Drinnon), Jennifer Richards, Chelsea Smith (by proxy Ken Baker), Phillip Stokes, Anna Szykiewicz (by proxy Brent Lamons), Kathleen Thompson, Josh Weinhandl, and Emma Wilcox

Ex-Officio Members present: Katherine Ambroziak (represented by Brian Ambroziak), George Drinnon, Kristina Gordon, Ron Kalafsky, Ozlem Kilic (represented by Margie Russell), Brent Lamons, Chris Lavan, Julie Longmire, Robert Mindrup, Todd Moore, Gretchen Neisler, Shanna Pendergrast, John Stier, and Teresa Walker

Student Members present: Simon Jolly and Evan Sudduth

Others present: Kathy Abbott, Mary Beth Burlison, Leonard Clemons, Alison Connor, Betsy Gullett, R.J. Hinde, Rebekah Page, Margie Russell, Jana Spitzer, Molly Sullivan, Merrill Walker, and Stephanie Workman

Welcome and Call to order: The meeting was called to order when quorum was determined at 2:53 pm by Joanne Devlin, Chair.

Actions:

- **Advising Committee**, Minutes of September 21, 2021
No voting items came before the UG Council
The report was informational and did not require action by the UG Council.
- **Curriculum Committee**, Minutes of October 5, 2021
Several items were approved by the UGC
 - Three courses from the Courses-Not-Taught-in-Four-Years list with one course to be kept active and two courses to be archived
 - Minor changes to a program in the Honors and Scholars Programs, and a
 - Proposal to treat mathematical errors the same way that typographical errors are currently treated (i.e., the Coordinator of Curriculum and Catalog in the Office of the University Registrar may work with the college who presented the proposal to make corrections and then present those corrections at the next meeting of the Curriculum Committee for documentation purposes).
- **General Education Committee**
Minutes from two meetings were considered with two voting items and one discussion item
 - Minutes of September 8, 2021
 - The committee recommended 20 Vol Core courses for approval.
 - The courses were approved.
 - The committee recommended changing the name of the committee to Volunteer Core (General Education) Committee and updating the committee's guidelines to reflect the change in name.
 - The proposal was approved along with revisions proposed as a friendly amendment.
 - Minutes of October 6, 2021
 - The committee recommended 52 Vol Core courses for approval.
 - The courses were approved.

- The committee recommended using a course number suffix of E (as in PSYC 123E) to indicate that the base version of a course without the suffix (such as PSYC 123) is not approved for Engaged Inquiries, but the E-designated version (such as PSYC 123E) is approved for Engaged Inquiries. This is similar to the N/R/S course suffixes for Experience Learning courses. This would not apply to Engaged Inquiries courses in which only one version exists (such as PSYC 321, without the E). Therefore, there would be two ways to indicate that a course is approved for Engaged Inquiries: (1) a course without a suffix approved for EI and (2) two versions of the same course but only the E-designated version is approved for EI.

The attendees discussed the pros and cons of creating this new suffix and received input from faculty, advisors, and others who work directly with undergraduate students, as well as student members of the Council and administrators in the Transfer Center and in the Office of the University Registrar.

- After a lengthy discussion, the Council Chair conducted an unofficial straw poll to inform next steps for this proposal, which would also need approval from the Curriculum Committee. At the time of the poll, several attendees had left. Approximately two-thirds of the original attendees participated in the poll including voting members, non-voting members, and guests. That poll found 18% of those responding to be in favor of an E suffix, 77% were against an E suffix—preferring a different method such as a separate course number—and 5% abstained. This was not a formal vote and is not binding in any way.
- **Committee Guidelines:** The members were encouraged to look at the guidelines of the UG Council and its committees to determine if revisions are needed. The UGC Chair will follow up with each of the committees and provide details of items to consider.
- **Other:** The Council Chair noted that the next meeting on the schedule is an optional meeting and will be held on November 30, 2021, if needed. If the November meeting is not needed, the next meeting of the Council will be Tuesday, February 1, 2022. Members and guests will be notified about the status of the November meeting by email no later than November 23, 2021. The Chair also asked members to think about whether the Spring term meetings of the Council and its committees should be held virtually or in person.

Adjournment: Joanne Devlin adjourned the meeting at 4:18 pm.

Approval of minutes: These minutes were certified correct via email on October 27, 2021.

Minutes submitted by: Molly Sullivan

Attachments

| | |
|---|-----------|
| Advising Committee | 3 |
| Undergraduate Curriculum Committee | 5 |
| General Education Committee | 8 |
| September 8, 2021 | 8 |
| October 6, 2021 | 12 |

Advising Committee

The University of Tennessee, Knoxville Advising Committee Minutes of the Meeting September 21, 2021

In attendance: Aust, Ali; Bennett, Richard; Boucher; Jenny; Bright, La Tisa; Byrd, Lisa; Clemons, Leonard; Colby, Sarah; Connor, Alison; Darby, Erin; Davis, Wendy; Devlin, Joanne; Duncan, Rachel; Dusselier, Lauri; Farrell, Colleen; Gandy, Amanda; Gardner, Denise; Gillette, Julie; Gonzalez, April; Hansen, Lindsay; Harrington, Norma; Hewerdine, Jennifer; Johnson, Chris; King, Chris; Liu, Yuanyang; Longmire, Julie; McCay, Katie; Parker, Melissa; Pendergrast, Shanna; Stepanov, Natalie; Tocci, Kristin; Ward, Jenny; Workman, Stephanie; Wright, Ronda

1. Welcome and call to order – Shanna Pendergrast
2. Old Business - (none)
3. New Business
4. Standing Reports
 - **Associate Vice Provost for Student Success** – Leonard Clemons reported record low numbers from spring Late Grade Modifications, and successful student engagement on the Vol Start Back Program. Clemons also reported that CliftonStrengths assessments were uploaded into VAC (Navigate) with student's top 5 results and will continue for further updates. Clemons reported that the Academic Advising conference is scheduled for October 18th with guest speaker Dr. Melinda Anderson. See Leonard's presentation [report](#).
 - **Undergraduate Council** – Joanne Devlin reported that the first meeting of the semester took place last Tuesday (9/14/2021). Devlin announced that the Curriculum Committee developed a new code in Banner for Exploratory majors, and that informational items such as revised scores in Chemistry credit and industry certificate exams are referenced in the minutes. Devlin reported next meeting to be held on October 19. See [Undergraduate Council Minutes](#).
 - **Academic Policy Committee** –no report. See [Undergraduate Council Minutes](#).
 - **GENED Committee** – Sarah Colby reported preparations for the transition to Vol Core for next year. It was also reported that impactful new systems were in place for faculty awareness, and to reach out with any concerns or suggestions. A link to all Vol Core course that have been submitted and where they are in the review process can be found [here](#). A link to the Advising website which lists all the Gen Ed courses can be found [here](#).
 - Division of Student Success representatives
 - **Academic Inclusion Initiatives** – Pendergrast reported for Talisha Adams with handouts and to save the date for the 4th Annual First-Generation Student Celebration Week to be held on November 8-12. See handouts [1](#) and [2](#). Any questions should be sent to [Talisha Adams](#).
 - **Academic Success Center** – Jenny Boucher reported on 13 new hired coaches with more searches coming. Boucher also reported that Vol Success Week has started and mentioned that staff should encourage students to engage with all 6 weeks of Vol Success Week. More information about Success Week can be found [here](#). Jennifer Hewerdine reported that the Vol Study Center in Greve Hall is offering tutoring and supplemental instruction now called “study sessions” with additional quiet spaces and study along with refreshments. Hewerdine also reported that the Academic Success Center offers free printing and noted additional study session locations such as Hodges 220K, Pendergrass Library, Geier Hall, Freison Black Cultural Center, and online. See more information [here](#).
 - **Center for Career Development and Exploration** – Jenny Ward reported that the job fair series are running well with an upcoming virtual event, and to make students aware of those opportunities presented for this week. More information is available on their [website](#).

- **First-Year Programs** – no report. Program information is available [here](#).
- **Honors and Scholars Programs** – Natalie Stepanov reported for Kristin Tocci that the Haslam Scholars Program are seeing students and coaching, and that a lot of events are planned for engagement opportunities with honor students and all four programs. Any questions should be sent to [Natalie Stepanov](#).
- **Office of National Scholarships and Fellowships**- Erin Darby reported that Fulbright season has started and that Office of National Scholarships and Fellowships busy helping students with opportunities and experiences. Darby also reported that the office is almost at full capacity with a new assistant director in place.
- **Orientation and Transition** – Lindsay Hansen reported that six weeks of big Orange Welcome has begun under the theme of celebrating student success. Hansen reported that the Office of Orientation and Transition has more than 40 programs for academic and career success. It was also reported that in addition to welcome events and Big Orange Friday, free swag was given out along with 900 lunches which shows the vast student engagement this semester. More information is available on their [website](#).
- **Academic Advising Leadership Group** – no report.
- **TennACADA** – Ali Aust reported that TennACADA would like everyone to fill out the [Feedback form](#) before they finalize plans for next year.
- Enrollment Management Administration representatives
 - **Admissions** – Norma Harrington reported that out of 19,000 plus admitted students, only five admissions were rescinded. Norma also reported students were doing well in the self-reported academic record and test scores. It was also mentioned that colleges received their spring admit reports and that some deferrals have not yet been processed. Admissions is looking toward another banner year, with upwards of 1700 applications submitted so far.
 - **One Stop** –Julie Gillette reported wrapped up block grants this week that the graduate applications are still open and those are expected to be distributed sometime in October. Gillette also reported that applications for international funding will be exhausted by end of the week. One Stop will also begin to distribute additional relief funding to students who had to retake a class during Covid-19. It was also reported that One Stop hosted financial wellness events for students who were impacted by Covid-19 and who may need to reevaluate their financial aid status. FASFA will open October 1st and One Stop will be doing campaigns to get students to fill out applications early. Gillette reported that Laura Stansell will be joining One Stop as Director.
 - **Registrar** – Alison Connor reported for Jeff Gerkin that the UTrack predictive assessment is up and running with emails out to students. Connor reported that Winter mini-term timetable goes live September 27th and registration begins October 4th for winter with classes to begin on January 3rd. It was also reported that spring 2022 timetable goes October 18th and registration will begin on November 1st
 - **Financial Aid** –no report.
 - **Transfer Center** –Wendy Davis reported a change of catalog language and process to align what we do with the recent change to the regional to national academic accrediting associations. Additionally, it was reported that transfer decisions will follow the timeline for first-year decisions release date, which is schedule for mid- December. An upcoming job posting for a transfer recruiter regional position for Nashville was also reported. More information is available [here](#).
- Student Life representatives
 - **Multicultural Student Life** – no report
 - **Center for Health and Wellness**-Lauri Dusselier reported that several programs are in full swing, and that the required FYS 101 module certificate downloading

has been fixed. More calendar events for Wellness Wednesdays can be found [here](#).

- **Dean of Students Care and Support** – no report
- **Student Government Association** -no report
- **Thornton Athletics Student Life Center**- Chris Johnson reported that the Thornton Center has a couple of positions to fill for the team with updates as they get finalized.
- **Office of Information Technology**- Stephanie Workman reported that OIT has been working behind the scenes on all the technical items as they relate to winter and spring terms of 2022.
- **Office of Institutional Research and Assessment** –no report.
- **Next meeting**—November 16, 2021, at 2:50 PM via Zoom

Curriculum Committee

The University of Tennessee, Knoxville Undergraduate Curriculum Committee Minutes of the Meeting October 5, 2021

Call to order: A regular meeting of the Undergraduate Curriculum Committee was held on October 5, 2021, via online meeting software. The meeting was called to order by Kathleen Thompson, Chair, when quorum was met at 2:53 pm.

Voting members present: Kathleen Thompson, Chair, Brian Ambroziak, Katherine Ambroziak (by proxy Brian Ambroziak), Mark Barker, Dawn Coleman, Kim Denton, George Drinnon, Kim Denton, Kristina Gordon, Devendra Potnis, John Stier, and Josh Weinhandl

Others present: Mary Beth Burlison, Alison Connor, Joanne Devlin, R.J. Hinde, Ozlem Kilic (represented by Margie Russell), Chris Lavan, Todd Moore, Missy Parker, Jana Spitzer, Virginia Stormer, and Molly Sullivan

Proposals:

- Three courses from the Courses-Not-Taught-in-Four-Years-or-More report were presented. One course will be kept and two will be archived.
- Minor changes to a program in the Honors & Scholars Programs were approved.
- The Committee approved for the Coordinator of Curriculum and Catalog in the Office of the University Registrar to correct mathematical errors in undergraduate programs without getting prior approval from this committee as long as the errors do not require a change in any of the course requirements for the program. Any such corrections will be documented at the next meeting of this committee.

Discussion: This committee will need to review the incorporation of approved Volunteer Core courses into the curriculum of each program. R.J. Hinde will provide a standard audit form for identifying Vol Core courses within each program. Programs will be required to submit the completed audit form with the proposed showcase. The completed forms will then be reviewed by members of this committee. Any academic unit that has a program with missing Vol Core course requirements will be required to resolve that missing piece before the program is approved for the 2022-2023 academic year.

Adjournment: The meeting was adjourned at 3:21 pm.

Approval of minutes: The minutes were certified correct via email on October 8, 2021.

Minutes submitted by: Molly Sullivan

Haslam College of Business
Effective Fall 2022

Courses

Interdepartmental
(BUAD) Business Administration

Low-
impact:
Course
not
taught in
4+ years

KEEP COURSE

(From Courses Not Taught in Four or More Years Report)

BUAD 401 - Peer Mentor Techniques (1)

Rationale: We'd like to retain. This is our peer mentor training course. Although we have recently been conducting training in a different manner that has not necessitated offering this course, there could be a need to offer the course again in the near future. Impact on other units: None. Financial impact: None.

Management and Entrepreneurship
(ENT)

Low-
impact:
Course
not
taught in
4+ years

ARCHIVE COURSE

(From Courses Not Taught in Four or More Years Report)

ENT 410 - Leadership in Nonprofits and Social Entrepreneurship (3)

Rationale: We'd like to archive. This is the base course of ENT 410S, which has been regularly offered the past few years. The department does not foresee offering the base course in the near future, just the S-version. Impact on other units: None. Course has not been taught in four or more years. Financial impact: None.

Tickle College of Engineering
Effective Fall 2022

Courses

(MSE) Materials Science and Engineering

Low-
impact:
Course
not
taught in
4+ years

ARCHIVE COURSE

(From Courses Not Taught in Four or More Years Report)

MSE 496 - Undergraduate Research (1-3)

Rationale: This is the base course to MSE 496R. Would like to keep 496 – it is a class with the R designation, and was only recently (2019) added to the catalog. We will be promoting it to our students as an alternative to 494. Those students engaging in independent research will be encouraged to sign up for 496R instead of 494. Impact on other units: None. Financial impact: None.

Honors & Scholars Programs
Effective Fall 2022

1794 Scholars Program

Programs

Low-
impact:
Revise
text

REVISE TEXT

1794 Scholars Program

Requirements

1794 students will complete one approved activity for each of the four program pillars each semester (fall and spring) the two years they are in the 1794 Scholars Program. A complete list of activities for each pillar will be provided on the Honors & Scholars Canvas site. During their first ~~year semester~~, students will take UNHO 101 in order to fulfill the academic engagement requirement (~~current and transfer admits in the fall semester, first-year admits in the spring semester~~). Students complete 25 hours of documented community service each year while in the program. Students will be expected to participate in honors coaching at least once per year while in the program. Students will be required to make timely progress towards graduation while maintaining a 3.0 cumulative GPA. Upon completion of the program, students will be expected to present their electronic portfolio as their culminating project.

Rationale: Revising to ensure information current and correct. As part of a larger initiative within the university, Honors is encouraging all first-year students to enroll in FYS 101 in the fall, so we now offer sections of UNHO 101 in the spring semester for our first-year students. Impact on other units: None. Financial impact: None.

General

Background

Errors in term and/or program total hours happen frequently when courses within the program are changed. For instance, if a course with 3 hours replaces a course with 4 hours or vice versa, the resulting totals may be off.

Proposal

If making a correction to course or program hours does not require revisions to the courses required for the program and does not go below the minimum of 120 hours for an undergraduate degree, allow the Curriculum Coordinator in the Registrar's office to work with the college to correct those numbers without requiring approval from the Undergraduate Curriculum Committee, Undergraduate Council, and Faculty Senate.

Any revision that requires changes to courses within the program will continue to require approval.

Sample

| Term 8 | | |
|--|------------------|--|
| NRSP 495, NURS 454 , NURS 457 , NURS 482, NURS 483S, NURS 488R , NURS 496 | 15 13 | NRSP 495, NURS 454, NURS 482, NURS 483S, NURS 488R, and NURS 496 with grades of B- or better |
| TOTAL | 123 | |

NRSP 495 (4 hours) + NURS 457 (3 hours) + NURS 482 (3 hours) + NURS 483S (2 hours) + NURS 488R (1 hour) + NURS 496 (1 hour) = 14 hours rather than the 15 shown in the original proposal, making the total for the program 122 hours.

Rationale: This will allow catalogs to be updated quickly, providing accurate information to students, advisors, and DARS encoders.

General Education Committee

The University of Tennessee, Knoxville General Education Committee Minutes of the Meeting September 8, 2021

Call to order: A regular meeting of the General Education Committee was held via online meeting software on September 8, 2021. The meeting was called to order by Sarah Colby, Chair, at 9:19 am.

Members and Subcommittee Chairs present: Sarah Colby, Chair, Brian Ambroziak, Katherine Ambroziak, Ken Baker, MariBeth Coleman, Chuck Collins, Alison Connor, Kim Denton, Jochen Denzler, George Drinnon, Megan Fields, Kristina Gordon, Erin Hardin, Simon Jolly, Ozlem Kilic (by proxy Margie Russell), Julie Longmire, Mike McFall, Barb Murphy, Lee Murphy, Tore Olsson, Drew Paul, Charissa Powell, Jeff Ringer, Lisi Schoenbach, Kathleen Thompson, Michelle Violanti, and Emma Wilcox

Others present: Mary Beth Burlison, K'Cindra Cavin, Betsy Gullett, R.J. Hinde, Jana Spitzer, and Molly Sullivan

Course Approvals

The following 20 courses were approved for Vol Core as noted.

- RA = Reapproval, already in the current general education curriculum, approved for Vol Core
- NGE = New to the Gen Ed category, but not new course, approved as noted
- NC = New course, approved as noted

These courses will be added to the Vol Core website(s) after approval by both the Undergraduate Council and the Faculty Senate.

AOC (Michelle Violanti)

1. CHIN 401 Contemporary Chinese Studies I (NGE)
2. CHIN 402 Contemporary Chinese Studies II (NGE)
3. IE 422 Industrial Engineering Design II (previously OC)
4. PLSC 210 Horticulture: Principles and Practices (NGE)

NS (Lee Murphy)

1. EPP 201 Impacts of Insects and Plant Diseases on Human Societies (RA, Non-lab)
2. NUTR 272 Chocolate, Cheese, and Wine (Non-lab, NC pending approval by Curriculum Committee)

AAH (Lisi Schoenbach)

1. ENGL 369 Writing Creative Nonfiction (NGE)

SS (Ken Baker)

1. GEOG 341- Contemporary Urban Spaces (NGE)

EI (Marleen Davis)

1. ALEC 485 - Global Sustainable Development Goals (NGE)
2. ALEC 499 - Undergraduate Research (NGE)
3. ENGL 492 - Off-Campus Study: Drama in New York (NGE)
4. ESS 424 - Environmental Stormwater Management (NGE)
5. IARC 376 - Design Development and Construction Detailing Documentation for Interior Architecture (NGE)

6. SPAN 494S - Hispanics in the US and Knoxville: Community Service Practicum (NGE, base course not approved)
7. MUTH 220 - Theory IV (also Vol Core QR)
8. REST 423 - Seminar in Early Christianity (currently WC, also Vol Core WC and GCI)
9. CLAS 299 - Research Practicum in Classics (currently WC, also Vol Core WC)
10. FDSC 430 - Sensory Evaluation of Food
11. FDSC 341- Food Engineering

WC (Jeff Ringer)

1. HTM 390 - Leadership and Managing Corporate Culture (replacing equivalent course HRT 390, which has been approved as WC)

Other Business:

A proposal was presented recommending that the name of this committee be changed from General Education Committee to Volunteer Core (General Education) Committee. The new name would reflect the unique general education curriculum that takes effect in Fall 2022 while also retaining language to allow students, advisors, and accreditors and other outsiders to easily locate UTK's core courses. The proposal was approved.

This change in name necessitates textual changes to the Guidelines of this committee. A few other edits were suggested to clarify or expand other parts of the Guidelines. After discussion, the proposal was revised and approved.

Adjournment: The meeting was adjourned at 10:54 am.

Next Meeting: The next meeting will be held **Wednesday, October 10, 2021**, beginning at 9:15 am, via online meeting software.

Approval of Minutes: These minutes were certified correct via email on September 13, 2021.

Minutes Submitted by: Molly Sullivan

Proposal to Change Name of the Committee and to Revise Guidelines

Volunteer Core (General Education) Committee Guidelines (approved [enter new date] ~~April 26, 2005~~)

Purpose

The committee serves as a standing committee of the Undergraduate Council to advise the Undergraduate Council on matters pertaining to general education. Specifically, the **Volunteer Core (General Education)** committee will

- Make and receive recommendations regarding the philosophy and requirements of the **Volunteer Core (General Education)** component
- Develop criteria and procedures for submitting, evaluating and approving courses that meet the University of Tennessee **Volunteer Core (General Education)** requirement
- Review and approve courses proposed for inclusion on the **Volunteer Core (General Education)** list of courses
- Recommend and implement policies and procedures for continual improvement of general education
- Facilitate and encourage campus dialogue and communication regarding general education

The **Volunteer Core (General Education)** committee will coordinate its activities with other committees of the Undergraduate Council (e.g., Curriculum, Academic Policy, and Academic Advising).

Membership Guidelines

The membership will consist of:

- 6-8 elected members of the Undergraduate Council
- the chair of each **Volunteer Core (General Education)** subcommittee
- a student member
- Representatives from each of the following units as appointed each year by the Chair of the Undergraduate Council in consultation with the Directors/Deans of these specific units:
 - Undergraduate Council Advising committee
 - Institutional Research and Assessment
 - University Libraries
 - Office of the Registrar

Ex-Officio Members

One representative from each college (e.g., Associate Dean) will act as ex-officio members of the committee.

Chair

The chair of the committee is selected for a two-year term from among the faculty members at the last meeting of the Spring semester. The chair may serve multiple terms.

If the chair is not an elected member of the Undergraduate Council, the chair will serve as an ex-officio member of that body.

The chair will coordinate with subcommittee chairs the assessment of courses within the category on a rotating basis.

Voting

All members of the committee may vote. A quorum consists of more than 50% of the members of the committee. Votes will pass if agreed on by a majority (more than 50%) of those voting. Members are encouraged to send a proxy if they cannot attend a meeting.

Process for Proposing New Courses

Faculty or departments can propose a course for inclusion in one or more **Volunteer Core (General Education) general-education** categories.

Proposals are submitted on the appropriate form to the chair **and secretary** of the **Volunteer Core (General Education) general-education** committee. The submission of the proposal will be noted in the **Volunteer Core (General Education) Course Proposal Database**.

The form will be sent to the appropriate subcommittee chair(s). The subcommittee(s) will review the proposal and then present their findings to the **Volunteer Core (General Education)** committee as a whole. If the proposal is approved, it is then sent to Undergraduate Council for its approval. The votes and decisions will be noted in the **Volunteer Core (General Education) Course Proposal Database**. The person submitting the proposal will be notified of the committee's and undergraduate council's decision.

Assessment of General Education Courses

Each course Courses on the **Volunteer Core (General Education)** list will be assessed **at least once every 10 years on a rotating basis**. The assessment process is outlined in the [General Education Course Assessment](#) document.

Expectations for Phasing out a **Volunteer Core (General Education) Course**

A course that is on the **Volunteer Core (General Education) general-education** list has the following expectations:

Any course that is to fulfill a **Volunteer Core (General Education) general-education** requirement must be proposed to and approved by the **Volunteer Core (General Education)** Committee and approved by the Undergraduate Council and Faculty Senate.

Courses on the **Volunteer Core (General Education) general-education** list in one year will be carried over to the next year's catalog.

Once a course is approved for a **Volunteer Core (General Education) general-education** requirement, it must continue to be taught following the approved **Volunteer Core (General Education) general-education** characteristics anytime it is offered.

If a department wishes to drop the **Volunteer Core (General Education) general-education** designation for a course:

- The Coordinator of Curriculum and Catalog must be informed of the intent to drop the **Volunteer Core (General Education) general-education** designation by October 1.
- There will be a 6-year phase out period for any course **all-courses** dropped from **either** the **previous** General Education **or the Volunteer Core (General Education) general-education** list.
- If still offered during the 6-year phase out period, a course must be taught following the approved General Education **or Volunteer Core (General Education)** characteristics.
- The department may choose not to offer a course if it does not wish to continue teaching it as a General Education **or Volunteer Core (General Education)** course during the 6 year phase out period.
- The General Education **or Volunteer Core (General Education)** designation for a dropped course will be date-ranged in the Undergraduate Catalog (both on the General Education **or Volunteer Core (General Education)** list and in the course description), on the list maintained on the web, and on students' DARS reports.

Courses dropped from the Undergraduate Catalog will be dropped from the General Education **or Volunteer Core (General Education)** list.

Archived courses (i.e., not listed in the UG Catalog but not dropped) will be temporarily dropped from the General Education **or Volunteer Core (General Education)** list but will be added back when the course is taught again. Once reinstated, the course must be taught following the originally approved **Volunteer Core (General Education) general-education** characteristics.

If a course is dropped from the UG Catalog but is reinstated with a new number through an equivalency table, it would need to be resubmitted to the **Volunteer Core (General Education)** Committee for approval in order to retain the **Volunteer Core (General Education)** designation.

If a department wants to change the **Volunteer Core (General Education) general-education** category(ies) for a course, the old course number must be dropped and a new course must be proposed to the UG Council and to the **Volunteer Core (General Education)** Committee.

*Undergraduate Council Minutes – Page U3654 – February 23, 2016
[new date and location]*

Subcommittees

Purpose

There are twelve subcommittees, one for each of the following areas:

- Communication through Writing (WC)

- Communicating Orally (OC)
- Applied Oral Communication (AOC)
- Quantitative Reasoning (QR)
- Arts & Humanities (AH)
- Applied Arts & Humanities (AAH)
- Global Citizenship US (GCUS)
- Global Citizenship International (GCI)
- Natural Sciences (NS)
- Social Sciences (SS)
- Engaged Inquiries (EI)
- Cultures & Civilization (C&C)

The subcommittees serve in an advisory role to the **Volunteer Core (General Education)** committee and are charged with management of the lists of courses to be included in the **Volunteer Core (General Education) general education** requirement for their respective subcommittee. Specifically, subcommittees:

- review and make recommendations for approving **Volunteer Core (General Education) general education** courses
- review courses for continuation as **Volunteer Core (General Education) general education** courses
- review student petitions for general education **or Volunteer Core (General Education)** courses
- coordinate with the chair of the **Volunteer Core (General Education)** Committee to assess courses

Subcommittees correspond with departments proposing courses and consult with faculty in revising course proposals.

Selection of Subcommittee Members

Members of the **Volunteer Core (General Education)** Subcommittees will be appointed by the Chair of the Undergraduate Council in consultation with the **Volunteer Core (General Education)** committee and the Undergraduate Council. **The subcommittee Chair can designate the duties to appoint members to their respective subcommittee to the Chair of the Volunteer Core (General Education) Committee. Once designated, the Chair of the Volunteer Core (General Education) Committee can designate others to fulfill the duty.**

Each subcommittee may range in size **as needed but is recommended to have from** 3-8 faculty members with representation from multiple colleges. Each subcommittee should have representatives with subject expertise in the general education category it represents.

Members will serve a 3-year term on a rotating basis and may serve multiple terms. The chair of each subcommittee will be appointed by the chair of the **Volunteer Core (General Education)** committee and will be selected from the pool of members with at least one year of service on the subcommittee.

Although the subcommittee members in all subcommittees may represent a diverse cross-section of disciplines and colleges, the chair of the subcommittees below will be selected as follows:

- Communicating through Writing chair will be **from English** ~~the Director of English Composition.~~
- Quantitative Reasoning chair will be from **Mathematics Math.**
- Communicating Orally chair will be from **Communication Studies** ~~Speech Communication.~~

Call to order: A regular meeting of the General Education Committee was held via online meeting software on October 6, 2021. The meeting was called to order by Sarah Colby, Chair, at 9:18 am.

Members and Subcommittee Chairs present: Chair Sarah Colby, Brian Ambroziak, Katherine Ambroziak (by proxy Brian Ambroziak), Ken Baker, MariBeth Coleman, Chuck Collins, Alison Connor, Marleen Davis, Kim Denton, George Drinnon, Megan Fields, Kristina Gordon, John Haas, Erin Hardin, Ozlem Kilic (by proxy Margie Russell), Julie Longmire, Mike McFall, Barb Murphy, Lee Murphy, Tore Olsson, Missy Parker, Drew Paul, Charissa Powell, Andy Puckett, Jeff Ringer, Lisi Schoenbach, John Stier, Carrie Stephens, Kathleen Thompson, and Michelle Violanti

Others present: Mary Beth Burlison, K'Cindra Cavin, Betsy Gullett, R.J. Hinde, Jana Spitzer, and Molly Sullivan

Course Approvals

The following 52 courses were approved for Vol Core as noted.

- RA = Reapproval, already in the current general education curriculum, approved for Vol Core
- NGE = New to the Gen Ed category, but not new course, approved as noted
- NC = New course, approved as noted

These courses will be added to the Vol Core website(s) after approval by both the Undergraduate Council and the Faculty Senate.

Written Communication (WC)

1. HIST 408 - Honors: Senior Paper (RA, honors version of HIST 499, which has already been approved)

Oral Communication (OC)

1. ANSC 360 - Equine and Food Animal Evaluation (RA)
2. HTM 390 - Leadership and Managing Corporate Culture (NGE)
3. ITAL 314 - Highlights of Italian Civilization, Culture, and Identity (NGE)
4. MSE 220 - Seminar (NGE)

Applied Oral Communication (AOC)

1. FWF 432 - Communicating Forestry, Wildlife, and Fisheries Issues (NC, pending approval by Curriculum Committee)

Arts and Humanities (AH)

1. AFST 353 - Religion, Race, and Ethnicity in North America (NGE, cross-listed with REST 353, REST is primary)
2. ALEC 211 - Foundations of Agricultural Leadership, Education and Communications (NGE)
3. CNST 316 - Topics in Religion and Film (NGE, cross-listed with REST 316, REST is primary)
4. JST 311 - Hebrew Bible/Old Testament (NGE, cross-listed with REST 311, REST is primary)
5. JST 312 - Early Judaism (NGE, cross-listed with REST 312, REST is primary)
6. PHIL 397 - Honors Studies in Philosophy (NC, pending approval by Curriculum Committee)
7. PLSC 180 - Landscape Design/Performance/Function (NGE)
8. REST 202 - Religion and Film (RA)
9. REST 353 - Religion, Race, and Ethnicity in North America (NGE, cross-listed with AFST 353, REST is primary)
10. REST 311 - Hebrew Bible/Old Testament (NGE, cross-listed with JST 311, REST is primary)
11. REST 312 - Early Judaism (NGE, cross-listed with JST 312, REST is primary)
12. REST 316 - Topics in Religion and Film (NGE, cross-listed with CNST 316, REST is primary)

Global Citizenship - United States

1. AFST 343 - Race and Ethnicity (NGE, cross-listed with SOCI 343, SOCI is primary)
2. ARCH 201 - The American City: Citizens of the 21st Century (NGE)
3. REST 361 - The American Jewish Experience (NGE)
4. SOCI 110 - Social Problems and Social Justice (NGE)

5. SOCI 120 - Introduction to Sociology (NGE, honors version is SOCI 127)
6. SOCI 127 - Introduction to Sociology (NGE, non-honors version is SOCI 120)
7. SOCI 343 - Race and Ethnicity (NGE, cross-listed with AFST 343, SOCI is primary)

Global Citizenship - International

1. ALEC 485 - Global Sustainable Development Goals (NGE)
2. CNST 482 Special Topics in Global Cinema (NGE, cross-listed with MFLL 482 and GLBS 482, MFLL is primary)
3. GERM 311 - Advanced Language I (NGE)
4. GERM 312 - Advanced Language II (NGE)
5. GLBS 482 Special Topics in Global Cinema (NGE, cross-listed with MFLL 482 and GLBS 482, MFLL is primary)
6. IARC 275 - People, Spaces, Experiences & Politics (NGE)
7. MFLL 482 Special Topics in Global Cinema (NGE, cross-listed with CNST 482 and GLBS 482, MFLL is primary)
8. REST 376 - Buddhism in South and Southeast Asia (NGE)
9. REST 379 - Chinese Religions (NGE)
10. UNHO 277 – Honors: Literature of the Conquest*
*Course was previously approved. This specific topic has now been approved.

Natural Sciences (NS)

1. GEOG 138 - Honors: Landscapes and Environmental Change NS/with lab (NC, pending approval by Curriculum Committee, equivalent non-honors course GEOG 132 has been approved as NS/with lab)
2. NUTR 285 - Fundamentals of Human Lactation NS/Non-lab (NC, pending approval by Curriculum Committee)

Social Sciences (SS)

1. ALEC 421 - Youth Development (NGE)
2. ECON 217 - Honors: Principles of Microeconomics (RA, equivalent non-honors version ECON 211 has already been approved as SS in Vol Core)
3. PUBH 220 - Social and Behavioral Theories in Public Health (NC, pending approval by Curriculum Committee)
4. UNHO 267 – Honors: Building the Livable City*
*Course was previously approved. This specific topic has now been approved.

Engaged Inquiries (EI)

1. AFST 443 - Topics in Black Literature (NGE, cross-listed with ENGL 443, ENGL is primary)
2. CLAS 299 - Research Practicum in Classics (NGE)
3. ENGL 443 - Topics in Black Literature (NGE, cross-listed with AFST 443, ENGL is primary)
4. HTM 102 - Introduction to the Business of Hospitality and Travel (NGE)
5. HTM 484 - Critical Sustainable Tourism (NGE)
6. NUTR 415 - Clinical Nutrition I (NGE)
7. NUTR 420 - Nutrition Research Design & Methods II (NGE)
8. PUBH 220 - Social and Behavioral Theories in Public Health (NC, pending approval by Curriculum Committee)
9. THEA 221 - Beginning Scene Study (NGE)
10. TPTE 435 - Apprentice Teaching in Science and Mathematics (NC, pending approval by Curriculum Committee)
11. WFS 440 - Wildlife Techniques (NGE)

Other Business:

Proposal: To create a new E suffix and courses granted the new E suffix would be considered equivalent to courses that are approved as EI in Vol Core as fulfilling the EI requirements for Vol Core.

Protocols: For courses that would have multiple sections and some of the sections would be taught using Engaged Inquires pedagogy and some would not, the department would submit a proposal for the course to be reviewed as an E. These proposals would be reviewed as if they were EI courses but the overall course would not be designated as EI, and only the sections of the course that are taught using that describe pedagogical approach would be designated as E.

Rationale:

- This would be of benefit as it would allow for more (large) courses that have multiple sections to potentially meet the EI requirements for Vol Core.
- This would also be of benefit because transfer students would be able to transfer in and get credit for a course without automatically receiving EI credit (in cases in which it did not meet the EI standards).
- This transfer evaluation process for EI would not apply for students transferring in with an Associate's Degree from a Tennessee school because they would have already met their Vol Core requirements.
- If a department requires an E version of a course in their showcase and has a transfer student take the course outside of UT without the E, the student can receive credit for the course, but would have to take the E or EI requirement in another course; however, this must occur as a petition request from the department on a case-by-case basis.
- If approved, this proposal will go from the General Education Committee to the Curriculum Committee for review. If the Curriculum Committee approves it, then it will move to the Undergraduate Council for review and then to Faculty Senate.

The committee approved this proposal, which will also need approval of the Undergraduate Curriculum Committee before being presented to the Undergraduate Council.

Discussions:

- The committee discussed policies and procedures for courses that are not approved. Current practice is for subcommittees to ask proposal submitters to revise and resubmit a proposal that does not meet the criteria of the Vol Core category. Subcommittees provide details regarding why the course was not approved and suggest specific revisions that could lead to course approval, repeating that procedure if the revision still does not meet the criteria. Courses are occasionally denied, but normally only after the subcommittee requests revision(s). For courses that are denied, the committee agreed to begin documenting the reason(s) within the committee's minutes.
- Some of the new committee members were unfamiliar with the differences between assessing a course proposal for inclusion in a particular Vol Core category and the periodic assessment of student learning within a Vol Core course to ensure the students are mastering the material as defined by the learning outcomes for that general education category. Faculty submitting proposals may also be confused about the two processes. One suggestion is to add clarifying language to all Vol Core application forms. The discussion may continue at a later date after new members have an opportunity to review the reassessment document, which details the process for SACSCOC-required reassessment. The link to the document is on the General Education Committee Guidelines webpage (<https://ugcouncil.utk.edu/general-education-committee-operating-guidelines/>) under the heading Assessment for General Education Purposes.

Adjournment: The meeting was adjourned at 11:03 am.

Next Meeting: The next meeting will be held **Wednesday, November 10, 2021**, beginning at 9:15 am, via online meeting software.

Approval of Minutes: These minutes were certified correct via email on October 11, 2021.

Minutes Submitted by: Molly Sullivan