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Undergraduate Council Meeting Minutes

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8-30-2022

## Undergraduate Council Minutes of Meeting August 30, 2022

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**The University of Tennessee, Knoxville  
Undergraduate Council  
Minutes of the Meeting  
August 30, 2022**

**Leadership and Elected Members present:** Chair Ken Baker, Vice Chair Jamie Coble, Past Chair Joanne Devlin, Brian Ambroziak, Justin Arft, John Bell, Richard Bennett, Dawn Coleman, Mari Beth Coleman, Kim Denton, Jochen Denzler, Manolis Doxastakis, Carolyn Hank, Erin Hardin (by proxy Ken Baker), Yuanyang Liu, Lindsay Mahony (by proxy Eva Cowell), Jennifer Richards (by proxy Ken Baker), Brittany Shelton, Kimberly Sims (by proxy Ken Baker), Anna Szynkiewicz (by proxy Brent Lamons), Kathleen Thompson (by proxy Phillip Moore), Josh Weinhandl, Nick Zhou (by proxy Richard Bennett)

**Ex-Officio Members present:** Patrick Akos, Katherine Ambroziak (represented by Brian Ambroziak), Jackie Behrens, Sarah Colby, Chuck Collins, George Drinnon, Kristina Gordon, Justin Howe (by proxy Kelly Waugh), Ozlem Kilic (represented by Margie Russell), Brent Lamons, Chris Lavan, Julie Longmire, Robert Mindrup, John Stier

**Student Members present:** Mark Hancock

**Others present:** Laura Brown, Leonard Clemons, Brian Coldren, Betsy Gullett, R.J. Hinde, William Lyons, Doug Renalds, Margie Russell, John Scheb, Molly Sullivan, Marianne Wanamaker

**Welcome and Call to order:** The meeting was called to order when quorum was determined at 2:35 pm by Ken Baker, Chair. Attendees briefly introduced themselves and the units they represent.

**Baker Civics Institute:** Marianne Wanamaker, Director of the Baker Center, Bill Lyons, Director of Policy Partnerships at the Baker Center, and John Scheb, a faculty fellow at the Baker Center, appeared to make a brief presentation on the newly created Institute for American Civics.

The Institute, which will be housed at the Baker Center, will offer courses and public programs. Prior to the appointment of a permanent director, which is likely to occur in the spring, the Institute will adopt a deliberate approach in deploying new courses.

Two courses will be proposed this fall to become part of the Vol Core curriculum. A course entitled "Construction and Reconstruction of the American Republic" will be proposed for the Global Citizenship-U.S. requirement. A course entitled "The State and Civil Society" will be proposed for the Global Citizenship-International requirement.

These courses will be designed to be interdisciplinary in character, so that they can be taught by faculty across several social science disciplines.

**Meeting Schedule for 2022-2023:** The schedule of meetings for the Council and its committees, as approved at the Council meeting of April 12, 2022, had been redesigned to align with the meetings of the Grad Council and Faculty Senate and to support the implementation of a new curricular change process and new software to facilitate that process. This schedule was reviewed again with a chart showing the interconnectedness of the meetings of the various committees, the two councils, and the faculty senate. During a related discussion, a question arose regarding deadlines; therefore, the original chart has been revised to show the deadlines for curricular proposals to complete the college-level approval and move to the next step. The revised chart is attached.

Deadlines for Volunteer Core and Experience Learning (N/R/S) courses are not changing and will continue to be October 15 to give time for subcommittee review before the proposals move to the corresponding full committee to review by cycle 4.

Curricular proposals that need THEC approval must be submitted no later than cycle 2 on the chart to gain full approval in time for inclusion in the upcoming catalog. All other proposals for the upcoming academic catalog must be submitted no later than cycle 4 on the chart. Corrections to proposals previously approved for the upcoming catalog and items for the next catalog may be submitted in cycle 5 or 6.

**New Curricular Change Software:** The university has purchased Curriculog, a curricular change software, that will interface with Acalog, the university’s catalog software, and Banner, the university's student information system. Implementation is taking longer than originally expected but should be ready by the middle of the semester or earlier. Training materials and training sessions are planned to introduce the software to users across campus.

**Vol Core Implementation:** R.J. Hinde gave a brief overview of the process that led to the decision to revise the university’s general education curriculum, Volunteer Core, which went into effect with the beginning of the 2022-2023 academic year.

**Committee Reports**

- **Advising Committee:** Jackie Behrens presented the minutes of the Advising Committee's meeting on April 19, 2022. The only item requiring a vote was the election of the new chair of this committee for the 2022-2023 academic year. The Council voted to approve the election of Jackie Behrens as the chair of the UG Advising Committee.
- **Appeals Committee:** Brent Lamons reported on the appeals for the past two academic years. That data is attached. This was Brent’s final year as chair of the Appeals Committee. Richard Bennett will be chair for the 2022-2023 academic year.

**Adjournment:** Ken Baker adjourned the meeting at 3:32 pm.

**Approval of minutes:** These minutes were certified correct via email on September 6, 2022.

**Minutes submitted by:** Molly Sullivan

**Attachments**

**Advising Committee ..... 6012**  
**Appeals Committee..... 6012**

## Undergraduate Meeting Schedule AY 22-23

Cycle	Curricular proposal thru college	Advising T 2:30	Gen Ed Vol Core W 9:10	Academic Policy W 1:50	Curriculum Committee T 2:30	Undergraduate Council T 2:30	Faculty Senate M 3:30
		Zoom	Zoom	Zoom	F2F	F2F	
0	N/A					8/30/22	9/19/22
1	8/15/22		9/7/22	9/7/22	9/13/22	9/27/22	10/17/22
2	9/19/22	9/20/22	10/12/22	10/12/22	10/18/22	11/1/22	11/21/22
3	10/17/22	11/8/22	11/9/22	11/9/22	11/15/22	11/29/22	2/6/23
4	12/19/22		2/1/23	2/1/23	1/31/23	2/14/23	3/6/23
5	1/23/23	2/7/23	2/22/23	2/22/23	2/21/23	3/7/23	4/3/23
6	2/27/23	3/21/23	3/22/23	3/22/23	3/28/23	4/11/23	5/1/23

### Advising Committee

The University of Tennessee, Knoxville  
 Advising Committee  
 Minutes of the Meeting  
 April 19, 2022

**Call to order:** A regular meeting of the Advising Committee was held via Zoom on April 19, 2022. The meeting was called to order by Chair Shanna Pendergrast at 2:52pm.

**In attendance:** Adams, Talisha; Aust, Ali; Behrens, Jackie; Bennett, Boucher, Jenny; Brown, Laura; Clemons, Leonard; Colby, Sarah; Davis, Wendy; De Furio, Laura; Devlin, Joanne; Duncan; Hansen, Lindsay; Gardner, Denise; Gillette, Julie Harkleroad, Laura; Harrington, Norma; Johnson, Chris; Liu, Yuanyang; Longmire, Julie; McKay Katie; Pitcock, Kirsten; Pendergrast, Shanna (Chair); Pierce, Joe; Stepanov, Natalie; Ward, Jenny; Woods, Tim;

**Action taken:** We had one voting agenda item, voting on a new chair for the 2022-2023 academic year. We had one nomination and voting member, Jackie Behrens, she was unanimously, voted in as the next chair. There will be four meetings next academic year, two each semester, on Tuesdays at 2:30 (to correspond with the valid class times).

Meeting adjourned

### Appeals Committee

The University of Tennessee, Knoxville  
 Appeals Committee  
 Undergraduate Council  
 Appeals Committee Annual Report

Readmissions and Reinstatement Recap  
Fall 2020 through Summer 2021  
Fall 2021 through Summer 2022

### Dismissal Appeals

Students who are academically dismissed have the opportunity to appeal for reinstatement rather than sitting out as required by the dismissal policy. From Fall 2020 through Summer 2022, a total of 1195 students were academically dismissed. Of those 1195 dismissed students, 150 (12.6%) filed a dismissal appeal seeking reinstatement rather than sitting out their required amount of time.

<b>Number of Academic Dismissals</b>			
<b>School Year</b>	<b>Total Dismissals</b>	<b># Appeals</b>	<b>% Dismissals Appealed</b>
2021-22	596	76	12.8%
2020-21	599	74	12.4%
2019-20	211	19	9.0%
2018-19	611	56	9.2%
2017-18	630	73	11.6%
2016-17	537	67	12.4%
2015-16	625	63	10.1%
2014-15	640	62	9.7%

There are two reasons why there are a lower number of dismissal appeals for the 2018-19 and 2019-20 academic years. The first is the introduction of the Dismissal Reinstatement program in Fall 2018. Through Dismissal Reinstatement, a segment of dismissed students is invited to participate in an academic support program the following semester without sitting out or submitting the dismissal appeal. The second reason is the suspension of academic dismissals following the Spring 2020 and Summer 2020 semesters in response to the COVID-19 pandemic. No students were dismissed following those semesters, so dismissal appeals were not needed.

Appeals are typically granted when students with a clear path to graduation demonstrate difficult external circumstances that impacted academic success. Further, students must demonstrate that they have taken steps to resolve matters and are now in a better position to succeed.

<b>Dismissal Appeal Decisions</b>				
<b>School Year</b>	<b># Appeals</b>	<b># Granted</b>	<b># Denied</b>	<b>% Granted</b>
2021-22	76	30	46	39%
2020-21	74	52	22	70%
2019-20	19	12	7	63%
2018-19	56	37	19	66%
2017-18	73	36	37	49%
2016-17	67	21	46	31%

### Readmissions Appeals

The Appeals Committee meets with students seeking readmission to UT following their second academic dismissals. Since their last dismissal, they must have completed 12 or more hours elsewhere with a 2.5 GPA or higher, in accordance with the UT dismissal policy. The Committee interviews these students in person, inquiring about success strategies, practical life concerns (time management, finances, etc.) and their curricular path to graduation. In most cases, students are granted readmission.

The Appeals Committee may also meet with students that are seeking readmission following a third total withdrawal from the university, in accordance with the UT total withdrawal policy. The Committee also holistically interviews these students.

From Fall 2020 to Summer 2022, 13 readmission applicants met the dismissal policy conditions. The Committee granted readmission to each of those 13 applicants.

<b>Number of Granted Readmission Appeals</b>	
<b>Year</b>	<b># Granted</b>
2021-22	6
2020-21	7
2019-20	10
2018-19	13
2017-18	9
2016-17	9

### **Temporary Policy Change – Retroactive Individual Course Withdrawal Appeals**

One of the university's responses to the COVID-19 pandemic was the temporary policy change to the Retroactive Individual Course Withdrawal Appeals. Under this change, students could submit an appeal to retroactively withdraw from any course in which they earned a grade of C- or below in a course with A-F grading, or an N-grade in a course with ABC/N grading. Documentation was required to support the appeal. Representation from the Undergraduate Appeals Committee holistically reviewed the appeals with consideration of potential financial aid impact and degree progression. This appeal opportunity was available in Fall 2020 and Spring 2021.

From Fall 2020 through Spring 2021, 199 Retroactive Individual Course Withdrawal Appeals were submitted through the temporary policy change. The Appeals Committee granted 123 (61.8%), denied 67 (33.7%), and removed 9 (4.5%). Appeals were removed if the student no longer wished to pursue the appeal, the granting of the W was not advantageous to the student, or if the appeal was more appropriate for the Retroactive Total Withdrawal Appeals Committee.

<b>Temporary Policy Change - Retroactive Individual Course Withdrawal Appeals</b>					
<b>Semester</b>	<b># Submitted</b>	<b># Granted</b>	<b># Denied</b>	<b># Removed</b>	<b>% Granted</b>
Spring 2021	72	40	30	2	55.5%
Fall 2020	127	83	37	7	65.4%

### **Retroactive Individual Course Withdrawal Appeals**

Students who were facing extenuating circumstances that impacted their ability to both perform in a course and withdraw from the course by the withdraw deadline during the semester may appeal for a Retroactive Individual Course Withdrawal. In these appeals, students must submit a personal statement describing their situation and why they are requesting the withdraw and provide supporting documentation from a professional (ie. medical, legal, instructors, Office of Title IX, etc.). Only classes in which the student has earned a grade of F, I, or N-grade in a course with ABC/N grading are eligible for the appeal. Appeals must be submitted within one calendar year of the semester in which the class was taken. Representation from the Undergraduate Appeals Committee holistically review the appeals with consideration of potential financial aid impact and degree progression.

From Fall 2020 through Summer 2022, 99 Retroactive Individual Course Withdrawal Appeals were submitted. The Appeals Committee granted 68 (68.7%), denied 14 (14.1%), removed 11 (11.1%), and 6 (6.1%) are still under review. Appeals were removed if the student no longer wished to pursue the appeal or the granting of the W was not advantageous to the student.

<b>School Year</b>	<b>Retroactive Individual Course Withdrawal Appeals</b>					
	<b># Submitted</b>	<b># Granted</b>	<b># Denied</b>	<b># Removed</b>	<b># In Progress</b>	<b>% Granted</b>
2021-22	72	45	14	7	6	62.5%
2020-21	27	23	0	4	0	85.2%

### **Retroactive Total Term Withdrawal Appeals**

Students who were facing extenuating circumstances that impacted their ability to both perform throughout a term and withdraw from the term by the total withdraw deadline may appeal for a Retroactive Total Term Withdrawal. In these appeals, students must submit a personal statement describing their situation and why they are requesting the withdraw and provide supporting documentation from a professional (ie. medical, legal, instructors, Office of Title IX, etc.). Only semesters

in which the student earned grades of F, I, or N-grade in a course with ABC/N grading in each of their classes are eligible for the appeal. Appeals must be submitted within one calendar year of the semester they are appealing. Representation from the Undergraduate Appeals Committee holistically review the appeals with consideration of potential financial aid impact and degree progression.

Retroactive Total Term Withdrawal Appeals were previously reviewed and processed by a committee in the Office of the Registrar. Beginning in late-Spring 2021, the review of these appeals was transferred to the Appeals Committee.

From Spring 2021 through Summer 2022, 45 Retroactive Total Term Withdrawal Appeals were submitted. The Appeals Committee granted 31 (68.9%), denied 8 (17.8%), removed 1 (2.2%), and 5 (11.1%) are still under review. Appeals were removed if the student no longer wished to pursue the appeal or the granting of the TW was not advantageous to the student.

<b>Retroactive Individual Course Withdrawal Appeals</b>						
<b>School Year</b>	<b># Submitted</b>	<b># Granted</b>	<b># Denied</b>	<b># Removed</b>	<b># In Progress</b>	<b>% Granted</b>
2021-22	31	21	4	1	5	67.7%
SP21- SU21	14	10	4	0	0	74.1%

### **Grade Appeals**

Students may appeal their end-of-term letter grade in a course on the basis of one or more of 4 grounds:

- A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident)
- Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper, examinations, or class attendance)
- Inability of instructor to deal with course responsibilities
- Grade Calculation Error

Grade appeals are processed through a series of up to four steps, which must be followed in order by the student: (1) Consultation with the course instructor; (2) Appeal to the department office; (3) Appeal to the college office; (4) Appeal to the Undergraduate Council. If a grade appeal is resolved to a student's satisfaction at any one of these four steps, subsequent steps are not required. End-of-term grade appeals that are based solely on allegations of grade calculation errors terminate after step (2) is completed. When submitting grade appeals, the student has the burden of proof to demonstrate that one or more of the grounds for appeal applies.

From Fall 2020 through Summer 2022, 1 Grade Appeal was reviewed by the Appeals Committee. The Committee voted to deny that appeal.

<b>Grade Appeal Decisions</b>				
<b>School Year</b>	<b># Appeals</b>	<b># Granted</b>	<b># Denied</b>	<b>% Granted</b>
2021-22	1	0	1	0%
2020-21	0	N/A	N/A	N/A