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Undergraduate Council Minutes of Meeting November 1, 2022

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**The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Meeting
November 1, 2022**

Leadership and Elected Members present: Chair Ken Baker, Vice Chair Jamie Coble (by proxy Richard Bennett), Past Chair Joanne Devlin, Justin Arft (by proxy Ken Baker), John Bell (by proxy George Drinnon), Richard Bennett, Dawn Coleman, Mari Beth Coleman, Kim Denton, Jochen Denzler, Manolis Doxastakis, Eric Haley (by proxy Julie Longmire), Carolyn Hank, Erin Hardin, Yuanyang Liu, Lindsay Mahony (by proxy Eva Cowell), Andy Puckett (by proxy George Drinnon), Jennifer Richards, Brittany Shelton, Kimberly Sims, Chelsea Smith (by proxy Ken Baker), Anna Szyrkiewicz (by proxy Brent Lamons), Kathleen Thompson, Jonathan Walton, Josh Weinhandl, Nick Zhou (by proxy Richard Bennett)

Ex-Officio Members present: Patrick Akos, Jackie Behrens, Brendan McConville, George Drinnon, Ozlem Kilic (represented by Margie Russell), Chris Lavan, Julie Longmire, Robert Mindrup, Elisabeth Schussler

ROTC Units Member: Kelly Waugh

Student Members present:

Others present: Laura Brown, Brian Coldren, Alison Connor, William Jennings, Brent Lamons, Margie Russell, Molly Sullivan, Merrill Walker

Welcome and Call to order: The meeting was called to order by Ken Baker, Chair, when quorum was determined at 2:33 pm.

Committee Reports

- **Advising Committee**

The Advising Committee held a regularly scheduled meeting on September 20, 2022. The Committee did not have any items that required a vote by the UG Council. The minutes of that meeting are attached for reference.

- **Curriculum Committee**

The Curriculum Committee had one minor correction to a catalog entry. That item was approved by the UG Council without opposition.

- **Volunteer Core Committee**

- Twelve courses were presented for approval in Vol Core. The UG Council approved those courses.
- One item, the removal of the Written Communication (WC) designation for MSE 405, was presented as informational only. The course is completing the required six-year teach-out period during the 2022-2023 academic year, so the designation will be removed effective fall 2023. No action was needed by the UG Council.
- Two changes to the Committee's operating guidelines were presented.
 - A process for an appeal of a rejected Vol Core course proposal was presented and discussed. The UG Council decided the proposal needed additional clarification regarding justification for an appeal; the composition of the appeal's review committee, especially since the current proposal only calls for one member of the subcommittee that rejected the initial proposal; justification for the appeals committee to override the decision of the subcommittee, which is made up of experts on the Vol Core category being considered; and greater detail regarding the process itself. The UG Council decided to send the proposal back to the Vol Core Committee for revision; therefore, the proposal was not approved. The proposal is included in these minutes for informational purposes.
 - Due to the amount of information the Volunteer Core Committee Chair must

know to lead the committee efficiently, the Committee recommended adding the position of Chair Elect whose term would overlap with the Chair's term. Vol Core Chairs are elected for a two-year term. The proposal suggested a Chair Elect would serve during the second year of the Chair, giving the Chair Elect one academic year to learn under the current Chair before beginning a two-year term as Chair. The proposal was approved.

Other Items:

- Ken Baker, UG Council Chair, explained that after the Faculty Senate voted to approve the UG Council minutes from Sept 27, they had questions regarding the proposal from the Baker Center to add two courses. Dr. Baker was unable to answer some of the questions to their satisfaction, and the Senate voted to withdraw approval of the minutes. Dr. Baker has contacted faculty from the Baker Center, and they will be present at the next Faculty Senate meeting to more fully address their questions. At this point, no items from the UG Council minutes from September 27 have been officially approved by the Senate. They will be re-submitted at the next Faculty Senate meeting.
- Ken Baker also gave a brief update on the work that is being done by the UG leadership team in cooperation with the UG Curriculum Committee Chair and others to improve the curriculum review process in response to a request by the Senate. No action was needed at this time.

Adjournment: Ken Baker adjourned the meeting at 3:28 pm.

Approval of minutes: These minutes were certified correct via email on November 7, 2022.

Minutes submitted by: Molly Sullivan

Attachments

Advising Committee	6107
Curriculum Committee	6109
Volunteer Core (General Education) Committee	6110

Advising Committee**The University of Tennessee, Knoxville
Advising Committee
Minutes of the Meeting
September 20, 2022**

In attendance: Baker, Kenneth; Beckman, Julie; Behrens, Jackie; Bennett, Bocangel, Jessica; Boucher, Jenny; Brown, Laura; Clemons, Leonard; Colby, Sarah; Coldren, Brian; Davis, Wendy; De Furio, Laura; Devlin, Joanne; Duncan, Rachel; Dusselier, Lauri; Gardner, Denise; Gonzalez, Vanessa; Gillette, Julie; Hansen, Lindsay; Harkleroad, Laura; Harrington, Norma; Johnson, Chris; Liu, Yuanyang; Longmire, Julie; McKay, Katie; Pitcock, Kirsten; Pendergrast, Shanna; Pierce, Joe; Rayborn, Amber; Spitzer, Jana; Stepanov, Natalie; Steward, Marshall; Ward, Jenny; Woods, Tim; Workman, Stephanie

1. Welcome and call to order – Jackie Behrens
2. Old Business – None
3. New Business—None
4. Standing Reports
 - Associate Vice Provost for Student Success -Leonard reported that the recent Advising Conference that took place earlier this month at the UT Conference was successfully well attended with great feedback on assessment thus far. Leonard also reported the launch of the Steering Committee for the Strategic Planning with a kickoff starting on Friday, September 23rd, and the launch of the campus-wide Academic Advising Website.
 - Undergraduate Council – Kenneth Baker, chair of the Undergraduate Council announced that Faculty Senate met on September 19th with a charge to the Undergraduate Council to provide a summary report in the chain of curriculum changes to identify weak spots and to propose remedies. Kenneth and Joanne Devlin are initiating a small team and are looking for a volunteer from the advising community to join the small team to answer questions regarding enrollment projections and when the advising receives the projections.
 - Academic Policy Committee –Jackie Behrens reported the approval of two new policies.
 - Gen Ed Committee –Sarah Colby reported on the launch of Vol Core for the fall semester 2022.
 - Division of Student Success representatives
 - Academic Inclusion Initiatives -no report.
 - Academic Success Center – Jana Spitzer reported on the continuation of formalizing relationships between colleges and the Academic Success Center. Jana also reported that the First-Year Studies group coaching is under way and coaches were sent a reminder about how students complete their success plans for the first assignment. Additionally, Jana reported that the Academic Alert Campaign will begin in the upcoming week.
 - Center for Career Development – Jenny Ward reported that the Job Fair series is next week to be held in the Student Union, and she encouraged advisors help promote the activity. More information on job fairs and events can be found here.
 - First-Year Programs – no report.
 - Honors and Scholars Programs – Natalie Stepanov reported that there are a few curriculum changes and updated materials will be sent to all the advising centers soon. Natalie also reported that starting January 2023, the Office of Honors and Scholars will be changing their name to University Honors.
 - Office of National Scholarships and Fellowships- no report.
 - Orientation and Transition – Lindsay Hansen reported that Big Orange Welcome for fall 2022 has reached its end and programming for 2023 has begun. Lindsay also provided an update that the Office of Orientation and Transition are working

on a three-year calendar that is currently being reviewed; this will help colleagues across campus with programming for the future.

- Academic Advising Leadership Group – no report.
- TennACADA -Amber Rayborn reported that the TennACADA group are working on two events: one event to be social event via Zoom on Halloween and the second event to be held in-person on Study Day.

- Enrollment Management Administration representatives
 - Admissions – no report.
 - One Stop – Julie Gillette reported that the admission applicants are up since this date last year, and that the office of One Stop are hosting some events across the state with a few weeks. Additionally, Julie updated that the week of September 19th is free application week for high school students in the state of Tennessee, and it is anticipated that more applications will be coming through within the week. Julie updated the One Stop office are doing proactive outreach with students to solve potential issue, and she shared that September 29th is the second installment for students as it relates to financial aid along with the FAFSA Campaign for the 2023-2024 school year opens October 1st.
 - Registrar – Brian Coldren reported that the DARS team are working on coding in degree audits for Vol Core, and for any issues that arise, Brian advises to reach out to him or Alison Connor to address those corrections. Brian also reported that the advising community can clear advisees for spring registration as of this date. Brian reported that the Registrar’s office has published a website with deadlines for schedulers, dates for advising flags, along with registration dates and timetable release dates. More information on can be found here.
 - Financial Aid – no report.
 - Transfer Center- no report.
- Student Life representatives
 - Multicultural Student Life- no report.
 - Center for Health and Wellness- Lauri Dusselier reported that the Center for Health and Wellness are busy with activities centered around alcohol, risk reduction and the prevention of sexual misconduct along with programming for stress management and mental health. Lauri shared that a new campaign is under way this year entitled Consent Is., and there will be t-shirts given out monthly around campus to encourage UTK Wellness, T-shirt Tuesdays. Lauri updated that the Vol module for FYS 101 was removed and is currently being fixed by programmers. Requests for presentations for FYS 101 are being taken for topics such as mental health, sexual assault, alcohol, etc. More information is available on their website.
 - Dean of Students Care and Support – no report.
- Student Government Association -no report.
- Thornton Athletics Student Life Center- Chris Johnson reported on an updated contact sheet to be sent to the Advising Committee group that includes information on all of Thornton Athletics’ academic counselors, associated sports, and practice dates. Chris also extended an open invitation to any unit that would like to join their staff for updates or programs changes can meet with them as a team on September 22nd at 2 pm.
- Office of Information Technology- Stephanie Workman reported that OIT is working on finishing up initiatives for fall, issues related to Vol Core, as well as the initiatives coming soon as it relates to the new CRN system and a new payroll system. Stephanie reminded the group regarding the test course equivalency flag, to only clear this flag at it

relates to your students.

- Office of Institutional Research and Assessment –Denise Gardner reported that the office of Institutional Research is finalizing fall number and will have reports sent out soon.
- Meeting adjourned.
- Next meeting—November 8th

Curriculum Committee

**The University of Tennessee, Knoxville
Curriculum Committee
Minutes of the Meeting
October 18, 2022**

Call to order: A regular meeting of the Undergraduate Curriculum Committee was held on October 18, 2022. The meeting was called to order by Kathleen Thompson, Chair, when quorum was met at 2:30 pm.

Voting members present: Chair Kathleen Thompson, Brian Ambroziak, Dawn Coleman, Kim Denton, Manolis Doxastakis, Carolyn Hank (by proxy Wade Bishop), Ozlem Kilic (by proxy Margie Russell), Brendan McConville, Robert Mindrup, Kimberly Sims, Jonathan Walton, and Josh Weinhandl

Others present: Patrick Akos, Shelby Bacon, Ken Baker, Laura Brown, Brian Coldren, Alison Connor, Erin Darby, Joanne Devlin, George Drinnon, Kristina Gordon, Betsy Gullett, R.J. Hinde, Chris Lavan, Julie Longmire, Tammy Renalds, Molly Sullivan, Merrill Walker

Proposals:

The one low-impact correction was made to Retail and Merchandising Management Major, BS in Retail, Hospitality, and Tourism Management with revising the credits hours for ³ECON 201* or ECON 207* from three (3) to four (4).

The proposal was approved.

Informational Items:

- Ken Baker reported that the Undergraduate Curriculum Committee minutes were initially approved by the Faculty Senate and then they were rescinded due to concerns regarding the creation of the new subject code and two new lower-level courses for the Institute for American Civics. The motion to approve the minutes was tabled until the next Senate meeting.
- Ken Baker also presented recommendations for revising the Curriculum Revision process to assure that all affected units would have the chance to review and comment on proposed changes. No action was taken at this time.
- Ken Baker also recommended that the UGC review and revise the impact ratings on pages 4 and 6 of the Curricular Submission Guide to include the recommendations from the Curriculum Review Task Force report that are proposed in Appendix B of the report. Members were instructed to review both documents for discussion at the next UGC meeting in November.

Adjournment: The meeting was adjourned at 2:55 pm.

Approval of minutes: The minutes were certified correct via email on October 24, 2022.

Minutes submitted by: Kathleen Thompson and Molly Sullivan

Attachments**College of Education, Health, and Human Sciences****Department of Retail, Hospitality, and Tourism Management**Low-
impact:
Correct**CORRECTION****Retail and Merchandising Management Major, BS in Retail, Hospitality, and Tourism Management**

Term 4		
³ MGT 201	3	Complete at least 54 hours by the end of the term
RMM 310	3	
RMM 150	1	
³ ECON 201* or ECON 207*	4 3	
Volunteer Core Elective*	3	

Rationale: To correct the entry to reflect the actual hours for this course. The total credit hours for the program were correct, so no additional edit is needed.

Volunteer Core Committee

**The University of Tennessee, Knoxville
Volunteer Core (General Education) Committee
Minutes of the Meeting
October 12, 2022**

Call to order: A regular meeting of the Volunteer Core (General Education) Committee was held via online meeting software on October 12, 2022. The meeting was called to order by Chair Sarah Colby when quorum was met at 9:11 am.

Members and Subcommittee Chairs present: Chair Sarah Colby, Justin Arft, Kristen Block, Mari Beth Coleman, Chuck Collins, Alison Connor, Marleen Davis, George Drinnon, Megan Fields, Erin Hardin, Ozlem Kilic (by proxy Margie Russell), Julie Longmire, Lindsay Mahony, Lee Murphy, Drew Paul, Brittany Shelton, Carrie Stephens, John Stier, Kathleen Thompson, Michelle Violanti, Daniel Wallace, and Nick Zhou

Others present: Patrick Akos, Ken Baker, Laura Brown, Betsy Gullett, R.J. Hinde, Marissa McKeague, and Molly Sullivan

Course Approvals

Twelve 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

Arts and Humanities (AH)

1. UNHO 257 - Honors: Special Topics in the Arts and Humanities/Animals, Angels, Automata: The (Non)Human in German Culture (approving specific topic)

2. UNHO 258 - Special topics in the Arts and Humanities/James Agee's America (approving specific topic)

Engaged Inquiries (EI)

1. ELPS 201 - Foundations of Leadership Studies (NGE)
2. ELPS 207 - Foundations and Theories of Leadership Studies (NGE, honors version of ELPS 201)
3. ECE 351 - Digital Systems Design (NGE)
4. ECE 357 – Honors: Digital Systems Design (NGE, honors version of ECE 351)

Global Citizenship - International

1. ARTH 443 - Islamic Art in Global Context I: Medieval
2. ARTH 456 - Global Baroque Art and Architecture
3. POLS 464 - Fear and Bias in Migration Politics (NGE)
4. REST 311 - Hebrew Bible/Old Testament (cross-listed with JST 311, REST 311 is primary)
5. REST 436 - Seminar in Islamic Studies (NGE)

Natural Sciences (NS)

1. GEOL 210 - Life, the Universe, and Everything (non-lab)

Drop Vol Core (General Education) designation from course after the teach-out period

MSE 405 - X-ray Diffraction will complete the teach-out period for WC designation at the end of the 2022-2023 academic year. That WC designation is under the old general education curriculum and does not affect Vol Core. Therefore, the WC will be removed from MSE 405 effective fall 2023 and the department will no longer need to teach the course to WC requirements or to require the WC prerequisite. This item did not require a vote because dropping the WC designation was approved six years ago. The item is included in these minutes in order to have documentation of when/why the designation was removed.

Proposals to revise the operating guidelines for this committee

- **Appeal of a rejected proposal:** When a notice of “reject” for a proposal is returned to the submitter, a request for an additional review can be made to the Volunteer Core (General Education) Committee Chair via email. A request for additional review that is submitted to the Volunteer Core (General Education) Committee Chair will initiate a review of the proposal and subcommittee’s decision by the Undergraduate Council members serving on the Volunteer Core (General Education) Committee with a representative from the subcommittee. Decisions of that review can include support for the subcommittee’s decision, ask for different revisions from the submitter, or approval of the proposal. Revisions made would be resubmitted to the Undergraduate Council members serving on the Volunteer Chair (General Education) Committee along with a representative from the subcommittee. The decisions of the Undergraduate Council members serving on the Volunteer Chair (General Education) Committee members will then be brought to the full Volunteer Core Committee for discussion.
- **Add a position of Chair-elect:** A position of Chair-elect will be added to the Volunteer Core (General Education) Committee. The terms of service for the new position would be one year as Chair-elect (elected every other year) followed by a two-year term as Chair.

Adjournment: The meeting was adjourned at 10:43 am.

Next Meeting: The next meeting is scheduled for November 9, 2022.

Approval of Minutes: These minutes were certified correct via email on October 21, 2022.

Minutes Submitted by: Molly Sullivan