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Undergraduate Council Meeting Minutes

Office of the Provost

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3-7-2023

## Undergraduate Council Minutes of Meeting March 7, 2023

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**The University of Tennessee, Knoxville**  
**Undergraduate Council**  
**Minutes of the Meeting**  
**March 7, 2023**

**Leadership and Elected Members present:** Chair Ken Baker, Vice Chair Jamie Coble, Past Chair Joanne Devlin, Brian Ambroziak, Justin Arft (by proxy Ken Baker), Richard Bennett, Dawn Coleman, Mari Beth Coleman, Kim Denton, Jochen Denzler, Eric Haley (by proxy Julie Longmire), Carolyn Hank (by proxy Julie Longmire), Yuanyang Liu (by proxy Ken Baker), Andy Puckett, Jennifer Richards, Brittany Shelton, Kimberly Sims, Chelsea Smith, Anna Szykiewicz, Kathleen Thompson, Josh Weinhandl, Nick Zhou (by proxy Richard Bennett)

**Ex-Officio Members present:** Patrick Akos, Jackie Behrens, Sarah Colby, George Drinnon, Chris Lavan, Julie Longmire, Brendan McConville, Robert Mindrup, Phillip Moore, Elisabeth Schussler, John Stier, Teresa Walker

**ROTC Units Member:**

**Student Members present:**

**Others present:** Laura Brown, Brian Coldren, Alison Connor, Shanna Pendergrast, 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 February 7, 2023. No action was needed by the Undergraduate Council.
- **Curriculum Committee**
  - The Curriculum Committee presented two proposals: a course name change and a new minor from ROTC. After discussion, both proposals were approved by the Council.
  - The Council again discussed the item regarding course credit for a 4-H Project Level II Portfolio. On September 23, 2016 the Undergraduate Council approved avenues for college course credit via 'Examinations', such as AP or IB exams. The 4-H Portfolios are slightly different in that credit would not be based on an exam score. Instead, the Portfolios are multiyear projects, and course credit for lower-level courses in certain departments would be based on a rubric, judged by appropriate faculty from the respective department. Council members present at this meeting were generally supportive, but overall felt that this should be presented as a voting item rather than an informational item in the spirit of transparency and because of the subtle difference between 'examination' and 'portfolio'. The proposing College will reexamine the proposal language to ensure that their intended careful review and approval of course credit for these portfolios ensures course credit appropriately. Simultaneously, Academic Policy will re-examine the spirit of the language in the catalog regarding mechanisms for awarding course credit (Credit by Examination). This item will then come before the next Undergraduate Council meeting.
- **Volunteer Core Committee**  
The committee did not present any proposals for Vol Core at this meeting. Their most recent meeting focused on procedures and did not result in any items that required a vote by the Council.

**Other Business:**

Brian Coldren, Assistant Vice Provost for Academic Initiatives and University Registrar, gave an update on the implementation of Curriculog, the new software designed to support the university's curricular change processes. Implementation has taken longer than originally anticipated, but he was able to show samples from another university's active Curriculog site. Testing of UTK's Curriculog will begin within the next month or so and the Registrar's Office is preparing training materials. Progress will be slowed temporarily while staff working on the new software take time to enact recently approved proposals in the Banner student information system and the 2023-2024 undergraduate catalog. Staff will return to working on Curriculog implementation as soon as possible.

Ken Baker, UGC Chair, addressed the need of elected members taking on leadership roles for the 2023-2024 academic year. The Academic Policy Committee, Curriculum Committee, and UG Council will all need new chairs or, in the case of the UG Council, a chair-elect/vice chair for the next academic year. Elections will be held at the last meeting of the 2022-2023 academic year for each of these groups. Ken also called attention to the Student Need Survey, which is being conducted this spring.

**Adjournment:** Ken Baker adjourned the meeting at 3:51 pm

**Approval of minutes:** These minutes were certified correct via email on March 13, 2023.

**Minutes submitted by:** Molly Sullivan

**Committee Reports**

<b>Advising Committee</b> .....	<b>6574</b>
<b>Curriculum Committee</b> .....	<b>6576</b>
<b>Volunteer Core (General Education) Committee</b> .....	<b>6580</b>

<b>Advising Committee</b>
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**The University of Tennessee, Knoxville  
Advising Committee  
Minutes of the Meeting  
February 7, 2023**

In attendance: Beckman, Julie; Behrens, Jackie; Bennett, Bocangel, Jessica; Brown, Laura; Clemons, Leonard; Colby, Sarah; De Furio, Laura; Duncan, Rachel; Dusselier, Lauri; Gardner, Denise; Gonzalez, Vanessa; Gillette, Julie; Hansen, Lindsay; Hatfield, Heather; Harkleroad, Laura; Johnson, Chris; Liu, Yuanyang; McKay, Katie; Pitcock, Kirsten; Pierce, Joe; Rayborn, Amber; Spitzer, Jana; Stepanov, Natalie; Steward

1. Welcome and call to order – Jackie Behrens
2. Old Business – None
3. New Business
  - a. Academic Appeals-Academic Success Center-Jenny Boucher reported that retroactive withdrawal appeal form on the Academic Success Center [website](#) has been updated with important guidelines, considerations, and other important information for the advising community. Jenny reported that Max Sizer taken a new roll in Student Conduct, but that any coach in Academic Success Center can help a student with questions regarding an appeal. Jenny also reported that when working with student appeals financial aid continues to be a concern during the term or retroactively, and that

both Academic Success Center and One Stop should be considered when talking about financial aid.

- b. Committee Chair-Jackie Behrens reported that the next meeting new committee chair will be accepting nominations and will put a call out for the next academic year.

#### 4. Standing Reports

- Associate Vice Provost for Student Success- Leonard Clemons reported on retention numbers and academic advising strategic planning process. Leonard reported that the fall to spring persistence numbers had significant increases for student populations, and to record is the highest as an Institution at 96.9% as of February 7, 2023. Denise Gardner reported a name change for the [Institution Research and Strategic Analysis](#) (IRSA) has a public available retention graduation dashboard. Leonard reported that the academic advising strategic planning process is near completion and are being sent to campus stakeholders for feedback before being assessed by Provost before final publication mid-spring.
- Undergraduate Council –no report.
- Academic Policy Committee –no report.
- Gen Ed Committee –Sarah Colby reported on progress with petitions, written protocols, and the new Vol Core chair has authority to approve petitions.
- Division of Student Success representatives
  - First Generation Initiatives – no report.
  - Academic Success Center – Jana Spitzer reported that success workshops would take place during the month of February, the alert campaign will start around February 21<sup>st</sup> with instructors receiving feedback regarding first-time and transfer students. The Academic Success Center asks the advising community check-in with students on probation to ensure completion of academic modules, two academic coaching meetings and a Vols Start back event.
  - Career Development and Academic Exploration- Jenny Ward updated on spring events—"Prepare for the Job Fair" will take place on February 9<sup>th</sup> 12-4 pm and the Spring Job Fair will begin on February 21<sup>st</sup> 2-6pm in Thompson Boling Arena. More details can be found on their [website](#) and [Handshake](#).
  - First-Year Programs –no report.
  - Honors and Scholars Programs – no report.
  - Office of National Scholarships and Fellowships-no report.
  - Orientation and Transition- Lindsay Hansen updated that the Winter Welcome program had high numbers of attendance, around 50 percent of students, and three more weeks of programming ending last week in February and led by Steven Cheppo. Jenny reported that on March 1 advising registration to new students opens. She also reported that the office of Orientation and Transition currently have two vacancies to be filled by mid spring: Assistant director and Associate Director replacing Carrie Hensley and Adam White.
- Academic Advising Leadership Group –Leonard reported on the implementation for the Advising Strategic plan under way.
- TennACADA -no report.
- Enrollment Management Administration representatives
  - Admissions –Heather Hatfield reported for Norma Harrington that the Admissions office are releasing the second group of decisions by February 20 with around 3400 more students to be admitted.
  - One Stop –Julie Gillette updated that One Stop will be mailing out Financial Aid packets by mid-March, and that a webinar on February 20 will be held for transfer students. Julie also updated that the One Stop will be re-evaluating the process of spring payments and requirements for students. Any classes

- after February 6<sup>th</sup> does not count towards financial aid for the semester.
- Registrar – Allison Connor updates that the U-trac reassessment ran last Friday, February 3<sup>rd</sup> and emails went out with 145 students who are back on track will run the U-trac predicative assessment this week. Fall undergraduate diplomas will be shipped out next week. More information, updates and deadlines can be found on their [website](#).
- Financial Aid – no report.
- Transfer Center- no report.
- Student Life representatives
  - Multicultural Student Life- NaQuaina Moore updated on events being held during Black History Month programming. More information on events can be found at [tiny.utk.edu/bhm](http://tiny.utk.edu/bhm). Students are currently be recruited for the Diversity Educators and Multicultural Mentors.
  - Center for Health and Wellness- Lauri Dusselier updated on Consent Tuesdays and to wear your t-shirts every Tuesday-Consent is Tuesdays given out at TRECS on March 7<sup>th</sup> 11- 1 pm. March 8<sup>th</sup> is Fresh Check Day to be held on Ped Walkway at 11 am. Fresh Check Day is an organization created by parents of a student's suicide to provide resources that are uplifting mental health resource fairs. More information or requests can be found on their [website](#).
  - 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 is recruiting for Assistant Director position that will work primarily with the Men and Women's Track and Field student athletes.
- Office of Information Technology- no report.
- Institutional Research and Strategic Analysis –no report.
- Meeting adjourned.
  - Any interest in becoming next year's Committee Chair will be voted on at next meeting.
- Next meeting—March 21<sup>st</sup>

### Curriculum Committee

#### The University of Tennessee, Knoxville Curriculum Committee Minutes of the Meeting February 21, 2023

**Call to order:** A regular meeting of the Undergraduate Curriculum Committee was held on February 21, 2023. 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 (by proxy Katherine Ambroziak), Toby Boulet, Dawn Coleman, Kim Denton, Manolis Doxastakis, Carolyn Hank, Lindsay Mahoney (by proxy George Drinnon), Brendan McConville, Urmila Seshagiri (by proxy Dawn Coleman), Kimberly Sims, Jonathan Walton, and Josh Weinhandl

**Others present:** Katherine Ambroziak, Ken Baker, Laura Brown, Brian Coldren, Alison Connor, George Drinnon, Kristina Gordon, Betsy Gullett, Chris Lavan, Julie Longmire, Michael McKinny, Demetria Mellis, Jonathan Ring, Margie Russell, John Scheb, and Merrill Walker

**Proposals approved:**

- The proposal to revise the title of COUN 460 was approved without discussion.
- The proposal to add a Reserve Officers Training Corps (ROTC) minor was approved with one abstention. There was no one at the meeting representing ROTC. It was requested that the impact be changed from a low-impact to mid-impact. The committee agreed with the rationale associated with financial aid but some questions were asked regarding whether the optional courses, specifically seven (7) credits would meet the requirements and be covered. It was decided that these concerns could be addressed when brought to the University Council.

### Informational Item

The 4-H Proficiency Exams item was brought back to the committee from last meeting. Members had several questions about who the “credentialed faculty” would be and what the specific course rubrics would involve. An example of a rubric was distributed at the meeting. This was an informational item only as the Provost had already proposed this addition.

**Election of Committee Chair for 2023-2024.** Kathleen Thompson asked if anyone wanted to nominate or volunteer for the role of chair. There were no volunteers but members were asked to consider as a chair will need to be identified at the next meeting.

**Items from the floor:** Ken Baker requested that we discuss and think about the curriculum revision process to determine if it could be simplified. For example, Ken Baker recommended that the showcases be removed from the agenda and placed as appendices. However, if this process is implemented it was noted that any changes on a showcase would have to be included in the agenda narrative. Brian Coldren and Allison Conner provided an update regarding Curriculog. The implementation process has taken much longer than expected and testing will begin after March 1 with a core group of individuals before expanding to other individuals.

**Adjournment:** Meeting was adjourned at 3:15 pm.

**Approval of minutes:** The minutes were certified correct via email on February 24, 2023.

**Minutes submitted by:** Kathleen Thompson

## ATTACHMENTS

### College of Education, Health, and Human Sciences

#### Department of Educational Psychology and Counseling

Low-  
impact:  
Add

#### **REVISE TITLE, REVISE DESCRIPTION**

#### **COUN 460 Foundations and Applications in Grief Support (3)**

#### **Short (transcript) title: Found & Appl in Grief Support**

Exploration and understanding of death and non-death loss and grief, including intersections with trauma. Special focus on impacts on children and adolescents. A core aspect of the course is participation in a mentoring relationship with a K-12 student for the purpose of support. No clinical skill is required.

*Formerly: Practicum in Grief Support*

*Supervised practice and application of knowledge and skills about grief, loss, and life transitions.*

*Rationale: COUN 460S was approved with a different title and description than the base course. The department and college confirm that the most appropriate name and description is the one*

*that was approved for COUN 460S. Per university practices, the titles of the base course and the S-designated courses should match, so we are asking that the title of the base course be revised. This should be added to the 2023-2024 catalog so the two versions of the same course match.*

## ROTC Unit

### Programs

Mid-  
impact:  
Add

#### **ADD MINOR**

#### **Reserve Officers Training Corps (ROTC) Minor**

Army ROTC is an educational program designed to provide the college student an opportunity to earn an army commission as a second lieutenant while completing the university requirements for a bachelor's degree. The program provides leadership training that will develop the skills and attitudes vital to the professional army officer. Upon successful completion of the program and graduation from the university, ROTC cadets are commissioned as second lieutenants and enter either the active Army, Army Reserve, or Army National Guard component.

#### **Requirements for Enrollment and Continuance**

The general requirements for enrollment and continuance in the Army ROTC program are as follows.

1. Basic course students must
  - a. Be a citizen of the United States.
  - b. Be physically qualified.
  - c. Have freshman or sophomore standing. Students with higher standing require consent of instructor.
2. Basic course cadets applying for enrollment in the advanced course who seek a commission must
  - a. Have successfully completed MLSL 101, MLSL 102, MLSL 201, and MLSL 202 or have accomplished one of the following: prior military service, ROTC basic military studies; three-year high school ROTC basic course.
  - b. Have two years remaining at the university (either undergraduate, graduate, or in pursuit of additional coursework).
  - c. Have completed a minimum of 55 hours.
  - d. Be under 30 years old at time of graduation and commissioning (waiverable).
  - e. Be enrolled as a full-time student, either at the University of Tennessee, Knoxville, or at a nearby institution in a partnership program.
  - f. Meet military screening and physical requirements.
  - g. Maintain a 2.0 G.P.A.
  - h. Maintain B average in military science and leadership courses.

Regularly enrolled students who meet the academic prerequisites may take individual courses as electives with the permission of the department head and academic advisor.

#### **Progression Requirements**

1. Minimum overall GPA for entrance into the advanced course (MLSL 301, MLSL 302, MLSL 401, and MLSL 402) is 2.0 GPA.
2. Minimum GPA in military science and leadership courses is 3.0.
3. Minimum overall GPA for commissioning is 2.0.

4. Semester counseling sessions with military advisor required for advanced course and scholarship students only.

#### **Required prerequisite courses (14-15 hours)**

- MLSL 101 Leadership and Personal Development (2)
- MLSL 102 Introduction to Tactical Leadership (2)
- MLSL 103 Army ROTC Fitness Program (1) (4-5 hours) (must be taken each semester while in the minor)
- MLSL 201 Innovative Team Leadership (3)
- MLSL 202 Foundations of Tactical Leadership (3)

#### **Required courses (23-24 hours)**

- MLSL 103 Army ROTC Fitness Program (1) (4-5 hours) (must be taken each semester while in the minor)
- MLSL 301 Adaptive Tactical Leadership (4)
- MLSL 302 Leadership in Changing Environments (4)
- MLSL 303 Leadership in Military History (3) \*
- MLSL 401 Developing Adaptive Leaders (4)
- MLSL 402 Leadership in a Complex World (4)

#### **Optional courses (1-7 hours)**

- MLSL 349 United States Military History (3)
- MLSL 493 Military Leadership Topics (1) (may be repeated up to 4 total hours)

*Rationale: To make ROTC more visible on student transcripts and resolve financial issues. Impact on other units: None. This should not take students out of other programs. Financial impact: None. The courses are already being taught. This simply codifies the courses into a formal program. This should be added to the 2023-2024 catalog to resolve CPOS issues that the ROTC students encounter.*

## **Herbert College of Agriculture**

### **Informational Text Revision**

Low impact: only affects a subset of this college's students.

#### **ADD TEXT (Informational only: approved by the Provost)**

(Main college page, add new section following "Satisfactory/No Credit Courses" section)

#### **4-H Proficiency Exams**

Course credit may be given for learning experiences completed through Tennessee 4-H & Youth Development (TN 4-H) prior to students enrolling in the University when a student demonstrates proficiency in the course by submitting a Project Area Level II portfolio for state level TN 4-H contests.

A student must indicate their intention to seek course credit and specify the Herbert College of Agriculture (HCA) department from which they are requesting credit at the time of submitting the portfolio to TN 4-H. Credentialed faculty as identified by each department will evaluate the portfolio using course specific rubrics developed by the teaching faculty of that department.

Portfolios that achieve a score of 70% or better will be awarded credit of "S" for the specified course.



*Rationale: The college presented a request to the Provost to allow college credit for 4-H portfolio. The credit will be awarded for courses based on department-specific criteria. The proposal was approved by the Provost. This should be added to the 2023-2024 catalog because the Provost approved the item before the deadline for entries to the 2023-2024 catalog.*

## Volunteer Core Committee

### The University of Tennessee, Knoxville Volunteer Core (General Education) Committee Minutes of the Meeting February 22, 2023

**Call to order:** A regular meeting of the Volunteer Core (General Education) Committee was held via online meeting software on February 22, 2023. The meeting was called to order by Chair Sarah Colby when quorum was met at 9:10 am.

**Members and Subcommittee Chairs present:** Chair Sarah Colby, Justin Arft, Ken Baker, Toby Boulet, Mari Beth Coleman, Alison Connor, Marleen Davis, George Drinnon, Megan Fields, Erin Hardin, Jon Hess, Julie Longmire, Lindsay Mahony, Mike McFall, Robert Mindrup, Sean Morey, Lee Murphy, Drew Paul, Brittany Shelton, Michelle Violanti, and Nick Zhou

**Others present:** Patrick Akos, Mary Beth Burlison, K'Cindra Cavin, Betsy Gullett, Jake Haramule, Ozlem Kilic, Marissa McKeague, Margie Russell, Molly Sullivan, and Merrill Walker

#### Course Approvals

No courses were approved for Vol Core at this meeting.

#### Other Business

- **Petition Process**

The committee continued its discussion about the approval process for transfer credit, especially the importance of having at least one subcommittee member in each category who is on a 12-month contract and can review petitions during the summer months. Subcommittees having issues with timely review of petitions are encouraged to talk to the committee chair in order to find solutions to those issues.

- **Public Access to Approved Proposals**

The chair suggested moving approved proposals into Teams and giving faculty and advising staff access to the Teams site. Discussion focused on identifying the documents that would be added to that site.

- **Assessment of Previously Approved Courses**

The reassessment process was reviewed. Updated documents for the committee's website are being revised and should be available soon.

**Adjournment:** The meeting was adjourned at 10:09 am.

**Next Meeting:** The next meeting is scheduled for March 22, 2023. That meeting will be the last of the 2022-2023 academic year.

**Approval of Minutes:** These minutes were certified correct via email on February 24, 2023.

**Minutes Submitted by:** Molly Sullivan