Undergraduate Council Minutes of Meeting March 19, 2024

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The University of Tennessee, Knoxville  
Undergraduate Council  
Minutes of the Meeting  
March 19, 2024

Leadership and Elected Members present: Chair Jamie Coble, Past Chair Ken Baker, Vice Chair Dawn Coleman, Brian Ambroziak (by proxy Katherine Ambroziak), Justin Arft, Doug Ayres, Richard Bennett, Quinten Bernhold, Mari Beth Coleman (by proxy Lars Dzikus), Jochen Denzler, Manolis Doxastakis, Terry Higgins, Yingkui Li, Jennifer Richards, Jon Ring (by proxy John Scheb), Kimberly Roberts, Alex Scott, Brittany Shelton, Kimberly Sims (by proxy Ken Baker), Vandana Singh, Jason Strickling, Anna Szynkiewicz, Jonathan Walton, Josh Weinhandl, Erin Whiteside, and Nick Zhou (by proxy Richard Bennett)

Ex-Officio Members present: Patrick Akos, Katherine Ambroziak, George Drinnon, Lars Dzikus, Ozlem Klic, Julie Longmire, John Scheb, Liem Tran, and Michelle Violanti

ROTC Units Member: none

Student Members present: none

Others present: Bruce Behn, Laura Brown, Brian Coldren, Alison Connor, Ross D'Aveni, Brian Francis, Betsy Gullett, Jake Haramule, Melissa Irvin, Claire Mayo, Shanna Pendergrast, Doug Renalds, Lisa Slaton, and Josh Steele

Welcome and Call to order: The meeting was called to order by Jamie Coble, Chair, when quorum was determined at 2:30 pm.

Committee Reports:

Curriculum Committee  
The Curriculum Committee presented minutes from their March 5, 2024, meeting. There were no voting items.

Volunteer Core Committee  
The Vol Core Committee presented minutes from their February 28, 2024, meeting. There were no voting items.

Informational Items:

There was a presentation by Digital Learning guest Josh Steele entitled, “Digital Learning Undergraduate Strategy.” The presentation was followed by a question-and-answer session.

Adjournment: Jamie Coble adjourned the meeting at 3:06 pm.

Approval of minutes: These minutes were certified correct via email on March 22, 2024.

Minutes submitted by: Jake Haramule
6. UG Curriculum Committee Minutes of 2024.03.05

Committee Reports

General Catalog Information

Hierarchy Owner* University of Tennessee, Knoxville

Name of Proposal* 6. UG Curriculum Committee Minutes of 2024.03.05

Purpose of Form:

Please submit this form for committee reports that need to be presented to the Council.

Level* Undergraduate

Select which committee you are reporting from

- Academic Policy
- Advising
- Appeals
- Associate Deans Group
- Curriculum
- Volunteer Core
- Student/Faculty Research Awards
- UG Council
- GR Council
Call to order: A regular meeting of the Undergraduate Curriculum Committee was held on March 05, 2024. The meeting was called to order by Manolis Doxastakis, Chair, when quorum was met at 2:30 pm.

Voting members present: Chair Manolis Doxastakis, Brian Ambroziak (by proxy Katherine Ambroziak), Quinten Bernhold, Katie Crawford, George Drinnon, DeLisa Hawkes, Julie Longmire, Ashley Pennell, Jon Ring, Kimberly Roberts, John Scheb, Jonathan Walton, and Josh Weinhandl

Others present: Pat Akos, Laura Brown, Jamie Coble, Brian Coldren, Dawn Coleman, Ross D’Aveni, Lars Dzikus, Brian Francis, Betsy Gullett, Jake Haramule, Claire Mayo, Brendan McConville, Lisa Slaton, Virginia Stormer, Liem Tran, and Merrill Walker

Non-Voting Discussion Item:

- **UG Council 2024 Curriculum Committee Representation**
  - The Vice Chair of UG Council shared a presentation slideshow titled, “How should we apportion representation on the Curriculum Committee?” - items included:
    - An outline of the situation and a graph of degrees awarded by unit
    - Membership guidelines as currently written and key text to consider revising
    - Current membership of the UG Curriculum Committee
    - Ex-officio member rotation
    - Credit hour enrollment by number and percentage
  - Feedback and discussion followed during and after the presentation, with a few central points emerging
    - Possibility of increasing College of Arts and Sciences representation from 2 to 3 with one from each division
    - A need for clarification of ex-officio voting rotation and membership, possibly naming ex-officio (voting) and ex-officio (non-voting) members
    - Possibility of including non-degree granting units (e.g., University Honors, and Teaching and Learning Innovation) as ex-officio (non-voting) - this appeared to generate multiple views and further points of discussion
    - Possibility of clarification or change to the guidelines so that quorum is met when half+1 of the voting
members are present (to avoid situations where quorum is not met due to the increase in membership)

Adjournment: The meeting was adjourned at 3:09 pm.

Approval of minutes: The minutes were certified correct via email on March 8, 2024.

Minutes submitted by: Jake Haramule

Admin Use Only

Impact Level

- Low

Admin Comments
7. Volunteer Core Committee Minutes of 2024.02.28 (cycle 5)

Committee Reports

General Catalog Information

Hierarchy Owner* University of Tennessee, Knoxville

Name of Proposal* 7. Volunteer Core Committee Minutes of 2024.02.28 (cycle 5)

Purpose of Form:

Please submit this form for committee reports that need to be presented to the Council.

Level*  
- [x] Undergraduate
- [ ] Graduate
- [ ] Faculty Senate

Select which committee you are reporting from  
- [ ] Academic Policy
- [ ] Advising
- [ ] Appeals
- [ ] Associate Deans Group
- [ ] Curriculum
- [x] Volunteer Core
- [ ] Student/Faculty Research Awards
- [ ] UG Council
- [ ] GR Council
Call to order: A regular meeting of the Volunteer Core (General Education) Committee was held via online meeting software on February 28, 2024. The meeting was called to order by Chair Michelle Violanti when quorum was met at 9:02 am.

Members and Subcommittee Chairs present: Chair Michelle Violanti, Katherine Ambroziak, Justin Arft, Kristen Block, Sarah Colby, Mari Beth Coleman, Chuck Collins, Alison Connor, Michael Danquah, George Drinnon, Lars Dzikus, Megan Fields, Ozlem Kilic, Julie Longmire, Mike McFall, Robert Mindrup, Sean Morey, Barb Murphy (by proxy Alvaro Ayo), Lee Murphy, Shanna Pendergrast, Brittany Shelton, Jason Strickling, Kelley Strohacker, Liem Tran, Erin Whitaker, and Hongping Zhang

Others present: Ken Baker, Mary Beth Burlison, K'Cindra Cavin, Jamie Coblé, Dawn Coleman, Jake Haramule, Jonathan Hughes, Claire Mayo, Margie Russell, Natalie Stepanov, Molly Sullivan, and Merrill Walker

Voting Items:
There were no voting items.

Discussion Items:
The following were topics for discussion:

- Vol Core Calendar
- Populating Committee and Subcommittees
- Transfer Process
- General Discussion about Vol Core: What is Working? What is not Working?

Adjournment: The meeting was adjourned at 9:57 am.

Approval of Minutes: These minutes were certified correct via email on March 4, 2024.

Minutes Submitted by: Jake Haramule

Volunteer Core Meeting
Date: Wednesday, February 28, 2024 from 9:00 am to 10:00 am
Location: Zoom

Agenda

1. Update from the Chair
   - VolCore and Digital Learning
   - VolCore and Transfer Students (petition process)
   - Approval Calendar
   - Course Approval Letters and Withdrawn Letters

2. Changes to Approved VolCore Courses: None
3. Course Approvals: None
4. Discussion Item: Populating Committee and Subcommittees

Unlike Undergraduate Council, Volunteer Core does not have a specific mechanism for populating its Chair positions and subcommittees. We need to create a mechanism and policy for making sure there is inclusive participation from across colleges. Possibilities might include representation based upon % of approved VolCore courses per college, % of VolCore FTEs from previous year per college, % of faculty per college, % of FTEs per college, set number from each college, representation based upon courses approved for a category, and anything you can think of. We need to make this decision so it can go into effect for the 2024-2025 academic year.

5. Discussion Item: Transfer Process

While most of the transfer process is running smoothly, AAH, AOC, and EI were created to be distinctive at UTK and are posing transfer problems because of their uniqueness. There is a working group currently addressing potential barriers for transfer and degree completion students. We need to discuss what input the VolCore committee has for the working group. Additionally, there
are Advanced Placement (AP), International Baccalaureate (IB), Cambridge, Statewide Dual Credit Examination Program, College Level Examination Program (CLEP), and Specific Industry Experience Certification Exam credit options. Should the decision about whether these count for VolCore credit reside with the units or VolCore? Should these be petitionable when UTK posts on the transfer website how they are going to count?

6. Discussion Item: VolCore Calendar

If we were to move our meetings to Mondays instead of Wednesdays, we would have five extra days to approve courses in each curricular cycle. For example, our January meeting would have been on Monday, February 5 which would still be in time for the February 20 Undergraduate Council Cycle 4 meeting. The agenda items would have been due on January 22, the first day of classes for spring semester. Does this matter? Another alternative could be to hold a meeting in both December and January to better align with the new university calendar. What can we do to create the least burden on VolCore subcommittee and committee members while still adhering to the university’s curricular cycles?

7. Next Meeting: Wednesday, April 3rd

8. Adjournment
Z. Informational Item - Digital Learning Undergraduate Strategy

Other Form

General Catalog Information

Hierarchy Owner* University of Tennessee, Knoxville

Important Note about this Form:

Please contact the CCM team (curriculum_help@utk.edu) before submitting this form so that an administrator can determine if there is a more suitable form for the proposal.

This form is for items that need to appear in an upcoming agenda but are not handled by any other form. Informational items (e.g., reactivating an archived course) can be handled through this form. For Committee Reports, please use the "Committee Reports" form.

Name of Proposal* Z. Informational Item - Digital Learning Undergraduate Strategy

Level* Undergraduate (UG) Graduate (GR)

Click here to add UG university workflow for curricular changes.* Yes No

Click here to add GR university workflow for curricular changes.* Yes No

Does this submission require approval by the Council?* Yes No (informational only)

Which committee(s) must make a decision or be informed about this submission?
Information

- This is a request made on behalf of Dr. Ozlem Kilic to add the following item to the agenda for the next Undergraduate Council meeting: Digital Learning Undergraduate Strategy.

  Digital Learning team presentation to follow-up on last semester’s discussions.

- Discussion on Digital Learning’s proposed strategy to support growth in enrollment in online undergraduate degree programs.

Admin Use Only

Impact Level

- Low
- Mid
- High

Admin Comments  Request made by originator/requestor to route this to UG Council