Welcome and Call to Order

Approval of Minutes from the Undergraduate Council Meeting of January 26, 2016:
http://web.utk.edu/~ugcouncl/public_html/docs/minutes/01-26-2016_UGCminutes.pdf

Chair’s report

Experience Learning – Mathew Theriot (Associate Provost for Teaching and Learning Innovation) and Chris Lavan (Experience Learning Director)

Recruitment/Admissions/Enrollment Management – Kari Alldredge (Interim Associate Provost, Director of Undergraduate Admissions)

Proposed Changes to Undergraduate Council Operating Procedures – John Scheb

Committee Reports
- Academic Policy (Hovland)
- Advising (No report)
- Appeals (No report)
- Associate Deans Group (Hinde)
- Undergraduate Planning (No report)
- Curriculum (No report)
- General Education (Murphy)

Other and/or Items from the Floor
Call to order: A regularly scheduled meeting of the Academic Policy Committee was held in the Payroll Conference Room, P115, of Andy Holt Tower on February 3, 2016. The meeting was called to order by Roxanne Hovland, Chair, at 1:30 p.m.

Members present: Roxanne Hovland, Chair, Rachel Chen, Paul Frymier, Jean Gauger, Yingkui Li, John Scheb, Ruth Darling, Mary Anne Hoskins, and Heather Hall

Others present: Mary Albrecht, Richard Bennett, Alison Connor, Jennifer Hardy, R. J. Hinde, Anton Reece, and Molly Sullivan

Approval of minutes: The minutes from the December 2, 2015, meeting were approved without changes or opposition.

New business:
1. **SOAR: Summer Opportunity for Academic Recovery**
   A report on the Soar program was presented along with a proposal to move from pilot project to permanent status with appropriate text in the undergraduate catalog. After discussion, the Committee decided that the proposal could not be approved in its initial form. The proposal was revised and resubmitted for an e-vote. The e-vote failed to solicit enough votes for a decision; therefore, the proposal will be placed on the agenda of the next meeting of the Academic Policy Committee.

2. **Research Intensive course designation**
   No one was present to answer questions regarding this designation and the university has not yet determined a method for special designations to courses, so the proposal was tabled. (No attachment.)

3. **Catalog Glossary**
   An informational item was presented, changing the catalog glossary definition of “prerequisite” for clarity. No action was needed on this item. (See attached.)

4. **Undergraduate Council Changes**
   John Scheb shared proposed changes to the Operating Guidelines of the Undergraduate Council and to the Faculty Senate Bylaws governing the Undergraduate Council. This item was informational and did not require any action by this committee. Minor edits were suggested. (See attached.)

Items from the floor:
The final exam policy was revisited with the question “do we need to change anything in this policy?” Richard Bennett offered to do research and to discuss this matter with R. J. Hinde to determine if a task force should be formed to consider this question.

Adjournment: Roxanne Hovland adjourned the meeting at 3:03 PM.

Minutes submitted by: Molly Sullivan

Attachments

1. **Proposed Catalog Statement**
   (No attachment.)

2. **Research Intensive course designation**
   (No attachment.)

3. **Proposed changes to the definition of Prerequisite in the undergraduate catalog’s glossary:**
   
   **Prerequisite** – Specific conditions, requirements, or classes that provide knowledge necessary to promote success in a subsequent course. Proof of mastery of that knowledge is usually determined by a passing grade in the prerequisite course, although some courses may have more stringent requirements; must be completed before enrolling in another course. For example, English 101 is a prerequisite for English 102.
Rationale: Advisors are reporting that some students do not have a clear understanding of the definition/purpose of prerequisites and are pushing to take courses for which they are not adequately prepared. Changing the wording of the definition should help those students.

4. Proposed Changes to the Operating Guidelines of the Undergraduate Council

The following changes are being proposed to the Undergraduate Council Operating Guidelines. A summary of the changes is:

1. There were conflicting statements in the Responsibilities of the Chair and in the individual committees in terms of how members were appointed. General statements pertaining to how members are appointed have been removed from individual committees and consolidated under the Responsibilities of the Chair.
2. A section is added to the Operating Guidelines on proxies. This just documents what has been our practice.
3. Specific membership was given for most committees, except for the General Education Committee. With a non-fixed number of elected members of the Undergraduate Council, this at times created a small problem in assigning members to committees. This proposal is to have a small range of appointed members to each committee to give the chair some flexibility in making appointments. The exception is the Curriculum Committee. This proposal is to have one elected member from each college (ensuring faculty representation of each college), with two elected faculty members from Arts and Sciences.
4. The role of the UG Council chair on the Curriculum Committee is clarified. In some places it implied the chair could not vote; in other places it implied the chair could vote. Consistent with other committees, the chair is an ex-officio (non-voting) member of the Curriculum Committee.
5. Corrections are made to match current titles (Vice Chancellor for Academic Affairs changed to Vice Provost, Academic Affairs; Minority Affairs to Multicultural Student Life).

Responsibilities of the Chair

The Chair will preside over the Undergraduate Council meetings. If the chair is unable to attend a meeting of the Council, the Vice Chair will serve in that capacity. In cooperation with the Vice Chancellor for Academic Affairs Vice Provost for Academic Affairs, the chairs of the Undergraduate Council standing committees, and the office of the Catalog and Curriculum Coordinator, the Chair shall prepare an agenda for such meetings. In matters before Council that require a vote, the Chair shall cast the deciding vote in the event there is a tie. In consultation with the Vice Chancellor for Academic Affairs Vice Provost for Academic Affairs, the chairs of the Undergraduate Council standing committees, the Student Government Association president, and the membership, the Chair shall make assignments to all standing committees of Council in a manner that ensures broad representation of colleges. He or she may also solicit Council members to serve on ad-hoc committees as needed. The Chair shall serve as an ex-officio (non-voting) member of all standing committees of Council including the curriculum committee, academic policy committee, advising committee, appeals committee, and general education committee. As Undergraduate Council exists as a standing committee of the Faculty Senate, the Chair also has Faculty Senate responsibilities as outlined in the Faculty Senate Bylaws (see Article III, Section 3.O. Undergraduate Council).

Add a section to the Operating Guidelines as follows:

Proxies

Members of the Undergraduate Council may, in consultation with the Chair of the Undergraduate Council, name a proxy for a meeting who has all of the privileges and responsibilities of the committee member.

Academic Policy Committee

MEMBERSHIP GUIDELINES

This committee serves as a standing committee to review, revise, and create academic policies that will be considered by the Undergraduate Council for publication in the Undergraduate Catalog. The policies considered will be those relating to general requirements for admission, registration, receipt of credit, and award of degrees. Membership of the Academic Policy Committee consists of:

- Six Five to Seven elected members of the Undergraduate Council
- Three members of the Advising Committee
- One student member

The Chair of the Undergraduate Council will name the members on an annual basis after consultation with the membership. The committee chair is selected from among the faculty members of the committee at the first last meeting of each fall semester last meeting of the previous spring semester and will serve for one year. Meetings will be held two weeks prior to each meeting of the Undergraduate Council and are open to the university community.
Advising Committee
MEMBERSHIP GUIDELINES

- Two to three elected members of the Undergraduate Council (appointed by the Council Chair)
- Chair of the General Education Committee
- Chair of the Academic Policy Committee
- Advising Administrators (Deans or Directors) from the nine undergraduate colleges
- Enrollment Management Administrators (as designated by the Chair of the Advising Committee)
- Student Affairs Administrators (as designated by the Chair of the Advising Committee)
- IT and IR Administrators (as designated by the Chair of the Advising Committee)
- TennACADA president
- One undergraduate student Undergraduate Students (appointed by SGA President)

Appeals Committee
MEMBERSHIP GUIDELINES

- The committee that convenes to review an appeal consists of at least the following: the committee chair, one representative from the UG Council faculty appointees, one representative from Arts and Sciences Advising Services, one representative from the Student Counseling Center, one representative from Multicultural Student Life Minority Affairs, and one representative from the Student Success Center.

Curriculum Committee
MEMBERSHIP GUIDELINES

- The role of the Curriculum Committee of the Undergraduate Council is to ensure consistency and quality of undergraduate curricula at the University of Tennessee. In this role, the Curriculum Committee makes recommendations to the council regarding the approval or denial of curricular changes submitted to the council for consideration.
- The Curriculum Committee consists of: has 16 members, 15 of whom are named to one-year terms by the Chair of the Undergraduate Council in consultation with the council's membership.
- Nine Ten elected faculty members of the Undergraduate Council, with one elected faculty member from each college, except two elected faculty members from Arts and Sciences.
- Five committee members are ex-officio members of the Undergraduate Council.
- One committee member is a student member of the Undergraduate Council.
- The Chair of the Undergraduate Council serves as an ex-officio member of the committee.
- The members of the committee will be selected by the Chair of the Undergraduate Council in a manner that ensures broad representation of colleges and collegiate divisions on the committee. All 16 members of the committee may vote.
- The Chair of the Curriculum Committee is selected from among the nine ten elected faculty members at the last committee meeting of the spring semester of each year. The chair serves in this capacity for one year, beginning on July 1.

General Education Committee
Membership Guidelines

Members of the General Education Committee will be appointed by the Chair of the Undergraduate Council from the membership of the Undergraduate Council in a manner that ensures broad representation of colleges. The membership will consist of 6-8 elected members of the Undergraduate Council. In addition to the membership from the Undergraduate Council, the chair of each General Education subcommittee, a representative of the UG Council Advising committee and a student member appointed by the President of the Student Government Association will serve on the committee. Representatives from Institutional Research and Assessment, the University Libraries, and the Registrar’s office will be appointed each year by the Chair of the Undergraduate Council in consultation with the Directors/Deans of these specific units. The chair of the committee is selected from among the faculty members at the last meeting of the spring semester. If the chair is not an elected member of the Undergraduate Council, the chair will serve as an ex-officio member of that body. All members of the committee may vote.

Proposed Changes to Faculty Senate Bylaws Governing the Undergraduate Council

The following changes are being proposed to the Faculty Senate Bylaws governing the Undergraduate Council. If approved by the UG Council, these changes would be submitted to the Faculty Senate Executive Council for their endorsement, and then the Faculty Senate for adoption. A summary of the changes is:

1. Delete the phrase “designated by the Undergraduate Academic Council” with regard to student members. There is no such thing as an Undergraduate Academic Council.
2. Change the membership to be based on the average number of degrees granted over the past three years. This reduces the effect of year-to-year fluctuations in membership.

ARTICLE III. Councils and Committees.

Section 2. Standing Councils and Committees. The standing councils and committees of the Faculty Senate are listed and described below.

M. Undergraduate Council. Voting membership shall consist of representatives chosen for three-year terms from the schools and colleges of the university granting baccalaureate degrees, one member of the ROTC faculty, and four students designated by the Undergraduate Academic Council. Members shall be chosen in the spring term for terms to commence at the start of the next fall term. Representatives shall be apportioned among the baccalaureate degree-granting units according to the average number of degrees granted during the prior three academic years, using the following table.

<table>
<thead>
<tr>
<th>Baccalaureate Degrees Granted</th>
<th>Total Undergraduate Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 300</td>
<td>1</td>
</tr>
<tr>
<td>301 – 500</td>
<td>2</td>
</tr>
<tr>
<td>501 – 700</td>
<td>3</td>
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<tr>
<td>701 – 900</td>
<td>4</td>
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<td>901 – 1100</td>
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<td>1101 – 1300</td>
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<td>1301 – 1500</td>
<td>7</td>
</tr>
<tr>
<td>1501 – 1700</td>
<td>8</td>
</tr>
<tr>
<td>1701 – 1900</td>
<td>9</td>
</tr>
</tbody>
</table>

In the College of Arts and Sciences, representatives shall be apportioned among the divisions of Social Sciences, Humanities, and Natural Sciences. Members must hold full-time or continuing part-time appointment with the rank, or equivalent rank, of lecturer, clinical instructor, assistant professor or higher and (2) perform academic duties consisting of at least half-time teaching, research, service or departmental administration. Ex-officio members shall be the Assistant Provost for Enrollment Services, a representative of Outreach and Continuing Education, the Dean of Libraries, the Director of the Center for International Education, the Director of the Chancellor's Honors Program, and the Director of the Tennessee Teaching and Learning Center, or their respective designees. In addition, the administrative officer having primary responsibility for undergraduate curriculum in each school or college shall serve as an ex-officio member of the Undergraduate Council if that person is not a school or college representative. The chairperson of the Undergraduate Council (known as the Chair) shall be a faculty member from the Undergraduate Council elected for a one-year term, following a one-year term as Vice Chair, by voting members of the Undergraduate Council. The election of the Chair will take place at the last meeting of the spring semester.

The Undergraduate Council is charged by the Faculty Senate to set standards for admission, retention, and graduation; review curricular matters in the undergraduate programs; development of interdisciplinary programs; approve new programs and any other matters of educational policy pertaining to undergraduate programs. Its structure and activities are governed by its Operating Guidelines, which are adopted and amended by the membership of the Undergraduate Council and include rules consistent with these Bylaws.

The Chair of the Undergraduate Council or their faculty designee shall report actions to the Executive Council. The report shall include the agenda and a summary of substantive actions taken. The report and the minutes of the Undergraduate Council meetings will be distributed or made available electronically to all senators at least five business days prior to the next Faculty Senate meeting. Implementation of actions taken by the Undergraduate Council occurs after approval of the report by the Faculty Senate. Any curricular change may be reopened for review and its implementation delayed upon vote of the Executive Council or the full Faculty Senate.
In Attendance: RJ Hinde (chair), Chuck Collins, Sherry Cummings, David Dupper, Mary Gunther, Brent Lamons (for John Stier), David Matthews, Mark Willoughby (for Lane Morris), Masood Parang, Dixie Thompson and Teresa Walker.

Not in Attendance: Lane Morris, Joan Rentsch, and John Stier

Guests in attendance: Tashika Griffith, Tim Hulsey, Matt Murray, and Bill Park

Notes taken by and in attendance: Cora Ripley

Agenda Item 1: Review minutes of last meeting
The minutes were approved.

Agenda Item 2: Review and approve agenda
No items were added to the agenda.

Agenda Item 3: Dean of Students response to issues raised by students
Associate Dean of Students Tashika Griffith described the role that her office plays in assisting students with academic concerns, including verification of absences. Associate deans discussed the ways in which college offices can partner effectively with the Dean of Students office in routing students to the correct office when a student has academic concerns.

Agenda Item 4: Baker Center Minor
Bill Park and Matt Murray reviewed the Baker Center’s proposal to create a minor in public policy analytics. The minor is a departure from past practice because it is not attached to a college or a department; however, the Office of the University Registrar indicates that there is no standing policy against this and that Banner and DARS are capable of handling such a minor. Murray was asked to secure acknowledgments from those departments whose courses would be listed as satisfying minor requirements. The minor will be reviewed as part of an external program review of the Baker Center (to be scheduled in the future).

Agenda Item 5: Provost’s office updates
Hinde provided updates on a variety of topics, including: activities of the University Space Committee, deadlines for the Fall 2016 timetable, campus master planning, transfer course equivalencies, and Undergraduate Admissions projections.

Agenda Item 6: Chancellor’s Honors updates
Tim Hulsey described proposed updates to the Chancellor’s Honors Program, including new curricular requirements, an e-portfolio requirement, and a vetting process for honors courses in academic departments.
Minutes of the Meeting
February 10, 2016

Call to order: A regular meeting of the General Education Committee was held in the Mary Greer Room (Room 258) of Hodges Library on February 10, 2016. The meeting was called to order by Barbara Murphy, Committee Chair, at 8:30 a.m.

Members present: Barbara Murphy, Chair, Drew Paul, Harold Roth, Chuck Collins, Dixie Thompson, Kirsten Benson, Megan Bryson, John Haas, Cheryl Kojima, Jeff Larsen, Monique Anderson, Mike McFall, Missy Parker, and Anna Sandelli

Others present: Mary Albrecht, Alison Connor, R. J. Hinde, and Molly Sullivan

Approval of the Minutes: The minutes from the January 13, 2016, meeting were approved without opposition. One typographical mistake from the December 9, 2015, meeting was noted: under Course Proposals for WC, WOST 270 should have been WOST 370.

Course Proposals:
There were no course proposals to be presented.

Other Business:
- Subcommittee chairs were reminded to go into SharePoint to handle transfer credit general education requests.
- A previous discussion about the possibility of tying approved general education courses to the catalog year was revisited. The proposed catalog text still needs editing for clarity and accuracy, and will be presented again at a later date.
- An updated plan of assessment was presented, and discussion included a need to spread the assessments across disciplines each year. A draft of a long range plan will be presented at a future meeting of this committee.
- It was noted for the record that the Department of History has changed their numbering system to include subsets under History-Africa (HIAF), History-Asia (HIAS), History-Latin America (HILA), History-Middle East (HIME), History-Europe (HIEU), and History-United States (HIUS), as well as the former History (HIST). History courses that had been approved as satisfying general education requirements will not need to be re-evaluated, because the only difference in the new and previous courses are the subject codes and course numbers. An equivalency table is included below.

<table>
<thead>
<tr>
<th>Previous Course Designation</th>
<th>New Course Designation Effective Fall 2016</th>
<th>General Education Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>*History (HIST) 241</td>
<td>*History-Europe (HIEU) 241</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>*History (HIST) 242</td>
<td>*History-Europe (HIEU) 242</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>*History (HIST) 247</td>
<td>*History-Europe (HIEU) 247</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>*History (HIST) 248</td>
<td>*History-Europe (HIEU) 248</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>*History (HIST) 255</td>
<td>*History-Latin America (HILA) 255</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>(Same as Latin American and Caribbean Studies 251)</td>
<td>(Same as Latin American and Caribbean Studies 251)</td>
<td></td>
</tr>
<tr>
<td>*History (HIST) 256</td>
<td>*History-Latin America (HILA) 256</td>
<td>Cultures/Civilizations</td>
</tr>
<tr>
<td>(Same as Latin American and Caribbean Studies 252)</td>
<td>(Same as Latin American and Caribbean Studies 252)</td>
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Adjournment: Barbara Murphy adjourned the meeting at 9:31 a.m.

Next Meeting: The next meeting is scheduled for Wednesday, March 9, 2016, beginning at 8:30 a.m. in the Mary Greer Room (Room 258) of the Hodges Library.