

University Undergraduate Council

September 8, 2023 1:00 - 3:00 PM

Teams

Minute Attendance

Committee - Voting Members					
✓	Ladrica Menson-Furr (CAS)	✓	Trent Harper (CSD)	✓	Brad Harrell (NURS)
✓	Denis Grélé (CAS)	✓	Nichelle Robinson (COE)		Candace McGowen (NURS)
✓	Melissa Hirschi (CAS)	✓	Sandra Cooley-Nichols (COE)	✓	Joanne Gikas (CPLS)
✓	Andrew Mickelson (CAS)	✓	Russell Deaton (HERFF)	proxy	Lorraine Meiners-Lovel (CPLS)
✓	Greg Boller (FCBE)	✓	Claudio Meier (HERFF)	✓	Marian Levy (SPH)
✓	Caitlin Porter (FCBE)	✓	Larry Weiss (CHS)	✓	Jennifer Turchi (PUBH)
✓	Rahul Pandey (FCBE)	proxy	Melissa Puppa (CHS)	✓	Eli Jones (Faculty Senate)
proxy	Jenna Thompson (CCFA)	✓	Brandt Pence (CHS)		
✓	Sonin Lee (CCFA)	✓	Michael Hutchison (KWS)		
✓	Christina Moss (CCFA)	proxy	Carol Silkes (HPRM)		
Committee - Non-Voting Members					
✓	Carol Danehower (Chair)	✓	Karen Weddle-West (SAS)	✓	Sofiya Dahman (Library)
	Alletha Davis (Registrar)	✓	Dale Williams (ACC)	✓	Stormey Warren (CAS)
✓	Darla Keel (Registrar)	✓	Trellis Morgan (AAN)	✓	Michelle Coffee (Lambuth)
✓	Keri Kerr (Registrar)	✓	Sean Holden (OIR)		
✓	Victoria Tardugno (Registrar)	✓	Bailey Sanders (SGA - Student Rep)		
✓	Tara Buchannon (Disabilbility Services)	✓	Melinda Jones (Un. Honors)		
Guests					
				✓	
Proxies					

University Undergraduate Council

September 2023 Meeting Minutes

September 8, 2023

1:00 p.m. Teams

I. **Call to Order** – Carol Danehower, Chair

- Meeting called to order at 1:01pm. Welcome and introductions of continuing and new members (see attached UUC roster) were made. Provost Russomanno will join us at October meeting.

II. **Old Business**

• **Approval of Minutes from April and May 2023.**

- April and May minutes approved.

• **Informational/Reminder: Low-Impact Curriculum Change Process.**

Low-Impact forms started August 1 and are ongoing through November. Dr. Danehower reminded the council what types of revisions go on these forms.

III. **New Business**

I. **Curriculum:** Curriculum proposal for the council will start next month. Proposals are posted in Curriculog for member review and comments prior to the council meeting after the proposals have been reviewed by Dr. Danehower. Discussion and voting takes place using polling function in Teams during each monthly meeting that has proposals. If you need a refresher on Curriculog please contact Tori Tardugno, vcrynlids@memphis.edu.

II. **Bylaws Revision:** See below for “reading” only during today’s meeting. More review and voting will occur at a future meeting. Revisions include corrections to match Bylaws with current practice and to add two non-voting ex-officio members: a representative from DRS (Disability Resources for Students) and a representative from Lambuth Campus.

III. **Continuing and Upcoming Initiatives for AY 23-24**

- **ASCEND** Strategic Plan as it impacts curriculum decisions, such as inclusion of UG certificates and micro credentials, UG programming and

features of our UG curricula specifically related to Student Success efforts and outcomes. Dr. Danehower will be sharing articles and information to the council. The University currently has one Undergraduate certificate. Financial aid reporting is something that has to be taken into consideration for these types of programs to occur. Undergraduate Certificates will be much easier to implement if they are for Degree seeking students. We are in need of a clearer definition of micro credentials.

- **Transfer Initiatives Convening September 29, 2023 in Nashville.** Please click the link for more information. Information [here](#). This would be a great event to learn more about what other schools are doing related to becoming "transfer-friendly".
- **Ford BlueOval SK:** Meeting this summer was organized by THEC to give an opportunity for Ford BlueOval executives to present their needs/opportunities to community colleges, TCATs, University of Memphis and UT-Martin.

IV. Announcements/Reminders

- Darla Keel, Registrar, announced the new Winter Intersession, Dec. 21-Jan. 12 that is officially a part of Spring 2024 semester. For this first time intersession all classes will most likely be online. At this time no courses are scheduled. She encouraged departments to consider this as an option.
- UUC is in need of a Parliamentarian!
- College AD/Directors sending Carol UUC proposal intentions by September 22 for planning purposes.
- October 13 meeting, Curriculog deadline for proposals to be in Curriculog at Review step **September 30** (proposals should have been

approved at the College Dean step and at the University Undergraduate Review step in the hierarchy).

- **Upcoming Meetings**

Meeting Curriculog Deadline

10/13 **9/29**

11/10 **10/27**

12/8 **11/21**

1/12 **12/20** Only clean up from previous meetings.

Approval process for implementation AY 24 25 ends

2/9 **1/26**

3/15 **2/23**

4/12 **3/29**

5/10 **4/26**

V. Adjourn

- Moved to adjourn, seconded, and passed. The meeting adjourned at 2:07 PM.

ARTICLE I

NAME

The name of this organization shall be the University Undergraduate Council (hereinafter referred to as the UUC).

ARTICLE II

MISSION

The UUC acts on behalf of faculty in the governance of undergraduate programs and policies. It performs both as a policy-making body, subject to approval by the Provost and President, and as an advisory body to the Provost. The UUC will:

1. Review requirements and recommend action on both the lower and upper division graduation requirements, including general education requirements, and approval of courses for general education.
2. Propose through the Chair of the UUC, designee from the Office of the Provost, Vice Provost, Academic Innovation and Support Services to the Provost and the President policies and procedures that influence the quality of undergraduate instruction and research programs.
3. Review proposals and recommend action on new or revised undergraduate programs and courses.
4. Advise the Chair of the UUC Vice Provost, Academic Innovation and Support Services on such matters as may be brought to the UUC.

ARTICLE III

SECTION 1: REPRESENTATION

Voting membership shall consist of dean-appointed directors, faculty representatives elected by colleges and schools granting baccalaureate degrees, and one (1) representative chosen by the Faculty Senate.

Ex officio members shall include the

- ~~Vice Provost for Academic Affairs and Strategic Enrollment,~~
- Director of University Honors Program,
- Registrar ~~and appropriate staff from the Office of the Registrar;~~
- Representative from the University Libraries,
- Representative from the Academic Advising Network (AAN),
- Director of the Academic Advising Center, and
- Representative from the Student Government Association
- Representative from Student Success
- Representative from Disability Resources for Students
- Representative from Lambuth campus

Each independent college/school with baccalaureate degrees shall appoint one(1) undergraduate director to represent their college/school on the UUC. Additional representatives for colleges/schools shall be elected by their college/school to three (3) year terms. The Office of Institutional Research will provide a list of representation numbers to the Chair of the UUC based on fall enrollment census data.

Elections ~~should be must~~ be held in the spring semester or at a time prior to the first week of the Fall semester for terms to commence at the start of ~~the next~~ fall semester. Reapportionment of elected representatives shall occur once every three (3) years starting spring semester 2022 with terms starting at the beginning of the following fall semester. Representation among colleges/schools with baccalaureate degree-granting units will be based on their previous three (3) year average (e.g., fall 2019, fall 2020, fall 2021). Total elected representation is based on the college/school's percentage of the total undergraduate student population using the following table:

0% < % of Baccalaureate Student Population	1 Elected UUC Representative
10% ≤ % of Baccalaureate Student Population < 20%	2 Elected UUC Representatives
% of Baccalaureate Student Population ≥ 20%	3 Elected UUC Representatives

SECTION 2: ELECTIONS / APPOINTMENTS

Each college/school shall establish criteria for the election of representatives to the UUC that will ensure broad disciplinary representation. No term limits for elected representatives exist at the university level. The Dean of each college/school shall appoint one undergraduate director to represent their college/school.

Prior to the first meeting of the academic year, the respective units shall forward the names of their elected representative(s) and appointed undergraduate director to the Vice Provost for Academic Affairs and Strategic Enrollment (or designee). At the first UUC meeting of the academic year, the UUC shall announce the newly constituted University Undergraduate Council. A three-year term of service begins for elected representatives in September or when a vacancy occurs.

Ex officio members shall serve without voting privileges.

ARTICLE IV

OFFICERS

The officer of the University Undergraduate Council shall be the Chair of the UUC as designated by the Provost. ~~Vice Provost for Academic Affairs and Strategic Enrollment or their designee.~~ The officer shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the UUC.

ARTICLE V

MEETINGS

SECTION 1: REGULAR MEETINGS

The regular meetings of the UUC shall be held monthly during the academic semesters from September through May, unless otherwise requested by the Chair or a majority vote of the UUC. If necessary, meetings may be scheduled during summer months by the chair.

Meetings of the UUC shall be chaired by the Chair as designated by the Office of the Provost. ~~Vice Provost for Academic Affairs and Strategic Enrollment or their designee.~~

SECTION 2: SPECIAL MEETINGS

Special meetings may be called by the chair. The purpose of these meetings shall be stated in the call and, except in cases of emergency, a notice of at least five working days shall be given.

SECTION 3: ABSENCE OF MEMBERS

If for any reason a member of the UUC cannot attend a meeting, another faculty member from that college or school or a UUC member from another unit attending the meeting may be designated as proxy for voting purposes. The chair shall be notified prior to the meeting.

SECTION 4: QUORUM

Two-thirds of the number of voting members of the UUC shall constitute a quorum.

ARTICLE VI

Formatted: None

COMMITTEES

Standing or special committees shall be appointed by the chair as necessary to carry on the work of the UUC.

ARTICLE VII

PARLIAMENTARY AUTHORITY

SECTION 1: PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the University Undergraduate Council to the extent that they are not inconsistent with these bylaws or with any special rules of order the UUC may adopt.

SECTION 2: OPEN MEETINGS

All meetings of the UUC shall be open to the university community. If confidential issues are on the table, then the Chair has the power to call the UUC to executive session.

ARTICLE VIII

AMENDMENT TO BYLAWS

These bylaws can be amended at any meeting of the UUC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Approved by the University Undergraduate Council, December 10, 2004.

- Revised October 13, 2006
- Revised September 12, 2008
- Revised October 10, 2014
- Revised September 11, 2015
- Revised November 10, 2017
- Revised November 8, 2019
- Revised April 8, 2022