University Undergraduate Council

September 9th, 2022 1:00 - 3:00 PM

Faculty Senate Chamber, UC 261

Minute Attendance

Committee - Voting Members					
✓	Ladrica Menson-Furr (CAS)	✓	Lisa Mendel (CSD)	✓	Michael Hutchison (KWS)
✓	Denis Grélé (CAS)			✓	Carol Silkes (KWS)
✓	Melissa Hirschi (CAS)	✓	Alfred Hall (COE)	✓	Joy Hoffman (NURS)
✓	Andrew Mickelson (CAS)	✓	Sandra Cooley-Nichols (COE)		Candace McGowen (NURS)
	Kurt Kraiger (FCBE)	✓	Claudio Meier (HERFF)	✓	Joanne Gikas (CPLS)
✓	Peter McMickle (FCBE)	✓	Amy de Jongh Curry (HERFF)	✓	Lorraine Meiners-Lovel (CPLS)
✓	Kelly Mollica (FCBE)	✓	Claudio Meier (HERFF)		Debra Bartelli (SPH)
✓	Jenna Thompson (CCFA)	✓	Larry Weiss (CHS)	✓	Jennifer Turchi (SPH)
✓	Sonin Lee (CCFA)		Melissa Puppa (CHS)		Terra Smith (Faculty Senate)
✓	Christina Moss (CCFA)	✓	Brandt Pence (CHS)		
Committee - Non-Voting Members					
✓	Carol Danehower (Chair)	✓	Karen Weddle-West (SAS)	✓	Sofiya Dahman (Library)
	Alletha Davis (Registrar)	✓	Dale Williams (ACC)		
	Darla Keel (Registrar)	✓	Kathy Walker (AAN)		
	Keri Kerr (Registrar)		Sean Holder (OIR)		
✓	Victoria Tardugno (Registrar)	✓	Atlantica Smith (SGA - Student Rep)		
✓	Trent Harper (ASL)	✓	Melinda Jones (Un. Honors)		
Guests					
✓	Abby Parrill-Baker (Provost)				
Proxies					
✓	Bridgette Decent (OIR)				

University Undergraduate Council
September 2022 Meeting Minutes
September 9, 2022
1:00 p.m. Faculty Senate Chamber, UC 261

I.   Call to Order

- Meeting called to order at 1:03 PM. Carol Danehower, Chair of UUC welcomed the council and Provost Abby Parrill.
- The Provost thanked the UUC for their commitment to work of the council. She also talked briefly about the current faculty promotion pathways.
- Attendance was taken by the council members introducing themselves. We have 16 new members.

II.   Old Business

- Carol introduced Tori Tardugno as UUC support person and the Curriculog Specialist. Tori informed the council that if they have any questions to call or email her. Her extension is x4261 and her email is vcrynlds@memphis.edu.
- There will be a correction to the May Minutes. Michael Hutchinson was in attendance.
- Dr. Lisa Mendel moved to approve the November, December, January, and May with the correction to the May minutes, Dr. Michael Hutchison seconded the motion. One member abstained.
- Informational/Reminder: Low-Impact Curriculum Change (LCC) Process. Adopted last year, LCC, the description was emailed to the council. There are three types of Low Impact Curriculum forms. Carol requests that each College/School submit a summary for the Low Impact forms to her.
    - These proposals are not voted on by the Council, summary is provided to council as FYI.

III. New Business – Curriculum

- We had no proposals to vote on at this meeting. Carol informed the council that proposals will be posted in Curriculog for member review and comments prior to meeting. Discussion and voting will take place by roll-call voice vote for face-to-face meetings and using Zoom polling function for virtual meetings.
- The UUC does not use the Curriculog voting function currently. UUC members are encouraged to put comments in Curriculog there are concerns questions. Comments cannot be edited or deleted. Comments on proposals are most effective if made at least 2 days prior to the meeting. This way we can try to address the comment at the meeting or before.
- Proposal deadline can be extended on a case-by-case basis. The deadline for this council means that the proposal has been approved up to the University Review Step not just launched/originated in Curriculog.
- Associate Deans/Directors please send Tori a list of your Curriculog structure, so it may be updated. Example: Who are the following positions: UG Department Chair, College Associate Dean, College Committee Step.
- If a proposal is rejected it will have to go back up through all of the signature steps to get back to the UUC.
- Impact report – The impact report shows if/how a course is listed as an elective or a requirement in other programs.

- Make sure that you are double checking with other division for overlap.
- The following question was brought up, do we know the Provost's position on overlapping course approval? This is a conversation to come with Carol and the Provost.

IV. Upcoming Initiatives from Provost for UUC Input/FYI

- Transfer Credit Policy Working Group (We currently have no comprehensive, well-documented policy) to develop a policy which:
  - Maintains academic quality and integrity; eases the acceptance of academic credit transfer (will help the University of Memphis develop a transfer-friendly reputation, a goal of President Hardgrave); defines an approval process for academic credit equivalency proposals from academic units for non-accredited, and even non-credit academic programs. Other aspects of transfer (dual enrollment, TTP, international/courses, etc.) were discussed.
- Academic Integrity Task Force - To develop modular materials in Canvas that all faculty may use as they see fit in their courses and to develop faculty training about cultural differences in academic integrity/plagiarism (as a guide to assist faculty in helping international students meet US academic integrity standards while studying here).
  - It was brought up that it may seem like the international students are being singled out in the verbiage. Carol will give this feedback to the Provost.
- Academic Fresh Start – slight changes (timeframe and including advisor in on process) – attached as FYI

V. Updates/Announcements/Reminders

- UUC is in need of a Parliamentarian! Please let us know, this individual does not have to be on the council.
- Qualtrics survey going out to get UUC thoughts on Zoom meetings; informal discussion session of UUC processes; need for Curriculog training/discussion.
- Colleges/Schools should send Carol UUC proposal intentions by September 19 for planning purposes. This is a broad overview of what we can expect to see.
- For the October 14 meeting, the 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 Dates	Curriculog Deadline
10/14	**9/30**
11/11	**10/28**
12/9	**11/22**
1/13	**clean up**
2/10	**TBA on schedule, but only as needed**
3/17	**TBA**
4/14	**TBA on schedule, but only as needed**
5/12	**TBA**

- The reason for these deadlines.
  - Since the proposals and everything is online now why can't we still approve things in late Spring? The reason for this is because there is a significant process with courses/program going into Banner, UMDegree and the Catalog. Advising for Fall in February/March.

VI.   Adjourn

Moved and seconded to adjourn. The motion passed. The meeting adjourned at 2:03 PM.

University Undergraduate Council
Low-Impact Curriculum Changes (LCC) Process

Introduction

Some curriculum changes are necessary but of such small consequence that UUC approval may not be required. This designation is common at other universities and is considered "best practice" and time-saving, allowing faculty to focus their curriculum-revision efforts on more substantial issues. Some course closeouts, course revisions, and program revisions may be considered to be Low-Impact.

LCC Proposal Types

(Note: Gen Ed courses are not eligible for Low-Impact changes.)

1- Low-Impact Undergraduate Course Close Out. Courses that are solely in a department or college's curriculum and not in general education or taken by other majors may be closed out using the LCC process. To be sure that these close-outs qualify as low-impact, a Curriculog Impact Report must be run and that information provided in the Curriculog form.

2- Low-Impact Undergraduate Course Revisions. Course revisions that are minor or some revisions to courses whose impact is only felt within the department or college may be made using the LCC process. These include:

- **Course pre-req/co-req changes**.
- **Editorial course title change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Editorial course description change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Course repeatability change.**
- **Grading type change.**
- **Instructional Method/Schedule Type change.**

3- Low-Impact Undergraduate Program Revisions. Slight changes to programs such as replacing a dropped course, adding courses to elective choices, small course sequencing changes, may be determined to be LCC. If the proposed program revisions are determined to be significant enough that they should actually be voted on by the UUC, they will be turned back to the departments for submission as regular proposals.

LCC Process

- For each LCC form the approval hierarchy, after the originator: Department, College, Administrative Review, Registrar (implementation). Administrative Review is by the UUC Chair (if Chair is designee, ultimate approval by Vice Provost.)
- LCC proposals are accepted as early as mid-September for review in October, November, and December and are ongoing, with final proposals due in Curriculog no later than December 1. If the changes are determined to have been mis-classified as "low impact" and need to be put before a full UUC vote, there is still time for them to be re-presented as regular proposals for January.
- Monthly summary reports of LCC will be posted for UUC review in Curriculog for information purposes. UUC Chair will call for any questions or feedback on LCC proposals at UUC monthly meetings.

Academic Fresh Start

What Is An Academic Fresh Start?

A plan of academic forgiveness which allows undergraduate students who previously experienced academic difficulty to improve their academic record upon returning to college after an extended absence. Allows eligible students to resume study without being penalized for past unsatisfactory scholarship and signals the initiation of a new GPA.

Student Requirements:

1. Have been separated from all accredited collegiate institutions for a minimum of four (4) consecutive calendar years ~~preceding the first term of enrollment as a transfer student or re-enrollment at the University of Memphis~~.
2. Be admitted as a degree seeking student at the University of Memphis.
3. Must have below a 2.5 (cumulative) GPA at the time of application.
4. Has not earned an undergraduate degree (Associate or Bachelor's degree).
5. Submit an Academic Fresh Start application to the Registrar's Office ~~within one (1) calendar year from the term of enrollment or re-enrollment at the University of Memphis~~.

Terms of Academic Fresh Start:

1. The student can only be granted an Academic Fresh Start once during their undergraduate career.
2. Academic Fresh Start allows previously failed courses to be excluded from the calculations of the new GPA.
3. Courses with a "D" grade will also be excluded from the calculation when a grade of "C" or better is required in the student's current major.
4. The new GPA and credit hours will reflect courses for which passing grades were earned and retained from the pre-Academic Fresh Start performance.
5. ~~Academic Fresh Start requires approval by the appropriate college dean and designee.~~ The student's advisor will submit the Academic Fresh Start form to the Registrar's Office. The Registrar's Office will review the student's record to ensure all requirements are met before processing the Academic Fresh Start.
6. Academic Fresh Start will be formally applied after the census enrollment date at the University of Memphis.
7. The student's University of Memphis transcript will note that an Academic Fresh Start was granted and the effective date.
8. For further information regarding Academic Fresh Start you may contact the Registrar's Office at 901.678.2389 or via e-mail at **scraft@memphis.edu**.

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