

University Undergraduate Council

October 14, 2022 1:00 - 3:00 PM

Zoom

Minute Attendance

Committee - Voting Members					
✓	Ladrica Menson-Furr (CAS)		Lisa Mendell (CSD)	✓	Joy Hoffman (NURS)
✓	Denis Grélé (CAS)		Nichelle Robinson (COE)	✓	Candace McGowen (NURS)
✓	Melissa Hirschi (CAS)	✓	Sandra Cooley-Nichols (COE)	✓	Joanne Gikas (CPLS)
✓	Andrew Mickelson (CAS)	✓	Amy de Jongh Curry (HERFF)	✓	Lorraine Meiners-Level (CPLS)
✓	Kurt Kraiger (FCBE)	✓	Claudio Meier (HERFF)	✓	Debra Bartelli (SPH)
	Peter McMickle (FCBE)	✓	Larry Weiss (CHS)	✓	Jennifer Turchi (PUBH)
✓	Kelly Mollica (FCBE)	✓	Melissa Puppa (CHS)		Terra Smith (Faculty Senate)
✓	Jenna Thompson (CCFA)		Brandt Pence (CHS)		
✓	Sonin Lee (CCFA)	✓	Michael Hutchison (KWS)		
✓	Christina Moss (CCFA)	✓	Carol Silkes (HPRM)		
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					
	Stormey Warren (COE)				
Proxies					
	Beverly Cross (COE)				

University Undergraduate Council

October 2022 Meeting Minutes

October 14, 2022

1:00 p.m. Zoom

I. Call to Order –Carol Danehower, Chair

- Meeting called to order at 1:03 PM

II. Old Business

Approval of September Minutes

- Moved and second to approve the September minutes. The motion passed.

III. New Business – Curriculum.

- There were no proposals to vote on this month. Carol reminded the council that the November, December and possibly Januarys would be in person. These are meetings that we have proposals to review and vote. The proposals are posted in Curriculog for member review and comments prior to meeting. During these meetings proposals will be presented and discussed if needed, voting takes place by roll-call voice vote for face-to-face meetings and Zoom polling function for virtual meetings.

IV. Updates/Announcements/Reminders

- UUC Basics – Carol (with help from others), see attachments.
- Curriculog Q & A -- Tori

- Meeting Dates Curriculog Deadline

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

V. Adjourn

- Moved and seconded to adjourn. The motion passed. The meeting adjourned at 3:00 PM.

UUC Basics: Rough, Incomplete Draft Information (ma) 10/14/22

Approved Curricula are located in the Undergraduate Catalog, published online every March and applies to that upcoming academic year (AY). For UUC decisions that are not subject to THEC approval, our current work takes effect for the AY2023/2024 (Fall 23, Spring 24, Summer 24)

Curriculum Structure: Undergraduate

- **Degrees:** Bachelor of Arts (B.A.); Bachelor of Science (B.S.); Bachelor of Fine Arts (B.F.A.); Bachelor of Music (B.M.); Bachelor of Science in Education (B.S. ED); Bachelor of Business Administration (B.B.A.); Bachelor of Liberal Studies (B.L.S); Bachelor of Professional Studies (B.P.S.); Bachelor of Science in Nursing (B.S.N.); Bachelor of Science (B S) in Biomedical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Technology, Mechanical Engineering;
120 hours –includes General Education (41 hrs), Major or Major & concentration, electives
- [General Education](#) – General Education Committee, ad hoc committee of UUC, Chaired by Ladrice Menson-Furr
- **Major** (aka Academic Program in THEC language)—too many to name, always attached to a Degree
Hours vary by program (technically could be $120 - 41 = 79$ but most are less so that students have room for general electives; require 6-9 hours “core”
- **Concentration** –area of specialization within a major (not all majors have concentrations, but every concentration must be attached to a specific major) – min 12 hours although there are a few exceptions, differs by discipline
- **Minor** – stand alone, not attached to any major or degree; minimum 18 hours, 9 hours upper division
- **Special Topics courses**—Courses that are approved for one semester only (may be offered up to 3 times as ST, after that must go through regular approval process) by UUC Chair (designee of Provost). See [Special Topics Guidelines](#).

Other Topics: 4/6000 level courses; [Accelerated Bachelors to Masters Programs \(ABM\)](#), other aspects of curriculum structure, other?

Curriculum Approval Process Steps: UUC

Courses, New Concentrations and minors, Program Revisions and terminations (inc majors, concentrations, minors): Department, College/School, UUC, Provost

Notifications*: THEC is *notified* of changes relevant to maintenance of API (Academic Program Inventory)

Proposals needing Notification --noted in Curriculog proposal form (departments complete THEC forms and attach, Provost signs off and Provost's Office sends to THEC by deadlines)

Proposals voted on in Fall UUC meetings are processed (UUC+Banner+Catalog+UMDegree) to be available for Feb/March student advising, April registration, August classes

Low Impact Curriculum Changes – LCC for UUC information, if there is a question subject to UUC approval

Curriculum Approval Process Steps: UUC and Beyond

- Academic Program Modifications (APM)*: All + THEC *STAFF*

APM options and process revised by THEC Aug 2022. Process takes 6 mos – 2 years but less than a new program proposal (recent revision = not sure).

- New Academic Programs (LON/NAPP)*: All + BOT + THEC staff + External Review + THEC *Commission Meeting vote*

New Program Proposals two part: Officially called "Letter of Notification (LON)" and New Academic Program Proposal (NAPP).

LON/NAPP process revised by THEC Aug 2022. Process takes 2+ years from start to finish, final step is THEC meeting vote (THEC meets quarterly: Late January, Mid May, Late July, Early November)

- Expedited New Academic Programs (LON/NAPP) –"High Demand" programs, not sure (more on this later)

*More info in Appendix

THEC = TN Higher Education Commission [THEC Academic Affairs and Student Success](#)

→Program Approval and Academic Policies→Academic Policies, Checklists and Forms

***Curriculum Approval Process Steps: Appendices**

Appendix One: THEC Notifications

[THEC Academic Affairs and Student Success](#)

→Program Approval and Academic Policies→Academic Policies, Checklists and Forms→Academic Actions Notification

Submitted with proposals in Curriculog, collected by Provost's Office and emailed to THEC

- [Academic Policy - A1. 5 Academic Actions Notification](#)
- [A15A Establish Certificate Program Form](#)
- [A15B Program Name Change Form](#)
- [A15C Concentration Name Change Form](#)
- [A15D New Concentration within Existing Program Form](#)
- [A15E Change SCH Existing Program Form](#)
- [A15G Extension of Program to Approved Center Form](#)
- [A15H Change of Instructional Delivery Mode Form](#)
- [A15I Inactivation of Program or Concentration Form](#)
- [A15J Reactivation of Program or Concentration Form](#)
- [A15K Termination of Program or Concentration Form](#)

Appendix Two: Academic Program Modifications (APM) –list taken from THEC Policy A1.1

1.1.2A Modifications to Currently Approved Programs.

Modifications requiring approval from THEC are limited to the following changes and may require an external review if deemed necessary by THEC staff:

- Adding an academic program degree designation to an existing program (e.g., adding a B.A. to an existing B.S.).
- Changing an academic program degree designation (e.g., B.A. to B.F.A; M.A. to M.F.A.; Ed.D. to Ph.D.).
- Changing the six-digit Classification of Instructional Program (CIP) code for an approved academic program.

- Establishing a free-standing academic program from an existing concentration that has demonstrated steady enrollment and graduation numbers for a period of the last three (3) years. This program modification may be considered only if the establishment of the concentration as a free-standing academic program does not compromise the remaining academic program and requires limited new resources.
- Consolidating two (2) or more existing academic programs into a single academic program.
- Creating a joint degree program consisting of academic programs that are already approved at each participating institution.

Appendix Three: New Academic Programs (LON/NAPP)

[THEC Requirements](#)

Appendix Four: Academic Program Inventory and Classification of Instructional Programs (CIP) Codes

[Academic Program Inventory \(API\)](#)

THEC has promised that they are in the process of making the API more user friendly, possibly as soon as Spring/Summer 2023. This [API Guide](#) is informative, explaining the Academic Program Inventory and some information about CIP codes. Reports of all THEC institutions are located [here](#).

The [API Summary Report for University of Memphis](#) lists the CIP codes of all majors at University of Memphis and it is current and includes only UofM ACTIVE programs. The programs are organized in numerical order of CIP code, however, so initially at least you may have to flip through all seven pages to find your major.

The [API Comprehensive Report](#) for the University of Memphis is over 231 pages and is unwieldy, but includes active and phased-out programs.

The [Searchable API](#) can be clunky to use but if you can get it to work, it is easier because you can enter the Major and Institution and find your program (and see what other THEC schools offer).

More information about CIP codes and their importance for student recruiting and formula-funding is forthcoming!