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<th>Committee - Voting Members</th>
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<tr>
<td>✓ Ladrīca Menson-Furr (CAS)</td>
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<td>✓ Denis Grélé (CAS)</td>
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<td>✓ Melissa Hirshi (CAS)</td>
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<td>✓ Andrew Mickelson (CAS)</td>
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<td>✓ Kurt Kraiger (FCBE)</td>
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<td>✓ Peter McMickle (FCBE)</td>
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<td>✓ Kelly Mollica (FCBE)</td>
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<td>✓ Jenna Thompson (CCFA)</td>
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<td>✓ Sonin Lee (CCFA)</td>
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<td>✓ Christina Moss (CCFA)</td>
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<th>Committee - Non-Voting Members</th>
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<tr>
<td>✓ Carol Danehower (Chair)</td>
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<td>✓ Alletha Davis (Registrar)</td>
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<td>✓ Darla Keel (Registrar)</td>
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<td>✓ Keri Kerr (Registrar)</td>
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<td>✓ Victoria Tardugno (Registrar)</td>
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<td>✓ Trent Harper (ASL)</td>
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Guests

| Stormey Warren (COE) |

Proxies

| Beverly Cross (COE) |
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.
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 Ladrica 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


  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](#)
*Curriculum Approval Process Steps: Appendices*

**Appendix One: THEC Notifications**

**THEC Academic Affairs and Student Success**

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!