

## University Undergraduate Curriculum Council

### March 2022 Meeting Minutes

March 18, 2022 1:00 PM

Virtual via Zoom

**Present:** **Voting Members:** Debra Bartelli (SPH), (COE) Russell Deaton (ENGR), Ryan Fisher (CCFA), Joanne Gikas (CPLS), Alfred Hall (COE), Matthew Haught (CCFA); Michael Hutchinson (KWS), Claudio Meier (ENGR), Pete McMickle (FCBE), Lisa Mendel (CSD), Ladrica Menson-Furr (CAS), Ramona Lee (CPLS), Terra Smith (Faculty Senate), Jun Min Wang (CAS), Lawrence Weiss (SHS), Alistair Windsor (CAS), Lan Zhang (CAS).

**Non-Voting Members.** Carl Chando (ACC), Ashley Connolly (Academic Advising), Carol Danehower (Academic Affairs), Alletha Davis (Registrar), Kenneth Haggerty (Libraries), Sean Holden (OIR), Melinda Jones (Honors), Darla Keel (Registrar), Keri Kerr (Registrar), James Orr (Office of the Provost), Victoria Tardugno (CAS), Ben Wallace (SGA), Karen Weddle-West (SAS).

**Absent:** Voting: Sandra Cooley-Nichols (COE); Joy Hoffman (LCON); Kurt Kraiger (FCBE). Non-Voting: Connolly, Davis, Jones, Keel, Tardugno, Wallace.

### Call to Order

Meeting called to order at approximately 1:00pm, by Carol Danehower, quorum present.

Provost Tom Nenon spoke to the UUC about curriculum design in undergraduate degree programs at the University of Memphis, with particular emphasis on the purpose, role, and resource issues of concentrations in majors.

### Old Business

At the November 2021 meeting three units (Faculty Senate, Loewenberg College of Nursing, College of Health Sciences) proposed revisions to the UUC Bylaws regarding increased representation (one additional member) from their units to the voting members of the UUC. Discussions during and after the proposal presentations made it clear that the more holistic issue of faculty representation

on the UUC deserved more scrutiny. Vice Provost James Orr asked for volunteers on an ad hoc committee to further discuss this issue and make recommendations. Committee volunteers included Ryan Fisher (CCFA); Larry Weiss (CHS); Joanne Gikas (CPLS) and Terra Smith (Faculty Senate). The group submitted a proposed bylaws revision of Article 3 Sections 1 (Representation) and 2 (Elections/Appointments) including a numerical schema for the number of elected representatives per college/school. Corrections/additions to the ad hoc committee proposal through UUC discussion included the correction of the non-voting member “Director of Academic Advising” to “a representative from the Academic Advising Network (AAN)” and clarification of the definition of a quorum as “two-thirds of the voting membership”. Carol Danehower also noted that an additional correction to the bylaws was the position title “Vice Provost of Academic Affairs and Enrollment Services” throughout the bylaws document.

The proposal for bylaws revision to be voted on in April, including the additions and corrections discussed, is attached to these minutes.

### **New Business**

Proposal for a new course to be included in the Social/Behavioral Sciences category of General Education choices for students, PUBH 2181 Population Health and Society, was provided to the UUC in advance of the meeting and was presented by Ladrica Menson-Furr, Chair of the General Education Committee and was approved by vote of the UUC.

### **Announcements**

It was noted that Carl Chando, Director of the Academic Counseling Center, was retiring at the end of the month. Thanks and congratulations were offered to Carl for his longtime dedication and service to the University, including participation in the University Undergraduate Council.

The next UUC meeting will be held on April 8, 2022, 1:00 PM on Zoom.

**Meeting was adjourned at approximately 2:30 pm.**

**Attachments -- Proposal for revision to UUC Bylaws**

## UUC BYLAWS REVISION (EDITS ACCEPTED) FOR VOTE MARCH 2022

### 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 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, a representative from the University Libraries, Director of Academic Advising, Director of the Academic Counseling Center, and a representative from the Student Government Association.

Each independent college/school with baccalaureate degrees shall appoint one undergraduate director to represent their college/school on the UUC. Additional representatives for colleges/schools shall be elected by their college/school to three-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 must be held in the spring semester for terms to commence at the start of the next fall semester. Reapportionment of elected representatives shall occur once every three 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-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:

<u>% of Baccalaureate Student Population</u>	<u>Total Elected UUC Representatives</u>
.01 – 10%	1
11-20%	2
21+%	3

#### 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.