Undergraduate Council Summary Report
[Monday March 19, 2018 Faculty Senate Executive Council meeting]
Submitted by Rachel Chen, Chair

The Undergraduate Council e-approved minutes of the meeting of February 27th, 2018.

Summary report of the Undergraduate Council, February 27, 2018   (See attached reports)
http://web.utk.edu/~ugcouncl/public_html/docs/minutes/02-27-2018_UGCminutes.pdf

Special Report
New procedure for approving UGC Minutes (Rachel Chen)
Responding to a request from the president of UT Faculty Senate, the leadership of the Undergraduate Council has proposed a process for approving UGC minutes more quickly, as outlined below.
1. After the Chair reviews the draft of the minutes, s/he will direct that they be posted to the Announcements section of the UGC website.
2. The Chair will then send an email or direct that an email be sent containing the link to the draft of the minutes to all UGC members and ask for corrections. The email will be sent with a Read Receipt Request. Both voting and non-voting members may suggest corrections.
  a. If a Read Receipt is received from a voting member but no corrections are suggested, the Chair will assume the member agrees the minutes are correct. To send a Read Receipt, the recipient must actively click on the Send Receipt Now option.
  b. If no corrections are suggested within two business days, the minutes are approved.
  c. Any corrections should be submitted via return email by using the reply to all option.
  d. If corrections are suggested and no one objects within an additional two business days in which to consider the corrections, the minutes are approved as corrected.
  e. If corrections are suggested and there are objections or debates, the Chair will then ask for a formal vote via email on the minutes and proposed corrections.
3. Once the minutes are approved, they will be posted to the UGC Minutes webpage and the Chair will inform the Faculty Senate President that the approved minutes are available for review by the Faculty Senate.
After discussion and clarification of the details of this proposal, the UGC voted to approve this process. [Please see page 2 re: the outcome of e-voting]

Committee Reports (See attached reports)
- **Advising**. The Advising Committee presented an informational report that did not require any action by the UGC.
- **General Education.** The General Education Committee presented one item for vote by the UGC as well as information regarding the implementation workgroups and timeline for the new general education curriculum. The one course submitted for approval (UNHO 287: Honors –The Science and History of the Manhattan Project) is a special topics course that has been approved for designation as satisfying the Natural Science (NS) requirement. This proposal was to verify that this particular topic met the NC guidelines. The proposal was approved by the UGC.

Dear Undergraduate Council Members,

On Thursday the 1st of March @9:12 am, Molly Sullivan emailed all UGC members on my behalf to ask for your review and approval re: UGC 02-27-2018 minutes.

The minutes of the UG Council for February 27, 2018, have been reviewed by the majority of the membership, including 22 out of the 29 voting members and 9 out of the 17 non-voting members. None of these members suggested any changes to the minutes.

UGC -2-27-2018 minutes are officially approved.

The minutes can still be found at http://web.utk.edu/~ugcouncl/public_html/docs/minutes/02-27-2018_UGCminutes.pdf.

They will be posted on the permanent UGC Minutes page tomorrow. Until then, they will be available at the link above

Thank you for your timely review and approval. Have an awesome week.

Warmest and Best,
Rachel
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<mark>Emailed was sent on March 1ˢᵗ @9:12 am.</mark>
Undergraduate Council Members,

The minutes of the Undergraduate Council meeting held on February 27, 2018, are available for review.
http://web.utk.edu/~ugcouncl/public_html/docs/minutes/02-27-2018_UGCminutes.pdf

Please note that the part that needs to be approved or corrected is the first section that ends with the "submitted by" statement. The pages after that statement give the details of the reports or proposals that were submitted to the UGC. The first page explains what decisions were made regarding reports or proposals.
☐Approval means that the minutes correctly reflect the actions taken (or decisions made) by the group during that meeting.
☐If the minutes do NOT accurately reflect the decisions made by the group, then corrections are needed. Please suggest revisions that will improve the accuracy of the minutes.

Both voting and non-voting members may suggest corrections.

This email was sent with a *Read Receipt Request* and a *Voting Button.* If you are using Outlook, you will see a *Read Receipt Requested* message after you have opened the message and click to leave the message. You will need to click the *respond* option to send the receipt. If you are using an iPad, the receipt will probably be sent automatically when you open the email.

This email was also sent with a *Voting* button. If you are in Outlook, you will see a message about voting at the top of the message, directly under your own name. You will click on the message and then choose an option. The voting option did not work on my iPad; so you would either reply to the email or log onto Outlook to use the voting button.

Please see my previous email for more detail about this process, and feel free to call or email me with any questions.

The guidelines call for allowing two business days for members to reply; therefore, we will accept responses until 9:30 am on Monday, March 5, 2018.

UGC Member,

The purpose of this email is to make sure everyone understands the new procedure for approving the UGC minutes. This email is NOT being sent with a Read Receipt Request.

As the Undergraduate Council discussed and approved at its meeting on Tuesday, February 27, 2018, there is a <u>new procedure for approving UGC minutes</u>. The purpose for this change in procedure is in response to the Faculty Senate, who would like for the UGC to approve their minutes more quickly to allow the FS to review approved minutes rather than minutes pending UGC approval.

Definition of minutes:

- The minutes are an <u>official statement of the actions taken</u> by a group and normally do not include details of discussions during that meeting. Sometimes we do recap the discussions, but for the most part we simply report what was approved at the meeting.

- The minutes, then, are the page(s) at the beginning that is headed "Minutes of the Meeting" and goes through the "submitted by" statement. Proposals are listed in the attachments, and the <u>minutes will state whether proposals were approved, denied, withdrawn, or tabled</u> by the voting members of the UGC.

- The pages following the "submitted by" statement are the attachments and are almost always exactly like the attachments to the agenda that members receive a week prior to the UGC meetings. These <u>attachments are vital because they contain the details of the proposals</u>. If any changes have been made to the attachments, those changes will usually be in response to actions or requests within the meeting. Occasionally, changes will be in response to typographical or copy/paste errors discovered during implementation of the proposals; although this type of error is often not discovered until later and may then be addressed at the next meeting of the group. I will note any changes to the attachments in the email that accompanies the link to the minutes.

What does approval of the minutes mean?

- When you approve the minutes, <u>you are saying that they correctly reflect the actions taken by the group</u> at that particular meeting.

- <u>You are NOT approving the proposals in the attachments</u>, because the group has already approved or denied those items.

New procedure for approving UGC Minutes (approved at the meeting of the UGC on February 27, 2018):

Responding to a request from the Faculty Senate, the leadership of the Undergraduate Council has proposed a process for approving UGC minutes more quickly, as outlined below.

1. After the Chair reviews the draft of the minutes, s/he will direct that they be posted to the Announcements section of the UGC website.

2. The Chair will then send an email or direct that an email be sent containing the link to the draft of the minutes to all UGC members and ask for corrections. The email will be sent with a *Read Receipt Request.* <u>Both voting and non-voting members may suggest corrections</u>.

   a. If a *Read Receipt* is received from a voting member but no corrections are suggested, the Chair will assume the member agrees the minutes are correct. To send a *Read Receipt,* the recipient must actively click on the *Send Receipt Now* option.

   b. <u>If no corrections are suggested within two business days, the minutes are approved</u>.

   c. Any corrections should be submitted via return email by using the *reply to all* option.

   d. If corrections are suggested and no one objects within an additional two business days in which to consider the corrections, the minutes are approved as corrected.

   e. If corrections are suggested and there are objections or debates, the Chair will then ask for a formal vote via email on the minutes and proposed corrections.

3. Once the minutes are approved, they will be posted to the UGC Minutes webpage and the Chair will inform the Faculty Senate President that the approved minutes are available for review by the Faculty Senate.

Additional information:

- When you receive my email with the subject "Approval of UGC Minutes," <u>you may wait to open the email until you have time to read the minutes</u>.

- If you open the email and see the <u>"A read receipt has been requested" message, you will need to actually click "respond now"</u> in order to send the read request. (Note that my iPad sent the read receipt automatically, but Outlook asked if I wanted to send the receipt.)

- We have discovered that we also have a "<u>voting button</u>" option within our email software. We will use that option <u>in addition to the read receipt request</u>.

- In Outlook, <u>the voting button appears in a message under the recipient's name at the top of the message</u> with a statement saying "This message includes voting buttons. Click here to vote."

(My iPad did not support the voting option, so I did not see the voting button until I opened the email in Outlook.)

- If you want to use the voting option to actively give your opinion, you would <u>click the appropriate button</u> – either "Minutes are correct" or "Corrections are needed." If you choose the second option, please also send an email to indicate what part of the minutes needs to be changed.

- <u>These functions do not work in all email software</u>. For instance, my iPad sends the read receipt automatically when I open the email and does not give me the option of voting. If you don't see an option to send a read receipt or to vote, you may want to log into a different email server or <u>simply reply to the email as you would normally do</u>.

Please feel free to call or email me if you have questions or concerns.

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Button:

Vote: minutes are correct

Vote: Corrections are needed