

Undergraduate Council (UGC)

- Provide faculty leadership for UGC (14 voting members) in the form of the Chair
 - Associate Provost or designee; currently Dr. Karen Badger, Associate Dean and Assistant Provost Undergraduate Education; Associate Professor, College of Social Work)
- Provide staff support personnel to ensure efficient tracking and processing of proposals as well as advisement of Senate Rules and institutional considerations
 - Dr. Chris Thuringer, Assistant Provost of Program Assessment and Planning
 - Joanie Ett-Mims, Administrative Support Associate

(From Senate Rules 1.3.3)

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council.

Functions:

1. Course Procedures

- a. It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599.

2. Program Procedures

- a. It shall consider all proposed new undergraduate programs, changes in undergraduate programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements. The Undergraduate Council shall recommend on all of the above to the Senate Council.

3. Review of Programs

- a. It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

4. Off-campus Courses and Programs

- a. The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) "substantive changes" criteria.

UGC Immediate Needs

1. Work with Senate Council chair to identify and approve 10 new committee members by Fall 2016
 2. Identify responsible faculty leadership (post-Ben Withers) to fulfill functions currently performed by the APUE for curriculum and program considerations
 3. Confirm Chair (Re-appoint or appoint) for 2016-2017 AY
 4. Arrange for a summer retreat and approve faculty stipend for training of new committee members, proposal review and discussion of curriculum-related policy issues and committee procedures.
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APUE Overall in Curriculum/Program Matters

- Global Studies certificate (home is UGE)
 - Any UGE curriculum (DSP, EXP, HMN, HON, UK, UKC, USP)
 - MOUs for community-based learning
 - MOU for BCTCblue+ (KCTCS)
 - Dual credit approval and agreements
 - Student Disability Course Substitution approvals
 - Student appeals for GCCR, UKCore substitutions, etc.
 - Point of contact for College proposers for Undergraduate Program changes (required in vetting process and on program change form)
 - Central communication for policy matters, senate rules, upcoming changes and impact to undergraduate programs/Colleges
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UK Core Education Committee (UKCEC)

- Provide faculty leadership for UKCEC (standing Senate committee with 12 voting members) in the form of the Chair, which is appointed by Senate Council
 - Associate Provost or designee; currently Dr. Karen Badger, Associate Dean and Assistant Provost Undergraduate Education; Associate Professor, College of Social Work) (Consistent chair of UGC and UKCEC put in place to help with continuity of course proposal reviews)
- Provide staff support personnel to ensure efficient tracking and processing of proposals as well as advisement of Senate Rules and institutional considerations
 - Dr. Chris Thuringer, Assistant Provost of Program Assessment and Planning
 - Joanie Ett-Mims, Administrative Support Associate

(From Senate Rules 1.4.3.0)

Functions:

1. It shall approve and recommend all courses which are proposed to the University Senate to fulfill the program requirements.
2. It shall maintain long-term oversight of the program, including periodic course review and program assessment to ensure that the program fulfills the learning outcomes.
3. It shall recommend to the Senate Council the deletion of courses (or pairs of courses) from the program that no longer seem appropriate to the program, and recommend to colleges or departments, through the Associate Provost for Undergraduate Education, such changes concerning teaching and content as it deems necessary or appropriate.
4. It shall continue to work to enhance the program and assert the program's centrality to the undergraduate curriculum through involvement in university-wide planning and policy discussions related to the program.
5. Upon the recommendation of the Dean of Undergraduate Studies or upon its own initiative, it shall develop and propose changes in the structure of the program or in the requirements necessary to complete the program.
6. It shall make recommendations to the Dean of Undergraduate Studies on individual cases of temporary waivers of or temporary substitutions for program requirements.
7. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges on campus. (*Note: area experts (UKCEC Committee Members) work with the UKCore Exceptions Sub-committee to complete this task*)

UKCEC Immediate Needs

- Work with Senate Council chair to identify and approve 5 new committee members by Fall 2016
 - Identify responsible approving faculty leadership (post-Ben Withers) for curriculum and program considerations
 - Confirm Chair (Re-appoint or appoint) for 2016-2017 AY (approved by Senate Council)
 - Arrange for a summer retreat for training of new committee members, proposal review and discussion of curriculum-related policy issues and committee procedures.
 - Finalize and launch revised UKCore Assessment Plan
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UGE Division-Wide Functions (Chris Thuringer, Assistant Provost of Program Assessment and Planning)

- Coordinate strategic planning for Division of Undergraduate Education and each of its 13 units
- Direct assessment of program outcomes and student learning outcomes for UK Core (university's general education program)
- Coordinate and lead unit program review processes for overall Division and individual units
- Develop reports (utilizing Tableau and other software tools) for the Associate Provost on a range of key trends and issues in undergraduate education
- Work closely with Analytics and Technologies to identify meaningful reports and analysis for at-risk students; identify subsequent intervention strategies
- Assist with and enhance communication between Division of Undergraduate Education and Division of Student Affairs with regard to student success initiatives
- Coordinate and advise Undergraduate Council (14-member faculty committee) on issues related to curriculum and program development
- Coordinate and advise UK Core Education Committee (10-member faculty committee) on issues related to the university general education program
- Serve on a variety of campus-wide student success committees (Retention, Student Surveys, Student Success, International Student Success, Enrollment Logistics)

UGE Division-Wide Functions (Joanie Ett-Mims, Administrative Support Associate)

- Staff support for UGC and UKCEC which involves coordinating yearly meetings schedules and agendas; attend meetings and record minutes; communicate with faculty regarding the status of their proposals; coordinate proposal revisions as needed; coordinate review process of proposals and maintain records of review status; manage proposals in the curriculum tracking system; and communicate the approval of proposals to the Senate Office.
- Coordinate UK Core Exceptions Committee and GWR Exceptions requests; coordinate the review process of requests; track outcomes and communicate decisions to students as needed; and coordinate appeals process through the Associate Provost for Undergraduate Education.
- Assists Division Budget Officer, and other UGE staff, with document processes such as travel arrangements/vouchers, Procard editing, SRM, PRDs, JVs, check/cash transmittals, and other University documents. Maintains and reconciles UGE monthly ledgers.
- Provides front-line support and customer-service for main UGE office space (203 McVey Hall).