

**CEHHS Undergraduate Curricular Review Committee (CRC)
Agenda & Narrative Summary**

MINUTES

September 7, 2016

1:00-2:00 pm

Claxton 412

Meeting Agenda

Members attending:

Ex Officio: Jeff Fairbrother

Non-Voting: Jamia Stokes

Voting Members - Rob Hardin KRSS, James Williams RHTM, MariBeth Coleman TPTE, Juli Sams CFS, Katie Kavanagh NUTR

Guest – Karen Boyd ELPS

- I. Rob Hardin (Chair) Called the meeting to order
No administrative support today. Jamia Stokes volunteered to take minutes.
Kayla Whitt will join the Dean's Office on September 13th and will be at future meetings to take minutes.
- II. Approval of Minutes (Rob Hardin)
 - April 6, 2016 – Meeting Cancelled at February 10th meeting.
 - Tabled the approval of the February 10th meeting minutes until October 12th meeting.
- III. Announcements (Jeff Fairbrother)
 - Undergraduate Council representation
 - The Bi-laws state that this committee has a representative on the Undergraduate Council, but the Bi-laws also state that this is an elected position. Chair of CEHHS CRC can appoint a member for UG Council. Juli Sams will represent CEHHS. College Senate needs to review the process so that it is more clear in the future.
 - October 12th meeting will start at 2 PM
 - Need for more control of the CRC website so that information can be posted regularly
- IV. Curricular Agenda – **all items approved with revisions as noted. Requested for supporting documents to be emailed to the CRC committee for review prior to the next meeting.**
 - a. Educational Leadership and Policy Studies (ELPS) – Karen Boyd (guest)

Student Learner Outcomes

The Leadership Studies minor prepares students to become responsible citizens and leaders in a global society. Therefore, students minoring in Leadership Studies will be able to....

1. Recognize, understand, and analyze perspectives on leadership including frameworks, theory, practice, styles and models (i.e., Leadership Content). (Leadership Concepts)
2. Recognize, understand, and analyze leadership-related organizational concepts and theory (Organizational Leadership Concepts)
3. Recognize, understand, and analyze ethical, intercultural, and communication dimensions of leadership. (Ethical, Intercultural, and Communications Dimensions of Leadership)
4. Apply, develop, and refine knowledge of self and others as leaders in college (Guided Reflection on Collegiate Leadership)
5. Integrate and synthesize concepts and skills into a personally and socially responsible framework of leadership philosophy, practice, and lifelong learning (Post-College application to life-long leadership learning and development)

I. COURSE CHANGES

(ELPS 309) Education Leadership and Policy Studies

ITEM 1: ADD COURSE

207: Foundations and Theories of Leadership Studies (3) Introduction to foundational intrapersonal and organizational leadership theories and concepts. Honors students will also develop an awareness of "self" as a leader in relation to others within the collegiate setting and life practice.

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor, honors concentration

SUPPORTING DOCUMENTATION

Rationale: Added to support the addition of the new Honors concentration of the ELPS Leadership Studies Minor.

Format of course including location: Conventional methodology/on campus/seminar format (SEM). Combines discussion, lecture, guest speakers, an off-campus service learning project, active learning/self-awareness exercises/instruments, and written reflections/application to self within a portfolio format.

Impact on other units/courses: ELPS 207 is a prerequisite for ELPS 217, 457, and with no conflict or impact outside of ELPS.

Financial impact: The addition of this course will impact the budget. The honors concentration of the Leadership Studies minor will need 6 sections of ELPS 207 each year for incoming cohort Honors Leadership Program students. The additional faculty costs for this course are fully funded by the Provost's Office.

Learning Outcomes Supported: This change supports all of the LSM student learner outcomes, per the Leadership Studies Minor Learning Outcomes with Honors Courses Included Document (Leadership Studies Minor Learning Outcomes with Honors Course Included – Appendix).

Support from assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal, validated the need for increasing access to the formalized leadership education that reflect this course's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). Courses support an Honors Concentration and enrich the academic challenge and rigor of the Leadership Studies minor, thus by providing a curriculum that matches the intellectual abilities and needs of honors students.

Approved pending receipt of course syllabus and letter of support from the Provosts office.
Notes from Karen Boyd: All course syllabi were included in the ELPS Supporting Documents File Folder attachments (ELPS Supporting Documents Zipper file) in the first submission per Millie. Will re-forward. Dr. Mertz wanted, and has secured, an email from Dr. Hulsey that he will transfer the funds to our account before making the request to the Provost. That request is forthcoming.

ITEM 2: ADD COURSE

217: Honors Ethics in Leadership (3) The study of leadership in the context of ethics, the evolution of ethical scholarship, and the application to ethical problems faced by college student leaders.

(RE) Registration Enforced Prerequisite (s): ELPS 207

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor, honors concentration

SUPPORTING DOCUMENTATION

Rationale: Added to support the addition of the new Honors concentration of the ELPS Leadership Studies Minor.

Format of course including location: Conventional methodology/on campus/seminar format (SEM). Combines discussion, lecture, guest speakers, active learning/self-awareness exercises/instruments, and written reflection/application to self within a portfolio format.

Impact on other units/courses: ELPS 217 is a prerequisite for ELPS 457, and 493 with no conflict or impact outside of ELPS.

Financial impact: The addition of this course will impact the budget. The honors concentration of the Leadership Studies minor will need 6 sections of ELPS 217 each year for incoming cohort Honors Leadership Program students. The additional faculty costs for this course are fully funded by the Provost's Office.

Learning Outcomes Supported: This change supports SLO#3 of the LSM student learner outcomes, per the Leadership Studies Minor Learning Outcomes with Honors Courses Included Document (Leadership Studies Minor Learning Outcomes with Honors Course Included – Appendix).

Support from assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal, validated the need for increasing access to the formalized leadership education that reflect this course's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). Courses support an Honors Concentration and enrich the academic challenge and rigor of the Leadership Studies minor, thus by providing a curriculum that matches the intellectual abilities and needs of honors students.

Approved pending receipt of course syllabus and letter of support from the Provost's office.

ITEM 3: ADD COURSE

ELPS 457: Honors Leadership Capstone Project Seminar (1) Application of leadership theories, frameworks, constructs, self-awareness, and skills to leadership problems in an applied project.

Contact Hour Distribution: A one credit hour problems-based capstone project. Appropriate contact hours relative to instruction time will be honored.

Repeatability: May be repeated; Maximum 2 hours.

(RE) Registration Enforced Prerequisite (s): 207, 217, and ELPS 450 or ELPS 451.

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor, honors concentration

SUPPORTING DOCUMENTATION

Rationale: Added to support the addition of the new Honors concentration of the ELPS Leadership Studies Minor.

Format of course including location: Conventional methodology/contract project with a service learning component (CON). Complete the leadership studies capstone project and presentation.

Impact on other units/courses: No program and course conflict or impact has been identified (Original Letters of Support ~~for the Leadership Studies Minor: Letters of No Conflict from Every UTK Program with Leadership Content~~ – Available Upon Request).

Financial impact: This course will predominantly serve students in the proposed Honors Leadership Program taking the concentration of the Leadership Studies minor. The instructor costs of the annual Honors Leadership Program sections are fully funded by the Provost's Office.

Learning Outcomes Supported: This change supports all of the LSM student learner outcomes, per the Leadership Studies Minor Learning Outcomes with Honors Courses Included Document (Leadership Studies Minor Learning Outcomes with Honors Course Included – Appendix).

Support from assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal, validated the need for increasing access to the formalized leadership education that reflect this course's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). Courses support an Honors Concentration and enrich the academic challenge and rigor of the Leadership Studies minor, thus by providing a curriculum that matches the intellectual abilities and needs of honors students.

Approved pending receipt of course syllabus and letter of support from the Provost's office and noted revisions.
Change was made to "Impact on other units/courses" to indicate from whom.

ITEM 4: REVISE COREQUISITES/PREREQUISITES AND REGISTRATION RESTRICTIONS

450: Leadership in Transition (3)

(RE) Registration Enforced Prerequisite (s): ELPS 201 or ELPS 207, and ELPS 350 (3).

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor

Formerly:

(RE) Registration Enforced Prerequisite (s): ELPS 201 and ELPS 350.

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor and departmental permission.

451: Leadership in Transition Seminar (1).

(RE) Registration Enforced Prerequisite (s): ELPS 201 or ELPS 207, and ELPS 350 (3).

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor

Formerly:

(RE) Registration Enforced Prerequisite (s): ELPS 201 and ELPS 350.

(RE) Registration Restriction(s): Restricted to students enrolled in Leadership Studies minor and departmental permission.

SUPPORTING DOCUMENTATION

Rationale: Changed to include honors leadership studies courses in prerequisites.

Format of course including location: Conventional methodology/on-campus with an off-campus service learning component (LEC/OFF). Combines discussion, lecture, guest speakers, a 2 credit hour service learning project component, and written portfolio reflection/application to self in an organizational context.

Impact on other units/courses: No program and course conflict or impact has been identified (Original Letters of Support: No Conflict – Available Upon Request).

Financial impact: No financial impact. The number of sections will remain the same with an increase in class size.

Learning Outcomes Supported: This change supports all of the LSM student learner outcomes, per the Leadership Studies Minor Learning Outcomes with Honors Courses Included Document (Leadership Studies Minor Learning Outcomes with Honors Course Included – Appendix).

Support from assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal, validated the need for increasing access to the formalized leadership education that reflect this course's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). Courses support an Honors Concentration and enrich the academic challenge and rigor of the Leadership Studies minor, thus by providing a curriculum that matches the intellectual abilities and needs of honors students.

Approved

ITEM 5: REVISE REGISTRATION PERMISSIONS

211: Servant Leadership & Social Justice Seminar (1)

Registration Permission (s): Consent of the instructor.

Formerly: Registration Permission (s): Participation in Leadership and Service Living Learning Community or consent of the instructor.

SUPPORTING DOCUMENTATION

Rationale: The Leadership Living Learning Community will become an Honors Living Learning Community and will not require this course. This change retains a course option for non-honors students.

Format of course including location: Conventional methodology/on-campus with an off-campus service learning component/ seminar format (SEM). Combines class discussion, lecture, guest speakers, off-campus service learning projects, and active learning exercises.

Impact on other units/courses: No impact.

Financial impact: This addition does not require any additional resources.

Learning Outcomes Supported: This change supports SLO#3 and 5 of the LSM student learner outcomes. The social justice and servant leadership focus supports ethical development and provides an understanding of the theoretical foundations of a personally and socially responsible leadership framework.

Support from assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal,

validated the need for increasing access to the formalized leadership education that reflect this course's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). This change retains leadership education opportunities for non-honors students.

Approved

II. PROGRAM CHANGES

ITEM 1: REVISE THE EDUCATIONAL LEADERSHIP AND POLICY STUDIES LEADERSHIP STUDIES MINOR PROGRAM DESCRIPTION

http://catalog.utk.edu/preview_program.php?catoid=20&pooid=8779&hl=%22leadership+studies+minor%22&returnto=search

In the 2017-2018 Undergraduate Catalog, revise the program description in the Educational Leadership and Policy Studies Leadership Studies minor as follows:

From:

The Department of Educational Leadership and Policy Studies, through its Leadership Studies minor, offers a 12-hour curriculum of applied leadership education within the collegiate setting. This minor is open to students of every major. This cohort approach to leadership education (i.e., knowledge, disposition, and skill development) combines seminar, experiential learning, and lecture formats with mentoring and portfolio-based self-assessment, skill development and application to the collegiate setting.

To:

The Department of Educational Leadership and Policy Studies, through its Leadership Studies minor, offers a 12-hour curriculum of applied leadership education within the collegiate setting. **The minor also provides a 13-hour honors concentration.** This minor is open to students of every major. This cohort approach to leadership education (i.e., knowledge, disposition, and skill development) combines seminar, experiential learning, and lecture formats with mentoring and portfolio-based self-assessment, skill development and application to the collegiate setting.

Approved with noted revisions

ITEM 2: REVISE THE EDUCATIONAL LEADERSHIP POLICY STUDIES LEADERSHIP STUDIES MINOR REQUIREMENTS

http://catalog.utk.edu/preview_program.php?catoid=20&pooid=8779&hl=%22leadership+studies+minor%22&returnto=search

In the 2017-2018 Undergraduate Catalog, revise the program requirements in the Educational Leadership and Policy Studies Leadership Studies minor as follows:

From:

Core Requirements

Select 9 hours:

- ELPS 201 - Foundations of Leadership Studies
and
- ELPS 350 - Leadership Skill Development & Application
and
- ELPS 450 - Leadership in Transition

- or

- ELPS 451 - Leadership in Transition Seminar
and
- ELPS 411 - Leadership Knoxville Scholars Capstone Seminar

Electives*

Select 3 hours from:

- ALEC 202 - Leadership and Diversity in Organizations and Communities
- ALEC 303 - Analysis of Leadership Approaches and Styles
- ALEC 304 - Leadership, Motivation, Power and Influence
- ELPS 211 - Servant Leadership & Social Justice Seminar **
- ELPS 310 - Emerging Leaders
- ELPS 350 - Leadership Skill Development & Application (1-3; repeatable with a maximum of 7)
- ELPS 493 - Independent Study

- ELPS 495 - Special Topics
- ENT 410 - Leadership in Nonprofits and Social Entrepreneurship
- HEAM 455 - Seminar in Student Leadership
- PSYC 435 - Multicultural Psychology
- PYED 246 - Outdoor Leadership

Co-curricular Requirements

- 60 hours of Leadership Co-curricular Experiences ***
- Leadership Development Portfolio

* Elective substitutions may be considered by the program. Student may petition the Department for a course not included to count as an elective.

** Registration is limited to Leadership and Service Living-Learning Community.

***Approved leadership co-curricular experiences are provided. Additional activities may be considered by the program upon Departmental approval of the student petition.

TO:

Core Requirements

Select 9 hours:	Credit Hours
<ul style="list-style-type: none"> • ELPS 201 - Foundations of Leadership Studies and • ELPS 350 - Leadership Skill Development & Application and • ELPS 450 - Leadership in Transition or 	<u>3</u>
<ul style="list-style-type: none"> • ELPS 451 - Leadership in Transition Seminar and • ELPS 411 - Leadership Knoxville Scholars Capstone Seminar 	<u>1</u>
	<u>3</u>
Electives*	<u>3</u>
Select 3 hours from:	
<ul style="list-style-type: none"> •ALEC 202 - Leadership and Diversity in Organizations and Communities •ALEC 303 - Analysis of Leadership Approaches and Styles •ALEC 304 - Leadership, Motivation, Power and Influence •ELPS 211 - Servant Leadership & Social Justice Seminar •ELPS 310 - Emerging Leaders •ELPS 350 - Leadership Skill Development & Application (1-3; repeatable with a maximum of 7) •ELPS 493 - Independent Study •ELPS 495 - Special Topics •ENT 410 - Leadership in Nonprofits and Social Entrepreneurship •HEAM 455 - Seminar in Student Leadership •PSYC 435 - Multicultural Psychology •PYED 246 - Outdoor Leadership 	

Co-curricular Requirements

- 60 hours of Leadership Co-curricular Experiences **
- Leadership Development Portfolio

* Elective substitutions may be considered by the program. Student may petition the Department for a course not included to count as an elective.

**Approved leadership co-curricular experiences are provided. Additional activities may be considered by the program upon Departmental approval of the student petition.

ITEM 3: ADD NEW LEADERSHIP MINOR HONORS CONCENTRATION

http://catalog.utk.edu/preview_program.php?catoid=20&pooid=8779&hl=%22leadership+studies+minor%22&returnto=search

In the 2017-2018 Undergraduate Catalog, revise the program requirements in the Educational Leadership and Policy Studies Leadership Studies minor as follows:

LEADERSHIP STUDIES MINOR - HONORS CONCENTRATIONCore Honors Concentration Requirements

Select 13 hours:	Credit Hours
• <u>ELPS 207 – Foundations and Theories of Leadership Studies</u>	<u>3</u>
• <u>ELPS 217 – Honors Ethics in Leadership</u>	<u>3</u>
• <u>ELPS 350 – Leadership Skill Development & Application</u>	<u>3</u>
• <u>ELPS 457 – Honors Leadership Capstone Project Seminar</u>	<u>1</u>
<u>and</u>	
• <u>ELPS 450 – Leadership in Transition</u>	<u>3</u>
<u>or</u>	
• <u>ELPS 451 - Leadership in Transition Seminar</u>	<u>1</u>
<u>and</u>	
<u>ELPS 411 - Leadership Knoxville Scholars Capstone Seminar</u>	<u>3</u>

Co-curricular Requirements

*60 hours of Leadership Co-curricular Experiences *

*Leadership Development Portfolio

*Approved leadership co-curricular experiences are provided. Additional activities may be considered by the program upon Departmental approval of the student petition.

SUPPORTING DOCUMENTATION:

Rationale: This change establishes an Honor concentration of the Leadership Studies Minor (LSM). The concentration enhances the original curriculum with foundational literature readings and expanded scholarly-focus in assignments. It will enrich the academic challenge and rigor of the Leadership Studies minor by providing a curriculum that matches the intellectual abilities of honors students choosing to come to the University of Tennessee to study as scholars of leadership.

Format of Program: The Honors concentration is consistent with the ELPS-Student Life Leadership Studies Minor (LSM) with the following exceptions:

- Students follow a prescribed sequenced curriculum through graduation;
- An Ethical Leadership course replaces the LSM elective; and
- Students complete a capstone project and an additional credit hour during their final term.

Impact on other units/programs: This minor does not conflict in content, nor does it impact any programs offered by other colleges and/or departments, as it is an extension of a prior approved minor. The proposed courses that serve as pre-requisites, do so only for other Honors Leadership Minor courses. Offering this program expands access to experiential collegiate leadership education without duplicating content or creating competing programs. The proposed ELPS courses and course of study differ from what is currently offered, in curriculum and the accessibility of courses. Currently, registration in other honors leadership courses is limited by academic discipline. Presently, the only academically recognized honors-specific Leadership courses of study offered to undergraduate students at UTK target a single discipline or professional setting—Honors Engineering Leadership minor and the College of Business Administration's Global Leadership Scholars. Like the original Leadership Studies minor and unlike these programs, the focus of this curriculum on the application of the leadership literature and theory in the collegiate setting and student's post-college goals, as opposed to a specific disciplinary focus. This approach allows for gifted students to learn about leadership in interdisciplinary Honors track cohorts, which is not currently present at the university.

Financial Impact: The addition of this program will impact the budget. Of the six courses that comprise this minor, the three new honors designated courses (i.e., ELPS 207 217, and 457) will require additional resources for 13 sections taught annually to each incoming cohort Honors Leadership Program students. The additional faculty costs for these sections are fully funded by the Provost's Office. ELPS faculty and graduate students may also teach these sections as needed. The three prior approved classes of the original curriculum (i.e., ELPS 350, ELPS 450, ELPS 451) will absorb these additional students by growing the number of 350 sections taught by Student Life staff and extending the capacity of the 450 and 451 classes.

Learning Outcomes Supported: This change supports all of the LSM student learner outcomes, per the Leadership Studies Minor Learning Outcomes with Honors Courses Included Document (Leadership Studies Minor Learning Outcomes with Honors Course Included – Appendix).

Support for assessment activities: Multiple University of Tennessee, national employment, and top 25 initiative assessments, as demonstrated by the assessment information provided in the attachments to the original proposal, validated the need for increasing access to the formalized leadership education that reflect this program's proposed learning outcomes (Original Leadership Studies Minor Curriculum Packet Assessments – Attachments available upon request). Courses support an Honors Concentration and enrich the academic challenge and rigor of the Leadership Studies minor, thus by providing a curriculum that matches the intellectual abilities and needs of honors students.

Approved pending receipt letter of support from the Provost's office.