

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2011-2012**

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 11 regularly scheduled in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's Senate [Bylaw II.4.B](#). Many of the Council's agenda items were delegated for preliminary review by the appropriate subcommittee(s), followed by full Council review. The issues that UGC considered this year are described briefly below.

Undergraduate Council Organization

The Undergraduate Council designated several subcommittees that met separately throughout the year:

- General Education
Professors Robert Ochsner, Carrie Menke, Todd Neuman, and Elliott Campbell
- Program Review
Professor Paul Brown (Chair), Professors Jeff Gilger and Erik Rolland
- Admissions/Financial Aid
Professors Wei-Chun Chin and Christopher Viney, Chon Ruiz (Director of Admission, non-voting)
- Policies/Courses
Professors Sholeh Quinn and Lei Yue

In addition, ad-hoc subcommittees were formed for the Regents Scholarships and the Undergraduate Distinguished Teaching Awards for Faculty and for Non-Senate Lecturers.

Academic Program Reviews

This academic year UGC accepted the Environmental Engineering, Physics and Merritt Writing Programs Review Reports. UGC made a recommendation to the Administration to close the reviews of those programs.

The Program Review policy was revised to include a mechanism that would allow programs to request that some aspects of the review report would be accessible to the review team, the program review committee, and UGC only.

In addition, in consultation with the Deans, the program review cycle was amended due to several programs asking for their reviews to be extended for various reasons.

Admissions

UGC received regular reports from the Vice Chancellor for Student Affairs Jane Lawrence. Items discussed included admissions, enrollment data, recruiting and scholarships. The UGC admissions subcommittee collaborated with the UCM Office of Admissions to set policies to make UC Merced transfer admissions a selective process. Priorities of this subcommittee changed as the Administration began to focus on enrollment management.

Catalog

In accordance with the UGC Academic Program Calendar, the three Schools were asked to send their sections of the Catalog by March 1, 2012. UGC reviewed revised sections of the Catalog from the following:

SNS

- Applied Mathematical Science Major
- Biological Sciences Major
- Chemical Sciences Major
- Earth Systems Science Major

SOE

- Computer Science and Engineering Major
- Mechanical Engineering Major
- Materials Science and Engineering Major
- Environmental Engineering Major

SSHA

- Psychology Sciences Major
- Public Health Minor
- American Studies Minor PLOs
- Economics Major and Minor PLOs
- Management Major and Minor PLOs
- Services Sciences Minor PLOs

The Catalog addendum for SOE was approved on March 7, 2011. The SSHA and SOE catalog edits were approved on March 21, 2012.

Courses and CRF System

According to the UCM Bylaws, UGC is charged on behalf of the Division to review and approve all new undergraduate courses and modifications to existing undergraduate courses, including withdrawal, conduct, credit evaluation, description, and classification of existing courses. The UGC analyst transmitted CRFs to UGC via the web-based system. UGC reviewed and approved 122 courses, changes to existing courses and discontinuation of courses.

On November 16, 2011 UGC decided, in response to a memo from GRC, to abandon the practice of reviewing all scheduled conjoined courses prior to the semester in which the courses will be taught, in favor of having faculty submit new CRFs for conjoined courses.

On December 14, 2011, UGC granted “Administrator Rights” to the Managers of Instructional Support in each school for the purpose of making administrative, non-substantive corrections to the CRFs.

General Education

Background: In AY10-11 UGC voted to suspend the Core 100 requirement because it had become unsustainable. It was staffed on an ad-hoc basis by the MWP. The VPUE and a team of faculty and administrators established a task force which included experts from the AAC&U, to provide Merced with guidance for identifying cost-effective models to implement its GenEd Program. The task force concluded that what the campus had originally planned was commendable, and rather than giving up and going back to an “old-fashioned” GenEd system that is not particularly effective, the campus ought to figure out some other way to deliver its upper-division General Education. The solution was to allocate resources to fund the model.

In February 2011, VPUE Cameron presented a supplement to the GenEd proposal which provided more detail about the proposed restructuring of GenEd. The supplement was also presented to the EVC who seemed generally favorable to the plan. The proposed model would consolidate the campus-wide GenEd activities and courses under College One, under the authority of a full-time Vice Provost/Dean of Undergraduate Education. College One would have its own instructional budget and dedicated resources, proportional to other units on campus. The proposal also delineated the need to expand the GenEd subcommittee to include broad faculty representation (two faculty from each School); representatives of adjunct faculty who are involved in teaching GenEd; and the VPDUE and the VCSA as ex-officio members. Under this proposal, College One would receive 2.1 FTEs distributed across 7 lines with 30% of those lines dedicated to GenEd. UGC was supportive of the proposed model and agreed to have broad school representation of lecturers on the GenEd committee. UGC agreed to defer approval until the Administration finished discussing the proposal.

Items Reviewed/Approved/Revised by UGC

- **[Policy for Approval of Distance or Blended Courses](#)**: In response to two SNS faculty members request for approval of an online version of MATH 5, UGC approved an online education policy on September 21, 2011 as an interim policy until guidance is provided by UCEP. Faculty submitting CRFs for online courses will have to fill out the questionnaire included in the policy.

- **Proposed 2012 Summer Session Schedule:** UGC reviewed the proposed schedule on September 21, 2011 and expressed concern on the overlap of the summer session terms that could place unnecessary pressure on students who wish to enroll in both terms. Comments were sent to DivCo on September 30, 2011.
- **Reinstatement Policy:** Revised by SALC Director Boretz and VCSA Lawrence as recommended by UGC. UGC approved the revision on November 16, 2011.
- **Proposal for a Summer Colloquium in Teaching Writing-** On November 16, 2011 UGC was asked to opine on the proposal to provide faculty development programs for Unit 18 Lectures (non-senate members). UGC agreed to work with the EVC to develop a budget and identify procedures for allocating the money.
- **Posthumous Awarding of Degrees and Certificates of Attendance:** Approved on December 14, 2011.
- **Digital Assessment Working Group Report-** UGC reviewed the report and provided comments on January 18, 2012.
- **[Credit Hour Policy](#):** In response to a request from the Department of Education and the WASC Commission, UGC drafted a Credit Hour Policy. Adherence to this policy will be reviewed during all future substantive change and accreditation reviews. On February 8, 2012, UGC approved and submitted the policy to the Division Council for review and approval.
- **Proposal to WASC for General Designation-** At the February 8, 2012 meeting, UGC supported the campus' request submitted to WASC to be granted "General" designation. Approval of this request would mean that the campus would not be required to go through substantive change review when a new undergraduate degree program is approved.
- **Academic Dismissal Policy:** Revised in January 2012 by the campus-wide academic advising team and further amended on February 22, 2012 by UGC. The initial revision sought to place the burden to pursue appeals upon the students and aimed at dispelling the notion on the students' part that they are entitled to an opportunity to appeal. The second revision included a timeline for review, examples of acceptable documentation to justify appeals, and clarified the language and process for appeals.
- **Guidelines for Program Learning Outcomes (PLOs):** Approved on March 21, 2012. The guidelines are aligned with WASC framework and their goal is to

ensure that faculty members, in consultation with the school assessment coordinators, are asked how the PLOs fit in the curriculum as a whole.

- **Guidelines for Course Learning Outcomes (CLOs):** The guidelines were developed by ALO Martin and endorsed by UGC on April 25, 2012. The drafted set of guidelines are aligned with WASC framework and their goal is to ensure that an explicit connection between CLOs and PLOs are communicated in syllabi and curriculum maps so that students and faculty are able to develop a holistic view of the major.
- **Course Drop Policy:** Registrar proposed to synchronize the deadline to drop and add courses for the end of the third week of instruction, effective Fall 2012. The committee approved the revised policy on April 25, 2012.
- **Proposed Academic Calendars-** UCOP has asked that institutions with similar semester systems have the same Academic Calendar start dates. On May 9, 2012, UGC recommended approval of the proposed Academic Calendars up-to AY 2015-2016.
- **Academic Honesty Policy Task Force**
Background: During AY 2010-2011, UGC noted that the policy did not comply with best practices. It was therefore decided that the policy be replaced. In AY 11-12 UGC developed a charge for a task force that would revise the Academic Honesty Policy. The Division Council approved the charge for the Academic Honesty Task Force. Membership of the committee will consist of UGC members, the Coordinator for Institutional Assessment, students, and staff. At the beginning of AY 2012-2013 UGC members will be solicited to serve on the committee.

Requests from the Schools

School of Engineering

- In December 2011, UGC received a request to revise the ENVE and MSE Programs as part of the School's effort to push these two programs forward through concurrent accreditation through ABET. Revisions were approved on December 14, 2011, effective Fall 2012 and were included in the Catalog addendum
 - Revised Environmental Engineering (ENVE) Program to require technical elective in biology and earth sciences which are relevant to environmental engineering.
 - Revised Materials Science and Engineering (MSE) Program to require PHYS 10 in order to acquire necessary preparation for PHYS 141 that would replace MSE 110, since the scope and content of the courses are similar.

- In March, SOE submitted a proposal to change the CSE, ME, MSE and EE Programs as a part of the School's efforts to expand the technical elective alternatives for students. Revisions were approved on March 7, 2012, effective Fall 2012 and were included in the Catalog addendum. Changes proposed affect the following Programs:
 - Computer Science and Engineering (CSE) Program – Revised to expand the courses that count for the technical electives by adding MATH 131 and MATH 141. In the past students had the option to take these courses only by exception and the proposed change creates the policy that allows students to take these courses. Change the course title for ENGR 57 from “Dynamics” to “Statics and Dynamics”.
 - Mechanical Engineering (ME) Program – Revised to expand the courses that count for the technical electives by adding MSE 117, MATH, 125 and MATH, 126. In the past students had the option to take these courses only by exception and the proposed change creates the policy that allows students to take these courses.
 - Changed the course title for ENGR 57 from “Dynamics” to “Statics and Dynamics” required by the Materials Science and Engineering (MSE) and Environmental Engineering (EE) Programs.

School of Natural Sciences

- **Enrollment Modification Pilot Proposal**- The two-fold proposal addressed the issue of availability of freshmen level seat and enrollment in critically impacted courses. In November 16, 2011, UGC had no objections to the implementation of the repeat enrollment aspect of the proposal and asked SNS to consult with the other two Schools to revise the first part of the pilot proposal of freshmen course availability.

In response to UGC's concerns, SNS revised its proposal to provide more seats for continuing students. SNS proposed to reserve a certain percentage of courses for continuing students in hopes of meeting the needs of both continuing and incoming students for a few impacted courses (Chemistry 1 and 2, Math 5, 11, and 21). In March 21, 2012 UGC approved the SNS Enrollment Modification proposal as a two-year pilot program.

- **Revised Applied Mathematical Sciences Major** Addition of PHYS 116 as a course that Physics Emphasis Track students cannot take for their upper division requirements.
- **Revised Biological Sciences Major** by updating the prefix from BIO 125 to PH 125, removing the requirement that two of the three upper division elective courses must be BIO for Human Biology emphasis track students and expanding

the upper division elective courses available to include BIO 133 to Ecology and Evolutionary Biology emphasis track students.

- **Chemical Sciences Major** - Revised course title for CHEM 150
- **Revised Earth Systems Science Major** to include all of the lower division courses available that satisfy the lower division requirement.

All SNS revisions were approved on March 21, 2012.

Schools of Social Sciences, Humanities and Arts

- On March 1, 2012, SSHA proposed revisions to the PSY Major and PH Minor. Changes were approved on March 7, 2012 effective for the 2012-13 academic year.
 - **Revised Psychological Sciences Major** to create a sequenced structure of courses and delete the exit examination requirement.
 - **Revised the Public Health Minor** to require PSY 124 (Health Disparities), PH 01 (Introduction to Public Health) and PH 105 (Introduction to the US Health System). The revisions provided students an opportunity to participate in research PH 195.
- **Revised Program Learning Outcomes (PLOs) for American Studies, Economics, Management and Services Sciences** were submitted on March 1, 2012. UGC approved the revised PLOs on March 21, 2012.
- On April 30, UGC received a request from SSHA to revise the **Economics Major**, effective fall 2012. Changes were approved by the committee on May 9, 2012.
- **Program Review for Stand-Alone Minors-** UGC received a request to combine the reviews of stand-alone minors with the review of different but related majors. UGC recognized that the disciplinary diversity of academic programs could render this an impractical feat, and that the faculty of the relevant majors would be best qualified to make this determination. UGC recommended to the School that the relevant faculty assess and determine whether some reviews could be combined.

Looking forward, DivCo asked UGC to consider drafting policies for internal abbreviated reviews which will help the campus decide how to review small programs. Until the policy is established, UGC proposed deferral of the review of the American Studies minor to AY 2013-2014.

Senate Awards

The Senate Office received nominations for the Distinguished Undergraduate Teaching Award for Faculty and for Non-Senate Lectures. Two UGC ad-hoc subcommittees with

balanced representation from different academic areas reviewed the nominations and made recommendations to the Senate Office. [Award recipients](#) were announced during the April 12 Meeting of the Merced Division.

Systemwide Review Items

UGC reviewed and provided comments on the BOARS Transfer Proposal. Under this proposal UC transfer applicants would be entitled to a review- but not guaranteed admissions-if they complete any of the three proposed pathway options. A memo was sent to DivCo on March 21, 2012 stating no objection to the proposal due to the congruency with the policies that were adopted last year by UGC.

UGC Guests

- Kevin Browne, Vice Provost for Academic and Enrollment Services attended the September 21, 2011 UGC meeting to discuss the proposed summer session schedule.
- Diana Ralls, Director of Financial Aid and Scholarships, and Heather Nardello, Associate Director of Financial Aid and Scholarships, attended the October 12, 2011 UGC meeting to solicit guidance on choosing awardees of the Regents Scholarships.
- John Haner, Merritt Writing Program Lecturer attended UGC meetings.
- Stan Mattoon, Natural Sciences Education Minor Lecturer attended UGC meetings.
- J. Michael Thompson, Assistant Vice Chancellor for Enrollment Management, attended the April 25, 2012 UGC meeting to provide an update on the enrollment data for the fall semester.
- Rebecca Sweeley, Director of International Affairs, attended the April 25, 2012 UGC meeting to discuss how to facilitate home campus transfers for students and faculty that participate in the Education Abroad Program.

Systemwide Representation

BOARS: Professor J. Michael Beman (SNS)

UCEP: Professor Gregg Camfield (SSHA)

UCIE: Professor Cristián Ricci (SSHA)

UCOPE: Professor Virginia Adan-Lifante (SSHA)

Regular reports on the activities of UCEP were provided at the UGC meetings.

2012-2013 UGC items to be discussed:

- Academic Honesty Task Force membership and Policy
- Policy for Abbreviated Program Reviews
- Procedures for Discontinuing Minors
- Revise Online Course Policy

- Policy for CRF submission to require memo from the assessment coordinator providing his/her perspective so that UGC has some context when reviewing new/revised CLOs and PLOs.

Respectfully Submitted:

UCM Faculty

Gregg Camfield, Chair (SSHA) - UCEP Representative

Paul Brown, Vice Chair (SSHA) – Program Review Subcommittee

Robert Ochsner, (SSHA) - General Education Subcommittee

Sholeh Quinn, (SSHA) – Policies/Courses Subcommittee

Yue Lei (SNS) – Policies/Courses Subcommittee

Wei-Chun Chin, (SOE) - Admissions/Financial Aid Subcommittee

Christopher Viney, (SOE) - Admissions/Financial Aid Subcommittee

Florin Rusu, (SOE)

Jan Goggans, (SSHA)

Teamrat Ghezzhei, (SNS)

Ex officio, Non-voting members

Susan Amussen, Division Council Chair (SSHA)

Peggy O'Day, Division Council Vice Chair (SNS)

Jane Lawrence, Vice Chancellor Student Affairs

Linda Cameron, Vice Provost for Undergraduate Education

Student Representative

William Hamilton

Staff

Fatima Paul