

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2012-2013**

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 9 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
Anne Zanzucchi, Kelvin Lwin, Henry Forman (non-UGC member) and VPUE Jack Vevea (ex-officio)
- Program Review
Cristián Ricci (Chair), Virginia Adan-Lifante (UGC), Jeffrey Gilger, Tanya Golash-Boza, Mukesh Singhal
- Admissions/Financial Aid
Virginia Adan-Lifante, Wei-Chun Chin, Mike Beman and Chon Ruiz (ex-officio)
- Undergraduate Academic Programs/Policies/Courses
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

- UGC approved the School of Engineering's request to defer the CSE (Computer Science and Engineering) program review for one year.
- UGC accepted the Chemistry, Economics, Cognitive Science and History program review reports and made recommendations to the Administration to close the reviews of those programs. The Management program review site visit will take place in Fall 2013.

Admissions

UGC received reports from the Vice Chancellor for Student Affairs Jane Lawrence and Director of Admissions Ruiz. Items discussed included admissions, enrollment data, recruiting, and scholarships. The UGC admissions subcommittee collaborated with the UCM Office of Admissions to discuss Admission policies and enrollment data.

Catalog

In accordance with the UGC Academic Program Calendar distributed to Schools early in the academic year, the three Schools submitted to UGC their respective sections of the Catalog. UGC reviewed revised sections of the Catalog and provided feedback to the Office of the Registrar in April for SSHA and June for SOE and SNS.

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 over 160 courses, changes to existing courses and discontinuation of courses. In academic year 2013-2014, a joint undergraduate/graduate CRF will be implemented.

Items Reviewed/Approved/Revised by UGC

- **Life and Environmental Sciences Bylaw 55 Unit Proposal:** UGC recommended approval of the establishment of LES Bylaw 55 Unit in the School of Natural Sciences (9/26/12).
- **Principles of Assessment:** UGC reviewed and provided comments to the Division Council on the proposed Principles of Assessment proposed by the Campus Assessment Working Group (10/12/12).
- **Changes to CROPS system:** UGC sent a memo to the Registrar and to the LMS Committee outlining some concerns expressed by faculty regarding changes to the CROPS system, specifically, changes that allow instructors and TAs to be automatically added as “Instructors” and have equal rights in assigning and altering grades (10/15/12).
- **Political Science and Sociology Bylaw Units Proposals:** Although the review and approval of this proposal was not under the purview of UGC, the majority of members expressed a favorable opinion for its establishment. Among the aspects of the proposal that were briefly discussed, UGC highlighted its interdisciplinary breadth, with affiliate faculty from disciplines such as Economics, Cognitive Science, Philosophy, and Psychology. The proposal’s interdisciplinary focus and student-centered research opportunities might be important priorities for both degree programs (BA and MA/PhD). Comments were sent to the Division Council on 11/14/12.
- **Summer 2013 Calendar:** UGC provided comments to DivCo on the proposal to add a six-week summer session to follow the first session (12/5/12).
- **WASC Revised Handbook:** The WASC process was redesigned with a focus on accountability for student learning and student success. The revised handbook reflects a shift from improvement orientation to accountability orientation. UGC comments on the Handbook revisions were sent to the ALO on 12/14/12.
- **MAPP:** Comments were sent to DivCo for transmittal to APO (3/20/13).

- **SSHA Amendment to PSY Major and Minor Exit Requirement:** Under this proposal, students who major and minor in Psychology are no longer required to complete the PSY Exit Exam requirement for graduation from UCM. Council members approved this request effective immediately and recommended retroactive approval for all students who were admitted from Fall 2009 to Spring 2012.
- **B.A. in English and B.A. in Spanish** - On February 6, 2013, UGC voted electronically and unanimously approved both majors, effective Fall 2013.
- **Request from VCSA to institutionalize Mid-Semester Grade Reporting** – In 2005, UGC approved the proposal for a 3-year trial to require mid-semester grade reporting for all lower division courses. In 2008, informed by the effectiveness of the program and student satisfaction with it, UGC approved a five year continuation, ending in 2013. UGC approved the VCSA's request to institutionalize mid-semester grade reporting.

Systemwide Review Items

- **UCOLASC Open Access Policy:** UGC discussed the Open Access Policy developed by the University Committee on Library and Scholarly Communication (UCOLASC). The Council fully supported the Policy and felt that public access to research done by University of California faculty will be beneficial to undergraduate students who, once the policy is implemented, will themselves be able to enjoy open access to such research both before they enter the university and after they graduate.
- **Rebenching Committee Report and Recommendations:** The goal of rebenching is to ensure that money is equally distributed across campuses according to the size of the student population. This will not apply to UCM for several years due to the campus' small size. UGC discussed but did not provide formal comments to DivCo.
- **Proposed Revisions to APM 430 - Visiting Scholars:** The proposed policy was drafted in response to campus requests to create a new title to accommodate domestic and international visitors who are students enrolled in universities in the US and abroad, and academics employed at other institutions who are visiting the University of California for short-term academic or cultural exchange experiences. Rebecca Sweeley, Director of the Office of International Relations, provided a brief overview of the issue as it relates to visas. UGC had no objections to the proposed policy.
- **Proposed Revisions to APM 700 – Leaves of Absence:** This revision would create a presumption of resignation and spell out procedures for notifying the academic employee of that presumption in certain circumstances in which an academic employee is absent from his/her duties without having secured a leave of absence. UGC had no objections to the proposed policy.

Upcoming Business

- Proposed Revisions to SACAP Charge and Membership
- Academic Honesty Policy Task Force
In AY 11-12 UGC developed a charge for a task force that would revise the Academic Honesty Policy. Membership of the committee will consist of a UGC member, a GRC member, the Coordinator for Institutional Assessment, students, and staff.
- Policy for Program Reviews
- Procedures for Discontinuing Minors
- Revisit Online Course Policy

UGC Guests

- On 11/14/12, Laura Martin, campus ALO and Coordinator of Institutional Assessment, spoke to UGC about the WASC revised Handbook.
- Rebecca Sweeley, Director, International Affairs participated in UGC meetings to report on International Affairs and EAP.
- Diana Ralls, Director, Financial Aid and Scholarships updated members on Regents' Scholarship; Satisfactory Academic Progress (SAP) and Return to Aid Fund
- Professors Goggans, Brokaw, López-Calvo and Martin-Rodriguez attended the January 17 meeting to answer questions about the English and Spanish majors.
- UC Online Education Interim Director Keith Williams gave a presentation on Online Education in February 2013.

Systemwide Representation

BOARS: Professor J. Michael Beman (SNS) – non UGC member

UCEP: Professor Cristián Ricci, UGC Chair (SSHA)

UCIE: Professor Katherine Brokaw (SSHA) – non-UGC member

UCOPE: Professor Suzanne Sindi (SNS) – non-UGC member

Regular reports on the activities of UCEP, General Education and CAPRA were provided at the UGC meetings.

Respectfully Submitted:

- [Cristian Ricci](#), Chair, School of Social Sciences, Humanities, and Arts, UCEP Representative
- [Jay Sharping](#), Vice Chair (Spring Term Only), School of Natural Sciences
- [Virginia Adan-Lifante](#), School of Social Sciences, Humanities, and Arts
- [Wei-Chun Chin](#) (Fall Term Only), School of Engineering
- [Teamrat Ghezzehei](#), School of Natural Sciences
- [Kelvin Lwin](#), School of Engineering
- [Sholeh Quinn](#) (Fall Term Only), School of Social Sciences, Humanities, and Arts
- [Florin Rusu](#), School of Engineering

- [Lei, Yue](#), School of Natural Sciences
- Anne Zanzucchi, School of Social Sciences, Humanities, and Arts
- Jacob Gutierrez, Undergraduate Student Representative (Non-Voting)

Ex-Officio (Non-Voting):

- Jane F. Lawrence, Vice Chancellor for [Student Affairs](#)
- [Jack Vevea](#), Vice Provost for Undergraduate Education
- [Peggy O'Day](#), Senate Chair, School of Natural Sciences
- [Ignacio Lopez-Calvo](#), Senate Vice Chair, School of Social Sciences, Humanities, and Arts

Unit 18 Lecturer Representatives (Non-voting):

- Kamal Dulai, School of Natural Sciences
- Melissa Fabros, Merritt Writing Program

Staff:

Fatima Paul