

**Undergraduate Council  
Minutes of Meeting  
January 18, 2012**

**I. Meeting**

Pursuant to call, the Undergraduate Council (UGC) met at 8:45 am on Wednesday, January 18, 2012 in Room 232 of the Kolligan Library, Chair Gregg Camfield presiding.

**II. Consent Calendar**

The Agenda and the December 16 Meeting Minutes were approved as presented.

**III. Chair's Report**

- Chair Camfield welcomed new Lecturers representatives Jon Haner (MWP) and Stan Mattoon (SNS).
- Chair proposed to change the meeting schedule to 9:00-10:30am for spring. Senate analyst will poll members for availability.
- Course Unit Value – Federal regulations now require that the University monitor compliance with federal rules concerning the amount of work required for a unit of credit. Under this new regulation, WASC will require that institutions adopt and apply a policy on credit hour consistent with federal regulations. WASC will evaluate the campus' compliance with the policy and will also review sample course syllabi. UCM currently has a credit hour policy (or course unit value policy). The issue that we need to address is monitoring actual student work and conformity to the policy. Chair Camfield will consult with IT to explore ways to tailor the CROPS site to ensure compliance and to implement technological monitoring tools; such as including boilerplates for unit value statements on each CROPS site.
- WASC Redesign – During its November meeting, the Commission responded to concerns expressed by various institutions about the proposed imposition of the Lumina Degree Qualification profiles as external validation degree proficiency. The Commission deferred action to its February meeting and extended the comment period on the Handbook Revision to January 15, 2012. The Systemwide Academic Senate, mainly through UCEP and CCGA, and with the concurrence of Academic Council, accepted a white paper on external validation drafted by UGC Chair/UCEP representative Gregg Camfield and UCEP Chair Wudka. The white paper states that peer review through program review is a valued and proper tool for external validation to ensure that students are learning what they should. It was noted that the campus already has an effective and appropriate framework in place to ensure that students are learning. The implementation of institution-wide additional benchmarking would be counterproductive and inappropriate. Hilary Baxter, Assistant Director, Academic Programs, Planning and Coordination recently met with WASC President, Ralph Wolff, and the UC

system ALOs. Baxter noted that she will attend the upcoming Council of Higher Education Accreditation annual conference where discussions on the matter will continue.

#### IV. Approval of CRFs

A motion was made, seconded and carried with one abstention to approve the following SSHA courses as presented:

- [ARTS 2B: Introduction to Choral Music](#)
- [PH 01: Introduction to Public Health](#)

The instructor who initially proposed the ARTS courses listed below is no longer with the University. The ARTS CRFs– with the exception of ARTS2B- were previously sent back to the School to request additional information about the ARTS/GASP program.

Members expressed concerns about approving these courses prior to hiring the instructor who will teach the courses, but accepted the arts faculty contention that it is important to have these one the books because these courses will be necessary regardless of who is hired. Members also noted that it is critical to ensure that all courses, including special topics courses, have clear learning outcomes and syllabi; thus, a mechanism should be implemented at the school level to ensure that course learning outcomes are appropriate and that they are included in CRFs.

A motion was made, seconded and carried with one abstention to approve the courses below with the provision that the School Assessment Manager work with the faculty to develop course learning outcomes:

- [ARTS 30: Introduction to Vocal Traditions](#)
- [ARTS 60: Introduction to World Music Ensemble - Africa](#)
- [ARTS 61: Introduction to World Music Ensemble - Asia](#)
- [ARTS 62: Introduction to World Music Ensemble - The Pacific](#)
- [ARTS 63: Introduction to World Music Ensemble - The Americas](#)
- [ARTS 162: Advanced World Music Ensemble - The Pacific](#)
- [ARTS 163: Advanced World Music Ensemble - The Americas](#)

#### V. Digital Assessment Working Group

*In March 2011, SACA created the Digital Assessment Working Group, chaired by Laura Martin. This group was charged with developing recommendations for managing the collection, reporting, and archiving of data from the new course evaluation form. The Working Group reviewed existing course evaluation practices and associated staff workload both at UC Merced and nationwide, and reviewed a 2004 document from Berkeley recommending shifting from a paper-based to an online system. UGC was asked to review the report and provide comments.*

UGC agrees in principle with the recommendations set out by the Working Group and supports the idea of transitioning from a paper-based to an online course evaluation system.

Members' comments and concerns:

- Using a combination of incentives and penalties may damage the integrity of the education mission of the institution
- Not allowing students to view their grades may violate the Family Educational Rights and Privacy Act
- Faculty should encourage students to complete the evaluations and class time should be dedicated to their completion
- Ensuring that the technological capacity is in place to support in-class completion of evaluations
- A 50% response will provide adequate data to evaluate teaching quality
- Response rates should be obtained without coercion
- Course evaluations are used in tenure and promotion considerations; thus, CAP should be asked to opine on the report

Action: UGC comments will be sent to SACA. In its memo, UGC will also suggest that CAP opine on the report.

Prepared by: Fatima Paul

Attest: Gregg Camfield.