

**Undergraduate Council  
Minutes of Meeting  
September 7, 2011**

**I. Meeting**

Pursuant to call, the Undergraduate Council (UGC) met at 8:45 am on Wednesday, September 7, 2011, in Room 232 of the Kolligan Library, Chair Gregg Camfield presiding.

**II. Chair's Report**

**III. Consent Calendar**

The agenda was approved with the addition of "General Education Subcommittee" in section III.

**IV. UGC Subcommittees**

- A. Program Review Committee – This subcommittee consists of five tenured faculty (two UGC members and three non-UGC members, one from each School). The subcommittee works with a team of external reviewers.
- B. Admissions and Financial Aid – Two UGC members.
- C. Academic policies and CRFs – This subcommittee acts as the final check of proposals and CRFs that come from the Schools.
- D. General Education Committee – Two UGC members and three non-UGC members.

Action: Senate Analyst will contact the committee to inquire about their preferences

**V. Report from VC Student Affairs Jane Lawrence**

VCSA Lawrence has submitted the following proposals to UGC:

- Academic Honesty Policy (on today's agenda) – A UGC/GRC subcommittee will be established and will be charged with rewriting the policy.
- Reinstatement Policy (on the 9/21 agenda) – Advisors have found that the current policy is not adequate, so they spent the last several months working on revising the policy. The policy aims at putting into practice what the Schools are already doing. VCSA is hopeful that the policy will be implemented by Spring 2012.
- Summer Session 2012 (on the 9/21 agenda)
- Financial Aid/Scholarships – Director of Financial Aid Diana Ralls would like to attend a future UGC meeting to discuss Regents Scholarships. UGC helps set the criteria for the Regents Scholarships and is involved in the selection process.

Action: UGC analyst will invite Diana to a future meeting.

**VI. Program Review Reports**

UGC received review team reports for the Environmental Engineering, Physics and Merritt Writing Programs.

A motion was made, seconded and unanimously carried to accept the three reports.

Action: Senate Analyst will send the reports to the Program Chairs, School Deans and the EVC.

**VII. Program Review Cycle**

Several programs have asked for their reviews to be extended due to various reasons. Some programs have requested more than one-year deferrals. UGC, in consultation with the Schools, needs to establish a long-term schedule.

Action: Defer approval of the review cycle until after the UGC Chair meets with the Deans. Meeting scheduled for September 19.

**VIII. UGC 2011-2012 Academic Calendar and Deadlines**

The calendar was prepared in consultation with the Registrar.

Action: Calendar was approved. Senate Analyst will distribute to the School Curriculum Committees.

**IX. Academic Honesty Policy**

Last year UGC agreed to rewrite the proposed policy in consultation with GRC. A UGC/GRC subcommittee will be established to address this item. Chair Camfield asked members to consider serving on this subcommittee.

Action: A UGC/GRC subcommittee (one UGC member and one GRC member) will be constituted and will address this item.

**X. Course Evaluations for TAs – Request from Tammy Johnson**

The course evaluation that was mandated by the Senate was put into effect for spring and is also used for summer. Several individuals were wondering if the evaluations were pertinent for secondary instructors and if the questions should be changed or if a different form should be used.

Action: Senate Analyst will ask the former ad hoc committee on course evaluation and ask if they would be willing to reconvene to address this request.

**XI. Online Education**

**A. Request from Applied Math**

Professor Kim and Professor Lei are working on an online version of Math 5. This work is being done with the support of UCOP as part of the Online Instructional Pilot

Project (OIPP). They would like to discuss with UGC how to propose this course to the campus for approval. Is this a matter of revising the CRF for this course or does this revision require a more substantial discussion? Professors Kim and Lei are willing to prepare a short presentation for UGC in order to describe the details of the proposed course. They are hoping to pilot this course by Spring 2012.

Action: UGC will make a recommendation after approving the draft policy for online education.

#### B. Draft Policy for Online Education

Last year's UGC policy subcommittee proposed an adaptation of UCB's approach. UGC chose not to approve the policy in hopes that UCEP would give guidance and that UCM could then follow the systemwide lead. Chair Camfield noted that UCEP is currently drafting general principles for online education, but that we have an urgent need now to review the on-line version of Math 5. Camfield proposed that we reconsider the policy that we tabled last year. If we approve it, we can approve it as an interim policy until UCEP produces its guidelines. Then, at least, we'll have some principles to guide us in our review of Math 5.

Action: UGC will review the draft policy and make a recommendation at its 9/21 meeting.

## **XII. Systemwide Review Items**

UGC will not opine on the following:

- UCAAD Faculty Equity Salary Study
- APM 670
- APM 200 and 205

Chair Camfield encouraged members to review APM 668 (Negotiated Salary Plan):

This is a proposed new APM that would allow a compensation model for general campus faculty similar to the Health Sciences Compensation Plan, which would provide the option for supplementing salary with non-state resources. Comments are due on November 14.

Action: UGC will draft a brief memo and will circulate it by email before it is sent to DivCo. The memo will include references to other universities that have had public relations difficulties that emerged from similar policies.

There being no further business, the meeting adjourned at 10:15am.

Attest:

Gregg Camfield, Chair

