

Undergraduate Council (UGC)

## Agenda

Thursday, August 30, 2018

10:30am – 12:00pm

KL 232

- I. Chair’s Report – Jay Sharping – 25 min**
- A. Welcome and Introductions**
- B. UGC Resources:**
- a. [Bylaws](#)
  - b. [Membership and Meeting Schedules](#)
  - c. [Policies](#)
  - d. [Box site](#)
  - e. [Senate website](#)
  - f. [UGC Handbook](#)
  - g. [Conflict of Interest Policy](#)
  - h. Confidentiality
  - i. [UGC Annual Report AY 17-18](#)
  - j. [Consultation guidelines](#) and [procedure](#)
  - k. [Guide to Committee Membership](#)
- C. August 13-14 Governance Retreat**
- D. Update on the [August 28 Divisional Council Meeting](#)**
- E. UGC Goals and Priorities for AY 18-19**  
*Members discuss the Council’s goals for this academic year.*
- a. General Education (Please see item VI below)
  - b. Enrollment management plan  
*A draft plan will be circulated for review.*
  - c. Review Week Proposal  
*Clarification has been requested by the Senate Chair. The proposal will be distributed to all committees for review and comments.*
  - d. Other?
- F. Carry-over and Upcoming UGC Business**
- a. Revised CRFs Policy
  - b. Earth System Science Program Review
  - c. Clarification of Expectations for Program Reviews
  - d. [Resolution to Improve Conditions for UCM Undocumented Students](#)
  - e. Students Mental Health
- II. Consent Calendar – 5 min**
- A. Approval of the Agenda**
- III. UGC representation on subcommittees, PROC, and systemwide committees – 15 min**
- A. Courses/Policies (three UGC members, one from each school)**  
This subcommittee reviews and makes recommendations to UGC members on new/revised courses and on policies related to undergraduate education.

**This agenda may contain confidential and privileged material for the sole use of UGC Members.**

Once constituted, this subcommittee will be invited to review and make a recommendation to UGC (via Fatima Paul) on the following courses<sup>1</sup>:

- a. [BIO 177-Genes, Brains, and Behavior](#)
- b. [MIST 040-Success Through Interpersonal Social Skills](#)
- c. [MIST 130-Statistical Data Analysis and Optimization in R for Decision Support](#)
- d. [MIST 135-Technical Communication and Visualization Skills](#)
- e. [PHYS 126-Special Relativity Minicourse](#)
- f. [PHYS 138-Quantum Mechanics II Core](#)

To guide the Council's review, the following resources are available on the Senate website:

- [Policy for Reviewing and Approving Undergraduate Courses](#)
- [CRF Style Guide](#)

#### **B. [Admissions and Financial Aid Subcommittee](#) (AFAS)**

Advises Undergraduate Council, the Merced Division and the administration on policy and practices related to admissions, access, enrollment, and outreach. This includes determining the criteria for undergraduate admissions and setting admission's policy. AFAS maintains liaison with the campus's Enrollment Management Committee.

Consists of at least three members of the Merced Division of the Academic Senate and one student member appointed by the ASUCM. Senate membership should include **at least one representative from each school, with a minimum of two who also serve on the UGC. Senate members of the Subcommittee who are not affiliated to UGC are appointed by the Committee on Committees.** The Merced Representative to the Systemwide Board on Admissions and Relations with Schools (BOARS) serves as Chair of the Admissions Subcommittee. The Vice Chair of the Subcommittee will normally succeed to the position of Chair the following year. The Senate faculty are voting members of the Subcommittee. The Director of Admissions, the Vice Chancellor for Student Affairs (or designee) and the Director of Financial Aid (or designee) are ex officio non-voting members of the Subcommittee. Members serve a one-year term beginning the first day of Fall semester.

- Catherine Keske (SoE), Chair and BOARS Representative
- Mike Cleary (SNS), Member
- TBD, SSHA/UGC Faculty Representative

Ex-officio:

- Encarnacion "Chon" Ruiz, Director of Admissions and Outreach
- Charles Nies, VC for Student Affairs
- Ron Radney, Director of Financial Aid and Scholarships

Meetings: 2:00-3:30pm - September 17, October 15, November 5, December 10

#### **C. [Periodic Review Oversight Committee](#) (PROC)**

*UGC Representative: TBD*

A joint committee of the Senate and Administration, PROC supports and advances UC Merced's educational and institutional effectiveness and organizational learning through its campus-wide advisory and oversight responsibilities for academic and administrative assessment, both periodic and annual.

PROC is co-chaired by Anne Kelley, vice chair of the Academic Senate and by Gregg Camfield, Interim Provost/EVC.

<sup>1</sup> Recusals: MIST: Catherine Keske; PHYS: Jay Sharping

UGC is asked to please identify a representative. Please see March 19, 2018 [memo from the Committee on Committees](#), and [UGC's Response](#).

Meetings: 9:00-10:30am – September 12, October 3, 31, December 12.

**D. [Library and Scholarly Communications \(LASC\)](#)**

*UGC Representative: TBD (Justin Cook served as the rep. in AY 17-18)*

Advises the Chancellor or Chancellor's designee and the Division regarding the administration of the university library.

Chair: Maria DePrano

**E. [University Committee on Educational Policy \(UCEP\)](#)**

*Representative: UGC chair Jay Sharping*

UCEP considers the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies involving questions of educational policy.

**F. [Board of Admissions and Relations with Schools \(BOARS\)](#)**

*Representative: UGC vice chair Catherine Keske*

Oversees all matters relating to the admissions of undergraduate students. BOARS regulates the policies and practices used in the admissions process that directly relates to the educational mission of the University and the welfare of students. The committee also recommends and directs efforts to improve the admissions process.

**G. [University Committee on International Education \(UCIE\)](#)**

*Representative: Michelle Leslie (pending endorsement by the Committee on Committees)*

Oversees all academic aspects of the UC Education Abroad Program, which operates in conjunction with offices on the campuses and serves all UC students. The committee is responsible for approving new programs, changes in programs, and all program courses and credits. The committee also oversees the regular formal review of programs and advises the President on the appointment of study center directors.

**H. [University Committee on Preparatory Education \(UCOPE\)](#)**

*Representative: Jesus Sandoval-Hernandez (pending endorsement by the Committee on Committees)*

Monitors and conducts periodic reviews and evaluations of preparatory and remedial education. In addition, the committee supervises the Entry Level Writing Requirement with special emphasis on establishing appropriate and uniform Universitywide standards for the Analytical Writing Placement Examination. Each year the Committee selects the essay/prompt that is to be used in administration of the Analytical Writing Placement Examination and also sets the passing standard for the exam.

**IV. Campus Updates – 20 min**

**A. General Education – Chair Sharping, Vice Chair Keske, and VPDUE Whitt**

- a. UGC's role vis-à-vis General Education
  - Endorsement of GE Interim Governance Structure
- b. GE Integration of Resources and Academic Planning
- c. Spark seminar variations, first year implementation assessment, improvements in response to faculty concerns
- b. 2-4th year implementation considerations

**B. Enrollment – VCSA Nies**

**C. Centralized Advising – VPDUE Whitt**

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**V. Campus Review Items – 20 min****A. Committee on Rules and Elections Revised Recommended Voting Policies in Academic Personnel Cases**

The document has been substantially revised in response to feedback received from Senate committees in spring 2018.

Action Requested: If UGC elects to opine, comments are due to the Senate Chair by October 2, 2018.

**B. Proposed Model Systemwide Policy for Posthumous Degrees**

The University Committee on Educational Policy (UCEP) is requesting that each UC campus adopt a policy to regulate the awarding of posthumous baccalaureate degrees, within the model systemwide framework provided by UCEP.

Action Requested: UGC reviews and, as determined necessary, revises the [campus's policy](#) for the awarding of posthumous baccalaureate degrees in light of the model provided by UCEP.

**VI. Upcoming Agenda Items – 5 min****A. UC Merced Extension Non-Degree Program Proposal - Child Development and Care Certificate**

University Extension is proposing the establishment of a new Non-Degree Certificate in Child Development and Care (CDC). The policy governing the establishment of a non-degree program by Extension is [here](#). As per section II.C. of the policy, the Senate is asked to consider the following when reviewing a proposal for a non-degree program put forth by Extension:

*Senate Committee members should ask questions if there are concerns about the credibility of a content area, intended audience, or selection of courses to be included in a non-degree program, or resource impacts on existing (non-Extension) academic programs.*

The lead committees for this review are UGC and CAPRA.

**B. Consultation with CSE Faculty re: Curricular Changes****C. Consultation with Maggie Saunders, Director of Space Planning and Analysis****VII. Informational Items**

- [Enrollment Data](#)
- [Academic Council forwards a recommendation to Provost Brown on the future structure of the UC Education Abroad Program](#) (6/6/18)
- [Academic Council requests President Napolitano clarify how Senate faculty in the Security of Employment \(SOE\) series will be treated in the plan to increase the Senate ladder-rank faculty salary scales by 4%](#) (6/6/18)
- [Academic Council urges the Vice President of HR and the Vice President and CIO to implement cybersecurity improvements for payroll and pension access following the theft of a pension payment from emeriti faculty members.](#) (6/6/18)
- [The UCM Senate Chair receives an update from the Budget Work Group summarizing the group's work in AY 17-18](#) (6/20/18)

- [Academic Council transmits to President Napolitano its endorsement of a UCPB letter requesting that shared governance be more effectively engaged in the process of evaluating potential changes to systemwide programs housed at UCOP \(7/12/18\)](#)
- [Academic Council transmits its endorsement of the report of the Systemwide Public Safety Task Force \(7/13/18\).](#)
- [Academic Council transmits to President Napolitano a model for closing the faculty salary gap \(7/13/18\).](#)
- [Academic Council transmits to President Napolitano its endorsement of the report of the President's Joint Senate-Administration Transfer Task Force and its five core recommendations. \(7/13/18\).](#)
- [Academic Council transmits to President Napolitano its endorsement of a letter from the Senate's Editorial Committee \(EDIT\) expressing grave concerns about a proposal to move UC Press from UCOP, potentially as soon as July 1, 2020. \(7/13/18\)](#)
- [Academic Council transmits to President Napolitano its endorsement of a request from UCEP for additional funding for student mental health support services \(8/3/18\)](#)
- [Academic Council transmits to Provost Brown its endorsement of a recommendation from UCEP to instituting a student-friendly petition process to expedite cross-campus enrollment in online courses. \(8/3/18\)](#)
- [Academic Council transmits to Provost Brown its endorsement of a recommendation from UCEP regarding training for teaching assistants and graduate student instructors. \(8/3/18\)](#)