

Undergraduate Council (UGC)

Tuesday, September 1, 2015, 10:15am-11:45am

KL 232

- I. Chair's Report – Christopher Viney** **15 min**
- A. Welcome and Introductions
- B. Review of UGC's [charge](#) (pp. 5-6)
- C. Systemwide Representation
- **[Board of Admissions and Relations with Schools](#): UGC Chair Christopher Viney**  
*BOARS 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.*
  - **[University Committee on Educational Policy](#): UGC Vice Chair Anne Zanzucchi**  
*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.*
  - **[University Committee on International Education](#): UGC Member YangQuan Chen**  
*UCIE 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.*
  - **[University Committee on Preparatory Education](#): UGC Member Sholeh Quinn**  
*UCOPE 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 systemwide 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.*
- Systemwide Committee representatives will brief UGC on important systemwide issues during academic year 2015-16.
- D. Carry over business from AY 14-15
- **Revised Program Review Policies**  
*The [Periodic Review Oversight Committee](#) (PROC) recommended that the UGC and GC Policy Subcommittees each join the PROC Subcommittee for collaborative revisions of the undergraduate and graduate program review policies. PROC asked UGC (and GC) to endorse one of the following three possible approaches to advancing the revision process:*
    - a) *The UGC and GC Policy Subcommittees each join the PROC Subcommittee for collaborative revisions of the undergraduate and graduate program review policies.*
    - b) *That GC and UGC Policy Subcommittees themselves undertake all revisions, or*

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c) *The GC and UGC Policy Subcommittees vest the PROC Subcommittee, which is co-chaired by GC vice-chair Dawson and UGC vice-chair Viney, with the authority to undertake major revisions. UGC members unanimously recommended option a) “The UGC and GC Policy Subcommittees each join the PROC Subcommittee for collaborative revisions of the undergraduate and graduate program review policies”. This academic year, the PROC/UGC/GC policy subcommittee, led by subcommittee co-chairs Viney and Dawson, will continue its work on revisions to the policies.*

▪ **Withdraw policy**

*Last AY, a faculty member raised a concern about the implementation of the policy – specifically, how the policy seemed to overrule an instructor’s discretion in assignment of grades. Last year’s UGC members agreed to pursue this matter this year.*

[Academic policy \(pp. 7-8\)](#)

[Regulation I.2.B. Dropping a Course \(Am 01 May 14\) \(p. 9\)](#)

▪ **Revised Charge of the Admissions Subcommittee**

*Last year, UGC revised the membership of the Admissions subcommittee with the addition of the BOARS representative to its membership. UGC agreed to explore ways to expand the description of the subcommittee’s duties.*

*Senate Analyst will draft a charge for UGC’s consideration at a future meeting.*

▪ **Reading, Review/Recitation Week (RRR Week)**

*Financial examinations are required for all undergraduate courses by systemwide regulation.*

*In 2010, UGC proposed an optional policy whereby faculty had the option of having an RRR week and some faculty did not endorse the proposal. Subsequently, the proposal was not implemented.*

*Several students whose final exams are scheduled the last week of class undergo a considerable degree of stress and disruption. UCB has a [policy](#) under which the last week of official class meetings is the RRR week when classes do not meet and faculty and teaching assistants are available to students for completion of projects and preparation for final exams. This officially counts as instructional time. Final exams cannot be scheduled during the RRR week. UGC members were interested in pursuing this topic. Thus, it was agreed that a small group be established to lead this initiative. Members should include at least two UGC members and the ASUCM representative.*

E. UGC Goals and Priorities for AY 15-16

*This year’s main UGC goal is to restructure General Education in light of ongoing program review activities.*

*This review of GE may result in the establishment of a stand-alone General Education Committee.*

II. **Consent Calendar**

A. Approval of the Agenda

- |      |                                                                          |               |
|------|--------------------------------------------------------------------------|---------------|
| III. | <b>Report on General Education Program Review - Vice Chair Zanzucchi</b> | <b>10 min</b> |
| IV.  | <b>Report from VPDUE Whitt</b>                                           | <b>10 min</b> |
| V.   | <b>Report from Interim VCSA Nies</b>                                     | <b>10 min</b> |

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**VI. UGC Slate of Subcommittees (p. 10)****10 min****A. General Education AY 15-16 Membership**

- [Virginia Adan-Lifante](#), Chair, (Spanish)
  - [Anne Zanzucchi](#), UGC Vice Chair (Writing)
  - [Kelvin Lwin](#), UGC Member (Computer Science and Engineering)
  - [Mariaelena Gonzalez](#) (Public Health)
  - [Willem Van Breugel](#) (Core One)
  - [Harish Bhat](#) (Applied Mathematics)
  - [Katherine Brokaw](#) (English Literature)
  - [Kurt Schnier](#) (Economics)
  - [Elizabeth Whitt](#), Vice Provost and Dean of Undergraduate Education\*
  - [Laura Martin](#), Accreditation Liaison Officer and Coordinator for Institutional Assessment\*
  - [Charles Nies](#), Interim Vice Chancellor of Student Affairs\*
  - [Jane Lawrence](#), Special Assistant to the Chancellor\*
- \*ex-officio, non-voting*

**B. Admissions/Financial Aid**

*BOARS representative (Chair Viney) + one to two UGC members*

*The subcommittee works with the Office of Admissions at UCM and UCOP and serves as advisor on policies related to admissions and awarding of Regents Scholarships.*

**C. Undergraduate Academic Programs, Policies and CRFs**

*Three members minimum, one from each School.*

This subcommittee analyzes trends at other UC campuses and reports findings to UGC. Reviews and comments on policies related to undergraduate education and makes recommendations for new/revised courses to UGC for review and approval.

**Action Requested:** UGC approves suggested slate of subcommittees for AY 15-16.

**VII. [AY 201516 Academic Calendar and Deadlines](#) (p. 11)****5 min**

*The academic calendar outlines deadlines for submission of Catalog sections, CRFs, new and revised proposals for majors and minors. Each academic year, the academic calendar is prepared by the Senate Analyst in consultation with the Registrar.*

**Actions requested:**

- UGC approves the proposed academic calendar.
- Senate Analyst publishes and distributes approved calendar.

**VIII. Proposal for a Major in Global Arts Studies****20 min**

*Background:*

*This proposal was reviewed last academic year by the Academic Senate and the Administration. Last year's UGC (GC and CAPRA) expressed concerns about resources required to deliver the major, the demand for the major, and the role of the two LPSOEs vs. one full staff member. The Senate and Administration's [recommendations](#) were sent to SSHA on May 6, 2015 (please refer to pp. 12-56).*

*On August 19, SSHA submitted a [revised proposal](#) to the Senate (please see pp. 57-83). The proposal was distributed to relevant Senate committees, the Provost/EVC, the VPDUE and the Coordinator of Institutional Assessment/ALO.*

**Actions Requested:**

- UGC discusses the revised proposal on 9/1 and at its 9/22 meeting, if additional discussion time is needed.
- UGC sends its recommendation to the [Division Council](#) by October 1, 2015.

**IX. Executive Session – UGC Voting members only please**

**10 min**