

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2008-2009**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE:

During the academic year 2008-2009, the Undergraduate Council (UGC) met 15 times in person and conducted some business via email with respect to its duties as outlined in UCM [Senate Bylaw II.4.B](#). The issues that UGC considered this year are described briefly as follows (in alphabetical order):

ADMISSIONS

UGC received regular reports from VC Student Affairs and Lawrence and Assistant VC for Enrollment Browne. Items discussed included admissions data, events, recruiting, Post baccalaureate program, university extension.

The UGC Admissions Subcommittee met with Diana Ralls, Director of Financial Aid, to review applications for the Regents Scholarship

CATALOG REVIEW

The Schools were asked to send their sections of the Catalog by March 1st. UGC reviewers examined sections of the Catalog outside of their School. The Catalog was approved by the committee in April 2009.

CRFS

Using the newly developed online CRF system, UGC reviewed and approved over 200 courses, changes to existing courses and discontinuations of courses.

UGC recommended that for courses that fulfill general education requirements, a statement be included in the course outline to demonstrate how the course fulfills those requirements.

GENERAL EDUCATION

Background: In 2007-2008, UGC drafted a set of recommendations for the delivery of General Education during AY 2008-2009. In its recommendations, UGC proposed to the Division Council that a temporary ad hoc committee be formed to consider how to deliver GE.

At the beginning of AY 08-09, the Division Council asked the UGC to re-examine the issue of General Education. UGC approved and sent the previous UGC report back to the Division Council with a request that a resource analysis be conducted by CAPRA.

In October 2009, a request went to Committee on Committees (CoC) to constitute the ad hoc committee on general education. CoC proposed a slate of nominees. Two of the members were UGC members. The slate was approved by the Division Council.

The ad hoc committee held weekly meetings and conducted a thorough analysis of General Education and Core courses delivery. The ad hoc committee completed its report in April 2009. The report was sent to UGC, GRC, CAPRA and to the Schools for comments before being submitted to the Division Council.

MAJOR(S) APPROVED BY UGC

- **Sociology Major** – to be offered Fall 2009 [pending approval by the Provost and WASC review]

POLICIES AND PROCEDURES DRAFTED/REVISED AND APPROVED BY UGC

- **Policies and procedures for approval of new undergraduate courses and undergraduate courses changes.**

The UGC CRF subcommittee and UGC policy subcommittee worked in consultation with the WASC steering committee to determine what kind of revisions would be reasonable. Proposed revisions took into account general education, student learning outcomes and how they connect to a program or degree objectives.

Final draft was approved in April 2009

- **Program Review Guidelines**

The Division Council asked UGC to draft guidelines for program reviews. UGC Chair Martin-Rodriguez met with Senate Chair Conklin, GRC Chair Leppert, GRC WASC subcommittee Chiao and WASC Steering Committee Chair Camfield to discuss the process. Senate analyst distributed a summary of UC practices to UGC. The committee noted that program reviews include, in many cases, the review of both graduate and undergraduate programs. The process also requires the collection of a large amount of statistical data and document management. UGC sent a memo to the Division Council (feb. 17, 2009) in which it highlighted the difficulties associated with conducting the review of undergraduate programs.

UGC drafted some guidelines for undergraduate program reviews. The WASC steering was given the opportunity to review the draft and provide comments. The final document was approved by UGC in May 2009 and was forwarded to the Division Council.

- **Policies and Procedures for Reviewing Substantive Changes to Existing Majors**

The Division Council asked UGC to respond to the WASC Steering committee's request to amend policies, procedures and/or forms, related to the approval of new programs or courses, to include questions to alert faculty to the need to seek WASC Substantive Change in the following circumstances:

1. A new degree
2. New modalities
3. New off-campus sites
4. Change in duration of a program

WASC requested that faculty be informed that new degree programs not yet approved through substantive change review be considered as “pending the review of our accreditation agency, the Western Association of Schools and Colleges (WASC)”.

UGC revised the existing policy for review and approval of undergraduate programs accordingly. UGC also recommended that proposals for new tracks be accompanied with a statement describing the nature of the proposed changes, how they affect the existing program and if there will be resource implications. Final draft of the policy was sent to the Division Council and to the Schools.

▪ **Proposal for a New Academic Probation Dismissal and Minimum Progress Policy (Senate Regulation 65, Academic Probation and Dismissal)**

This proposal was put forth by the deans, assistant deans and the Registrar’s office. The rationale was to clarify for students, faculty and staff what would happen under probation and dismissal. The original policy was written when there were no students at UCM and was revised to better serve current and future students. Main features of the proposed policy include the opportunity to appeal dismissal with the school having the last decision, and the option of removing a student from a major if the school would see fit. The UGC considered and approved the proposed policy in October 2009. This item was approved by the Division on May 4, 2009 and is effective the first day of instruction in fall 2009.

REQUEST FROM THE COMMITTEE ON RULES AND ELECTIONS (CRE)

▪ **Recommended Changes to UGC Bylaws**

During AY 08-09 CRE initiated revisions of the UCM Academic Senate Bylaws. For that purpose, CRE asked UGC to review its Bylaws and list any substantive changes it feels is necessary.

UGC recommended the implementation of a different mechanism for appointing system wide representatives and that the minimum number of members be formally increased to its current de facto membership (nine members plus chair). UGC’s recommendations were forwarded to CRE in March 2009.

REQUESTS FROM THE SCHOOLS:

UGC reviewed and approved the following requests:

School of Natural Sciences

▪ **Revisions to the Chemical Sciences Major (Dec. 3, 2008)**

The proposed changes offer a larger set of core courses required of all tracks. Majors in all tracks are now required to take CHEM 115 and CHEM 120.

▪ **Revisions to the Applied Mathematics Major Feb. 2009**

Revisions allow students to design custom emphasis tracks by combining existing courses, or courses that may be introduced by other disciplines in the future, to be used to satisfy an emphasis track.

- **Revisions to the Biological Sciences Major**

The purpose of the proposed changes was to broaden the range of courses that may serve as Quantitative Biology electives and to provide more flexibility for students in these emphasis tracks with no substantive resource implications. This would allow the students more course options and flexibility in fulfilling the existing requirement.

- **Revision to BIO 1 CRF to Allow Course to Fulfill GE Requirement.**
- **List of NS conjoined courses to be offered in fall 2009**

School of Engineering

- **Minimum Grade for Major Requirements Policy**

UGC approved the SOE request to require all School of Engineering students, regardless of major, to complete all major requirements from a D- to a C-.

UGC suggested the following changes in the language (**bold**):

All students in the School of Engineering, regardless of major, are required to complete all ~~major~~ requirements **for all majors** with a C- or better **effective fall 2009 for entering or re-admitted students.**

- UGC approved the list of conjoined courses submitted by the School of Engineering (to be offered in fall 2009).

SSHA

- **Honors Program**

UGC received a proposal from SSHA for a History Honors program. The review of the proposal was done in consultation with CAPRA for resource issues. CAPRA comments were shared with UGC members. UGC drafted a set of guidelines for these awards. UGC reviewed and approved the proposed revisions to UCM SR 75, Honors (SR 640). The proposed language was forwarded to CRE, the Division Council and was approved during the May 4, 2009 Meeting of the Merced Division. In accordance with system wide Bylaws UCEP reviewed and approved the change. The Assembly of the Academic Senate will consider this item at its December 2009 meeting.

- **Changes to the Cognitive Science Major**

The Cognitive Science Faculty asked UGC to consider and approve the addition of COGS 101 (Mind, Brain and Computation) as a required upper division course to the COGS major; thus adding four credit hours to the B.A. and the B.S. UGC approved COGS request with the provision that the effective date of fall 2009 be added to the text in the Catalog.

- **UGC approved the list of conjoined courses submitted by the SSHA (to be offered in fall 2009).**

- **SSHA Foreign Language Limitation [this should be placed before the preceding paragraph]**
- **UGC approved the SSHA request to add the following language to the AY2009-10 General Catalog (effective fall 2009):**
 “No credit is allowed for completing a less advanced course after successful completion (C- or better) of a more advanced course in the foreign languages. This applies only to lower division foreign language courses, not upper division courses”

REQUEST(S) FROM THE REGISTRAR

UGC considered and approved the registrar’s request to add the term “conjoined” to the online CRF system for clarity purposes and to be consistent with the CRFs policies and procedures.

SENATE AWARDS

A UGC ad hoc subcommittee reviewed nominations for the Distinguished Undergraduate Teaching Award and made recommendations to the Senate office.

SENATE ITEMS REVIEWED BY UGC

The Division Council requested UGC’s comments on the following:

- **UCM Strategic Academic Plan**
 UGC’s comments were forwarded to the Division Council in October 2008.
- **School of Management Proposal**
 UGC examined curriculum issues and the delivery of courses. UGC comments were forwarded to the Division Council in November 2008. SSHA Dean Bjornsson attended the January 28th UGC meeting to discuss the proposal.
- **WAG Report**
 UGC commented on the Washington Advisory Group final report. The committee’s comments were shared with the Division Council in February 2009.

TRIPLE MAJOR REQUEST

UGC considered a student’s request to do a triple major. This was discussed during the March 11 and May 13 meetings. UGC decided that at this time UCM will not offer triple majors. The ASUCM was informed of UGC’s decision.

WASC ACCREDITATION

Professor Camfield (Chair of the WASC Steering Committee) attended the October 29 UGC meeting to report on the WASC review process. The new WASC accreditation process involves two steps: 1) the Capacity and Preparatory Review (CPR) and 2) the Educational Effectiveness Review (EER). Under the new accreditation regime, WASC will not only evaluate the university’s physical infrastructure but also its educational infrastructure.

Professor Camfield asked UGC to consider incorporating learning outcomes and assessment plans into the new online CRF system so that the educational infrastructure of the university is reflexive for all faculty.

SYSTEM WIDE ITEMS REVIEWED BY UGC:

UGC reviewed and provided comments on the following system wide senate items:

- UC Accountability Framework Report (Nov 2008)
- UC Education Abroad Program (EAP) Business Plan (Dec 2008)
- Proposed Revisions to Senate Regulations Governing Undergraduate Admissions (May 2009)

UGC Invited Guests:

1. German Gavilan, ENG Assistant Dean – CRF presentation
2. Laurie Herbrand, Registrar
3. Professors Van Breugel, Hothem and Ochsner, to discuss General Education
4. Professor Gregg Camfield – to discuss WASC Accreditation
5. SSHA Dean Hans Bjornsson – to discuss the proposal for a School of Management
6. Professor Carlos Coimbra – to present the ABET system (WASC Accreditation)
7. Diana Ralls, Director of Financial Aid – to report on Financial Aid, Scholarships
8. Professors Weffer and Van Dyke – to present the Sociology Major

System wide representation:

BOARS: Professor Susan Amussen* (SSHA)

UCEP: Professor Gregg Camfield* (SSHA)

UCIE: Professor Ariel Escobar (ENG)

UCOPE: Professor Virginia Adan-Lifante* (SSHA)

**Liaison to UGC*

Reports on the activities of BOARS and UCEP were provided at the UGC meetings.

Respectfully Submitted:

UCM Faculty

Manuel Martin-Rodriguez, Chair (SSHA)

Andy LiWang, Vice chair and co-chair admissions subcommittee (NS)

Andy Aguilar, Chair CRF subcommittee (NS)

Yihsu Chen, CRF subcommittee (ENG/SSHA)

Ariel Escobar, UCIE representative

Ajay Gopinathan, Policy subcommittee (NS)

Kathleen Hull, Chair Policy subcommittee (SSHA)

Jennifer Lu, Admissions subcommittee (ENG)

Stephen Nicholson, co-chair admissions subcommittee (SSHA)

Dunya Ramicova, CRF subcommittee (SSHA)

Ex officio, Non-voting members

Martha Conklin, Division Council Chair (ENG)

Mike Colvin, Division Council Vice chair (NS)

Jane Lawrence, Vice Chancellor Student Affairs

Christopher Viney, Vice Provost for Undergraduate Education

Student Representative

Phillip Marzouk

Staff

Fatima Paul, Analyst