

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2009-2010**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE:

During the academic year 2009-2010, 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:

ADMISSIONS

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

CATALOG ADDENDUM

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. During its review, UGC focused on program learning outcomes and assessment. UGC received revised sections of the Catalog from the following:

SSHA

Revised History Major
Revised Arts Minor
Revised Anthropology major
Revised Sociology major
Revised Psychology major program learning outcomes
Revised scores for the Foreign Language Program

NS

Revised AMS program
Revised Physics major
NSED revisions
Request from NS to add a minimum 2.0 GPA in major coursework
Early Progress policy

The Catalog addendum was approved by the committee in April 2009.

COMMISSION ON THE FUTURE OF UC (UCOF)

This was discussed by UGC on many occasions. Keith Williams, co-chair of the Education & Curriculum group, attended the December 2 UGC meeting. VCSA Lawrence – who served on the Education & Curriculum working group-delivered regular reports to UGC. Professor Peggy O'Day, who also served on the

Education & Curriculum working group, reported to UGC on February 10, 2010. The Merced response on the UCOF was sent to the systemwide Academic Senate on May 24, 2010.

CRFS

According to the UCM Bylaws, UGC is charged on behalf of the Division to review and approve all new undergraduate courses and modifications to existing undergraduate courses, including withdrawal, conduct, credit valuation, description, and classification of existing courses. The Senate analyst transmitted CRFs to UGC via the web-based system (<http://crf.ucmerced.edu>). UGC reviewed and approved over 200 courses, changes to existing courses and discontinuations of courses.

MINORS APPROVED BY UGC

- Chemical Sciences – to be offered spring 2010. Approved on January 13, 2010.
- Environmental Science and Sustainability (ESSU) – to be offered in spring 2010. Approved on March 10, 2010.
- Interdisciplinary Public Health – to be offered spring 2010. Approved on March 10, 2010.
- Chicano/a Studies – effective fall 2010. Approved on April 21, 2010.

POLICIES AND PROCEDURES APPROVED BY UGC

School Policies:

- **School of Engineering Repeat Policy** – Approved October 7, 2009.

The policy states that an Engineering student in Engineering courses, or major requirement courses for Engineers, cannot repeat a course for the third time after receiving a grade of D+, D, D-, F, U, or Not Passed for the course two times.

- **School Of Natural Sciences “Early Progress Policy”** – Approved on March 10, 2010

Under this policy, majors in SNS need to complete their ramp-up chemistry or ramp-up math or calculus prior to the beginning of their third semester at UCM and may repeat a course only one time. The purpose of the policy is to help students identify early the likelihood of their success at UCM.

- **School of Natural Sciences 2.0 GPA Minimum Requirement Policy** – Approved on March 10, 2010.

Policy: All courses required for completion of a major in Natural Sciences must be passed with a grade of C- or better, not to include general education courses taken outside of Natural Sciences and Engineering. Students must maintain a minimum cumulative 2.0 GPA in all major coursework.

UGC considered the pros and cons of the policy and discussed when and if students could repeat courses in which they earned a C-. UGC noted this policy is in contradiction with UCM Senate Regulation 60 which does not allow repetition with a grade over D (also see Systemwide SR 780). UGC decided to revamp the language of the current “Repetition of Courses” policy in the Catalog as follows:

An undergraduate student may repeat only those courses in which a grade of D+, D, D-, F, U, or Not Passed was received, and any course may be repeated only once. Undergraduate courses in which a grade of D+, D, D-, or F has been earned may not be repeated on a passed/not passed basis. An advisor exception may be made to repeat a course in which a grade of C- was received when a grade of C or better is needed to satisfy a UC Merced academic requirement. Similarly, a graduate course in which a grade below a B, or a grade of U, was received may be repeated only once (and may not be repeated on a S/U basis). Repetition of a course more than once requires approval in all instances by the ~~appropriate dean in all instances~~ of the School offering the course. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

It was agreed that UGC will discuss a proposal with the two options (C- and C) and will propose an amendment to SR 60 in AY 2010-11.

Campus Policy

- **Multiple Major Policy** – Policy drafted by VCSA Lawrence and VPUE Viney.

UGC suggested the addition of some language related to the Schools responsibility in making sure that some combinations may not be allowed and that decisions about program overlaps are the discretion of the School. Policy was approved on February 10, 2010 with an effective date of fall 2010.

PROGRAM REVIEW – APPLIED MATHEMATICS (AMS)

A UGC Program Review Subcommittee was constituted to coordinate and lead discussions on the Applied Mathematics undergraduate program. Members were Professor Peter Vanderschraaf and Professor Yihsu Chen. The Program Review subcommittee met with Professor Arnold Kim, Chair of the Applied Mathematics undergraduate program, UGC Chair, the Deans, faculty and the UCI external reviewer.

PROGRAM REVIEW GUIDELINES

The current guidelines were approved for AY 2009-10 and may be subject to change in AY 2010-11. UGC will consult with GRC, with the Program Review subcommittee and with Professor Arnold Kim (AMS) before implementing any changes.

In April 2010 UGC noted the need to clarify the way program review will be scheduled and recommended the following change to the preamble in the current guidelines:

Current Language:

“Each undergraduate program is normally reviewed every five years. There is a 2.5- to 3-year period for self-review and external review. Thus, the full cycle for program review is 8 years.”

Proposed Language:

“Review of each undergraduate program is initiated every seven years.”

PRC Chair Vanderschraaf, UGC Chair Amussen, and UGC policy subcommittee Chair Camfield agreed to meet over the summer to discuss future revisions of the guidelines. Future revisions will include the incorporation of the WASC requests and a revised review cycle for clarity and consistency. A program review schedule will also need to be established for the Educational Effectiveness Review.

REQUEST FROM THE COMMITTEE ON RULES AND ELECTIONS (CRE)

- **Policy on the Establishment or Revision of Academic Degree Programs**

CRE developed a draft policy and flowchart and asked the Senate standing committees to review them. UGC recommended the addition of WASC to the flowchart and suggested preliminary consultation with the WASC substantive change coordinator before final approval by the Chancellor.

- **Revised UCM Bylaws**

CRE asked UGC to review its section of Bylaws and list any substantive changes it feels are necessary. UGC recommended a few edits. Those recommendations were transmitted to CRE in January 2010. UGC also opined on the possibility of dividing UGC into two or three different committees and considered the duties that would be assigned to the new committees. UGC agreed that it would be difficult to populate multiple new committees with UCM's limited faculty numbers.

REQUESTS FROM THE DIVISION COUNCIL (DIVCO)

- **Reading week proposal**

Divco asked UGC to draft a proposal on instructional days that would include a reading period at the end of the semester. UGC discussed the pros and cons of a reading week and concluded that it should be at the discretion of the individual faculty member. Chair Amussen drafted a memo to the Schools Curriculum Committees and to Divco asking faculty to consider the ramifications of final exams in the last week of instruction. She also referred them to Senate Regulation 772 which states that "Final examinations are required in all undergraduate courses, except as provided elsewhere in the Regulation. Whenever practicable each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours duration." The Life Sciences and the SSHA curriculum committees responded to UGC's proposal (their memos are posted on crops). This will be revisited by UGC in 2010-2011.

- **Program Review Document Handling**

Portions of self-study or program review documents may need to be confidential. UGC was asked to develop policies on Document Handling (Access to and Disposition of Program Review documents). UGC adopted UCI's policy on document handling and will include it in the undergraduate program review guidelines.

- **Differential Fees for Undergraduates by Disciplines**

UGC sent a memo to Divco (10/15/09) stating its opposition to the implementation of differential fees.

- **Remote and Online Courses**

Divco asked UGC to draft a policy on remote and online courses. The UGC policy subcommittee drafted a policy modeled on the UCB model/questionnaire. The policy includes supplemental questions to be answered by the instructor proposing the course.

UGC sent a memo to the Schools Curriculum Committees. The memo comprised the list of questions that were included in the draft policy. UGC asked the Schools to do a thorough analysis of this topic and to use diligence to make sure that faculty are aware of best practices. Ultimately, the Schools will have to confirm to UGC that any proposed online courses are furthering the School's educational mission and interests and that the educational quality is protected. This will be discussed further in 2010-11.

▪ **Committee on General Education**

Divco requested the formation of a standing committee on General Education. The committee was established as a subcommittee of UGC. It includes two UGC members and three external members. The committee's charge was approved by Divco in April 2010. Its duties include the review and coordination of undergraduate general education courses, the coordination of activities relating to the assessment of general education, the review and assessment of staffing and resource needs associated with general education courses and programs. The committee will make recommendations to UGC and CAPRA regarding resource allocations related to general education. It will review and periodically update general education principles and policies, and determine strategies and best practices for program delivery, making recommendations to UGC for final approval.

REQUESTS FROM THE SCHOOLS

The following revisions were included in the Catalog addendum:

SSHA

- Revised History Major (Mar. 10, 2010). Revisions included a History capstone and the History Honors program. Revisions were included in the Catalog addendum.
- Revised Arts Minor: Removal of ARTS 007 and inclusion of "and GASP course"
- Revised Political Science Major: Deletion of the requirement that political science majors take two classes outside the major. The requirement was a short-term solution to make it possible to offer a political science major with only two political science faculty members. This proposed change makes the major consistent with majors at other campuses and the majority of majors offered by SSHA. Changes effective fall 2011.

SENATE AWARDS

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

SYSTEM WIDE ITEMS REVIEWED BY UGC

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

- Differential Fees – Memo sent to Divco on October 15, 2009.

- UCOP Online Education Initiative – Memo sent to Keith Williams (UCEP Chair) on November 5, 2009
- Repeal of SR 764 – Memo sent to Divco on November 13, 2009.
- Undergraduate Educational Effectiveness Task Force Report - UGC noted that this is a good report and that UGC is already in the process of doing what it asks.
- BOARS Area “d” Requirement-Memo sent to Divco on May 18, 2010.

TO BE DISCUSSED IN AY 2010-11

- Substantive Change Policy
- Remote and Online Course Policy
- Repetition of Courses (and UCM SR 60)
- Policy on Exams in the last week of classes

UGC INVITED GUESTS

1. Keith Williams, Chair UCEP (December 2, 2009)
2. Nancy Ochsner, Director IPA and Mike Roona, Principal Analyst IPA (December 16, 2009)
3. Elizabeth Boretz, Director SALC (January 27, 2010)
4. Professor Peggy O’Day – to report on the Gould Commission (February 10, 2010)
5. NS Dean Pallavicini – to discuss proposed NS policies (March 10, 2010)

SYSTEMWIDE REPRESENTATION

BOARS: Professor Susan Amussen (SSHA)

UCEP: Professor Gregg Camfield (SSHA)

UCE P Alternate: Jack Vevea (SSHA)

UCIE: Professor Ariel Escobar (ENG)

UCOPE: Professor Virginia Adan-Lifante* (SSHA)

**Liaison*

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

Respectfully Submitted:

UCM Faculty

Susan Amussen, Chair (SSHA) – BOARS and Admissions Subcommittee

Ariel Escobar, Vice chair (ENG) – CRF subcommittee

Gregg Camfield (SSHA) – UCEP and Policy Subcommittee

Yihsu Chen, (ENG/SSHA) - Program Review Subcommittee

Benoit Dayrat (NS) – Admissions Subcommittee, Gened Subcommittee

Linda-Anne Rebhun (SSHA) – CRF Subcommittee

Jay Sharping (NS) – CRF Subcommittee

Peter Vanderschraaf (SSHA) – Program Review Subcommittee

Jack Vevea (SSHA) – Admissions Subcommittee, Gened Subcommittee and UCEP Alternate

Ming-Hsuan Yang (ENG) – Policy Subcommittee

Ex officio, Non-voting members

Martha Conklin, Division Council Chair (ENG)

Evan Heit, Division Council Vice chair (SSHA)

Jane Lawrence, Vice Chancellor Student Affairs

Christopher Viney, Vice Provost for Undergraduate Education

Staff

Fatima Paul, Senior Analyst