

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2010-2011**

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 15 regularly scheduled 90-minutes in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's Senate [Bylaw II.4.B](#). Many of the Council's agenda items were delegated for preliminary review by the appropriate subcommittee(s), followed by full Council review. The issues that UGC considered this year are described briefly below.

Undergraduate Council Organization

The Undergraduate Council designated several subcommittees that met separately throughout the year:

- Courses/Undergraduate Academic Programs
Professors Jay Sharping, Elliott Campbell and Linda-Anne Rebhun
- Admissions/Financial Aid
UGC Chair Susan Amussen, Professors Stefano Carpin and Wei-Chun Chin
- General Education
Professors Jack Vevea, Benoit Dayrat and external members Professors Holley Moyes, Henry Forman and Virginia Adan-Lifante
- Program Review
Professor Gregg Camfield (Chair), Professors Peter Vanderschraaf, Sholeh Quinn and Roland Winston

In addition, ad-hoc subcommittees were formed for the Regents Scholarships and the Undergraduate Distinguished Teaching Award recipients.

Academic Program Reviews

This academic year UGC accepted the Applied Mathematics Program Review Report. The Undergraduate Program Review guidelines were accepted for AY2010-2011. UGC revised the existing guidelines in the purpose of clarity and to customize the guidelines for the campus. In cooperation with the Program Review Committee, UGC participated in the academic program reviews of the following programs:

- Environmental Engineering
- Merritt Writing Program
- Physics

The Economics program requested, and was granted, an extension.

Admissions

UGC received regular reports from Vice Chancellor Student Affairs Jane Lawrence. Items discussed included admissions and enrollment data, events, recruiting, university extension,

scholarships. The UGC Admissions subcommittee collaborated with the UCM Office of Admissions to set policies to make UC Merced a selective campus. Priorities of this subcommittee changed as the admissions process became more selective and with the impact of the referral pool.

Catalog

Six UGC members reviewed the Schools sections of the Catalog. The revised Catalog was approved in April 2011.

Courses

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 UGC analyst transmitted CRFs to UGC via the web-based system. UGC reviewed and approved over 100 courses, changes to existing courses and discontinuations of courses. UGC also asked the Schools to include program learning outcomes and objectives for all CRFs (new and revised).

General Education (Core 100)

In February 2010, the General Education subcommittee was asked to seek a resolution for the upper division General Education requirement (Core 100). Core 100 courses have not been taught for several years. In October, the subcommittee developed a potential solution and presented it to the School Curriculum Committees. After compiling all the feedback, the subcommittee concluded the following: 1) Faculty were predominantly in favor of removing Core 100 from the campus requirement for graduation; 2) Faculty in each School valued different aspects of the Core 100 experience; if a similar requirement were maintained, each School must have a certain degree of independence to determine which courses can be given a Core 100 stamp based on the School's goals for the requirement.

A report was written by the subcommittee to UGC with recommendations based on the feedback.

In April 2011, UGC recommended the removal of the Core 100 requirement (elimination retroactive to the 2009 Catalog). There will no longer be an upper division General Education requirement for anyone admitted for Fall 2009 and beyond. The Schools were encouraged to revisit their majors and consider the impact of eliminating the requirement will have on the degree requirements. Schools have been asked not to designate the credits for Core 100 for any other purpose until the consultation on upper division General Education next year is complete.

During AY 2011-2012, UGC, its General Education subcommittee and the VPUE will use College One to orchestrate a campus wide discussion of what upper division General Education should be.

Policies and Procedures Approved/Revised by UGC

- **Policy for Approving New Minors** - Revised on September 8, 2010 to include “All proposals for minors should include program learning outcomes and an assessment plan”.
- **Undergraduate Academic Program Review Policy** – Revised on September 8, 2010 and further amended on March 2, 2011. The initial revision sought to simplify and clarify the Program Review process; the second added a provision for delay in cases when a program review has been formally initiated but a delay would be called for.
- **Course Auditing Policy** – Approved on October 6, 2010
- **Policy on Animal Subjects** – Approved on November 3, 2010
- **Policies and Procedures for Approval of New and Revised Undergraduate Courses** – Revised on January 19, 2011 to require that any revised course include course learning outcomes.

Requests from the Committee on Rules and Elections (CRE)

- **Review of the UGC Bylaws** – UGC comments sent to CRE on April 25, 2011
- **Revised UCM Regulations (April 27)** - CRE asked UGC to examine the revised UCM Regulations, specifically the following issues:
 - The different schools require different numbers of General Education credits (SSHA 48, SNS 46)
 - Enrollment limits for students on academic probation – SNS and SSHA limit students to 16 units if they are on probation.

UGC expressed no concern with the School Regulations being inconsistent with the Merced Regulations and noted that it was in the best interest of students to let the Schools have latitude with regard to General Education. With regard to the subject of SSHA’s policy on coursework from other institutions, UGC deferred the matter until CRE receives a response from the School.

Requests from the Division Council (DivCo)

- **Proposed 2011-2013 Academic Calendar** - UGC reviewed the proposed calendars and provided comments to DivCo on October 5, 2010.
- **Proposed 2013-2016 Academic Calendars** – UGC provided comments in December 2010.
- **SSHA Bylaw 55 Unit Proposals** – UGC voted in favor of establishing the Cognitive and Information Sciences, Humanities and World Culture, Psychological Sciences and the Social Sciences and Management Bylaw 55 Unit proposals.
- **Review of the WASC EER Report** – Comments sent to DivCo in September 2010.
- **New Classroom Scheduling Guidelines** – UGC expressed overall concern that given the current classroom capacity, classroom scheduling will become increasingly difficult over the next few years, to the point that another solution may have to be reached.
- **SNS Bylaw 55 Unit Proposals** – In April 2011, UGC reviewed proposals for the following:
 - Applied Mathematics
 - Chemistry and Chemical Biology

- Molecular Cell Biology
- Physics

UGC was mainly concerned about the need to develop and implement adequate procedures to manage the Biology major and emphasized that all faculty associated with a major are responsible for the management and delivery of the major.

- **Proposal to Split GRC into separate Graduate and Research Councils** – UGC voted in favor of the proposal on March 30, 2011.
- **Award for Teaching by Lecturers** – UGC developed criteria for Teaching Award for Lecturers as part of the annual Senate Awards. DivCo transmitted the approved product to the EVC on May 20, 2011.

Requests from the Schools

School of Engineering

- Core 100 Course Substitution – Environmental Science and Policy and Writing for Engineering were proposed as substitutions for Core 100 in the spring. Proposed substitutions were approved by UGC (10/20/10) through the end of academic year 2010-2011.
- Transfer Admissions Policy – Approved on February 16, 2011.

School of Natural Sciences

- Revised Chemical Sciences B.S. Program. SNS proposed the removal of the requirement for research, and the substitution of two additional laboratory sections. The change was due to the shortage of faculty and lab space. Revisions approved on November 17, 2010, effective Fall 2011.
- Revised SSHA Lower Division General Education Requirement. SNS requested a revision to the SSHA Lower Division General Education Requirement such that students are not required to take a lab course to satisfy their NS requirement, to reduce the pressure on the NS lab courses. Approved on November 3, 2010.
- Proposed Changes to the Applied Mathematics Major Coursework Requirements. Approved on November 17, 2010, effective Fall 2011.
- Revised Admissions Process for Transfer Students – Approved March 30, 2011.

School of Social Sciences, Humanities and Arts

- Proposed Changes in the SSHA General Education pattern to remove the science with a lab requirement (effective Fall 2011).
- SSHA request to use ANTH/WRI 141 as a Core 100 substitute. Approved on May 11, 2011.
- Transfer Admission Policy – Approved on May 11, 2011 and effective Fall 2012.

Senate Awards

The Senate office received nominations for the *Distinguished Undergraduate Teaching Award*. A UGC ad-hoc subcommittee with balanced representation from different academic areas reviewed the nominations and made recommendations to the Senate office.

Recipient of the Award was made during the April 14 Meeting of Merced Division.

Systemwide Review Items

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

- Proposal to Rename Fees as Tuitions
- Report of the Post-Employment Benefits Task Force – Memo sent to DivCo on October 22, 2010
- Academic Council Recommendation and UCLA Statement on the Future of the University – Memo sent to DivCo on November 3, 2010
- Funding Streams Proposals – Memo sent to DivCo on February 4, 2011

UGC Guests

1. Diana Ralls, Director of Financial Aid and Scholarships attended the November 17, 2010 UGC meeting to solicit guidance on choosing awardees of the Regents Scholarships and to request comments on the scoring sheets (November 17, 2010).
2. Linda Zubke, Director of SOE Student Services, to discuss the SOE transfer admissions process for transfer students (February 16, 2011).
3. Interim NS Dean Mike Colvin and NS Academic Coordinator Masa Watanabe to present data about the success of the current SNS transfer students and describe how the proposed transfer student policy would affect this group of students (March 30, 2011).

Systemwide Representation

BOARS: Professor Susan Amussen (SSHA)

UCEP: Professor Gregg Camfield (SSHA)

UCIE: Professor Cristian Ricci* (SSHA)

UCOPE: Professor Virginia Adan-Lifante* (SSHA)

**Liaison*

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

Respectfully Submitted:

UCM Faculty

Susan Amussen, Chair (SSHA) –Admissions Subcommittee

Gregg Camfield, Vice chair (SSHA) –Program Review subcommittee

Stefano Carpin, (ENG) – Admissions Subcommittee

Elliott Campbell (ENG) – CRFs/Undergraduate Academic Programs subcommittee

Wei-Chun Chin (ENG) – Admissions subcommittee

Benoit Dayrat (NS) – GenEd subcommittee

Linda-Anne Rebhun (SSHA) – CRFs/Undergraduate Academic Programs subcommittee

Jay Sharping (NS) – CRFs/Undergraduate Academic Programs subcommittee

Peter Vanderschraaf (SSHA) – Program Review subcommittee

Ex officio, Non-voting members

Evan Heit, Divisional Council Chair (SSHA)

Anne Kelley, Division Council Vice chair (SNS)
Jane Lawrence, Vice Chancellor Student Affairs
Jack Vevea, Vice Provost for Undergraduate Education

Student Representative

William Hamilton

Staff

Fatima Paul