

**UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2016-2017**

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 14 regularly scheduled in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's [Senate Bylaw II.IV.2](#). Many of the Council's agenda items were delegated for preliminary review by the appropriate subcommittee(s), followed by full Council review and action. The structure of UGC and the issues that the Council considered this year are described briefly below.

Undergraduate Council Organization

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

- General Education (GESC), chaired by Professor Jack Vevea
- Admissions and Financial Aid, chaired by UGC Member and BOARS Representative Christopher Viney
- Undergraduate Academic Programs/Policies/Courses, chaired by UGC Chair and UCEP Representative Anne Zanzucchi

In addition, ad-hoc subcommittees were formed for the reviews of nominations for the Undergraduate Distinguished Teaching Awards for Faculty and for Non-Senate Faculty, and for the review of the Catalog.

UGC received regular updates on systemwide committees' activities from UC Merced representatives on the Board of Admissions and Relations with Schools (BOARS), the University Committee on Educational Policy (UCEP), the University Committee on International Education (UCIE), and the University Committee on Preparatory Education (UCOPE). All these systemwide committees are represented by UGC members. GESC representative David Jennings, GESC Chair Jack Vevea, and UGC Vice Chair and PROC representative Mario Sifuentez provided regular updates on General Education and on the Periodic Review and Oversight Committee (PROC) activities. Vice Chancellor for Student Affairs Charles Nies, Vice Provost for Undergraduate Education Whitt, and Director of Admissions Ruiz were also invited to update UGC regularly on enrollment, admissions, and activities related to undergraduate education.

Campus Review Items

1) Discontinuation of Services Science Minor

The proposal to discontinue this minor was approved by UGC in September 2016.

2) Master of Management (MM) program in Management of Innovation, Sustainability, and Technology (MIST).

In October 2016, UGC recommended that the University launch this program on a "pilot" or "proof of concept" basis to gauge potential demand, before investing more faculty lines.

3) General Education Program Learning Outcomes

On November 16, 2016 the Undergraduate Council considered the General Education Subcommittee's request for endorsement of the General Education Program Learning Outcomes. UGC voted to endorse the PLOs. As a future item in Spring 2017 and a long-term policy element, UGC asked for collaboration with the GESC on a CRF process for reviewing and approving GE courses.

4) Role of School Executive Committees

UGC has maintained strong relationships with Executive Committees by including guests and consultants across Schools. As an open invitation, UGC encouraged Executive Committee chairs to feel welcome to meet with the UGC Chair and Vice Chair or the UGC at any point for synergies and planning. UGC's goal is to improve processes related to academic planning.

5) DivCo Summer sessions memo

UGC requested clarification regarding the formula related to unit 18 lecturers summer salary (\$10,000 cap as 1/9 salary or a one course salary). Chair Zanzucchi reported on this item at the November 17 DivCo meeting.

6) Access to Student Data Policy

In January 2017, UGC discussed the Access to Student Data policy, noting that the dual consultation with the Registrar's Office and Institutional Research & Decision Support formalized current practice in useful ways. UGC supported these procedures for how student data will be accessed and distributed.

7) Master's Program Incentive Plan

In January 2017, UGC offered the following comments on this proposal.

- UGC encouraged continued planning to explore and define how the professional, non-academic, non-research STEM field careers proposed in this plan are differentiated from University Extension, which similarly is engaged in self-paying professional graduate coursework.
- The proposal noted that self-paying graduate students "do not require the same concentrated, individualized faculty time as students in thesis tracks." UGC wondered what the impact of less faculty time might be.
- While instructional benefits are noted, in terms of profit and minimized investment in the graduate student needs, UGC requested a description of potential consequences or challenges.

8) Revised Undergraduate Course Review Policy

UGC proposed revisions to the CRFs policy and solicited feedback from key campus stakeholders in spring and summer 2016, and on December 2, 2016. Comments were provided by the school assessment coordinators, the ALO, the Graduate Council, the Registrar, and the SNS Executive Committee. The UGC revisions addressed comments received and included the following elements:

- A refinement of the general review and approval process of CRFs
- Addition of General Education outcomes (approved by UGC in November 2016)
- Integration of existing policies related to credit hours and course outlines
- Defined parameters related to online courses

At its January 23 meeting, the Undergraduate Council unanimously approved revisions to the Procedures and Policies for Approval of New Undergraduate Courses and Undergraduate Course Changes, effective March 2, 2017.

9) Revised Calls for Senate Awards for Distinguished Undergraduate Teaching (Senate and Non-Senate Faculty)

The revisions consisted of the following and were approved by UGC on January 23.

- 1) Addition of a statement on contributions to diversity
- 2) Clarification of the selection process
- 3) Addition of an undergraduate student representative to the membership of the call for Non-Senate Faculty
- 4) Addition of lists of past nominees
- 5) Addition of nomination forms

The revisions were approved by DivCo in February 2017.

10) CAPRA's faculty hiring model analysis and Provost Peterson's faculty hiring plan

In February, UGC encouraged CAPRA to continue developing criteria that address FTE hiring that emphasize high-quality teaching in a research university context as part of valuing the campus's educational mission. The current criteria could be enhanced to speak more fully to projected enrollment, impacted course offerings, and teaching specialization as part of hiring considerations. UGC hopes that CAPRA and the Provost will continue to advise on a robust and responsive approach to faculty hiring to support our comprehensive mission.

11) World Heritage Minor in SSHA

This proposal was previously submitted to the Senate for review as the Heritage Studies Minor. In light of comments provided by the Senate, the program co-chairs provided some clarification on the proposed minor and changed the program's name to World Heritage. On February 27, The Undergraduate Council unanimously voted in favor of approving the minor, effective Fall 2017.

12) University Honors Proposal

In December 2014 the Provost asked VPDUE Whitt and former Special Assistant to the Chancellor Lawrence to co-chair a task force charged with developing an institution-wide Honors program. The task force membership included Senate faculty representatives Jack Vevea, Mario Sifuentez, Hrant Hratchian, Ming-Hsuan Yang, and undergraduate students. The task force came to the conclusion that it should recommend a University Honors program. In 2015, the Academic Senate reviewed the task force report and recommended review during the following academic year, with potential intersections with General Education program revision.

A revised proposal was considered by the Senate in 2016 and 2017. On February 13, UGC issued the following recommendations on the proposal:

- UGC accepted the task force report, as it responded to the Provost's call for exploratory review.
- UGC endorsed the development of an academic program plan. The proposal is a university-wide academic program, and while the student cohort is specialized, the scope is institutional. Eventually, the University Honors program will engage in academic program review, akin to major / minor programs and General Education. This academic program proposal would be based on the fundamentals of the task force report and could address the topics raised in previous and current Senate reviews.

13) Proposal for a Critical Race and Ethnic Studies Major

The proposal for a CRES major was distributed to the Chairs of Senate Committees, School Curriculum Committees, and School Executive Committees. All committee comments and the program's response were sent to UGC for consideration before final recommendation. At its May 8, 2107 meeting, UGC found the program's response to questions raised by the Senate to be detailed and comprehensive. UGC approved the Proposal for a Major in Critical Race and Ethnic Studies, effective fall 2017.

14) General Education Program

UGC received regular updates on GE activities and discussed the GE program proposal over the course of several meetings throughout the academic year. The GE Proposal was sent to the campus faculty in Spring 2017 with comments requested by April 5, 2017. On May 22, 2017, the Undergraduate Council voted in favor of the GE proposal. In its May 24 memo to the Senate Chair, UGC noted that this endorsement reflected the committee's analysis that the program is comprehensive and thoughtfully designed. UGC recognized that the timing of the GE re-design, beginning in Fall 2018, is significant, with externally driven mandates (e.g. re-affirmation of accreditation) and campus academic planning (e.g. 2020 growth and academic planning). Much of UGC's dialogue on the GE proposal focused on institutional context, particularly campus resource planning. UGC offered the following priorities vis-à-vis the GE proposal:

- The shift from what essentially has been three school-based GE programs to a campus-wide program will be significant on a practical and conceptual level. In particular, developing an effective Senate-administrative governance structure for the program will be crucial.
- The GE proposal follows the program review recommendations by establishing structured GE experiences within majors as well as two common GE courses (Spark seminars for freshmen and Crossroads courses for juniors). In developing this design, the emphasis was on serving both the needs of majors/programs while providing GE to non-majors. Nevertheless, concerns were noted about how this re-design will impact the delivery of majors and research priorities. To ensure successful implementation, UGC strongly recommended School-based and bylaw-based consultation to plan participation and evaluate localized impacts (benefits and costs). By broadening the number of programs and, thus, Senate faculty involved in GE delivery, the program restructures resources within majors and requires strategic investment in the common first and third year student experiences.
- Unless addressed, the potential mismatch between instructional demand and resources will only increase with enrollment growth. Historically, faculty hiring has focused on meeting the demand for core and elective courses for undergraduate majors and, more recently, for graduate education; General Education has been in the background as available seats to non-major students in major courses. Implementation of this proposal will require General Education be explicitly integrated into faculty instructional workload planning. Further, as noted previously, this may disproportionately impact some programs that have not previously contributed extensively to GE. Thus, it will be important to pursue comprehensive academic planning. UGC urged the campus to engage in strategic academic planning, in light of major programs and in support of a transition to a campus-wide GE program.
- The rate at which the program is rolled-out should be projected and continuously adjusted in the context of committed and available resources. The campus needs this planning to be feasible and functional. Program implementation, then, would benefit from clear language that outlines a timetable for documentable consultation through which the roll-out scale and schedule can be revised in the context of actual resources provided.

15) Guide to Senate Committee Membership and the Purpose and Practice of Executive Session

Per DivCo's request, UGC offered comments on the proposed guide for committee membership.

16) English Honors Proposal

The English Honors proposal was inspired by and based on the existing History Honors program. To ensure consistency between academic policies and UCM Regulations, UGC encouraged the Committee on Rules and Elections (CRE) to revisit the relevant UCM Regulations and revise them to include language for both Honors and Highest programs. UGC approved the English Honors proposal on March 13, 2017.

17) SOE Bylaw Units

In, April, UGC offered comments on the proposal to establish five bylaw units in the School of Engineering. The proposals were revised to address senate committee comments. At its May 8 meeting, UGC discussed SOE's response to the Senate comments. Members found the responses to questions raised by Divisional Council and, in turn, Undergraduate Council, to be direct in some ways and indirect in other instances. UGC endorsed the bylaw proposals. This endorsement, though, came with a suggested clarification and continued encouragement to address a prior UGC recommendation.

18) Policy on the Posthumous Awarding of Degrees and Certificates of Attendance.

In response to Graduate Council's request, UGC reviewed and endorsed the proposed revisions to the Policy on the Posthumous Awarding of Degrees and Certificates of Attendance as it seemed to provide a greater range for the possibilities of bestowing posthumous degrees.

19) FWAF Statement on Senate and Non-Senate Lecturer Lines

At its May 8, 2017 meeting, UGC endorsed the statement, with a comment from membership emphasizing that UGC co-signing the statement is recommendable as this topic and planning questions are very important to sustaining high-quality undergraduate education, from individual classrooms all the way to campus-level academic planning.

20) Proposed Revisions to the Administrative Policy Governing the Establishment or Revision of Academic Degree Programs.

At its May 8, 2107 meeting, UGC endorsed the proposed revisions to this policy. In discussing the policy, members recommended that, to support shared awareness and planning, the policy specify that UGC, and the Senate more generally, receive copies of pre-proposals submitted to PROC together with copies of PROC's response. Looking forward, in AY 2017-18 UGC will continue to facilitate the Senate's working group focused on updating undergraduate and graduate policies for the approval of new academic programs, with the goal of finalizing policies for inclusion in a single Senate-Administration policy governing the review and approval of new academic programs.

21) In consultation with the Graduate Council, UGC reviewed and endorsed requests for exceptions exception to allow a senior Ph.D. student to teach an upper level course.

22) Requests from the Periodic Review Oversight Committee

UGC made recommendations on the following program reviews items:

- Psychology major
- Management and Business Economics major
- Computer Science and Engineering major
- Approval of Revised Academic Program Review Schedule

23) Request from the WSCUC Steering Committee

In response to a request from the Provost, Professor Christopher Viney volunteered to serve as the UGC representative on the WSCUC Steering Committee.

24) Petitions of Academic Policy

UGC considered and made recommendations on five student petitions.

25) Curriculog

The campus is implementing a Curriculum Management System, which will streamline the submission and approvals of all undergraduate and graduate courses as a basis for the campus catalog. A team of leads from Graduate Council, Information Technology, Registrar's Office and Undergraduate Council, along with representatives from the Schools and the Academic Senate Office, have partnered and selected Digarc Curriculog as a system that reflects faculty and staff priorities. The implementation phase of this project has started, and all faculty will be using the new system in the spring of 2018.

26) CRFs

UGC reviewed and made recommendations on 257 CRFs.

Systemwide Review Items

UGC commented on the following systemwide items:

- UGC discussed a UCEP report on components of the Budget Framework Initiative's (BFI), with particular focus on Credit by Examination. UCEP explored recommendations for a common policy for P/NP or grade using credit by Examination.
- UCEP's Report on Advanced Placement Exams
- Draft Presidential Policy on International Activities
- Salary Equity (UGC discussed this item and viewed it as informational. UGC did not issue a memo).
- Proposed Revisions to Bylaw 182 - University Committee on International Education.
- Proposed Revised APM Sections 278 and 210-6 PDF
- Senate Bylaw 336
- APM 285-210-133-740 pertaining to the re-designation of the L(P)SOE series to "Teaching Professor".

The following items were discussed during AY 16-17 with recommendations to follow in AY 17-18

- 1) UGC Bylaws
- 2) Proposal for Philosophy Major
- 3) Minor in Management Analytics and Decision-making (MAD)
- 4) UGC Handbook
- 5) ASUCM RRR Week Proposal
- 6) American Studies Minor

UGC Guests:

November 14, 2016: Andy Boyd, Executive Director, Business and Financial Strategic Initiatives Center, and Sara Anastos, Project Coordinator, Real Estate Services
 December 12, 2016: Provost Peterson

Respectfully Submitted,

Anne Zanzucchi, Chair and UCEP Representative

Mario Sifuentez, Vice Chair and PROC Representative

Christopher Viney, Chair of the Admissions & Financial Subcommittee and BOARS Representative

Laura Beaster-Jones, Admissions and Financial Aid Subcommittee (SNS)

Paul Gibbons (SSHA)

Nigel Hatton, Admissions and Financial Aid Subcommittee (SSHA)

Robert Innes (SSHA)

David Jennings, GESC and UCOPE Representative (SSHA)

Yanbao Ma, UCIE Representative (SOE)

Linda-Anne Rebhun, Admissions and Financial Aid Subcommittee (SSHA)

Yanbao Ma, School of Engineering, UCIE Representative

Ex-Officio (non-voting):

Andre Frise, Undergraduate Student Representative

Charles Nies, Vice Chancellor for Student Affairs

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Elizabeth Whitt, Vice Provost and Dean of Undergraduate Education

Non-Senate Faculty Representatives (non-voting):

Ross Avila (SSHA)

David Samper (MWP)

Staff

Fatima Paul (Senate Office)