

**Undergraduate Council  
Minutes of Meeting  
March 21, 2012**

**I. Meeting**

Pursuant to call, the Undergraduate Council (UGC) met at 9:00 am on Wednesday, March 21, 2012 in Room 362 of the Kolligian Library, Chair Gregg Camfield presiding.

**II. Chair's Report**

- *Update on Academic Honesty Policy*

The Division Council welcomed the idea of an Academic Honesty Policy Committee. Broad input from various constituencies will be needed, yet too large a committee will be cumbersome. DIVCO proposed, then, to follow the model of the accreditation steering committee, i.e. a large committee that includes representatives from all pertinent constituencies who would meet infrequently to raise questions, make suggestions, and to communicate with their constituents, with a smaller executive committee meeting as frequently as necessary to do the fundamental research into policy options and to draft the policy. Divisional Council recommends that UGC represent the Senate on the Academic Honesty Policy Committee. Jane Lawrence will arrange membership from the Division of Student Affairs, and the ASUCM officers will arrange student membership. Ultimately, the Academic Honesty Committee will report its proposed policy to UGC for Senate approval. Chair is currently working on a charge for the Academic Honesty Committee.

In consultation with UGC, Chair Camfield will draft a charge for the Academic Honesty Committee.

- *March 5 UCEP Meeting*

Discussion was dominated by the Online Instruction Pilot Program. UCEP will draft regulations that would govern system-wide online courses.

No detailed discussion was raised regarding the BOARS Transfer policy.

- *UGC Service for AY 2012-2013*

Chair noted the importance of continuity for senate service and encouraged members to consider serving another year on the committee. Members were asked to notify the Senate Analyst.

- *EAP Courses and Majors*

An Education Abroad Program (EAP) system-wide representative met with Chair Camfield and Rebecca Sweeley, Director of International Affairs, to discuss what can be done to facilitate home campus transfers for students and faculty. EAP was significantly restructured in order to increase student participation and faculty approval of EAP courses. UGC recommended that a representative from EAP attend UGC committee meetings to address this potential fundamental undergraduate concern.

**III. Consent Calendar**

The Agenda was approved as presented.

The February 8 and 22 Meeting Minutes were approved.

#### IV. Report from the CRF Subcommittee

The Subcommittee has recommended approval of 6 SNS CRFs and 2 SOE CRFs. The subcommittee reported that in general the CRFs are discontinued courses or a change to a prerequisite.

A motion was made, seconded and carried to approve the CRFs listed below.

SNS

1. [BIO 125: Emerging Public Health Threats](#)
2. [BIO 185: Biomedical Ethics](#)
3. [BIO 005: Concepts and Issues in Biology Today](#)
4. [CHEM 113: Chemical Thermodynamics and Kinetics](#)
5. [PHYS 008H: Honors Introductory Physics I for Scientist and Engineers](#)
6. [PHYS 116: Mathematical Methods for Physicists](#)

SOE

1. [BIOE 150: Bioengineering Design](#)
2. [CSE 178: Computers and Networks Security](#)
3. [ME 135: Finite Element Analysis](#)

#### V. Report from Vice Chancellor of Student Affairs Jane Lawrence

##### A. Regent Scholars

A total of 75 Regent Scholar offers for freshmen were sent to the Schools. Offers for Transfer Regent Scholars will be sent within the next couple of weeks. Schools were encouraged to follow-up with the students and persuade them to attend Bobcat Day. Usually, 20 to 25 students are enrolled every year.

##### B. Enrollment Data

- Over 1700 students have enrolled for Summer School.
- All slots for on-campus housing for continuing students have been allocated. 300 continuing students are on the waitlist.
- A total of 175 Statements of Intent to Register (SIRs) have been received.
- Approximately 8000 students have been admitted.
- The campus target is to have 5,700 students enrolled by Fall 2012.
- Freshmen targets are dependent on two variables:
  - Number of transfer students expected to enroll and the impact of UGC changes of no transfer student admittance unless all pre-requisites have been met.

- Graduate students admitted are lower than anticipated. As of March 20, only 104 graduate students have been admitted. Any vacant graduate student seats held would need to be filled with undergraduates.

### *C. State Legislation*

The State legislature has passed a law mandating schools to request further information on their students' sexual orientation. Campus administration is discussing how best to obtain the information from students.

Members briefly discussed the major changes in the admission process. UGC would like more information on the number of students that listed the campus as their first choice, average grades and scores of students admitted. VC Lawrence will follow-up with Michael J. Thompson, Assistant VC for Enrollment Management, or Encarnacion Ruiz, Director of Admissions, to provide further information to UGC.

## **VI. SSHA Revised PLOs**

On March 7, UGC considered a request from SSHA to approve PLOs revisions for American Studies, Economics, Management and Services Science. UGC then agreed to defer approval until a process is established as it was difficult for UGC to assess these PLOs and make a sound recommendation in the absence of a process. It was not clear to UGC if the ALO had to review PLOs.

ALO Martin attended today's meeting to discuss the process for reviewing/developing PLOs. Martin drafted a set of guidelines to help develop and evaluate PLOs. The guidelines are aligned with WASC framework and their goal is to ensure that faculty members, in consultation with the school assessment coordinators, are asked how the PLOs fit in the curriculum as a whole.

Martin reported that PLOs are a component of the curriculum and are owned and developed by the faculty. An important feature of the assessment process is that it is faculty owned and PLOs are developed and evaluated by the faculty. When a program has developed PLOs, those PLOs may be revised as faculty become engaged in assessment and realize they want to refine them in response to what the students are learning. Martin noted that she does collaborate with the School assessment coordinators to discuss what needs to be accomplished with respect to meeting WASC expectations. The assessment support staff are also given the opportunity to provide their input.

Recommendation: In consultation with Coordinator of Institutional Assessment Laura Martin, the schools' assessment coordinators will be asked to collaborate with, and provide support to faculty when PLOs are developed or revised. UGC's goal is not to impose on faculty's authority or to control the process, but rather, to ensure that adequate support is provided to faculty and to help faculty articulate what they want students to learn.

Recommendation: PLOs need to be accompanied by a memo from the assessment coordinator providing his/her perspective so that UGC has some context when reviewing new/revised PLOs. This recommendation will be codified in a policy.

The articulation of PLOs with 8 guiding principles of GE should also be addressed by the Schools and is deferred until a General Education plan is approved.

A motion was made, seconded and carried to endorse the proposed guidelines.

A motion was made, seconded and carried to approve the revised SSHA PLOs for American Studies, Economics, Management, and Service Science.

Action: Senate analyst will notify the School of Social Sciences, Humanities and Arts.

## **VII. SNS Revised Enrollment Modification Pilot Proposal**

*Revisions proposed in response to UGC's December 12 memo.*

*Action: Review proposed pilot and make a recommendation.*

The original proposal was reviewed in November and UGC agreed with it in principle but had the following concerns:

- Proposed bias toward freshmen enrollment in 2012 penalized continuing students who could not enroll as freshmen in 2011. UGC recommended that the policy gradually shift priority enrollment over time, with an increasing percentage of seats reserved for freshmen over a multi-year period.
- Concern about how this enrollment proposal will affect students who come from low performing high schools
- Impact on students in SSHA or SOE who need these courses.

In response to UGC's concerns, SNS revised its proposal to provide more seats for continuing students. SNS is proposing to reserve a certain percentage of courses for continuing students in hopes to meet the needs for both continuing and incoming students for a few impacted courses (Chemistry 1 and 2, Math 5, 11, and 21)

A motion was made, seconded and carried to approve the SNS Enrollment Modification proposal as a two-year pilot program. SNS to provide an update in two years.

## **VIII. SNS Catalog Edits**

*Action: Review proposed changes to the School's section of the Catalog and make a recommendation.*

The Dean has proposed changes to his welcome letter to SNS students and other changes proposed affect the following School Majors:

- Applied Mathematical Sciences Major

1. Add the PHYS 116 as a course that Physics Emphasis Track students cannot take for their upper division requirements.
- Biological Sciences Major
  1. Remove BIO prefix from BIO 125 and change it to PH 125 due to a CRS approved change.
  2. Delete the requirement that two of the three upper division elective courses must be BIO for Human Biology emphasis track students.
  3. Add BIO 133 to the upper division elective courses available to the Ecology and Evolutionary Biology emphasis track students.
- Chemical Sciences Major
  1. Correct course title for CHEM 150
- Earth Systems Science Major
  1. Replace the lower division Earth Systems Science courses listed (ESS 001, 10, 30 or 50), for the one Earth Systems Science course requirement, with "Lower Division". The listed courses did not include all of the lower division courses available.
  2. Change Math 21 for Calculus II to Math 22. Math 21 was listed incorrectly twice.

A motion was made, seconded and unanimously carried to approve the SNS Catalog Edits.

Action: Senate analyst will notify the School of Natural Sciences.

**IX. System-Wide Review Item: BOARS Proposal for Major-Based Transfer**

Action: Chair Camfield will write the memo to provide comments to the Board of Admissions and Relations with Schools (BOARS) on the proposed Major-Based Transfer.

Attest: Gregg Camfield, Chair