

**Undergraduate Council  
Minutes of Meeting  
December 14, 2011**

**I. Meeting**

Pursuant to call, the Undergraduate Council met at 8:45 am on Wednesday, December 14, 2011, in Room 232 of the Kolligan Library, Chair Gregg Camfield presiding.

**II. Chair's Report**

SACA is working on revising its charge and membership to integrate planning and assessment to better serve the campus needs. This will be discussed by DivCo

**III. Consent Calendar**

The agenda was approved as presented.

November 16 meeting minutes were approved as presented.

**IV. Report from the CRF subcommittee**

**The following courses were approved as presented:**

- [ENGR 151: Strength of Materials](#)
- [ME 137: Computer aided engineering](#)
  
- [PHIL 190: Advanced Seminar in Philosophy](#)
- [SOC 140: Organizational Behavior](#)

**The following courses were not approved and will be sent back to the Schools:**

- [NSED 174: Contemporary Issues in Teaching with Fieldwork](#)

The syllabus states that this is hybrid course. The CRF will be sent back to the School to fill out the supplemental questionnaire for distance or blended courses.

- [MSE 109: Materials Thermodynamics](#)
- [MSE 111: Materials Kinetics and Processing](#)

1) Learning outcomes for these courses need to be more course-specific rather than quoting program outcomes verbatim; 2) Learning outcomes need to be written from the perspective of the students – what they will be able to do after taking the course, not what instructors would like to teach or cover in the class; 3) The outcomes for ENGR 151 and ME 137 are well-written and could serve as examples.

It was noted that approval of the MSE courses is pressing due to the ABET accreditation timeline; therefore UGC is willing to vote on these courses electronically when revised CRFs are submitted.

**V. Proposed Policy – Posthumous Awarding of Degrees and Certificates of Attendance**

Action: The proposed policy was unanimously approved by UGC.

**VI. Request from SOE – Proposed Changes to ENVE and MSE Catalog**

These changes were made as a part of the School's effort to push these two programs forward through concurrent accreditation through ABET. All changes are effective Fall 2012 and will be included in the next Catalog addendum.

Action: Proposed changes were unanimously approved by UGC. Senate analyst will inform the School.

**VII. Request from the School Deans – Administrators Rights to the online CRF system.**

The School Deans have requested that "Administrator Rights" be granted to the Managers of Instructional Support in each School for the purpose of making administrative, non-substantive corrections to CRFs.

Action: UGC unanimously consented to making this change to the system. Senate analyst will notify Assistant Dean German Gavilan.

UGC will further discuss the topic of email notifications anytime a change is made to a CRF.

**VIII. Proposal for a Summer Colloquium in Teaching Writing (Professional Development of Unit 18 Lecturers).**

It is a fairly widespread practice for campuses to have professional development funds earmarked for non-senate faculty. It was noted that UCM has a PDF committee. Funds are disbursed through UCLA. Robin Geery indicated that she will contact the UC-AFT treasurer to gather more information. Members noted that it would be useful to know who is disbursing the funds; where the funds come from; the formula used for allocating the funds and the level of senate involvement in the process.

There are three issues that need to be considered:

1. Amount of funds available
2. The senate's role in managing these funds. It seems that since the Senate is officially in charge of curriculum, it should be in communication with whoever is responsible for the distribution of those funds. Ultimately, the Senate should have some role in the process.
3. It is important that the primary responsibility of managing the funds be in the hands of lecturers.
4. There should be a formula for allocation of funds. The formula should account for the amount of teaching the lecturers are doing, not only the number of lecturers.

The senate analyst is working with the EVC's assistant to gather information on the points mentioned above.

**IX. Request from ALO Martin: Credit Hour Policy**

UGC will adopt UC Berkeley's credit hour policy. The committee notes that the issue of monitoring will need to be addressed. A member noted that monitoring could be done through focus groups as opposed to surveys or it can also be done through periodic and program reviews.

UGC will discuss the issue of monitoring at a future meeting.

**X. Systemwide Review Item**

**[SR 610-Residency](#)**

UGC will not opine.

The meeting adjourned at 9:55am  
Minutes prepared by: Fatima Paul  
Attest: Gregg Camfield