Undergraduate Council (UGC)

Meeting Minutes
Friday, December 3, 2021
1:30-3:00pm

I. **Chair's Report – Holley Moyes – 1:30pm – 1:40pm**
   A. Honors Program Working Group update

   Chair Moyes updated UGC members on the discussions held by the Honors Program Working Group. The group is actively working to establish program goals and plans to implement this program without putting additional burden on faculty and without hiring additional faculty to teach the Honors courses. Chair Moyes and UGC members shared their thoughts on having Honors courses in their programs. A member raised a concern that separating specific groups of students from the rest may not be optimal. Chair Moyes emphasized that the separation is expected for students that are entering an Honors program. There are existing Honors courses at UC Merced; however, these courses do not get filled. Chair Moyes mentioned that implementing the Honors program may encourage students to seek more Honors courses in their academic journey. Chair Moyes has plans for UGC to discuss program budgets and how to support the core programs.

   B. Restructuring of UGC

   In an effort to maintain continuity in UGC's leadership, Chair Moyes would like to propose an appointment process whereby there would be a four-year commitment for the UGC Chair position. The candidate would serve as Vice Chair for two years and subsequently as Chair for two years. Chair Moyes mentioned that the request would include a course release for the Chair.

   Chair Moyes also proposed to have two separate UGC subcommittees: a policy subcommittee and a courses subcommittee. Currently, the work is being completed by only one subcommittee which has three members. Chair Moyes would like to distribute the workload equitably.

   Action:
   ➢ Chair Moyes will consult with CRE and report back to UGC.

II. **Consent Calendar – 1:40pm – 1:45pm**
   A. The Agenda
   B. November 19 Meeting Minutes
   C. SSHA Petition for a Graduate Student to Teach an Upper Division Course
      1. Cruz, Nicholas_POLI 140_202210

   Action:
   ➢ The consent calendar was approved as presented.

III. **Consultation with Dean Dumont and Dr. Hurd – 1:45pm – 2:00pm**
   A. Update on the progress in medical education

Dean Dumont shared the progress of the Baccalaureate workstream. The overarching goal is to enhance and customize the undergraduate educational experience that UC Merced currently offers. Dean Dumont reported on the accomplishments made during the Fall 2021 semester. The working group learned a lot about the similarities and differences between undergraduate education at UC Merced and medical education at UCSF. The group also identified a suite of courses: the Medical Education Core. These are the groups of courses that all BS/MD students would take as a cohort. The group identified majors that can accommodate the Medical Education Core. Dean Dumont reported that there are three majors that can accommodate the Medical Education Core: Biology, Chemistry, and Bioengineering.

Dean Dumont reported that the group will focus on aligning learning objectives and competencies that are expected in the first year of medical school to ensure that they are aligned in the coursework.

IV. Approval of Courses – Jason Lee, Ryan Baxter, Siddaiah Yarra – 2:00pm -2:10pm

UGC analyst invited the courses subcommittee to review this course via email:

1. EDUL - X002 - Foundational Skills for Effective Leadership

Action:
➢ The following courses were approved by UGC and Curriculog has been updated accordingly:

  1. BIOE - 168 - Digital Techniques
  2. ENG - 034 - Literatures of Asian America
  3. ENGR - 193 - Engineering Capstone Design I
  4. CSE - 005 - Introduction to Computer Applications

V. VCSA Nies' Report – 2:10pm – 2:25pm
A. Academic Activity

One of the financial aid requirements for students is to be actively engaged in/attend their registered courses. VCSA Nies shared with UGC members a process that would allow monitoring student academic activity in all courses. Working with the Office of Information Technology, the Registrar's Office, and the Financial Aid & Scholarships Office, VCSA Nies was able to extract data from CatCourses that show that a student has been actively engaged in the course prior to the census date. This process does not extract any of the details of the academic activity content, only the date and type of student academic activity. The Registrar's Office is also implementing functionality within CatCourses that will allow faculty the option to drop students who have not attended and have no other academic activity. These drops must occur within the first 10 days of instruction. Utilizing this feature in CatCourses will free up seats and allow other students the opportunity to add the course. The Office of Information Technology has created a "Last Day of Attendance" field in CatCourses for faculty to complete when submitting a non-passing final grade at the end of the term. This information will be accessible by the Financial Aid Office to determine the amount of aid that needs to be repaid by the student and/or returned by the institution. This "Last Day of Attendance" field will prevent faculty from receiving a follow-up email. Academic Dismissal

When a student is subject to academic dismissal, an appeal is submitted through the schools. The student is responsible for responding to a series of questions to indicate what impacted their ability to be academically successful. When a student is not academically successful, their ability to receive financial aid is impacted. There is a separate appeal process for receiving financial aid. VCSA Nies is working to minimize this process so students would only have to submit one appeal for both processes.

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