

Undergraduate Council (UGC)**Meeting Minutes
Friday, February 18, 2022
1:00-2:25pm****I. Consultation with LASC Chair Maria DePrano – 1:00pm – 1:15pm****A. UC Merced Library Staffing**

LASC Chair, Maria DePrano, joined the meeting to report on the needs of staffing in the UC Merced Library. She shared a PowerPoint with UGC members, available in our shared box folder [here](#), addressing the ongoing issue of UC Merced Library's chronic understaffing. She discussed the decrease in UCOP's Library budget and how it is affecting UC Merced. The UC Merced Library has been historically underfunded and is currently closed on Saturdays as a result of under-staffing. There has been no status change, and no new staffing has been awarded to the Library. LASC Chair DePrano shared an organizational chart that shows the current vacant positions at UC Merced.

A member asked what UGC's role is in addressing this issue, and Chair Moyes volunteered to draft a memo on UGC's behalf in support of the Library and their staffing needs.

Action:

- Chair Moyes will draft a memo supporting Library staffing needs and circulate to voting members for review before transmittal to DivCo.
- LASC Chair DePrano will share her documents with UGC Analyst (completed 2/18).
- UGC Analyst will post LASC Chair DePrano's materials on the UGC AY21-22 shared Box folder (completed 2/18, available [here](#)).

II. Chair's Report – Holley Moyes - 1:15pm – 1:25pm**A. February 10 Divisional Council Meeting**

Chair Moyes shared the following updates from the February 10 DivCo meeting:

1. Chair Westerling reported that there has been recent cyber security issues, and DivCo will be issuing a memo soon to let faculty know that they should not feel compelled to sign any liability documents.
2. Chancellor Muñoz and EVC/P Camfield continue to work on increasing staffing and addressing issues regarding the Oracle Financial System, and they both reacted positively to the Senate's proposed plan of spending the \$1 million allocated to the Senate from the MacKenzie Scott campus gift.
3. UGC Chair Moyes and GC Chair Hestir issued a joint memo with FWF to faculty recently reminding them of flexibility in instruction in the case of emergencies and to work with their department chairs.
4. EVC/Provost Camfield reported that, overall, enrollment is flat compared to last year, as the campus lost more students than originally thought. It is critical that the campus think of ways to increase enrollment. EVC/Provost Camfield stated that he worked with the proposers of the Electrical Engineering B.S. degree program to determine demand and expectations. The new

program should attract several new students.

B. February 2 Regular Check-in Meeting with GC Chair Hestir, VPDUE Frey, and VPDGE Kello.

Chair Moyes reported that the regular check-in meetings have been placed on hold temporarily since the COVID situation is beginning to improve. Less than 10% of the isolation space on campus is currently being used, and COVID infection rates continue to decrease.

C. February 2 GC/UGC Joint Meeting to Discuss Online Course Proposal Approval Processes

Member Alejandro Gutierrez revised the forms for submitting online course proposals, including a revised supplemental questionnaire, a course modification guide, and an approval rubric. GC has approved the forms, and a memo is being drafted which will be circulated to the Registrar and Curriculum Managers for review soon.

III. Vice Chair's Report – Ryan Baxter – 1:25pm – 1:30pm

A. February 7 UCEP Meeting

Vice Chair Baxter attended the February 7 UCEP meeting on Chair Moyes' behalf and reported that the main focus of the meeting was on online undergraduate degree programs. Each UC campus has been asked to provide feedback on what these programs should look like. Vice Chair Baxter drafted a series of questions for members to solicit their input.

Action:

- UGC Analyst will upload Vice Chair Baxter's document on Google Docs and invite members to provide additional comments.
- Further discussion will take place at the March 4 UGC meeting.

IV. Consent Calendar – 1:30pm – 1:35pm

A. The Agenda

B. [January 14 Meeting Minutes](#)

C. [January 28 Meeting Minutes](#)

D. [Mechanical Engineering's Request for Summer 2022 Online Modalities](#)

E. [SSHA's request for Summer 2022 Online Modalities](#) – approved. UGC Analyst will transmit UGC's approval to the SSHA Instructional Manager. UGC Chair Moyes will draft a memo to SSHA with UGC's concerns for late requests.

Action:

- The consent calendar was approved as presented.
- UGC Analyst will notify the SoE and SSHA Instructional Managers of UGC's approval for Summer 2022 online modalities (completed 2/18).
- Chair Moyes will contact the SSHA Instructional Manager regarding the number of late requests that UGC is receiving from SSHA.

V. Approval of Courses – Jason Lee, Ryan Baxter, Siddaiah Yarra – 1:35pm – 1:40pm

Action:

- The following courses were approved by UGC and Curriculog will be updated accordingly:
 1. [CE - 100 - Civil Engineering for Sustainable Systems](#)
 2. [ENG - 022 - Love and its Languages](#)
 3. [MSE - 104L - Engineering Living Systems Lab](#)

4. [PSY - 127 - Psychology and Film](#)
5. [SOC - 191 - Sociology Senior Capstone](#)

- The following course was denied by UGC and Curriculog will be updated accordingly:
 1. [ENGR 191 – Professional Seminar](#)

VI. Deadline to Submit Catalog Revisions – Chair Moyes – 1:40pm – 1:45pm

The Registrar's Office is requesting a revision to the Catalog deadlines so that they align with the deadlines for submissions of substantial curriculum revisions. The revisions are shown in tracked changes on page two of the [proposal](#).

Registrar Webb reported that the revised deadline to submit revisions to the AY 23-24 University Catalog would benefit UC Merced's new and continuing student population. Earlier publication of the Catalog would help transfer students and first-year students understand their degree requirements prior to making a decision to attend UC Merced. It would also help to inform continuing students of any new courses that will be offered online. For the upcoming academic year, it would also allow the Registrar to further enhance the use of My Degree Path. The sooner that new students can utilize My Degree Path, the sooner the Registrar can pull data. If a first-year student creates a four-year plan on their My Degree Path, and the Registrar has the data from the Catalog, then department chairs would be able to extract that data and use it to help inform their curriculum planning from year to year.

UGC had no concerns with the revised deadline. The School Executive Committees and the SSHA Curriculum Committee have also been invited to review the proposal, and their comments will be shared with UGC.

- UGC voting members approved the revised Catalog deadlines.
- UGC Analyst will notify the Registrar.

VII. Revised Forms for Submitting Online Course Proposals – Member Gutierrez – 1:45pm – 1:50pm

The Policy Subcommittee met with members from the Center for Engaged Teaching and Learning (CETL) on November 15, 2021 and November 29, 2021 to discuss the approval process for online course proposals. The forms that faculty are required to complete when submitting new and revised course proposals have been revised and are available below:

1. [Supplemental Questionnaire form](#)
2. [Course Modification Approval Rubric](#)
3. [Course Modification Guide](#)

The new forms require a justification from the proposer to explain why their course would be better offered online rather than in person. The Course Modification Approval Rubric addresses each question in the Supplemental Questionnaire form. The new Supplemental Questionnaire form includes a new definition for traditional face-to-face, which is based on the percentage of the content of the course. Traditional face-to-face is 0% - 29%, hybrid is 30% - 79%, and online is 80% - 100%. Member Gutierrez explained that defining hybrid and how it relates to accreditation will be addressed in the future, but for now, the Policy Subcommittee has adopted these three definitions from the current [Procedures and Policies for Approval of New and Revised Undergraduate Courses](#). Chair Moyes confirmed that there will be future discussions regarding what is considered online versus in person and the true definition of a hyflex course.

Action:

- Members approved the newly revised supplemental questionnaire form with a modification

- to remove the definition for hyflex.
- Members approved the Course Modification Approval Rubric and the Course Modification Guide.
- UGC Analyst will notify GC Chair Hestir and Senate Chair Westerling.

VIII. Graduate Council's Proposal to remove UGC from the Graduate Student Instructor Petition Approval Process – Chair Moyes – 1:50pm – 1:55pm

GC Chair Hestir joined the January 14 UGC meeting to introduce her proposal to remove UGC from the approval process for graduate students to teach upper division courses. The proposal is available, [here](#).

Action:

- Members approved the proposed revision to remove the UGC step from the approval process.
- UGC Analyst will notify GC Chair Hestir.

IX. [UC Merced Honors Program Proposal](#) – Chair Moyes – 1:55pm – 2:05pm

The Honors Program Working Group last met on Friday, January 28, 2022 to finalize the draft of the Honors Program Proposal.

Requested revisions to the UCM Senate Regulation Honors Program is available [here](#). For reference, the Systemwide Senate Regulation 640 and UC's Regulation Honors are available [here](#).

Chair Moyes shared a PowerPoint with UGC members, which is available in the shared UGC AY 21-22 box folder [here](#). Chair Moyes is currently meeting with School Executive Committees and School Department Chairs to introduce the proposal and solicit their input. Once Chair Moyes meets with all three Schools, she will discuss the feedback with the Honors Program Working Group.

A UGC member shared their concerns with the budget and asked Chair Moyes if she would consider asking for additional funding for the staffing positions. Chair Moyes agreed to discuss this with the Honors Program Working Group. Several members also shared that they would be interested in teaching an Honors course at UC Merced.

Action:

- Chair Moyes will share UGC members' recommendation regarding the staffing positions for the Honors Program with the Honors Program Working Group members.

X. Update on Systemwide Senate Committees – Member Camfield – 2:05pm – 2:10pm

A. UCOPE (January 28)

This item was tabled to the March 4 UGC meeting.

XI. VPDUE Frey Report – 2:10pm – 2:20pm

A. Academic policy modifications to allow for first-year student exploration and academic recovery. The proposal is available [here](#).

VPDUE Frey introduced this item at the January 14 UGC meeting. The Policy Subcommittee met on February 1, 2022 to further discuss the suggested policy modifications, and their

recommendations are available [here](#).

This item was tabled to the March 4 UGC meeting.

XII. Other Business? – 2:20pm – 2:25pm

A. Policy on the Use of the UC & UCM Names, Network, Electronic and Online Sites and Accounts, and Responses to Media Inquiries – Action and follow-up via email

2 members have provided comments.

Action:

- UGC members are to send UGC Analyst any additional comments by Tuesday, February 22, 2022.
- UGC Analyst will draft a memo and invite members to review it before transmittal to the Senate Chair.
- Deadline for comments is February 25, 2022

B. Academic Activity Policy – UGC will not discuss this item on February 18, 2022

Action:

- UGC Member Arvind Gopinath volunteered as lead reviewer and will share his comments with UGC Analyst and Chair Moyes **by Friday, February 25, 2022.**
- Deadline for comments is March 11, 2022

C. Proposed Revisions to English Major and Minor – UGC will not discuss this item on February 18, 2022

Action:

- UGC Member David Kaminsky volunteered as lead reviewer and will send his comments to UGC Analyst and Chair Moyes **by Monday, April 4, 2022.**
- UGC Analyst will share all Senate committees' comments with Member Kaminsky when received.

XIII. Executive Session – Voting Members Only – 2:25pm – 2:30pm