

Undergraduate Council (UGC)**Meeting Minutes
Tuesday, August 30, 2022
10:30am – 12:00pm****I. Welcome and Introductions – Chair Moyes – 10:30am – 10:45am**

Chair Moyes welcomed new and returning members and consultants. Members and consultants introduced themselves.

II. Consultation with VPDUE Sarah Frey and Director for Summer Sessions Tammy Johnson – 10:45am – 10:55am**A. Blanket approval for online Summer 2023 course proposals**

Chair Moyes explained that offering instructors a blanket approval for Summer 2023 online modality for existing courses would be beneficial because it would prevent the Courses Subcommittee and Council members from having to approve each individual request, which can be very time consuming. Last year, UGC reviewed and accepted every request for Summer 2022 online modality. Additionally, the deadline for instructors to submit a request for online modality for Summer 2023 was February 7, 2022, which has long since passed, and Chair Moyes recommended an extension. Members discussed this and agreed to extend the deadline to submit requests for Summer 2023 online modality for existing courses to January 2, 2023.

VPDUE Frey noted her preference for Summer online modality requests to be approved the same way that Spring and Fall online modality requests are approved. The credits that students earn during the Summer term count the same as during the academic term, so she believes there should be a standard approval process that is used for all modality requests no matter the term. She recommended an ad-hoc approval process for Summer 2023 online modality requests, as was done last year during the pandemic. During the pandemic, offering online courses increased enrollment numbers and decreased students' time to degree. Since then, the number of requests for online modality continue to increase. Going forward, UGC must determine whether approvals for online modality are given per term or for all sections of a course indefinitely.

A member shared their concern with offering a blanket approval for online modality. The Supplemental Questionnaire form was developed for instructors to indicate why their course would be better delivered online rather than in person and offering a blanket approval for online modality requests would allow the instructors to surpass this requirement.

Several members also recommended adding an ‘s’ designation to Summer courses to make them easier to differentiate. VPDUE Frey noted that adding a letter designation to existing courses would be very difficult and clarified that transcripts clearly state whether a course was taken during the Spring, Summer, or Fall term. Registrar Webb agreed with VPDUE Frey and recommended that when UGC revisits the policy, it is important to note that the exact terms being approved for online modality are clearly articulated. Another member voiced their concern with instructors requesting online modality for emergency reasons when they do not have a true emergency. A recommendation was made to require instructors to submit a statement explaining how their course will be delivered.

Action:

- UGC voting members will vote via email on whether UGC will provide a blanket approval for Summer 2023 online modality for existing courses.
- If UGC votes in favor of a blanket approval, UGC Analyst will prepare a memo to Department Chairs. Voting members will be invited to review the memo prior to transmittal.
- UGC agreed to extend the deadline to submit requests to the Registrar for Summer 2023 to January 2, 2023.

III. Chair’s Report – Holley Moyes – 10:55am – 11:05am

A. Update on the August 21 and 22 Shared Governance Retreat

- An informal discussion was held regarding valuing service. Many faculty feel that Senate service is not valued as much as it should be.
- The Chair of the Admissions and Financial Aid Committee (AFAC) Charlie Eaton gave a presentation on President Biden’s Loan Forgiveness Program.
- The Chancellor provided several updates including that there is space available on campus for a ten-thousand-student enrollment; UC Merced is no longer in a budget crisis; and the institutional priority is to increase enrollment numbers, which will in turn increase funding.

B. Update on the Gallo School of Management Review

The Gallo School of Management pre-proposal was transmitted to Divisional Council for review. Divisional Council met several times during the summer to discuss the pre-proposal, and it appears that approximately half of members support the current version of the pre-proposal while the other half do not support it. Chair Moyes noted that no one was opposed to a School of Management, but rather expressed concerns about what it would do to the University, especially in terms of the structure of the School. Members of Divisional Council came to a consensus to not approve the proposal and shared their concerns with EVC/Provost Camfield. The pre-proposal has been transmitted to the Coordinating Committee on Graduate Affairs (CCGA) for an informal evaluation.

IV. Consent Calendar – 11:05am – 11:10am

- A. The Agenda
- B. [UGC's Conflict of Interest Policy](#)

Action:

- The Consent Calendar was approved as presented.

V. UGC Resources – Chair Moyes – 11:10am – 11:15am

- A. [Senate website](#)
- B. [UGC's website](#) and [Box site](#)
- C. [Meeting Schedule](#)
- D. [Educational Continuity Website](#)
- E. [Senate Policies and Procedures](#)
- F. [Divisional Bylaws and Regulations](#)
- G. [Systemwide Bylaws and Regulations](#)
- H. [Principles to Guide the Practice of Executive Session](#)
- I. [Consultation guidelines](#)
- J. [Confidentiality](#) (page 5)
- K. Distributing work on Undergraduate Council

All campus and systemwide review items will be posted on UGC's Box folder and on the Senate website, here: <https://senate.ucmerced.edu/review-items>. Some review items may be assigned to one or more UGC reviewers before each scheduled meeting.

VI. UGC Representation on Subcommittees, Work Groups, and Systemwide Committees – 11:15am- 11:25am**A. Campus Representation**

- Courses/Policies (need five UGC Senate Faculty Members. One member from each school to review courses, and two members to review policies)

This subcommittee reviews and makes recommendations to UGC members on new/revised courses and on policies related to undergraduate education.

Action:

- UGC Vice Chair Heather Bortfeld and member Alejandro Gutierrez volunteered to serve on the Policy Subcommittee.
- UGC members Ryan Baxter, Felicia Lopez, and Alexander Petersen volunteered to serve on the Courses Subcommittee.

- [Periodic Review Oversight Committee \(PROC\)](#)

UGC representative: UGC Chair Holley Moyes

The UGC representative on PROC attends each PROC meeting and reports back to UGC; takes turns acting as a lead reader for agenda items approximately once every two meetings (meeting materials are never more than 25 pages, and more typically less than 10, and the reader must read them in advance of the meeting and be prepared to weigh in on a specific questions); and participates in agenda item discussions, representing UGC's perspective and deciding when UGC may need to weigh in on PROC business.

The first meeting is tentatively scheduled for September 13, 2022 from 1:00-2:30pm.

Action:

- UGC Chair Holley Moyes volunteered to serve as the UGC representative on PROC.
- Senate Executive Director Paul notified PROC.

- Support Services for Undocumented Students Work Group
Representative: Alejandro Gutierrez (continuing member)
This work group is charged to annually review efforts and report outcomes of services offered to support graduate and undergraduate undocumented students at UC Merced.

Charge is available [here](#).

Action:

- UGC member Alejandro Gutierrez agreed to continue serving as the UGC representative on the Support Services for Undocumented Students Work Group.
- UGC Analyst will notify Student Affairs (completed 8/31).

B. Systemwide Representation

- **University Committee on Educational Policy (UCEP)**
Representative: UGC Chair Holley Moyes
UCEP considers the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies involving questions of educational policy.

Action:

- UGC Chair Holley Moyes agreed to continue serving as the UCM representative on UCEP.

- **University Committee on International Education (UCIE)**
Representative: Michelle Leslie (continuing member)

Oversees all academic aspects of the UC Education Abroad Program, which operates in conjunction with offices on the campuses and serves all UC students. The committee is responsible for approving new programs, changes in programs, and all program courses and credits. The committee also oversees the regular formal review of programs and advises the President on the appointment of study center directors.

Action:

- UGC member Michelle Leslie agreed to continue serving as the UCM representative on UCIE.

- **University Committee on Preparatory Education (UCOPE)**

Representative: TBD

Monitors and conducts periodic reviews and evaluations of preparatory and remedial education. In addition, the committee supervises the Entry Level Writing Requirement with special emphasis on establishing appropriate and uniform University-wide standards for the Analytical Writing Placement Examination. Each year the Committee selects the essay/prompt that is to be used in administration of the Analytical Writing Placement Examination and also sets the passing standard for the exam.

Action:

- UGC member Francois Blanchette volunteered to serve as the UCM representative on UCOPE.
- Senate Executive Director Paul sent the nomination to CoC for approval.

VII. UGC Goals and Priorities for AY 22-23 – Chair Moyes – 11:25am – 11:35am

Members discuss the Council's goals for this academic year and propose additional goals.

Chair Moyes discussed UGC's goals and priorities, which were established at UGC's final Spring 2022 meeting by the AY 21-22 UGC membership. Chair Moyes invited members to share any additional goals for AY 22-23.

Action:

- VPDUE Frey's recommended goal - streamline CRFs for some of the simpler restrictions and prerequisite review processes - has been added to UGC Goals and Priorities for AY 22-23.

VIII. Proposed Revisions to the CRF Policy – 11:35am – 11:50am

In Spring 2022, UGC proposed revisions to the [Procedures and Policies for Approval of New Undergraduate Courses and Undergraduate Course Changes](#). A [memo](#) was transmitted to the Senate Chair on March 21, 2022, conveying UGC’s endorsement of the proposed revisions.

Per Executive Director Paul’s request, ALO Martin was invited to review the WSCUC components of the policy. ALO Martin’s recommended revisions are available [here](#).

In light of ALO Martin’s recommended revisions, UGC proposed additional edits regarding online/hybrid modalities, a revised [memo](#) was transmitted to the Senate Chair on June 8, 2022.

Chair Moyes met with ALO Martin on Friday, June 17, 2022 to discuss modifications to the definitions for distance education. Following this meeting, Chair Moyes consulted with Policy Subcommittee member Alejandro Gutierrez. The additional proposed edits are provided in tracked changes on page 3 and 4 of the [Procedures and Policies for Approval of New Undergraduate Courses and Undergraduate Course Changes](#). A clean copy of the policy is available [here](#), with the amended section highlighted yellow.

Requested Action: Members to vote on the proposed revisions to the CRF Policy.

Chair Moyes outlined the proposed revisions to the modality definitions in the CRF Policy and the Supplemental Questionnaire form. Members were in general agreement with the proposed revisions; however, one member recommended revising “distance education” to “online education” prior to approval.

Action:

- UGC agreed to revise “distance education” to “online education”.
- Consultant Angela Dixon recommended a revision regarding changes to online modality (page 3), which will be included in the final draft version of the policy.
- Policy Subcommittee member Alejandro Gutierrez will revise the CRF policy and Supplemental Questionnaire accordingly and send to UGC Analyst (completed 8/30).
- UGC Analyst will circulate the revised UGC CRF policy and Supplemental Questionnaire to voting members for review and vote (completed 8/30; deadline to vote is 10:00am, Friday, September 2, 2022).

IX. Any Other Business – 11:50am – 12:00pm

A. Campus Review Item - [Interim Procedure on Assurance of Lab Safety Compliance](#)

Requested Action: Decide if Council wants to opine. If Council decides to opine, identify a lead reviewer. Lead reviewer will send their comments to UGC Analyst by Monday, September 19, 2022.

Deadline for comments: Monday, October 3, 2022.

Action:

- UGC agreed to decline to opine.
- UGC Analyst will notify the Senate Chair.

X. Informational Items

C. [UGC AY 21-22 Annual Report](#)