

Undergraduate Council (UGC)

Meeting Minutes
Tuesday, September 13, 2022
10:30am – 11:50am

I. Chair's Report – Holley Moyes – 10:30am – 10:40am**A. September 6 Divisional Council meeting**

EVC/Provost Camfield informed members that Vice Chancellor & Chief Operating Officer of Physical Operations, Planning & Development Dan Okoli is interested in conducting charrettes (working sessions with stakeholders) with campus constituents to hold focused discussions about how the physical space of the campus can meet their needs.

EVC/Provost Camfield is currently collaborating with SSHA Dean Gilger and the Gallo School of Management proposers, and he will keep Divisional Council members apprised of next steps.

EDI Chair Menke announced that the Chancellor previously allocated \$100,000 to the Senate to combat anti-black racism. \$50,000 was allocated to a mini grants program and \$50,000 was allocated for the hiring of an external consultant to help the Senate conduct self-assessments.

B. September 9 Regular Check-in Meeting with GC Chair Scheibner, VPDUE Frey, and VPDGE Hratchian

VPDUE Frey reported that COVID cases are beginning to rise again; however, not as severely as last year. Cases that are reported on campus are not from inside the classroom, so if the mask mandate remains in place, the number of cases on campus should remain low.

Discussions were held regarding what policies and procedures are in place in the event of a heat wave. Chair Moyes reported that this is an administrative decision and that faculty are strongly encouraged to refrain from moving their class to Zoom. Other measures are being considered to assist those who are on campus during a heat wave, such as transportation via campus golf carts, etc. Chair Moyes reiterated that Department Chairs should remind their faculty that cancelling class during a heat wave is not acceptable.

The current [Policies and Procedures for Undergraduate Courses and Course Approvals](#) states that a traditional face-to-face course allows up to 29% of the course to be delivered remotely. This means that a planned course can have some allocated remote meeting dates; however, it does not mean that faculty can decide to conduct the remainder of their class remotely following Thanksgiving. Messaging has been circulated to clarify this loophole, and Chair Moyes noted that Department Chairs should work closely with their faculty to keep this from occurring.

Several members noted their health concerns during a heat wave and recommended an accommodation process. A member also noted that the signs on campus that state “No drop

off at any time” should be removed on extremely high heat days.

II. Consent Calendar – 10:40am – 10:45am

- A. The Agenda
- B. [August 30 meeting minutes](#)

Action:

- The agenda was approved as presented.
- The August 30 meeting minutes were approved as presented.

III. Consultation with Accreditation Liaison Officer (ALO) Laura Martin – 10:45am – 11:00am

A. Merritt Writing Program (MWP) Review

At UGC’s May 9, 2022 meeting, members held a discussion regarding academic review structures, particularly as they apply to the Merritt Writing Program (MWP).

UGC transmitted a memo to PROC on June 27, 2022 conveying UGC’s endorsement to delay the review of the MWP by one semester to one year. On July 21, 2022, PROC provided a response. Both memos are available [here](#).

ALO Martin is joining us today to further discuss this item.

Requested Action: Voting members will review the MWP’s self-study and vote during executive session to determine whether to delay the MWP program review.

In Spring 2022, VPDUE Frey proposed that UGC delay the MWP program review by one semester up to one year because it was unclear whether the MWP constitutes a program for purposes of review. ALO Martin joined the meeting, along with Director of Academic Planning and Assessment Clifford, to provide clarification and discuss the pros and cons of delaying the MWP program review.

The MWP program review was initiated several years ago before the General Education Program and General Education Executive Committee (GEEC) were established. After receiving VPDUE Frey’s request, PROC consulted with the MWP Dean about delaying the MWP program review by one year to provide time for assessing student Learning Outcomes related to General Education and the MWP, as well as to create a more formal role for the GEEC. Dean Gilger responded to this request noting the importance of moving forward with the program review as planned; however, per the [Undergraduate Degree Program Review Policies and Procedures](#), UGC holds the authority to determine whether to delay a program review.

ALO Martin clarified that PROC is ensuring that GE is considered in the review process in terms of the site visit and development of the resulting action plan. Director Clifford also stated that delaying the program review could cause issues because the faculty would be asked to rewrite the self-study in which they have already contributed great effort to. The

delay would also cause issues with the site visit because a review team has already agreed to hold dates for a potential site visit. If the review is delayed, Director Clifford would need to coordinate alternate dates and a new review team may need to be recruited.

A member noted that if the MWP program review were to be delayed, the self-study would not need to be rewritten entirely, but rather an addendum could be added to include additional information.

ALO Martin also pointed out that if the MWP program review moves forward with a review that is different than the conditions under which the program review started, that other programs should expect that this could also happen to them as well.

Action:

- Voting members voted during executive session to not delay the Merritt Writing Program (MWP) Program Review (1 in favor of delaying the review, 5 opposed to delaying the review, 1 abstention, 4 members were not present during voting).
- UGC Analyst will draft a memo to PROC conveying UGC's decision.

IV. VPDUE Frey's Report – 11:00am – 11:15am

A. Course barrier data

VPDUE Frey would like to share data about the impact of pre-requisite and other course management barriers on students and staff in hopes that this will be informative to future curriculum review decisions.

VPDUE Frey shared the Registrar's Word document with the committee, available [here](#). She would like to systematically eliminate existing barriers and avoid introducing new barriers related to student registration. She shared data related to the number overrides students receive from their advisors. In Fall 2021, over 11,000 overrides were given. UC Merced does not have 11,000 enrolled students, so this indicated that students are averaging one and a half overrides per cycle, which is very high relative to other UC campuses. VPDUE Frey asked UGC to consider whether some of the current restrictions are necessary. There are new tools available in Banner to help manage these major restrictions, and modifications can be made accordingly.

Action:

- Further discussion of this item will take place at the September 27 UGC meeting.

B. Laptop Policy

VPDUE Frey would like to propose a campus-wide adoption of a laptop policy modeled after that of the School of Engineering's policy.

SoE Laptop Policy

In order to support student success, the School of Engineering (SOE) is communicating minimum hardware specifications for student laptops effective August 2019. Procurement of a computer that meets these specifications will improve a student's success by facilitating connectivity to the University's network, which enables the execution of tasks assigned in

most engineering classes, thereby cultivating the skill development necessary for acclimation into today's workplace.

The full text of the School of Engineering laptop policy is available [here](#).

VPDUE Frey's proposal for policy and implementation:

- All UC Merced undergraduate students are required to have a personal laptop computer. This laptop must meet university designated minimum specifications [LINK to site which will be updated annually with appropriate specifications]. Students may be required by instructors to utilize a laptop in class.
- Beginning Fall 2023, all incoming freshmen and transfer students are required to have a laptop. This will continue to roll out to incoming students each year.

Requested Action: Members are to engage in discussion and determine if a campus-wide laptop policy should be established. If so, the Policy Subcommittee will draft a proposed policy.

Action:

- This item was tabled for the September 27 UGC meeting.

V. Consultation with Chief Financial Officer (CFO) Kurt Schnier – 11:15am – 11:30am

A. Budget Projections and Academic Planning

CFO Schnier shared a PowerPoint presentation with members regarding financial sustainability. His full PowerPoint presentation is available [here](#). He created a funds-flow diagram of UC Merced which illustrates that the central element of the campus budget is the faculty; the faculty is what drives the campus's costs and revenues. He also shared the Delaware Cost Model which includes a cost survey of other campuses across the country. This model helped to show what UC Merced would look like as a research institution relative to other research universities.

CFO Schnier also reported on the campus budget. UC Merced currently has a large structural deficit in enrollment. Enrollment numbers should be around 10,700 students according to current expenses, and the model shows where the distribution of those potential revenues would come from. To generate revenue would not require a lot of additional students. Undergraduate students are revenue based, supporting costs across campus. CFO Schnier also reported on data related to the distribution of student credit hours across campus, noting that students take many courses in all three schools no matter their major.

Lastly, CFO Schnier discussed TA funding. Allocations on the budgets to the schools over the last three years have been reviewed and were shown to be over budgeted. CFO Schnier noted that as enrollment numbers increase, so do the number of TAs. Funding levels for TAs have gradually decreased but are now improving. Slide 4 of CFO Schnier's PowerPoint presentation shows the allocation of TAs across other UC campuses.

VI. Approval of Courses –Ryan Baxter, Felicia Lopez, Alexander Petersen – 11:30am – 11:35am

Courses are available at the links below.

Action:

- UGC Analyst will contact the SSHA and SoE Instructional Managers to seek clarification on the following courses prior to approval:
 1. [ANTH - 135 - Anthropological and Archaeological Sciences](#)
 2. [MIST - 138 - Systematic Financial Trading & Analysis](#)
 3. [WRI - 024C - Poetry without Fear](#)

VII. Systemwide Review Items – Chair Moyes – 11:35am – 11:45am**A. [Revision to Senate Regulation 630 – Residency](#)**

The amendment clarifies the residency prerequisite for an undergraduate Bachelor's degree by adding new paragraph 630.E, requiring undergraduates (both transfers and freshman admits) to complete six units of in-person courses in a quarter/semester for one year, with the in-person course defined as having at least 50 percent of instruction occur in a face-to-face manner.

UGC and CRE are lead reviewers

Requested Action: Identify a lead reviewer. Lead reviewer will send their comments to UGC Analyst by Monday, October 3, 2022.

Deadline for comments: Thursday, October 13, 2022.

Action:

- UGC member Francois Blanchette volunteered to lead the review of this item and will send his comments to UGC Analyst by Monday, October 3, 2022.
- UGC Analyst will prepare a memo with member Blanchette's comments.
- Voting members will be invited to review the draft memo and offer additional comments before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Thursday, October 13, 2022.

B. [Proposed Senate Regulation 479 \(Cal-GETC\)](#)

The Intersegmental Committee of the Academic Senates (ICAS) designed Cal-GETC in response to State Assembly Bill 928 (AB 928), a new law which calls for the establishment of a single lower-division general education pathway that can meet the academic requirements necessary for transfer admission from the California Community Colleges (CCC) to both UC and the California State University (CSU).

AFAC, UGC and CRE are lead reviewers.

The General Education Executive Committee (GEEC) has been invited to review and provide comments.

Requested Action: Identify a lead reviewer. Lead reviewer will send their comments to UGC Analyst by Monday, October 3, 2022.

Deadline for comments: Thursday, October 13, 2022.

Action:

- UGC Analyst will send an email to voting members to solicit one or two lead reviewers. (Chair prefers two reviewers and emphasized that this is an important item that should be reviewed by UGC).
- Lead reviewer(s) will send their comments to UGC Analyst by Monday, October 3, 2022.
- UGC Analyst will prepare a memo with lead reviewers' comments.
- Voting members will be invited to review the draft memo and offer additional comments before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Thursday, October 13, 2022.

C. [Entry Level Writing Requirement Task Force Report and Recommendations](#)

This Task Force was established by Academic Council in response to a request from the University Committee on Preparatory Education (UCOPE). The primary focus of the Task Force was to address the descriptive language of the ELWR; to collect and analyze data; and to develop recommendations for updating Senate Regulation 636.

UGC is a lead reviewer.

Member Eileen Camfield volunteered to lead the review. The Writing Studies and the MWP faculty have been invited to review and comment. Their comments will be shared with UGC.

Requested Action: Member Camfield will send her comments to UGC Analyst by Friday, October 7, 2022.

Deadline for comments: Thursday, October 13, 2022.

Action:

- UGC Member Eileen Camfield volunteered to lead the review of this item and will send her comments to UGC Analyst by Friday, October 7, 2022.
- The Writing Studies and the MWP faculty have also been invited to review this item and will send their comments to UGC Analyst by Friday, October 7, 2022.
- UGC Analyst will prepare a memo with all comments.
- Voting members will be invited to review the draft memo and offer additional comments before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Thursday, October 13, 2022.

D. [Second Review of Draft Presidential Policy - Abusive Conduct in the Workplace](#)

The proposed policy is responsive to a request from the Regents and the Academic Senate for a systemwide policy that addresses the University's responsibilities and procedures related to abusive conduct.

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 Wednesday, September 21, 2022.

Deadline for comments: Friday, September 30, 2022.

Action:

- UGC is not a lead reviewer, but UGC Analyst will invite voting members to review and offer comments.
- If voting members have any comments, they are to send them to UGC Analyst by Wednesday, September 21, 2022.
- Comments are due to the Senate Chair by Friday, September 30, 2022.

E. [Second Review of Proposed Revisions to APM-025 and APM-671](#)

From late October 2021 to early March 2022, the Office of Academic Personnel and Programs initiated a comprehensive review of APM - 025 and APM - 671. Systemwide comments reflected general disapproval of the proposed revisions, which were intended to respond to management corrective actions resulting from a systemwide Office of Ethics, Compliance and Audit Services (ECAS) audit.

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 Wednesday, September 21, 2022.

Deadline for comments: Friday, September 30, 2022.

Action:

- UGC is not a lead reviewer, but UGC Analyst will invite voting members to review and offer comments.
- If voting members have any comments, they are to send them to UGC Analyst by Wednesday, September 21, 2022.
- Comments are due to the Senate Chair by Friday, September 30, 2022.

VIII. New Business? – 11:45am – 11:50am

No new business was discussed.

IX. Executive Session – Voting Members Only – 11:50am – 12:00pm

UGC entered Executive Session at 11:52pm.

There being no further business, the meeting was adjourned at 12:03pm.

Attest: Chair Moyes.