

**Undergraduate Council (UGC)****Meeting Minutes  
Tuesday, September 27, 2022  
10:30am – 12:00pm****I. Consent Calendar – 10:30am – 10:35am**

- A. The Agenda
- B. [September 13 meeting minutes](#)
- C. [ELWR Petition Review Timeline](#)

**Action:**

- The agenda was approved with the request to swap the discussion of item IV. B. Entry Level Writing Requirement Task Force Report and Recommendations with item III. Approval of Courses, as the lead reviewer of item IV. B.
- The September 13 meeting minutes were approved as presented.
- The ELWR Petition Review Timeline was approved, and the UGC Analyst will notify the Assistant Dean of Undergraduate Education.

**II. VPDUE Frey's Report – 10:35am – 10:55am****A. Course barrier data**

At the September 13, 2022 UGC meeting, VPDUE Frey shared data about the impact of pre-requisite and other course management barriers on students and staff. Today, VPDUE Frey will continue the discussion and answer any questions.

VPDUE Frey further discussed the existing barriers related to student registration and the high number of overrides being given for certain courses. Several courses are currently being offered to first-year students at UC Merced; however, data reveals that several overrides are given to allow second-, third-, and fourth-year students to enroll in these courses. All transfer students must receive an override for the courses they have completed at their prior institution, as well. VPDUE Frey clarified that the proposal is not to eliminate prerequisites altogether, but rather to be mindful of which barriers are used and if they are truly necessary.

A member recommended a mechanism for alerting faculty when a certain threshold is met for the number of overrides given for a particular course. If instructors are notified when this threshold is met for their course, they would be given the opportunity to reexamine the prerequisites and modify the course proposal. VPDUE Frey's next step is to consult with Department Chairs, and she welcomed a draft memo from UGC to include with her correspondence.

**Action:**

- VPDUE Frey invited UGC to include a memo with her correspondence to Department Chairs conveying their support for alerting faculty when a high number of overrides are given for a particular course.

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.

**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 whether a campus-wide laptop policy should be established and what constituencies should be consulted prior to policy development.

VPDUE Frey shared her proposal for a mandatory campus-wide laptop policy, which would be included in students' financial aid packages. Instructors could then assume that students have access to a device that they could bring to class, and it would also create a more equitable environment for students to complete their homework. Not many computer labs are currently available to students after hours to complete their homework. Instructors have also adopted more digital technologies following the pandemic. The Division of Undergraduate Education would continue to maintain their laptop loaner program, which would provide a short-term solution to students who are facing issues with their personal laptop.

The intent would be to adopt the minimum technical specifications that the School of Engineering has created. UC Merced would not allow Chromebooks because they do not meet software needs. The Office of Information Technology (OIT) would also be consulted regarding a cloud computing system so that students would not have to download specific software onto their personal laptops.

A member pointed out that the new Apple computers are fundamentally different from older models and carry new processors, which makes them incompatible with many software programs. A recommendation was made to use Software-as-a-Service (SaaS) or Containers-as-a-Service (CaaS), which would provide students with access to software applications via the internet rather than having to download it directly to their laptop. VPDUE Frey recommended that the campus bookstore sell a base model to students at a discounted price by purchasing in bulk, and UGC should revisit this each year to ensure

that the most up-to-date high functioning base models are available to students.

A member noted the importance of OIT's involvement in the implementation of this proposal. The Computer Science and Engineering (CSE) Department does not have a system in place to provide students with the proper tools to complete various assignments. Many instructors and TAs are currently providing IT support to students during one-on-one sessions to ensure they have the proper virtual environment for completing their assignments. The current lockdown browsers issue has also not been resolved. VPDUE Frey clarified that UC Merced OIT has been extensively consulted about this policy and their role in supporting students' laptop devices. The first step is to implement the policy, and then further discussions will occur with OIT regarding specifications.

A member inquired about the plan for resolving the issue of the impacted computer labs on campus, especially with enrollment growth. VPDUE Frey clarified that the implementation of the campus-wide laptop policy is not intended to dictate the pedagogy of a class or the use of computer labs, but rather to meet traditional laptop needs. The issue of impacted computer labs remains and will need to be addressed.

**Action:**

- Members are to send Chair Moyes and UGC Analyst an email with the names of constituencies that they feel should be involved in the development of this policy.

**III. Campus and Systemwide Review Items – All – 10:55am – 11:05am**

**A. [Entry Level Writing Requirement Task Force Report and Recommendations](#) –11:20am – 11:30am**

**Lead Reviewer:** Eileen Camfield

Member Camfield solicited comments from the Writing Studies faculty. Associate Director of the Merritt Writing Program (MWP) Samantha Ocena provided comments, available [here](#). A deadline of October 7, 2022 was given for all Writing Studies faculty to provide their feedback, and UGC Analyst will share all comments with UGC.

UGC Member and UCOPE Representative Francois Blanchette also provided comments, available [here](#).

**Requested Action:** UGC to discuss lead reviewer's comments and associated comments. UGC Analyst will share with members any additional comments received from the Writing Studies faculty.

**Deadline:** Thursday, October 13, 2022.

Member Camfield reported that the Analytical Placement Writing Exam (AWPE) has been discontinued, and several questions regarding access and equity have arisen. Members of the Task Force have reviewed how the Entry Level Writing Requirement (ELWR) is delivered systemwide across the nine campuses (UCSF being the tenth campus that is not included), as well as reviewed alternate writing placement processes since the timed AWPE is no longer an

option. Member Camfield noted that members of the Task Force Report are seeking specific feedback from each Division on the Phase 2 - Placement Principles (pages 10-13) and Recommendations (pages 13-16), as well as proposed revisions to SR 636 - University of California Entry Level Writing Requirement (pages 16 – 18).

Member Camfield also reported on the current systemwide discussions regarding a systemwide subcommittee of the University Committee on Preparatory Education (UCOPE), which would be comprised of members dedicated to reviewing questions of equity and access in entry level writing and placement. Furthermore, there is a recommendation for each campus to develop local placement protocols and procedures, which is currently being piloted at UC Merced.

A member inquired about the potential issues with the current writing placement tools in regard to classroom pedagogy. Member Camfield believes there should be better alignment. The writing and reading samples were proposed by the Merritt Writing Program (MWP), and based on surveys, the most common forms of writing assignments and typical readings found in WRI 001 are used at UC Merced. The idea is that these writing placement tools would help prepare students for their writing classes. UGC previously approved a pilot of the directed self-placement and the Task Force, which includes representation from the MWP instructors and administrators/directors. Member Camfield is happy to share the tool and preliminary data with UGC.

**Action:**

- Voting members are to send UGC Analyst any additional comments by Friday, October 7, 2022.
- UGC Analyst will prepare a memo with all associated comments and invite voting members to review the draft memo before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Thursday, October 13, 2022.

**IV. Approval of Courses –Ryan Baxter, Felicia Lopez, Alexander Petersen – 11:05am – 11:20am**

Courses are available at the links below.

**Action:**

- The following courses were approved, and Curriculog will be updated accordingly.
  1. [EE - 001 - Electrical Engineering Introductory Seminar](#)
  2. [ME - 143 - Introduction to Drones](#)
  3. [CSE - 190 - Topics in Computer Science and Engineering](#)

**IV. Campus and Systemwide Review Items – All – 11:20am – 11:35am**

**A. [Revision to Senate Regulation 630 – Residency](#) – 11:20am – 11:30am**

**Lead Reviewer:** Francois Blanchette

Lead Reviewer's comments, in collaboration with Registrar Webb, are available [here](#).

**Requested Action:** UGC to discuss the lead reviewer's comments.

**Deadline:** Thursday, October 13, 2022.

Member Blanchette provided an overview of his review, in consultation with Registrar Webb, of the revision to Senate Regulation 630 – Residency. The main revision is related to the number of units that students are required to complete per quarter or semester. He also pointed out that the definition for in-person instruction differs from UC Merced’s definition, and he recommended clarification.

**Action:**

- Voting members are to send UGC Analyst any additional comments by Monday, October 3, 2022.
- UGC Analyst will prepare a memo with all associated comments and invite voting members to review the draft memo before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Thursday, October 13, 2022.

**B. New Review Items – 11:30am – 11:35am**

1. Campus Review – [Creation of a Philosophy Department](#)

The policy governing the establishment of new departments is available [here](#).

**CAP, CAPRA, CRE, GC, and UGC are lead reviewers.**

**Requested Action:** Identify a lead reviewer. Lead reviewer will send their comments to UGC Analyst by Monday, Friday, October 7, 2022.

**Deadline for comments to the Senate Chair:** Friday, October 21, 2022.

**Action:**

- Member Gutierrez volunteered as lead reviewer and will send his comments to the UGC Analyst by Friday, October 7, 2022.
- UGC Analyst will draft a memo with the lead reviewer’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 Friday, October 21, 2022.

2. Campus Review Item – [UCM Centers Policy](#)

This year’s CoR, in conjunction with Assistant EVC/Provost Laura Martin and CoR ex-officio member Interim VCORED Marjorie Zatz, revised former Provost Peterson’s policy for the establishment of Centers at UC Merced in response to the Senate’s 2015 comments. All Senate Committees are invited to review the updated policy.

**Requested Action:** Determine if UGC would like to opine. If UGC decides to opine, identify a lead reviewer. Lead reviewer will send their comment to UGC Analyst by Monday, October 3, 2022.

**Deadline for comments to the Senate Chair:** Friday, October 21, 2022.

**Action:**

- No voting members volunteered to lead the review of this item.
- UGC is not a lead reviewer, but UGC Analyst will include this item on the UGC Weekly Digest to give members the opportunity to provide comments, if any.

- If members have any comments, they are to send them to the UGC Analyst by Monday, October 3, 2022.
  - Comments are due to the Senate Chair by Friday, October 21, 2022.
3. Systemwide Review Item – [Presidential Policy on Vaccination Programs](#)  
The policy consolidates existing systemwide vaccination requirements (other than the Student Immunization Policy) into a systemwide policy with Program Attachments for the SARS-CoV-2 (COVID-19) Vaccination Program and the Seasonal Influenza Vaccination Program.

**Requested Action:** Determine if UGC would like to opine. If UGC decides to opine, identify a lead reviewer. Lead reviewer will send their comment to UGC Analyst by Friday, October 14, 2022.

**Deadline for comments to the Senate Chair:** Tuesday, November 1, 2022.

**Action:**

- No voting members volunteered to lead the review of this item.
- UGC Analyst will include this item on the UGC Weekly Digest to give members the opportunity to provide comments, if any.
- If members have any comments, they are to send them to the UGC Analyst by Friday, October 14, 2022.

The UGC Weekly Digest is available in our shared box folder [here](#).

**V. Consultation with SNS Dean Dumont and Dr. Margo Vener – 11:35am – 11:55am**

**A. Progress in Medical Education**

Dean Dumont and Dr. Vener provided an update on Medical Education. Dean Dumont shared the Baccalaureate Workstream Report and core competencies, available in our shared UGC AY 22-23 box folder [here](#).

The overarching goal is to enhance and customize the undergraduate educational experience that UC Merced currently offers. There is a set of courses that UCSF has identified as good preparation courses for medical students. She reported that 12 students have been provisionally accepted to UCSF School of Medicine and will begin in Fall 2023.

The workstream group has focused on articulating the core competencies, which are listed [here \(page 3\)](#). Dean Dumont reported that the competencies are broad concepts because they map to UCSF's graduation milestones for medical students. Dean Dumont's and Dr. Vener's goal moving forward is to share this list of competencies with faculty who are currently teaching Med Ed Core (collection of courses that are contained within the Bioengineering major, the Human Biology, Molecular and Cell Biology, and Developmental Biology tracks of the Biology major and the Biological Chemistry track within the Chemistry major).

A member wondered whether the medical Spanish course has been considered as one of the competencies. Dean Dumont clarified that the Spanish course is not listed as a requirement but is available for students to take.

**Action:**

- If members have any comments regarding the core competencies, they are welcome to email SNS Dean Dumont ([edumont@ucmerced.edu](mailto:edumont@ucmerced.edu)) and Dr. Vener ([margo.vener@ucsf.edu](mailto:margo.vener@ucsf.edu)).

**VI. New Business? – 11:55am – 12:00pm****A. [Second Review of Draft Presidential Policy - Abusive Conduct in the Workplace](#)**

- UGC is not a lead reviewer.
- On behalf of Chair Moyes, voting members were invited once more to review and offer comments, if any.
- Vice Chair Bortfeld volunteered to review the draft policy and will send her comments to the UGC Analyst by 5:00pm, Wednesday, September 28, 2022.
- UGC Analyst will draft a memo with Vice Chair Bortfeld's comments and invite voting members to review the draft memo before transmittal to the Senate Chair.
- Comments are due to the Senate Chair by Friday, September 30, 2022.

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

- UGC is not a lead reviewer.
- On behalf of Chair Moyes, voting members were invited once more to review and offer comments, if any; however, no one volunteered.
- UGC Analyst will inform the Senate Chair that UGC declines to opine.

**C. “Academic, Personal, and Career Preparation” Strategic Planning Team**

- Member Leppert volunteered to serve as the UGC representative.
- UGC Analyst will notify Senate Executive Director Paul (completed 9/27)

**D. Emergency Request for BIO 121/ESS 120 - Introduction to Ecological and Environmental Microbiology to be delivered remotely for the remainder of Fall 2022.**

- The full request and rationale are available [here](#).
- Members are to provide their vote to approve or reject the request **by 10:00am, Tuesday, October 4, 2022.**