

Undergraduate Council (UGC)

**Meeting Minutes
Tuesday, October 11, 2022
10:30am – 11:50am**

I. Chair's Report – Holley Moyes – 10:30am – 10:45am**A. September 13 and October 5 PROC meetings**

- The Interdisciplinary Humanities program review site visit took place on Monday, October 10, 2022.
- The Economics and Business Management program, as well as the Computer Science and Engineering program are also moving forward with their program reviews.
- PROC members also discussed what constitutes diversity in terms of reviewing program proposals.
- PROC is discussing the possibility of conducting vertically integrated program reviews, which would include the concurrent assessment of both the undergraduate and graduate programs.

B. September 20 and October 4 Divisional Council meetings

- The Gallo School of Management pre-proposal is currently undergoing an informal review at Coordinating Committee on Graduate Affairs (CCGA).
- Further discussions were held regarding department funding relative to teaching releases. In some cases, funding for a given leave (sabbaticals, family leave, and course reductions for administrative work) does not exist in the budget, and it is often difficult to hire temporary lecturers to cover these leaves.
- The Mackenzie Gift spending plan proposes to allocate additional funds to the annual Senate faculty grants program, funds for instrumentation grants, funds for faculty and student professional development, funds for graduate student research-related travel, and funds for undergraduate student research scholarships. \$60k has been allocated to UGC, and Chair Moyes would like to have a discussion during the next UGC meeting about how the funds will be utilized.
- The administration is concerned about meeting enrollment targets, as the enrollment numbers are currently lower than anticipated, and there is a strong push for creating new majors. Chair Moyes would like to invite Associate Vice Chancellor for Enrollment Management Jill Orcutt and Director of Admissions Dustin Noji to a future UGC meeting to further discuss the creation of new majors. VPDUE Frey reported that Institutional Research & Reporting Manager Gary Lowe has pertinent data on the [IRDS website](#) related to new majors.
- AFAC Chair Eaton provided an update on President Biden's Loan Forgiveness Program noting that the US Department of Education will accept applications after the October 31, 2022 deadline if employees have completed the PSLF help tool.

C. October 3 UCEP meeting

Further discussions were held regarding online undergraduate degree programs. Governors have a compact with the Regents stating that UC will double the amount of online education. There are currently no approved online degree programs; however, a proposal from UC Irvine and a proposal from UC Santa Cruz are currently being reviewed. A committee has also been established to begin discussing the expectations for UC online programs and how these programs will ensure UC quality education.

D. October 7 Regular Check-in Meeting with GC Chair Scheibner, VPDUE Frey, and VPDGE Hratchian

Further discussions were held regarding policies and procedures for alternate instructional modality during a heat wave. This is an administrative decision, and faculty are strongly encouraged to refrain from moving their class to Zoom. Instructors cannot decide to resort to online modality during a heatwave without first consulting with their Department Chairs.

An announcement was transmitted to all faculty regarding separate graduate and undergraduate commencements. Graduate commencement will take place this December as a pilot, and further discussions will take place at DivCo.

II. Consent Calendar – 10:45am – 10:50am

- A. The Agenda
- B. [September 27 meeting minutes](#)
- C. [Draft Memo Re: Prerequisite Course Barriers](#)

Action:

- The agenda and September 27 meeting minutes were approved as presented.
- UGC Analyst will update the Senate website accordingly.
- The draft memo re: Prerequisite Course Barriers was approved. UGC Analyst will transmit the final memo to Department Chairs.

III. VPDUE Frey's Report – 10:50am – 11:00am

- A. Proposal: If a rising third semester student successfully appeals when subject to dismissal, then the student automatically receives a waiver (without petition) to take ELWR in a third semester.

Requested Action: Members engage in discussion and vote in executive session to endorse the proposal.

VPDUE Frey explained that students who are subject to academic dismissal must undergo an appeal process in which their School reviews their case and determines

whether they remain enrolled at UC Merced. There are concerns that students who are subject to academic dismissal must appeal twice – once for their financial aid because they can lose it due to not meeting satisfactory progress to degree, and again to take the Entry Level Writing Requirement (ELWR) in their third semester if they do not complete the requirement in their first year. VPDUE Frey proposed that rising third-semester students who are subject to academic dismissal have successfully appealed to remain enrolled in the University should automatically receive a waiver to complete their ELWR in their third semester so that they do not have to appeal a second time. VPDUE Frey is concerned that students who complete the process to academically appeal and get approved, they must also appeal the ELWR requirement and could potentially get denied. There are typically five to eight students annually in this situation. Approving an automatic waiver would save the student and the Council from petitioning and reviewing each of these timely requests. UGC has never denied a request to waive the ELWR requirement in the past, so an automatic waiver would be beneficial for all parties involved. VPDUE Frey also clarified that the Merritt Writing Program (MWP) would not be impacted with this change.

Action:

- Voting members voted in executive session to endorse the proposal.
- UGC Analyst will notify VPDUE Frey.

IV. Writing on Campus Work Group – Chair Moyes – 11:00am – 11:10am

Chair Moyes would like to discuss with members having a student volunteer or suggestions from the committee for student representation on the work group, as well as representation from SNS and Engineering.

For additional context, the Fall 2021 State Assessment Report is available [here](#).

Requested Action: Members to engage in discussion and determine the membership of the work group. Voting members to vote in executive session to endorse the charge.

Chair Moyes provided a brief overview of the Writing on Campus Work Group charge, linked above. She believes a Work Group to evaluate the structure of writing courses currently being offered at UC Merced would benefit students' success. Chair Moyes is still seeking a member from the School of Engineering, a member from the School of Natural Sciences, and an undergraduate student to serve on the Work Group. A member recommended consulting with the Director of the Writing Center Erin Goldin for recommendations regarding an undergraduate student to serve on the Work Group. CoC will also be notified to provide nominees.

Action:

- Chair Moyes invited members to share any recommendations for a member from ENGR, a member from SNS, and a student representative to serve on the Work Group.

- Chair Moyes will follow up with UGC student representative Nechikat and will consult with Director of the Writing Center Erin Goldin regarding an undergraduate student to serve on the Work Group.
- Voting members voted in executive session to endorse the Writing on Campus Work Group charge.
- UGC Analyst will work with Senate Executive Director Paul and Chair Moyes on next steps, which include inviting CoC to nominate representatives.
- The request will note that Chair Moyes nominated SSHA rep S. Ramirez.

V. **Proposed Guidelines to Support Integration of General Education into the Program Review Process – Chair Moyes – 11:10am – 11:20am**

PROC has invited UGC and the General Education Executive Committee (GEEC) to review proposed guidelines to integrate General Education more fully into the academic program review process.

Requested Action: Members to discuss the proposed guidelines and provide comments. Voting members to vote in executive session to endorse the proposal.

Deadline for UGC response to PROC: November 1, 2022.

Chair Moyes provided a summary of PROC's memo, linked above, noting the recommendation for: 1) adding a representative of the General Education Executive Committee (GEEC), either the Chair or designee, to PROC to promote ongoing attention to General Education (GE) in the review of undergraduate programs, and 2) structured integration of contributions to the new GE program into the undergraduate program review process. The memo, however, does not address GE Program Learning Outcomes (PLOs). Chair Moyes would like to recommend that PROC acquire data from programs showing that they have consulted with GE regarding their PLOs.

GEEC Chair and former PROC member Utter clarified that this information is generally not provided in a program's self-study. A member noted that several programs' PLOs have a high degree of overlap with GE PLOs, so rather than asking for two entirely separate data reports, acquiring data showing how programs' PLOs map to GE PLOs could be useful. However, this is something that could be addressed in the future and not recommended in PROC's memo. GEEC Chair Utter recommended asking PROC to provide a bullet point in their memo, stating that if programs should include in their self-study, assessment data related to courses targeted for GE audiences.

Action:

- Chair Moyes and GEEC Chair Utter will draft a memo in response to PROC's proposed guidelines.
- UGC voting members will be invited to review the draft memo prior to transmittal to PROC Co-chairs Spitzmueller and Keske.

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

11:35am

Courses are available at the links below.

The following courses were approved and Curriculog will be updated accordingly:

1. [ANTH - 135 - Anthropological and Archaeological Sciences](#)
2. [CE - 160 - Structural Analysis](#)
3. [MIST - 120 - Park and Protected Area Management](#)
4. [MIST - 132 - Geographic Information Systems Analysis for Management](#)

The following course was rejected and Curriculog will be updated accordingly:

1. [MIST - 138 - Systematic Financial Trading & Analysis](#)

VII. [Air Force ROTC Crosstown Agreement with CSU Fresno](#) - Course Transferability – Registrar Webb – 11:35am – 11:40am

The Office of the Registrar and Undergraduate Admissions are seeking Senate’s review and approval to accept the Air Force ROTC courses taken at California State University, Fresno as subject credit only (units only) toward the 120-unit graduation requirement.

Requested Action: Voting members to vote in executive session to endorse the request.

CSU Fresno has asked UC Merced’s Registrar’s Office to sign a crosstown agreement, which would allow UC Merced to accept ROTC classes that students take at CSU Fresno in their junior and senior year as subject credit toward the 120-unit graduation requirement.

A member inquired about the approval processes of ROTC courses. Registrar Webb clarified that a course-by-course articulation would not be conducted, but rather UGC would be approving the courses listed on the memo to count as units toward a student’s 120-unit requirement. If these courses are to count as required courses toward a student’s major, a separate review by their Department Chair and Academic Advisor would be required.

Action:

- Voting members voted in executive session to endorse the request to accept the Air Force ROTC courses taken at California State University, Fresno as subject credit only (units only) toward the 120-unit graduation requirement at UC Merced.
- Executive Director Paul recommended via chat that the AFAC Chair be invited to review this proposal.
- UGC Analyst will notify Registrar Webb, and recommend they consult with Admissions and Financial Aid Committee (AFAC) Chair Charlie Eaton.

VIII. Campus Review Items – All – 11:40am – 11:45am**A. [Proposal for a B.S. in Biochemical and Biomolecular Engineering](#)**

The proposal was distributed to the Chairs of Senate Committees, the SNS Executive Committee, and the SSHA Executive Committee. The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

AFAC, CAPRA, UGC, and SSHA and SNS Executive Committees are lead reviewers.

Requested Action: Identify a lead reviewer. All Senate and School Executive Committee comments are due to the Senate Chair by November 1, 2022 and will be shared with the lead reviewer. Lead reviewer will review all associated comments and send their assessment to UGC Analyst by Thursday, November 3, 2022. All comments and lead reviewer's assessment will be discussed at the November 8 UGC meeting.

A member shared their concern about member Baxter leading the review of the proposal for a B.S. in Chemical Engineering, as well as the proposal for a B.S. in Chemical Engineering, due to his affiliation with Chemistry. Voting members agreed in executive session that member Baxter could serve as secondary reviewer for both proposals, to which he agreed. Member Petersen volunteered to serve as the primary lead reviewer for both proposals.

Action:

- Chair Moyes will contact Member Baxter to debrief him of the situation and ask if he would like to serve as the second reviewer for both B.S. proposals.
- UGC Analyst will follow up with the lead reviewers to provide additional information to help guide their review (e.g. timeline for review, copies of previous UGC memos to serve as templates).
- All Senate and administration comments are due to the Senate Chair by November 1, 2022 and will be shared with UGC by Executive Director Paul.
- Lead reviewers will review all associated comments and send their assessment to UGC Analyst by Thursday, November 3, 2022.
- All comments and lead reviewers' assessment will be discussed at the November 8 UGC meeting.
- Further discussion regarding Conflict of Interest for the review of these proposals will be discussed at a future UGC executive session meeting.

B. [Proposal for a Minor in Aerospace](#)

The proposal was distributed to the Chairs of Senate Committees, the SNS Executive Committee, and the SSHA Executive Committee. The policy governing the review of Minors is available [here](#).

AFAC, CAPRA, UGC, and SSHA and SNS Executive Committees are lead reviewers.

Requested Action: Identify a lead reviewer. All Senate and School Executive Committee comments are due to the Senate Chair by November 4, 2022 and will be shared with the lead reviewer. Lead reviewer will review all associated comments and send their assessment to UGC Analyst by Thursday, November 10, 2022. All comments and lead reviewer's assessment will be discussed with members via email.

Action:

- Member Blanchette volunteered to lead the review of this proposal.
- UGC Analyst will follow up with member Blanchette to provide additional information to help guide his review.
- All Senate and administration comments are due to the Senate Chair by November 4, 2022 and will be shared with UGC by Executive Director Paul.
- Lead reviewer will review all associated comments and send their assessment to UGC Analyst by Thursday, November 10, 2022.
- All comments and lead reviewer's assessment will be discussed with members via email.

IX. New Business? – 11:45am – 11:50am

UGC Analyst circulated three consent calendar items via email on Tuesday, October 11, 2022, which included a draft memo re: New Senate Regulation SR 479, a draft memo re: ELWR TF Report and Recommendations, and a petition for a student seeking exception to the ELWR.

Action:

- Members are to review the three items and let UGC Analyst know of any objections **by 10:00am, Thursday, October 13, 2022.**

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

No minutes were recorded during executive session.