

Undergraduate Council (UGC)**Meeting Minutes****Tuesday, December 6, 2022****10:30am – 11:50am****I. Chair's Report – 10:30am – 10:35am****A. December 5 UCEP Meeting**

- Discussions were held regarding the Proposed Residency Requirement – Senate Regulation 630.E, noting that students must be in person on campus for at least a year. For an online major, a transfer student would still be required to live on campus, even if they were taking all online courses.
- Academic Senate Vice Chair Susan Cochran reported on streamlining pathways and that many community colleges do not offer the courses students need to transfer into their desired major.
- Further discussions were held regarding the strike and backpay or whether pay would be withheld for strikers and faculty who are striking in solidarity. Unfortunately, there is no way for UCPath to implement such measures at this time. Additionally, Graduate Student Researchers (GSRs) who are on grants and not working must be documented.
- UCEP has been tasked to develop a list of principles for approving online majors. Chair Moyes will share the document with the membership once she receives it.

II. Consent Calendar – 10:35am – 10:40am**A. The Agenda****Action:**

- The Consent Calendar was approved as presented.

III. Approval of Courses – Ryan Baxter, Felicia Lopez, Alexander Petersen – 10:40am – 10:55am

Courses are available at the links below.

Action:

- The following courses were approved, and Curriculog will be updated accordingly (completed 12/6):

1. [USTU - 101 - College Student Development: Encouraging Community, Sense of Belonging, and University Engagement in Undergraduate Transfer Students](#)
2. [BIO - 011 - Introduction to Molecular Biology](#)
3. [BIO - 012L - Introduction to Organismal Biology Lab](#)

4. [MSE - 104 - Engineering Living Systems](#)
5. [PH - 116 - Personal Health](#) – approve with request to remove GE Designation.

Action:

➤ The following courses will be reviewed and voted on via email (email sent 12/6):

1. [CE - 120 - Strength and Sustainability of Materials](#)
2. [MSE - 128 - Electronic Materials and Semiconductor Device Fabrication](#)

IV. Campus Review Items – Alexander Petersen and Ryan Baxter - 10:55am – 11:25am**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.

Lead reviewers' comments are available [here](#).

Comments:

[AFAC](#)

[CAPRA](#)

[LASC](#)

[NSEC](#)

[ALO](#)

[EVC/Provost](#)

[VPDUE](#)

Requested Action: Discuss the proposal and associated comments. Voting members continue discussion and determine whether to vote on the proposal in executive session.

Member Petersen provided a brief summary of his assessment noting that majority of the Senates' comments focused on the comparison of this proposal with the proposal for a B.S. in Chemical Engineering. As the chair of the Chemistry Department, member Baxter confirmed that he did not receive consultation from the proposers as he did with the Chemical Engineering major proposal.

A member inquired about the resource constraints and noted the importance of the proposers addressing the School of Natural Sciences Executive Committee's comments before UGC considers approving the proposal. Another member noted resources in regard to CAPSTONE and advocated for additional hiring lines to help in this area.

Member Petersen also noted that the proposers included enrollment projections in their proposal; however, they did not consult with Institutional Research & Decision Support (IRDS).

Action:

- Voting members voted in executive session to recommend revisions to the proposers and provide them the opportunity to resubmit.

- UGC Analyst will draft a memo with lead reviewers' comments and all associated comments.
- Voting members will be invited to review the draft memo before transmittal to the Senate Chair.

B. [Proposal for a B.S. in Chemical Engineering](#)¹

The proposal was distributed to the Chairs of Senate Committees, the SNS Executive Committee, and the SSHA Executive Committee.

Lead reviewers' comments are available [here](#).

Comments:

[AFAC](#)

[CAPRA](#)

[LASC](#)

[NSEC](#)

[ALO](#)

[EVC/Provost](#)

[VPDUE](#)

Requested Action: Discuss the proposal and associated comments. Voting members continue discussion and determine whether to vote on the proposal in executive session.

Member Petersen provided a brief summary of his assessment noting that Chemical Engineering is a traditional Engineering major found in almost any mature Engineering School. The addition of this major has been a part of the long-term strategic plan of UC Merced's School of Engineering. The authors of the proposal have had extensive consultation with other departments.

Member Petersen noted that the proposal is not asking for additional hiring lines, and instead will replace two current lines. Additionally, there is adequate information regarding transfer students. His main concern with the proposal was in regards to the required Summer session between years 3 and 4. VPDUE Frey noted that this is not a requirement at UC Berkeley nor UC Davis, and that the proposers should consider removing the requirement from the proposal.

Action:

- Voting members voted in executive session to endorse the proposal contingent upon members' concerns being addressed.
- UGC Analyst will draft a memo with lead reviewers' comments and all associated comments.
- Voting members will be invited to review the draft memo before transmittal to the Senate Chair.

¹ Recusal: Valerie Leppert

V. Strike Update and Discussion of Faculty Concerns – Chair Moyes and VPDUE Frey – 11:25am – 11:35am

Chair Moyes and VPDUE Frey will provide an update on the current strike situation and faculty concerns related to undergraduate education.

Requested Action: Members to engage in discussion and determine next steps.

VPDUE Frey reported that several instructors do not plan to finish the remainder of their courses this semester in a variety of ways, including not offering finals, end of semester assignments, etc. Many graduate Instructors of Record (IoRs) also stopped all activity in their courses when the strike began. As a result, many undergraduate students' grades will be negatively affected. VPDUE Frey asked the membership for their feedback on the following potential solutions:

1. Provide students with the option of the letter grade they would have earned based on the first part of the course they completed
2. Provide students with the option to choose Pass/Not Passed without impacting their GPA.
3. Allow for retroactive drop without penalty.

A member noted the importance of providing students with adequate academic counseling regarding their financial aid before they make the decision to drop a course. Registrar Webb noted that students also still have the option to petition through the Dean to drop after the deadline. VPDUE Frey also recommended adding a note to students' transcripts this semester to indicate that options were provided due to unforeseen circumstances.

Action:

- UGC unanimously voted to invoke the current Educational Course Continuity (ECC) Policy to provide guidance on final grading options in light of the current strike situation.
- Chair Moyes and VPDUE Frey will consult with GC to revise the current ECC policy and draft a memo supporting the emergency policy change.
- The Registrar and Academic Student Affairs will assist with transmitting a message to the students.
- Chair Moyes will consult with DivCo members during the December 6 DivCo meeting.

VI. Update on Summer Online – Ryan Baxter, Heather Bortfeld, Alejandro Gutierrez, and Holley Moyes – 11:35am – 11:45am

On October 27, 2022, members Bortfeld and Baxter, Chair Moyes, Director of Summer Session Johnson, Registrar Webb, and VPDUE Frey met to discuss the approval of courses with online modality for Summer 2024. Today, participants will provide a summary of the discussion, and UGC members will determine whether an extension to the February 6, 2023 should be provided.

Requested Action: Members to engage in discussion and determine if an extension to the

February 6, 2023 deadline should be provided.

Members agreed that March 6, 2023 would be an appropriate date to extend the deadline for faculty to submit course proposals for Summer 2024, and the SoE and SNS Curriculum Managers agreed. The SSHA Curriculum Manager was not present, so the UGC analyst will consult with her at a later date. Chair Moyes would also like to have future conversations regarding the approval processes for Summer online course proposals.

Action:

- Members agreed to extend the deadline to March 6, 2023 for submitting courses in which Summer 2024 online modality is requested.
- UGC Analyst will consult with the SSHA Curriculum Manager to ensure the March 6, 2023 deadline will work with SSHA's internal deadlines.

VII. Upcoming Business

A. [Campus-wide Laptop Policy](#)

At the November 8, 2022 meeting, UGC voting members voted in executive session to endorse the proposal for a campus-wide laptop policy. On November 9, 2022, the School Executive Committees were invited to comment on the proposal.

Comments:

[NSEC](#)

SSHA EC – endorsed the policy with no further comments.

[SoE EC](#)

Requested Action: If time permits, members to discuss the School Executive Committees' comments and determine next steps. If time does not allow, review of comments and discussion will take place via email or during a Spring 2023 UGC meeting.

Action:

- This item was tabled for the first Spring 2023 UGC meeting.

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

No new business was discussed.

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

No minutes were recorded during executive session. The action items were shared with UGC voting members.