

Undergraduate Council (UGC)**Meeting Minutes****Monday, February 13, 2023****1:30pm – 2:55pm****I. Chair's Report – 1:30pm – 1:40pm****A. January 20 and February 9 PROC Meetings**

- PROC sent a report to Dean Gilger on the Merritt Writing Program (MWP).
- Member Leppert volunteered to serve as the UGC representative on the Program Review Work Group (PRWG).

B. February 6 UCEP Meeting

- UC Berkely sent a request for a pre-review of the College of Computing Data Science and Society proposal. UCEP voted to not approve the proposal as it exists and recommended revisions.
- UCEP reviewed UC Irvine's Creative Technologies online program and sent their feedback to the proposers. Senate Regulation 630 - Residency has passed. Undergraduate students must take courses in person on their home campus for a minimum of one year.
- Several online programs are referred to as online majors. This causes concern for transfer students because they may end up taking more than 50% of their courses in person at their prior institution, eventually resulting in an in person degree, not an online major.
- The results from student surveys from all 10 campuses showed that 88% of students were overall satisfied with their educational experience, 68% felt they were receiving good value for their money, and 43% did not know a professor well enough to ask for a letter of recommendation.

C. February 6 DivCo Meeting

- EVC/Provost Camfield discussed the aftermath of the strike in terms of meeting financial needs for Tas. EVC/Provost Camfield has plans for establishing working groups to address these issues, and UGC will be involved.
- The Regents now consider graduate students as unionized workers or laborers instead students.
- CAPRA reported the ACE initiative (acronym unknown at this time) that will provide \$24 million over five years for campus expansion. This money will be used to hire new faculty and staff. This is one-time funding and not a loan. This funding is intended to increase enrollment over the next five years. \$10 million loan over four years to hire research support staff. ORED will receive \$1.5 million.

II. Consent Calendar – 1:40pm – 1:45pm

- A. The Agenda
- B. [January 27 Meeting Minutes](#)
- C. [Updated Charge for Writing on Campus Working Group](#)

Action:

- The agenda and January 27 meeting minutes were approved as presented. UGC Analyst will update the Senate website accordingly.
- The updated charge for the Writing on Campus Working Group was approved as presented. UGC Analyst will notify CoC Chair Martin Hagger.

III. [Campus-wide Laptop Policy](#) – Chair Moyes and VPDUE Frey - 1:45pm – 1:55pm

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](#)

Chair Moyes and VPDUE Frey drafted a response to NSEC and SOE, available [here](#).

Chair Moyes summarized the SoE ExComm’s and NSEC’s comments, available [here](#). In light of the comments received, members agreed that no revisions to the proposed Campus-wide Laptop Policy are necessary. Members also had no recommended revisions to Chair Moyes’ and VPDUE Frey’s [draft memos](#) to the SoE ExComm and NSEC.

Action:

- UGC Analyst will transmit the approved policy to DivCo.
- UGC Analyst will transmit the memos to SoE ExComm and NSEC respectively.

IV. Update on Summer Online – Ryan Baxter, Heather Bortfeld, Alejandro Gutierrez, and Holley Moyes – 1:55pm – 2:05pm

On January 19, 2023, Chair Moyes, CRF Subcommittee members, Policy Subcommittee members, and School Curriculum Managers met to discuss the approval processes and an extended deadline for faculty to submit Summer 2024 online course proposals.

Chair Moyes shared with members her [draft plan](#) for distance education in Summer session. She asked members for their feedback on the idea of Department Chairs providing the Registrar with a list of existing courses (or topics courses) that their department would like to offer online each Summer term by the deadline, or if UGC would like to be included in the review/approval processes. Members also discussed the many different aspects of the proposed plan including:

- deadlines for submitting such requests.
- the pros and cons of synchronous versus asynchronous.
- inconsistencies in the language used (“remote”, “distance”, “online”).
- the approval required of Curriculum Managers. It was recommended that the Curriculum Managers route the requests to UGC rather than offer their approval.
- safeguarding against academic dishonesty.
- inherently suggesting some forms of online teaching are better than others.

A member felt that Department Chairs should not have full domain over these requests and recommends UGC have some oversight. Another member noted the importance of ensuring that departments do not exceed the threshold for online courses and inadvertently offer an online degree. The member also noted that offering a plan for Summer online provides more opportunities for adjunct faculty. Given the time constraints, it was suggested to create an interim policy.

Action:

- Members are to recommend any revisions to the plan **by 10:00am, Tuesday, February 21, 2023.**
- Further discussion will take place at the February 27 UGC meeting.

V. January 26 UCOPE Meeting Update – Francois Blanchette - 2:05pm – 2:10pm

UCOPE members discussed and transmitted the final ELWR Task Force Report to the Academic Senate. Members also discussed but did not reach a conclusion on the threshold for SAT scores to satisfy ELWR so that students do not have to complete a remedial writing course. Discussions will continue to take place regarding the review process for math placement.

VI. Campus and Systemwide Review Items – 2:10pm – 2:20pm

A. [Campus Review Item - Proposal for a B.A. in Data Science and Analytics](#) – All

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 Friday, March 24, 2023, and will be shared with the lead reviewer. Lead reviewer will review all associated comments and send their assessment to UGC Analyst by Tuesday, April 4, 2023. All comments and lead reviewer’s assessment will be discussed at the April 10 UGC meeting.

Action:

- Members Leslie and Baxter volunteered as lead reviewers.
- All Senate and School Executive Committee comments are due to the Senate Chair by Friday, March 24, 2023, and will be shared with the lead reviewer.
- Lead reviewers will review all associated comments and send their assessment to UGC Analyst by Tuesday, April 4, 2023.
- All comments and lead reviewer's assessment will be discussed at the April 10 UGC meeting.

- B. [Systemwide Review Item - Senate Regulation Re: Admissions](#) – Member Lopez
The proposal was distributed to Chairs of Senate Committees and the School Executive Committees.

AFAC, CRE, and UGC are lead reviewers.

Lead Reviewer: Felicia Lopez

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

Lead reviewer's draft memo is available [here](#).

Member Lopez summarized her assessment of the proposed amendments to the Senate Regulation governing undergraduate admission noting no negative effects of the proposed amendments on undergraduate admission, and in fact, the amendments fully align with and reflect the 2022 changes to UC Regent Policies.

Action:

- Members are to make any recommended revisions to the lead reviewer's [draft memo](#) via box share. If no recommended revisions **by 5:00pm, Thursday, February 16, 2023**, the memo will be considered approved and transmitted to the Senate Chair.
- **Deadline for comments to the Senate Chair:** Friday, February 17, 2023.

VII. **Request from Graduate Council (GC) - [Proposed Policy for Undergraduate/Graduate Hybrid Degree Programs](#) – Alejandro Gutierrez and Heather Bortfeld**

In AY 21-22, a proposal for a combined Bachelor's and Master's program was submitted to the Senate; however, there was no UCM policy in place for establishing and reviewing such programs. GC has worked to develop a policy, linked above, modeled after that of [UC Riverside](#) and invites UGC to review the proposed policy in terms of undergraduate education.

GC also invites UGC to review [GC's Procedures for Submitting Proposals for Graduate Programs, and Undergraduate/Graduate Hybrid Degree Programs](#), as UGC is included in the review process for Undergraduate/Graduate Hybrid Degree Programs, as described beginning on page 2 of the document.

On January 23, 2023, the Policy Subcommittee reviewed the proposed policy and the revisions to GC's Procedures for Submitting Proposals for Graduate Programs, and Undergraduate/Graduate Hybrid Degree Programs. Their recommended revisions on the proposed policy are available [here](#). The subcommittee did not recommend any revisions to GC's Procedures for Submitting Proposals for Graduate Programs, and Undergraduate/Graduate Hybrid Degree Programs.

Chair Moyes summarized the edits that she and the Policy Subcommittee members made to the draft policy and GC's procedures, which members expressed general agreement with. The main edits include:

- a change in title to remove the word "Hybrid".
- removing the language regarding double-counting.
- changing the threshold for the number of units that can be double-counted
- defining plan I and II programs.

Chair Moyes invited members to recommend additional edits to each document via Box Share (instead of Google Docs). The UGC Analyst will provide members with the Box link and instructions for using Box Share. Chair Moyes also recommended the proposed policy and procedures documents be shared with VPDUE Frey for comments.

Action:

- The Policy subcommittee and Chair Moyes recommended edits to the proposed policy, available [here](#).
- The Policy subcommittee recommended edits to GC's Procedures for Submitting Proposals for Graduate Programs, and Undergraduate/Graduate Hybrid Degree Programs, available [here](#).
- Members are to recommend additional edits/provide comments on both documents via box share **by 5:00pm, Thursday, February 16, 2023**.
- UGC Analyst will work with the GC Chair to transmit the policy and procedures documents to VPDUE Frey for review and comment.

VIII. Approval of Courses – Ryan Baxter, Felicia Lopez, Alexander Petersen – 2:35pm – 2:50pm

Courses are available at the links below.

- The following courses were approved and Curriculog will be updated accordingly:
 1. [BIO - 119 - Fantastic Microbiomes and How to Study Them](#)
 2. [BIO - 139 - Research Lab of Cell Biology](#) (Fall 2023)
- The following courses were tabled for the February 27 UGC meeting:
 1. [CCST - 014 - Introduction to Nahuatl Literature, Language and Culture](#) (cross-listed; Fall 2023)

2. [ENG - 089 - Introduction to Nahuatl Literature, Language and Culture](#) (cross-listed; Fall 2023)
3. [SPAN - 014 - Introduction to Nahuatl Literature, Language and Culture](#) (cross-listed; Fall 2023)

IX. New Business – All – 2:50pm – 2:55pm

No New Business was discussed.

X. Executive Session – Voting Members Only – 2:55pm – 3:00pm

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