

Undergraduate Council (UGC)**Agenda****Monday, May 8, 2023****1:30pm – 2:40pm****Zoom Information:**<https://ucmerced.zoom.us/j/84321307161>**Meeting ID:** 843 2130 7161**One tap mobile:** +16699006833,,84321307161# US (San Jose)**I. Consent Calendar – All - 1:30pm – 1:35pm****A. The Agenda****Action:**

- The Consent Calendar was approved as presented.

II. Chair’s Report – Heather Bortfeld – 1:35pm – 1:40pm**A. May 1 DivCo Meeting**

- EVC/Provost Camfield and Special Assistant to the Chancellor Zatz discussed the current Temporary Academic Staffing (TAS) budget noting that SSHA and SNS are running deficits.
- Library and Scholarly Communications (LASC) Chair DePrano joined the meeting to discuss Open Access (OA) publishing expectations and technology requirements. She also reminded members about the Declaration of Rights and Principles to Transform Scholarly Communication and clarified that the Library plays a critical role in helping the campus achieve R1 status.
- Professors Bales and Dawson discussed the Pathways to a Fossil Free UC – Task Force.
- Members of DivCo will continue to discuss the proposal for a B.S. in Chemical Engineering via email and voted to transmit UGC’s recommendations to the Administration on the SSHA Cognitive Science Honors Program.
- Senate Chair LiWang discussed a P&T memo regarding a proposal that compensation be provided to P&T committee members either through course release or research funding equivalent to the cost of a course release, to which DivCo members agreed.

III. April 27 UCOPE Meeting Update – Francois Blanchette – 1:40pm – 1:45pm

UCOPE representative Blanchette summarized the following three main points of discussion

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from the April 27 UCOPE meeting:

1. Members revisited [Senate Regulation 192](#) to reflect that the systemwide writing placement exam is no longer required. Member Blanchette also noted that there is no definition for a preparatory course with a strong recommendation to development one.
2. A new committee comprised of leaders of each writing program from every UC campus is being developed to focus on writing. Members of this committee will advise UCOPE on policy for writing and will share information between campuses.
3. The UC system does not yet have a formal process for assessing Math preparatory education on each campus. The expectations at each campus are unclear, and UCOPE plans to address the issue to provide clarity and uniformity. It appears that UC San Diego has a well-developed preparatory education program and assessment and may be willing to share resources.

IV. Approval of Courses – Ryan Baxter, Felicia Lopez, Alexander Petersen – 1:45pm – 2:05pm

Courses are available at the links below. The CRF Subcommittee's recommendations are available [here](#).

Action:

- The following course is no longer being proposed, and therefore, did not require UGC's review and approval:

1. [COGS - 114 - Introduction to Data Visualization](#)

Action:

- The following courses were approved and Curriculog will be updated accordingly with the following statement (please note each course must be approved individually in Curriculog):

On behalf of UGC,

Although the 8 ECON courses were submitted late, this course, along with [ECON 135] and [ECON 139], have been previously offered as Topics courses, and therefore, have shown to be successfully delivered. UGC would like the proposers to submit a teaching plan and individual supplemental questionnaire forms for the other five ECON courses being proposed (additional information submitted with each of the five courses in Curriculog).

1. [ECON - 132 - Tax Accounting](#)
2. [ECON - 135 - Advanced Financial Accounting](#)
3. [ECON - 139 - Project Finance](#)

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Action:

- The following courses were rejected and Curriculog will be updated with the following statement for each course (please note I have to insert a comment for each course individually in Curriculog):

On behalf of UGC,

Please provide a justification for why the course is submitted past the deadline. Please also submit a supplemental form specific to this course and provide a teaching plan for delivering the course successfully.

1. [ECON - 133 - Tax Auditing and Assurance Services](#)
2. [ECON - 134 - Advanced Financial Reporting](#)
3. [ECON - 136 - Financial Statements and Analysis](#)
4. [ECON - 137 - Accounting Ethics](#)
5. [ECON - 138 - Advanced Corporate Taxation](#)

V. Systemwide Review Items – All – 2:05pm – 2:10pm**A. [AMP 210-Review and Appraisal Committees](#)**

The proposed changes include the addition of mentoring to criteria and assessment, revisions to evaluation and evidence of teaching and mentoring effectiveness, contributions to diversity, equity, inclusion, and equal opportunity for policy-covered librarians, minor additions of numbering for clarity, and technical revisions for grammatical consistency.

Requested Action: Decide if UGC wants to opine. If UGC decides to opine, identify a lead reviewer. Lead reviewer will send their comments to UGC Analyst by Monday, May 22, 2023.

Deadline for comments to the Senate Chair: Friday, June 2, 2023.

Action:

- UGC declined to opine.
- UGC Analyst will notify Senate Chair LiWang.

B. [APM 710, Leaves of Absence/Sick Leave/Medical Leave](#)

The proposed changes are largely technical revisions to add a designated person for family and medical leave due to changes to the California Family Rights Act (CFRA), effective January 1, 2023. The proposed substantive change to **710-20 Use of Proposed Sick Leave** allows academic appointees to use accrued sick leave for medical appointments or illness of a designated person.

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VI. Revised Biochemical and Biomolecular Engineering Proposal – Alexander Petersen and Ryan Baxter – 2:10pm – 2:25pm

On December 21, 2022, UGC [offered comments](#) on the proposal for a B.S. in Biochemical and Biomolecular Engineering.

On February 18, 2023, DivCo transmitted a [response](#) inviting the proposers to address several comments.

On April 6, 2023, the proposers provided a response and a revised proposal, available [here](#).

Lead Reviewers: Alexander Petersen and Ryan Baxter

Lead reviewers' assessment of the revised proposal is available [here](#).

Requested Action: Today, the lead reviewers will provide an update on the revised proposal. UGC to vote in executive session on the revised B.S. in Biochemical and Biomolecular Engineering proposal.

Member Petersen summarized his assessment noting that the proposers did a great job addressing UGC's and DivCo's two main concerns: 1) the distinction between the proposed major and the existing bioengineering major and two tracks, and 2) the impact of the proposed major on other departments.

VPDUE Frey was concerned that the prior version of the proposal stated that no new resources would be needed; however, the revised version includes that new faculty lines and additional resources will be required and that a support letter from the School of Engineering Dean is not included.

Action:

- UGC agreed to ask the proposers to provide a letter of support from SoE Dean Goel addressing the need for new faculty lines and additional resources.
- UGC Analyst will contact the proposer (completed 5/9), and UGC voting members will be invited to review the revised proposal again once a letter has been received.

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VII. Proposed Policy for the Establishment of an Undergraduate Certificate Program – Heather Bortfeld and Alejandro Gutierrez – 2:25pm – 2:35pm

SSHA Associate Dean Anne Zanzucchi and former UGC Chair Holley Moyes drafted a policy for the Establishment of an Undergraduate Certificate Program and invites UGC to review and comment.

Requested Action: Members to engage in discussion and provide comments on the proposed policy. If there are no concerns, members vote to endorse the proposed policy in executive session.

VPDUE Frey noted that she and Registrar Webb had met with Associate Dean Zanzucchi and Professor Moyes in February, and the version of the proposal linked above does not reflect recommendations noted in that meeting.

Action:

- UGC Analyst will contact Professor Moyes and SSHA Associate Dean Zanzucchi for an updated proposal that includes VPDUE Frey's recommended revisions.

VIII. New Business – All – 2:35pm – 2:40pm

A. VCSA Nies Update

VCSA Nies reported that 3,364 first-year students have submitted their Statement of Intent to Register (SIR) for Fall 2023, which is approximately 15% higher than last year. 140 transfer students have submitted their SIR, and this number will increase, if not double, by the deadline of June 1, 2023. The number of continuing students is slightly higher this year than it was this time last year. First-to-second-year retention rates decreased during the pandemic, but the goal is to increase from the current 82% to 90% by 2030.

IX. Executive Session – Voting Members Only – 2:40pm – 3:00pm

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