

Undergraduate Council (UGC)**AGENDA****Thursday, September 14, 2023****1:00pm – 2:30pm****Zoom Information:****<https://ucmerced.zoom.us/j/86804719979>****Meeting ID:** 868 0471 9979**One tap mobile:** +16694449171,,86804719979# US

- I. Welcome and Introductions – Chair Bortfeld – 1:00pm – 1:10pm**

- II. Chair’s Report – Heather Bortfeld – 1:10pm – 1:15pm**
 - A. September 7 DivCo Meeting

- III. Consent Calendar – 1:15pm – 1:20pm**
 - A. The Agenda
 - B. [UGC’s Conflict of Interest Policy](#)
 - C. [Request from Extension for exception to the February 6, 2023 deadline to submit SPAN XM002 effective Spring 2024](#)
 - D. [Request from the Life and Environmental Sciences \(LES\) Department for extension to the February 6, 2023 deadline to modify the number of discussion sections for BIO 5, BIO/ESS 65, and ESS 1, as well convert the undergraduate seminar ESS 190 to remote instruction](#)

- IV. UGC Resources – Chair Bortfeld – 1:20pm – 1:30pm**
 - A. [Senate website](#)
 - B. [UGC’s website](#) and [Box site](#)
 - C. [Meeting Schedule](#)
 - D. [Senate Policies and Procedures](#)
 - E. [Divisional Bylaws and Regulations](#)
 - F. [Systemwide Bylaws and Regulations](#)
 - G. [Principles to Guide the Practice of Executive Session](#)
 - H. [Consultation guidelines](#)
 - I. [Confidentiality](#) (page 5)
 - J. Distributing work on Undergraduate Council
All campus and systemwide review items will be posted on UGC’s Box folder and on the Senate website, here: <https://senate.ucmerced.edu/review-items>. Some review items may be assigned to one or more UGC reviewers before each scheduled meeting.

This agenda may contain confidential and privileged material for the sole use of UGC Members.

V. **UGC Representation on Subcommittees, Work Groups, and Systemwide Committees – 1:30pm – 1:40pm**

A. Campus Representation

- **Policy Subcommittee (2 UGC Senate faculty members; ideally representation from separate schools)**

This subcommittee reviews and makes recommendations to UGC members on policies related to undergraduate education. This subcommittee will also focus on developing a policy for Summer Remote Instruction.

Requested Action: Determine membership of this subcommittee.

- **Course Proposal Subcommittee (3 UGC Senate faculty members; one member to serve as the chair of the subcommittee; ideally representation from each school)**

This subcommittee reviews and makes recommendations to UGC members on new/revised courses and on policies related to undergraduate education.

Requested Action: Determine membership of this subcommittee.

- **Periodic Review Oversight Committee (PROC)**

UGC representative: Valerie Leppert

The UGC representative on PROC attends each PROC meeting and reports back to UGC; takes turns acting as a lead reader for agenda items approximately once every two meetings (meeting materials are never more than 25 pages, and more typically less than 10, and the reader must read them in advance of the meeting and be prepared to weigh in on a specific questions); and participates in agenda item discussions, representing UGC's perspective and deciding when UGC may need to weigh in on PROC business.

The first meeting is scheduled for 1:00pm, Monday, September 25, 2023.

No Requested Action.

- **Support Services for Undocumented Students Work Group**

Representative: Alejandro Gutierrez (continuing member)

This work group is charged to annually review efforts and report outcomes of services offered to support graduate and undergraduate undocumented students at UC Merced.

The charge is available [here](#).

The latest version of the charge has been requested and will be shared with members once received.

No Requested Action.

B. Systemwide Representation

If a representative is unable to attend a scheduled systemwide meeting, they are to contact Senate Executive Director Fatima Paul (fpaul@ucmerced.edu) in advance of the meeting.

- **University Committee on Educational Policy (UCEP)**

Representative: UGC Chair Heather Bortfeld

UCEP considers the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies involving questions of educational policy.

No Requested Action.

- **University Committee on International Education (UCIE)**

Representative: TBD

Oversees all academic aspects of the UC Education Abroad Program, which operates in conjunction with offices on the campuses and serves all UC students. The committee is responsible for approving new programs, changes in programs, and all program courses and credits. The committee also oversees the regular formal review of programs and advises the President on the appointment of study center directors.

No Requested Action.

- **University Committee on Preparatory Education (UCOPE)**

Representative: TBD

Monitors and conducts periodic reviews and evaluations of preparatory and remedial education. In addition, the committee supervises the Entry Level Writing Requirement with special emphasis on establishing appropriate and uniform University-wide standards for the Analytical Writing Placement Examination. Each year the Committee selects the essay/prompt that is to be used in administration of the Analytical Writing Placement Examination and also sets the passing standard for the exam.

Requested Action: Identify UGC member to serve as the UCM representative on UCOPE.

VI. **UGC Goals and Priorities for AY 23-24** – Chair Bortfeld – 1:40pm – 1:50pm

Requested Action: Members discuss the Council's goals for this academic year and

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propose additional goals.

- VII. [Writing on Campus Working Group Charge](#) – Chair Bortfeld – 1:50pm – 2:00pm**
Former UGC Chair Holley Moyes established a Writing on Campus Working Group in Spring 2022 to discuss and evaluate methods and resources for teaching written communication campus-wide across disciplines and make recommendations for improvements. The work of the working group is ongoing and the membership changes annually.

The current charge (linked above) states that the UGC Chair also serves as Chair of the Working Group. Therefore, the membership will need to be revised to remove Holley Moyes and add Heather Bortfeld as a replacement. Unit 18 Lecturer John Hundley has also stepped down and needs a replacement.

Requested Action: Identify a UGC member to serve on the Writing on Campus Working Group in place of John Hundley. UGC voting members vote to endorse the revised membership of the charge.

- VIII. Approval of Courses – All – 2:00pm – 2:10pm**
The following courses are effective Spring 2024.

UGC reviewed the following course via email in Spring 2023:

1. [PHYS - 003 - The Solar System and the Search for Life Beyond Earth](#) – UGC asked the proposers to add “TA” under Resource Requirements because the proposal included both a lecture and a discussion section. The SNS Curriculum Manager confirmed that the proposal has been updated accordingly.

SNS’s request for an extension to the February 6, 2023 deadline to submit the following course proposals for Spring 2024 implementation is available [here](#).

2. [PHYS - 008 - Introductory Physics I for Physical Sciences](#)
3. [PHYS - 008H - Honors Introductory Physics I for Physical Sciences](#)
4. [PHYS - 009 - Introductory Physics II for Physical Sciences](#)
5. [PHYS - 009H - Honors Introductory Physics II for Physical Sciences](#)
6. [PHYS - 018 - Introductory Physics I for Biological Sciences](#)
7. [PHYS - 019 - Introductory Physics II for Biological Sciences](#)

SSHA’s requests for an extension to the February 6, 2023 deadline to submit the following course proposals for Spring 2024 implementation is available [here](#).

1. [COGS - 156 - Language in Minds, Brains, and Machines](#)
2. [HIST 039 - Topics in U.S History & CRES](#)
3. [CRES 039 - Topics in U.S History & CRES](#)

The following courses were submitted in Fall 2022 prior to the deadline:

4. [GEOG 152 - Cartographic Design](#)

5. [SPAN 160 - Spanish Practice through Translation](#)

Requested Action: Voting members vote to approve the courses.

IX. Any Other Business – 2:10pm – 2:15pm

X. Executive Session – Voting Members Only – 2:15pm – 2:30pm

XI. Informational Items

A. [UGC AY 22-23 Annual Report](#)