

**Undergraduate Council (UGC)****Meeting Minutes****Thursday, September 14, 2023****1:00pm – 2:30pm****I. Welcome and Introductions – Chair Bortfeld – 1:00pm – 1:10pm**

Chair Bortfeld welcomed new and returning members and consultants. Members and consultants introduced themselves.

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

- Several faculty members did not receive their summary salaries. Senate Chair LiWang spoke with VPAP Hansford who worked throughout the summer to rectify the issues. Unfortunately, some faculty members still have not been paid accurately or in a timely manner. VPAP Hansford is working to put processes in place in APO to ensure this problem does not occur again.
- The Senate Governance Retreat is scheduled for September 29, 2023.
- Interim EVC/Provost Zatz discussed her goals for her time remaining as Interim.
  - Increase enrollment and retention by admitting more transfer students, creating new degrees, and supporting the newly-created campus honors program.
  - Improve the fiscal health of the Schools and Academic Affairs through the Temporary Academic Staffing (TAS) budget and improving financial systems.
  - Improve faculty and staff morale.
  - Support faculty research, progressing towards strategic plan goals, and reaching consensus on
  - the proposed Gallo school and the restructuring of SSHA.
- VPDUE Frey discussed her proposal to combine the GE and Honors Executive Committees into one overall Division of Undergraduate Education Executive Committee with subcommittees to focus on the governance of the curriculum for GE and Honors. This would lighten faculty service load.
- Discussions were held regarding faculty and instructor losses, particularly the lines lost to administrative appointments. There are plans for an audit to identify which departments were significantly impacted.

**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](#)

**Action:**

- The agenda was approved as presented. UGC Analyst will update the Senate website accordingly.
- UGC's Conflict of Interest Policy was approved as presented. UGC Analyst will update the Senate website accordingly.
- The request from Extension was approved. UGC Analyst will notify Director of Extension Michael Pierick.
- The request from the Life and Environmental Sciences Department was approved. UGC Analyst will notify SNS Professor Yeakel.

**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.

Chair Bortfeld reviewed the several resources available to Council members, most of which can be found on the Academic Senate website or in our shared UGC box folder. She also informed members that UGC will be required to comment on several systemwide and campus review items.

**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.

**Action:**

- Members Alejandro Gutierrez (SoE) and Ryan Baxter (SNS) volunteered to serve on the Policy 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.

**Action:**

- Members Alexander Petersen (SoE), Francois Blanchette (SNS), and Felicia Lopez (SSHA) volunteered to serve on the Course Proposal Subcommittee.
- UGC Analyst will notify the Registrar, and CPS Subcommittee members will be added as course approvers in Curriculog.
- UGC Analyst will share additional information/relevant policies with the subcommittee members.

- **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.

Latest version of the charge is available [here](#).

**Action:**

- Member Alejandro Gutierrez volunteered to continue serving on the work group.
- Librarian Head of Research and Learning Services Bronwen Maxson volunteered to serve along with member Gutierrez.
- UGC Analyst will notify VCSA Nies and inquire about Bronwen's service on the working group.

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](mailto: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.

**Action:**

- Member Greg Wright volunteered to serve as the UGC representative on UCIE.
- UGC Analyst will contact CoC for approval.

- **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.

**Action:**

- Chair Bortfeld volunteered to serve as the UGC representative on UCOPE.
- UGC Analyst will contact CoC for approval.

**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 propose additional goals.

Members discussed the list of UGC goals and priorities for AY 23-24 and recommended additional goals.

VPDUE Frey explained that emphasis tracks are currently submitted as catalog changes. There has been confusion regarding whether emphasis tracks are considered major revisions. Therefore, one of UGC’s main goals this year is to define “major revisions” and develop a policy for emphasis tracks.

Regarding the Academic Activity Policy, a member pointed out that there are major issues with cheating for classes that involve computer code, as many students can hire someone from a different country to complete all of their assignments for them.

A member recommended developing a kit for proposers of new programs to use to help guide them through the processes following approval of their proposal. A kit could assist with website development, social media, how to connect with Admissions, developing course codes, etc.

A member also recommended including the establishment of a 4+1 degree policy. VPDUE Frey confirmed that VPDGE Hratchian and Interim CFO Schier are working with the Graduate Council to finalize this policy. The proposed policy is currently under DivCo review.

Chair Bortfeld, Vice Chair Leppert, and UGC Analyst Snyder will prioritize the list and present top priority items to members at the next several meetings.

- 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.

Voting members voted on the updated membership of the charge. The revisions include listing Heather Bortfeld as chair of the working group, Valerie Leppert as Vice-Chair of the working group, Holley Moyes as a Non-UGC representative, and Pooja Chopra as the Unit 18 lecturer representative.

A member noted that Susana Ramirez is on leave, and therefore, a new SSHA representative will need to be identified. There is also a need for an SNS professor. It was recommended to ask the SSHA and SNS Executive Committees for volunteers. A member also recommended confirming with SoE Professor Gerardo Diaz and undergraduate student Palwinder Kaur to ensure they would like to continue serving on the working group.

**Action:**

- Unit 18 Lecturer Pooja Chopra volunteered to replace Unit 18 Lecturer John Hundley on the working group.
- Voting members voted and unanimously approved the updated membership of the charge (Chair Bortfeld as Chair, Valerie Leppert as Vice-Chair, Holley Moyes as a non-UGC representative, the removal of SSHA Professor Susana Ramirez, and replacing Unit 18 Lecturer John Hundley with Unit 18 Lecturer Pooja Chopra).
- UGC Analyst will contact SSHA Executive Committee for Susana Ramirez's replacement.
- UGC Analyst will contact SNS Executive Committee for a representative from SNS.
- UGC Analyst will confirm with SoE Professor Gerardo Diaz and undergraduate student Palwinder Kaur that they are willing to continue serving on the working group.

**VIII. Approval of Courses – All – 2:00pm – 2:10pm**

The following courses are effective Spring 2024.

**Action:**

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

1. [PHYS - 003 - The Solar System and the Search for Life Beyond Earth](#) – UGC reviewed this course in Spring 2023 and 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.
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](#)
8. [HIST 039 - Topics in U.S History & CRES](#)
9. [CRES 039 - Topics in U.S History & CRES](#)

**Action:**

- The following courses will be reviewed by the CRF Subcommittee and voted on by all voting members via email:

1. [COGS - 156 - Language in Minds, Brains, and Machines](#)
2. [GEOG 152 - Cartographic Design](#)
3. [SPAN 160 - Spanish Practice through Translation](#)

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

No other business was discussed.

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

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

**XI. Informational Items**

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