

Undergraduate Council (UGC)**Meeting Minutes****Thursday, September 28, 2023****1:00pm – 2:30pm****I. Chair's Report – Heather Bortfeld – 1:00pm – 1:10pm****A. September 14 and 28 DivCo Meetings**

- Discussions were held regarding issues with the Oracle and campus financial systems. Senate Vice-Chair Hibbing suggested to Interim EVC/Provost Zatz that it would be most efficient to discuss with all relevant parties collectively to reduce misunderstandings about the various units' purviews.
- The Senate Shared Governance Retreat is scheduled to take place on Friday, September 29, 2023.
- The proposed Policy for the Establishment of Undergraduate/Graduate Hybrid Degree Programs has moved to the next step in the review process. Several Senate Committees and School Executive Committees have been invited to comment. Chair Bortfeld will keep committee members apprised of next steps.

B. Writing on Campus Working Group Update

The Writing on Campus Working Group has been placed on hold while the SSHA Writing Task Force, led by Dean Gilger, is being established.

II. Consent Calendar – 1:10pm – 1:15pm**A. The Agenda****B. [September 14 Meeting Minutes](#)****C. [SNS's request to remove discussion sections from PHYS 003](#)****D. [SSHA's request for extension to the February 6, 2023 deadline to submit CRES 142, CRES 143, and PH 181 for Spring 2024 implementation](#)****Action:**

- The agenda and September 14 meeting minutes were approved as presented. UGC Analyst will update the Senate Website accordingly.
- SNS's request was approved. UGC Analyst will notify the SNS Curriculum Manager.
- SSHA's request was approved. UGC Analyst will notify the SSHA Curriculum Manager.

III. VPDUE Frey's Report – 1:15pm – 1:35pm**A. [Entry Level Writing Requirement \(ELWR\) Petition Delegation Proposal](#)**

VPDUE Frey would like to propose delegating the review and adjudication of student petitions related to the ELWR to the Vice Provost and Dean of Undergraduate Education.

Requested Action: Voting members vote to approve VPDUE Frey’s proposal in the executive session.

Every year there are several students who surpass the normative time to complete their ELWR, which must be completed within the first two semesters at UC Merced. Students who do not complete their ELWR within their first year must petition to complete the requirement at a later time. UGC is responsible for reviewing and approving ELWR petitions. VPDUE Frey proposed delegating the authority to the VPDUE to lighten the workload on UGC committee members. The VPDUE would provide UGC with an annual report, as well as maintain a set of files in a folder that UGC will have access to.

If a student’s ELWR petition is denied, they will be removed from the university. VPDUE Frey clarified that UGC has not denied any ELWR petitions within the last three years, and a change in authority of delegation would expedite the review and approval process. A similar delegation has been granted for Spark with the General Education Executive Committee (GEEC); the VPDUE now reviews and makes decisions on Spark exceptions.

Action:

- Voting members voted in the executive session to approve the request to delegate the review and decision on ELWR student petitions to the VPDUE. UGC would like to revisit the request annually, as well as receive an annual report to show how many ELWR petitions were received, rejected, and approved.
- UGC Analyst will draft a memo and consult with CRE to ensure the change is in compliance with the Senate Regulations.
- Voting members will be invited to review the draft memo prior to transmittal to VPDUE Frey.

B. [Honors Course Designation Delegation Proposal](#)

Joined by Campus-wide Honors Program Director Holley Moyes

VPDUE Frey would like to propose that UGC delegate the review and approval authority of “H” courses to the Honors/Division of Undergraduate Education Executive Committee.

VPDUE Frey would also like to propose that UGC authorize the Registrar’s Office to take associated catalog and degree audit updates to course prerequisites, major requirements, minor requirements, and GE requirements allowing for the “H” course to satisfy the same requirements as the underlying course.

Requested Action: Voting members vote to approve VPDUE Frey’s proposal in the executive session.

The new Campus-wide Honors Program has been approved, and VPDUE Frey and Program Director Moyes have begun to think about developing Honors courses. Some classes that already exist will have Honors versions for the Honors students. VPDUE Frey proposed to flag such courses with “H”. For example, to develop an Honors version of MATH 005, the

course would be cataloged as MATH 005H. The “H” designation of the class would be a separate catalog number; however, the class would maintain the normal course description, learning outcomes, etc., that are included in the current CRF. VPDUE Frey proposed that UGC delegate the approval of “H” courses to the Honors/Division of Undergraduate Education Executive Committee. This delegation would only apply to fully approved existing courses; all new courses would navigate the normal CRF course proposal review process in Curriculog where UGC would review and approve.

VPDUE Frey also proposed that UGC authorize the Registrar’s Office to make associated catalog and degree audit updates to course prerequisites, major requirements, minor requirements and GE requirements allowing for the “H” course to satisfy the same requirements as the underlying course in lieu of asking faculty to make those changes.

Action:

- Voting members voted in the executive session to approve the request to delegate review and approval authority of Honors “H” courses to the Honors/Division of Undergraduate Education Executive Committee and would like to revisit the request annually.
- Voting members also voted in the executive session to authorize the Registrar’s Office to make associated catalog and degree audit updates to course prerequisites, major requirements, minor requirements, and GE requirements allowing for the “H” course to satisfy the same requirements as the underlying course. UGC does not feel the need to revisit this request annually.
- UGC Analyst will draft a memo. Voting members will be invited to review the draft memo prior to transmittal to VPDUE Frey.

IV. Proposed Revisions to the CRF Policy – Policy Subcommittee Members Ryan Baxter and Alejandro Gutierrez – 1:35pm – 1:45pm

On September 2, 2022, UGC created and endorsed the new Course Modification Guide/Supplemental Questionnaire as a requirement for faculty to complete and upload into Curriculog when proposing a new course with - or modify an existing course with - online, hyflex, or hybrid modality.

At the time the form was implemented, UGC also agreed to implement a requirement for proposers to upload their 4-year curriculum plan when proposing a course with online, hybrid, or hyflex modality in Curriculog. In Spring 2023, Chair Bortfeld met with former UGC Chair Moyes, the School Curriculum Managers, and the School Advising Directors and agreed that a 2-year curriculum plan is more feasible.

ALO Laura Martin was invited to review the policy and her recommendations are incorporated in the policy and supplemental questionnaire, both linked below. The School Executive Committees were also invited to review both documents; however, no comments were provided.

The revised [PROCEDURES AND POLICIES FOR APPROVAL OF NEW UNDERGRADUATE COURSES AND UNDERGRADUATE COURSE CHANGES](#) (page 6) and [Course Modification Guide/Supplemental Questionnaire](#) (pages 1, 4-5) both include minor revisions shown in tracked changes to include the requirement for providing a “2-year curriculum

plan (4-year preferred)”, as well as minor revisions proposed by ALO Martin.

Requested Action: Voting members vote to approve the proposed revisions to the CRF policy and Course Modification Guide/Supplemental Questionnaire. Upon approval, the policy will be effective in Spring 2024.

Member Gutierrez summarized the two revisions to the CRF Policy and Course Modification Planning Guide/Supplemental form:

1. Changing the requirement for a “4-year curriculum plan” to a “2-year curriculum (4-year preferred)”.
2. Adding/referencing language for the definition of an online degree.

Member Gutierrez clarified that the requirement for faculty to include their 2-year curriculum plan when proposing a course in Curriculog is only for those offering a course in a non-traditional modality (hybrid, hyflex, or online). Summer remote instruction is an entirely separate issue that UGC will discuss at a future meeting.

Members did not share any concerns with the proposed revisions to the CRF Policy nor the Course Modification Guide/Supplemental Questionnaire.

Action:

- Voting members approved the proposed revisions to the CRF Policy and the Course Modification Guide/Supplemental Questionnaire.
- UGC Analyst will transmit the approved policy to the Senate Chair and update the Senate website accordingly.
- UGC Analyst will work with the Registrar to incorporate the edits in Curriculog.

V. Approval of Courses – All – 1:45pm – 2:00pm

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

Action:

- The following courses were approved, and Curriculog will be updated accordingly:
 1. [PHIL - 123 - Technology Ethics](#) (new course; Fall 2024)
 2. [GASP - 055D - Arts of India](#) (crosslisted with HIST 055D; Spring 2024)
 3. [HIST – 055D – Arts of India](#) (crosslisted with GASP 055D) Spring 2024)
- The following courses were approved with contingencies, and Curriculog will be updated accordingly:
 4. [PH - 117 - Decolonizing Methodologies in Public Health Research](#) (revised) – contingent upon removing all restrictions.
 5. [SOC - 123 - Indigenous Sociology](#) (new course; Spring 2024) – contingent upon removing AtK Social Science.
 6. [ESS - 134 - Air Pollution and Resources](#) (modify existing; Fall 2024) – contingent upon changing non-contact hours from 3 to 6, increasing the

maximum enrollment, and allowing freshmen to take the course.

VI. Upcoming Business – Chair Bortfeld - 2:00pm – 2:05pm

A. Summer Remote Instruction Policy

Chair Bortfeld reported that one of UGC’s priorities for AY 23-24 is to develop a permanent Summer Remote Instruction policy, and further discussion will take place at a future UGC meeting. Members may also want to consider approving another interim policy until a permanent policy is established.

VII. Any Other Business – 2:05pm – 2:10pm

No other business was discussed.

VIII. Executive Session – Voting Members Only – 2:10pm – 2:30pm

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