

**Undergraduate Council (UGC)****Meeting Minutes****Thursday, December 7, 2023****1:00pm – 2:30pm****I. Consent Calendar – 1:00pm – 1:05pm**

- A. The Agenda
- B. [November 9 Meeting Minutes](#)
- C. [ELWR Review Timeline](#)

**Action:**

- The agenda and November 9 meeting minutes were approved as presented, and UGC Analyst will update the Senate website accordingly.
- The ELWR Review Timeline was approved, and UGC Analyst will notify GE Coordinator Jeannie Lee.

**II. Chair's Report – Heather Bortfeld – 1:05pm – 1:10pm****A. November 30 DivCo Meeting**

- Chancellor Muñoz attended the November 30 meeting to discuss the campus climate survey, which had revealed that faculty do not feel consulted by the Chancellor. In an effort to address those concerns, he will begin regularly attending the DivCo meetings. Chancellor Muñoz also discussed Middle East Freedom of Speech and answered several questions noting his efforts to address faculty concerns.
- AFAC Chair Eaton discussed the Area H Ethnic Studies Admission Requirement.
- SSHA Dean Gilger joined the meeting to provide an update on his pre-proposal for SSHA's restructuring, which will be distributed more broadly in the spring.

**B. December 4 UCEP Meeting**

- Further discussions were held regarding UC Online. UC Online Executive Director Rolin Moe joined the meeting to introduce himself and describe his vision for UC Online. Various concerns were discussed, including whether the Regents are overstepping on the issue of offering more online undergraduate degrees. Further discussions will continue to take place to determine how online education can be used to improve in-person teaching without replacing it.
- Members discussed accreditation terminology and what undergraduate classes from other colleges and universities will be accepted for UC credit.
- Members discussed credit by examination, and whether only the current exams will be accepted or if exams from other countries will be accepted. Additional conversations were held regarding why the UK system should take precedence over the Indian system, Chinese system, etc.

### III. Honors/Undergraduate Division Executive Committee Update – Interim VPDUE Utter, Interim GEEC Chair Hicks, and Honors Director Moyes – 1:10pm – 1:15pm

Interim VPDUE Utter reported on former VPDUE Frey’s proposal to merge the General Education Executive Committee (GEEC) and the Honors Executive Committee into a single committee since the two committees have similar oversight over GE and Honors courses. The GE/Honors Executive Committee will become the Division of Undergraduate Education Executive Committee (DUEEC) under College One and will manage and provide oversight over GE, Honors, and USTU courses. There are plans for a faculty vote in Spring 2024.

Director Moyes joined the meeting and reported on the courses needed for the new Honors Program. She is hoping to admit 60 students in Fall 2024 and offer Spark 001 and Spark 010, as well as an Honors Seminar course. Director Moyes is currently working with the Registrar to introduce existing courses with an “H” designation. She is also working on the Honors website, which she hopes to have completed soon. Lastly, a message will be transmitted to the faculty inviting them to join the Honors Program as individual faculty.

Interim GEEC Chair Hicks noted the importance of expediting the approval of the DUEEC because the GEEC has not filled vacant positions (with the knowledge that the DUEEC is forthcoming), thus creating a heavy workload for the GEEC faculty.

### IV. Review of AY 24 - 25 Catalog Updates – Alejandro Gutierrez, Elaine Denny, and Bin Liu - 1:15pm – 1:25pm

SNS: <https://ucmerced.box.com/s/mccy62b5laalqblktmrudmtl158ipyc>

SSHA: <https://ucmerced.box.com/s/sguvcu1tvjp3bx2lmwghxo1mnq1b05ew>

SoE: <https://ucmerced.box.com/s/ttua56bsdksaw0xdj42hugikqyuy1ykt>

Honors: <https://ucmerced.box.com/s/y22k3wcepmoyv8483zwm6kdvbkzlgirc>

The Catalog Review Committee’s comments are available [here](#).

**Requested Action:** Catalog Subcommittee provides its recommendations on the AY 24 – 25 Catalog Updates. UGC approves the Catalog Updates in executive session and notifies the Registrar.

Member Gutierrez summarized his review of the AY 24-25 SNS Catalog Updates:

- The major substantial change was regarding a credit change from 3 to 4 units for PHYS 008 and PHYS 009.
- Removal of the Chemistry requirement and keeping the Calculus requirement.
- Recommended removal of ENGR 190 from Physics because the course has been discontinued.

Members did not have any concerns with the AY 24-25 SNS Catalog Updates and agreed to ask for the removal of ENGR 190.

Member Liu summarized his review of the AY 24-25 SSHA Catalog Updates:

- Management and Business Economics (MBE) is adding an Accounting emphasis track, which includes four additional units.
- For each Psychology emphasis track, one required course is co-listed as one of the elective group requirements, potentially causing students to exceed the necessary units.
- Incorporating Math 021 (Calculus I for Physical Sciences and Engineering) as an additional option for transfer students to complete for four programs.

Chair Bortfeld and the SSHA Curriculum Manager clarified that the proposers worked closely with SSHA Academic Advising to ensure that the requirements for the Psychology emphasis tracks were correct but agreed that this would be rechecked with the proposers.

The SSHA Curriculum Manager also clarified that MATH 021 is not replacing a course but rather is being added as an option for the transfer selection criteria.

Members did not have any concerns with the AY 24-25 SSHA Catalog Updates.

Member Denny summarized her review of the AY 24-25 SoE Catalog Updates:

- Chemical Engineering (ChE) and Materials Science and Engineering (MSE) added two optional emphasis tracks.
- Updates were made to the transfer selection criteria for Bioengineering (BioE) and MSE; however, ChE removed theirs and Electrical Engineering (EE) did not include any.
- ENGR 193 was deleted, while MSE and BioE majors list both 193 and 194 as required.
- ChE included ME 021 as a requirement, while MSE offers three courses that can satisfy the same requirement.

UGC Analyst will check the transfer selection criteria to make sure it has been reviewed by AFAC.

Vice Chair Leppert clarified that other Engineering majors require both ENGR 193 and 194. ChE is one of the highest unit load engineering majors, so students will complete the first semester Capstone in CHE 150 - Unit Operations.

Member Gutierrez clarified that ChE only includes ME 021 for the computing requirement because it is half python and half lab.

Members did not have any concerns with the AY 24-25 SoE Catalog Updates.

Member Camfield summarized her review of the new Honors Catalog:

- Several Honors Seminar courses show TBD for the title. Registrar Webb clarified that she will ensure the titles are included prior to publication of the Catalog.
- There are several typos throughout the Catalog. Registrar Webb noted that she will ensure the typos are fixed prior to publication of the Catalog.

The UGC Analyst noted that there are several changes to transfer selection criteria in each School's catalog, which she will check to make sure were reviewed by AFAC.

**Action:**

- UGC Analyst will ensure that the transfer criteria included in the Catalog updates have been reviewed by AFAC.
- UGC will vote to approve the AY 24-25 Catalog Updates via email.

**V. Defining “Major Revisions” – All – 1:25pm – 1:35pm**

UGC's current policy for [UGC's Review/Approval of Academic Degree Programs](#) does not define what constitutes a major revision. Such instances include the addition of an emphasis track and changing the name of an emphasis or major/minor. The current process for adding emphasis tracks to a major includes submitting the proposal directly to UGC for review/approval through substantial catalog revisions. The current process for changing the name of an emphasis track or major/minor is through Senate review as a major revision.

In 2017, the Registrar transmitted a [memo](#) to UGC which included a chart (pg. 2) that differentiates non-substantial revisions vs. substantial revisions. UGC should discuss and develop a column for major revisions.

**Requested Action:** Members discuss and define what constitutes “major revisions”. UGC's Review/Approval of Academic Degree Programs Policy will be revised accordingly.

This item was tabled for the first Spring 2024 UGC meeting.

**VI. Summer Remote Instruction Policy – Policy Subcommittee Members Alejandro Gutierrez and Ryan Baxter – 1:35pm – 1:45pm**

In September 2022, UGC developed an Interim Summer Remote Instruction Policy, and members agreed to extend the deadline for which faculty could request Summer 2024 remote instruction to November 30, 2023. However, UGC decided not to extend the interim policy for Summer 2025 and beyond.

The Policy Subcommittee met to discuss a permanent policy for Summer remote instruction for Summer 2025 and beyond. *Draft policy is forthcoming.*

**Requested Action:** Members discuss the Policy Subcommittees' permanent policy for Summer Remote Instruction Policy. If there are no revisions, voting members vote in executive session to approve the permanent policy.

Members discussed whether to draft a permanent policy for Summer remote instruction for a less rigorous process for faculty to request online modality, or if faculty should be required to propose courses with online modality through the normal CRF process as is done for classes offered during the academic terms.

**Action:**

- Voting members voted in executive session for a separate policy for Summer remote instruction that differs from the normal CRF policy and processes for requesting online courses.
- Policy Subcommittee Members Ryan Baxter and Alejandro Gutierrez will draft a policy, and further discussion will take place at the first Spring 2024 UGC meeting.

**VII. Campus Review Items – 1:45pm – 1:55pm**

A. **Biology B.A. Degree Program** – Alexander Petersen and Francois Blanchette

The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

**Lead Reviewers:** Alexander Petersen and Francois Blanchette  
Lead reviewers' assessment is available [here](#).

**Comments:**

[AFAC](#)

[CAPRA](#)

[LASC](#)

[ALO](#)

[EVC/Provost](#)

**Requested Action:** Members discuss the proposal and lead reviewers' assessment.  
Voting Members vote in executive session to endorse the proposal if there is consensus.

Member Petersen summarized his assessment. A member wondered whether the new Biology B.A. is a simpler version of the existing Biology B.S. VCSA Nies clarified that campus policy does not allow a student to double major in a B.A. and B.S. for the same program. Another member noted an issue with the catalog description, which appears to read negatively and could be improved to read more positively. As it stands, the proposal states how a student would not achieve a Biology B.S. A member suggested including in UGC's memo a recommendation for the proposers to amend the catalog description to describe the new program in a more positive light by including what the new program would allow students to achieve rather than explaining what students would achieve by pursuing the existing Biology B.S. degree and how that differs from the new major.

**Action:**

- Voting members unanimously endorsed the draft memo with the addition of a recommendation for the proposers to update the catalog description to differentiate the new major from the existing Biology B.S. degree.
- UGC Analyst will add language and share with the lead reviewers for approval prior to transmittal to the Senate Chair.

B. **Aerospace B.S. Degree Program**

The proposal was distributed to the Chairs of Senate Committees, the SSHA Executive Committee, and the SNS 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 one or two lead reviewers. All Senate and School Executive Committee comments are due to the Senate Chair by Friday, December 8, 2023, and will be shared with the lead reviewer(s). Lead reviewer(s) will review all associated comments and send their assessment to UGC Analyst by Monday, January 8, 2024. All comments and lead reviewer's assessment will be discussed at the first Spring 2024 UGC meeting.

**Action:**

- Due to time constraints, members agreed to identify a lead reviewer via email.

**VIII. Approval of Courses<sup>1</sup> – CRF Subcommittee Members Francois Blanchette, Felicia Lopez, and Alexander Petersen – 1:55pm – 2:05pm**

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

**[Cross-listed/Conjoined Courses]**

1. [EH - 130 - Writing to Save the Planet](#) (new; Fall 2024)
2. [ENG - 130 - Writing to Save the Planet](#) (modify existing; Fall 2024)
3. [MSE - 110 - Solid State Materials](#) (modify existing; Fall 2024; conjoined with MBSE 210)

**[Standalone Courses]**

4. [CHE - 196H - Honors Thesis for Chemical Engineering](#) (new; Fall 2024)

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**<sup>1</sup> RECUSALS:**

Heather Bortfeld – PSY  
 Valerie Leppert – MSE, CHE  
 Francois Blanchette – MATH  
 Alexander Petersen – DSA, MIST  
 Bin Liu - PHYS

5. [CSE - 155 - Introduction to Human-Computer Interaction](#) (modify existing; Spring 2025)
6. [EH - 192 - Internship in Environmental Humanities](#) (modify existing; Fall 2024)
7. [ESS - 001 - Introduction to Earth Systems Science](#) (modify existing; Fall 2024)
8. [ESS - 190 - Undergraduate Seminar](#) (modify existing; Fall 2024)
9. [MATH - 008 - Foundations of Quantitative Reasoning](#) (new; Fall 2024)
10. [MSE - 196H - Honors Thesis for Materials Science and Engineering](#) (new; Fall 2024)
11. [PH - 005 - Global and International Public Health](#) (modify existing; Fall 2024)
12. [PH - 120 - Unintentional and Intentional Injury: Description, Prevention, and Research](#) (new; Fall 2024)
13. [DSA - 002 - Thinking Like a Programmer](#) (new; Fall 2024)
14. [EE - 190 - Special Topics in Electrical Engineering](#) (new; Fall 2024)
15. [EE - 195 - Electrical Engineering Undergraduate Research](#) (new; Fall 2024)
16. [EE - 198 - Electrical Engineering Directed Group Study](#) (new; Fall 2024)
17. [EE - 199 - Electrical Engineering Individual Study](#) (new; Fall 2024)
18. [EH - 190 - Capstone in Environmental Humanities](#) (modify existing; Fall 2024)
19. [MIST - 070 - Innovation Management](#) (new; Fall 2024)
20. [PSY - 107 - Analysis of Variance in Psychological Research](#) (new; Fall 2024)
21. [PSY - 163 - The Psychology of Learning & Memory](#) (new; Fall 2024)
22. [PSY - 187 - Pharmacological Treatments of Neurological Disorders](#) (new; Fall 2024)
23. [PSY - 191 - Psychology Culminating Experience](#) (modify existing; Fall 2024)
24. [PSY - 191L - Laboratory for Culminating Experience in Psychology](#) (new; Fall 2024)
25. [BIO - 005 - Concepts and Issues in Biology Today](#) (modify existing; Fall 2024)
26. [PHYS - 008L - Introductory Physics I for Physical Sciences Lab](#) (modify existing; Fall 2024)
27. [PHYS - 009L - Introductory Physics II for Physical Sciences Lab](#) (modify existing; Fall 2024)
28. [PHYS - 018L - Introductory Physics I for Biological Sciences Lab](#) (modify existing; Fall 2024)
29. [MIST - 130 - Statistical Data Analysis and Optimization in R for Decision Support](#) (modify existing; Fall 2024)
30. [PSY - 106 - Regression Analysis in Psychological Research](#) (new; Fall 2024)

**Action:**

- Due to time constraints, members agreed to review the CRF Subcommittee's recommendations for all 30 courses via email and email UGC Analyst with any questions or concerns.
- Hearing no objections **by 10:00am, Tuesday, December 12, 2023**, UGC Analyst will move forward with the CRF Subcommittee's recommendations (to approve 23 courses and reject 7 courses).

**IX. Vice Chair's Report – Valerie Leppert – 2:05pm – 2:10pm**

A. November 29 PROC Meeting

This item was tabled for the first Spring 2024 UGC meeting.

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

**X. VCSA Nies' Report – 2:10pm – 2:15pm****A. Enrollment Updates**

VCSA Nies reported on the creation of a new division that will be overseen by a Vice Chancellor for Enrollment Management and Marketing, and related units from Student Affairs will be moved to the new division. A search will be launched in Spring 2024 for the permanent position and will include representation from the Academic Senate. The new position will focus on integrated marketing strategies and admission strategies. Student Affairs will focus on the student experience and supporting retention rates. VCSA Nies reported that UC Merced's first- to second-year retention rates were over 86%. If retention rates had not been affected by the pandemic, UC Merced would have an enrollment of 9,500 students instead of 9,200 students. He noted that the creation of new majors will help with retention rates.

VCSA Nies would like to work with UGC next semester regarding Thanksgiving break and final exams. Several students with Monday/Wednesday and Tuesday/Thursday classes left campus the week prior to Thanksgiving, and many faculty canceled their classes during the week of Thanksgiving. This negatively impacts students and their continuity of learning. Additionally, many faculty are giving their final exams during the first week of December, which also causes disruptions, and per Academic Regulations, faculty are not allowed to give final exams during the last week of instruction. VCSA Nies would like to work with UGC next semester to address these issues.

**XI. Any Other Business – 2:15pm – 2:20pm****A. SNS representative and additional member from any School to serve on the CRF Subcommittee in Spring 2024.****Action:**

- UGC member Bin Liu agreed to replace member Francois Blanchette on the CRF Subcommittee in Spring 2024.
- Members Elaine Denny and Greg Wright agreed to serve as two additional members on the CRF subcommittee in Spring 2024.

**XII. Executive Session – Voting Members Only – 2:20pm – 2:30pm**

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