

Undergraduate Council (UGC)**Meeting Minutes****Tuesday, January 23, 2024****1:00pm – 2:30pm****I. Consent Calendar – 1:00pm – 1:05pm**

- A. The Agenda
- B. [December 7 Meeting Minutes](#)
- C. [Request from SSHA for an exception to the October 16, 2023 deadline to submit PSY 015 in Curriculum, effective Fall 2024.](#)

Action:

- The agenda and December 7 meeting minutes were approved as presented, and UGC Analyst will update the Senate website accordingly.
- SSHA's request was approved, and UGC Analyst will notify the SSHA Curriculum Manager.

II. Chair's Report – Christopher Viney – 1:05pm – 1:15pm**A. December 14 and January 22 DivCo Meetings**

- DivCo endorsed the B.A. Biology Degree Program proposal, effective Fall 2025.
- David Dunham, Executive Director of Recreation and Athletics provided an update on the transition from The National Association of Intercollegiate Athletics (NAIA) to The National Collegiate Athletic Association (NCAA). The move was initiated to play local teams from larger, non-private institutions, and will reduce travel costs. The Athletics Program is developing a Missed Class/Missed Exam policy, and UGC requested involvement in the review process.

Action:

- UGC Analyst will consult with VCSA Nies regarding UGC's involvement in the review of the Athletic Program's Missed Class Policy, along with explicit inclusion of policy on missed exams.

B. January 8 and 22 UCEP Meetings

- UCEP members discussed and revised an Updated Statement on UC Quality.
- UCEP members suggested and discussed the specific kinds of data that the new Presidential Task Force on Instructional Modalities and UC Quality Undergraduate Degree Programs should take into consideration during its deliberations.
- UCEP members identified and discussed minor revisions and updates that should be made to the Compendium.
- Fall enrollment at a glance: <https://www.universityofcalifornia.edu/about-us/information-center/fall-enrollment-glance>.

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

- A UGC member reported on a new Division of Enrollment Management and inquired about an AFAC member to serve as the faculty representative on the search committee for the Vice Chancellor.

Action:

- UGC Analyst will consult with AFAC Chair Eaton regarding a member of the committee to serve as the faculty representative on the search committee for the Vice Chancellor of Enrollment Management.

III. Vice Chair's Report – Valerie Leppert – 1:15pm – 1:20pm

A. November 29, December 8, and January 22 PROC Meetings

PROC conducts undergraduate and graduate program reviews and engages administrators and Senate representatives. Vice Chair Leppert provided the following updates from the past three PROC meetings:

- PROC agreed to review GE offerings of departments prior to program review. General Education Executive Committee (GEEC) Chair Hicks noted that the committee will work with departments on GE assessment one year prior to their program review.
- PROC is working to align campus resources with the campus' academic mission. Information is provided to programs prior to their self-study in preparation for their program review. That self-study is then provided to program reviewers. Another addition that was discussed and had support at PROC was providing information about the student credit hours delivered by departments. Program review is the opportunity to ask for resources to support what the program is doing and to see what the program is contributing to the campus.
- PROC previewed student data and other data that would be provided to programs that had a program review. This is survey data on students including their sense of belonging, retention, and degree completion. This information is important for groups that have been historically underrepresented to compare how they are doing in relation to all students across campus. This information will be provided based on race, ethnicity, and gender. Vice Chair Leppert would like non-binary groups, sexual orientation, and disability to be added.
- PROC continues to discuss how to have productive conversations when other departments are involved outside of the department that is being reviewed.

A member pointed out the discrepancy in gender data. Registrar Webb confirmed that she will look into it. The member also noted that they have received comments from clients that many students in engineering are unfamiliar with basic tools, such as a screwdriver.

IV. Defining "Major Revisions" – All – 1:20pm – 1:35pm

UGC's current policy for [UGC's Review/Approval of Academic Degree Programs](#) does not define what constitutes a major revision. Instances lacking helpful definition 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.

The UGC Analyst clarified that the Schools shared concerns last semester regarding the review process for creating new emphasis tracks. The Senate does not currently have a definition for what constitutes major revisions and whether the creation of new emphasis tracks falls under major revisions.

Interim VPDUE Utter recommended formalizing a consultation process for departments whose changes affect other departments during the creation of a new major or new course proposal.

Members discussed “substantive” versus “substantial”. Registrar Webb clarified that editorial changes (non-substantial) are reviewed by the School only, and substantial changes must be reviewed by UGC. She expressed the importance of clarifying “substantial” versus “major revisions”/“substantive review”. Substantive reviews must be reviewed by the WASC Senior College and University Commission (WSCUC) if the program has changed by more than 50%. UGC must determine in which instances the committee should review and in which instances must the review extend beyond UGC to the Chancellor and WSCUC, while also considering UGC’s timeline.

Action:

- Registrar Webb and Chair Viney will draft a definition for what constitutes “major revisions”.
- Further discussion will take place at a future UGC meeting.

V. [AY 24-25 and AY 25-26 UGC Academic Calendars](#) – All – 1:35pm – 1:45pm

The Office of the Registrar has reviewed the [AY 24-25](#) and [AY 25-26](#) UGC academic calendars and offered comments.

In Fall 2023, a UGC member recommended revising the deadline for submitting new program proposals to approximately four months earlier (February to the previous October) to allow time for advertising the program after approval. The Registrar recommended only revising this deadline in the AY 25-26 calendar. Changing the deadline in the AY 24-25 calendar would give faculty significantly less time to draft a new major proposal (four

months) when they are currently expecting a deadline of February 2025.

Requested Action: Members approve the AY 24-25 and AY 25-26 academic calendars.

A UGC member expressed the importance of revising the deadline (from February back to October) for submitting proposals for new majors or major revisions to existing majors in both the AY 24-25 and AY 25-26 calendars, not just the AY 25-26 calendar. This would provide significantly less time for faculty who are currently drafting proposals, so a UGC member recommended including a soft and a hard deadline in the AY 24-25 calendar and implementing the hard deadline in the AY 25-26 calendar.

A member also recommended including the benefit for the revised deadline, which is that it would provide faculty additional time for marketing to high school students.

Action:

- UGC members agreed to the following revisions:
 - In the AY 24-25 UGC academic calendar, include a recommended deadline of October 14, 2024 and a hard deadline of February 3, 2025 for submitting proposals for new majors or major revisions to existing academic programs.
 - In both AY 24-25 and AY 25-26 UGC academic calendars, include reasoning for requesting an earlier deadline (four months) for submitting proposals for new majors or major revisions to existing programs (for advertisement purposes).
- UGC Analyst will revise the AY 24-25 and AY 25-26 UGC academic calendars accordingly and consult with the School Curriculum Managers prior to UGC's final review and approval.

**VI. Online Instruction for Summer Session Policy – Policy Subcommittee Members
Alejandro Gutierrez and Ryan Baxter – 1:45pm – 2:00pm**

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.

At the December 7, 2023 UGC meeting, members agreed that the Policy Subcommittee would draft a permanent policy for online instruction in Summer session for Summer 2025 and beyond. Their draft policy is available [here](#).

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

Member Gutierrez summarized his draft policy noting its similarities to the interim policy with the following minor revisions:

- Changed “in-person” to “face-to-face”.

- Changed “remote instruction” to “online instruction”.
- Included “Instructors are encouraged to consult with Academic and Emerging Technologies (AET) and the Center for Engaged Teaching and Learning (CETL) to implement best practices in delivering an online summer course.”

Members did not share any concerns with the draft policy. Chair Viney recommended including in both calendars the deadline for requesting online instruction in Summer session. The UGC Analyst will revise the academic calendars with this date once the Online Instruction in Summer Session Policy is finalized.

Action:

- Voting members unanimously approved the draft policy for Online Instruction in Summer Session.
- UGC Analyst will invite department chairs to review and comment on the draft policy.
- Following department chairs’ review, DivCo will be invited to review and endorse the draft policy.
- Once the policy is fully implemented, UGC Analyst will include in the AY 24-25 and AY 25-26 UGC academic calendars a November 29, 2024 and November 28, 2025 deadline, respectively, for requesting Summer online instruction.

VII. Campus Review Items – All – 2:00pm – 2:05pm

A. **[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 were 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, February 5, 2024. All comments and lead reviewer’s assessment will be discussed at the February 20 UGC meeting.

Action:

- Chair Viney volunteered as lead reviewer, and UGC Analyst will consult with members Liu and Lopez to see if either of them would be willing to volunteer as a second lead reviewer.
- All Senate and School Executive Committee comments 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, February 5, 2024.

- All comments and lead reviewer's assessment will be discussed at the February 20 UGC meeting.

B. **Data Science and Policy Analysis Minor Proposal**

The proposal was distributed to the Chairs of Senate Committees, the SNS Executive Committee, and the SoE Executive Committee. UGC's Minor Policy is available [here](#). The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

AFAC, CAPRA, UGC, and SNS and SoE 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, February 16, 2024, 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, March 11, 2024. All comments and lead reviewer's assessment will be discussed at the March 19, 2024 UGC meeting.

Action:

- Member Petersen volunteered as lead reviewer.
- All Senate and School Executive Committee comments are due to the Senate Chair by Friday, February 16, 2024, and will be shared with the lead reviewer(s).
- Lead reviewer will review all associated comments and send their assessment to UGC Analyst by Monday, March 11, 2024.
- All comments and lead reviewer's assessment will be discussed at the March 19, 2024 UGC meeting.

VIII. Approval of Courses¹ – CRF Subcommittee Members Elaine Denny, Bin Liu, Felicia Lopez, Alexander Petersen, and Greg Wright – 2:05pm – 2:20pm

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

Chair Viney proposed a slightly modified process: UGC will approve courses via consent calendar if the CRF subcommittee recommends approval. For courses that the subcommittee has concerns with, UGC will discuss the concerns and determine whether to send the course back to the proposers for revision.

RECUSALS:

Christopher Viney – ChE
Ryan Baxter – CHEM
Elaine Denny - EE
Valerie Leppert – ChE
Bin Liu - PHYS

The CRF subcommittee recommended approval for the 32 courses listed below with two contingencies. For BIOE 106, the subcommittee recommended removing the second mention of BIO 002 under the list of prerequisites. For CHE 110, the subcommittee recommended removal of MATH 024 because it is a prerequisite for ENGR 120, which is also listed as a prerequisite for CHE 110.

Action:

- The following courses were approved, and Curriculog will be updated accordingly.
 1. [BIOE - 002 - Fundamentals of Molecular Biology](#) (modify existing; Spring 2025)
 2. [BIOE - 002L - Fundamentals of Molecular Biology Laboratory](#) (modify existing; Spring 2025)
 3. [**BIOE - 106 - Cell Biology and Physiology](#) (modify existing; Fall 2024) – approved with removal of second BIO 002 listed in prerequisites.
 4. [BIOE - 140 - Biomolecular Engineering](#) (modify existing; Fall 2024)
 5. [**CHE - 110 - Mass Transfer and Separation](#) (new; Spring 2025) – approved with removal of MATH 024 as a prerequisite.
 6. [CHE - 111 - Kinetics and Reactor Design](#) (new; Spring 2025)
 7. [CHE - 120 - Heat Transfer and Numerical Methods](#) (new; Spring 2025)
 8. [CHEM - 008 - Principles of Organic Chemistry](#) (modify existing; Fall 2024)
 9. [EE - 101 - Electronic Circuit Design I](#) (new; Spring 2025)
 10. [EE - 111 - Electronic Circuit Design II](#) (new; Spring 2025)
 11. [EE - 115 - Electromagnetics and Applications](#) (new; Spring 2025)
 12. [EE - 130 - Electrical Machines](#) (new; Spring 2025)
 13. [EE - 131 - Power Electronics](#) (new; Spring 2025)
 14. [EE - 140 - Computer and Microcontroller Architecture](#) (new; Spring 2025)
 15. [EE - 160 - Electric Power Systems](#) (new; Spring 2025)
 16. [EE - 180 - Autonomous Vehicles](#) (new; Spring 2025)
 17. [EE - 185 - Instrumentation](#) (new; Spring 2025)
 18. [EE - 188 - Electric Vehicle Design](#) (new; Spring 2025)
 19. [MATH - 032 - Probability and Statistics](#) (modify existing; Fall 2024)
 20. [MATH - 041 - Matrix Analysis and Linear Algebra for Data Science](#) (new; Fall 2024)
 21. [PHYS - 001 - Physics for a Better Future](#) (modify existing; Fall 2024)
 22. [PSY - 015 - Research Methods in Psychology](#) (modify existing; Fall 2024)
 23. [PSY - 129A - Topics in Health Psychology](#) (new; Fall 2024)
 24. [PSY - 129B - Advanced Topics in Health Psychology](#) (new; Fall 2024)
 25. [PSY - 139A - Topics in Developmental Psychology](#) (new; Fall 2024)
 26. [PSY - 139B - Advanced Topics in Developmental Psychology](#) (new; Fall 2024)
 27. [PSY - 149A - Topics in Clinical and Counseling Psychology](#) (new; Fall 2024)
 28. [PSY - 149B - Advanced Topics in Clinical and Counseling Psychology](#) (new; Fall 2024)
 29. [PSY - 159A - Topics in Social and Personality Psychology](#) (new; Fall 2024)

30. [PSY - 159B - Advanced Topics in Social and Personality Psychology](#) (new; Fall 2024)
31. [USTU - 040 - Undergraduate Career Experiences](#) (new; Spring 2025)
32. [ESS - 190 - Undergraduate Seminar](#)

IX. Any Other Business – 2:20pm – 2:25pm

The Librarian consultant shared the following updates:

- The Abrescy-Kranich Award is still accepting applications through Jan 31, 2024. There has only been couple of applicants, so please share this link with students: <https://library.ucmerced.edu/news/2023/2023-2024-library-award-student-research-excellence-now-accepting-applications>.
- The library has two workshops with the Community & Labor Center. One will take place this Friday, January 26, 2024. R and Python workshops and more: https://libcal.ucmerced.edu/calendar/library_events/?cid=-1&t=d&d=0000-00-00&cal=-1&inc=0.

X. Executive Session – Voting Members Only – 2:25pm – 2:30pm

No minutes were recorded during the executive session. The action items were shared with UGC voting members and included under item VI. above.

XI. Informational Items

- A. [Invitation to UC-wide Virtual Workshop – Monday, January 29, 2024](#)
- B. The New York Times - [The Misguided War on the SAT](#)