

Undergraduate Council (UGC)**Meeting Minutes****Tuesday, February 6, 2024****1:00pm – 2:30pm****Zoom Information:**<https://ucmerced.zoom.us/j/84154985472>**Meeting ID:** 841 5498 5472**One tap mobile:** +16694449171,,84154985472# US**I. Consent Calendar – 1:00pm – 1:05pm**

- A. The Agenda
- B. [January 23 Meeting Minutes](#)
- C. [SoE request for exception to the November 30, 2023 deadline for Summer 2024 online modality.](#)
- D. [SNS request for exception to the October 16, 2023 deadline to modify ESS 050 in Curriculog \(remove discussion sections\), effective Fall 2024.](#)
- E. [SSHA request for exception to the October 16, 2023 deadline to submit ANTH 153 and PHIL 126 in Curriculog, effective Fall 2024.](#)

Action:

- The agenda and January 23 meeting minutes were approved as presented, and UGC Analyst will update the Senate website accordingly.
SoE's, SNS's, and SSHA's requests were approved, and UGC Analyst will notify the respective School Curriculum Managers.

II. Chair's Report – Christopher Viney – 1:05pm – 1:15pm

- A. February 5 UCEP Meeting

Systemwide Academic Council Chair Steintrager reported on a proposal concerning employment of undocumented students by the UC. A controversial topic; there is possible legal risk if it were to move forward as proposed. President Drake and Regents members agreed to place the item on hold for one year while other options and refinements are explored. UGC may be invited to weigh in on the matter in the future.

Chair Steintrager also reported on the idea of political statements included on departmental or administrative websites. To what extent will this affect what campuses include on their departmental administrative websites? What is the intent, and what are the principles? There is principle of free expression versus the idea of community safety. A systemwide review item has been circulated to the campuses, and UGC Analyst will forward it to the committee for comments.

Lastly, UCEP members did not recommend systemwide credit for AP Precalculus, but

rather individual campuses or departments can choose whether to count this course towards their students' academic credit.

B. TAS Allocation Workgroup

There are two TAS-related workgroups – one which is concerned with how much of UCM's overall budget is assigned to TAS (“the size of the pie”), and another which focuses on TAS allocation between the different Schools and departments (“dividing the pie”). Chair Viney informed members that he has been co-opted onto the second of these workgroups, representing the faculty via his role as UGC Chair. He will only be able to attend half of each meeting and inquired about whether any other UGC member, who could attend the entirety of each meeting, might wish to take his place on the workgroup.

A member noted that the TAS workgroup exercise will in all likelihood involve expanding the faculty teaching workload and that aspects of current workloads appear to be often overlooked. Chair Viney confirmed that he will raise this concern during the workgroup deliberations.

Action:

- Members are to send any questions, concerns, or comments to Chair Viney that he can relay at the TAS meetings on behalf of UGC.
- Chair Viney will relay a member's concern about aspects of faculty teaching loads being overlooked.

III. Interim VPDUE Utter's Report – 1:15pm – 1:20pm

A. [Exception to the Entry Level Writing Requirement \(ELWR\)](#)

The current ELWR policy states that students must satisfy their ELWR in their first year at UC Merced. Interim VPDUE Utter reported that there were not enough sections of WRI 001 offered this spring for all the students who needed to complete their ELWR.

Interim VPDUE Utter's proposal, linked above, asks that as of the census date (February 8, 2024), any student who has not registered for a Writing course and still needs to satisfy the ELWR will be allowed to complete it over the Summer or Fall semester at UC Merced or can petition to take it elsewhere over the Summer, including at a community college.

Interim VPDUE Utter confirmed that the Division of Undergraduate Education is currently working with the Merrit Writing Program to address this issue going forward.

Action:

- Voting members voted in the executive session and unanimously approved the ELWR exception.
- Voting members agreed to include in UGC's approval memo a note regarding

their understanding that the number of students not in compliance could have been greater if enrollment numbers were higher, and how to prevent this from continuing to happen in the future.

- A draft memo will be transmitted to Interim VPDUE Utter asking him if Interim SSHA Dean Bortfeld can be copied on the transmittal.

IV. First Semester Dismissal – All – 1:20pm – 1:35pm

At the October 12, 2023 UGC meeting, voting members voted in executive session to approve former VPDUE Frey’s proposal to not academically dismiss students after their first semester.

On October 18, 2023, CRE was invited to review the proposal to ensure that the change is in compliance with the UC Merced Senate Regulation II.3.B (Academic Dismissal): <https://senate.ucmerced.edu/node/991#p2s3b2>

On November 2, 2023, CRE offered comments, available [here](#).

At the November 9, 2023 UGC meeting, members agreed to implement a temporary practice of not academically dismissing students after their first semester until the Senate Regulation could be formally revised in Spring 2024. Chair Viney drafted potential language to revise SR II.3.B (Academic Dismissal), available [here](#).

Requested Action: Members discuss the proposed amendments to SR II.3.B (Academic Dismissal). If there are no concerns, voting members vote in executive session to approve the proposed amendments.

Chair Viney summarized his proposed amendment to Senate Regulation II.3.B (Academic Dismissal), denoted in bold underlined font as follows:

*An undergraduate student **who has completed two or more semesters at UC Merced** is subject to academic dismissal from the university if one of the following occurs:*

Registrar Webb noted via email that the way in which the Registrar has implemented the “temporary practice” is to place new students on “Subject to Academic Dismissal” status. They are placed on this status but automatically retained into their second semester.

She clarified that if Chair Viney’s proposed amendment were to pass, these first semester students would instead be placed on Academic Probation. A student being on “Subject to Academic Dismissal” status is an indicator to academic advisors that the students need more intrusive support. If these students were just on Academic Probation, it would be harder to identify these students who need these extra support services.

Instead, Registrar Webb recommended the following language to the appeals section of the Regulation, which would be a continuation of current practice:

A student who has not completed two or more semesters at UC Merced is automatically

retained without being required to appeal.

A member wondered whether the language could be amended to remove the negative and read more positively. Members agreed on the following language:

A student who has completed only one semester at UC Merced is automatically retained without being required to appeal.

Action:

- Voting members voted in the executive session and unanimously approved Registrar Webb’s recommended language with a slight modification: “A student who has completed only one semester at UC Merced is automatically retained without being required to appeal.”
- UGC Analyst will draft a memo to CRE.

**V. Online Instruction for Summer Session Policy – Policy Subcommittee Members
Alejandro Gutierrez and Ryan Baxter – 1:35pm – 1:50pm**

At the January 23, 2024 UGC meeting, members discussed and unanimously approved the draft policy for Online Instruction in Summer Session, available [here](#).

Following the meeting, the Schools were invited to review and comment on the proposed policy. SoE and SNS did not provide comments. SSHA’s comments are available [here](#).

Requested Action: Members discuss the policy for Online Instruction in Summer Session and SSHA’s comments. Members determine if revisions should be made to the policy.

Chair Viney summarized SSHA’s comments and the following two questions from SNS:

1. What is a 'summer online course proposal'? Who writes it?
2. Is there an approval timeline included with these instructions that accords with the summer schedule planning timeline?

The main recommended revision was removal of the term “proposal”, so as not to confuse faculty with the regular CRF process for requesting course proposals. The proposed revisions also aim to clarify review and approval processes of such requests. Chair Viney pointed out a typo in the second point; the word “the” before “Academic and Emerging Technologies (AET)” should be removed. Members discussed a deadline to provide the faculty with for requesting courses to be taught online in summer and agreed that the date could be added to UGC’s academic calendar each year.

Action:

- Voting members voted in the executive session and unanimously approved the updated proposed policy.
- UGC analyst will send the policy to GC and DivCo for consideration.

VI. Campus Review Item – All - 1:50pm – 1:55pm**A. [Psychology B.S. Degree Program & Amendments to B.A. Degree Program](#)**

The proposal was distributed to the Chairs of Senate Committees, the SoE 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 SOE 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, February 23, 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 UGC meeting.

Action:

- The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).
- Member Elaine Denny volunteered to serve as lead reviewer.
- All Senate and School Executive Committee comments are due to the Senate Chair by Friday, February 23, 2024, and will be shared with the lead reviewer.
- The 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 UGC meeting.

VII. Approval of Courses¹ – CRF Subcommittee Members Elaine Denny, Bin Liu, Felicia Lopez, Alexander Petersen, and Greg Wright – 1:55pm – 2:10pm

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

The CRF Subcommittee shared their concerns with the six Physics courses noting that the proposer did not provide a completed supplemental questionnaire form when the courses are requesting hybrid format. The proposals indicate that there is minimal instruction online;

RECUSALS:

Christopher Viney – CHE

Valerie Leppert – CHE

Alejandro Gutierrez - AE

Alexander Petersen - DSC

Elaine Denny – EE <I am fairly sure that this isn't right. And word doesn't allow me to add a "comment" to a footnote.>

Bin Liu - PHYS

however, the Instructor of Record (IoR) is the professor who only interacts with the students online for an asynchronous half hour every week, and then there are two hours of an in-person lab with a TA. A member noted that if students only see their primary instructor online, then the course is at least hybrid, but there is concern regarding the amount of time that the professor spends with the students online each week.

Interim VPDUE Utter noted that the IoR is not administering all the asynchronous instructional time. The courses are proposed in a way to allow for multiple sections of the course; not for pedagogical purposes, but rather for a curricular organizational purpose.

Members wondered why the proposers have an issue completing the supplemental form and recommended they do so prior to approval. A member recommended a conversation at UGC in the future and to look at how other institutions navigate such instances.

Action:

- The following courses were approved, and Curriculog will be updated accordingly.
 1. [AE - 171 - Aerospace Structures and Materials](#) (new; Fall 2024)
 2. [CHE - 130 - Process Control and Plant Design](#) (new; Spring 2025)
 3. [DSA - 001 - Foundations of Data Science & Analytics](#) (new; Fall 2024)
 4. [DSC - 008 - Introduction to Data Science](#) (new; Fall 2024)
 5. [EE - 005 - Designing and Building Electrical Engineering Systems](#) (new; Spring 2025)
 6. [EE - 102 - Signal Processing and Linear Systems](#) (new; Spring 2025)
 7. [EE - 105 - Semiconductor Devices](#) (new; Spring 2025)
 8. [EE - 150 - Digital Communication](#) (new; Spring 2025)
 9. [PH - 120 - Unintentional and Intentional Injury: Description, Prevention, and Research](#) (new; Fall 2024)

- Voting members agreed to send the following courses back to the proposers and request a completed supplemental questionnaire form:
 1. [PHYS - 008L - Introductory Physics I for Physical Sciences Lab](#) (modify existing; Fall 2024)
 2. [PHYS - 009L - Introductory Physics II for Physical Sciences Lab](#) (modify existing; Fall 2024)
 3. [PHYS - 018L - Introductory Physics I for Biological Sciences Lab](#) (modify existing; Fall 2024)
 4. [PHYS - 008HL - Honors Introductory Physics I for Physical Sciences Lab](#) (new; Fall 2024)
 5. [PHYS - 009HL - Honors Introductory Physics II for Physical Sciences Lab](#) (new; Fall 2024)
 6. [PHYS - 019L - Introductory Physics II for Biological Sciences Lab](#) (modify existing; Fall 2024)

VIII. VCSA Nies' Report – 2:10pm – 2:15pm**A. Enrollment Update**

This item was tabled for the February 20 UGC meeting.

IX. Any Other Business – 2:15pm – 2:20pm

The Librarian consultant wondered how UGC will intersect with the proposed DUEEC; how UGC will receive news about the DUEEC. GEEC Chair Hicks responded that curriculum changes to the GE Program or Honors Program must be reviewed by UGC; however, administering the programs themselves is managed by the DUEEC (currently separately by the GEEC and the Interim Honors Committee). This proposal is simply combining the two, so that administration of these programs is conducted more efficiently without having to create an entirely new committee.

X. 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 and provided in items III., IV., and V.