

Undergraduate Council (UGC)**Meeting Minutes****Tuesday, March 5, 2024****1:00pm – 2:30pm****I. Consent Calendar – 1:00pm – 1:05pm**

- A. The Agenda
- B. [February 20 Meeting Minutes](#)

Action:

- Members are to let UGC Analyst know of any revisions to the February 20 meeting minutes **by 10:00am, Friday, March 8, 2024**. Otherwise, they will be considered approved, and will be posted on the Senate website along with today's agenda.

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

- A. February 26 DivCo Meeting

DivCo endorsed the Aerospace B.S. Degree Program proposal.

DivCo transmitted Senate Committees' comments to SNS Dean Dumont and Director of Medical Education Vener regarding their proposal for the establishment of a Medical Education Department.

- B. March 4 UCEP Meeting

UCEP members continue to discuss SR 630.E regarding a residency requirement and that all courses should not be online. SR 630.E was not to ban online courses, but rather establish requirements before campuses can propose a fully online degree. There is a cohesive movement for individual campuses to consider implementing some version of SR 630.E. UGC may be invited to weigh in on the matter in the near future.

UCEP Chair Melanie Cocco provided commentary on the February 14 Regents meeting, available here: <https://youtu.be/Oxv-sGpBbYA>.

Chair Viney asked for members' feedback on a policy related to faculty giving extra credit in their courses when it is not included in the syllabus and does not relate to the course goals or course itself.

VCSA Nies and the Registrar will look into this and report back to Chair Viney.

Action:

- Members are to send any information to Chair Viney **by Monday, March 11, 2024** regarding a UCM policy related to faculty giving extra credit in their courses when it is not included in the syllabus and does not relate to the course goals or course itself.

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

A. February 12 PROC Meeting

The February 12 PROC meeting was a strategic planning session on how to improve program assessment by identifying gaps in the current assessment process. More specifically, how to demonstrate the robust use of program review to evaluate student learning results, as well as broad engagement of faculty and staff in those activities and making sure that data are disaggregated to support equity and inclusion.

PROC members discussed the following challenges and methods for improvement:

- Faculty concerns about validity and reliability of evidence leading to a lack of recommendations to improve student learning.
- How to implement recommendations to improve learning so that members are consistently acting on their assessment results to improve student learning, and how to track that improvement.
- Assessments being conducted are too infrequent and there is lack of consistency in the methodology to check if improvements in student learning are occurring.

IV. Interim VPDUE Utter's Report – 1:20pm – 1:30pm

A. [Report from Working Group on Student Survey of Teaching Effectiveness](#)

UGC Member Eileen Camfield led a task force coordinated in Fall 2023 by former VPDUE Frey and former VPAP Hansford looking at evaluation of teaching, including our course evaluation instrument.

A UC-wide task force provided recommendations on student assessments of teaching. Former VPDUE Frey and VPAP Hansford coordinated two working groups to look into this, one of them which is led by UGC member Camfield. Members of the working groups focus on how to evaluate teaching broadly versus a number that students report on a piece of paper, as well as other sources such as classroom observations, etc. The working group led by member Camfield is reviewing the evaluation instrument and how that evaluation instrument may be improved. The impetus for doing so is to reduce bias and increase equity. UC San Diego has worked hard to develop an instrument, and member Camfield's working group used their tool as a baseline to build on. UC Merced beta tested the instrument with a cohort of 12 undergraduate students and received helpful feedback for improvements, which have been implemented into the survey tool.

Interim VPDUE Utter and member Camfield asked for UGC's feedback on the instrument tool and inquired about next steps in the process. UGC analyst will seek

clarity from Senate Executive Director Paul.

Action:

- Members are to send Chair Viney and UGC Analyst any thoughts on the survey tool and data from the undergraduate student survey **by 10:00am, Friday, March 22, 2024.**
- UGC Analyst will consult with Executive Director Paul regarding next steps.

V. Online Instruction in Summer Session Policy – Policy Subcommittee Members Alejandro Gutierrez and Ryan Baxter, and Director of Summer Session Tammy Johnson – 1:30pm – 1:50pm

At the February 6, 2024 UGC meeting, members discussed and unanimously approved the draft policy for Online Instruction in Summer Session, available [here](#), which incorporated suggestions from the Schools.

On February 22, 2024, Director of Summer Session Tammy Johnson was invited to review the proposed policy and offered comments, available [here](#). She will join the meeting today to further discuss the proposed policy.

Requested Action: Voting members further discuss and make amendments to the policy, if necessary. Voting members vote in executive session on the amended policy if there is consensus.

Director of Summer Session Johnson shared her concerns regarding the late November deadline for faculty to request online modality in Summer session. Unit 18 lecturers are most often appointed to teach summer courses, and most appointments for Unit 18 lecturers are not finalized until late spring. An early deadline may result in missed opportunities for these lecturers to teach courses that they are willing and able to teach. Chair Viney wondered whether addressing Director Johnson’s first question would help address this concern, which is whether the policy applies to courses that have been approved by the Senate as online courses, or whether it only applies to courses that do not have a formally approved online modality option. Members clarified that this policy applies to courses that are normally taught in person and need an exception for online delivery in Summer session. This in turn clarifies that a late November deadline will work because it will not affect the hiring process.

Director Johnson also recommended revising language under item 4 from “safeguard against academic dishonesty” to “safeguard academic integrity”, which members agreed to.

A member wondered whether this policy could include hybrid courses. Member Gutierrez clarified that [UGC’s Procedures and Policies for Approval of New and Revised Undergraduate Courses](#) states that all hybrid and hyflex offerings count as online offerings.

Action:

- Voting members voted in the executive session in favor of the following additional language in the policy:

“This policy only applies to courses normally taught in person that need an exception to be taught online on a contingent basis over the summer. Please refer to page 4 of [UGC’s Procedures and Policies for Approval of New and Revised Undergraduate Courses](#) for definitions of course modalities. Courses already approved for online modality do not require the process outlined in this policy.”

As well as replacing “safeguard against academic dishonesty” with “safeguard academic integrity” under item 4.

- The updated policy will be shared with the School Chairs, SSHA Curriculum Committee, and Director of Summer Session Tammy Johnson for review again.

VI. **Proposed Amendments to [Senate Regulation I.1.E](#) (Passed/Not Passed) and to [Senate Regulation I.2.B](#) (Dropping a Course) – 1:50pm – 2:00pm**

In Spring 2022, VPDUE Frey proposed to UGC several academic policy modifications to allow for first-year student exploration and academic recovery. The proposal is available [here](#). UGC approved three options to implement, available [here](#). To address these options, UGC recommended revisions to Senate Regulations I.2.B (Dropping a Course) and I.1.E (Passed/Not Passed), denoted in tracked changes in the links below.

[Senate Regulation: Part I, Section 2, B. – Dropping a Course](#)

[Senate Regulation: Part I, Section 1, E - Passed/Not Passed \(P/NP\)](#)

On November 20, 2024, UGC invited CRE to review the proposed amendments to SR I.2.B. and SR I.1.E. CRE endorsed the proposed amendments to SR I.2.B., available [here](#), and asked for clarification on the proposed amendments to SR I.1.E, available [here](#).

Requested Action: Members discuss CRE’s memo and revise the proposed amendments to SR I.1.E (Passed/Not Passed) accordingly. Voting members vote on the proposed amendments in executive session.

CRE’s main concern was related to the use of “Senate Faculty” in the following sentence of Senate Regulation I.1.E (Passed/Not Passed):

“A course that is required, or a prerequisite, for a student’s major may be taken on a P/NP basis only upon approval of the Senate Faculty.”

It is not clear what “Senate Faculty” refers to. CRE recommended clarification to indicate who would petition, who would grant approval, or including a description of a mechanism for approval. A member noted that based on the context of the Regulation, it seems that the department’s Senate Faculty would be responsible for the approval.

The Registrar noted that the more generic the Regulation, the better, as specific needs change over time; being too specific in the Regulation makes it harder to implement.

Chair Viney recommended not specifying who petitions, as it may limit ways to petition. Individual departments can discuss and legislate.

Action:

- Voting members voted in executive session in favor of replacing the word “Senate” with the word “Departmental” in the fifth paragraph.
- The final Senate Regulation Amendments will be transmitted to DivCo and voted on at the Spring Meeting of the Division.

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

A. [Report of the University of California Systemwide Advisory Work Group on Students with Disabilities](#)

The report was transmitted to all Senate Committees and School Executive Committees.

AFAC, CRE, EDI, GC, UGC and School Executive Committees are lead reviewers.

Action:

- Chair Viney volunteered to serve as lead reviewer and will send his comments to UGC Analyst **by Monday, March 25, 2024.**
- Voting members will be invited to review the draft memo prior to transmittal to the Senate Chair.
- **Deadline for comments to the Senate Chair:** Monday, April 8, 2024.

B. [SNS Proposal for an Ecology, Evolution, and Conservation Biology B.S. Degree Program](#)

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

AFAC, CAPRA, UGC, and SoE and SSHA Executive Committees are lead reviewers.

Action:

- Member Liu volunteered to serve as lead reviewer.
- All Senate and School Executive Committee comments are due to the Senate Chair by Friday, March 22, 2024, and will be shared with the lead reviewer.
- Lead reviewer will review all associated comments and send their assessment to UGC Analyst **by Monday, April 8, 2024.**
- All comments and lead reviewer’s assessment will be discussed at the April 16 UGC meeting.

VIII. Approval of Courses¹ – CRF Subcommittee Members Elaine Denny, Bin Liu, Felicia Lopez, Alexander Petersen, and Greg Wright – 2:05pm – 2:10pm

Courses are available at the links below.

Action:

- The following courses were approved, with two contingencies. Curriculog will be updated accordingly:
 1. [BIO - 005 - Concepts and Issues in Biology Today](#)
 2. [BIO - 065 - Natural History of Dinosaurs](#)
 3. [CHE - 162 - 3D Printing Research and Development](#)
 4. [EE - 122 - Introduction to Control Systems](#) – Recommend removal of the Junior/Senior standing.
 5. [ESS - 065 - Natural History of Dinosaurs](#)
 6. [GASP - 158A - Race & Visual Representations in Art and Media](#)
 7. [ME - 141 - Introduction to Control Systems](#) – Recommend removal of the Junior/Senior standing.
 8. [MSE - 162 - 3D Printing Research and Development](#)
 9. [PHIL - 006 - Introduction to Science, Technology, and Ethics](#)
 10. [SOC - 149 - Sociology of Science, Medicine, and Technology](#)
 11. [SPAN - 109 - Medical Spanish Translation and Interpretation](#)

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 and noted under items V. and VI.

RECUSALS:

Christopher Viney – CHE, MSE

Valerie Leppert – CHE, MSE

Elaine Denny – EE

Alejandro Gutierrez - ME