

Undergraduate Council (UGC)**AGENDA****Friday, September 13, 2024****2:00pm – 3:30pm****Zoom Information:****<https://ucmerced.zoom.us/j/84531283855>****Meeting ID:** 845 3128 3855**One tap mobile:** +16699006833,,84531283855# US (San Jose)

- I. **Welcome and Introductions – Chair Sharping – 2:00pm – 2:10pm**
- II. **VPDUE Bergerson’s Report – 2:10pm – 2:20pm**
- III. **Chair’s Report – Chair Sharping – 2:20pm – 2:25pm**
 - A. September 9 DivCo Meeting
- IV. **Consent Calendar – 2:25pm – 2:30pm**
 - A. The Agenda
 - B. [UGC’s Conflict of Interest Policy¹](#)
 - C. [Request from SoE for a one-time exception to change the effective term for ENGR 156 from Fall 2025 to Spring 2025.](#)

Requested Action: Approve the Consent Calendar.
- V. **UGC Resources – Chair Sharping – 2:30pm – 2:40pm**
 - A. [Senate website](#)
 - B. [UGC’s website](#) and [Box site](#)
 - C. [Meeting Schedule](#)
 - D. [Senate Policies and Procedures](#)
 - E. [Divisional Bylaws and Regulations](#)
 - F. [Systemwide Bylaws and Regulations](#)
 - G. [Principles to Guide the Practice of Executive Session](#)
 - H. [Consultation guidelines](#)
 - I. [CoC’s Guide to Populating Academic Senate Committees: Leadership and Membership Commitments](#)
 - J. Confidentiality

¹ All Senate Committees are encouraged to review their respective COI policy at their first meeting in the Fall. All Senate Committees COI policies are available on the Senate website: <https://senate.ucmerced.edu/conflict-interest>.

K. Distributing work on Undergraduate Council

All campus and systemwide review items will be posted on the Senate website, here: <https://senate.ucmerced.edu/review-items>. Some review items may be assigned to one or more UGC reviewers before each scheduled meeting.

VI. **UGC AY 24-25 Goals and Priorities** – Chair Sharping – 2:40pm – 2:50pm

Requested Action: Members discuss the Council’s goals for this academic year and propose additional goals.

VII. **UGC Representation on Subcommittees, Work Groups, and Systemwide Committees – All – 2:50pm – 3:00pm**

A. Campus Representation

- **Policy Subcommittee (2 UGC Senate faculty members; ideally representation from separate schools)**
Membership: Aurora Pribram-Jones (SNS) and Susan Varnot (SSHA)
This subcommittee reviews and makes recommendations to UGC members on policies related to undergraduate education.

No Action Requested.

- **Course Proposal Subcommittee (3 UGC Senate faculty members; one member to serve as the chair of the subcommittee; ideally representation from each school)**
Membership: Haiyan Liu (SSHA), Maria Zoghbi (SNS)
This subcommittee reviews and makes recommendations to UGC members on new/revised courses and on policies related to undergraduate education.

Requested Action: Determine an SoE representative to serve on this subcommittee.

- **Support Services for Undocumented Students Work Group**
Representative: UGC Vice Chair Alejandro Gutierrez
This work group is charged to annually review efforts and report outcomes of services offered to support graduate and undergraduate undocumented students at UC Merced.

A final version of the charge is forthcoming.

No Requested Action.

- **Periodic Review Oversight Committee (PROC)**
Representative: UGC Member Catherine Keske

The UGC representative on PROC attends each PROC meeting and reports back to UGC; takes turns acting as a lead reader for agenda items approximately once every two meetings (meeting materials are never more than 25 pages, and more typically less than 10, and the reader must read them in advance of the meeting and be prepared to weigh in on specific questions); and participates in agenda item discussions, representing UGC's perspective and deciding when UGC may need to weigh in on PROC business.

Fall 2024 PROC schedule:

Monday, September 16, 10:30 AM – 12:00 PM

Monday, October 21, 10:30 AM – 12:00 PM

Monday, November 18, 10:30 AM – 12:00 PM

Monday, December 9, 9:30 AM – 11:00 AM

No Requested Action.

B. Systemwide Representation

If a representative is unable to attend a scheduled systemwide meeting, they are to contact Senate Executive Director Fatima Paul (fpaul@ucmerced.edu) in advance of the meeting.

- **University Committee on Educational Policy (UCEP)**

Representative: UGC Chair Jay Sharping

UCEP considers the establishment or disestablishment of curricula, colleges, schools, departments, institutes, bureaus, and the like, and on legislation or administrative policies involving questions of educational policy.

No Requested Action.

- **University Committee on International Education (UCIE)**

Representative: UGC Member Greg Wright

Oversees all academic aspects of the UC Education Abroad Program, which operates in conjunction with offices on the campuses and serves all UC students. The committee is responsible for approving new programs, changes in programs, and all program courses and credits. The committee also oversees the regular formal review of programs and advises the President on the appointment of study center directors.

No Requested Action.

- **University Committee on Preparatory Education (UCOPE)**

Representative: UGC Member Susan Varnot

Monitors and conducts periodic reviews and evaluations of preparatory and remedial education. In addition, the committee supervises the Entry Level Writing Requirement with special emphasis on establishing appropriate and

uniform University-wide standards for the Analytical Writing Placement Examination. Each year the Committee selects the essay/prompt that is to be used in administration of the Analytical Writing Placement Examination and also sets the passing standard for the exam.

No Requested Action.

VIII. **[Revised Faculty Instructional Accommodations Policy Due to Disability](#)** – All – 3:00pm – 3:15pm

This is an administration document that tries to set some procedures for when a faculty member seeks accommodation, more specifically the numerous requests to teach remotely.

The [initial draft](#) was reviewed by the AY 23-24 UGC membership and former VPDUE Frey in August 2023 following a Deans' Council meeting. Their comments are available [here](#).

ALO Martin provided an updated version, in consultation with Senate Director Paul. Former UGC Chair Viney reviewed and provided comments on the updated draft, available [here](#).

Requested Action: Members are to review and provide any additional feedback on the updated draft.

IX. **[Memo from PROC: Recommendation to Review Campus Policies for Minors and Double Majors](#)** – All – 3:15pm – 3:25pm

UGC received a request from the Periodic Review and Oversight Committee (PROC) requesting that members review UC Merced's policies regarding minors and double majors because it is not very common at UCM.

On August 28, 2024, voting members were invited to complete a Google Form, and majority agreed to consider the recommendation by including it on the agenda for further discussion.

Requested Action: Members discuss PROC's memo and determine next steps.

X. **Any Other Business – 3:25pm – 3:30pm**

XI. **Informational Items**

A. [UGC AY 23-24 Annual Report](#)

B. [Memo from the Registrar: Upcoming Proposals for ROTC Program Courses](#)
