

**Undergraduate Council (UGC)****Meeting Minutes****Friday, September 27, 2024****2:00pm – 3:30pm****ADMIN 245****I. Consent Calendar – 2:00pm – 2:10pm**

A. The Agenda

B. [September 13 Meeting Minutes](#)**Action:**

- The agenda and September 13 meeting minutes were approved as presented.
- The UGC Analyst will update the Senate website accordingly.

C. [Request from BIOE to create the prefix BCME for new courses in the BioChemical and BioMolecular Engineering \(BCME\) program.](#)**Action:**

- BIOE's request was approved as presented.
- The UGC Analyst will notify BIOE Chair Bala Subramaniam.

D. Requests for Exception to the Spring 2025 deadline (February 5, 2024):

1. [Request from General Education to change the effective term from Fall 2025 to Spring 2025 for USTU 15 and USTU 16, and expedited review of the courses.](#)  
(Courses are included in item VII. for review, if exception request is approved)
2. [Request from SoE to modify ENGR 057, effective Spring 2025.](#)
3. [Request from SoE to offer MSE 176 and MSE 194 in Spring 2025.](#)
4. [Request from SoE to modify MSE 114 to conjoin with MBSE 224, effective Spring 2025](#) (Course is included in item VII. for review, if an exception request is approved. GC is also reviewing this request).
5. [Request from SoE to modify ENGR 091 to allow CHE majors to take the course, effective Spring 2025.](#)
6. [Request from SNS to offer MATH 022 and MATH 024 in online modality in Spring 2025.](#)

**Action:**

- The 6 requests for exceptions were approved as presented.
- The UGC Analyst will notify the respective Curriculum Managers.

**II. Chair's Report – Chair Sharping – 2:10pm – 2:15pm****A. September 23 DivCo Meeting**

- EVC/Provost Dumont reported that she is meeting with all department chairs on campus, and the Temporary Academic Staffing (TAS) Work Group has begun convening. She also discussed the ongoing work related to issues with graduate students getting paid late over the summer.
- SSHA Dean Arriola attended the DivCo meeting and shared his focus on governance reform.
- Senate Chair Mitchell reported on the greenhouse facility issue stating that a process is being formulated to clarify the issue. He also reported on ongoing issues with financial reporting, faculty hiring, and TAS funding.
- PROC Co-Chair Monroe (Senate Vice Chair) introduced an administrative review process. PROC has requested Senate faculty participation to attend a 90-minute meeting this fall (and possibly a follow up meeting). The meeting discussion will include identifying what processes or procedures on campus will be priorities for administrative reviews, and discussing how the administrative reviews will be implemented. Chair Sharping asked UGC PROC representative Catherine Keske if she would like for an additional UGC member to attend this meeting, and she confirmed that she is okay attending.
- Chair Sharping also reported that he attended a Protest Oversight Group (POG) meeting on Monday, September 23, 2024. The POG is a group composed of administrators and staff who monitor and intervene when protests occur on campus. Chair Sharping mentioned an email that was circulated that included a QR code that provided additional information about rights and responsibilities for freedom of expression. He mentioned the Time, Place, and Manner Policy for handling freedom of expression, which provides guidance on how to handle speech and expression in public areas while maintaining order and safety. It allows institutions to set reasonable limits on when, where, and how speech activities can occur without restricting the content of the expression. Overall, the policy ensures that protest demonstrations or assemblies do not disrupt normal operations or infringe on the rights or safety of others.
- VPDUE Bergerson mentioned that she and Equity, Justice, & Inclusive Excellence (EJIE) Educator and Specialist Nick Mundwiller hosted two workshops to discuss with faculty the management of difficult conversations in the classroom. Her PowerPoint slides are available [here](#).
- Members discussed the importance of developing guidance for both faculty and students on how to best respond to situations that escalate and their

responsibilities. Interim Vice Chancellor for Student Affairs (IVCSA) O’Bruba commented on the resources available for students about how to peacefully express themselves. Workshops have also been conducted to help students better understand the policies and to not interpret them as they cannot protest. He also confirmed that the campus is working to better its communication to students.

### III. Consultation with University Extension Dean Annette Roberts Webb and Director of Degree Completion Michael Pierick – 2:15pm – 2:35pm

#### A. Update on University Extension Initiatives

PowerPoint slides are available [here](#).

University Extension Dean Roberts Webb highlighted the following points from her PowerPoint presentation:

- UCOP defines University Extension as the continuing education branch that offers programs in mostly non-degree spaces for adult learners.
- University Extension’s mission is to act as the bridge between the campus and the community, working with faculty to help disseminate their research in practical and applied ways.
- University Extension serves a broad community, with a focus on both pre-service and in-service teachers and highlighting a commitment to ongoing professional development.
- University Extension has a large degree completion program funded by UCOP that provides reentry advising and support, in partnership with SSHA.
- University Extension conducts dual enrollment programs for pre-college students, offering XM courses to junior and senior high school students.
- An XM course proposal is a UC Extension administered course offering of the campus Catalog course.
- Department Chairs have first selection to appoint a student as the instructor of an XM course. If there are no students in the pool eligible to teach the courses, then AP Recruit is used to search for candidates. The Department Chair has the final authority on who will teach the course.
- University Extension created an Academic Senate Handbook, available [here](#), which provides descriptions of all the program offerings, the process for awarding credentials, and the different committees and policies that are used as guidelines.
- University Extension brought in over 600 enrollments and 28 new courses last year with the programs they’ve launched.
- The Curriculum Advisory Board (CAB) reviews Extension courses and Teacher Preparation Program (TPP) requests.

A member wondered whether University Extension serves incarcerated individuals. Dean Roberts Webb confirmed that yes, University Extension works closely with UC Riverside to offer a program working with incarcerated youth through a dual enrollment model

using two different pathways - certificate and academic credit.

A member also inquired about resources to assist international non-English speakers, specifically within the STEM fields. Dean Roberts Webb responded that many of the well-established Extension divisions in the system have robust English as a Second Language (ESL) programs. She also stated that she would be interested in Spanish courses that are offered across campus, noting that University Extension is intentionally designing several courses fully in Spanish.

#### **IV. Consultation with Dr. Margo Vener and Professor Joel Spencer – 2:35pm – 2:55pm**

##### **A. Update on Medical Education**

Dr. Vener summarized her PowerPoint presentation, available [here](#), highlighting the following points:

- UC Merced is a regional medical campus of UCSF School of Medicine.
- No UC Merced funding has or will be requested for faculty, staff, or department resources.
- The Department of Medical Education has been approved.
- A B.S. M.D. Dual Degree Program is being proposed, which UGC will be invited to review.
- The program consists of a baccalaureate and admissions pathway. Students are admitted into UCSF with provisional acceptance into School of Medicine after four years.
- The program consists of Foundations 1 (UC Merced; classroom-based) and Foundations 2 (UCSF; clinical rotations).
- Admission criteria include: must be a high school senior, applying to UC Merced as a first-year student, reside in the San Joaquin Valley, maintain a GPA of 3.6, etc.
- Expansion of admittances will recur over time, and UC Merced will eventually have its own independent Medical School.
- UC Merced received over 1,200 applicants and admitted 15 students who have completed their first year.
- The first class will graduate with their baccalaureate degree from UCM in 2027, enter Foundations 1, and transition to UCSF in 2029.
- DOME – Department of Medical Education.
- There are six founding faculty.
- The Medical Education building at UCM is forthcoming, which will also house social sciences, public health, psychology, etc.

Dr. Vener stated that students who are a part of this program are not required to complete the MCAT. They receive provisional acceptance to UCSF and must meet all requirements. A member wondered whether these students are well prepared for Medical School if they are not required to take the MCAT. Dr. Vener confirmed that

this Pathway was created by extremely experienced medical educators, and students in this Pathway exceed the criteria for Medical School compared to standardized testing.

A member inquired about the support for students who struggle or decide they would like to leave the program part way through. Dr. Vener confirmed that there are resources for additional tutoring and academic support. She also noted that some students may discover that Medical Education is not for them, and there are resources to assist those students in finding the right degree path.

**V. Systemwide Review Items – 2:55pm - 3:05pm**

**A. [Proposed Revisions to Senate Regulation 479 \(Cal-GETC\)](#)**

The proposed revisions aim to enhance transfer student preparedness, especially in high-unit majors where [Associate Degrees for Transfer \(ADTs\)](#) that fully align with [UC's Transfer Pathways](#) have not yet been developed because including the essential courses for UC major preparation would exceed the state-legislated ADT unit cap (60 maximum lower-division units).

*UGC is a lead reviewer.*

**Action:**

- Chair Sharping volunteered to lead the review of this item.
- Voting members will be invited to review the draft memo via Google Forms, and further discussions will take place at the October 11 UGC meeting.

**B. [Proposed New Senate Regulation 627 \(Posthumous Awarding of Degrees\)](#)**

The regulation introduces a Senate policy to govern the awarding of undergraduate and graduate degrees to students who pass away prior to their completion of the degree.

*UGC is a lead reviewer.*

**Action:**

- Chair Sharping volunteered to lead the review of this item.
- Voting members will be invited to review the draft memo via Google Forms, and further discussions will take place at the October 11 UGC meeting.

**VI. Approval of Courses – Santosh Chandrasekhar, Haiyan Liu, and Maria Zoghbi - 3:05pm - 3:15pm**

The Course Proposal Subcommittee shared the following concerns with ME 152, MSE

114, USTU 15, and USTU 16:

- EE 145 is listed as a prerequisite for ME 152; however, members could not locate a proposal for EE 145; it appears to not exist. A member mentioned that maybe the course proposer meant to list ME 145.
- For MSE 114, there is a list of prerequisites included in the Curriculog proposal; however, the Catalog and syllabus only list ENGR 045. UGC recommended aligning the prerequisites across Curriculog, the Catalog, and the syllabus.
- USTU 15 and USTU 16 are proposed as two separate courses – one for letter grade and one for P/NP. UGC wondered why the course wasn't submitted for letter grade with the option of P/NP. Additionally, the two courses state that the number of contact hours will depend on the lecturer; however, members do not believe that is allowable and recommended requesting clarification from the proposer.

**Action:**

- The following courses were approved, and Curriculog will be updated accordingly:
  1. [AE - 172 - Flight Dynamics and Control](#) (modify existing; Fall 2025)
  2. [ESS - 150 - Geomorphology and Surface Processes](#) (modify existing; Spring 2025)
  3. [MIST - 135 - Technical Communication and Visualization Skills](#) (modify existing; Fall 2025)
- Members agreed to ask for clarification on the following courses:
  1. [ME - 152 - Digital Twins](#) (new; Fall 2025) – revise prerequisite EE 145 (to ME 145), recommend removing major restrictions, recommend revising the number of times the course can be repeated to “0”, and providing a stronger justification that emphasizes equipment constraints rather than lab space in SRE301.
  2. [MSE - 114 - Polymeric Materials](#) (modify existing; Spring 2025) – fix the mismatch between the prerequisites listed in the syllabus and Catalog (only ENGR 045 is listed) versus the Curriculog.
  3. [USTU 15 – Living Learning Community: Pathways to Student Success](#) and [USTU 16 – Living Learning Community: Pathways to Student Success](#) – clarify why one is offered as P/NP and the other as letter grade. Also clarify why the number of contact hours changes based on the instructor.

Members briefly discussed the committee's review of courses at future UGC meetings. It may be more efficient to only discuss concerns raised by the Course Proposal Subcommittee rather than all components of each course.

**VII. Discussion: UGC AY 24-25 Priorities – 3:15pm – 3:25pm**

Voting members were invited to complete a poll via Google Forms on September 20,

2024 to indicate the two items they feel that UGC should address as top priorities in AY 24-25.

A. End of Term Policy

During the September 13, 2024 UGC meeting, members briefly discussed whether an End of Term Policy should be implemented to require the last week of instruction as a study week each semester where no new materials are presented to students. Members also discussed how many faculty misinterpret UGC's policy for online modality and convert their in-person classes to Zoom following Thanksgiving.

B. UC Merced policies for minors and double majors

During the September 13, 2024 UGC meeting, members discussed [PROC's memo](#), which recommended a review of UC Merced's current policies to identify any obstacles that might make completing a minor or double major more difficult for UC Merced students than students at other institutions.

C. Academic Integrity Policy

During the September 13, 2024 UGC meeting, members discussed redesigning the campus academic integrity policy using [UCI's policy](#) as a template.

**Requested Action:** Members further discuss the three top priorities for UGC in AY 24-25 and determine next steps.

Chair Sharping noted that the Google Form results portrayed an overall tie between the three items, so UGC will make it a priority to address all three items in AY 24-25.

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

No other business was discussed.

**IX. Informational Items**

- A. [UCEP's Memo Re: Credit by Examination](#)
- B. [Fall 2024 Enrollment – September 16, 2024](#)