

Undergraduate Council (UGC)

**Agenda**  
**Thursday, October 25, 2018**  
**10:30am – 12:30pm**  
**KL 232**

**I. Instructional Budget Presentation (10:30-11:00am)**

Budget Development Team:

- Kurt Schnier, Chair, Academic Senate
- Jenna Allen, Assistant Vice Chancellor for Finance and Administration
- Romi Kaur, Executive Director of Finance

**II. Chair's Report – Jay Sharping – 5 min**

- A. [DivCo Update](#) (10/23)
- B. UGC CRF Subcommittee (Jesus Sandoval-Hernandez, SSHA)

**III. Consent Calendar – 5 min**

- A. Approval of the October 25 Agenda

**IV. Vice Chair's Report – Catherine Keske – 5 min**

- A. [Admissions and Financial Aid](#) (10/15)

**V. General Education Updates– GE Program Chair Leppert and VPDUE Whitt***Scheduled for 11:15-11:45 am***VI. Memo from Chair Sharping on Status of GE – 5 min**

- A. Transition Phase Suggestion
- B. GE CRF and co-curricular badge approval recommendation from GE Program Chair Leppert, former GESC Chair Jack Vevea, VPDUE Whitt and Assistant Dean Alisha Kimble.

**Action Requested:** UGC Members to provide feedback on the [draft memo](#).

**VII. Campus and Systemwide Committee Updates – 15 min**

- A. [University Committee on Preparatory Education](#) (10/10) – Jesus Sandoval-Hernandez
- B. [University Committee on International Education](#) (10/19)– Michelle Leslie
- C. [PROC Updates](#) – Susan Amussen

**VIII. Campus and Systemwide Review Items – 20 min**

- A. [Principles to Guide the Use of Executive Sessions](#) – Reviewer(s) is/are TBD
- The proposed principles and associated practices are intended to establish for committee members, consultants, guests, and the broader campus community, a set of expectations for how executive sessions are conducted in the Senate, and to promote consistency in the implementation of executive sessions across Senate committees. Should the principles be endorsed by the Senate, they will be posted to the Senate website in partnership with the [Guide to Committee Membership](#), which includes an overview of the purpose of executive session.

**Action Requested:** Discuss guiding principles. Comments are due to the Senate Chair by December 4, 2018.

- B. [Presidential Policy BFB-BUS-46](#) (Use of Vehicles and Driver Selection policy) – Abbas Ghassemi

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

The key issues addressed by the proposed revisions to the policy include:

- The inclusion of the California DMV Negligent Operator Treatment System as a standard for eligibility to drive on behalf of the University.
- Implementation will apply to all drivers on University business – not solely employees.
- Establishment of Vehicle Collision Review Committees to review collisions, determine preventability, and promote driver safety awareness.
- Establishment of guidelines for drivers involved in preventable collisions including training, suspension, and potential revocation of driving privileges.

***UGC is a lead reviewer.***

**Action Requested:** Reviewer’s comments will be provided to the Chair and the Analyst. UGC’s comments are due to the Senate Chair by Tuesday, November 20.

D. [Presidential Policy BFB-RMP-7 Protection of Administrative Records Containing Personally Identifiable Information](#) – Jay Sharping and Sholeh Quinn

Members are asked to review and comment on the proposed revisions to *Presidential Policy BFB-RMP-7 Protection of Administrative Records Containing Personally Identifiable Information*. The [cover letter](#) provides useful context and background. The revised policy addresses the following key issues:

- Combines and updates BFB-RMP-7, Privacy of and Access to Information Responsibilities; BFB-RMP-11, Student Applicant Records; and BFB-RMP-12, Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories
- Incorporates the UC Statement of Privacy Principles and Values
- Clarifies the roles of Privacy Officials, Records Management Coordinators and Information Practices Coordinators

***UGC is a lead reviewer.***

**Action Requested:** Reviewers’ comments will be provided to the Chair and the Analyst. UGC’s comments are due to the Senate Chair by Tuesday, November 20.

E. Proposed revised Presidential Policy on Sexual Violence and Sexual Harassment (“SVSH Policy”) The draft revisions are proposed by Interim Systemwide Title IX Coordinator Suzanne Taylor, and were distributed for review to the UC Chancellors, the Director of the Lawrence Berkeley National Laboratory, the Chair of Academic Council, the Chairs of the Senate Divisions and the Vice President of Agriculture and Natural Resources. Interim Title IX Coordinator Taylor’s [cover letter](#) provides context and background.

Proposed Draft revisions are available [here](#).

***UGC is not a lead reviewer.***

**Action Requested:** UGC to determine if it will opine. If opining, one or two reviewers will be identified. Comments are due to the Senate Chair by November 20, 2018.

F. [Proposed Presidential Policy on Principles of Accountability with Respect to Financial Transactions](#)

Lead committees: CAPRA, School ECs

The Policy is a codification of an [existing UCOP financial policy](#) that is currently posted on the Office of the Chief Financial Officer website.

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*UGC is not a lead reviewer.*

**Action Requested:** UGC to determine if it will opine. If opining, one or two reviewers will be identified. Comments are due to the Senate Chair by November 20, 2018.

**IX. [Request from UCM Extension](#)**

**UCM Extension has submitted the following courses for review and approval by UGC:**

- [EDUC X040](#): Literacy, Language and Literature - 3 units
- [EDUC X042](#): Written Communications - 3 units
- [EDUC X044](#): Reading Comprehension and Analysis - 3 units
- [EDUC X050](#): World History - 3 units
- [EDUC X052](#): United States History - 3 units
- [EDUC X054](#): California History - 3 units

**Action Requested:** UGC approves proposed courses.

Senate policy governing approval of Extension Courses is available [here](#)