

UNDERGRADUATE COUNCIL (UGC) ANNUAL REPORT 2017-2018

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 14 regularly scheduled in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's [Senate Bylaw II.IV.2](#). The Chair of UGC attended Divisional Council and Academic Governance Cabinet meetings and provided regular updates at each UGC meeting.

The structure of UGC and the issues that the Council considered this year are described briefly below.

I. Undergraduate Council Organization and Representation on Systemwide Committees

- Divisional Council Representative: UGC Chair Anne Zanzucchi (UCEP Vice Chair)
- General Education (GESC): UGC Vice Chair Catherine Keske served as the UGC representative on GESC.
- Admissions and Financial Aid: This subcommittee was chaired by UGC Member and BOARS Representative Christopher Viney.
- University Committee on Preparatory Education: UGC member David Jennings
- University Committee on Educational Policy: As vice chair of UCEP, UGC Chair Anne Zanzucchi could not represent Merced on this systemwide committee, however, she did provide regular updates at UGC and DivCo meetings.
- University Committee on International Education: Professor Yanbao Ma (non-UGC member)
- Periodic Review and Oversight Committee Representative: UGC Vice Chair Catherine Keske.
- Library and Scholarly Communications Committee: Professor Justin Cook.

Ad-hoc subcommittees were formed for the reviews of nominations for the Undergraduate Distinguished Teaching Awards for Senate and for Non-Senate Faculty, and for the review of the AY18-19 Catalog.

UGC received regular updates on systemwide activities from UC Merced faculty serving on Board of Admissions and Relations with Schools (BOARS), the University Committee on Educational Policy (UCEP), and the University Committee on Preparatory Education (UCOPE). GESC Chair Jack Vevea, Vice Chair Carrie Menke, Vice Chancellor for Student Affairs Charles Nies, Vice Provost for Undergraduate Education Whitt, and Director of Admissions Ruiz were also invited to update UGC regularly on enrollment, admissions, and activities related to undergraduate education.

Another important function of the Undergraduate Council is to review and comment on all issues relevant to undergraduate education and occasionally on issues with a more general nature. Topics discussed and/or acted upon by the Council in consultation with other Senate committees, School leads, and/or the Administration throughout the year have included:

II. General Education

A. GE Program Bylaws

The Bylaws were approved by the General Education subcommittee on April 2 and were submitted to the Senate for review and comments. UGC discussed the proposed Bylaws over the course of several meetings. Members had some significant concerns with academic planning and associated resources, and effective governance of the program. It was unclear if the Bylaws would effectively facilitate and manage local concerns about the GE program and its associated resources. The Bylaws were approved by UGC on April 23 with 5 votes in favor and 4 abstentions.

B. GE Catalog

UGC approved the GE section of the AY 18-19 Catalog on April 23, 2018.

C. Lower Division Course Requirements

<https://ge.ucmerced.edu/requirements>

On May 23, 2018, UGC approved the following GE lower division course requirements.

- i. Spark Seminar: SPRK 001
- ii. Written Communication: WRI 010: College Reading and Composition
- iii. Quantitative Reasoning
 - [ECON 010: Statistical Inference](#)
 - [MATH 011: Calculus I](#)
 - [MATH 021: Calculus I for Physical Sciences and Engineering](#)
 - [PHIL 005: Introduction to Logic](#)
 - [POLI 010: Understanding Political Controversies](#)
 - [PSY 010: Analysis of Psychological Data](#)
 - [SOC 010: Statistics for Sociology](#)
- iv. Language
 - [BIOE 21: Computing for Bioengineers](#)
 - [CHN 2: Elementary Chinese II](#)
 - [CSE 20: Introduction to Computing I](#)
 - [CSE 21: Introduction to Computing II](#)
 - [FRN 2: Elementary French II](#)
 - [JPN 2: Elementary Japanese II](#)
 - [ME 21: Engineering Computing](#)
 - [SPAN 2: Elementary Spanish II](#)

D. Approaches to Knowledge Course Requirements

On June 5, UGC approved:

- 85 courses in [Area A](#) – Natural Science
- 49 courses in Area A - Engineering Science
- 197 courses in [Area B](#) – Social Science
- 287 courses in Area B – Humanities and Arts

E. Upper Division Common Course Requirements (Integrative Culminating Experience) ¹

¹ On June 25, 2018 UGC voted in favor of changing “Integrative Culminating Experience” to “Culminating Experience” ¹

On June 5, UGC approved:

- 143 [Crossroad Courses](#)
- 114 [Writing in the Discipline Courses](#)
- 32 [Integrative Culminating Experiences](#)

F. [Intellectual Experience Badges](#)

On June 14, UGC approved:

- 203 Courses – Scientific Method
- 231 Courses - Literary and Textual Analysis
- 58 Courses - Media and Visual Analysis
- 157 Courses - Quantitative and Numerical Analysis
- 120 Courses - Societies and Cultures of the Past
- 171 Courses - Diversity and Identity:
- 243 Courses - Global Awareness
- 53 Courses - Sustainability
- 189 Courses - Practical and Applied Knowledge
- 89 Courses - Leadership, Community, and Engaging the World

G. Per the registrar's request, UGC reviewed and approved 63 courses with GE components.

H. CORE 1 substitutions, Spark, GE Town Halls

In its December 11 memo, the GESC asked UGC to provide a recommendation based on several scenarios for concluding Core 1. The Senate Chair memo from December 22 re-designated Undergraduate Council as the Executive Committee of College One, communicating the VPDUE's decision to de-fund Core 1 after Spring 2018. Undergraduate Council was asked to recommend course substitution options (outlined in the GESC December 11 memo). UGC met with GESC and School Chairs to explore viable options for substitutions of Core 1 as well as the implementation and number of units for Spark Seminars. UGC considerations included:

- Policy (precedent and conflict of UGC being designated an Executive Committee while also being an approving body)
- Resources and Shared Governance (Deans have the power to decide resources around curriculum and academic programs. Engagement with CAPRA).
- Requested record of decision-making around Core 1 resourcing, since it had been reported indirectly but not documented.
- Student experience (Partnership with the Registrar's Office regarding students' notification about the status of Core 1 and recommended options for the future).
- Consultation with the Committee on Rules and Elections to solicit a ruling on its role vis-à-vis GE. (On January 16, Professor Viney, UGC Core 1 Lead, met with members of CRE to request a ruling on the topics of CORE 1 and UGC's role as the College One Executive Committee.

Several Faculty town halls and workshops took place in Spring to provide broad information for faculty on how to use the GE course templates. The town halls included discussions of GE program

bylaws and governance. Discussions among senate committee and school leads carried on during the summer.

III. AY 18-19 Catalog and CRFs

- A. The Engineering section of the AY 18-19 Catalog was approved by UGC on April 23, 2018. The NS and SSHA sections were approved on May 14, 2018.
- B. UGC reviewed and approved 95 CRFs.

IV. Curriculog

In partnership with the Registrar, the UGC chair and analyst participated in the implementation of Curriculog, a campuswide technology that facilitates reviews and approvals of undergraduate (and graduate) CRFs.

V. Resolution to Improve Conditions for Undocumented Students at UCM

On March 16, the UGC leads and chairs of Graduate Council, Diversity and Equity committee, Admissions and Financial Aid subcommittee, and Faculty Welfare committee met with a group of students to explore ways to provide support for undocumented students. The group drafted a resolution which was subsequently approved by the Merced Division on April 16 and sent to the Chancellor. The Senate hopes to partner with the administrative leadership in AY 18-19 to realize the actions outlined in the Resolution.

VI. Campus Review Items

A. Philosophy Major

The proposal for a Philosophy major, effective Spring 2018 was approved by UGC on August 28, 2017.

- B. Per DivCo's request, UGC offered comments on the campus draft Space Survey (August 31, 2017)

C. Revisions of UCM Bylaws – Reserve CAP

On October 31, 2017 UGC endorsed the proposed revisions to Bylaw II. III. 2 that established a reserve CAP as a standing committee of CAP.

D. Sustainability Draft Strategic Plan

UGC provided comments on the draft Sustainability Strategic Plan. The plan describes UC Merced's comprehensive approach to ensuring that campus-wide sustainability goals are achieved. Among the goals are UCM's "triple net zero commitment", which requires that the campus produce power renewably, generate zero landfill waste, and achieve climate neutrality by 2020. (October 2017)

E. Climate Action Plan

UGC provided comments on the Climate Action Plan. The plan provides a focused presentation of climate-related planning and clarifies policy commitments included in UCM's [Long Range Development Plan](#) and being planned by individual "sustainability stakeholders" working through the Chancellor's Advisory Committee on Sustainability. (September 2017)

- F. Proposal to Discontinue the Environmental Sciences and Sustainability Minor

On October 30, UGC endorsed the SNS request to discontinue the ESS Minor.

G. Provost's Proposal for a Protocol for Retention Cases: Value to UC Merced

On November 13, UGC provided comments on the Provost's proposal for a Protocol for Retention Cases.

H. Proposed revisions to [Part II, Section 4](#) of the Division Regulations Addressing Honors.

In March 2017, during the review of the English Honors proposal, UGC approved the proposal with the caveat that the Committee on Rules and Elections revise the corresponding Regulations. On February 12, 2018, UGC unanimously agreed that the Honors Regulations be revised as follows:

D. Honors Programs

Each program offering an undergraduate major curriculum may establish an Honors Program including special courses, or supplementary and advanced directed study, or both. Such programs must be approved by the Undergraduate Council (UGC) and require at least: (a) a GPA of 3.5 in the major as a prerequisite; and (b) 8 units of special courses, or supplementary and advanced directed study, or both. ~~Programs may include levels of honors at graduation.~~ Members of the Academic Senate who are members of the program or group in charge of each major are responsible for (a) defining the criteria and grade point average to be used in determining the level of honors to be awarded, (b) admitting students to their approved Honors Programs, and (c) for delivering special courses. Any change to the criteria for awarding levels of honors will require review and approval of the Undergraduate Council.

The regulations were subsequently approved by the Merced Senate, effective May 28, 2018.

I. Management Analytics and Decision-Making (MAD) Minor Proposal

On March 12, 2018 UGC voted to approve the Minor in Management Analytics and Decision-Making, effective Fall 2018.

J. Committee on Rules and Elections Voting Procedures

On March 12, UGC commented on the Committee on Rules and Elections' proposal for voting policies in Academic Personnel cases.

K. Political Science Honors Program

On April 9, UGC unanimously approved the SSHA proposal for a Political Science Honors program, effective Fall 2018.

L. On April 13, 2018, UGC provided comments on the Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities.

M. Academic Reorganization

UGC provided comments on the proposal prepared by the Academic Reorganization Working Group. The proposal offered to implement [APM 245](#), with faculty oversight of academic departments. UGC recommended the following:

- i. Inclusion of General Education as part of any undergraduate departmental scope.
- ii. Added language that undergraduate degree program responsibilities are for both majors and minors.
- iii. Defining segmented staffing as a concept.
- iv. Clarification around faculty-staff ratio in terms of definition and scope.
- v. Consideration of undergraduate enrollment as a related ratio to justify staffing. This is a supplemental consideration to support high-enrollment degree program and academic programs (with some programs serving 1,500 – 6,000 undergraduates annually).
- vi. Consideration of academic support outside of school structures, e.g. the transition this summer to campus-wide freshman advising, and how departments interface with localized academic support resources being centralized.

N. Proposal to Establish a CSE Academic Unit in SOE

On April 23, UGC voted in favor of the establishment of the Computer Science and Engineering Bylaw Unit/Department, effective Fall 2018.

O. Reconstitution of Humanities & World Cultures Bylaw 55 Unit

On April 23, UGC commented on the HWC faculty proposal to reconstitute into the following four departments.

- i. Anthropology and Heritage Studies (Anthropology programs, World Heritage minor, and Community Research and Service (CRS) minor).
- ii. History and Critical Race & Ethnic Studies (History programs, CRES major, and American Studies minor).
- iii. Literatures and Languages (English programs, Spanish programs, Chicano/a Studies minor, and World Languages).
- iv. Global Arts, Media and Writing Studies (Global Arts Studies programs and the Writing Studies minor).

P. Chapter 4 of the MAPP, Academic Student Employees

On May 2, UGC endorsed the implementation of the new chapter 4 of the MAPP, covering Academic Student Employees.

VII. CCGA Proposals

UGC provided comments on the following CCGA proposals. Council’s reviews were focused on the undergraduate dimension of each proposal.

- Bioengineering graduate group proposal (March 12)
- Materials and Biomaterials Science and Engineering (MBSE) Graduate Group Proposal (March 26)
- Management of Complex Systems (MCS) graduate group proposal (April 12)

VIII. Policies and Procedures

A. Policies for Extension Non-Degree Programs

In spring 2017, University Extension requested the Senate develop a policy for the approval of certificate programs. Following consultation with the UGC and GC leads, three policy documents were drafted for the development and approval of Extension non-degree programs and were approved

by UGC on January 3, 2018 (and GC on November 27, 2017):

- [Establishment of UCM Extension Non-Degree Programs Approval Process](#). This document is owned by the Academic Senate and describes the formal steps for preparing, reviewing, and implementing proposals for the establishment or discontinuation of an Extension Non-Degree Program at UC Merced.
 - [Preparing the UCM Extension Non-Degree Proposal](#), owned by the University Extension Office. This document describes the requirements and process for proposing a new non-degree program to UC Merced Extension.
 - [UC Merced Extension Non-Degree Program Proposal Cover Sheet](#) summarizes key aspects of the proposal.
- B. [Procedures for Appointing Graduate Students as IOR for Upper Division Undergraduate Courses](#). These procedures were approved by Graduate Council on November 27 and by UGC on June 15, 2018.

IX. Academic Program Reviews

UGC recommended the closure of the review of the following programs:

- A. Anthropology (January)
- B. Natural Science Education (March)

X. Student Petitions

- A. UGC considered and approved 11 GC petitions for graduate students as instructors of record for upper division undergraduate courses (2 POLI, 1 CRES, 3 PSY, 4 SOC, 1 GASP)
- B. UGC reviewed and provided recommendations on 11 Entry Level Writing Requirement petitions submitted by the Office of Undergraduate Education.

XI. Requests from Various Campus Units/Schools/Committee(s)

- A. In September 2017, UGC members discussed a request from an ENGR faculty member regarding the cost associated with running a course with a lab. The faculty member had created a new course that included a lab and was concerned that the course may be too costly to *always* run it with a lab. The course essentially offered some aspects of Biomaterials (tissue engineering) and was included in the schedule but not enough students had signed up to warrant offering the course. Thus faculty wondered if it would be possible to offer the course without the lab component.

UGC recommended that the most consistent way to proceed would be for the question to be answered at the school level with the dean. Per its Bylaws, UGC approves courses and it would be in an awkward pedagogical position, in terms of policy, approving a course but stating that, depending the circumstances, UGC may change the experience of the course. Under the [systemwide policy](#), school deans make decisions regarding under-enrolled courses. There was further correspondence from the Registrar, recommending that in the future, to clarify policies on the school curriculum side, that if we have supplemental instruction (e.g. labs, fieldwork), it will be important to indicate this information on the CRF, so that it is clear the School curriculum committee, the Dean, and the appropriate Council are aware and approve of the arrangement. UGC recommends that the decision reside with the School and UGC will not engage in exceptions processes. However, the Council does welcome future conversations and requests for consultation and guidance.

B. Approval of CSE’s request for extension to the March 1 deadline for submission of courses. The CRF is currently being reviewed by the School.

C. Approval of SOE Capstone Courses ²

D. Request from the Registrar

In Spring 2018, the Registrar had identified several “independent study” courses that appeared to be mis-categorized in Banner and the Catalog. In order to avoid unreliable data when reporting on these courses, the Registrar proposed that these courses be converted into “Individualized Instruction” without a CRF submission for each course. UGC endorsed this proposal in May 2018.

E. Request from the Admissions Director Ruiz

Following extensive discussions with the Office of Admissions and the Admissions Subcommittee of UGC, Council unanimously endorsed the revised guidelines for the Admission by Exception policy, with the caveat that the Office of Admissions provide a qualitative report at the beginning of AY 18-19.

F. UGC considered a request from the Committee on Committees to identify a current UGC representative to serve on the Periodic Review Oversight Committee for two years. UGC responded that it will act on this request once it has a full complement of members for AY 18-19.

G. Request from UCM Extension – Approval of EDUC Courses

On May 21, 2018, UGC approved the following courses, submitted by UCM Extension Education Programs, effective Fall 2018.

- EDUC X002: Early Child Development for Practitioners - 3 units
- EDUC X020: Child Development in Family, School, and Community - 3 units
- EDUC X025: Introduction to Curriculum (Birth through Primary) - 3 units
- EDUC X030: Teaching and Learning (Birth through Primary) - 3 units

XII. Systemwide Review Items

UGC provided comments on the following systemwide items:

A. [Taskforce Report on the Negotiated Salary Trial Program](#)

In September 2016, former UC Provost Dorr empaneled a task force comprised of UC faculty and administrators to review the Negotiated Salary Trial Program piloted at Irvine, L.A., and San Diego and to recommend whether to discontinue the program, continue it on a trial basis, or make it permanent. The taskforce recommended the program be extended for 4 more years and expanded to other campuses.

B. [SR 424.A.3 area “d” requirement \(laboratory science\) for freshman admission](#)

² ENGR 193: <https://ucmerced.curriculum.com/proposal:749/form>

ENGR 194: <https://ucmerced.curriculum.com/proposal:766/form>

In January 2017, the Board of Admissions and Relations with Schools charged a faculty working group with proposing revisions to the area “d” (laboratory science) requirement, to align UC’s subject area expectations more closely with the new expectations for high school science curricula based on California’s adoption of the Next Generation Science Standards (NGSS) for K-12, which include four science categories: Physical Sciences, Life Sciences, Earth and Space Sciences, and Engineering, Technology and Applications of Science. The working group recommended revisions to Senate Regulation 424.A.3. At its July 7, 2017 meeting, BOARS unanimously approved the proposed revisions and requested a systemwide Senate review. The key revisions to Senate Regulation 424.A.3 included:

- 1) Increasing the minimum area “d” requirement from 2 units (3 recommended) to 3 units, while continuing to require 2 units of coursework that “provide basic knowledge in at least two of the fundamental disciplines of biology, chemistry, and physics.” One unit is equivalent to a yearlong course.
- 2) Changing the name of the area “d” subject requirement from Laboratory Science to Science.

C. [Second Systemwide Review of APM Sections](#)

- Section 285, Lecturer with Security of Employment Series
- Section 210-3, Instructions to Review Committees which Advise on Actions Concerning the Lecturer with Security of Employment Series
- Section 133, Limitation on Total Period of Service with Certain Academic Titles
- Section 740 Leaves of Absence/Sabbatical Leaves
- Section 135, Security of Employment
- Section 235, Acting Appointments

D. [Proposed Amendment to Senate Bylaw 128](#)

A new section was added which would govern conflicts of interest on Senate committees, subcommittees, and task forces.

The following items were discussed during AY 17-18 with recommendations and follow-up discussions to continue in AY 18-19.

- Spark Variable Units
- Spark Offerings Availability
- GE Integration of Resources and Academic Planning
- Review Week Proposal
- UGC Bylaws
- Academic Degree Program Policy
- Clarifying Expectations for Program Review and Continuation of Programs (PROC)
- Deferred Action for Childhood Arrivals (DACA)
- Centralized Advising
- Enrollment Management Plan

UGC Guests during AY 17-18:

August 28, 2017: Professor Jeff Yoshimi

October 16, 2017: Provost Peterson

February 26, 2018: CAPRA Members

February 26, 2018: AVC for Enrollment Management Orcutt and Director of Summer Sessions Johnson

March 12, 2018: Professor Paul Maglio

May 14, 2018:

Consultation with Director of International Affairs Garrett Gietzen

Consultation with Tammy Johnson, Director of Summer Sessions and Lynn Reimer, Director of Education Programs for University Extension

Respectfully Submitted,

Anne Zanzucchi, UGC Chair and UCEP Vice Chair (SSHA)

Catherine Keske, UGC Vice Chair, PROC and GESG Representative (ENGR)

Marc Beutel (ENGR)

Justin Cook, LASC Representative (SSHA)

Gerardo Diaz (ENGR)

Paul Gibbons (SSHA)

David Jennings (SSHA)

Mayya Tokman (SNS)

Christopher Viney, Chair of the Admissions Subcommittee and BOARS Representative

Ex-Officio (non-voting):

Levi Martin, Undergraduate Student Representative

Charles Nies, Vice Chancellor for Student Affairs

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Elizabeth Whitt, Vice Provost and Dean of Undergraduate Education

Non-Senate Faculty Representatives (non-voting):

Ross Avila (SSHA) – Fall

Meagan Altman (SSHA) – Spring

Yolanda Pineda Vargas (SSHA) – Spring

Staff

Fatima Paul (Senate Office)