

Undergraduate Council (UGC)**Minutes****Thursday, October 11, 2018****10:30am – 12:30pm****I. Chair's Report – Jay Sharping**

Chair Sharping welcomed new UGC members Drs. Abbas Ghassemi and Angelo Kyrilov, from the School of Engineering and Stevan Colin, the ASUCM Representative.

A. UCEP Update (10/1) – UCEP discussions included the following:

- a. UC's progress meeting the 2:1 freshman-to-transfer enrollment ratio target.
- b. Standardized tests for UC admission and assessment of whether changes are necessary. This effort is led by BOARS.
- c. UCEP will be involved with upcoming reviews and restructuring of proposed changes to several systemwide programs including the UC Washington, D.C. Center, UC Sacramento Center, the UC Mexico programs, and the Innovative Learning Technology Initiative.
- d. Posthumous Degree Policy – A draft systemwide policy was sent to the UCs for review.
- e. Training for Teaching Assistants/Graduate Student Instructors - UCEP requested Academic Council to offer renewed attention to the need for, and importance of, TA and GSI trainings. Continued efforts will be to identify best practices.
- f. Student Mental Health Services - In Spring 2018, UCEP wrote to Council emphasizing priority for funding student mental health support services and advocating for permanent state funding augmentations.
- g. Survivors benefits for domestic partners.
- h. Reconfiguration of At Your Service Online user name.

B. DivCo Update (10/9)

- a. Interim Provost Camfield provided an update on space plan allocations.
- b. A task force for Academic Freedom will be launched by the Interim Provost. If UGC members are interested in this initiative, they should contact the UGC Chair and the Analyst.
- c. UCM Extension's Child Development and Care Non-Degree program was endorsed by DivCo with a request to address CAPRA's questions and recommendations.
- d. Library space planning shortages were discussed.
- e. The LRDP was sent to DivCo and School Chairs with a short review period – One of the main concerns is that the plan does not emphasize research.

II. Consent Calendar

- A. The agenda was approved as presented.

III. Vice Chair's Report – Catherine Keske – 10 min

A. BOARS Update (10/5)

Vice Chair Keske requested that the BOARS representative and AFAS Chair be included in meetings and discussions related to the Enrollment Strategic Planning for Admissions and Enrollment.

Vice Chair Keske reported on the following BOARS items:

- a. Continued efforts and discussions of increasing the Transfer Enrollments to the 2:1 ratio.
- b. Transfer Agreement Pathway for transfer students. Under the UCOP-CCC MOU, students who complete one of the UC pathways and achieve the requisite 3.5 GPA will be guaranteed a place within the UC system. These guarantees will be in place for students beginning Community College

- in fall 2019. BOARS is analyzing data related to the required minimum GPA and how raising it would affect enrollment. Locally, Professor Keske has discussed this topic with the CSE faculty. The program is currently facing a shortage of lab spaces. This situation will affect student enrollment.
- c. Elsevier is the world's leading publisher of science and health information. Librarians have been noticing that Elsevier benefits from free reviews from the academia and charges exorbitant fees for library subscriptions. The UC system has not come to an agreement with Elsevier on the 2019 contract. If an agreement is not reached, the UC will not have access to Elsevier journals from January 2019 forward. Publications from December 2018 will be retroactively available. This outcome could influence syllabi and course contents. Vice Chair Keske will provide an update after the next BOARS meeting.
 - d. Admissions Directors – Several divisions BOARS representatives reported that they have new Admissions Directors. Professor Keske was pleased to report that UCM is fortunate to have had the same Admissions Director since the campus opened and applauded the work and contributions of Director Ruiz.

IV. [LASC Update \(10/4\)](#) – Justin Cook

- a. Elsevier was discussed in past LASC meetings.
- b. There is an evident lack of space in the Library. New space on the third floor helps but does not solve the problem.
- c. Current allocation of seats in the Library does not maximize space utilization.
- d. The Library was not included in the 2020 project plan and at the end of 2020, the Library space allocation will be small compared to the overall campus space capacity. LASC (and faculty in general) are concerned about the Library space shortages.
- e. Lack of academic student space needs to be on Director Saunders list of priorities.

V. **VPDUE Whitt Report**

A. [Centralized First Year Advising](#)

- a. The notion of Centralized First Year Advising emerged from the workforce planning group activities, then co-chaired by VC Nies. One of the working group's recommendations was that opportunities be provided for focused first year advising. VC Nies and VP Whitt collaborated on external reports on undergraduate academic advising in 2015 where it was discovered that the advising loads for staff were excessive. SSHA and NS first-year students were advised by peer advisors rather than professional advisors. All these discussions led to the Chancellor identifying first-year advising as a center of excellence and identified positions through workforce planning for first-year advising.

The Bobcat Advising Center opened during the summer and provides advising for all first-year students and continuing and undeclared continuing students (not undeclared in the schools). There are 8 advisors in the Bobcat Advising Center. Funding for the Center came from central resources, not from the schools. With the addition of first-year advising, the advising loads for staff are now equivalent to nationwide standards (1 advisor for 350 students). Training and professional development for new advisors have been a collaborative effort with the schools (the curriculum was established in collaboration with the lead advisors, assistant deans and associate deans in the school). School Deans met with VP Whitt to discuss policies (e.g. course withdrawal).

The plan for responding to unsatisfactory mid-semester grades depends on the students' particular situations. Students meet with their advisor and create a plan. If students are undocumented, they work with AD Alex Delgadillo. If students get D, F or P grades, they attend workshops online, provided by the Bright Success Center.

Responses are tailored to the students' particular situation.

Students in Impacted majors -- in Bio for example -- can engage in direct conversations about whether their major is a good fit. The goal is to help transition students into majors that are a better fit for their academic and career goals. These conversations happen during the first year and ultimately help the campus's retention efforts.

On Tuesday, the Bobcat Advising Center collaborated with MSE to introduce the program. These kinds of collaborations with faculty in multiple majors are part of the outreach efforts of the Center.

Given the work that will be done with regard to Transfers and the efforts of SOE - CSE in particular - the Vice Chair extended an invitation to both the VC and VP to attend a future SOE EC meeting.

B. General Education – VPDUE Whitt

- a. GE Administration
 - i. Coordination of the GE program and GE CRFs have been handled by the Office of Undergraduate Education since summer 2018 when the program transitioned from the Senate to the OUE. The VP is anticipating that the program Chair will be announced on Monday, October 15, 2018. Once the chair is named, he/she will meet with UGC.
 - ii. The search for the GE program coordinator is ongoing.
- b. GE Executive Committee (GEEC)
 - i. The interim governance structure provides for a program chair and an Executive Committee for the GE program. The School Executive Committees will identify Senate faculty members to serve on the GEEC. Two Non-Senate Faculty have been identified. The GE program Chair's role will include collaboration with the School Executive Committees to make sure there are Senate representatives.
 1. A member noted that there is concern that SNS will not appoint any NS faculty to the GEEC.
 - a. VP Whitt hopes that the lack of NS representation will not impede the work of the GEEC.
 2. The interim GE governance structure was established by several senate faculty leads-- it would be a concern if the GEEC moves on without SNS representation thereby shifting the NSF voting capacity.
 - a. It was asserted that there is no intention of changing the structure of the GE EC.
- c. GE Spark Seminars
 - i. Several proposals are added everyday through the Curriculog process. The deadline for submitting proposals is October 19 (it was extended following a request by OUE to the Senate).
 - ii. On Curriculog, courses that are marked as being offered by "staff" are those courses that will be taught by non-senate faculty who have not yet been appointed.

Action: Continue discussion of GE at the next meeting.

- d. GE Implementation Team (GEIT)
 - i. The GEIT met today and discussed co-curricular experiences, as well as ways to ensure students are aware that there is a new GE program.

Due to lack of time on the agenda, the memo from Chair Sharping on the status of GE will be reviewed at the next UGC meeting.

C. Support for Students Mental Health – Dr. Boggs, Executive Director, Health Services

Report:

- Five years ago, Health Services medical staff consisted of two interns, two post docs and two doctoral-level psychologists. The clinical hours that were available to students at that time totaled about 80 hours a week. In the last five years, the unit has recruited extensively and now has eight doctoral-level psychologists.
- Health Services now has its first 50% FTE psychiatrist on campus.
- The lapse time between the time a student walks in the health center and sees the health provider is 3 minutes.
- Time spent with each patient is 14 minutes.
- Last year, the center had close to 10 000 appointments.
- Nine group therapy sessions are available. Topics are typically data-driven and are based on surveys conducted by the National College Health Association.
- The WellTrack app was rolled out this year. It allows students to understand their health and answer questions. The app analyzes students' mood and anxiety level and provides them with the tools they need to do self-assessments. The app is free and available to all UCM students.

Dr. Boggs invited members to reach out to him via email with questions.

VC Nies reported that counselors on campuses meet individuals who have severe mental illnesses. We are seeing an increase of cases of students who come to the university with pre-diagnosed mental illnesses ranging from schizophrenia to bipolar disorder. Last week, there were 13 crises in the health center and seven students were involuntarily hospitalized in one week. Some students may not have the skills and/or emotional strength to cope with stressful situations. Our peer educators are helping some students develop the coping skills.

Action: VC Nies will provide some language about mental well-being that can be included in faculty syllabi.

Faculty can submit confidential reports by emailing AVC and Dean of Students [Johnathan Grady](#).

A. [Living Learning Communities](#) (LLC)

- a. A work group tasked with developing learning communities for students will be established in the near future. Once established, the work group will reach out to the faculty.

Information about current LLC is hyperlinked above and below.

- [Fiat Lux Scholars](#)
- [Natural Sciences Learning Communities](#)
- [Leadership and Service Learning Community](#)
- [Social Justice Learning Community](#)
- [Gender Inclusive Housing](#)
- [Afro Hall](#)
- [UP: The Upperclass Experience](#)
- [Ingenieros Unidos](#)
- [Transfer Learning Community](#)

VI. Consultation with Maggie Saunders, Director of Space Planning, to discuss and clarify questions about the 2020 and [backfill space plan](#)

Director Saunders met with all Senate committees and the department chairs. The space proposal was published on September 27 with a comment period closing on October 17.

Per the Capital Planning process, once approved, the Library space will be addressed within the Capital Planning activities. The Space Planning team is currently working on the LRDP and the next step will include generating a dynamic model that provides a report on space needs and shortages. Current reports show that we lack the following:

- Library space

- Certain types of behavioral and health sciences space
- Humanities or social science space

The planning team will identify some interim solutions to address some of the issues. The space proposal is a *proposal* and faculty still have the opportunity to submit comments before the proposal is final.

Comments/Questions

- The students' academic spaces in the Library and other campus locations are scarce. What are the plans for addressing these needs?
 - a. A library seating project is coming forward. The goal is to add 180 seats to the Library. The issue of space needs of the Library is on the space planning team's agenda and it will need to be addressed in the context of capital planning.
- A MWP faculty reported that the MWP faculty are very happy with the reconfiguration of their space and thanked Director Saunders.
- A member recommended that, in the future, UGC should articulate the needs for student academic spaces.
- A UGC member emphasized the importance of ensuring disciplinary groups are located in close vicinity. This maximizes research activities, collaborations, and productivity. Under the new proposal, it seems that the CSE program and other programs will be split.
 - a. Director Saunders noted that she has not received any comments from Civil and Environmental Engineering.
 - b. Director Saunders will meet with the CSE program chair today.
- Are there any plans to retrofit the spaces in COB (e.g. Lakireddy) to make them more usable for students?
 - a. Director Saunders responded that her team is currently working on a plan to retrofit the space in Lakireddy. A new auditorium will be available next summer. It is more teaching-friendly and is equipped with chairs and desks. It seats 292.
 - b. The team is working on how to handle the furniture and AV issues throughout the campus.

UGC Final Thoughts/Priorities:

- With regard to the groups that will be separated, it will be important for every department to have space designated as *the* central space for that program.
- Office hours accommodations for both faculty and graduate students (TA offices).
- Outfitting classrooms for current and future space needs.
- Accommodating study groups and quiet study spaces.
- Be careful of dispersal of disciplinary instruction spaces and apparatus.
 - a. Director Saunders noted that SOE and SNS are reviewing the entire inventory of class labs (new and old) and will be re-assigning space based on where disciplines will be "living". Space will be outfitted to meet the instructional needs.

Members are encouraged to email Director Saunders.

VII. Approval of CRFs

UGC's recommendations ¹were sent to the Registrar, School Instructional Managers, and the OUE Assistant Dean on October 11 and are available here: <https://ucmerced.box.com/s/tjo6sjkyakz6ok6t4tq62soprnubyrae>

VIII. Request from CoC for a UGC rep to serve on the Support of Services for Undocumented Students Work Group

In follow-up to [the resolution](#) passed by the Senate at the spring 2018 Meeting of the Division, the Chancellor is implementing. Charge of proposed working group:

<https://ucmerced.box.com/s/c4csg08ioru99gugvathroi0gbu1pk8w>

¹ There was one abstention.

Action: Two UGC members volunteered. Fatima notified the Committee on Committees.

Due to time constraints, the following items were not discussed and will be included in the next meeting agenda.

Campus Review Item

A. **Principles to Guide the Use of Executive Sessions**

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: UGC to determine if it will opine. If opining, two reviewers will be identified. Reviewers' comments will be discussed at the October 25 UGC meeting. Comments are due to the Senate Chair by December 4, 2018.

Systemwide Review Items

A. **Presidential Policy BFB-BUS-46** (Use of Vehicles and Driver Selection policy)

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: UGC to identify two reviewers. Reviewers' comments will be provided for review at the October 25 UGC meeting. UGC's comments are due to the Senate Chair by Tuesday, November 20.

B. **Presidential Policy BFB-RMP-7 Protection of Administrative Records Containing Personally Identifiable Information**

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: UGC to identify two reviewers. Reviewers’ comments will be provided for review at the October 25 UGC meeting. UGC’s comments are due to the Senate Chair by Tuesday, November 20.

C. 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. Reviewer(s)’s comments will be discussed at the October 25 UGC meeting. Comments are due to the Senate Chair by November 20, 2018.

D. [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.

UGC is not a lead reviewer.

Action Requested: UGC to determine if it will opine. If opining, one or two reviewers will be identified. Reviewer(s)’s comments will be discussed at the October 25 UGC meeting. Comments are due to the Senate Chair by November 20, 2018.

Minutes prepared by Fatima Paul

Attest: Jay Sharping, Chair