

**Undergraduate Council
Minutes of Meeting
September 10, 2014**

I. Meeting

Pursuant to call, the Undergraduate Council (UGC) met at 3:00pm on Wednesday, September 10, 2014 in KL397, Chair Jack Vevea presiding.

II. Chair's Report

Chair Vevea welcomed new and returning members and guests, and provided an overview of UGC's duties; its corresponding systemwide committees; and the slate of systemwide representatives.

Systemwide Representation:

University Committee on Educational Policy: UGC Chair Jack Vevea

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.

Board of Admissions and Relations with Schools: UGC Vice Chair Christopher Viney

BOARS oversees all matters relating to the admissions of undergraduate students. BOARS regulates the policies and practices used in the admissions process that directly relates to the educational mission of the University and the welfare of students. The committee also recommends and directs efforts to improve the admissions process. Last year, Chair Vevea served as the Merced representative. He reported that last year, BOARS discussed how eligibility should be determined and voted but later rescinded changing the definition of ELC to be based partly on test scores rather than just grades within the high schools. The major change that was made at the last BOARS meeting was changing the 9x9 to a 7x7 policy. These rules refer to eligibility based on the index which is a compilation of test scores and grades vs. ELC, which is just based on grades within the high school. The reason for the change was that the 9x9 policy was set to try to attain a particular target of CA students who were eligible and we were overshooting that percentage. BOARS conducted an analysis and determined that the 7x7 eligibility/guarantee construct would probably hit the target percentage.

University Committee on International Education: YangQuan Chen

UCIE 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.

University Committee on Preparatory Education: Sholeh Quinn

UCOPE 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 Universitywide 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.

The systemwide committee representatives will brief UGC on important systemwide issues during academic year 2014-15.

UGC AY14-15 Goals

- This year, General Education is undergoing academic program review. The report of the site visit will be available halfway through this academic year. Chair Vevea is hopeful that the GE committee, in consultation with the VPDUE, will focus their efforts on how to best use the information/recommendations that emerge from the program review process.
- Admissions: Previously, a very small UGC subcommittee of three, which often devolved in a committee of two or one, was handling admissions policies in meetings with the Director of Admissions. Chair would like to see UGC's approach to Admissions policies to be more constructive and active.

III. Consent Calendar

The agenda was approved as presented.

IV. Report from Interim VC Student Affairs Nies

Interim VCSA distributed some preliminary Fall enrollment data. Numbers could change after census, scheduled next week (*data will be posted on crops*). Our projected enrollment target was 6350 and we are 85 below. We had higher than predicted graduation rates. 140 of students, whom we anticipated would be coming back, did not enroll this fall and we are tracking them to find out why they didn't come back. To make up for that gap, we will focus on various strategies to retain more students.

- A small percentage of our continuing students are undeclared.
- The number of first-generation students continues to increase.
- Our Pell eligibility numbers continue to be around 60%.
- The graduate students' growth is quite substantial. Our estimate was to be at 6% and we are at 4.5%. 415 was our target goal (LREP had us at 475).
- Transfers do really well and graduate at a fairly high rate. Two thirds of all transfer students at the UCs come from 10 CCs. The UC President is focusing on how we start to diversify where our transfer students come from. Last week, the President, the Chancellor and the VCSA met with Presidents of 10 Community Colleges in the Central Valley. The focus of the meeting was how to strengthen/create more relationships between CCs.
- This year, with support from the President, we will launch services for undocumented students as the number of undocumented students coming to UC is increasing.

V. Report from VPDUE Whitt

Priorities in the Office of Undergraduate Education and items that were carried over from last year:

- The Office of Undergraduate Education includes units within its umbrella: the Merritt Writing Program, the Undergraduate Research Opportunities Center (established at the beginning of spring 2013), and the Center for Research and Teaching Excellence. OUE has been engaged in trying to understand the scope of undergraduate research on campus so a faculty survey was conducted in the spring (over 60% response rate). OUE has been working with IRDS to analyze the data and will share the analysis with faculty. Most faculty reported in the survey that time and resources are the main barriers to working with undergraduates in research. Overarching priorities for the OUE are related to retention, persistence, and student success. There is a student success subcommittee of the Enrollment Management Council – this group will be more active this year. Related to those priorities, the ASCEND new students conference will take place on Tuesday. Last year, we had several conversations about students' academic success and based on student input, a session related to academic success was added to the conference agenda. Eleven sessions included the Provost, the Deans and various units. Generally, the message was that academic success was very important and needed to be a priority. At the end of the conference, students were given the opportunity to reflect on what they had learned. The Student First Center will send a weekly announcement reiterating some messages about resources, tutoring, time management, workshops etc. We are hoping that constant reminders will help students stay on track academically.
- The General Education Retreat took place in May 2014.
- Last year, UGC charged a group to revisit the academic integrity policy. For a variety of reasons, the task force did not complete its work. The Undergraduate Writing Task Force was established last year, in response to recommendations from program review and assessment of Student Learning Outcomes. The task force will take a comprehensive look at undergraduate writing. VPDUE will keep UGC updated.
- The OUE and the Graduate Division have moved to the third floor of the SSB.

A question was asked regarding the status of the UROC self-sustainability. The expectation is that it will become self-sustaining within the next year.

VI. Report on General Education Program Review – GE Committee Chair Zanzucchi

The GE subcommittee is working both on program review and building the GE program. Chair Zanzucchi provided an overview of GE:

About a third of undergraduate credit is GE so it represents a considerable portion of the academic experience for students. Both the library, student affairs and other campus constituents can really shape and inform what GE could be. Early on at UCM, we envisioned GE as a cornerstone capstone experience and integrative education with Core 1 and Core 100 upper division course work, as a way to bring together skills, teamwork and collaborative writing. In partnership with the registrar, the GE subcommittee conducted a census and

found that the campus offers close to 500 GE courses. With additional analysis, the subcommittee identified 23 courses that could fulfill the majority of GE requirements. Core 1 and WRI 10 are the only institutional GE courses. Students have a GE experience but it may not be what we desire so we need to have something that is more programmatic and aligned throughout the curriculum.

There have been many GE committees previous to the current one. Program Review could be a useful opportunity for GE and we probably have enough information and enough history to think about moving forward with something that is programmatic and systematic rather than something that evolves through course requests. The subcommittee's hope is that program review is the right moment to have this conversation and to try to move forward. This could help incentivize Senate engagement with GE. We will also need to address the sustainability issues with Project 20/20 to make sure that plans for GE are realistic.

We also have 8 Guiding Principles that have been quite helpful but it is not clear if we have the GE experience that we are hoping our students will have. The purpose of the subcommittee is partly program review so it will need to synthesize the previous GE report and connect it with the committee's current work and, in the future, identify ways to articulate recommendations from the program review external review team. We also need to keep our momentum – we have engaged in activities that could help us build a program so rather than the committee completely focusing on the GE process, we need to keep the momentum among both the faculty and staff.

Recent activities:

The GE subcommittee hosted a two-day retreat that involved faculty and staff. The focus of the retreat was the meaning of a degree and the role of the GE program within it. One of the themes that emerged from that process was consideration of -- at this research university campus -- the experience we want our students to have; what we expect our GE program to do relative to other programs. Following the retreat, the subcommittee developed a summary report which includes recommendations that emerged from the retreat. The committee also hopes to develop a data set that can help people compact GE course work with information that is focused on enrollment, grades, and demographics. This can very helpful in terms of understanding our courses and the larger trajectory of student work. The subcommittee is piloting this data as part of a mini self-study. It is a bit of an experiment but can be very helpful to strategic planning as we develop a sustainable GE program.

The GE subcommittee will convene tomorrow.

Chair Vevea noted that there will be more discussions about GE throughout the year.

VI. Consultation with Amy Fenstermaker, Associate Director of the CRTE

Amy Fenstermaker provided an overview of the Faculty Seminars Series workshops for Senate and non-Senate faculty. These workshops focus on undergraduate students and this

year's faculty seminar series will focus on writing as it is a concern for faculty in general. Some of the topics offered this semester include "Crafting Writing Assignments"; "The Library's Role in Writing"; "Assigning Peer Feedback Outside the Class". Workshops for the spring have yet to be designed. These workshops typically accommodate 20 people. Given growing interest, the CRTE is considering larger rooms. Past participants were mostly lecturers and the goal is to expand the audience.

Amy Fenstermaker invited UGC to send her suggestions for future topics.

VII. UGC Slate of Subcommittees

A. General Education

Current Membership:

- [Anne Zanzucchi](#), UGC Member, School of Social Sciences, Humanities, and Arts
- [Kelvin Lwin](#), School of Engineering
- [Rose Scott](#), School of Social Sciences, Humanities, and Arts
- [Willem Van Breugel](#), Core One
- TBD, School of Natural Sciences

Ex-Officio (Non-Voting):

- [Elizabeth Whitt](#), Vice Provost and Dean of Undergraduate Education
- [Laura Martin](#), Accreditation Liaison Officer and Coordinator for Institutional Assessment

Per its [charge](#), "the General Education Subcommittee of the Undergraduate Council consists of five voting members, two from UGC (one of whom serves as chair) and three from outside UGC. Among the voting members, each school should be represented. Ex-officio, non-voting membership include the Vice Provost and Dean of Undergraduate Education, the campus' Accreditation Liaison Officer/Coordinator for Institutional Assessment, and a Core 1 coordinator (unless otherwise represented among the faculty committee members)."

UGC would like to increase representation on the GE committee particularly this year, with the GE program review. UGC consulted with CRE and asked for a ruling whether the two GE members from UGC was considered to be a minimum or considered to be restrictive. CRE's interpretation was that the membership was not restrictive.

A motion was made, seconded and unanimously carried to approve Harish Bhat (SNS) and Katie Brokaw (SSHA) as members of the GE committee.

UGC and CoC member Gibbons indicated that the discussion within CoC was unclear and recommended the request be re-sent to CoC to ask for additional school representatives.

Action: Senate Analyst will follow-up with CoC Analyst.

B. Admissions/Financial Aid

The subcommittee works with the Office of Admissions at UCM and UCOP and serves as advisor on policies related to admissions and awarding of Regents Scholarships. The equivalent of this committee at other UCs is CUARS (Committee on Undergraduate Admissions and Relations with Schools).

The admissions subcommittee will meet with the Director of Admissions as needed.

A motion was made, seconded and unanimously carried to approve the following membership:

- YangQuan Chen (ENG)
- Marcos Garcia-Ojeda (SNS)
- Nigel Hatton (SSHA)
- Linda-Anne Rebhun (SSHA)
- Jack Vevea (SSHA)
- Chon Ruiz (Director of Admissions), non-voting ex-officio

C. Undergraduate Academic Programs, Policies and CRFs

This subcommittee analyzes trends at other UC campuses and reports findings to UGC.

Reviews and comments on policies related to undergraduate education and makes recommendations for new/revised courses to UGC for review and approval.

This year, the subcommittee's main focus will be policy issues. If the CRF workload does increase unexpectedly, it would be helpful to have a model where the workload of the subcommittee would be more distributed.

A motion was made, seconded and unanimously carried to approve the following membership:

- Carrie Menke (SNS)
- Sholeh Quinn (SSHA)
- Jack Vevea (SSHA)
- Christopher Viney (ENG)

VIII. AY 2014-15 Academic Calendar and Deadlines

A motion was made, seconded and unanimously carried to approve the proposed calendar. Calendar is available on the [Senate website](#) and will be broadly distributed.

IX. Entry-Level Writing Requirement – VPDUE Whitt

The ELWR statement that is currently included in the 2011-2013 and 2013-14 Catalogs was not reviewed or vetted by UGC. Last year, there were some questions and discussions about whether or not the language should be removed. Some felt that the text should be removed because it is not identical to the UC policy language. We had a practice but we didn't have a policy – we removed the practice pending having the policy. We can decide to have or not to have a policy.

When we discussed this last year, Robert O. visited to talk about it and reported that this restriction is universal of the UCs.

It was agreed to have a larger discussion and do some research about underlying issues. UGC will need to act on this prior to the March Catalog deadline.

Due to time constraints, the following will be discussed at a future meeting:

- Proposal for a Minor in Community and Research in Service
- Senate Administration IT Council Charge
- Grade Appeals
- Suspension of Appraisal Form

XIII. Executive Session

No minutes are taken in executive session.

Attest:

Jack Vevea, UGC Chair

Minutes prepared by Fatima Paul