

Undergraduate Council (UGC)

**Minutes
Monday, September 12, 2016**

I. Chair's Report – Anne Zanzucchi

A. Welcome and Introductions

Chair Zanzucchi welcomed new, returning members, and consultants.

B. Review of UGC's [charge](#) (Bylaws)

The responsibilities of the Academic Senate include approval and oversight of curricular matters at the course or program levels and the establishment of admissions selection criteria. In accordance with its Bylaws, UGC will be actively involved in academic program review activities. UGC has also authority to review and establish academic policy with respect to major and minor proposals and often collaborates with the Graduate Council as relevant, to make sure policies and articulations are streamlined. This academic year, UGC will continue its work on the policy for reviewing/approving undergraduate courses and will participate in conversations with school executive committees, curriculum committees, and consultants to refine policies and processes.

C. UGC Goals and Priorities for AY 16-17

The UGC Chair hopes that there will be continued dialogue about priorities throughout the year. As noted above, UGC is routinely involved in the reviews of programs and policies. An important discussion item this year will be General Education. The General Education Subcommittee (GESc) will continue its work on the GE program proposal. This year will be crucial partly because of accreditation timelines but also because there has been a long standing need for a streamlined campus wide GE program.

In 2014, Provost/EVC Peterson established a University Honors Program Task Force. The goal of the task force was to study whether a university-wide honors program would be right for UC Merced and its students. Last year, UGC reviewed the Honors program proposal prepared by the task force. One of UGC's recommendation was to consider ways the Honors program may intersect with GE. UGC hopes the Honors program will be successful. Task force co-chair VPDUE Whitt will provide an update at a future UGC meeting.

UGC has a Catalog review process prepared in collaboration with the Registrar who provided helpful guidance and a mechanism to involve UGC in the long-term. The process will be analyzed and solidified this academic year.

Last year, following the November 4 attack, former UGC Chair Christopher Viney helped establish a working group in response to students in distress. The goal was to create more avenues for faculty to bridge the isolation that some students feel when they come to campus. The Provost was supportive of the idea of this working group. Chair Zanzucchi would like to do some exploratory work with Student Affairs and other campus constituents as relevant, to continue the work of former UGC Chair Viney.

It seems that as we approach the end of the semester, faculty realize that the exam period presents challenges for undergraduate students. Chair Zanzucchi hopes that UGC will do some exploratory work around the concept of implementing a Reading Review and Recitation (RRR) week. The goal is to pilot a policy in the spring. UGC members are encouraged to share ideas with the UGC Chair, the Vice Chair, and the Analyst.

D. Update on the August 23 Divisional (DivCo) Council Meeting

As a conduit for DivCo, Chair Zanzucchi will provide regular reports on DivCo meetings to UGC, as relevant. At the August 23 meeting, DivCo discussed the following:

- a. 2020 planning – space plans will be circulated to the Senate with a short review timeline.
 - b. SAFI planning and CAPRA survey – CAPRA circulated a survey in May and there have been several conversations between the Senate and Administrative leaderships. There will more discussion ahead, in relation to SAFI, the CAPRA survey, and FTEs hires.
 - c. The Chancellor has initiated a working group to explore [APM 245](#). As the campus becomes more established, there will be more conversations about the schools’ organizational structures and the potential formation of departments at UCM.
- E. Carry-over and Upcoming UGC Business
- a. Revisions to the CRFs policy - In May, 2016, UGC had implemented several revisions to the CRFs policy for proposing new or revised courses. A few tasks lie ahead for UGC in relation to online courses. This will be revisited by the Council this academic year.
 - b. Revisions to the Academic Degree Programs Policy - This is an ongoing joint UGC-GC project. The objective is to frame the processes for academic degree policies and ensure they are in concert with each other.
 - c. Catalog Review Process – The Catalog is reviewed by UGC subgroups each academic year. In previous years, UGC discussed the need for a policy (or guidelines) for reviewing the Catalog. This year, UGC will continue its work on the policy in consultation with the registrar’s office, the school executive/curriculum committees, and others as relevant.

II. Consent Calendar

- A. The agenda was approved as presented.

III. Update on General Education – UGC Chair Zanzucchi and VPDUE Whitt

UGC Chair’s Report - The overall goal of program review activities and the current draft of the GE curriculum is to create a comprehensive and sustainable GE program in light of rapid enrollment growth and campus academic planning activities. In the past year, small teams of the GESC focused on resources, curriculum and PLOs. The GESC reviewed national models (the external review team had recommended that UCM consider those models) and drafted a GE program proposal. A draft mission statement and PLOs were circulated in the Spring for commentary. The draft GE program plan will be re-circulated in the Fall semester. This is a high priority item in light of the accreditation timeline. Implementing a sustainable and effective GE program that spans through the educational cursus of students is the goal of the GESC.

VPDUE Whitt’s Report - General Education went through [academic program review](#) two years ago. A self-study was prepared by the GESC. An external review team was on campus in 2015 and generated a report and recommendations based on the team’s consultation with faculty, staff, and students. The report included an array of suggestions.

GESC sponsored two retreats in May 2014 and June 2015. Those retreats brought together faculty members and staff from all the schools. The 2014 retreat informed self-study and review processes. Retreat participants contributed to the generation of the GE Hallmarks.

In June 2015, the GE mission statement and PLOs were drafted. The campus’s current reaffirmation of reaccreditation requires us to follow-up on our GE program. This activity is not driven by our regional accreditors but rather by our academic program review processes. The campus is in the process of preparing a self-study with WASCUC site visits taking place in 17-18.

In the summer, GESC asked for feedback on the GE hallmarks, curriculum plan, PLOs, and mission statement. GESC members met on August 22. The resources group is currently analyzing GE resources, with Senate Vice Chair Kurt Schnier leading the task. The GESC will continue its work on elaborating the GE program proposal and associated documents.

This academic year, Jack Vevea is the Chair of the GESC. The subcommittee still needs a vice chair, and senate faculty representatives from NS and ENG.

IV. UCM Senate Representation on Systemwide Committees

At the systemwide level, UGC corresponds to BOARS, UCEP, UCIE, and UCEP. Systemwide Committee representatives will brief UGC on important systemwide issues during academic year 2016-17.

- **Board of Admissions and Relations with Schools:**
Representative: UGC Member and Admissions Subcommittee Chair Christopher Viney (continuing member)
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.
- **University Committee on Educational Policy:**
Representative: UGC Chair Anne Zanzucchi (continuing member)
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.
- **University Committee on International Education:**
Representative: UGC Member Yanbao Ma (new member)
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:**
At today's meeting, Dr. David Jennings volunteered to serve on UCOPE and GESC. His nomination will be considered by the Committee on Committees.
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 systemwide 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.

V. UGC Slate of Subcommittees

A. **General Education**

The General Education Subcommittee of the Undergraduate Council (UGC) consists of no fewer than five and no greater than eight Senate faculty members, **with a minimum of two who also serve on UGC**. The Chair of the Subcommittee is appointed by the Committee on Committees to serve a one-year term beginning the first day of Fall semester. The Vice Chair of the Subcommittee will normally succeed to the position of Chair the following year. The Committee on Committees will appoint a new Vice Chair for each academic year. Each school should be represented. [...]

GESC Membership AY 16-17 (*Need representatives from ENG and SNS.*)

- Jack Vevea, Chair, SSHA (Psychology)
- TBD, Vice Chair
- Willem Van Breugel, Core One

- Katherine Brokaw, SSHA (English Literature)
- Virginia Adan-Lifante, SSHA (Spanish)
- David Jennings, SSHA (Philosophy, UGC member)
- TBD – UGC Member (NS or ENG)
- TBD – NS or ENG

Ex-Officio (non-voting):

- Elizabeth Whitt, Vice Provost and Dean of Undergraduate Education
- Charles Nies, Vice Chancellor of Student Affairs

Lecturer Representatives (non-voting):

- De Ette Silbaugh, Merritt Writing Program
- Dawn Trook, Merritt Writing Program

B. Admissions and Financial Aid

The Admissions and Financial Aid Subcommittee (AFAS) consists of at least three members of the Merced Division of the Academic Senate and one student member appointed by the Associated Students of UC Merced (ASUCM). **Senate membership should include at least one representative from each school, with a minimum of two who also serve on the UGC.** Senate members of the Subcommittee who are not affiliated to UGC are appointed by the Committee on Committees. The Merced Representative to the Systemwide Board on Admissions and Relations with Schools (BOARS) serves as Chair of the Admissions Subcommittee. The Vice Chair of the Subcommittee will normally succeed to the position of Chair the following year. The Senate faculty are voting members of the Subcommittee. The Director of Admissions, the Vice Chancellor for Student Affairs (or designee) and the Director of Financial Aid (or designee) are ex officio non-voting members of the Subcommittee. Members serve a one-year term beginning the first day of Fall semester.

At today's meeting, Professor Linda-Anne Rebhun volunteered to serve on the Admissions Subcommittee.

UGC members are encouraged to send suggestions for NS faculty nominations to the UGC analyst and the UGC Chair.

C. Undergraduate Academic Programs, Policies and CRFs

Three members minimum, one from each School.

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.

Action Requested: UGC approves proposed slate of subcommittees for AY 16-17.

Actions:

- Laura Beaster-Jones volunteered to continue serving on the subcommittee
- As a former CRFs subcommittee member, Vice Chair Mario Sifuentes will be invited to serve on the subcommittee.
- The subcommittee needs a representative from the School of Engineering.
- A revised subcommittee slate will be circulated via email.

VI. AY 2016-2017 Academic Calendar and Deadlines

The academic calendar outlines deadlines for submission of Catalog sections, CRFs, new and revised proposals for majors and minors. Each academic year, the academic calendar is prepared by the Senate Analyst in consultation with the Registrar.

Actions Requested:

- UGC approves the proposed academic calendar.
- Senate Analyst publishes and distributes approved calendar to the Schools and the Registrar.

Action: The Academic Calendar was unanimously approved by UGC. It will be published on the Senate website and distributed to the School Instructional Managers.

VII. Request from the Provost re: [WSCUC Steering Committee](#)

Background: The UGC and GC representatives to the WSCUC Steering Committee, Marcos Garcia-Ojeda and Changqing Li respectively, rotated off their respective committees (each served about 1.5 years on the WSCUC Steering Committee).

Action Requested: Identify a UGC representative to serve on the WSCUC Steering Committee.

In the context of reaffirmation of accreditation by WSCUC, UC Merced is in the process of preparing a self-study, several essays; three of which directly speak to undergraduate education (essays 3, 4, and 5). December is the deadline for draft essays. Essays will be distributed to campus stakeholders in the spring semester.

UGC members requested more time to ponder on the various needs for UGC representation on the various subcommittees and the WSCUC Steering Committee.

VIII. Campus Review Item

A. Revised Heritage Studies minor in SSHA

Background: In AY 15-16, this minor was submitted to the Senate for review as the World Heritage minor. In light of the comments provided by the Senate, the program co-chairs provided some clarification on the proposed minor and changed its name to Heritage Studies.

Review materials available on Box:

[August 31, 2016 Memo from SSHA](#)

[Proposal appendices](#)

[Senate Timeline](#)

Action requested: UGC to review the proposal and provide comments to senatechair@ucmerced.edu by September 21, 2016.

UGC Members discussed various components of the proposal, including:

- Name Change from World Heritage to Heritage Studies
- Curriculum
- Resources and PLO # 5
- Scope and Sequence of Minors
- For clarity purposes, UGC recommended a revision of the text in the introductory Section: “ Currently only UC Merced has a program in World Heritage, making our campus a pioneer in this field of study within the University of California system.”

A description of UGC’s recommendations is available [here](#).

UGC Recommendation: The Undergraduate Council unanimously voted in favor of approving the Heritage Studies Minor, effective Spring 2017, with the caveat that the observations and recommendations hyperlinked above be addressed by SSHA.

IX. Executive Session – UGC Voting members only please

Minutes prepared by Fatima Paul

Attest: Anne Zanzucchi, Chair, Undergraduate Council