

Undergraduate Council (UGC)

**Draft Notes/Action Items**  
**Tuesday, September 3, 2019**  
**3:30pm – 5:00pm**  
**KL 232**

**I. Welcome and Introductions – Chair Sharping**

Chair Sharping welcomed new and returning members and consultants.

**II. UGC Resources – Chair Sharping**

UGC Chair introduced, and members discussed the following aspects of conducting UGC’s business.

A. Duties

UGC is one of the most important UCM Senate bodies. Chair Sharping read the UGC duties, available on the [Senate website](#):

“Undergraduate Council (UGC) establishes policy for undergraduate education on the Merced campus and advises the Chancellor or Chancellor’s designee on all matters pertaining to undergraduate education. UGC reviews, coordinates, and takes final action on all matters relating to courses of undergraduate instruction and approves or declines to approve, the establishment, discontinuation, or modification of undergraduate programs, majors, minors, courses, and certificates. UGC maintains liaison with the following systemwide committees:

[Board of Admissions and Relations with Schools](#) (BOARS)  
[University Committee on Education Policy](#) (UCEP)  
[University Committee on International Education](#) (UCIE)  
[University Committee on Preparatory Education](#) (UCOPE)”

B. [Membership](#) and Meeting [Schedule](#)

UGC has regular consultants and guests. When the committee is deliberating, all are welcome to contribute to the conversation. There will be situations where only voting members will be invited to vote. UGC may also go into executive sessions to discuss sensitive/confidential matters (program reviews, student petitions etc.).

Members are encouraged to read/review the following UGC resources:

- [UGC Box Site](#)
- UGC [Bylaws](#)
- [Policies](#)
- UGC [Handbook](#)
- [Consultation guidelines](#) and [procedure](#)

Chair Sharping read the UGC [Conflict of Interest Policy](#) and invited members to comment. The basic UGC rule is “you can vote on item x only once”; however, members who have conflicts of interest are encouraged to notify the chair and the analyst before voting takes place. Fatima Paul will also note any conflicts of interest prior to items being put forth for vote, if aware of existing conflicts.

There were no questions from the membership.

**III. UGC Goals and Priorities for AY 19-20**

UGC goals and priorities were also discussed at the August 25-26 Governance Retreat.

UGC members discussed the Council's goals for this academic year, associated memos, and next steps.

[Admissions and Financial Aid Subcommittee as a stand-alone committee](#) (AFAS) – AFAS is currently a subcommittee of UGC and it is chaired by the BOARS representative (who also serves as Vice Chair of UGC). It is important to maintain the BOARS and AFAS connection. Admissions decisions have a big impact and at times, do need to happen on a fast timescale. This is one of the reasons for proposing that this subcommittee be a stand-alone committee. The second part of the rationale for this proposal is related to the management of enrollment into impacted programs (e.g. Computer Science Engineering). The current subcommittee has a considerable workload. The office of admissions has some wisdom to offer with regard to these matters.

The AFAS, when it is a standalone committee, will collaborate with the Enrollment Strategy Committee. Chair Sharping hopes a discussion of this topic will continue within UGC and other faculty groups on campus. The following items will also be addressed by UGC in the near future.

- [Review Week Proposal](#)
- Revisions of the following UGC Resources. Some will require consultation with Graduate Council and the Committee on Rules and Elections.
  - [UGC Policy for Reviewing/Approving Academic Degree Programs](#)
  - [Minors Policy](#)
  - [CRFs Policy](#)
  - [Revised UGC Bylaws](#)

Members' Comments:

- A member agrees that it is critical to establish the Admissions and Financial Aid Subcommittee as a stand-alone Senate body.
- A member requested a future discussion of revisions of policies that would outline a clear and coherent process/procedure for the establishment of majors and minors (Note: a draft revised policy and associated template will be provided to the group tasked with finalizing the policy revisions).

#### IV. Consent Calendar

- A. Approval of today's Agenda
- B. Approval of UGC's [Annual Calendar of Academic Programs](#)

The consent calendar items were approved as presented.

**Action:** The UGC annual calendar of deadlines will be distributed to the Senate faculty and School Instructional Managers.

#### V. UGC Representation on Subcommittees, PROC, Work Groups, and Systemwide Committees

##### A. Courses/Policies

This subcommittee reviews and makes recommendations to UGC members on new/revised courses and on policies related to undergraduate education.

**Action:** Jay Sharping, Eva de Alba, and Glynis Gawn will serve on this subcommittee.

##### B. [Periodic Review Oversight Committee](#) (PROC)

A joint committee of the Senate and Administration, PROC supports and advances UC Merced's educational and institutional effectiveness and organizational learning through its campus-wide advisory and oversight responsibilities for academic and administrative assessment, both periodic and annual.

**Action:** Susan Amussen will serve as the UGC representative for Fall. Chih-Chun Chien is willing to serve in Spring. Fatima Paul will notify PROC.

##### C. [Library and Scholarly Communications](#) (LASC)

Advises the Chancellor or Chancellor's designee and the Division regarding the administration of the university library.

**Action:** Rowena Gray has agreed to serve as the UGC representative on LASC. Fatima Paul will notify the LASC Chair.

**D. [Support Services for Undocumented Students Work Group](#)**<sup>1</sup>

This work group is charged to annually review efforts and report outcomes of services offered to support graduate and undergraduate undocumented students at UC Merced.

**Action:** Jesus Sandoval-Hernandez is willing to serve on this work group. Fatima Paul will notify the Committee on Committees.

**E. [Curriculog and CRF Review Process Work Group](#)**

**Action:** Jay Sharping and Glynis Gawn have agreed to serve on this work group. Fatima Paul will notify the GC Chair.

**F. [Admissions and Financial Aid Subcommittee](#) (AFAS)**

Advises Undergraduate Council, the Merced Division and the administration on policy and practices related to admissions, access, enrollment, and outreach. This includes determining the criteria for undergraduate admissions and setting admission's policy. AFAS maintains liaison with the campus's Enrollment Management Committee.

- Matt Hibbing (SSHA), Chair and BOARS Representative
- Abbas Ghassemi (SoE), Vice Chair
- Jesus Sandoval-Hernandez (SSHA)

Ex-officio (non-voting):

- Dustin Noji, Interim Director of Admissions and Outreach
- Jill Orcutt, VC for Enrollment Management
- Ron Radney, Director of Financial Aid and Scholarships
- ASUCM Representative (TBD)

**No Action Requested.**

**E. [University Committee on Educational Policy](#) (UCEP)**

*Representative: UGC chair Jay Sharping (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.

**No Action Requested.**

**F. [Board of Admissions and Relations with Schools](#) (BOARS)**

*Representative: UGC vice chair Matt Hibbing (new member)*

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.

**No Action Requested.**

**G. [University Committee on International Education](#) (UCIE)**

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[https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/news/documents/approved\\_senateresolution\\_improvingconditionsforundocumentedstudents\\_16a.pdf](https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/news/documents/approved_senateresolution_improvingconditionsforundocumentedstudents_16a.pdf)

*Representative: Michelle Leslie (continuing member)*

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.

**No Action Requested.**

#### H. University Committee on Preparatory Education (UCOPE)

*Representative: Jesus Sandoval-Hernandez (continuing member)*

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.

**No Action Requested.**

## VI. Campus Review Items

### A. Computer Science Engineering Department Academic Honesty Policy (effective Fall 19)

The policy was developed by the CSE faculty in collaboration with the Office of Student Conduct, the relevant School of Engineering staff and the Registrar. Per recent correspondence from the SoE, it is FERPA compliant. Information about FERPA is available here: <https://registrar.ucmerced.edu/policies/ferpa#Basic>. (UGC is a lead reviewer).

The proposed policy would help the school track violations of the academic honesty policy in the program.

**Lead UGC readers/reviewers: Susan Amussen and Mike Beman.**

Members' Comments:

- CSE faculty have created a process that enables the school to better understand the academic honesty violations associated with a particular student. This proposed policy is compliant with the school's process and aims to clarify how CSE is applying the Academic Honesty policy within the department.
- CSE faculty feel that the situation in the program warrants the implementation of this policy, as many students may not be aware of potential infringements to the academic honesty policy.
- A member would like to have an in-depth discussion of this proposal at the next meeting.
- Important for UGC to state in its response that UGC's role is not to "approve" the policy but instead, it is to ensure that the proposal conforms to the existing campus Academic Honesty policy (campus policy is provided in the CSE memo).

**Action:** UGC readers to send their report to Jay and Fatima prior to September 17 and provide a brief summary at the September 17 meeting. Readers' findings will be used as a basis for UGC's response.

### B. Chemistry and Chemical Biology Department Request to Change the Name of the Chemical Sciences major and minor to Chemistry

The change was approved unanimously in NS and would align the program with analogous programs at other universities. (UGC is a lead reviewer).

**Action:** Members are asked to discuss and endorse the request. UGC's response is due to the Senate Chair by September 23.

**Lead UGC reader/reviewer: David Kaminsky****Comment:**

- The Fall 2020 application changes were due in the Spring. The earliest this change can be included in the undergraduate application is Fall 2021. Once implemented, the name change would only be effective for the 2021 cohort.

**Action:** Lead reviewer to send his comments to Jay and Fatima, for discussion at the September 17 meeting.

**VII. Systemwide Review Item****A. Proposed Revisions to APM-230, Visiting Appointments**

Context and background are provided in Vice Provost's Carlson cover letter:

<https://senate.universityofcalifornia.edu/files/underreview/apm-230-revisions.pdf> (*UGC is not a lead reviewer*).

**Action:** UGC members are asked to please notify Fatima Paul if they would like to opine.

Comments are due to the Senate Chair by September 24.

**IX. Any Other Business**

Chair Sharping reminded members and consultants to be mindful of the confidentiality of UGC. Participants are free and encouraged to state their positions on agenda items but the discussions should not be released beyond the membership until an official UGC memo is issued.