

UNIVERSITY OF CALIFORNIA, MERCED

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SANTA BARBARA • SANTA CRUZ

ACADEMIC SENATE, MERCED DIVISION
COMMITTEE ON RULES AND ELECTIONS (CRE)

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CA 95343
(209) 228-7930

February 25, 2020

**To: Tom Hansford, Chair, Divisional Council
Jay Sharping, Chair, Undergraduate Council**

From: Christopher Viney, Chair, Committee on Rules and Elections

Re: Proposal for a Stand-Alone Admissions and Financial Committee (AFAC)

Members of the Committee on Rules and Elections have reviewed the UGC/AFAS proposal to establish the current Admissions and Financial Aid Subcommittee (AFAS) of UGC as a stand-alone Admissions and Financial Aid Committee (AFAC), effective academic year 2020-2021.

CRE is delighted to see that the concept of a stand-alone Admissions and Financial Committee – raised several years ago among AFAS members – come to fruition; thus providing consistency with the current AFAC-equivalent structures across the UC system, and re-affirming the Senate faculty's role and responsibilities with regard to admissions matters, as set forth by the Regental Bylaws¹ and the Standing Orders of the Regents².

CRE offers the following comments on the proposed charge of AFAC:

- i. **Membership**
The charge states that “Members serve a one-year term beginning the first day of Fall semester”. Due to the steep learning curve for matters related to admissions at the local and systemwide levels, CRE believes that a two-year term for the Chair of AFAC / BOARS representative might be more appropriate and would positively contribute to serving the needs of the committee as a whole by providing continuity, consistent with BOARS representations across the UC system.
- ii. **Senate Compensation**
Per the proposed charge, the Chair of the newly formed AFAC will be compensated \$ 11,000. CRE wonders about the equity and scales applied to the compensation of current Senate Committee Chairs as it seems that some Chairs are currently compensated less than the proposed \$ 11,000.

We thank you for the opportunity to opine on this proposal.

Cc: CRE Members
AFAS Chair Hibbing
Senate Office

¹ <https://regents.universityofcalifornia.edu/governance/bylaws/bl40.html#bl40.1>

² <https://regents.universityofcalifornia.edu/governance/standing-orders/so1052.html>

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ACADEMIC SENATE, MERCED DIVISION
UNDERGRADUATE COUNCIL (UGC)

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CA 95343
(209) 228-7930

November 22, 2019

**To: Tom Hansford, Chair, Divisional Council
Christopher Viney, Chair, Committee on Rules and Elections**

From: Undergraduate Council

Re: Proposal for a Stand-Alone Admissions and Financial Aid Committee (AFAC)

The Board of Regents of the University of California sets forth orders and policies relating to admissions. [Regents' policy 2102](#) enumerates the “top one-eighth” general eligibility criteria and identifies achievement, talent, diversity and inclusion as goals of the enrollment process. [Regents' Bylaw 40.1](#) and [Standing Order 105.2.a](#) set forth the duties and responsibilities of the Academic Senate as “[...] subject to the approval of the Board, shall determine the conditions for admission, for certificates, and for degrees other than honorary degrees.”

At UC Merced, the [Admissions and Financial Aid Subcommittee](#) (AFAS), a subcommittee of the Undergraduate Council (UGC), is the chief interface between faculty and administrators on matters of admission. The newly-formed Enrollment Strategy Committee is a *strategy* committee, whereas the proposed stand-alone *working* Senate committee will be charged to carry out faculty responsibilities as defined by the Regents.

At its November 19, 2019 meeting, the Undergraduate Council discussed the proposal to establish the Admissions and Financial Aid Subcommittee (AFAS) of UGC as a stand-alone Senate Committee: the Admissions and Financial Aid Committee (AFAC), starting in AY 2020-2021. Members of UGC unanimously endorsed this proposal (appended to this memo). A description of the background and rationale follows.

- 1) There are both long-term and urgent admissions-related issues which require efficient faculty input and clear communication between the administration and Senate faculty. The subcommittee structure adds a consultation layer which slows down such communication.
- 2) Admissions and enrollment issues are sufficiently important at the local and system levels that they should be reflected in the annual meetings of the Division in the Fall and Spring semesters and regular updates should be provided at Divisional Council meetings. For example, it is widely recognized that missing campus-wide enrollment

targets directly impacts UC Merced's budget. A mantra used by the Office of Admissions was "Under enrolling by 100 students leaves \$1 million on the table."

- 3) The combined large workloads of UGC and AFAS warrant this separation.
- Admissions involves a multi-year marketing/recruiting/offer/enrollment effort which happens in parallel with efforts on all of our sister campuses.
 - A local challenge/opportunity is that some of our academic programs have healthy enrollment, some struggle to enroll as many students as they would like, and some have far too many eligible applicants to accommodate.
 - Transfer admissions discussions and the roles of standardized testing in admissions are large current points of discussion.
 - An awareness of institutional data is essential to making wise admissions decisions, and gaining this awareness takes time over multiple meetings of AFAS.

Thank you for your consideration of this proposal at the next DivCo and CRE meetings.

Cc: UGC
Senate Office

Encl. (1)

Proposal for the Senate Admissions and Financial Aid Committee

Approved by UGC on November 22, 2019

Membership

The Senate Admissions and Financial Aid Committee (AFAC) consists of at least three Senate faculty 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. Senate members 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 and Financial Aid Committee. The Vice Chair of the Committee will normally succeed to the position of Chair the following year. The Senate faculty are voting members. The Director of Admissions and Outreach, the Vice Chancellor for Student Affairs (or designee) and the Director of Financial Aid and Scholarships (or designee) are ex officio non-voting members of the Committee. Members serve a one-year term beginning the first day of Fall semester.

Duties

The Admissions and Financial Aid Committee:

- Sets campus admissions policy;
- Considers matters related to admissions such as eligibility requirements, enrollment, financial aid, and relations with Schools;
- Considers the weighting of academic and non-academic criteria for the admissions process;
- Considers appeals to eligibility, admissions, and financial aid decisions;
- Determines criteria for undergraduate admissions;
- Advises the Undergraduate Council, the Merced Division and the administration regarding policy and practices related to admissions, access, enrollment, and outreach;
- Requests from the [Office of Institutional Research and Decision Support](#) the development and analyzes of institutional data needed to fully inform decisions;
- Liaises with the Campus Enrollment Strategy Committee, and with administrative units that implement and manage admissions-related policies.

Quorum

A vote requires a minimum of at least 50% of the voting-eligible committee members. In the absence of a quorum, the Committee may discuss business at the meeting, and then vote on action items electronically.

The Committee convenes once a month.

In recognition of the workload, we propose that the committee receive senate analyst support. In addition, we request a stipend of \$11,000 for the Committee Chair to match the compensations of the current Senate Committee Chairs and in recognition of the workload at the division and systemwide levels.

. PART II. COMMITTEES

o Title I. APPOINTMENT AND TERM

- Appointment
- Term

o Title II. GENERAL FUNCTIONS AND RESPONSIBILITIES; COMPOSITION

- Classification of Committees (Am 12 Dec 08)
- General Functions and Responsibilities (Am 12 Dec 08)
- Composition of Committees
- Correspondence with Standing Committees of the Academic Senate (see Senate Bylaw 325)

o Title III. STANDING COMMITTEES ON FACULTY AND SENATE AFFAIRS: THEIR POWERS AND DUTIES

- Assembly Representation
- Academic Personnel
- Committees
- Privilege and Tenure
- Faculty Welfare and Academic Freedom
- Diversity and Equity
- Rules and Elections
- Research

o Title IV. STANDING COMMITTEES ON EDUCATIONAL AFFAIRS: THEIR POWERS AND DUTIES

- Academic Planning and Resource Allocation
- Admissions and Financial Aid Committee
- Undergraduate Council
- Graduate Council
- Library and Scholarly Communication
- Admissions and Financial Aid Committee

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Title IV. STANDING COMMITTEES ON EDUCATIONAL AFFAIRS: THEIR POWERS AND DUTIES

These committees include Senate and student members. Student members are appointed, and will serve, in accordance with provisions of Bylaw Part II. Title II.3.B.2.

1. Academic Planning and Resource Allocation

- A. Membership: This committee consists of at least six members of the Merced Division and two student members: a Chair, a Vice Chair, the Vice Chair of the Division, one Senate member from each School, one graduate student representative, and one undergraduate student representative. Senate membership should include broad representation from schools and academic programs.
- B. Duties
 - 1. Meets with the Chancellor or Chancellor's designee at the beginning of each academic year for a briefing on all sources of revenue for the Merced campus, the allocation of revenue to units of the campus, and budgetary planning for the succeeding academic year.
 - 2. Assesses budgetary proposals and requests, including requests for allocation of faculty positions (FTE) for succeeding academic years.
 - 3. Confers with and advises the Chancellor or Chancellor's designee and Divisional administrative agencies regarding policy on academic planning, budget and resource allocations.
 - 4. Reviews academic units and degree programs as they relate to academic planning, budget, and resource allocation, and reports thereon to the Chancellor or Chancellor's designee and/or to the Divisional Council and Divisional Assembly as appropriate.
 - 5. On matters relating to academic planning and budget, receives reports from, and maintain liaison with, the Undergraduate Council and the Graduate Council.
 - 6. Reports regularly to the Divisional Council and the Divisional Assembly on matters under consideration.
 - 7. Receives reports from, and maintains liaison with, the University Committee on Planning and Budget.

2. Admissions and Financial Aid Committee

A. Membership: This Committee consists of at least three members of the Merced Division and one student member appointed by the Associated Students of UC Merced (ASUCM). Senate membership should include at least one representative from each school. Senate members are appointed by the Committee on Committees. The Merced Representative to the Systemwide [Board of Admissions and Relations with Schools](#) (BOARS) serves as Chair of the Admissions and Financial Aid Committee *and serves for two years*. The Vice Chair of the Committee will normally succeed to the position of Chair the following year. The Senate faculty are voting members. The Director of Admissions and Outreach, the Vice Chancellor for Student Affairs (or designee) and the Director of Financial Aid and Scholarships (or designee) are ex officio non-voting members of the Committee. Members serve a one-year term beginning the first day of Fall semester.

B. Duties

1. Sets campus admissions policy.
2. Considers matters related to admissions such as eligibility requirements, enrollment, financial aid, and relations with Schools.
3. Considers the weighting of academic and non-academic criteria for the admissions process.
4. Considers appeals to eligibility, admissions, and financial aid decisions.
5. Determines criteria for undergraduate admissions.
6. Advises the Undergraduate Council, the Merced Division and the administration regarding policy and practices related to admissions, access, enrollment, and outreach.
7. Requests from the [Office of Institutional Research and Decision Support](#) the development and analyzes of institutional data needed to fully inform decisions.
8. Liaises with the Campus Enrollment Strategy Committee, and with administrative units that implement and manage admissions-related policies (Am *date, Month, Year*)
8. ~~7 May 2020~~

3. Undergraduate Council

A. Membership: This Committee consists of at least ten members of the Merced Division and one student member. Senate membership should include at least one representative from each school that delivers undergraduate programs. The Vice Chancellor of Student Affairs and the Vice Provost and Dean for Undergraduate Education will serve as *ex officio* members.

B. Duties

1. Consistent with the rights of the Faculties under the Standing Orders of the Regents ([105.2.b](#)), establishes policy for undergraduate education on the Merced campus and advises the Chancellor or Chancellor's designee on all matters pertaining to undergraduate education.
2. Considers matters involving undergraduate admission and enrollment at Merced.
3. Reviews, coordinates, and takes final action on all matters relating to courses of undergraduate instruction, including approval of new courses and modification, withdrawal, conduct, credit valuation, and classification of existing courses.
4. Consistent with the rights of the Faculties under the Standing Orders of the Regents ([105.2.b](#)), approves or declines to approve, in terms of academic merit, the establishment, discontinuation, or modification of undergraduate programs, majors, minors, and certificates; and reports its conclusions to the Divisional Council.
5. Acts on behalf of the Division in reviewing recommendations from the Colleges and Schools concerning the award of undergraduate degrees, certificates, and honors (see Bylaw IV).
6. Defines the goals and establishes criteria for use in reviewing the quality and effectiveness of undergraduate teaching programs and/or majors and is responsible for undergraduate program review.
7. Establishes policy and exercises authority on academic disqualifications and/or dismissals as well as overall undergraduate academic transcript notations.
8. Initiates, receives, and funds proposals for undergraduate instructional improvement and development.
9. Considers and reports on matters referred to it by the Chancellor or Chancellor's Designee, the Chair of the Division, the Divisional Assembly or any other standing committee of the Merced Division, or by the Faculty of any college or school located wholly or in part on the Merced campus.
10. Initiates appropriate studies and reports thereon to the Chancellor or the Chancellor's Designee and/or to the Divisional Assembly as it may deem appropriate upon local matters of a fundamental character involving questions of undergraduate educational policy.

11. Exercises in the Division responsibilities regarding preparatory education that are assigned by the systemwide Senate Committee on Preparatory Education and by the Division.
12. Recommends to the Chancellor policies related to the awarding of all undergraduate financial aid on the Merced campus.
13. Provides guidance, advice, and supervision regarding all academic matters related to the Education Abroad Program, the University of California Washington, DC (UCDC) and UC Center Sacramento Programs, including student selection, selection of Study Center Directors, and reviews of Study Centers.
14. Identifies candidates, normally one of its members, to be nominated by the Committee on Committees to serve as the Merced campus representative to the University Board of Admissions and Relations with Schools, to the University Committee on Educational Policy, to the University Committee on International Education, and to the University Committee on Preparatory Education.
15. Nominates members of the Faculty to receive undergraduate Distinguished Teaching Awards and other awards as appropriate.
16. Recommends to the President, through the Chancellor, awards of such undergraduate scholarships as are restricted to students on the Merced Campus.
17. Advises on undergraduate matters of University Extension.

4. Graduate Council

- A. Membership: This Committee consists of at least nine members of the Merced Division and one graduate student representative. The Vice Provost and Dean of Graduate Education serves as *ex officio*.
- B. Duties
 1. Makes policy for graduate education at UC Merced and discharges duties in accordance with the stipulations of [Senate Bylaw 330](#).
 2. Grants certificates of admission to qualified applicants for graduate status; admits qualified students to candidacy for degrees to be conferred on graduate students; appoints committees in charge of candidates' studies, who will certify for every candidate before recommendation for a higher degree that the candidate has fulfilled

the requirements of the University pertaining to that degree. The Graduate Council may delegate all or part of these authorities to the Vice Provost and Dean of Graduate Education.

3. Makes recommendations to the Senate Coordinating Committee on Graduate Affairs, subject to approval by the Merced Division, concerning new graduate programs leading to existing graduate degrees, the establishment of new graduate degrees and any substantial change to existing graduate programs.
4. Authorizes, supervises and regulates all graduate courses and graduate programs of instruction. The Graduate Council will coordinate with the Undergraduate Council in carrying out these duties for conjoined graduate courses.
5. Periodically reviews and evaluates all graduate programs of study in coordination with the Undergraduate Council and the Periodic Review Oversight Committee, as appropriate.
6. Acts on behalf of the Division in reviewing recommendations from the Graduate Division concerning the award of graduate degrees, certificates, and honors (see UCM Bylaw Part IV).
7. Advises the Vice Provost and Dean of Graduate Education on allocation of graduate student support funds and recommends the award of all fellowships and graduate scholarships and prizes. Annually, determines the Outstanding Teaching Assistant Award.
8. Sets policies and standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships.
9. Makes recommendations to the Division on the award of prizes to faculty for graduate teaching.
10. Considers any graduate student policy issue or relevant aspect of student affairs insofar as these have educational implications or may affect the academic quality of the institution; advises the Graduate Division, Provost and Executive Chancellor, and the Chancellor on any such issue. In carrying out this function, the Council will coordinate with the Undergraduate Council, as appropriate.

11. Consistent with Senate Bylaws [20](#) and [330C](#), the Graduate Council may delegate to the Vice Provost and Dean of Graduate Education routine administrative decisions related to the regulations and policies of the Graduate Council and other matters to its committees or executive officers. The Graduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly.
12. Advises the Committee on Academic Planning and Resource Allocation, the Division, Provost and Executive Chancellor, and the Chancellor on planning, management, and budgetary issues related to graduate education needs.
13. Advises on graduate matters of University Extension.

5. Library and Scholarly Communication

A. Membership: This Committee consists of at least four members of the Merced Division and two student members: a Chair, a Vice Chair, at least two ~~—~~Senate members, one graduate student representative, and one undergraduate student representative. The Senate membership should include broad ~~—~~representation from schools. The University Librarian serves as ex officio. (Am 12 December 2019)

B. Duties

1. Advises the Chancellor or Chancellor's designee and the Division regarding the administration of the University Library, in accordance with the Standing Orders of the Regents.
2. Makes recommendations to the Division on matters concerning the role of the University Library in the acquisition, storage, and provision of scholarly materials, as well as other resources for scholarly communication. These matters include, but are not restricted to, the formulation of University Library policies, recommendations on the development of the University Library budget, the apportionment of related funds, and the allocation of associated space. (Am 12 December 2019)
3. Maintains liaison with the administration of the University Library on behalf of the Division.
- ~~4~~—Prepares and submits to the Division an annual report on the status of the University Library, as well as related resources for scholarly communication. (En 22 January 2020)

