UNDERGRADUATE COUNCIL (UGC)
ANNUAL REPORT
2007-2008

TO THE MERCED DIVISION OF THE ACADEMIC SENATE

During the academic year 2007-2008, the Undergraduate Council (UGC) met 18 times in person and conducted some business via email with respect to its duties as outlined in UCM Senate Bylaw II.4.B. The issues that UGC considered this year are described briefly as follows (in alphabetical order):

ACADEMIC CALENDARS

The Registrar's office requested some input on UCM's Academic Calendars for 2008-09 and 2009-10. The UGC was asked to provide comments on two versions of the calendar: a) split of 73/73 instructional days and b) split of 72/74 instructional days. The UGC voted in favor of the calendar with the 73/73 split and Saturday commencement.

ACADEMIC HONESTY POLICY

UGC Student Representative presented a request from the Associated Students of UC Merced (ASUCM) to review the Academic Honesty Policy because some of its outlines seemed vague. UGC reviewed the policy in consultation with the office of Student Affairs and proposed some amendments to the language. UGC also recommended that a joint GRC/UGC committee work on developing a faculty responsibility section and a universal statement of academic honesty.

ADMISSIONS

UGC received regular reports on admissions data, events and recruiting from Director of Admissions Chon Ruiz, AVC Browne and VC Student Affairs Lawrence. The Chair of the Admissions subcommittee met several times with the Director of Admissions Chon Ruiz, and the whole subcommittee reviewed the A by E criteria for AY 2008-2009, and decided to use the admissions data in order to validate some of the previous assumptions regarding the cutoff grades for A by E based on student performance. This exercise resulted in a request to evaluate all admissions data, and to statistically compare the performance of our freshman and transfer students. The Admissions subcommittee recommended that future A by E policies and practices be based on the statistical data that are now available, as opposed to arbitrary criteria. The subcommittee also designated an ad-hoc committee (which included all members of the admission subcommittee) for reviewing the Regent scholarship applications for AY 2008-2009.

CATALOG

The three Schools submitted their section of the Catalog to UGC for review. UGC discussed the review process for changes to the General Catalog. Course Catalog materials were thoroughly examined by the committee including the proposed changes in the Biology major (two new tracks, changes in core and elective/emphasis courses, and a change in the course prefix). UGC approved the Catalog copy in May 2008. UGC also agreed that changes to next year's Catalog need to be submitted in early May.

CLASS BLOCK SCHEDULING

The office of the Registrar presented UGC with a proposal to adopt a standardized block scheduling pattern. The proposed model allowed a free period to be scheduled every Monday and also allowed the university to realize maximum utilization of both instructional and lab spaces. UGC solicited input from the faculty on the proposal. Faculty comments were forwarded to the registrar. UGC endorsed the block scheduling proposal.

COURSE REQUESTS FORMS (CRFs)

UGC approved over 280 new courses and/or changes to existing courses.
In an effort to clarify the review and submission process, UGC asked the Schools to send CRFs directly to the Registrar instead of the Senate. The committee later drafted a set of policies and procedures for submission of courses (see page 4).

Some members of the UGC and Senate staff met with ENG Assistant Dean Gavilan to receive training and provide input on the CRF online submission project.

COURSE UNIT VALUE POLICY

The UGC policy subcommittee drafted a policy on course unit value. The general idea of the proposed policy is that the total weekly workload must equal three times the number of units. The proposed UGC policy is based on Senate Regulation 760 and closely adheres to its guidelines. UGC approved the course unit value policy in May 2008.

FINAL EXAM SCHEDULE POLICY

Based on input from the Schools and after analyzing practices at other campuses, the UGC recommended a final exam time starting at 8:00am (rather than 7:30am) and consisting of three hours with a 30-minute break to be implemented in spring 2008.

GENERAL EDUCATION (GE)

The Academic Senate asked UGC to review and make a recommendation on UC Merced's current General Education requirements. UGC discussed this item on several occasions. UGC noted that a large source of confusion and discussion over the last few years had been rooted in the relationship between General Education and College One, which was not well codified in the Bylaws and Regulations. College One had created an Executive Committee (COEC) to represent faculty in College One matters. Faculty representatives of College One wrote the current Bylaws that created the COEC, elected by the Faculty, to oversee matters related to College One. However, the Bylaws did not explicitly charge the COEC with curriculum matters. During AY 2006-07 most members of the College One Executive Committee resigned and the Academic Senate considered the committee defunct.

Core 100, one of the GE courses required for graduation, was not offered in AY0708 due to the lack of faculty to teach it and insufficient resources (primarily teaching assistants). UGC proposed that a temporary (one semester) ad hoc curriculum faculty committee be formed to deliberate on the Core 100 question and to determine how students will fulfill the Core 100 Gened requirements during AY 2008-2009. The ad hoc committee (which included a UGC representative) worked with VPUE Viney to discuss course options for Core 100 (not for GE as a

whole). In May 2008 the chair of the ad hoc committee (Professor Henry Forman) attended a UGC meeting to discuss and present a report on the issue of Core 100.

UGC generated a set of recommendations on General Education. Final report was forwarded to the Division Council in June 2008.

GRADUATE COURSES APPROVAL

The UCM Rules Committee ruled that "the UCM Divisional Bylaws expressly delegate all Divisional course approval authority to the Undergraduate Council. While the authority to approve courses rests with the Undergraduate Council, the exercise of that authority can be informed by course approval or rejection by the Graduate and Research Council." This issue will be addressed in a Bylaw change in the near future.

MEDICAL SCHOOL PROPOSAL

The Division Council requested that UGC review a proposal for a School of Medicine at UC Merced. UGC discussed the proposal in October 2007 and generated a list of questions which was forwarded to NS Dean Pallavicini for input. UC Merced faculty was ultimately polled on whether or not to move forward with the planning of a Medical School.

MID-SEMESTER GRADE REPORTING

Director of Student Advising and Learning Center Boretz requested a five-year extension of the Mid-Semester Grade Reporting pilot program and reported on the success of the workshop during a UGC meeting. UGC provided some input on the program. UGC approved the continuation of the Mid-Semester Grade Reporting and mandatory workshops for all students with a D+ or lower. UGC will continue to monitor the program and make any necessary recommendations.

MINORS APPROVED BY UGC:

- Applied Mathematics Minor (Sep. 2007)
- Literature Minor (March 2008)

MAJORS APPROVED BY UGC:

- Anthropology Major (May 2008)

POLICIES & PROCEDURES FOR SUBMISSION OF NEW COURSES/COURSE CHANGES for AY 2007-2008

UGC worked with the office of the Registrar on the development of guidelines for submission of new courses and course changes. Final draft of the procedures, a calendar for processing and reviewing CRFs and a revised version of the course request form were distributed to the Schools and to the Registrar's office.

POLICIES & PROCEDURES FOR APPROVAL OF NEW UNDERGRADUATE DEGREE PROGRAMS AND CHANGES TO UNDERGRADUATE PROGRAMS FOR AY 2007-2008

CAPRA requested that UGC review the existing policies for approval of new programs and program changes to include consultation with CAPRA and the EVC/Provost regarding resource

implications on educational proposals. Proposals for new undergraduate degree programs or changes to existing programs will now be submitted to the Senate office. The Senate will transmit proposals to UGC for academic merit and to CAPRA and the EVC to address resource implications. Draft Catalog description will also be included with proposals for new programs. Registrar will be notified when a program is approved. Final draft of the policies and procedures were distributed to the Schools.

SENATE AWARDS

The Academic Senate asked UGC to establish the criteria and selection process for Senate Awards, particularly for a Senate Faculty Undergraduate Distinguished Teaching Award. UGC established the criteria and selection process and forwarded them to the Division Council in March 2008.

UCM SENATE BYLAW II.4.B (Undergraduate Council Membership)

UGC proposed a modification to the UCM Division Bylaws to include the Vice Provost for Undergraduate Education as an ex-officio non-voting member of UGC.

Current Language:

> This Committee consists of at least five Senate members, one student member, and the Vice Chancellor of Student Affairs (*ex officio*, non-voting.)

Proposed Language:

> This Committee **shall** consist of at least five Senate members **and** one student member. **The Vice Chancellor of Student Affairs and the Vice Provost for Undergraduate Education shall serve as *ex officio*, non-voting members.**

The proposed changes were reviewed and approved by UGC, UCM's Committee on Rules and Elections, the Divisional Council and the Merced Division and were forwarded to the Academic Council in May 2008.

UCM SENATE REGULATION 70.B (Dropping a course)

A faculty member requested that the "W" notation be expunged from a student's record. Following thorough analyses of the language in the policy, UGC revised the W policy and made changes to some of the wording (see below). UGC emphasized the importance of correctly implementing the W policy to avoid withdrawal misuse. Changes were unanimously approved by the committee. Final policy was reviewed and approved by UGC, UCM's Committee on Rules and Elections, the Divisional Council and the Merced Division and were forwarded to the Academic Council in May 2008.

> **70. COURSE SCHEDULE CHANGES**
> **B. Dropping a Course**
>
> During the first four weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the fourth week of instruction and until the end of the tenth week of instruction (close of business on the Friday of that week), a student may drop for emergency reasons or for good

cause with the signed approval of the instructor of record and confirmed by the dean of the school with which the student is affiliated, provided~~,~~: (1) the student is not on special probation (i.e. students who have successfully appealed disqualification); (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and dean); and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4th and 10th weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (~~such as~~ illness or injury substantiated by a doctor's note, recent death in the immediate family~~;~~ or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.

All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the fourth week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear under the course grade on the student's permanent transcript. Courses in which a “W” has been entered on a student’s record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student’s progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the third week of instruction. It does not indicate whether the student was passing or failing.

SHARED EXPERIENCE PROGRAM

The UGC provided comments on the Shared Experience Program and monitored this program throughout the year. The committee also received regular input from VC Student Affairs Lawrence and AVC for Enrollment Browne.

VICE PROVOST FOR UNDERGRADUATE EDUCATION

VPUE Viney attended several UGC meetings. His status as non-voting ex-officio member of the UGC was formalized by a modification to Senate Bylaw II.4.B to include his membership.

SYSTEM-WIDE ITEMS REVIEWED BY UGC

AMENDMENT TO SR636 – UNIVERSITY OF CA ENTRY LEVEL WRITING REQUIREMENT

The UGC policy subcommittee conferred with last year’s UCOPE representative (writing program director Robert Ochsner) and requested input on resource implications tied to the proposed amendment. UCM already complies with the proposed ELWR enrollment cap; therefore it was agreed that UCM would not encounter additional resource implications. UGC conveyed its support of the proposed amendment to SR 636 to the Division Council.

BOARS PROPOSAL TO REFORM UC's FRESHMAN ELIGIBILITY POLICY

BOARS has been engaged in discussion for the past two years about UC admissions and eligibility, and how to ensure that good students are uniformly distributed across the campuses. In its proposal, BOARS proposed to replace the existing policy with one in which a campus-based comprehensive review process would be used to determine which CA graduating seniors are among the top one-eighth as required by the Master Plan for education. The new policy would be based on a construct referred to as "entitled to review" that would not guarantee admission but consideration for admission through a comprehensive review. In September 2007 the UCM Division Council charged the UGC with the review of the BOARS proposal. UGC discussed the proposal on several occasions in consultation with VC Student Affairs Lawrence, Registrar Browne and Director of Admissions Ruiz.

In March 2008, UGC sent a memo to the Division Council endorsing the system-wide revised UC Freshman Eligibility Proposal.

DIALECTIC PAPER ON REMOTE/ONLINE INSTRUCTION

This report pertained to the development of a system wide policy for remote/online instruction. UGC agreed that this could concern UGC due to the campus' limited space. UCEP representative Martin-Rodriguez monitored and participated in discussions regarding this matter.

REGENTS' TASK FORCE ON DIVERSITY REPORTS

The UGC discussed the Diversity Reports of the Regents' Task Force at its February 6, 2008 meeting with particular attention to the Undergraduate Student Diversity Report. The report made recommendations regarding how to improve diversity on UC campuses. UGC endorsed the recommendations from the Regents' task force in a memo to the Division Council (March 2008).

REPEAL OF ACADEMIC SENATE REGULATION 458

http://www.universityofcalifornia.edu/senate/manual/rpart2.html#r456

> Graduates of approved schools and colleges in China and Japan are allowed to substitute a satisfactory course in the history of their own country for United States history, and also to substitute satisfactory courses in Asian law, language, and literature for the matriculation requirements in English. Such concessions will be granted only to those who furnish properly endorsed official records of their work in China and Japan, and whose work in other departments of study satisfies the requirements for admission.

The repeal of SR 458 would remove the request of using certain courses from China and Japan to be used to fulfill the History requirement for admissions. UGC endorsed this item and conveyed its comments to the Division Council.

ROLE OF UNDERGRADUATE STUDENTS IN UNIVERSITY INSTRUCTION

UGC discussed how this policy will enable campuses to offer more classes. UGC's comments were conveyed to the Division Council.

UC AREA "D" SCIENCE REQUIREMENT

UGC received a request from Bruce P. Luyendyk (UCSB) and colleagues to support a petition from UC faculty to endorse changes in the high school "area d" science requirement. The goal of the proposed changes was to expand and modernize the high school science requirement to include courses in Earth, Environmental, and Space Sciences (EESS) in addition to the current requirement of two years of biology, chemistry, or physics. Members discussed advantages and disadvantages of changing the "d" requirement. UGC received input from UCM faculty. UGC endorsed the change to the requirement but agreed that new language should be carefully developed to insure that only high quality courses were included.

BOARS Representative J.Q. Sun, UCEP Representative M. Martin-Rodriguez and UCIE Representative C. Coimbra provided regular reports to UGC. The committee also benefited from consultation and reports from Keith Alley, EVC/Provost; Kevin Browne, AVC for Enrollment Management; Jane Lawrence, VC Student Affairs, Chon Ruiz, Director of Admissions; Nancy Ochsner, Director of Institutional Planning and Analysis; Michael Roona, Principal Research Analyst (IPA); Elizabeth Boretz, Director Student Advising and Learning Center; Diana Ralls, Director Financial Aid and Scholarships and Christopher Viney, VP for Undergraduate Education.

Respectfully Submitted,

UCM Faculty
Peggy O'Day, Chair (NS)
Manuel Martin-Rodriguez, Vice Chair and UCEP Representative (SSHA)
Andy Aguilar (NS)
Carlos Coimbra, UCIE Representative (ENG)
Marcos Garcia-Ojeda (NS)
Ajay Gopinathan (NS)
Kathleen Hull (SSHA)
Jennifer Lu (ENG)
Stephen Nicholson (SSHA)
Jian-Qiao Sun, BOARS Representative
Jeffrey Yoshimi (SSHA)
Ex-officio
Shawn Kantor, Division Council Chair (SSHA)
Roger Bales, Division Council Vice Chair (ENG)
Jane Lawrence, Vice Chancellor Student Affairs
Christopher Viney, Vice Provost for Undergraduate Education (membership effective Jan. 2008)