UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
September 8, 2010

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, September 8, 2010, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

Chair Amussen gave an overview of UGC's agenda for this year:

- This year there will be four program reviews. UGC will revisit last year's undergraduate program review policy and edit it to meet current needs.
- The General Education subcommittee needs to submit proposals for revising Core-100.
- The UGC Admissions subcommittee will work with the UCM Office of Admissions in order to set policies to make UC Merced a selective campus.
- Professor Cristian Ricci has agreed to serve another term on the UC Committee on International Education.

III. REPORT FROM JANE LAWRENCE, VICE CHANCELLOR STUDENT AFFAIRS

- The memo circulated to UGC includes information to familiarize members with some of the initiatives Student Affairs and academic units across campus have been developing to help first-year students transition into UC Merced.
- Increased first-year student support is necessary for student academic and psycho-social success.

IV. REPORT FROM KEVIN BROWNE, ASSISTANT VICE CHANCELLOR FOR ENROLLMENT MANAGEMENT

- Approximately 4,395 students enrolled as of Monday, September 6, 2010.
- A goal of Enrollment Management is to have a higher retention rate, firstly between first and second year but also importantly between second and third year.
- Enrollment Management has begun tracking the number of students who transfer away from UCM as opposed to those who drop out.

IV. OVERVIEW OF UGC'S SLATE OF SUBCOMMITTEES

Chair Amussen recommends a different slate of committees from last year in the interest of managing the growing responsibilities within UGC. There will be four subcommittees with the following membership:

a. Program Review

Peter Vanderschraaf, Gregg Camfield, and three external tenured faculty members appointed by CoC.

b. General Education

Jack Vevea, Benoit Dayrat, and three external members, Holley Moyes, Virginia Adán-Lifante, and Henry Forman.

c. Admissions/Financial Aid

UGC Chair Susan Amussen, Stefano Carpin and Wei-Chun Chin.
Priorities of this subcommittee will change as the admissions process becomes more selective. One important responsibility will be deciding how to weigh the different criteria for admissions. Priorities will also be affected as UCM changes its relationship with the referral pool.

d. Undergraduate Academic Programs and CRFs

Jay Sharping, Elliott Campbell and Linda-Anne Rebhun.
This sub-committee reviews new academic programs and any policies related to undergraduate academic programs, courses, etc. It has absorbed the responsibilities of the Policy subcommittee.

V. GENERAL EDUCATION COMMITTEE CHAIR, *Jack Vevea*

a. Due to higher enrollment levels and a higher number of first-years taking Writing 1, a disproportionate number of students will need to take Core 1 during spring semester. UCM will likely be unable to accommodate everyone under the current classroom model.

b. The Gen Ed committee received a memo from Professor Wil Van Breugel, member of the Core 1 Organizing Committee (8/27/10). The memo outlines three options for managing Core 1 enrollment issues:
Option 1: Students attend one lecture per week, but instead of that lecture being offered twice during each week it would be given three times.
Option 2: Dispense with live lectures and offer all lectures as podcasts.
Option 3: Offer a mixture of live lectures and podcasts, where specified discussion sections attend live lectures on determined dates while others view podcasts (and all attend an equal number of live lectures).

The General Education Subcommittee discussed these options and voted in favor of Option 3.

ACTION: UGC passed an informal resolution endorsing the suggestion put forth by the General Education sub-committee to change the structure of Core 1.

VI. DROPPING STUDENTS FROM CLASSES FOR NON-PAYMENT OF FEES AND ROLE OF FACULTY

Faculty members have been asked to ban students from classes for non-payment of fees. Chair Amussen asked for UGC approval to write a letter to the Registrar on behalf of the UGC explaining that the faculty does not understand its role in policing student attendance.

VII. APPLIED MATHEMATICS PROGRAM REVIEW REPORT

Last year UGC conducted its first Program Review. UGC must now accept the report and decide if there are any items to which special attention should be drawn.

Professor Vanderschraaf spoke about some of the issues with the first program review, including scheduling difficulties.

It was noted that the first program review was basically a resource request, and did not make many specific recommendations for changes to the program.

Several clarifications were requested regarding specific areas of the program review, including:

- The definition of Program Coordinator
- The recommendation for a Visiting Assistant Professor Program. This was clarified as follows: the program was likened to a rotating post-doctoral program, and was deemed useful as a way to easily increase the course offerings in Applied Mathematics.
- A concern was raised that the language of the program review was restrictive regarding the use of ladder-rank faculty.
- A concern was raised regarding the contradictory nature of the recommendations of the review for faculty responsibilities. It was noted that the review recommends that faculty spend more time teaching lower-division undergraduate courses *and* spend less time focusing on administrative duties.

A discussion ensued regarding the changing nature of the program review process and the purpose of the program review.

ACTION: A motion was put forth, seconded and carried to accept the Applied Mathematics program review report.

VIII. PROPOSED REVISIONS TO THE UNDERGRADUATE PROGRAM REVIEW GUIDELINES

The current guidelines were accepted for one year, so a revision was conducted over the summer. Revisions include:

- The self-study is less structured than last year.
- The review team was clarified. Clear guidelines and questions for the review team have been provided.
- Several small changes were made in order to customize the guidelines for this campus.

Four program reviews will be conducted this year, in: Economics, Writing, Environmental Engineering, and Physics. The Program Review sub-committee will work with the programs under review to choose the review teams.

ACTION: A motion was put forth, seconded and carried to approve the revised program review policy. The policy will be sent to the Senate standing committees and the Schools Executive committees for input. A cover letter from Chair Amussen summarizing the changes made will also be included.

IX. REQUEST FROM THE WASC STEERING COMMITTEE

In the conclusion of its Capacity and Preparatory Review Report, UC Merced noted that the campus would achieve the following goal: "By Fall 2010 and pending recommendations of the GE Ad-Hoc Committee, revise Core 100 or identify some other form of general education." In its Educational Effectiveness Review Report, UC Merced must describe the status of its response to this goal. The WASC Steering Committee asked that the General Education Subcommittee submit a written response for inclusion in UC Merced's Educational Effectiveness Review Report by Friday, September 24. The General Education subcommittee will submit to WASC a short-term solution and a proposal for a long-term solution for revising Core-100.

X. POLICY FOR APPROVING NEW MINORS

UGC needs to amend the current policy for approving minors to ensure proper program assessment can take place. The following sentence should be included: "All proposals for minors should include program learning outcomes and an assessment plan."

ACTION: A motion was put forth, seconded and carried to approve the amendment. The proposed policy will be distributed to the Schools for input.

XI. POLICY FOR AUDITING COURSES

It is currently not possible to formally register to audit a course on campus. A policy is needed to make formal auditing possible. This will be discussed further at a later meeting.

XII. UGC ACADEMIC CALENDAR AND DEADLINES

A request was made to move the last day to submit proposals for CRFs for Fall 2011 to March 1st.

ACTION: A motion was put forth, seconded and carried to approve the new UGC Academic Calendar. It will be posted on the Senate website.

XIII. SYSTEMWIDE REVIEW ITEMS

http://www.universityofcalifornia.edu/senate/underreview/welcome.html

a. **Proposal to Rename UC Fees as Tuitions**
b. **Report of the Post-Employment Benefits Task Force**

ACTION: These items will be tabled for discussion on September 22.