Undergraduate Council (UGC)

Wednesday, September 16, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts

AGENDA

Action		P.
Information	**I. Chair's Report – *Susan Amussen***	
	A) Welcome New and Returning Members and Guests	
	B) Overview of Committee business for the academic year	
	C) BOARS and UCEP Representatives and alternates	
Approval	**II. Slate of Subcommittees**	
	Three members needed (preferably one member from each school) for each of the following subcommittees:	
	A) Subcommittee on Admissions, Enrollments, and Relations with Schools	
	This subcommittee works with the Office of Admissions at UCM (and UCOP). It has relations with high schools, community colleges and K-12 programs. It serves as advisor on policies related to admissions.	
	B) Subcommittee on Undergraduate Academic Programs and Policy	
	Analyzes trends at other UC campuses and reports findings to the UGC. Reviews and comments on policies related to undergraduate education.	
	C) Subcommittee on Courses	
	Convenes and submits its recommendations for new/revised courses to UGC for review and approval.	
	D) Program Review Committee	
Approval	**III. Approval of Courses**	
	A) WRI 111 – Supplemental Instruction	19-24
	Please refer to http://crf.ucmerced.edu/crf	
	B) NS request to conjoin BIS 153 and QSB 253	25-33
Information/ Approval	**IV. UGC Academic Calendar and Deadlines**	34
	Members to review and approve the proposed calendar	
	Posted on UGC crops site	
Information	**V. Vice Chancellor for Student Affairs – *Jane Lawrence***	

A) Enrollment
B) 2010 Enrollment Targets
C) Regents Scholars
D) Residence Life
E) H1N1 virus

Discussion

VI. Requests from the Division Council

*Please refer to the **Requests from Divco** subfolder in the 9/16/09 meeting folder*

A) Program Review - Document Handling 35-39

B) **Implementation of Program Review**

Draft undergraduate PR guidelines posted on crops 40-66

C) **Instructional Days at UCM**

UGC to draft proposal – Due to Divco in October 2009

Link to EVC Breslauer and VP Koshland Announcement on the Implementation of Instructional Days at UCB

Discussion

VII. Unfinished Business

Relevant documents posted: 9/16/09 meeting folder/Unfinished Business subfolder

A) WASC Steering Committee Request – Substantive Change Policy 67-78

Link to 2009 Substantive Change Manual

B) Divco Request: Develop a Remote and Online Course Policy

C) Divco Request: Review Double/Multiple Major Policies

- Do we want a less lenient policy?
- Do we want to recast the policy in terms of multiple majors?

UCM Double Major Policy 79

UCs Double Major Policies 80-87

UCs Multiple/Triple Major Policies 88-92

D) School of NS request for clarification re: Policy on Minors 93-94

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE • Merced Division

Undergraduate Council (UGC)
Minutes of Meeting
September 16, 2009

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Thursday, September 16, 2009, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT – *Susan Amussen*

Chair Amussen welcomed new and returning members and updated the committee on upcoming business items:

- A UGC Program Review Subcommittee will be constituted to lead discussions on Program Review.
- A set of draft guidelines for undergraduate Program Review was developed by the AY 08-09 UGC. The guidelines have been accepted by the Division Council on a provisional basis. They may be revised in the future.
- UCB has implemented a Reading Period ("Dead Week") between the end of classes and the beginning of final exams. This is not related to the furloughs. The UCLA policy is very clear on the pedagogical advantages of having time to absorb learning so UGC has been asked to analyze the calendar issue and draft a proposal/white paper for discussion or at least, to think about adopting a calendar of three full semesters covering the whole year. There are huge advantages associated with this the three-semester calendar such as space allocation. The UGC proposal would have to go through the proper channels: Division Council, UCOP, Regents. The suggestion from Divco is that UGC come up with a proposal that is relatively loose and circulate it widely to get faculty and administrative feedback.
- ***Substantive Changes*** – Any substantive changes in curriculum need to go through WASC. As a committee, UGC will need to decide how the WASC guidelines are interpreted.
- ***Remote and Online Courses***- An online course is currently being offered but there is no policy.
- ***Multiple Majors Policy*** – There is a policy on double majors that is relatively flexible but there is no policy that explicitly addresses the issue of triple/multiple majors.
- ***System wide Representation*** **-** Chair Amussen is the BOARS representative and Professor Camfield is the UCEP representative. Professor Vevea volunteered to be the alternate for UCEP. His name will go forward to CoC and Divco for endorsement. A BOARS alternate will need to be identified.

III. SLATE OF SUBCOMMITTEES

The proposed membership and subcommittee structure was reviewed and approved as presented. Discussions will take place at the subcommittee level, with recommendations being forwarded to the full committee. UGC will work from those recommendations for action required.

A. Subcommittee on Admissions, Enrollments, and Relations with Schools
Susan Amussen (UGC Chair) – SSHA
Jack Vevea (UCEP alternate) – SSHA
Upcoming Business for this subcommittee includes the development of UCM's standards of implementation of Comprehensive Review.

B. Subcommittee on Undergraduate Academic Programs and Policy
Gregg Camfield (UCEP representative) – SSHA
Ming-Hsuan Yang - ENG

C. Subcommittee on Courses ("CRF subcommittee")
Ariel Escobar – (UGC Vice Chair, Chair ENG Curriculum Committee) – ENG
Linda-Anne Rebhun – SSHA
Jay Sharping – NS

D. Program Review Subcommittee
Lara Kueppers - NS
Peter Vanderschraaf – SSHA
Yihsu Chen – ENG/SSHA
One member of this subcommittee will be on the review committee. This subcommittee will conduct the first program review. Applied Mathematics will soon be the first program to undergo review

IV. APPROVAL OF COURSES
Action: The following were approved as presented:
-WRI 11-Supplemental Instruction
-Conjoining of BIS 153 and QSB 253
Senate Analyst will notify the Registrar's office.

V. UGC CALENDAR FOR ACADEMIC PROGRAMS AND COURSES
Action: The proposed calendar was slightly edited. Revised calendar will be forwarded to the Chairs of the faculty in each School and the Chairs of the Schools Curriculum Committees.

VI. REPORT FROM VC STUDENT AFFAIRS-JANE LAWRENCE

- Last year, the decision was made to go to a two-year Catalog which is the standard at most campuses. This doesn't preclude any additions to the curriculum.
- New Housing is under construction. About 1000 students currently live on campus.

- Over 400 freshmen and transfers applications were received for the spring semester (vs. 200 at this time last year).
- VC Enrollment Management Browne is in Spain attending an international educational conference.
- The goal for this fall was to enroll 3273 students. Data analyses show that UCM will enroll probably over 3300 students. 228 of those students are graduate students.
- Next fall, the enrollment target is 3800. This number was submitted to the Office of the President.
- Regents Scholarships: UGC has always been involved in the selection process. A prior UGC established the review/selection criteria. 124 students were selected. It was initially expected that 15 out of those 124 students would come to UCM when in fact there is a total of 39 Regents' Scholars on campus (19 of those students are freshmen and three are transfers). Financial Aid Director Diana Ralls will provide a report at a future UGC meeting.
- H1N1 – the Office of Student Affairs is working on H1N1 prevention for students on campus. Some information from the UCLA Senate office will be shared with UCM. There are some cases of seasonal flu on campus. Students are being monitored and are receiving all the necessary help. Seasonal flu shots will be available next week.

VII. REQUESTS FROM THE DIVISION COUNCIL

A-Program Review

Draft Undergraduate Program Review Guidelines were forwarded to the committee prior to today's meeting.

-Document Handling and Implementation of Program Review

Portions of self-study or program review documents may need to be confidential. UCI developed policies on Document Handling (Access to and Disposition of Program Review documents). UGC will need to establish similar policies. The WASC steering committee is not in a position to discuss and evaluate resource needs. The UGC Program Review Subcommittee will address resource needs associated with program review and annual assessment. The annual assessment will need to be linked to the requests for support for program review. UGC will be collaborating with GRC. A report will go forth to the Divisional Council and to the EVC/Provost.

It was noted that Program Review Guidelines will be reviewed and edited as needed during the process. (UCM is the first campus to come up under the new WASC requirement for the annual assessment).

B- Instructional Days at UCM

Link to EVC Breslauer and VP Koshland Announcement on the Implementation of Instructional Days at UCB: http://community.livejournal.com/ucberkeley/3341921.html

At some establishments, reading periods were very valuable. They allowed faculty to assign substantial research projects, they also allowed them to engage in structured consistent review. Most campuses have used the five-week/summer sessions.

Action: UGC to draft a white paper on the three-semester calendar. UGC will solicit comments from faculty during the process. Proposal due to Divco in October, 2009.

VIII. UNFINISHED 2008-2009 UGC BUSINESS

A- Substantive Change Policy

The policy focuses on new majors or changes in methods of delivery and location. Delivery and location only matter if more than 50% of a program migrates. Clear guidelines for what constitute a substantive change are needed. It is important for UGC to create a policy and send it to WASC.

A consensus was reached to invite Karen Dunn-Haley (UCM Substantive Change Officer) to UGC as needed for input and consultation.

B- Policy on Remote and Online Courses

Divco asked UGC to draft a policy on remote and online courses.
It is likely that campuses will be encouraged to increase the number of online and remote courses to address resource and workload issues.

Studies on online education to be forwarded to Professor Camfield.

C- Double/Multiple Major Policies

The Division Council asked UGC to discuss multiple majors and possibly draft a policy on multiple majors. The current double major policy allows for considerable overlap. UGC will revisit the policy and consider if it is too lenient or if it needs to be recast in terms of multiple majors.

VCSA Lawrence and VPUE Viney will forward a proposal to the UGC policy subcommittee.

There being no further business, the meeting adjourned at 11:30am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE · Merced Division**

Undergraduate Council (UGC)

Wednesday, October 7, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts

AGENDA

Action

Information **I. CHAIR's REPORT – *Susan Amussen***
A) BOARS alternate
B) Welcome New UGC Member, Benoit Dayrat

Information/ Discussion **II. SYSTEM WIDE COMMITTEE REPORT:**
UCEP October 5, 2009 – Professor Gregg Camfield

Approval **III. CONSENT CALENDAR**
A) Approval of Agenda
B) September 16, 2009 Draft Minutes

Discussion **IV. REQUEST FROM THE SCHOOLS**
Approval **A) Natural Sciences: Request for clarification re: Policy on Minors**
B) Engineering: Repeat Policy Memo
Link to policy on course repetition:
http://registrar.ucmerced.edu/policies/course-repetition

Discussion **V. REQUESTS FROM THE DIVISION COUNCIL**
*Please refer to the **Requests from Divco** subfolder in the 10/7/2009 meeting folder*
A) **Instructional Days at UCM**
UGC to draft a proposal – Due to Divco in October 2009
*Please refer to the October 7 meeting folder/Requests from Divco/**Instructional Days** subfolder*
Instructional Days at UCB
UCLA Proposal
Also:
Link to EVC Breslauer and VP Koshland Announcement on the Implementation of Instructional Days at UCB

B) **Program Review**
*Please refer to 10/7/09 meeting folder/Requests from Divco folder/**Program Review** subfolder*

- **Document Handling**
  UGC needs to develop a policy – Senate Chair Memo
  UCI General Statement on Confidentiality and Disposition of

Academic Review
UCI Policy on Access to and Disposition of Academic Program Review Documents

- **Implementation of Program Review**
  Draft undergraduate PR guidelines, SNS, SOE and CAPRA comments Are not included in this packet but are available on crops in the ***Program Review*** *Subfolder*

C) **Remote and Online Course Policy**
Please refer to ***Online Instruction*** *subfolder*
UGC to develop a policy.
UC Davis policy

D) **Policy on the Establishment or Revision of Academic Degree Programs**
Please refer to: October 7 meeting folder, Requests from the Division Council/ ***Establishment or Revisions of Academic Degree Programs*** *subfolder*
Senate Director Memo
CRE Chair O'Day Memo
Draft policy
Flowchart

Discussion **VI. REQUEST FROM THE WASC STEERING COMMITTEE**
Please refer to the ***Request from the WASC Steering Committee*** *subfolder in the 10/7/2009 meeting folder.*
A) **WASC Steering Committee Request – Substantive Change Policy**
Link to 2009 Substantive Change Manual

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
October 7, 2009

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Thursday, October 7, 2009, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT – *Susan Amussen*

A. A BOARS alternate is needed. The meetings are teleconferenced. If a representative among UGC is not found, Chair Amussen will ask CoC to appoint a representative.
B. UGC has a new committee member: Professor Benoit Dayrat.

III. SYSTEM WIDE COMMITTEE REPORT:

UCEP October 5, 2009 – Professor Gregg Camfield

A. Discussion topics included the budget shortfall and the UC Commission on the Future/Gould Commission. Professor Camfield encouraged UGC members to visit the Commission's website and read the proposals as they will have an impact on how campuses, especially UCM, grow. It is important that the Commission consider educational quality and not just cost-cutting measures. There was also discussion about the Intersegmental Committee of the Academic Senates (ICAS) that comprises the California Community Colleges, CSUs, and UCs. ICAS will establish two task forces, one on the functionality of the Master Plan and one on advocacy and outreach to the state Legislature. ICAS wants feedback from the campuses on what strategies it should pursue.
B. Establishment of a Senate task force on online education. Dan Greenstein, UC Vice Provost for Academic Planning, Programs and Coordination, attended the meeting to discuss this issue. OP will release a request for proposals for doing online and distance education. There was concern among UCEP members and they emphasized that the quality and security of courses must be maintained and academic freedom must be protected.
C. Differential fees. There is a proposal to charge differential fees for Engineering and Business/Management courses by spring 2010.

IV. CONSENT CALENDAR

A. Approval of Agenda. Chair Amussen requested the following amendment: add Differential Fees to agenda item V. UGC received a request from DivCo to opine by next week.

Action: UGC approved the agenda amendment.

B. September 16, 2009 minutes.

Action: Approved.

V. REQUEST FROM THE SCHOOLS

A. Natural Sciences: request for clarification on the policy on minors. UGC's policy states that only one course can be used to satisfy the requirement of both the major and minor. UGC members discussed whether this applies to the prerequisites for the major and minor. Members referenced Professor Peggy O'Day's memo and concluded that there must be four unique courses.

B. Engineering: course repeat policy. Engineering wants UGC to approve their policy of not allowing students to repeat a course more than twice. It removes the possibility of a waiver from the Dean. UGC members discussed whether this would apply to SoE majors, SoE courses, or SoE majors in SoE courses.

Action: UGC concluded that the repeat policy should apply to only SoE majors in SoE courses. Chair Amussen stated that UGC needs to clarify the general policy of course repetition and then make clear what Engineering's policy should be.

C. Differential fees for undergraduates by discipline. The University Committee on Planning and Budget (UCPB) is also reviewing this issue. There have been no studies of the impact of differential fees on access. UGC members were also concerned with academic freedom and funds dispersal. VCSA Jane Lawrence pointed out that at the campus level, funds will be allocated at the discretion of the Chancellor as it is stated in the briefing document. (posted on Crops) Chair Amussen suggested that UGC relay its concerns to the Gould Commission and request that the differential fees issue be raised in the Funding Strategies working group.

Action: UGC will report back to DivCo that UGC believes differential fees distort academic choices and might negatively impact access and diversity.

VI. INSTRUCTIONAL DAYS AT UCM

DivCo requested that UGC draft a proposal on instructional days that would include a reading period at the end of the semester. Chair Amussen mentioned the UCLA study that analyzes student learning with a reading period. UGC members discussed the pros and cons of a reading week and concluded that it should be at the discretion of the individual faculty member.

Action: Chair Amussen will draft a memo to DivCo that states UGC's position: propose an optional reading week at the end of the semester but it can be established on a case-by-case pedagogical decision rather than a blanket decision.

VII. PROGRAM REVIEW

In light of the Applied Math program review this year, UGC needs to draft a policy on the handling of confidential documents.
Action: UGC will draft a confidential document policy based on other UC campuses' policies.

VIII. REMOTE AND ONLINE COURSE POLICY

UGC needs to develop a policy on remote and online courses. UGC members discussed the policies of other UC campuses. UGC discussed the following questions: how would faculty get credited for their course credits? How would security be assessed, i.e., how do you ensure it is the student who is doing the work?

IX. POLICY ON THE ESTABLISHMENT OR REVISION OF ACADEMIC DEGREE PROGRAMS

The Committee on Rules and Elections (CRE) developed a draft policy and flowchart and the Senate standing committees were asked to review.
Action: Chair Amussen recommended including an assessment of whether a WASC review is necessary and will inform CRE Chair Peggy O'Day. UGC will ultimately draft the WASC language, in particular, substantive change. The UGC Policy Subcommittee will consult with GRC to establish a uniform policy.

X. SUBSTANTIVE CHANGE POLICY

Chair Amussen stated that UGC needs to define what constitutes substantive change. WASC is concerned about modes of delivery, e.g. if UCM offered an online Engineering degree, or if the courses in a particular discipline were offered online, that would be a substantive change trigger. There is overlap between this issue and that of online and remote courses. A UGC member suggested asking programs across campus if they are considering making major changes and then consulting WASC Accreditation Coordinator Karen Dunn-Haley so UGC can concretely define the parameters of a potential substantive change policy. The policy should give faculty as much latitude as possible. When drafting the policy, UGC should include language on the importance of faculty having the freedom to control their own curriculum.

XI. ACCREDITATION (Item raised by UGC member Gregg Camfield)

Professor Camfield stated that Applied Math has, as one of its purviews, the foundational work to make sure students are able to do college-level work. On the non-academic side, the

Writing Program is also being reviewed. There is a concern that the program review balance is heavily toward the non-academic programs. Would we want to initiate program review for both Writing and Applied Math this year?

Further discussion of this issue took place in Executive Session. No minutes taken.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Simrin Takhar

Undergraduate Council (UGC)

Wednesday, October 21, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: Oct 21, 2009

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen*** ***October 2 BOARS Meeting***
Approval	**II. CONSENT CALENDAR** *Approval of Agenda*
Discussion	**III. GOULD COMMISSION** *Representatives of the Commission will visit UCM on 10/27.* *Please review charge of the Commission prior to our meeting:* http://ucfuture.universityofcalifornia.edu/
Discussion	**IV. REQUESTS FROM THE DIVISION COUNCIL** **A) Instructional Days at UC Merced** *Please refer to the October 21 meeting folder/Requests from Divco/**Instructional Days** subfolder* *UGC to draft a proposal – Due to Divco in October 2009* **Link to EVC Breslauer and VP Koshland Announcement on the Implementation of Instructional Days at UCB** ***UCM Calendar Proposal*** ***UCLA Proposal*** **B) Program Review** *Please refer to 10/21/09 meeting folder/Requests from Divco folder/**Program Review** subfolder* **Document Handling and Implementation of Program Review** *UGC needs to develop a policy* *Proposed policies* **C) Remote and Online Course Policy** *UGC to develop a policy.* **D) Policy on the Establishment or Revision of Academic Degree Programs** *Please refer to: October 21 meeting folder, Requests from the Division Council/* ***Establishment or Revisions of Academic Degree Programs** subfolder* *CRE Chair O'Day memo and draft policy*

Policy subcommittee to consult with GRC before drafting policy.

E) Substantive Change Policy (Request from the WASC Steering Committee)
*Please refer to the **Request from the WASC Steering Committee** subfolder in the 10/21/2009 meeting folder.*
Link to 2009 Substantive Change Manual

Discussion **V. SYSTEM WIDE REVIEW ITEMS**
*Please refer to the **System wide Review Items** subfolder in the Oct 21 meeting folder*

A) Proposed Repeal of SR 764
http://www.universityofcalifornia.edu/senate/underreview/HP_Senate_SR 764.pdf
SR 764 limits credit in special study courses to five units per term for undergraduates. UCEP has requested the repeal of this regulation.
Deadline for comments: November 10, 2009

B) UCEP Proposed Bylaw Change
http://www.universityofcalifornia.edu/senate/underreview/HP_Senate_UCEP%20Bylaw%20Charge.pdf
UCEP proposed a change of the Bylaws governing the committee, expanding their charge to encompass undergraduate student welfare.
Deadline for comments: *November 10, 2009*

C) Report of the Undergraduate Educational Effectiveness Task Force
http://www.universityofcalifornia.edu/senate/underreview/HP_Senate_UEETF%20review%20request.pdf
UEETF was established through the Academic Planning Council in response to a request by the Academic Senate. It was charged with developing ways to articulate the educational objectives of UC undergraduate academic programs and to evaluate the success of those programs. UEETF's report recommends that each UC campus establish discipline-specific learning assessment programs that are derived from the curriculum, and are faculty-driven, with Senate oversight. The aims of assessment should be to improve undergraduate education and inform the public about learning achievements of UC undergraduates. They further recommend that academic review of departmental undergraduate programs should include a review of the department's learning assessment process.
Deadline for comments: December 3, 2009

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE • Merced Division

Undergraduate Council (UGC)
Minutes of Meeting
October 21, 2009

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, October 21, 2009, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

Budget – On October 20, officials from the Office of the President Budget Office met with the UCM Division Council. Discussion included the campus' difficult financial situation. OP wants to have a compact with UCM which would grow the campus' enrollment by 600-650 students a year for the next few years with some level of funding provided.

III. GOULD COMMISSION

UCM is the only campus without a representative on the Commission on the Future (Gould Commission). The Commission will visit UCM on October 27. There is an open meeting with faculty from 11:00 am – 12:00 pm and meetings with staff, students, and community leaders. UGC members had the following comments on the Commission's list of questions:
--Why are they taking for granted the cut in funding?
--The UC is being treated as a business model
--Commission should state the impact of their decisions
--Lack of admissions policy and standards
--Distance learning

Chair Amussen noted that President Yudof wrote a white paper advocating a greater federal role in higher education.

Action: Chair Amussen will distribute her notes from today's meeting to committee members for any further input. Final version of UGC comments will be forwarded to the DivCo members who are speaking on Tuesday. UGC Analyst will send UGC members the list of members on the Gould Commission and President Yudof's white paper.

IV. REQUESTS FROM DIVISION COUNCIL

Based on the discussion in the last meeting, Chair Amussen drafted a proposal for calendar revision.

Action: Committee voted to approve the proposal. Proposal will be sent to DivCo.

V. PROGRAM REVIEW

Chair Amussen adopted UC Irvine's policy on document handling and included in it the UCM undergraduate program review policy. The committee had a discussion on what exactly constitutes confidentiality. A committee member suggested that we consult with the system wide Senate Counsel for clarification as there are two conflicting mandates: one is the protection of personnel and the other is public access.

Action: Chair Amussen will check with other campuses whether they have more specific confidentiality guidelines.

VI. REPORT FROM THE UGC POLICY SUBCOMMITEE

Professors Camfield and Yang

--The subcommittee met yesterday and delineated its work plan. Professor Camfield will address the substantive change policy and will have a proposal before the next meeting. Professor Yang will work on the tri-semester issue and will develop a proposal. There was a brief discussion about the subcommittee's work relating to program review.

--Remote and online course policy.

Action: UGC Analyst will send Provost Pitts' draft proposal to Professor Camfield so the subcommittee can begin defining the issues. This item will be placed on the next agenda.

VII. SYSTEM WIDE REVIEW ITEMS

A. PROPOSED REPEAL OF SR 764

Committee discussed the proposal and agreed with the repeal.

Action: UGC will draft a memo to DivCo.

B. UCEP PROPOSED BYLAW CHANGE

Professor Camfield –UCEP representative – summarized the issue for UGC. UGC decided that the Bylaw change needs further refinement and clarification. It was noted that the deadline for comments has been extended to January 11, 2010.

C. UNDERGRADUATE EDUCATIONAL EFFECTIVENESS TASK FORCE REPORT

Chair Amussen stated that UCM is already doing this, but the report is useful for laying out best practices.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Simrin Takhar

Undergraduate Council (UGC)

Wednesday, November 18, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: Nov 18, 2009

AGENDA

Action

Information **I. CHAIR's REPORT – *Susan Amussen***
- Update on the Issue of Confidentiality Guidelines
- Gould Commission

Information **II. SYSTEMWIDE COMMITTEE REPORTS**
- November 2 UCEP Meeting – *Professor Camfield*
- November 13 BOARS Meeting – *Chair Amussen*

Approval **III. CONSENT CALENDAR**
Approval of Agenda
Approval of October 21 Minutes

Discussion **IV. REPORT FROM THE UGC POLICY SUBCOMMITTEE**
Professors Camfield and Yang
A. Substantive Change Policy (Request from the WASC Steering Committee)

B. Remote and Online Course Policy
*Please refer to **Policy Subcommittee Report** subfolder*

C. Tri-semester Calendar Proposal

Discussion **V. REPORT FROM THE UGC SUBCOMMITTEE ON COURSES**
Action *Professors Escobar, Rebhun and Sharping*
http://crf.ucmerced.edu/crf/crf-summary
ARTS 021, ECON 160, GASP 026, 175, MGMT 160, PHIL 104, 170 and PSY 157

Discussion **VI. REQUEST FROM COMMITTEE ON RULES AND ELECTIONS**
CRE is asking UGC to opine on the possibility of dividing UGC into two or three different committees and to consider the duties that would be assigned to the new committees
*Please refer to **Request from CRE-Subdivision of UGC** subfolder*

Discussion **VII. PROPOSED MULTIPLE MAJOR POLICY**

VCSA Lawrence and VPUE Viney memo and proposal
Please refer to ***Proposed Multiple Major Policy*** *subfolder*

Discussion **VIII. REQUESTS FROM THE DIVISION COUNCIL**
Please refer to ***Requests from the Division Council*** *subfolder*
A) Policy on the Establishment or Revision of Academic Degree Programs
Establishment or Revisions of Academic Degree Programs *subfolder*
CRE Chair O'Day memo and draft policy
Policy subcommittee to consult with GRC before drafting policy.

B) Substantive Change Policy (Request from the WASC Steering Committee)
Request from the WASC Steering Committee *subfolder.*
Link to 2009 Substantive Change Manual

C) Committee on General Education

Discussion **IX. SYSTEM WIDE REVIEW ITEMS**
Please refer to the ***System wide Review Items*** *subfolder in the Nov 18 meeting folder*

A) Report of the Undergraduate Educational Effectiveness Task Force
http://www.universityofcalifornia.edu/senate/underreview/HP_Senate_UEETF%20review%20request.pdf
Deadline for comments: December 3, 2009

B) Joint Senate-Administration Task Force on EAP
http://www.universityofcalifornia.edu/senate/underreview/eap_review_102009.pdf.
Deadline for comments: December 7, 2009

C) Report of the Special Committee on Online and Remote Instruction and Residency
http://www.universityofcalifornia.edu/senate/underreview/online_remote_instruction.pdf
Deadline for comments: December 11, 2009

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE • Merced Division

Undergraduate Council (UGC)
Minutes of Meeting
November 18, 2009

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, November 18, 2009, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

--Gould Commission. Their visit to UCM was positive. All the statements and submissions to the Commission will be posted on the web. There are UCM representatives on each working group of the Commission but DivCo has suggested one more faculty representative. Keith Williams, the co-chair of the Education & Curriculum group, will come to UCM on December 2. Chair Amussen suggested he attend part of that day's UGC meeting then conduct an open forum for all faculty.

III. UCEP REPORT FROM NOVEMBER 2 MEETING – *Gregg Camfield*

--The change in UCEP's charge has been withdrawn.
--All other discussion topics are on today's UGC agenda.

IV. BOARS REPORT FROM NOVEMBER 13 MEETING - *Susan Amussen*

--Ongoing discussion about the best ways to predict academic performance from the transition from high school to college. The American Diploma Project encourages students to do a more intense high school senior year curriculum.
--Simulations of admissions projections. A larger group of students is now entitled to review. It is a politically sensitive issue. The pool of eligible students has been expanded which will change some proportions but no students are being excluded.
--The statement of expected mathematics competency has been revised.
--BOARS is doing a report on comprehensive review. Material on comprehensive review has been submitted. BOARS hopes to have some suggestions about best practices in terms of how the UC campuses conduct comprehensive review.

V. CONSENT CALENDAR

--Agenda Approval.
--Approval of October 21 Minutes.

ACTION: Consent Calendar was approved as presented.

VI. REPORT FROM THE POLICY SUBCOMMITTEE

--Substantive Change policy. Professor Camfield is developing it and is consulting UCM WASC Accreditation Coordinator Karen Dunn-Haley.
--Remote & Online Course policy. Professor Camfield submitted a memo to UGC based on a systemwide report. There is concern about access: students in gateway courses tend to do better when they have physical interaction with instructors. There are still many vague components that need to be clarified by OP. UGC members discussed the following issues: CRFs; what the process would be if a faculty member decided to teach a blended course or a course online; definitions of delivery; requirements for blended courses versus online courses; and coding. It is unknown whether UCM faculty is in favor of doing online instruction, but the infrastructure needs to be put into place.

ACTION: Based on UGC feedback, Professor Camfield will draft a policy on remote & online instruction.

--Tri-semester Calendar proposal. It is not widely used in U.S. universities. The University of Michigan is the only comparable institution that is using it.

ACTION: Chair Amussen will inform DivCo that there is not a need for a tri-semester calendar at the present time. If OP wants to explore the issue, UGC can reconsider it.

VII. REPORT FROM CRF SUBCOMMITTEE

SSHA

ARTS 021, ECON 160, GASP 026 and 175, MGMT 160, PHIL 104 and 170, and PSY 157

The GASP 175 syllabus does not contain student learning outcomes.

ACTION: GASP 175 was approved provisionally pending a revised syllabus from the instructor. The other courses were approved as presented.

VIII. REQUEST FROM COMMITTEE ON RULES AND ELECTIONS (CRE)

CRE requested that UGC opine on the possibility of dividing UGC into two or three different committees and to consider the duties that would be assigned to the new committees.

UGC members discussed the problem of staffing multiple new committees with UCM's limited faculty numbers. This might be something UGC can consider in the future when there is more tenured faculty.
ACTION: Chair Amussen will draft a memo to CRE Chair Peggy O'Day informing her of UGC's opinion.

IX. PROPOSED MULTIPLE MAJOR POLICY

VCSA Lawrence and VPUE Viney previously submitted a memo and proposal.

VPUE Viney briefly provided a background of the issue. Last year, there was a student request for a triple major but the campus did not have a policy on it. DivCo asked this year's UGC to develop a policy.

UGC members discussed various issues relating to a multiple majors policy: do AP and transfer credit count in the totals; the unique course rule; the maximum units and maximum semesters issue; breadth requirements in majors; how are double majors counted by IPA; and who gets credit for FTE.

ACTION: VCSA Lawrence and VPUE Viney will work with the UGC Policy Subcommittee and the Schools to address UGC's questions.

X. REQUESTS FROM DIVISIONAL COUNCIL

--Review the Policy on the Establishment or Revision of Academic Degree Programs. UGC needs to ensure it doesn't conflict with other policies. The policy also needs to include WASC requirements.

ACTION: UGC Policy Subcommittee will review the Policy. Committee members should direct any comments to the subcommittee. This will be taken up at the next meeting.

XI. COMMITTEE ON GENERAL EDUCATION

Report on General Education was done last year. DivCo has requested a standing committee on General Education. The short term issue is what to do with CORE 100. DivCo suggested pilots for alternatives to CORE 100 which is currently being taught by the Writing Program. The long term issue is the role of College One in the delivery of General Education; College One needs to be established or a different structure for General Education delivery needs to be put in place.

Chair Amussen asked UGC members for suggestions on how to proceed and who should comprise the General Education committee.

ACTION: UGC decided that the General Education committee will be a subcommittee of UGC. It should include two members of UGC and three external members. (CoC will appoint the external members.)

XII. SYSTEMWIDE REVIEW ITEMS

--Report of the Undergraduate Educational Effectiveness Task Force. Committee members pointed out that it is a good report and that UGC is already in the process of doing what it asks.

--Joint Senate-Administrative Task Force on EAP. The item was tabled until the next meeting.

Chair Amussen reminded the committee that Keith Williams will attend the last half hour of the December 2 meeting. UGC will discuss with him the Educational & Curriculum working group of the Gould Commission.

There being no further business, the meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Simrin Takhar

Undergraduate Council (UGC)

Wednesday, December 2, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: December 2, 2009

AGENDA

P.

Action

Information **I. CHAIR's REPORT – *Susan Amussen***

- Visit by UCEP Chair, Keith Williams
- Gould Commission
- December 3, 2009 Meeting of the Division

Approval **II. CONSENT CALENDAR**

Approval of Agenda

Discussion **III. REPORT FROM THE UGC POLICY SUBCOMMITTEE**

Professors Camfield and Yang to update UGC on the following:

A. Substantive Change Policy

B. Remote and Online Course Policy

C. Policy on the Establishment or Revision of Academic Degree Programs

UGC Members were asked to submit comments to the UGC policy subcommittee

D. Multiple Majors

Discussion **IV. REPORT FROM THE UGC SUBCOMMITTEE ON COURSES**
Action

Professors Escobar, Rebhun and Sharping

http://crf.ucmerced.edu/crf/crf-summary

Engineering

ENVE 164: Energy Policy and Planning Modeling
CSE 001: Programming I
CSE 002: Programming II
ME 188: Machine Shop Technology
CSE 020: Introduction to Computing I
ENGR 097: Engineering Projects in Community Service
ENGR 197: Engineering Projects in Community Service
BIOE 126: Nanodevice Fabrication: Bridging Research and Education
MSE 126: Nanodevice Fabrication: Bridging Research and Education

Natural Sciences

MATH 141: Linear Analysis
ESS 10: Earth Resources and Society
CHEM 122: Advanced Biochemistry and Molecular Biology

SSHA

PHIL 104: Ethical Theory
PHIL 105: Philosophy of Language
GASP 175: Race and Nationalism in American Art

Discussion **V. REQUESTS FROM THE DIVISION COUNCIL**

A) Committee on General Education
UGC to consult with CoC. This committee will be a UGC subcommittee and will report to UGC.

Discussion **VI. CONSULTATION WITH UCEP CHAIR, KEITH WILLIAMS (scheduled for 11:00am)**
Executive Session – UGC Members Only Please

Discussion **VII. SYSTEM WIDE REVIEW ITEMS**
Please refer to the ***System wide Review Items*** *subfolder in the Dec 2 meeting folder*

A) Report of the Undergraduate Educational Effectiveness Task Force
http://www.universityofcalifornia.edu/senate/underreview/HP_Senate_UEETF%20review%20request.pdf
Deadline for comments: December 3, 2009

B) Joint Senate-Administration Task Force on EAP
http://www.universityofcalifornia.edu/senate/underreview/eap_review_102009.pdf.
Deadline for comments: December 7, 2009

C) Report of the Special Committee on Online and Remote Instruction and Residency
http://www.universityofcalifornia.edu/senate/underreview/online_remote_instruction.pdf
Deadline for comments: December 11, 2009

Undergraduate Council (UGC)

Wednesday, December 16, 2009, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: December 16, 2009

AGENDA

P.

Action

Information **I. CHAIR's REPORT – *Susan Amussen***

Approval **II. CONSENT CALENDAR**
Approval of Agenda

Information **III. SYSTEMWIDE COMMITTEE REPORTS**
A. BOARS, December 4, 2009 – Chair Amussen
B. UCEP, December 7, 2009 – Professor Vevea

Information **IV. IPA PRESENTATION (Scheduled for 10:15am)**
Mike Roona and Nancy Ochsner

Discussion **V. REPORT FROM THE UGC POLICY SUBCOMMITTEE**
Professors Camfield and Yang to update UGC on the following:
A. Substantive Change Policy
B. Remote and Online Course Policy
C. Policy on the Establishment or Revision of Academic Degree Programs
UGC Members were asked to submit comments to the UGC policy subcommittee
D. Multiple Majors

Discussion **VI. REPORT FROM THE UGC SUBCOMMITTEE ON COURSES**
Action *Professors Escobar, Rebhun and Sharping*

Discussion **V. REQUESTS FROM THE DIVISION COUNCIL**

A) Committee on General Education
UGC to consult with CoC. This committee will be a UGC subcommittee and will report to UGC.

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE • Merced Division

Undergraduate Council (UGC)
Minutes of Meeting
December 16, 2009

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, December 16, 2009, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

Requests from Divisional Council:
--UGC to develop a policy of no exams during last week of classes
--UGC to revise its program approval procedures to include WASC requirements
--UGC to appoint a representative from its CRF subcommittee to DivCo's ad-hoc committee on course evaluations.
--UGC to name one more member to serve with Professor Vevea on the General Education subcommittee. (DivCo is writing the committee's charge)

ACTION: Due to lack of quorum, all items were tabled until the next meeting.

III. BOARS REPORT FROM DECEMBER 4 MEETING - *Susan Amussen*

--Discussion on preliminary application data. Numbers are increasing but students are applying to multiple campuses which makes analysis difficult.
--Discussion on how to make the admissions process simpler and how to save money.

IV. UCEP REPORT FROM DECEMBER 7 MEETING – *Jack Vevea*

--Fee increases. Graduate fees are increasing by 2% and undergraduate fees are increasing by 15% and another 15% in fall 2010.
--UC is seeking $900 million more for the budget next year. Campus representatives discussed the budgets they are preparing in light of state budget cuts. Many campuses are cutting enrollment.
---Furloughs saved $185 million this year and OP hopes not to continue them next year.
--Gould Commission discussed its campus forums. The working groups are preparing their reports.
--Educational Effectiveness Review (EER) Task Force report. Campus representatives discussed where they are in evaluating educational effectiveness and how it interfaces with WASC issues.
--Education Abroad Program (EAP). A discussion was held on whether the EAP should be viewed as an academic program under academic control.

--Days of Instruction. The issue was tabled until the next meeting.
--UCEP Bylaw revision. There was more discussion about student welfare being under UCEP's purview. The issue was tabled until the next meeting.
--UC quality. There was a discussion on what is the UC, what students take away, and what is the impact of the state.
--UC Vice Provost Dan Greenstein discussed online education. There is a report proposing the development of online education in six phases which includes seeking external funds (Gates) for development.

V. CONSENT CALENDAR

Agenda Approval.

ACTION: Due to lack of quorum, item was tabled until the next meeting.

VI. PRESENTATION BY MIKE ROONA, IPA

PowerPoint presentation posted on UCM Crops in the 12/16/09 meeting folder.

The committee had a discussion about the need to add writing intensive courses for each School to improve students' writing skills. The committee will discuss this further at the next meeting.

VII. REPORT FROM THE POLICY SUBCOMMITEE

Professor Camfield drafted a policy on remote and online instruction based on the UC Berkeley model/questionnaire.

ACTION: Professor Camfield will email the draft policy to committee members. Item will be discussed at the next meeting.

VIII. MEMO ON MULTPLE MAJORS POLICY

VCSA Jane Lawrence previously submitted the multiple majors policy to the UGC Policy Subcommittee. Item will be discussed at the next meeting.

IX. MEMO ON ADDENDUM TO CATALOG

VCSA Lawrence requests that she be notified of any major changes in programs.

X. REPORT FROM CRF SUBCOMMITTEE

SSHA

ARTS 9: Learning to See: Beginning Photography
ARTS 042A: Introduction to Photographic Techniques and Practices
COGS 005: Introduction to Language and Linguistics
PSY 124: Health Disparities

USTU 010: Introduction to Undergraduate Studies
PSY 181: Clinical Neuropsychology
PSY 144: Clinical Neuropsychology

Natural Sciences

BIO 161: Human Physiology
BIO 125: Emerging Public Health Threats
MATH 122: Complex variables and applications

Engineering

CSE 021: Introduction to Computing II
ME 170: Mechanical Engineering Capstone Design

ACTION: Subcommittee previously approved the courses. Due to lack of quorum, an email vote of the committee as a whole will be conducted with a deadline of December 18.

XI. PROPOSED MINOR IN CHEMICAL SCIENCES

A committee member pointed out that an effective date needs to be added to the proposal.

ACTION: Due to lack of quorum, item was tabled until the next meeting.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Simrin Takhar

Undergraduate Council (UGC)

Wednesday, January 13, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: January 13 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen***
	A. Reading/Engagement Days
	B. Ad-Hoc Committee on General Education
	C. Senate Administration Council on Assessment (SACA) Membership
Approval	**II. CONSENT CALENDAR**
	A. Approval of Agenda
	B. Approval of December 16 Meeting Minutes
	C. Approval of November 18 Meeting Minutes
Information	**III. SYSTEMWIDE COMMITTEE REPORTS**
	A. BOARS, January 8, 2010 – *Chair Amussen*
Information	**IV. GOULD COMMISSION REPORT – VCSA Jane Lawrence**
Discussion	**V. REPORT FROM THE UGC POLICY SUBCOMMITTEE**
Action	*Professors Camfield to update UGC on the following:*
	A. Substantive Change Policy
	B. Remote and Online Course Policy *UGC to review draft policy*
	C. Policy on the Establishment or Revision of Academic Degree Programs *UGC Members were asked to submit comments to the UGC policy subcommittee*
	D. Multiple Majors Policy
Discussion	**VI. REQUESTS FROM THE DIVISION COUNCIL**
	A. Ad-hoc Committee on Course Evaluations
	DivCo approved the ad-hoc committee's charter. The three faculty representatives to the committee will be: Ariel Escobar (UGC/SoE), Nella Van Dyke (DivCo/SSHA) and Carolin Frank (GRC/NS).
Discussion/	**VII. PROPOSED MINOR IN CHEMICAL SCIENCES**

Action *No action taken at the last meeting due to lack of quorum*

Discussion **VIII. CRE BYLAWS REVISIONS**
Proposed revisions distributed to committee on 1/11/10.
Deadline for comments: 2/10/10.

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE • Merced Division

Undergraduate Council (UGC)
Minutes of Meeting
January 13, 2010

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, January 13, 2010, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

Reading/Engagement Days

A revised proposal was submitted to Divco (language was clarified to indicate the last week of classes could be reading days).

Ad-Hoc Committee on General Education

Chair Amussen will draft the charge of this committee. Members: Professors Dayrat and Vevea and three at-large members.

Senate Administration Council on Assessment (SACA)

The SACA charge was approved by Divco and the Administration. This committee will consider assessment issues.

UGC Membership

UGC Member Lara Kueppers had to resign from UGC. CoC was notified.

III. CONSENT CALENDAR

-Approval of agenda
-Approval of December 16 Meeting Minutes
-Approval of November 18 Meeting Minutes
The consent calendar was approved as presented.

IV. BOARS REPORT FROM JANUARY 8, 2010 MEETING - *Susan Amussen*

UGC Chair could not attend that meeting due to previously scheduled functions.

BOARS recently distributed a report regarding the extent to which the new SAT meets the goals of the testing principles adopted in January 2002. In its report to the Regents, BOARS recommended that the Regents remove the provisional status of the SAT-R.

BOARS is currently working on a report on Comprehensive Review.

V. GOULD COMMISSION REPORT

VCSA Lawrence will provide an update at the next meeting (Jan. 27, 2010).

VI. POLICY SUBCOMMITTEE REPORT

A. Substantive Change Policy – to be discussed at a future meeting
B. Proposed Policy on Remote and Online Courses – A draft policy was previously submitted to UGC for comments. The policy includes supplemental questions to be answered by the instructor proposing the course.

Professor Camfield indicated that the questions are in response to the studies about online education vs. traditional methods. They try to get people to think about best practices. Research has shown that traditional delivery of courses is not always successful.

UGC comments:
-The number of questions could make it difficulty to properly evaluate a course.
-Do the questions really help decide if a course should be approved?
-If the questions are to be interpreted as a bar to be passed for the course to be approved, it seems that the bar is rather high in comparison to traditional courses.
-It will be cumbersome and time consuming for the CRF subcommittee to assess whether a course is satisfactory.
-It would be useful to have this set of questions be addressed at the School level instead of UGC.
- Questions should be more simplified as they will be on the CRF.

Action: Chair Amussen will draft a memo to the Schools Curriculum Committees. The memo will include the list of questions included in the proposed policy. UGC will ask the Schools to do a thorough analysis of this topic and to use due diligence to make sure that faculty are aware of best practices. Ultimately, the Schools will have to confirm to UGC that any proposed online courses are furthering the School's educational mission and interests and that the educational quality is protected. UGC will also suggest that the Schools Curriculum Committees consider educationally challenged students.

Action: Registrar will circulate a list of questions that need to be considered at the Registrar's level.

Action: Registrar will check the language used by NCES.

VII. ACADEMIC DEGREE UNITS

The current UGC policy is WASC compliant. It will be forwarded to CRE.

VIII. MEMO ON MULTPLE MAJORS POLICY

VCSA Jane Lawrence previously submitted a multiple majors policy to the UGC Policy Subcommittee.

UGC suggested the addition of some language related to the Schools responsibility in making sure that some combinations may not be allowed and that decisions whether programs overlap are at the discretion of the School.

Action: The UGC policy subcommittee will review the policy and edit as appropriate.

Action: UGC Chair will ask the School Curriculum Committees to state what combinations are not suitable. UGC Chair will also suggest that the Schools consider cross-school majors.

IX. SNS PROPOSED MINOR IN CHEMICAL SCIENCES
Action: The SNS proposal for a minor in Chemical Sciences was approved with an effective date of spring 2010.

X. AD-HOC COMMITTEE ON COURSE EVALUATIONS
Current members: Nella Van Dyke (chair/SSHA), Carolin Frank (GRC/NS), a member from the UGC (TBD), a member from SACA (non-voting, consultant)

Members discussed current teaching evaluations. No action taken.

XI. REVIEW OF UCM BYLAWS
This will be discussed on Jan. 27, 2010.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, January 27, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing

All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: January 27 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT –** ***Susan Amussen***
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. Approval of January 13 Meeting Minutes
Information	**III. GOULD COMMISSION REPORT –** ***VCSA Jane Lawrence (and possibly Peggy O'Day – to be confirmed)*** *VCSA Lawrence and Professor O'Day serve on the Education and Curriculum working group.* http://ucfuture.universityofcalifornia.edu/
Discussion Action	**IV. REPORT FROM THE UGC POLICY SUBCOMMITTEE** *Professors Camfield and Yang to update UGC on the following:* A. Substantive Change Policy B. Remote and Online Course Policy *Continued Discussion.* D. Multiple Majors Policy *VCSA Lawrence to add text to the policy regarding the Schools' responsibility in making sure that overlaps are avoided and that some combinations may not be allowed.*
Discussion	**V. FINAL EXAMS AND CLASSROOM UTILIZATION** *Please refer to spreadsheets provided by the Registrar*
Discussion	**VI.TUTOR HIRING REQUIREMENTS** – *E. Boretz, Director, SALC (scheduled for 10:30AM)* *Please refer to E. Boretz memo on crops*
Discussion	**VII. CRE BYLAWS REVISIONS** *Proposed revisions distributed to committee on 1/11/10.* *Deadline for comments: 2/10/10.*

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
January 27, 2010

I. Chair's Report
- UCM Compact with UCOP: UCM faculty is concerned about next year's surge of students and the insufficient number of faculty. Divco is engaged in discussions with the Administration about plans to ensure sustainable growth for the campus.

- Academic Surge Building: UCOP has offered $20million for an additional pedagogical building at UCM.

II. Consent Calendar
The Minutes for the January 13 Meeting were approved pending a minor correction.

III. Gould Commission – VCSA Lawrence
VCSA Lawrence is a member of the Education and Curriculum working group. Some working groups have met on a weekly basis. The working groups' recommendations are expected to be presented at the March Regents meeting. The Education and Curriculum working group subcommittees work on specific issues:
Quality: what is quality and what is quality of the UC?
Time to Degree: Are there processes in place to help students?
Role of the Faculty
Online courses

Each subcommittee will submit a set of recommendations to the working group.

IV. Report from the Policy Subcommittee
Remote and Online Education
Chair Amussen will contact policy subcommittee chair Camfield to discuss the draft memo that will be sent to the Schools.

Multiple Majors Policy
Item tabled for discussion at the next meeting.

V. Final Exams and Classroom Utilization
There have been complaints from students about final exams being scheduled during the last week of instruction. Divco has asked UGC to consider a policy regarding exams in the last week of classes.

The registrar shared some data with UGC regarding classroom utilization. Numbers show that almost half of the classes do not use a scheduled room for final exams. She invited UGC to identify a mechanism that would allow some courses or sections to be released in a way that is not too prohibitive in terms of resources and time. Curriculum assistants could then inform the registrar accordingly.

The Registrar referred members to Senate Regulations 770 and 772:
770.
No student shall be excused from assigned final examinations, except as provided in SR 772(D).
772.

A. Final examinations are required in all undergraduate courses, except as provided elsewhere in this Regulation. Whenever practicable each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.
B. Examinations are normally not required in laboratory courses or their equivalent, as individually determined by the appropriate Committee on Courses. At its option, the department concerned may require a final examination in any laboratory course, subject to prior announcement in the schedule of classes for the term in question.
C. With the approval of the appropriate Committee on Courses and upon recommendation of the department concerned, the final examination may be omitted in any undergraduate course or sets of courses either once or for a longer period.
D. At the end of the term in which a student is expected to be graduated, the student's major department may examine the student in the field of the major, may excuse the student from final examinations in courses offered by the department during that term, and, with the approval of the appropriate Committee on Courses, may assign a credit value to such general examination.

<u>Talking points</u>:
- There is a pedagogical problem with the degree to which faculty are using the last week of classes for final exams.
- Final exams have such significance for learning that students are essentially deprived of one week of preparation.
- Classes that implement final exams during the last week of instruction will impede on others that don't: for example, if a student if forced to take an exam in the last week of instruction and yet is supposed to still be reading or discussing a topic, one can predict where the energy will be placed.
- Enforcing such a policy will prove extremely difficult.
- The School Curriculum Committees should ask everyone at the beginning of each semester to report their final exam plans and it should be visible on the syllabi.

- Classroom utilization: it would be helpful to figure out which courses need two-hour blocks and which need three-hour block. This might give more flexibility.

Action: Chair Amussen will draft a memo to the Schools Curriculum Committees and to Divco about SR 770 and 772. In the memo, UGC will ask the faculty to consider the ramifications of final exams in the last week of instruction.

VI. <u>Tutoring Requirements</u>

Background: a faculty member contacted UGC chair Amussen to express his distress about one of his students who was not qualified to be an official tutor because he had not taken the tutoring course. UGC chair invited E. Boretz to discuss this matter.

The main questions raised by UGC: what is the role of faculty members to assign students to tutoring? Are instructional rights of faculty being violated"

<u>Report from E. Boretz</u>: There has never been a time when a tutor was hired without faculty endorsement for the course being taught. There are currently two very well trained and experienced tutors, hence there is no need to "fill a gap" when the gap has already been filled. Furthermore, tutors are unionized and –like any other employee- have to be treated equitably. Tutoring is based on demand. We are also open to finding and integrating more students in the classroom. We are under review by the College Reading and Learning Association Certification.

Action: UGC Chair Amussen will write a memo in response to the faculty request. Memo will be circulated within UGC for input. The memo will reaffirm that instruction is the prerogative of the faculty, the importance of instructor judgment of student ability in choosing tutors but noting that tutoring is a service separate from the course and given that tutors are unionized, we understand the reasons why there are additional qualifications.

VIII. <u>UCM Proposed Bylaw Revisions</u>

UGC recommends the following edits:

Part II. Title I. 2.

A. Committees are appointed annually to serve for a term of one year, beginning with the first day of instruction in Fall, unless otherwise specified. To assist committees with continuity of expertise, reappointment of individuals for a second year will be given strong consideration by the Committee on Committees. **<u>However; appointments for a second one-year term remain at the discretion of the Committee on Committees.</u>**

B. The Vice Chair of each committee will normally succeed to the position of Chair in the following year. The Committee on Committees will normally appoint a new Vice Chair for each committee each year. **<u>However the appointment of a Vice Chair</u>**

as Chair in the following year remains at the discretion of the Committee on Committees.

Part II. Title IV.2.B.

> 12. Recommends to the Chancellor policies related to the awarding of all undergraduate financial aid on the Merced campus.

The University of California Financial Aid policies and procedures fall under the purview of state and federal regulations that each UC campus has to adhere to. For clarity, UGC suggests the following language:

> 12. Recommends to the Chancellor policies related to the awarding of all **discretionary** undergraduate financial aid **and scholarships** on the Merced campus.

With regards to System wide representation, UGC recommends the addition of the following language:

> 14. To identify one of its members to be nominated by Committee on Committees to serve as the Merced campus representative to the University Committee on Educational Policy, **one of its members to serve as the Merced campus representative to the Board of Admissions and Relations with Schools, one of its members to serve as the Merced campus representative to the University Committee on International Education** and one of its members to serve as the Merced campus representative to the University Committee on Preparatory Education.

General Comments:
- What constitutes an "Emergency"? It is important to clarify how and when to declare an Emergency and what is qualified as an Emergency.
- UGC recommends that the Chair of the Division be elected as opposed to appointed by Committee on Committees.

Action: Comments noted above will be incorporated into a memo to CRE.

There being no further business, the meeting adjourned at 11:30am.

Attest:
Susan Amussen, Chair

Minutes Prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, February 10, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: February 10 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen***
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. Approval of January 27 Meeting Minutes (tbd)
Information	**III. GOULD COMMISSION REPORT – *VCSA Jane Lawrence and Professor Peggy O'Day – Scheduled for 10:15AM)*** *VCSA Lawrence and Professor O'Day serve on the Education and Curriculum working group.* http://ucfuture.universityofcalifornia.edu/
Information	**IV. SYSTEM WIDE COMMITTEE REPORTS** A. BOARS – February 5, 2010: Chair Amussen B. UCEP – February 2, 2010: Professor Gregg Camfield
Discussion	**V. PROGRAM REVIEW** *UGC Program Review Subcommittee: Professor Peter Vanderschraaf and Professor Chen* Survey for the Applied Math Program Review
Discussion Action	**VI. REVISED MULTIPLE MAJOR POLICY** *VCSA Lawrence and VPUE Viney*
Discussion	**VII. REQUEST FROM SACA (Senate Administration Council on Assessment)** *In its Jan. 27 memo, SACA asked UGC (and GRC) to review the proposed guidelines for preparing the Faculty Accreditation Report in support of the WASC Educational Effectiveness Review* *Deadline for comments: February 11, 2010*
Discussion	**VIII. CRE BYLAWS REVISIONS** *Proposed revisions distributed to committee on 1/11/10.* *Deadline for comments: February 16, 2010*
Discussion	**IX. REQUEST FROM THE DIVISION COUNCIL** **Proposed Revisions to the Professional Degree Fee Policy**

Current Student Fee Policy:
http://www.universityofcalifornia.edu/regents/policies/6069.html
Deadline for comments: Friday, February 19, 2010

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
February 10, 2010

I. Meeting

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

II. Chair's Report

Preparations are underway for the 2/25/2010 visit by UCOP Officials. During the meeting, the Division Council will present what the campus needs to be a sustainable research university and what will be done to make sure that there are adequate faculty body and space.

III. Gould Commission Report

Professor Peggy O'Day – Education and Curriculum Working Group

Report: The Education and Curriculum working group is divided into smaller subgroups. There is some overlap between topics discussed within the different working groups. Efforts are underway to do some synthesis of those topics.

There are some philosophical differences among the different campuses in terms of how much centralization, academic planning, curriculum planning or other educational matters should come from the Office of the President (OP) in a centralized way versus what is happening in individual campuses. Most agree that the OP would benefit from centralized organization of data about how campuses' curriculums and programs but there is less agreement in terms of how much centralization there should be in regards to dictating what happens at each campus. One of the recommendations that is emerging is the need for improved data gathering and information processing in order to support OP's ability to be cognizant of what happens at each campus and how information can be used to enable OP to demonstrate that UC is responding to the State's need for an educated workforce. This data gathering could also be used to identify where campuses have overlaps, gaps, oversubscribed or undersubscribed programs. There is some feeling that UC would benefit from having a stronger centralized planning.

The Education and Curriculum working group is also discussing cross-campus sharing of courses, programs, and coordination of actual degrees in majors and courses. Some feel that there could be some money-saving opportunities by having more inter-campus coordination and cooperation.

There are also some more specific recommendations that came forth and they are related to cost saving initiatives and faculty. There is a push from the administration to figure out how to come up with more efficiency in terms of use of faculty instructors and teaching (shifting the workload, increasing the number of non-ladder rank faculty and lecturers in campuses). These initiatives could become a

concern at UCM because of the current ratio of ladder-rank/non-ladder rank faculty and the large number of lecturers.

Members discussed how these recommendations could and will impact time to degree, course delivery, class sizes and all the other pieces of the academic process.

It was also noted that online education is an area that UCM needs to heed. There may be opportunities for the campus to participate more in online instruction. OP thinks that online instruction will be a cost saving mission. Some feel that it may help in the long-term and it may facilitate cross-campus collaboration and potential cost-saving but there is some concern about the amount of investment needed to maintain and deliver a UC quality education.

The working groups are scheduled to meet in March 2010.

All final recommendations will go through the Academic Senate.

Action: Professor O'Day will send a set of draft recommendations to UGC.

IV. <u>System wide Committee Reports</u>

A. BOARS February 5, 2010 Meeting - *Chair Amussen*

Chair Amussen reported on the following:
The admissions process is changing and BOARS is currently considering ways to ensure students know what is going to happen and that they are adequately prepared. With the new methods, more students will be eligible to be reviewed.

BOARS is working on a report on Comprehensive Review. A lot of effort is invested in studying the best ways to create efficiencies without loosing judgment. Some campuses are considering sharing reads of applications as a cost-saving measure.

Expansion of the ELC (Eligibility in the Local Context) from 4% to 9%.

UCR is about to stop going into the referral pool; this could be a real concern for UCM because it will be the only campus still admitting students in the referral pool.

Every campus is starting a waiting list process hoping that it will enable them to fine tune their enrollment.

B. UCEP, February 2, 2010 – Professor Gregg Camfield

Professor Camfield reported on the following:
-UCEP is currently engaged in discussion about the Commission on the Future of UC, about budget issues and the practical aspects of putting those together.
- Cross-campus acceptance of courses and mandates for reciprocity. As it is now, we have to take one another courses but only for units, not for majors.

- Online Initiative – what will come out of remote and online education is still unknown but part of the problem of cross campus acceptance of courses is whether the online initiative can ever be implemented.
- UCEP has been charged with defining days of instruction – what happens if there is an emergency (e.g., fire, flood, earthquake).

V. Program Review – Applied Mathematics Undergraduate Program

Data is currently being gathered. Surveys have to be sent to faculty and students for the Applied Mathematics undergraduate program.
This was tabled for discussion at the next meeting.

VI. Revised Multiple Major Policy

VCSA Lawrence and VPUE Viney submitted a revised policy prior to today's meeting.

A motion was made, seconded and carried to approve the proposed multiple major policy with the following amendment:

> A student in good academic standing who wishes to declare more than one major must petition the undergraduate School(s) responsible for the majors and receive School Dean's (Deans') approval. A School Dean may deny the petition for the additional major(s) if it is determined by the School(s) that there is too much overlap in the proposed coursework to justify allowing the student to receive the additional major(s).
>
> No more than ~~16~~ **12** upper-division units (excluding units required for School and university-level general education) may be used to satisfy requirements for all majors simultaneously, whether these units are explicitly required by the majors or count as electives toward the majors.
>
> Students must satisfy all requirements for each major, including general education requirements across Schools, if applicable. Coursework for the majors must be completed in 165 semester units or 11 semesters, whichever is greater, from the onset of college work, including AP and transfer credit.
>
> Majors earned will be noted on the student's transcript and diploma. If the majors lead to different degrees (B.A. and B.S.), that fact will be noted on the transcript and the two-degree designations will appear on the diploma. A student who has declared multiple majors may choose to graduate with fewer majors, but if so may not continue at the University to complete any remaining major(s).

The policy is effective fall 2010.

VII. Review of UCM Bylaws

Action: UGC will send its comments on the proposed Bylaw revisions to CRE.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, March 3, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: March 3 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen*** Welcome Academic Senate Executive Director Susan Sims
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. Approval of February 3 Meeting Minutes
Information	**III. GOULD COMMISSION REPORT – *VCSA Jane Lawrence*** *VCSA Lawrence serves on the Education and Curriculum working group.* http://ucfuture.universityofcalifornia.edu/
Information	**IV. SYSTEM WIDE COMMITTEE REPORTS** A. UCEP – March 1, 2010: Professor Gregg Camfield
Discussion	**V. PROGRAM REVIEW** *UGC Program Review Subcommittee: Professor Vanderschraaf and Professor Chen* Survey for the Applied Math Program Review
Discussion Action	**VI. REPORT FROM THE CRF SUBCOMMITTTEE** *Professors Escobar, Rebhun and Sharping* 13 Natural Sciences Courses 45 SSHA Courses http://crf.ucmerced.edu/crf
Discussion Action	**VII. SCHOOLS CATALOG CHANGES** *School of Natural Sciences* *SSHA*
Discussion	**VIII. PROPOSAL FOR A MINOR: INTERDISCIPLINARY PUBLIC HEALTH**
Discussion	**IX. PENDING ITEMS** *Action Needed: Finalize the following memos:* - UGC memo to Divco re: tutoring - UGC memo to Schools Curriculum Committees re: Final Exams

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
March 3, 2010

I. MEETING

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, March 3, 2010, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. CHAIR'S REPORT

Chair Amussen welcomed and introduced Academic Senate Executive Director Susan Sims. Director Sims' duties will include the facilitation and coordination of program reviews.

2/25/10 Meeting with OP Officials-CAPRA will meet the EVC tomorrow to discuss visit follow-ups.

III. CONSENT CALENDAR

Agenda approved as presented
February 24 Minutes approved pending minor edits from Professor Camfield.

IV. GOULD COMMISSION REPORT

VCSA Lawrence – Education and Curriculum Working Group

The working groups have submitted their preliminary recommendations to the co-chairs.
The Education and Curriculum working group has submitted four recommendations:

1. Manage educational resources more effectively and efficiently to (1) increase the proportion of students graduating in four years, (2) create a pathway for students to complete degrees in three years, (3) make more effective use of faculty resources, and (4) maintain or improve the undergraduate student experience.
2. Continue timely exploration of online instruction in the undergraduate curriculum, as well as in self-supporting graduate degrees and Extension programs. (several reports on online education have already been issued by the Senate).
3. Expand use of self-supporting and part-time programs to expand opportunities for a UC education to existing and potential students, working professionals, and underserved communities.
4. Develop a system wide academic planning framework that incorporates campus goals within the context of priorities identified for the University as a whole.

Another recommendation on UC Quality will come forth.

The above noted recommendations will be presented at the Regents meeting next week.

IV. REPORT FROM UCEP MARCH 1 MEETING – Professor Camfield

UCEP met via teleconference.

- Differential fees proposals. UCEP is opposed to differential fees by programs or majors at the undergraduate level.

- UCB's position regarding retention of out-of-state student fees.

V. PROGRAM REVIEW

The report from Applied Mathematics is due to be submitted by March 15.
Professors Vanderschraaf and Chen are working on the students and faculty surveys. Drafts will be circulated within UGC for input before they go to the Schools.

VI. REPORT FROM THE CRF SUBCOMMITTEE

The CRF subcommittee reviewed 13 NS courses and 45 SSHA courses.
UGC's recommendations are attached to the minutes (page 5).

VII. CATALOG CHANGES

Natural Sciences

Catalog changes requested by NS:

1- Page 75: "All courses required for completion of a major (or minor) in Natural Sciences must be passed with a grade of C- or better, not to include general education courses taken outside of Natural Sciences and Engineering. **Students must maintain a minimum 2.0 GPA in all major coursework**."

UGC would like to discuss this further at its March 10 meeting.

2- MATH 11 needs to be added as an option in the Preparatory Curricula section where it currently lists MATH 21 only. (Math 21 approved at today's meeting).

UGC recommends approval.

3- Applied Math Major: MATH 125, Intermediate Differential Equations needs to replace MATH 121 in the Math major requirements and in all sample plans. Math 121 is being discontinued. (Math 125 and 121 were approved today).

UGC recommends approval.

4- Page 82: Math 12-Calculus II needs to replace Math 30 in the Biology Major Requirements and in the Biology sample plans. (Math 12 was approved at today's meeting).

UGC recommends approval.

5- Changes to the ESS major requirements:
-Delete ESS 70 as a lower division requirement

UGC recommends the use of "co-convened" instead of "conjoined".

-Change lower division requirement to one lower division ESS (e.g., ESS 1, ESS 10, ESS 34, ESS 50) course and two other lower division Science and Engineering courses (e.g., ESS 1, ESS 10, ESS 34, ESS 50, BIO 1, BIO 34, BIO 43, BIO 46, ENVE 10, ENVE 20).

-Add ECON 120 as an option for the ECON requirement and to list of electives.

UGC recommends approval.

6- New Minor in Environmental Science and Sustainability – UGC is concerned about the minor's Program Learning Outcomes specifically:

Graduates with a minor in Environmental Science and Sustainability will be able to:

1. *Understand* major concepts and principles in Environmental Science and Sustainability, including the interdependence of elements of the Earth system, the carrying capacity of natural systems, and the role of policy and economics in both perpetuating and solving environmental problems.

UGC comment: In terms of assessment of a program, the use of the verb "understand" is too weak. What is meant by "understanding?"

2. Develop upper division *expertise* in three to four central areas of Environmental Science and Sustainability – Earth and Atmospheric Sciences, Environmental Biology, Society and Environment, and Research, Communication, and Design Skills.

UGC comment: Expertise implies a very high level of knowledge and measuring expertise is very subtle.

3. Apply and analyze appropriate solutions to a variety of environmental problems

4. Select appropriate measurement tolls and gather environmental data using common instrumentation

5. Effectively analyze environmental data and communicate environmental science issues to a wider community of stakeholders.

UGC recommendation: PLOs 3, 4, and 5 would emerge from taking the courses and would be examples of upper division expertise. They would also demonstrate understanding major concepts. If these could be clarified, it would alleviate the faculty workload when the time for assessment comes.

Action: The School of Natural Sciences will amend its program learning outcomes as recommended.

NSED Catalog Changes

UGC encourages NSED to edit their learning outcomes as follows.

- Remove "comprehensively" (first learning outcome)
- Add some language about student reflection on the appropriateness of teaching as a future profession.

Physics Major Catalog Changes

Comments:

- The Physics major is a good model for program learning outcomes. There is a clear parallel in the structure and a clear differentiation among those learning outcomes. These can be measured in a very efficient manner.

- Biophysics emphasis track: UGC recommends the addition of BIO 101 and BIO 161 (biochemistry).

Applied Math Catalog Changes
Math 125 replaces former Math 121.
Math 126 replaces Math 142 in the curriculum. Math 142 will remain in the catalog as an upper division elective course but anywhere Math 142 was formerly a requirement, Math 126 will be the requirement beginning in Fall 2010.
Addition of the following language prohibiting enrollment in lower level courses after the completion of more advanced courses:

> No credit is allowed for completing a less advanced course after successful completion (C- or better) of an equally or more advanced course in Applied Mathematics.
> In the Calculus sequence, the order of courses is 5, 11, 21, 12, 22, 23, with Math 24 on par with Math 23. In the probability and statistics sequence, the order is 18, 32.

Math 11 and 12 to replace Math 21 and 22 in the Biology catalog and sample plans.

Math 11 and 12 to be included in the ESS catalog as options along with Math 21 and 22

In an effort to avoid confusion, UGC recommends the removal of "Mechanics" in the "Additional requirements for Engineering Mechanics Emphasis Track" as this is not a mechanical engineering emphasis.
The AMS Catalog changes will be discussed further at the March 10 meeting.

The SSHA Catalog changes will be discussed on March 10.

VIII. UGC MEMOS RE: TUTORING AND RE: FINAL EXAMS

UGC members will review the two draft memos and send their comments to Chair Amussen.

There being no further business, the meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, March 10, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: March 10 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen***
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. Approval of March 3 Meeting Minutes *(to be distributed)*
Information	**III. GOULD COMMISSION REPORT – *VCSA Jane Lawrence*** *VCSA Lawrence serves on the Education and Curriculum working group.* http://ucfuture.universityofcalifornia.edu/
Information	**IV. SYSTEM WIDE COMMITTEE REPORTS** A. BOARS – March 5, 2010: UGC Chair Susan Amussen
Discussion	**V. PROGRAM REVIEW** *Update from UGC Program Review Subcommittee: Professor Vanderschraaf and Professor Chen* Survey for the Applied Math Program Review
Discussion Action	**VI. REPORT FROM THE CRF SUBCOMMITTTEE** *Professors Escobar, Rebhun and Sharping* 15 SSHA Courses 4 ENG Courses 3 NS Courses http://crf.ucmerced.edu/crf
Discussion Action	**VII. SCHOOLS CATALOG CHANGES** *Continued Discussion:* *School of Natural Sciences Requirements (p.75 of Catalog)* *Minor in Environmental Science and Sustainability (PLOs)* *AMS Catalog Changes* *SSHA Catalog Changes*
Discussion Action	**VIII. PROPOSAL FOR A MINOR: INTERDISCIPLINARY PUBLIC HEALTH**
Discussion	**IX. SCHOOL OF NATURAL SCIENCES PROPOSED LIMIT EARLY POLICY**

Action

Discussion **X. PENDING ITEMS**

Action Needed: Finalize the following memos:

- UGC memo to Divco re: tutoring
- UGC memo to Schools Curriculum Committees re: Final Exams

Discussion **XI. SYSTEM WIDE REVIEW ITEMS**

A. TFIR Recommendation to Assure Adequate Funding for UCRP

http://www.universityofcalifornia.edu/senate/reports/HP2MGY_UCRPfunding_030310.pdf

Comments are due to the Senate office by March 22, 2010

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
March 10, 2010

I. Meeting
Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, March 10, 2010, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. Chair's Report – Susan Amussen
The Applied Mathematics Program Review is scheduled for April, 2010.

III. Consent Calendar
Agenda approved as presented.

IV. Report from the March 5 BOARS Meeting – Chair Amussen

- California Community Colleges Chancellor Jack Scott has signed an MOU with Kaplan University. Under this agreement, students would be eligible for transfer UC credit. This could become problematic as there is no mechanism that would allow UC to be aware of those courses' content and quality. The Senate is asked to retroactively support this MOU for which it was not consulted during its development. The BOARS Articulation and Evaluation subcommittee is currently discussing this matter and is considering the implementation of some criteria for those courses.
- BOARS is considering publicizing the new criteria for admissions and outreach, disseminating information to counselors and principals about the requirements for UC admission and how they are changing.
- UCPB Position Paper on Differential Fees and NRT - BOARS is strongly opposed to the implementation of differential fees by campus.
- Comprehensive Review and how it is implemented across the system. A report will be shared with campuses upon completion. BOARS will be making recommendations on best practices.

V. Program Review – Applied Mathematics
Surveys will be distributed to UGC for review and approval before being sent to faculty and students.

VI. Report from the CRF Subcommittee
(A list of approved courses is available on crops, in the March 10 meeting folder)
The Subcommittee reviewed 15 SSHA courses, 6 ENG courses and 3 NS courses.
There was some discussion about ENVE 164: it is listed as a four unit course with three contact hours. Most science and engineering courses expect their students to get four contact hours for four units courses.
Given that ENVE 164 is a revised CRF, members agreed to approve it with the recommendation that the ENG curriculum committee revisit the contact hours/number of units issue.

The remaining courses were approved as presented.

VII. Schools Catalog Changes

A. Proposed School of Natural Sciences Limit Early Policy - *Dean Pallavicini*

Proposed Policy:

Majors in the School of Natural Sciences are competitive and space is limited. Students must make appropriate degree progress to remain in any Natural Sciences major.

Students in the Natural Sciences must meet the following requirements to continue in the School:

All students must pass the following courses with a C- or better prior to the start of the third regular (fall/spring) semester. If they fail to do this, they are ineligible for continued enrollment in a Natural Sciences major and are removed to undeclared status.

- **Either Math 5 or Math 11 or Math 21**
- **Either Chem 1 or Chem 2**

Students may repeat a course only one time (for a total of two attempts to earn a C- or better).

If students do not complete these requirements, they may take these courses at another institution and petition to be readmitted to the School of Natural Sciences.

Students who have been removed from the major for academic reasons must meet the following requirements in order to petition to be re-admitted to the School of Natural Sciences:

- **Cumulative University of California grade point average of at least 2.0**
- **Current semester grade point average of at least 2.0**
- **Major grade point average of 2.5**
- **Completion of all lower division courses with grades of C- or higher.**

Under the proposed policy, majors in SNS need to complete their ramp-up chemistry or ramp-up math or calculus prior to the beginning of their third semester at UCM and may repeat a course only one time. This policy is proposed to help students identify early the likelihood of their success at UCM. If students do not complete these requirements, they are encouraged to take those courses in summer sessions or at a Community College and petition to be readmitted to the School of Natural Sciences.

Mid-semester grades will be used to monitor students who are not making progress. The NS faculty has already met with the Registrar and talked about generating an end of term report for those particular courses. The Sciences advising staff will send out regular reminders of the policy to all the sciences students.

Based on analyses done by the School of Natural Sciences, students who are not making progress will be able to be identified early and will be redirected to other majors if needed.

Students who are undeclared or enrolled in another major would have to have those requirements covered before enrolling in any major in the SNS. The School encourages students who are removed from the NS major to be moved to undeclared status and receive guidance from the SALC.

The mathematics faculty is talking about creating a different kind of quantitative course that would be suitable for SSHA and non-science majors.

UGC members discussed the pros and cons of the proposed limit early policy. It was noted that C- is considered as a passing grade at UCM; however it is not considered passing for professional schools. This may put UCM's students at a disadvantage. UGC may consider revamping the current language of the Repeat policy to emphasize the number of times a course can be repeated. Revisions would also include some language about the appropriate Dean who will be making the exception.

A motion was made, seconded and carried to approve the proposed NS Limit Early policy.

Action: UGC Chair will ask the policy subcommittee to draft a policy on C as a passing grade for inclusion in next year's Catalog.

B. School of Natural Sciences 2.0 GPA Minimum Requirement Policy – Dean Pallavicini
Proposed policy:
All courses required for completion of a major in Natural Sciences must be passed with a grade of C- or better, not to include general education courses taken outside of Natural Sciences and Engineering. Students must maintain a minimum cumulative 2.0 GPA in all major coursework.

In her March 8 memo to UGC (please refer to the memo on crops), Dean Pallavicini addressed some concerns previously raised by committee members: 1) potential conflicts of C- and 2.0 GPA minimum; 2) clarification of courses covered by the 2.0 cumulative GPA policy; 3) process for students not meeting the minimum cumulative GPA requirement and 4) process for monitoring the policy.

A motion was made, seconded and carried to approve the School of Natural Sciences 2.0 GPA Minimum Requirement Policy.

C. Environmental Science and Sustainability revised minor
The revised proposal addresses UGC's concerns about the program learning outcomes.
Action: UGC recommends approval of the proposed minor in Environmental Science and Sustainability.

D. SSHA Catalog changes
- Revised History major: proposed revisions include a History capstone and the History Honors program.

- Revised Arts minor: removal of ARTS 007 and inclusion of "any GASP course".
- Anthropology major: deletion of the following language "pending the approval of our accreditation agency, the Western Association of Schools and Colleges", since the anthropology major is officially approved by WASC.
- Sociology major: removal of the following language "pending the approval of our accreditation agency, the Western Association of Schools and Colleges", since the sociology major is officially approved by WASC.
- Revised Psychology major program learning outcomes.
- Revised scores for the Foreign Language Program (changed from 4 to 5).

A motion was made, seconded and carried to approve the above noted changes to the SSHA Catalog.

D. Applied Mathematics (AMS)

Applied Mathematics updated their revisions according to the UGC March 3 recommendations.

A motion was made, seconded and carried to approve the AMS Catalog changes.

E. Physics Catalog Changes

UGC recommended the addition of BIO 101 and 161.

F. NSED Catalog Changes

A motion was made, seconded and carried to approve the NSED Catalog changes.

VIII. Proposed SSHA Minor in Interdisciplinary Public Health

Action: UGC recommends approval of the Interdisciplinary Public Health minor with an effective date of spring 2010.

IX. UGC Memos

A. Final Exams memo to Schools Curriculum Committees
B. Tutoring memo to SALC

Both memos have been circulated within the committee for input and will be distributed on March 4.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, March 10, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: April 7 , 2010

AGENDA

P.

Action

Information **I. CHAIR's REPORT – *Susan Amussen***
A. April 22 Town Hall Meeting
B. April 22 Meeting of the Division
C. Senate Awards

Approval **II. CONSENT CALENDAR**
A. Approval of Agenda
B. Approval of March 3 Meeting Minutes
C. Approval of March 10 Meeting Minutes

Information **III. GOULD COMMISSION REPORT – *VCSA Jane Lawrence***
http://ucfuture.universityofcalifornia.edu/

Information **IV. SYSTEM WIDE COMMITTEE REPORTS**
A. UCEP – April 5, 2010: Professor Gregg Camfield

Discussion **V. REPORT FROM THE CRF SUBCOMMITTTEE**
Action *Professors Sharping, Escobar and Rebhun*
3 NS Courses (ESS 2, ESS 170 and ESS 170L)
http://crf.ucmerced.edu/crf

Discussion **VI. REPORT FROM THE POLICY SUBCOMMITTEE**
A. Program Review Guidelines
B. C Policy
Policy subcommittee to draft policy on C as a passing grade for inclusion in next year's Catalog.

Discussion **VII. IMPACT OF MATH 21/22 SHIFT IN ELIGIBILITY**
These courses are required for the Econ/Management/Cognitive Science majors.

Discussion **VIII. SYSTEM WIDE REVIEW ITEMS**
A. UCFW/TFIR Recommendation to Assure Adequate Funding for UCRP
Comments are due to the System wide Academic Senate office by May 3, 2010
Draft Divco comments are posted on crops

B. The Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units

Comments are due to the Senate Office by May 10, 2010

- **Transmittal Letter**
- **Revised Compendium**
- **Report from the Task Force on the Compendium**

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
April 7, 2010

I. Chair's Report

- Chair Amussen encouraged UGC members to attend the Town Hall Meeting and the Meeting of the Division, both scheduled on April 22, 2010.
- Nominations for the Senate Awards are due by Monday, April 12, 2010.
- UCOF – The Division Council is working on a response to the first set of recommendations of the Commission on the Future. Chair Amussen asked members to review the recommendations and send her comments. Because of Merced's resource issues, the impact of all the recommendations on the campus will be significant.

II. Consent Calendar

- Agenda
- March 3 Meeting Minutes
- March 10 Meeting Minutes

Consent calendar approved as presented.

III. Gould Commission – VCSA Lawrence

The working groups' preliminary recommendations are available on the UCOP website. The recommendations will have some financial impact on the UCs. The working groups will reconvene and another set of recommendations is expected to come forth in June. The system wide Academic Senate is working on a response.

IV. UCEP Meeting – April 5, 2010 – Professor Gregg Camfield

- UC Commission on the Future Recommendations – Members provided comments on the first set of recommendations.

- The Course Numbering Project (C-ID) - Under the Intersegmental agreements courses count for units no matter where a student takes those courses but whether or not they match major requirements depends on whether or not the courses were officially accepted as such. UC has agreed to participate in the Course Numbering Project but finding faculty to participate in the Intersegmental work groups to review the content of lower division courses has been difficult prospect.

- Differential Fees – UCEP is strongly opposed to the implementation of differential fees across the system.

- Review of the UCOF recommendations – UCEP reviewed each recommendation and noted that they include some vague statements about efficiency and did not mention LSOEs.

- UCOP Online project –UCEP has revised the prospectus for the UCOP online project. There was some discussion about efficiency, about redundancy and about ways to preserve small departments with low student enrollment. Discussions about UC quality will be critical. It was noted that BOARS will also join the debate and will meet with President Yudof. Discussions will include diversity, holistic admissions process and its implications

V. <u>CRF Subcommittee Report</u>

Natural Sciences new courses:
ESS2, 170, 170L
CRF Subcommittee recommends approval. Due to the lack of quorum, UGC members will be asked to vote electronically.

VI. <u>Report from the Policy Subcommittee</u>

A. Program Review Guidelines

The current program review guidelines were approved for this academic year and may be subject to change next year. UGC will confer with GRC before implementing any changes in order to avoid the dissociation of the undergraduate and graduate program review guidelines.

WASC requests will need to be included in the program review guidelines. Professor Camfield has looked at other campuses guidelines that separate undergraduate and graduate program reviews. UCR guidelines seemed to be a good model. There was some discussion to change the review cycle and about the autonomy of the faculty during the reviews. It was noted that there are variations across the system. For example, at UCB there is a true collaboration between faculty and administration. They have a program review committee that is a joint administration-faculty committee.

Action: Professor Camfield will analyse the UC program review procedures and point out what is salient. To be discussed at the next meeting.

Action: UGC Chair Amussen will confer with GRC Chair Kello to determine when the next graduate program review will occur.

B. C policy

At the last meeting members noted that C- is considered a passing grade at UCM; however it is not considered passing for professional schools. The policy subcommittee was asked to edit the current "Repetition of Courses" policy to emphasize the number of times a course can be repeated.

The policy subcommittee will propose some language at the next meeting.

C. Limit Early policy

VCSA Lawrence asked NS Dean Pallavicini to reconsider the name of the Limit Early Policy. UGC supports VCSA's Lawrence request.

D. Impact of Math 21/22 Shift in Eligibility

UGC discussed the consequence of the recent changes in the Applied Mathematics program under which Math 21/22 gained focus on science and technology issues and Math 11/12 are new courses. When these were put in the system for registration SSHA students in majors that required 21/22 were told that they are not eligible. Although the CRF states that other students may take these courses. The SSHA curriculum committee sent a memo to UGC to change the language in various majors in SSHA which required 21/22 to change to MATH 11 or equivalent. The majors involved are the Cognitive Science B.A., the Cognitive Science B.S., Economics and Management (effective fall 2010). In all those cases, the change recommended by the SSHA curriculum committee is that instead of stating that MATH 11 (or equivalent) is required instead of MATH 21.

Due to lack of quorum, the SSHA recommendations will be voted on electronically.

Action: Senate analyst will forward UGC's recommendation to the School.

VII. <u>Systemwide Review items</u>

UGC Chair Amussen encouraged members to review the following items and send her comments.

A. UCFW/TFIR Recommendation to Assure Adequate Funding for UCRP

B. The Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units

There being no further business, the meeting adjourned at 11:30am.

Attest:

Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, April 21, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: April 21 , 2010

AGENDA

Action		P.
Information	**I. CHAIR's REPORT – *Susan Amussen*** A. April 22 Town Hall Meeting (10:00am-12noon) B. April 22 Meeting of the Division (2:00pm-3:30pm)	
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. April 7 Meeting Minutes (to be distributed)	
Information	**III. REPORT FROM THE VICE CHANCELLOR FOR STUDENT AFFAIRS – Jane Lawrence**	
Information	**IV. SYSTEM WIDE COMMITTEE REPORT** A. BOARS – April 9, 2010: Chair Amussen	
Information	**V. REPORT FROM THE PROGRAM REVIEW SUBCOMMITTEE** *Professors Vanderschraaf and Chen*	
Discussion	**VI. REPORT FROM THE POLICY SUBCOMMITTEE** *Professors Camfield and Yang* A. Program Review Guidelines Policy subcommittee to conduct analysis of UC program review procedures. B. C Policy Please refer to draft Policy posted on crops	
Discussion Action	**VII. REPORT FROM THE CRF SUBCOMMITTTEE** *Professors Sharping, Escobar and Rebhun* http://crf.ucmerced.edu/crf	
Discussion	**VIII. LSCC and SSHA COMMENTS ON UGC'S READING WEEK PROPOSAL** Life Sciences Curriculum Committee and SSHA comments are available on crops	
Discussion	**IX. REQUEST(S) FROM THE DIVISION COUNCIL** A. Enrollment Management Committee Charge (posted on crops) Divco has asked UGC to review the proposed charge and submit comments by Friday, April 23	

Discussion **X. SYSTEM WIDE REVIEW ITEMS**
Please refer to crops: April 21/System wide Review Items

A. Review of the UCOF First Set of Recommendations
http://ucfuture.universityofcalifornia.edu/presentations/cotf_wg_first_recs.pdf

B. **UCFW/TFIR Recommendation to Assure Adequate Funding for UCRP**
Comments are due to the System wide Academic Senate office by May 3, 2010
Draft Divco comments are posted on crops

C. The Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units
Comments are due to the Senate Office by May 10, 2010
- Transmittal Letter
- Revised Compendium
- Report from the Task Force on the Compendium

D. BOARS Area "d" Admissions Requirement
Comments due by May 10, 2010

E. Registration Fee Policy Revisions

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
April 21, 2010

I. Chair's Report
Chair Amussen encouraged UGC members to attend the upcoming Town Hall Meeting and the Meeting of the Division, both scheduled on April 22, 2010.

II. Consent Calendar
Agenda was approved as presented.

III. Report from VCSA Lawrence
BobCat Day was on Saturday, April 17. The event yielded over 1500 visitors. The UCM facebook page received several positive comments from prospective students and their families. As of last week, there were over 1000 students enrolled in summer schools (compared to 550 last year). As of this morning UCM has received 795 SIRs. The melt was 20%.

IV. BOARS Report – April 9, 2010 Meeting – Chair Amussen

- BOARS endorsed the establishment of a Task Force to examine and revise the Area "b" (English) criteria.
- IGTEC pattern - UC and CSUs are comparing the IGETC and CSU General Education Breadth pattern for transfer.
- Discussion of President Yudof regarding the implementation of holistic review on selected campuses (practiced at UCLA and UCB).
- The Comprehensive review report is nearing completion.
- UC Commission on the Future first set of recommendations.

V. Report from the Program Review Subcommittee
Professor Peter Vanderschraaf
Two external reviewers have been identified. The EVC will provide funding for their visit to the campus.

VI. Report from the Policy Subcommittee
Professor Gregg Camfield
A. Program Review Guidelines
Report: Professor Camfield has reviewed the UCs program review guidelines. UGC and GRC adopted the UC Davis model. It was noted there is a need to redraft to current guidelines, it was decided that it is premature to do so this year. UGC agreed that it is

however necessary to edit the language related to the review cycle for clarity and consistency.

The preamble states:

"Each undergraduate program is normally reviewed every five years. There is a 2.5- to 3-year period for self-review and external review. Thus, the full cycle for program review is 8 years."

A motion was made, seconded and carried to replace the language cited above with the following:

"Review of each undergraduate program is initiated every seven years."

The policy subcommittee will consult with the Program Review subcommittee and with Professor Arnold Kim (AMS) for future revisions of the guidelines. A program review schedule will also need to be established for the Educational Effectiveness Review.

B. Repeat Policy for C-

UGC recently approved the NS Early Progress Policy (previously named the "Limit Early policy"). Under the policy "Students may repeat a course only one time (for a total of two attempts to earn a C- or better)". UGC considered the pros and cons of the proposed policy and discussed when and if students could repeat courses in which they earned a C-. In order to address the problem of students who must have a C in a prerequisite but cannot repeat the course because they earned a C-, the policy subcommittee proposed a revision to the policy on Repetition on Courses.

A motion was made, seconded, and carried to amend the language as follows:

An undergraduate student may repeat only those courses in which a grade of D+, D, D-, F, U, or Not Passed was received**, and any course may be repeated only once**. Undergraduate courses in which a grade of D+, D, D-, or F has been earned may not be repeated on a passed/not passed basis. **An advisor exception may be made to repeat a course in which a grade of C- was received when a grade of C or better is needed to satisfy a UC Merced academic requirement.** Similarly, a graduate course in which a grade below a B, or a grade of U, was received may be repeated only once (and may not be repeated on a S/U basis). Repetition of a course more than once requires approval **in all instances** by the ~~appropriate~~ dean ~~in all instances~~ **of the School offering the course**. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

C. UGC's Reading Week Proposal

On April 6, 2010 UGC sent a proposal for a policy that would allow instructors to designate the last scheduled week of classes as a reading week. The Life Sciences and the SSHA curriculum committees responded to UGC's proposal (their memos are posted on crops).

Action: UGC Chair Amussen will ask Senate Chair Conklin to send a memo to faculty about reading week and about final exams policy.

This will be revisited by UGC next year.

C. SSHA Proposal for a Minor in Chicano Studies (effective fall 2010)

UGC reviewed the academic component of the SSHA proposal for a minor in Chicano/a Studies. CAPRA will address the potential resource implications.

Action: UGC recommends approval of the proposed minor.

VII. Requests from the Division Council

A. Enrollment Management Council

The EVC/Provost asked the Senate to review the proposed charter for the Enrollment Management Council.

Action: UGC members will send comments to Chair Amussen.

VIII. <u>System wide Review Items</u>

B. UCOF First Set of Recommendations

The system wide Senate has created a template for responses. Template was distributed to all campuses. Merced will generate a response.
UGC will also consider the issue of UC quality and student exposure to world-known scholars.

Action: Members will send their comments to Chair Amussen.

C. BOARS Area "d" requirement

Action: UGC Chair Amussen will send a memo to members to solicit comments.

There being no further business, the meeting adjourned at 11:30am.

Attest:
Susan Amussen, Chair
Minutes prepared by:
Fatima Paul.

Undergraduate Council (UGC)

Wednesday, May 12, 2010, 10:00 a.m. – 11:30 a.m.
Room 232KL West Wing
All documents available on UCMCROPS at:
UGC2009-2010:: Resources:: Meetings Agendas and Handouts:: May 12 , 2010

AGENDA

Action	
Information	**I. CHAIR's REPORT – *Susan Amussen*** May 19 UCM Budget Forum (tentatively scheduled for 9:00am)
Approval	**II. CONSENT CALENDAR** A. Approval of Agenda B. April 7 Meeting Minutes C. April 21 Meeting Minutes
Information	**IV. SYSTEM WIDE COMMITTEE REPORTS** A. BOARS – May 7, 2010: Chair Amussen B. UCEP – May 3, 2010: Professor Camfield
Information	**V. REPORT FROM THE PROGRAM REVIEW SUBCOMMITTEE** *Professors Vanderschraaf and Chen*
Discussion Action	**VI. REPORT FROM THE CRF SUBCOMMITTTEE** *Professors Sharping, Escobar and Rebhun* http://crf.ucmerced.edu/crf
Discussion	**VII. REPETITION OF COURSES POLICY** *UGC Chair Amussen*
Discussion Action	**VIII. REQUEST FROM SSHA** Proposed Changes to the Political Sciences Major (Fall 2010)
Discussion	**IX. SYSTEM WIDE REVIEW ITEMS** **Please refer to crops: May 12/System wide Review Items** **A. Review of the UCOF First Set of Recommendations** **http://ucfuture.universityofcalifornia.edu/presentations/cotf_wg_first_recs.pdf** *Comments due to the Senate Office by May 17, 2010* **B. BOARS Area "d" Admissions Requirement** *Comments due by May 17, 2010* **C. Registration Fee Policy Revisions** **D. Request for Faculty Support for the Course Identification (C-ID) Project**

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • Merced Division**

Undergraduate Council (UGC)
Minutes of Meeting
May 12, 2010

I. Chair's Report

- The UCM Senate and the Administration are currently working on a draft MOU with the Office of the President. The MOU describes plans for the campus to achieve sustainability from 2010-2013 and three growth scenarios beyond 2013.
- A Faculty Budget Forum with EVC/Provost Alley will be held on May 19, at 10am in 232KL. This will also be a webcast event.

II. Consent Calendar

- Agenda: addition of report from Kevin Browne, Assistant VC of Enrollment Management.
- Minutes: if no edits are received by the end of the week, the April 7 and 21 Meeting Minutes will be considered approved.

III. Systemwide Committee Reports

A. BOARS – May 7, 2010 – Chair Amussen

- Comprehensive Review-BOARS is analyzing processes across the UC system to identify best practices. The BOARS final report on Comprehensive Review is nearing completion.
- Admissions-BOARS is studying patterns of admissions. The goal is to get a handle on disparities and their impact on the campuses.

B. UCEP – May 3, 2010-Professor Gregg Camfield

- UCEP discussed the Gould Commission initial set of recommendations
- President Yudof has asked UCEP to look at duplication – and unnecessary duplication - of programs and majors in the UC system and how such programs can be cut as a means to save money. This could have disproportionate consequences on UCM.

IV. Report from AVC Enrollment Management-Kevin Browne

- Transfer applications are not due until June 1.
- As of this morning, data on Statements of Intent to Register (SIRs) shows a total of 1785 SIRs – that would yield a class of 1425. Merced is expected to be on target. The office of Admissions will be much stricter on deadlines for the summer.
- Graduate enrollment: 25-50

- UCR is dramatically over in SIRS (over by 2000). UCSB is about 800 down and UCD is 600 down.
- This year's referral pool is estimated at 11000 eligible applicants. There are about 4000 students in the transfers' referral pool. Yield numbers reflect what was planned two and a half years ago.
- Summer sessions are an important part of Merced's enrollment numbers.
- UCM (and UCR) will not participate in the referral pool next year so the University's historic commitment to find a place for all eligible students will need to be seriously addressed.
- Over enrollment is a major concern at Merced because of the space constraints and an already high student/faculty ratio.

UGC discussed concerns that the UCM faculty has about the current situation: overenrolled majors, unsustainable student/faculty ratio, and lack of space.

V. <u>Program Review Report – Professor Peter Vanderschraaf</u>
The Program Review Committee (PRC) met with the Deans, faculty and the UCI external reviewer. PRC Chair Vanderschraaf is working on a report which will be submitted to UGC. It was noted that the external reviewer has done an extraordinary job.

PRC Chair Vanderschraaf, UGC Chair Amussen, and UGC policy subcommittee Chair Camfield will meet this summer to discuss future revisions of the undergraduate program review guidelines.

VI. <u>CRF Subcommittee</u>
A motion was made, seconded and carried to approve the CRFs.
ECON 116 approved with the provision that contact hours be clarified.

VII. <u>Repetition of Courses</u>
Background:
UGC recently approved the NS Early Progress policy. Under this policy "Students may repeat a course only one time (for a total of two attempts to earn a C- or better)". UGC considered the pros and cons of the policy and discussed when and if students could repeat courses in which they earned a C-. UGC decided to revamp the language of the current "Repetition of Courses" policy in the Catalog as follows:

An undergraduate student may repeat only those courses in which a grade of D+, D, D-, F, U, or Not Passed was received**<u>, and any course may be repeated only once</u>**. Undergraduate courses in which a grade of D+, D, D-, or F has been earned may not be repeated on a passed/not passed basis. **<u>An advisor exception may be made to repeat a course in which a grade of C- was received when a grade of C or better is needed to satisfy a UC Merced academic requirement.</u>** Similarly, a graduate course in which a grade below a B, or a grade of U, was received may be repeated only once (and may not be repeated on a S/U basis). Repetition of a course more than

once requires approval **in all instances** by the ~~appropriate~~ dean ~~in all instances~~ **of the School offering the course**. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

This policy is in contradiction with UCM Senate Regulation 60 which does not allow repetition with a grade over D. (also see SR 780). It was noted that UCSB, UCI and UCLA have academic policies that are in contradiction with SR 780.

It was agreed that UGC will discuss a proposal with the two options (C- and C) and will propose an amendment to SR 60 in AY 2010-11.

VIII. SSHA Request to Change the POLI Major

SSHA is proposing to delete the requirement that political science majors take two classes outside the major. The requirement was a short-term solution to make it possible to offer a political science major with only two political science faculty members. This proposed change makes the major consistent with majors at other campuses and the majority of majors offered by SSHA.

A motion was made, seconded and carried to approve the changes for fall 2011. One member opposed the proposed changes.

Action: Senate analyst will convey UGC's recommendation to the political science faculty.

IX. Systemwide Review Items

A. Review of the UCOF Initial Set of Recommendations
Deadline for Comments: May 17, 2010
B. BOARS Area "d" Admissions Requirement
Deadline for Comments: May 17, 2010
C. Registration Fee Policy Revisions
D. Request for Faculty Support for the Course Identification (C-ID) Project

UGC will opine on the BOARS item. Comments will be sent to Divco. Systemwide deadline for comments is June 23, 2010.

There being no further business, the meeting adjourned at 11:30am.

Attest:
Susan Amussen, Chair

Minutes prepared by:
Fatima Paul.

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 has 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.

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE · Merced Division**

Undergraduate Council
Minutes of Meeting
September 22, 2010

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, September 22, 2010, in Room 232 of the Kolligian Library, Chair Susan Amussen presiding.

II. Chair's Report—*Susan Amussen*

- DivCo has sent the revised program review guidelines to the Chairs of the Schools Executive Committees and Standing Committees for comment.
- DivCo has approved the Minors Policy.
- DivCo is working to establish a list of its objectives for the year, many of which impact UGC, especially objectives concerning resources. UGC Chair Amussen met with the ASUCM leadership yesterday to discuss appointing a student representative to UGC. ASUCM mentioned that the Natural Sciences Early Progress Policy is perceived negatively by some students.

III. Consent Calendar

The September 8 Meeting Minutes were approved pending minor edits.

IV. Policy for Auditing Courses

There is currently no policy regulating course auditing at UCM. A question was raised whether UCM needs a policy on formal auditing or a formal policy on auditing, and whether there is a need for audited classes to be recorded on transcripts. It is traditional at many campuses for audited courses to be included on transcripts, but that has not been the trend for UC. Students have the option of taking a course for no credit on some campuses. It was noted that allowing course auditing could act as a source of revenue—people not in a degree program who want to take a course must pay the course fee. However, it was also noted that the resources required to process auditing student course fee payments may cancel out any benefit from having them pay the fees.

It was agreed that allowing auditing should be left to faculty discretion. Faculty should have the right to decline or to impose conditions on participation. Fully registered students would have priority in the case of space limitations, materials, etc., and auditing would only be allowed in non-impacted classes.

Action: Professor Jay Sharping will discuss the policy with the Undergraduate Academic Programs subcommittee and will bring their feedback to the next UGC meeting.

V. Bylaw 55 Unit Proposals

The proposals have been submitted to all standing committees for review and comments.

Action: A motion was put forth, seconded and carried to support the creation of the proposed Bylaw 55 Units.

VI. Review of the WASC EER Report

Several Faculty Accreditation Organizers have already made specific, constructive comments on the report. The General Education Subcommittee will send additional comments in a memo to Senate Director Susan Sims. The memo will be posted on the CROPS site for last-minute additions.

Discussion:

A comment was made about the number of staff being hired to conduct assessments, the resource implications thereof, and the overall resource implications of the assessments. A concern was raised regarding the time and resources required to implement WASC requirements, even for more established campuses. A comment was made about the difference between the assessment of academic programs and co-curricular programs. Feedback has been received that the co-curricular assessments do not represent the programs as being integrated enough or successful enough. Regarding the formalization of assessments, assessment has been mystified as it becomes more formal, although it has taken place all along, informally. It is important to highlight the ways that assessment has been conducted prior to becoming formalized. Previous informal assessments have not provided the evidence around learning that is now being collected.

Action: Chair Amussen encouraged members to review the EER Report. Comments are due to the WASC Steering Committee by October 1. DivCo will discuss this item at its September 27 meeting and formulate a response.

VII. Proposed 2011-2013 Academic Calendar

At this point calendars are only available through 2012-2013. The Office of the President wants to align all start dates for semester campuses and for quarter campuses. The main goal with the alignment of schedules is to facilitate cross-campus collaboration. The quarter campuses have been mostly aligned at this point, despite some vocal opposition. The Semester campuses will follow the schedule of UCB, with a Thursday Fall start date.

Several concerns were raised regarding the impact of a Thursday start date on the number of instructional days for certain class schedules.

Action: A summary of comments from UGC will go to the Provost.

VIII. Policy on Animal Use in Biology Courses

PETA recently sent UCM a survey about animal use in classrooms. The issue that arose as a result of the survey was about what policies are in place, if any, for students who have objections to animal use. Currently, it is at the discretion of the faculty member to decide if a course can be completed without a specific activity. There are precedents for making accommodations, but there are concerns that formalizing such a policy might open a door for students to object to other aspects of a curriculum based on their personal or religious beliefs.

According to the policy on academic freedom, students have "the right to be judged by faculty in accordance with fair procedures solely on the basis of the students' academic performance and conduct," such that they may not be judged on their personal beliefs, as long as they are able to satisfy the requirements of the course.

Several suggestions were made on how to address the issue:

a. If a student is unable or unwilling to complete a specific activity, faculty can focus on the learning objectives rather than the method, and try to find a way for the student to learn the material without the activity.
b. Leave the policy as it stands: leave the decision to the faculty.
c. Write a very brief memo outlining the current policy: it is the decision of the faculty to decide whether or not there is an alternative instructional format to suit the student's needs. If not, the student can't take the course.
d. Potential conflicts should be identified at the beginning of a class so students can withdraw in the first week.
e. UCM could highlight any positive aspects of this policy while completing the PETA survey, which could thus act as a form of advertising.

IX. Upper Division General Education (Core 100): ***Professor Jack Vevea, Chair, General Education Subcommittee***

In the conclusion of its Capacity and Preparatory Review Report, UC Merced noted that "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, UCM must describe the status of this goal. Thus, the WASC Steering Committee asked the General Education subcommittee of UGC to describe the status of this goal and to provide a timeline for identifying a solution.

The General Education Subcommittee has drafted a response.

Action: UGC will review the memo and send their comments to GenEd Chair Vevea.

X. Systemwide Review Items

a. Proposal to Rename Fees as Tuition

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE · Merced Division**

Comments are due to the Senate office by October 15, 2010.

Action: UGC supports the Proposal to Rename Fees as Tuition.

b. Report of the Post-Employment Benefits Task Force
There will be a PEB Forum on Wednesday afternoon, October 13th to be led by Professor Shawn Kantor (CAPRA Chair and UCPB Representative) and Professor Sean Malloy (UCFW representative).
Comments are due to the Senate Office by October 22, 2010.

There being no further business, the meeting adjourned at 11:20 a.m.

Attest:

Susan Amussen, Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
October 6, 2010

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, October 6, 2010, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. Chair's report—*Susan Amussen*

Chancellor's Search - The Presidential Search Team will come to UCM on November 1st (not confirmed—UCM faculty representatives have not yet been identified).

III. Consent Calendar

The agenda and the minutes from the September 22 Minutes were approved.

IV. Systemwide Committee Reports

A. BOARS, October 1, 2010—*Susan Amussen*

BOARS conducts a large number of consultations with admissions staff, and the most important issue that has come up is that high schools are having trouble offering the minimum sequence of courses required for admission to UC. There are two courses that students are not allowed to take online: Laboratory Science, and Visual and Performing Arts. BOARS has a large impact on the K-12 system. If it can do something to keep the arts in the schools, it will.

Transfer Students

It is politically important to clear the path for transfer students. There is a move towards aligning lower division requirements for transfer students between the UC campuses. The Legislature just passed a bill that locks the community colleges' and the CSU campuses' articulations to create a seamless transfer between the two. UC will also have to modify its articulation to coincide with the other two tiers. Several concerns were raised: 1) This severely inhibits the autonomy of the academic departments to decide their own requirements; 2) UCLA and UCB will determine the major requirements and force them upon the other campuses.

B.UCEP, October 4, 2010—*Gregg Camfield*

Transfer Students

- According to the UCOF, UCM can be a more efficient campus if it focused on upper division and graduate education, which means that transfers become a much more important issue. The Commission sees this as a cost-saving measure.
- There is as much or more difficulty with transfers within the UC system than from outside the system—there are no transfer agreements (such as IGETC) with sister campuses.
- If the point of the UC, as opposed to a CSU, is to create knowledge, campuses have to be free to experiment when creating majors and graduate programs. If UCM has to fit

someone else's model, it will seriously impinge on its ability to find the faculty that will be able to build on UCM's particular strengths.

- What distinguishes UC as an educational enterprise from the other tiers in the Master Plan? If the linkage with the other tiers deprives UC of its distinction, what's the point of the tiers?
- There is a plan for schools in all three tiers to come up with Course Identification Descriptors (CIDs) to facilitate transfer, with no emphasis on skill development or learning outcomes. This would be beneficial if community colleges actually had to demonstrate learning outcomes instead of only course input. Because of the legislature, UC will be under pressure to conform to this plan. UCEP asked for UGC's comments on this.

Impact of the budget crisis on undergraduate education - UCEP is collecting anecdotes from the UC campuses. UGC members were asked to forward them to Professor Camfield.

What is the value of a research university for undergraduate education?

- Undergraduates receive cutting-edge knowledge.
- Undergraduate research benefits.
- Professors conducting research carry their enthusiasm from learning into the classroom.
- This is difficult to quantify, but it can be presented anecdotally.
- UCEP is requesting anecdotes on how being at a research university adds to the education of undergraduates.

WASC Accreditation Process

Stanford's President wrote a letter to WASC, saying that the WASC requirements were doing more harm than good. WASC's fundamental principles are solid, but the associated bureaucracy gets in the way of accomplishment. WASC plans to streamline its expectations and simplify its handbook, but outcome assessments are here to stay. Hilary Baxter, UC's WASC Accreditation Liaison Officer, will be speaking to Professor Camfield, Chair of the WASC Steering Committee, about UCM's experience with WASC. Professor Camfield invited comments from UGC members.

V. Report from the Undergraduate Academic Programs Subcommittee on the Policy for Auditing Courses – Professor Jay Sharping

UCM currently has no policy for auditing courses. There is a number of students who may be interested in auditing courses. Some students would like to have an audited class recorded on their transcripts. At UCM, concerns regarding auditing involve: 1) Lack of classroom space; 2) Payment of fees; 3) The need for additional revenue to offset the administrative burdens of keeping track of auditing students.

The general consensus at other UC campuses is that registered students and other interested parties are allowed to sit in on classes, pending faculty approval and space availability. Enrolled students are given priority. Some campuses charge auditing students a course fee, particularly

in the summer. A concern was raised regarding the lack of the option to have an audited course recorded on a student's transcript.

The policy proposed by the Undergraduate Academic Programs subcommittee is similar to the policy of other UCs:

With the consent of the instructor, registered students and interested individuals are permitted to audit classes. Arrangements are made directly with the faculty member under any rules the faculty member may establish, and those auditing ordinarily do not participate in discussions, exams, or written papers. Priority for course resources such as classroom space and laboratory supplies is given to students who are fully enrolled in the course. Audited classes are not recorded on the student's class schedule or on academic transcripts.

ACTION: A motion was put forth, seconded and carried to approve the proposed policy for auditing courses.

A. **Request from Assistant Dean Ortez: Core 100 for Spring 2011**

The current system for Core 100 was supposed to end this academic year. As there is no substitution in place, the current plan needs to continue for another year. There are resource implications behind this: There aren't enough courses planned for Spring 2011 to serve as substitutes for Core 100.

ACTION: A motion was put forth, seconded and carried to continue the current method of meeting the requirements for Core 100 through the end of the 2010-2011 academic year.

VI. Enrollment Data - Vice Chancellor of Student Affairs Jane Lawrence

Data was distributed to the UGC prior to the meeting.
A new enrollment statistics format was used to summarize student enrollment data from 2005-2010, with a breakdown by headcount, undergraduate numbers, graduate numbers, gender, ethnicity, and degrees sought. There is also information on both freshmen and transfers regarding major choices. Growth in individual programs is visible across the past six years. The most important aspect is the data regarding UCM's retention rates from freshman to sophomore year, and sophomore to junior year. Both rates have clearly improved.
Pell Eligibility: UCM is ranked highest in the UC system by the percentage of students on Pell Grants--56% of UCM students are on Pell Grants.

VII. Systemwide Review Items

A. **Report of the Post-Employment Benefits Task Force**

This report brings up issues of recruitment, issues of fairness, and the issue of the impact of this on the campus. UCM's position on this issue is not distinctive except that as a campus it is relatively young, and will therefore be saddled with paying more benefits. UGC's position is also not distinctive from other committees. If the campus develops as current models suggest it

will, UCM will eventually have to contribute 20% towards faculty retirement. This will significantly affect UCM's ability to hire faculty, and therefore its ability to educate students. Currently, UCM cannot properly deliver general education because the resources don't exist. What options does UGC have to convey its opinions on this issue?

1. It can talk about the lack of resources for general education.
2. It can come out in favor of one of the three PEB options—the original options A and B, and option C, which was put forth by the faculty, and is slightly less costly.
3. UGC could consider endorsing the statement at the end of UCFW Chair Dimsdale's memo pointing out that under options B and C, staff and faculty salaries would need to be adjusted in order to support faculty recruitment.
4. Is UGC's opinion important? Will UCOP do whatever it wants regardless of the Senate's comments? The impression the UGC Chair was given by the Vice Chair of the Academic Senate was that President Yudof is still weighing the options. A strong Academic Senate argument in one direction or another would be likely to make a difference.
5. UGC could emphasize the fact that salaries will have to be made more competitive. Faculty and staff have accepted the current salary structure because they had good employment benefits. Now the structure has to be adjusted to make up for the change in benefits.
6. UGC understands that a change needs to happen, but the committee is concerned about the impact of the change in the benefits structure and on the educational process. UGC Housing, dining, and all the other units that receive funding from student fees are going to have to pay the University's share. UCM will not be able to add more housing as quickly. UCM's ability to add staff in places like the Career Center or the Student Advising and Learning Center is going to be crippled. This will dramatically affect the student experience in and out of the classroom.

ACTION: The UGC Chair will draft a letter voicing UGC's concerns. Draft will be circulated to UGC before being sent to DivCo.

B. **Academic Council Recommendation and UCLA Statement on the Future of the University**

These are fairly similar statements. They both focus on not growing the faculty and not building more buildings. UCLA included an exception on faculty for UCM, and an exception on building as long as UCM has the funds to build and maintain them. There was a recommendation to cut faculty, through attrition, and also cut staff. It was mentioned that some programs may not have critical mass or quality, and they may need to be cut. Cutting students was also suggested.

The UGC's response to the statements is summarized as follows:
Even though they are internal documents, they are potential PR disasters, because all internal documents are public at this institution, and they include statements about raising faculty salaries at the cost of staff positions, etc.

UCEP mentioned that the Berkeley representative in particular suggested that since money is currently so cheap, to not build when there is a need to build would be a blunder, because UC would be borrowing the money when it costs next to nothing, and paying it off later, when the economy rebounds. This may actually be an opportunity—the UC is so large an institution that it has the capacity to take on debt in ways that may be appropriate. UCEP also brought up the point that with tuition increasing, it is important to study what the marginal improvement of cutting student numbers would be. If UC starts cutting students, it will lose their tuition money. If UC tries to match student numbers to faculty numbers, it may end up causing more harm than good. If UC cuts faculty numbers without cutting student numbers, it will clearly damage the educational process. The use of casual lecturers also has an impact on undergraduate education and on faculty workload. Lecturers have no say in developing curriculum, and they don't do assessment work. Cutting Senate faculty members and replacing them with non-Senate faculty who cannot do any of the other work would have an impact on research productivity and the quality of teaching.

The UCLA statement says: UC should preserve quality above all; other things, like student numbers, are expendable. If UC can't meet the goals of the Master Plan, or can't add more faculty, at least it should preserve the core and uphold the quality of the institution.
UCEP feels that the goal of preserving the core is naïve: by cutting staff numbers, faculty increase their own workload. Also, some staff are not expendable, such as student advisors.

The statements seem to be saying that the faculty is the most important part of the university, and if UC can protect the faculty, everything else will fall into place. Politically, that is not a good place for UC to go, and it is also simply untrue. Without students, there would be nothing else. Furthermore UCM has a higher percentage of courses taught by lecturers than any other campus. The campus also has a higher percentage of Unit-18 lecturers. Lecturers do not participate in the shared governance of the university, yet they are delivering a huge percentage of the instruction. The lack of faculty is very noticeable to Senate Faculty, who all sit on a high number of committees.

When the Academic Council voted on this statement, it was an unusually close vote. President Yudof asked the Council to back up its vote. In reality, the Council may decide to change its vote. UCEP has 12 members, and no one expressed support for these statements. UCEP discussed the impact on research rather than on undergraduate education, both of which are core functions. BOARS also showed no support for the statements. BOARS brought up the issue of access: either the UC maintains student numbers, in which case the quality of education suffers, or it decreases student numbers, and access becomes a problem.

A comment was made that as an institution, UC needs to take care of its paying customers. If UC makes a commitment to its students, everything else will happen around that commitment. UC should refocus its purpose towards educating the students.

Just as strong an argument could be made that UC should focus on research, because research drives the state's economy. UC impacts the economy, both because it creates new technologies and new knowledge, and because it is creating the new work force to work in the new industries, and creating the voting populace that can support industry and research. UC should focus on what faculty is doing, not on faculty itself. As an institution, UC has focused on the research side to the detriment of the teaching side. UC needs to make the case of the linkage between research and education. Both are equally important.

UCEP also suggested UCLA follow UC Berkeley's lead and make cuts to its athletic program. Bringing in out-of-state students was suggested as a means of increasing revenue, but the revenue from that is only a fraction of UC's budgetary needs.

ACTION: The UGC Chair will circulate the letter on Post-Employment Benefits, and will have a draft of the letter about the Academic Council and the UCLA Statement by the next UGC meeting.

There being no further business, the meeting adjourned at 11:30 a.m.

Attest:

Susan Amussen, Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
October 20, 2010

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, October 20, 2010, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. Consent Calendar

A. The following item was added to the agenda:
Professor Sharping introduced four new CRFs to be approved: ENVE 181, CSE 180, CSE 030 and CSE 031. The changes to the CRFs concern grading options. ENVE 181, CSE 030 and CSE 031 prefer to have letter grades only, and CSE 180 changes a prerequisite from an upper division class to a lower division class.

ACTION: A motion was put forth, seconded and carried to approve the above CRFs. Additional CRFs will be approved by email.

B. The October 6 Meeting Minutes were approved.

III. Policy on Animal Use in Courses

GRC's policy establishes the principle of Academic Freedom for faculty regarding animal use in graduate courses. UGC will revise GRC's policy by encouraging instructors to provide alternative assignments where possible, and requiring that the policy be mentioned in the syllabus. It is understood that alternatives will not be available in all courses. It is the student's responsibility to choose classes that will meet his or her needs. The language will read similar to the following: "Course instructors may, but are not required to provide alternatives".

ACTION: UGC Chair Amussen will draft a policy based on GRC's policy, which UGC will address at the next meeting.

V. Request from the School of Natural Sciences: Revised Chemical Sciences B.S. Program

The proposed revision to the Chemistry B.S. major is the removal of the requirement for research, and the substitution of two additional laboratory sections. The change is due to the shortage of faculty and lab space. The substituted CRFs have not yet been

approved by the Natural Sciences Curriculum Committee. The discussion was tabled until UGC has reviewed the CRFs.

ACTION: UGC will send the Natural Sciences Curriculum Committee a memo requesting the date of effect of the revision.

VI. Request from the School of Engineering: Core 100 Course substitutions

The School of Engineering would like to offer two courses in the spring as Core 100 substitutions, Environmental Science and Policy, and Writing for Engineering. The memo to UGC asks for approval of these courses. A question was raised about UGC's role in the approval of the substitutions, as the Engineering faculty has already unanimously voted to approve the courses, effective Spring 2011. A clarification was made that the course is already on the Spring 2011 schedule, listed under Environmental Science and Sustainability, and under Geography, but the School of Engineering wants to cross-list it under Engineering.

ACTION: A motion was put forth, seconded and carried to approve the Core 100 course substitutions for the School of Engineering through the end of the academic year.

VII. Systemwide Review Items

A. Report of the Post-Employment Benefits Task Force

Chair Amussen drafted a memo from the October 6 UGC Meeting Minutes regarding Post-Employment Benefits. UGC is primarily concerned about the competitive salary and benefit packages. The memo highlights the impact of changes to post-employment benefits on undergraduate education. A request was made to clarify the clause, "*we would recommend that both employer and employee contributions be slightly different depending on the number of years of the contribution holiday an employee had been at UC*". The UGC Chair responded that the memo proposes that the contributions of both employer and employee should be scaled based on the time of service at the University. A comment was made that the Office of the President might respond more generously if a distinction were made between UCM and other campuses, rather than between long-time employees and newer employees. Other campuses used the additional money from the holiday to build infrastructure, raise salaries, etc., therefore UCOP should subsidize UCM's contributions. A comment was made that borrowing money is currently very inexpensive, so perhaps UCM should simply borrow the money it needs to pay off its debt, which would ease the burden of paying the high contributions to the retirement fund.

ACTION: Chair Amussen will re-draft the memo to include UGC's suggestions. The memo will state that the high cost of the contribution negates all the subsidies that UCOP is currently providing to UCM.

B. Academic Council Recommendation and UCLA Statement on the Future of the University

Chair Amussen drafted a memo in response to the Academic Council Recommendation and the UCLA Statement on the Future. The memo highlights the fact that as the importance of research metrics in promotion policies increases, teaching loads have tended to drop. A comment was made that not everyone agrees that compromises in productivity are the route to the solution. High quality research is a cornerstone of the university, but so is education. Teaching loads have shifted form ladder-rank faculty to lecturers, especially Unit-18 lecturers, and section sizes and course enrollment have increased. A comment was made that the memo makes an assumption about the meaning of the UCLA statement, whereas it is possible that UGC misinterpreted the statement. The sentence within the memo, "*The "statement on the future" implies that the foundation of this three-part model is high quality researching faculty*" could be changed to read, "*We have* interpreted *that the 'statement on the future' implies…*" Also, the memo includes a reference to the teaching loads of thirty years ago, which will be removed. The memo will be revised to include a statement similar to the following: "*Faculty are already having to shoulder additional teaching and service loads.*" A comment was made that despite best intentions, it is impossible to plan budget for future building maintenance when the economy is so uncertain. The UGC Chair suggested including a comment in the memo stating that while UGC appreciates the idea of incorporating the cost of running a building into the budget, it recognizes that this is not a simple or even certain process. UGC could even comment that the UCLA Statement offers a simplistic solution to a complex problem.

ACTION: The revised memo will be circulated for comment, and approved at the November 3 UGC Meeting.

There being no further business, the meeting adjourned at 11:10.

Attest:

Susan Amussen, Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
November 3, 2010

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, November 3, 2010, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. Chair's Report – Susan Amussen

Chair Amussen attended the Chancellor's Search Advisory Committee meeting. The faculty made a coherent presentation to the committee, emphasizing the need for a Chancellor who will help UCM continue to become a research university, and that increasing the research capacity and the number of faculty would have a positive impact on undergraduate education.

III. Consent Calendar

The Agenda and the Minutes of the October 20th meeting were approved.

IV. Systemwide Committee Report

UCEP, Monday, November 1 – Vice Chair Camfield

This item was tabled for the November 17 meeting.

V. Report from the Undergraduate Academic Programs/CRFs Subcommittee – *Professors Sharping, Campbell, Rebhun*

The list of CRFs approved by UGC are available on crops, in the "Approved CRFs" folder.

The CRF Subcommittee approved several proposed or revised CRFs.

Action: UGC approved the proposed CRFs, pending revisions to several CRFs.

Action: WRI 40 has been sent back for revisions. It may be approved by email before the next UGC meeting.

VI. Course Repeat Policy

The NS Early Progress Policy requires students to get a C or better in particular courses to continue the major, but the current Repetition of Courses Policy does not allow repetition with a grade over D. UGC discussed a policy where students could repeat a course with a C-. If this policy is to be approved, the Senate Regulations must be

revised, which requires approval by the Systemwide Rules Committee. The UGC Chair also suggested abolishing C- as a grade in any course. Under Senate Regulations, this change would also have to be approved by the Systemwide Rules Committee. The UGC Chair suggested sending a memo to the curriculum committees of each school asking for their opinions of the two proposals. The C- repeat proposal has resource implications. A comment was made that the Graduate Division should be included, in order to make this an institutional change. A question was raised about courses authorized for repeated enrollment, regardless of grade. The current UCM Senate Regulations do not make exceptions for such courses.

ACTION: The UGC Chair will draft a memo outlining the two options, which will be sent first to UGC for revision, then to the schools and to GRC for comment.

VII. Policy on Animal Use in Courses

The UGC Chair drafted a modified version of the GRC policy. Upon discussing some of the wording in the proposed policy, the committee reached consensus on the following:

> As part of their right to academic freedom, undergraduate course instructors at UC Merced reserve the right to grade students on the basis of hands-on work with living organisms and biological materials, in accordance with all applicable ethical standards and laws. Students must be informed of course requirements and grading policies at the beginning of each undergraduate course. Where possible within the context of existing course objectives, instructors may offer alternatives to animal use; this may not be possible, and they are not required to provide alternate assignments if students object to hands-on work with living organisms and biological materials.

Action: A motion was put forth, seconded and carried to approve the above policy.

VIII. Course Auditing Policy

GRC approved a revised version of UGC's Course Auditing Policy. GRC revised the following sentence, "*Arrangements are made directly with the faculty member under any rules the faculty member may establish, and those auditing ordinarily do not participate in discussions, exams, or written papers* "to read, "*Arrangements are made directly with the faculty member under any rules the faculty member may establish, and those auditing ordinarily do not participate in exams, or written papers.*" UGC has been asked to amend its policy to match GRC's policy. A concern was expressed that in some courses, enrolled students must pay a large fee for laboratory supplies, and auditing students should not be allowed to use those materials without paying for them.

The UGC Chair responded that faculty may decide not to allow an auditing student to attend a course with lab fees, or may decide to allow those students to observe but not participate.

IX. Request from the School of Natural Sciences: Revised Chemical Sciences B.S. Program

This item has been tabled until all related CRFs have been approved.

X. Request from Natural Sciences: Proposed Revision to the SSHA Lower Division General Education Requirement

The School of Natural Sciences has requested a revision to the SSHA Lower Division General Education Requirement such that students are not required to take a lab course to satisfy their Natural Sciences requirement, to reduce the pressure on the Natural Sciences lab courses. Some lab courses will still be available. Some objections were voiced that this would affect the quality of undergraduate education.

Action: A motion was put forth, seconded and carried to approve the revised SSHA Lower Division General Education Requirement. Senate analyst will send a memo to the School.

X. Systemwide Review Items

A. Academic Council Recommendation and UCLA Statement on the Future of the University

The UGC Chair presented a revised response to the Academic Council Recommendation and the UCLA Statement on the Future of the University. Several clarifications were made. The UGC response will be submitted to DivCo, which will collectively draft a UCM response, to articulate the campus' position.

ACTION: A motion was put forth, seconded and carried to approve the UGC response as revised.

There being no further business, the meeting adjourned at 11:30.

Attest:

Chair Susan Amussen

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
November 17, 2010

I. Meeting
Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, November 17, 2010, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. Chair's report—*Susan Amussen*
-The meeting of the Division will take place December 2, 2010 at 2:00 pm in KL 232. Systemwide Chair Simmons and Vice Chair Anderson will attend.
-Several consultants will probably be working with the campus to define the challenges that will face the new Chancellor, regarding space, research funds, faculty numbers, etc.

II. Consent Calendar
The Agenda and the Minutes from the November 3 Meeting were approved as presented.

IV. Systemwide Committee Reports
-UCEP, Monday, November 1 – *Vice Chair Camfield*
UCEP has proposed revisions to the APM sections 010 and 015, in response to a number of federal court cases that challenge Academic Freedom. UCEP is using AAUP language to revise the APM. During UCEP's consultation with the Office of the President, OP discussed a recently launched online project and requested faculty participation and proposals for online courses. Vice Chair Camfield expressed concern over the online course assessment process.
UCEP also met with the Associate Vice President for Communications at University Affairs, who have been holding focus groups with different constituencies to determine how the University is perceived, and how it can change its image to improve the likelihood of getting support. They reported that the teaching function of the University is the public's main interest, which means the research function must be articulated to highlight the value it adds to the state of California.

The Task Force on Senate Membership was charged with reviewing Senate membership and making recommendations, if any, for changes to Senate membership. The Task Force has brought two issues to light: a large number of administrators with little teaching or research function are involved in the Senate; and, based on their workload, adjunct, part-time and clinical faculty in the professional schools should be re-categorized and given Senate membership. The Task Force report expressed a concern that including professional faculty in the Senate would affect the balance of perspectives. The report requested the Senate maintain a firewall between professional and regular faculty. An implication of including professional faculty in the Senate is that lecturers serving Senate functions would also have to be re-categorized.

UCEP sent memos to the Senate leadership expressing its dissatisfaction with the UCLA and Council resolutions, and endorsing the Task Force on Senate Membership's plan.

-BOARS, Friday, November 5 – *Chair Amussen*
President Yudof has asked BOARS to alter the admissions process, by requiring an individual read of every application, the use of a University-designed read sheet by all campuses, and the use of the holistic scores system currently in place at UCLA and UCB. Chair Amussen mentioned that the holistic scoring process will likely not have a large impact on UCM. BOARS noted that these changes would have a significant cost implication, although President Yudof asked campuses not to consider cost. Several campuses have expressed unwillingness to alter their current admissions processes.

BOARS also responded to the UCLA/Council resolutions critically, specifically focusing on issues of undergraduate access.

V. Report from the Undergraduate Academic Programs/CRFs Subcommittee
The following CRFs were reviewed by the subcommittee:

- ENGR 141, Environmental Science and Policy
- MSE 112, Materials Selection and Performance
- CHEM 114L, Physical Chemistry and Instrumental Analysis Laboratory
- CHEM 153, Physical Chemistry Laboratory
- ESS 141, Environmental Science and Policy
- GEOG 141, Environmental Science and Policy

ACTION: A motion was put forth, seconded and carried to approve the proposed CRFs.

VI. Request from the School of Natural Sciences: Revised Chemical Sciences B.S. Program

ACTION: A motion was put forth, seconded and carried to approve the revised Chemical Sciences B.S. Program effective Fall 2011.

VII. Financial Aid and Scholarships Report
Diana Ralls, Director of Financial Aid and Scholarships, requested guidance on choosing awardees of the Regents Scholarships. The Regents Scholarships are not need-based, and are given to top applicants at every UC. Traditionally, about half the scholarships are chosen on a strictly quantitative basis, while the other half are chosen based on the UGC Admissions Subcommittee's reading of application essays. The same criteria have been used since 2005, and they may no longer be appropriate. Several comments were made that since there is evidence of success with the current criteria, it may not be necessary to change them. A comment was made that it may be beneficial to require awardees to live on campus, to discourage them from spending their time commuting. The UGC Chair responded that there is not enough dorm space to require students to live on campus for more than one year, but it can certainly be

encouraged. The Vice Chancellor for Student Affairs commented that it has been proven that students who live on campus have more academic success. Changes to the Regent's Scholarship will go to the Admissions subcommittee, who may decide to invite more people to read applications, to accommodate the increased number of applicants.

VIII. Request from the School of Natural Sciences: Proposed Changes to the Applied Mathematics Major Coursework Requirements

The UGC Chair commented that there will likely be many such revisions to majors and minors in the coming months. Vice Chair Camfield commented that a large number of the Applied Mathematics tracks have a fixed course progression, whereas some others allow for course choice. He wondered whether certain tracks were inflexible because of a lack of available courses. The UGC Chair responded that the goal is to make the process easier for students. She also mentioned that required course lists will evolve as the campus evolves, and it may not be necessary for UGC to approve each such change in the future. Perhaps UGC could develop a policy to address this issue.

ACTION: A motion was put forth, seconded and carried to approve the proposed changes to the Applied Mathematics major coursework requirements pending several small revisions, effective Fall 2011.

There being no further business, the meeting adjourned at 10:55 a.m.

Attest:

Susan Amussen, Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
December 8, 2010

I. Meeting

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

II. Chair's report—*Susan Amussen*

-UGC needs to begin organizing to review the catalog, which goes to press in May. The goal is to have the UGC and GRC catalog reviews completed by the end of March. UGC is responsible for the General Policies and Procedures, and the School sections. Traditionally, UGC breaks into small review groups that each review sections outside their own school. The VC for Student Affairs asked UGC to opine on whether the eight-semester sequences for each major should be removed from the catalog. She explained that the sequences were meant to demonstrate to students that it was possible to complete the program in four years. The UGC Chair commented that the sequences are too prescriptive. She suggested UGC bring the discussion to the schools. She polled UGC members about the inclusion of the sequences in the catalog. She volunteered to contact the schools to ask the Curriculum Committees' opinions. Several alternatives were mentioned: The sequences could be available from advisors or online instead of taking up considerable space in the catalog. They could also be available in limited form in the catalog, or just an example could be printed.
-The Meeting of the Division was held on Thursday, December 2. DivCo has approved the four Bylaw 55 Units in SSHA, and that memo will be sent to the EVC on December 9.

III. Consent Calendar

The Agenda was approved pending an addition of a report from the Admissions subcommittee, and the Minutes from November 17 were approved pending a minor addition, to clarify that the new Chemistry major goes into effect in Fall 2011.

IV. Systemwide Committee Reports

-BOARS, Friday, December 3, 2010– *Chair Amussen*
President Yudof recently told BOARS that he supports the single-score system of application review. BOARS responded with suggestions of several other systems. Yudof then submitted a resolution—to be presented at the January Board of Regents meeting—which acknowledged BOARS' suggestions. BOARS discussed the resolution and essentially agrees with Yudof's points, but emphasized the importance of outreach in increasing the number of applications to UC. Outreach is a critical factor in making sure that UC is able to enroll students from throughout the state.
-BOARS also discussed the review of online high school courses. BOARS approves all courses offered in the a-g sequence that students must take to get in to UC. For courses offered online,

BOARS must first approve the providers of such classes. BOARS expressed reservations about some of those online providers; there is concern about access, cheating, and the loss of jobs for teachers.

-UCEP, Monday, December 6, 2010—*Vice Chair Camfield*
UCEP met via videoconference. There was a discussion regarding self-supporting and part-time graduate professional degree programs. A report was recently released that highlights the revenue brought in by these kinds of programs. UCEP was asked to opine, and stated that these programs are not within their purview, except that they might disturb educational missions at the undergraduate level, because faculty hired to teach these shorter-term market-driven programs might divert funding away from undergraduate education.
UCEP also discussed downsizing and other strategies for cost-reduction. Many such strategies are unappealing, but some method of cost reduction must be devised. UCEP discussed the core functions and values of education, and measures for protecting them against budget cuts. UCEP drafted an internal document attempting to define "UC Quality" education. UGC Vice Chair Camfield would like to bring this discussion to the next UGC meeting.
UCEP was told by UCOP that Regent Kieffer has asked the Academic Senate to talk regularly with the Regents about undergraduate education. UCEP drafted a memo outlining the nature of these talks. The outcome will probably be a series of presentations given by Chancellors on a three year rotating basis, on undergraduate education on their own campus. UCEP expressed an interest in including accreditation material in these presentations.

V. Report from the Admissions Subcommittee – *Chair Amussen*
The Admissions Subcommittee recently met to discuss admissions policies. Admissions policies are based on the assumption that high school records are predictive of student academic behavior. So far, UCM does not have data to support that assumption, which impacts its ability to become more selective in admissions. The Admissions Subcommittee may recommend that students no longer be admitted to schools or majors, but instead be admitted to a pre-major until they meet the qualifications for the major. There is also the option of admitting some students to majors. The Subcommittee feels that a pre-major might help students become more realistic about their goals. The VC for Student Affairs commented that it will be important to discuss the implications of such a policy change, for instance, the impact on advising. The Interim Vice Provost of Undergraduate Education commented that adding a pre-major structure increases the administrative burden. The UGC Chair agreed that there would be educational, administrative and resource implications of admitting students to a pre-major.

VI. Report from the Undergraduate Academic Programs/CRFs Subcommittee
UGC discussed requiring learning outcomes for all new and revised courses. There is a CRF policy that requires the addition of learning outcomes to new CRFs. UGC will discuss this issue further at the next meeting.

ACTION: UGC approved nine CRFs.

VII. Request from the School of Engineering: Transfer Admissions Policy
UC is under significant pressure to increase the number of admitted transfer students, however UCM has experienced difficulty with transfer students who come in without the prerequisite courses for their major. UCOP has begun a pilot program in five disciplines across UC campuses in which transfer requirements are synced across campuses, such that community college students can satisfy the requirements for admission to their major at any UC. The School of Engineering at UCM has developed a Transfer Admissions Policy, comprised of a list of requirements for transfer students who wish to enter as junior Engineering majors, including a 2.8 GPA requirement. If students fail to meet the requirements, they may still be admitted to the major, but not as juniors. UGC has been asked to approve this new policy. VC for Student Affairs Lawrence requested that UGC not approve one section of the policy concerning the admission of undeclared/undecided transfer students, as the Student Advising and Learning Center is not prepared to offer advising for undeclared/undecided juniors. A comment was made that the School of Engineering has already begun accepting transfer students who do not meet the requirements for the Engineering major at the junior level. The Interim Vice Provost for Undergraduate Education commented that SSHA has experienced an influx of transfer students who do not meet the requirements for the Engineering major. UGC Vice Chair Camfield suggested that SOE should handle the advising of these students so as not to put the burden on the Student Advising and Learning Center. He also mentioned that the majority of transfer students come from a small number of community colleges, and suggested that perhaps those colleges are not properly preparing students for entry into the UC system, in which case the School of Engineering's requirement of a 2.8 GPA for junior transfer students may not be useful as an indicator of student success.

The UGC Chair suggested that UGC request that the School of Engineering consult with Student Advising and Admissions on how to resolve the admission of undeclared transfer students, and revise or clarify their policy according to the consultation.

ACTION: This item was tabled until the next meeting, with the expectation that the policy would be sent back to the School of Engineering for consultation and revision.

VIII. Request from the Administration: Proposed Academic Calendars 2013-2016
UGC has been asked for comments on the proposed Academic Calendars for 2013-2016. The UGC Chair commented that it makes sense to increase orientation times as the freshman population increases. A comment was made that by syncing UCM's schedule with UC Berkeley, UCM loses a full day of final exams, and starting Fall 2011, there will be no place for common exams for large classes, which significantly increases the work load for those writing the exams. Also, there will be no extra space in lecture classes. The Registrar commented that adhering to UC Berkeley's schedule will require some amount of flexibility. She noted that UCM will attempt to fit all exams into five days, but a sixth day can be made available if necessary. She also noted that common exams will be held in the evenings during the exam period instead of on the prior Saturday. She commented that the exam schedule will evolve term by term as

campus needs become clear. The VC for Student Affairs commented that it would be possible to open the gym or other spaces on campus for use as exam space, if needed. The UGC Chair noted that the new schedule also does not include a weekday for exam preparation. A question was raised whether UCM plans to offer "dead week" before finals as had been discussed previously. A comment was made that the new schedule presumes that the current number of days of instruction will remain the same. UGC Vice Chair Camfield commented that UCEP does not plan to alter the number of instructional days, although UC Berkeley does often schedule a "dead week." The UGC Chair asked UGC members to forward any comments regarding the new calendars to the Administration.

IX. Passing Grades and Course Repeats

The policy passed last year regulating passing grades and course repeats requires a revision of UCM Senate Regulation 60. The Senate will need to request a revision of the Regulation. This issue will be discussed further at the next UGC meeting.

X. Systemwide Review Items

Two changes to the APM were suggested, regarding the scope of academic freedom. There were no comments from UGC at the meeting.

There being no further business, the meeting adjourned at 11:15 a.m.

Attest:

Susan Amussen, Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Undergraduate Council
Minutes of Meeting
January 19, 2011

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, January 19, 2011, in Room 232 of the Kolligan Library, Chair Susan Amussen presiding.

II. Chair's report—*Susan Amussen*

-There is a vacancy in UGC and on the General Education subcommittee due to professor Vevea as Interim VPUE. UGC will be working with CoC to fill the vacancy.
-UGC will be assigning people to review each section of the catalog. Reviewers will cover sections outside their school. UGC will assign sections at the next meeting.
-President Yudof drafted a Resolution on Holistic Review, which BOARS revised. The resolution was accepted by the Academic Council, and will be voted on by the Board of Regents on January 19th.

III. Consent Calendar

The Agenda was approved. The Minutes for December 8 will be approved at a later date.

IV. Systemwide Committee Reports

BOARS, Friday, January 14, 2011– *Chair Amussen*
-BOARS reviewed the initial application numbers for the UC system for Fall 2011. UCM experienced healthy growth in applications, an increase of about 7%. UC San Diego experienced an 11% increase. There has been a significant increase in Latino applicants throughout the system. Not only are more students eligible for UC, but a greater proportion of those eligible are applying. The VC of Academic Affairs discussed the issue of the referral pool. UCM has told the Office of the President that the campus will not be able to accept students from the referral pool for 2012, because of capacity issues, but it will be able to accept some students in 2011. It will only accept students who are clearly eligible, and who have declared majors that UCM offers.
-BOARS discussed online high school education. BOARS is responsible for approving UC-eligible high school courses. For online courses, the providers as well as the courses must be reviewed. BOARS expressed several reservations about approving some online courses and providers. Some school districts, especially those in rural areas, have been pushing BOARS to approve more providers, to allow for more course options.
-BOARS also discussed developing a metric for determining the efficacy of the new UC admissions policy.
-BOARS also discussed the agenda for the remainder of the academic year. BOARS will focus on three main issues: 1) the fate of the referral pool after this year; 2) developing a form of comprehensive review for transfer students; and 3) a budget ruling question about shared review: President Yudof wants UC to transition to individual reads for every application, which will necessitate sharing work across the system.

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

V. Revised Policies and Procedures for Approval of New and Revised Undergraduate Courses

UGC Vice Chair Camfield raised a concern regarding the procedure for CRFs that were approved without course learning outcomes. UGC agreed that any revised course should include course learning outcomes.

ACTION: A motion was put forth, seconded and carried to approve the proposed changes to the Policies and Procedures for Approval of New and Revised Undergraduate Courses. The revised document will be circulated to the curriculum committees.

VI. Classroom Scheduling Guidelines

DivCo has asked for UGC's full consultation on the new Classroom Scheduling Guidelines. In May 2010 EVC Alley, Deans Pallavicini and Aldenderfer, then-Acting Dean Matsumoto, and Registrar's staff met to consider scheduling capacity, classroom utilization, and a draft version of the Guidelines, modeled after UCLA Policy 870. The registrar and schedule & course coordinator modeled various possible outcomes in classroom scheduling as the student population increases over the next three years. It was determined that based on several assumptions on student majors, course selection, etc., it will be possible to accommodate the number of students predicted to enroll over the next three years with the current number of classrooms, albeit with a significant impact on classroom scheduled time, teaching convenience, research schedules, etc. Several comments were made that modeling classroom scheduling without a larger margin of error seems impractical. A comment was also made that UCM could use the current impaction of classroom space and predicted future student enrollment as an opportunity to alarm UCOP to the impracticality of continued campus growth. The VC of Student Affairs commented that there is a planned "Surge" building which would provide overflow classroom space once completed; however, funding for the building has not yet been allocated. The Chancellor has mentioned the possibility of using temporary structures as additional overflow space. It was also mentioned that several units could be moved to off-campus locations. UGC expressed overall concern that given current classroom capacity, classroom scheduling will become increasingly difficult over the next few years, to the point that another solution may have to be reached.

VII. UC Quality Education

Vice Chair Camfield explained that UCEP has been working to define "UC Quality". The UGC Vice Chair asked for UGC's comments on the document drafted by UCEP. The UGC Chair commented that "appropriate and substantive student-instructor and student-to-student interaction" is a key element of quality education, and that this statement could be expanded further to include a definition of 'appropriate' interaction. The UGC Vice Chair suggested a definition that includes standards from both pedagogical research and expected learning outcomes. The UGC Chair also commented that UCEP's definition must be made more succinct. A comment was made that a unique aspect of education at a UC as opposed to a CSU is the opportunity for students to learn from current experts in the field. A response was made that

certain CSU departments have become much more selective about hiring outstanding researchers, so therefore students are able to learn from the experts at those campuses as well as at UCs. The UGC Chair responded that the difference between outstanding scholars at CSUs and outstanding scholars at UCs is that UC faculty members' jobs are tied into their research. A comment was made that this may be due to the existence of PhD programs at UCs. PhD students contribute to the training of undergraduate students in scholarly research. The UGC Vice Chair commented that originally, CSUs were meant to be more practical in their focus, and to teach what is known, while the UCs were meant to be more theoretical, and to create new knowledge. The UC quality education is one that looks not just to the present, and not just to the short-term future, but looks to the long-term future. The UGC Chair commented that the conservation of knowledge is key, as well as the generation of new knowledge.

VIII. UCM Academic Senate Website

UGC has been asked to review the updated Academic Senate website, and to provide comments on any aspects that need to be changed. The UGC Vice Chair suggested that links to other pertinent UCM websites should be included. He also suggested including an organizational chart showing the relationship of the Senate to the Administration.

IX. Systemwide Review Items

Funding Streams Proposal

The UGC Vice Chair mentioned that this proposal is similar to President Yudof's earlier proposal of a two-tier system with a flagship campus. He commented that it seems unfair that the campuses that are able to generate more revenue should be able to keep all of it. He suggested a tax system under which campuses generating more income would be taxed, and the tax revenue would be redistributed for other campus needs. He also stressed that UCOP is taking a 'back-door' approach to this issue, and that UCM should push for more transparency. The UGC Chair commented that without a significant tax, or re-benching, this proposal will not serve the needs of UCM. The Interim Vice Provost for Undergraduate Education commented that the proposal does reference a taxation policy, but it appears to be vague and narrow. The UGC Vice Chair responded that the taxation policy does provide one opportunity for UCM in the form of tax money set aside for UCOP 'commitments', and that UGC should argue for transparency in how that tax money is allocated. The UGC Chair mentioned that Charles Young, the former Chancellor of UCLA, recently wrote a statement on UC funding, wherein he proposed different levels of self-sufficiency among UC campuses. The UGC Vice Chair commented that UCM could argue that it is understood that campuses need incentives, but they also need to acknowledge their responsibility to the system. The UGC Chair commented that UGC should focus on the impact of the proposal on undergraduate education and access. The UGC Chair will draft UGC's comments before the next meeting on February 2nd.

There being no further business, the meeting adjourned at 11:30 a.m.

Attest:

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE · Merced Division**

Susan Amussen, Chair

Undergraduate Council (UGC)
Wednesday, February 16, 2011, 10:00 a.m. – 11:30 a.m.

MEETING MINUTES

I. Meeting

Pursuant to call, the Undergraduate Council met at 10:00 am on Wednesday, February 16th, in Room 362 of the Kolligian Library, Chair Susan Amussen presiding.

II. Chair's Report – *Susan Amussen*

Chancellor Kang, EVC/Provost Alley, Senate Chair Heit met with President Yudof at UCOP regarding the future of the UCM budget. UC Merced will likely not be cut during this budget crisis. UCOP is also inclined to extend the MOU for one more year, which would include a forth year of enrollment support for adding 600 students.

II. Consent Calendar

A. Agenda approved.

III. Systemwide Committee Reports

A. BOARS, February 4, 2011 – *Chair Amussen*

Funding Streams- Debbie Obley from the OP budget office gave a briefing on budgeting. The funding streams proposal will not have penalties for missing enrollment targets. This poses an issue with over enrollment and the argument for the need of state funding at the UC. BOARS is not in favor of removing enrollment targets. BOARS is concerned that money for Admissions will actually be allocated to Admissions.

Comprehensive Review for transfer students- BOARS wants to ensure transfer students are given admission with a realistic idea of what is expected of them (can complete their degree in two years and meet requirements for admission).

B. **UCEP,** February 7, 2011 – *Professor Benoit Dayrat*

Streamlining student credit for nonresident programs- UC has Centers in Sacramento (UCSC) and Washington DC (UCDC) that offer UC courses. UC Davis handles all the courses and votes on the CRFs. Some campuses would like to have voting rights for Center CRFs. There seems to be a communication issue between the Centers Administration and the student's home campus to guarantee that students receive credit for courses taken at the Centers.

Harmonizing transfer requirements for community college students- Currently each UC campus has a different set of requirements for transfer students from community colleges. The differing level of requirements makes it difficult for community colleges to advise students who want to transfer to a UC campus. A sub-committee has been formed by UCOP

lead by director Shawn Brigg. Biology seems to be the most difficult courses to articulate. The committee will present a report to UCOP based on a study on the community college transfer courses. UCEP committee members in general support a better/easier system for transferring to UC but would like to see the use of GPAs for transfers in conjunction with approved course transfer.

Task Force on Senate Membership- UCOP would like to merge Clinical Professors and Professor of Clinical Medicine into one membership category. The two groups are very different, with Clinical Professors more focused on teaching, which has brought on debate regarding the consequences of the merge.
UCEP's position is that any status change with these categories of medical professionals does not include involvement in the Senate regarding responsibilities for undergraduate education. Professional schools do not have experience with undergraduate education.

Powell Committee Report- A follow-up report to the Commission of the Future. Faculty to student ratio will increase in the near future due to budget realities thus adding to faculty teaching loads. There may be a need to implement a clear category dealing with teaching versus research. UCEP discussed a new Senate Membership category of "teaching professor", professors that do some research but focus more on teaching. Lecturers that are SOE may also fall into this category which could be an issue. There was discussion of collecting data on student to faculty ratio and teaching load. The committee also discussed the fact that UC may be too research focused and should re-evaluate the emphasis of teaching.

Funding Streams- UCM's feedback was presented to the UCEP in that it is important to not give freedom to campuses to increase non-resident admissions. This would have a negative impact on UCM.

IV. Report from the Undergraduate Academic Programs/CRFs Subcommittee

Professors Jay Sharping, Elliott Campbell and Linda-Anne Rebhun

The following six CFRs were approved by the sub-committee and UGC
Psychology 105- New
Biology 003- removal of lab requirement
Biology 140- pre-requisite change
Math 32- pre-requisite change
Math 101- New
Math 150- pre-requisite change

Action: Senate Analyst to notify the registrar of the approval

V. Report from the General Education Committee

Professor Benoit Dayrat, Chair

The General Education sub-committee -- Jack Vevea, Benoit Dayrat, Virginia Adan-Lifante, Holley Moyes, Henry Forman (three external members) -- was asked to seek a resolution for

Core 100 courses. Core 100 courses have not been offered in a couple of years. In October, the subcommittee developed a potential solution and was tasked with presenting the solution to faculty across campus to gain feedback.

The sub-committee solution brought to the faculty was two-fold:

- Continue to offer Core 100 classes as originally designed with 90-100 students per class
- Use existing upper division courses with a Core 100 stamp to fulfill the requirement based on content that is still loyal to the original intent of Core 100.
- Seven criteria from Core 100 were identified to help determine upper division courses worthy of Core 100 stamps.

Faculty Feedback:
In general- the faculty are predominantly in favor of removing the Core 100 requirement.
Engineering-
Interested in the problem solving aspect of the course
Does not have upper division courses that will comply with Core 100
Concerned with staffing courses
Natural Sciences-
Must have a mandatory writing component
Additional optional criterion with a work group or individual research project aspect
A Core 100 stamp on upper division courses will help boost enrollment
SSHA-
Core 100 should be removed
The interdisciplinary focus in Core 100 and will pose a challenge as it requires team teaching which is not well supported
A Core 100 stamp on upper division courses would not be beneficial in terms of boosting enrollment as most SSHA courses are full.
Concerned with staffing courses

Sub-committee results:
After compiling all the feedback and data the subcommittee concluded the following:
1) Faculty are in favor of removing Core 100 from the campus requirement for graduation
2)If faculty are still required to teach Core 100 then each School must have a certain degree of independence to determine which courses can be given a Core 100 stamp based on the School's goals for the requirement.

Action: A report will be written by the sub-committee to UGC with recommendations based on the feedback.

Discussion followed regarding general education guiding principles. In the future guiding principles for upper division general education will need to be clearly defined.

VI. Request from the School of Natural Sciences: Proposal to Modify the Admissions Process for Transfer Students

The Office of Admissions finds it difficult to make these changes for Fall 2011 as the infrastructure is not set up in the Admissions system. The community colleges will also need more time to make adjustments. The Office of Admissions is comfortable rolling this out for Fall 2012 but are willing to start with some restrictions for Fall 2011 as a compromise.

There was discussion among UGC members on success rates for transfer students. There is a need to distinguish between students that can graduate in two years because they have all the pre-requisites and students that have the grades but not the pre-requisites and will take longer to graduate. The committee would like to see transfer data for UCM. Admissions must have enough time to publicize admission process changes to prepare transfer students.
The committee discussed using the School of Engineering policy as a 'pilot program' to then use to implement the Natural Sciences policy.

It was determined that more discussion and data collecting is needed to better define a policy with a goal to roll out the new requirements for Fall 2012.

VII. Request from the School of Engineering: Proposed Transfer Admissions Policy

Linda Zubke, Director, Student Services

The Office of Admissions has been working with Engineering for a year on the proposal, systems are in place and Admissions is ready to roll out the new requirements for Fall 2011.

UGC recommends approval of the proposed ENG Transfer Admissions Policy.

Action: Senate Analyst Paul will notify the School.

VIII. Request from VCSA Lawrence: Academic Honesty Policy

UC Merced is asking faculty for input on the Academic Honesty Policy. VCSA Lawrence would like to have a completed version of the Academic Honesty Policy by Fall 2011.

Comments:

- The current policy leaves a lot of control to the discretion of the faculty which results in inconsistency toward the way dishonesty is handled
- Concern that the faculty member is assumed "right"
- Focuses on the negative rather than positive should build a community of inquiry, not punishment
- Individual faculty look at cheating differently
- Cheating is not a minor issue
- This is an opportunity to write the policy in a way that it teaches that academic integrity matters

Action:

- VCSA Jane Lawrence to gather information from other campuses on their honesty policies, including inquiring about policy effectiveness
- Consult with School curriculum committees
- Consult with CRTE
- GRC will be encouraged to address this at its next meeting. A UGC/GRC sub-committee will be formed.

There being no further business, the meeting adjourned at 11:30 am.

Attest:

Susan Amussen