**Undergraduate Council Meeting Minutes**

**January 24th, 2023**

**Voting Members Present**: Joan Curry, Leslie Dennis, Jennifer Donahue, Melissa Goldsmith, Joost Van Haren, Allison Lee, Shujuan Li, Holly Nelson, Karin Nolan, Lisa Rezende, Claudia Stanescu, Caleb Simmons, Paul Wagner, Pat Yango

**Voting Members Absent**: Dana Lema, Moe Momayez, Jeff Millburg, Amber Rice, Jennifer Schnellman,

**Non-voting Members Present**: Sharon Aiken-Wisniewski, Kian Alavy, Cassidy Bartlett, Carmin Chan, Greg Heileman, Frederick Lewis, Melanie Madden, Liz Sandoval, Abbie Sorg

1. Claudia Stanescu called the meeting to order at 3:33pm
2. Approval of Minutes from the UGC Meeting on December 13th, 2022– Claudia Stanescu, Acting Undergraduate Council Chair

Pat Yango motioned to approve the Minutes from the UGC Meeting on December 13th, 2022, Paul Wagner seconded. Motion carries with 8 yea, 0 nay, 0 abstain

1. Reports:
   1. Academic Administration Report – Greg Heileman, Vice Provost, Undergraduate Education

General Education programs first set of offerings last term second set of offerings this term. ABOR requesting crosswalk. Showing how Civic knowledge is covered in the curriculum. This will be covered at Thursday’s meeting.

The UG research task force kicked off in the fall semester and at the close of the semester, each subcommittee within the task force submitted their reports. The original timeline was sometime in February for a final report, but it will most likely be submitted later due to some subcommittee reports requiring further review and polish. The wildcat leap program, a summer bridge program based around academic placements for writing and math, will be offered again this summer, dates are beginning to be determined. We are kicking off discussions around Meta Majors (buckets of majors) and how we market these Majors to students. We are still in the preliminary conceptual stages and will be deciding which majors are going in which buckets. These changes are coming based on a report from two years prior that detailed the confusions many incoming students face when trying to pick a major and academic path. We want to make sure that admissions, enrollment management and central marketing are all involved throughout the development process.

In a UCAAC meeting earlier today, we discussed the difficulty in trying to obtain letters of support for proposals. Amy Kimme Hea has suggested a slight language change to specifically focus on whether or not there is seat availability, in the case that there is seat availability, the proposers should be free to move forward in the process. I hope by the next meeting we will be able to share some of the language changes we are looking at.

**Q:** Regarding the Meta Major Buckets, is this something that will help students have a better understanding how certain majors fall in and go across colleges?

**A:** The report detailed how confusing it can be for new students with the large amount of Majors we have. A student could be interested in Health Sciences but still not necessarily know what they want to do. Our intention is that students will be able to have classes they are taking count for every major that is placed in the same basket as Heath Sciences.

**Q:** Regarding the Meta Major Buckets, for the curriculum mapping, with the myriad of major options, are you considering students in ArizonaOnline, NearYouNetwork, and Distance Campuses who may be looking at different offerings?

**A:** Ideally within the first year we want to have it so that all courses’ students take will count towards their respective majors.

**Q:** What do you envision for these Meta Major, will there be a pre-major like a Pre-Law?

**A:** One of the things we are trying to work out is motivation, specifically financial motivation. A student may have to sit in a Meta Major category, we have not yet worked out the details, but it could be something like a pre-major or a pre-assigned status stating the student belongs to a bucket of Meta Majors.

**Q:** What are the next steps?

**A:** We have a preliminary meeting with Enrollment Management and Central Marketing in the third week of February, from there we will transition to operations. Please let us know if you have any ideas. Our main goal is to strive for better marketing with the goal of making the University less intimidating to incoming students.

**Q:** How do you envision transfer students fitting into this meta major conversation?

**A:** Our undecided population is much larger than it has been in the past, we hope that with transfer students we can easily advise them based on the curriculum they have already been through, however this is a challenge of higher education. I think it is important that as we move through this process, we don’t lose the student voice.

* 1. Online, Distance, Continuing Education Report – Carmin Chan, Director, Online Student Success

The 2023 US News World Report for Online Bachelor’s Degree Programs Rankings were published, I am proud to share that ArizonaOnline maintained, for the third year in a row, our top ten ranking. Additionally, we maintained our number 4 ranking in serving veteran populations. The Bachelor’s in Business in program earned a number 6 ranking and the Psychology Program earned a number 12 ranking. As we look ahead to the spring semester, our enrollment is up by 17% for our undergraduate population year over year and are hovering around 5,300 students. Beyond ArizonaOnline, ODCE will be hosting an open house (open to campus partners) on Thursday February 15th showcasing our new space over at the Refinery. Our team has been involved in a collaborative opportunity with Dr. Bryan Carter and was recently awarded a $3 million grant from Telehealth and Communication Administration that will be focused on increasing digital access for underserved students in Arizona. The formal name for the project is Connect Arizona Now, Digital Inclusion for Underserved Students and Communities in Southern Arizona.

* 1. Advising Resource Center / Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising

As mentioned by Greg, during the end of Fall and Spring, the A Center adopts a number of students from around campus who are no longer able to major in their desired area on campus. Looking at the data on these students, not all have GPA’s below 2.0. The reasons they are often moved out of these majors is due to not meeting higher GPA thresholds. About 40% of these students will be pulled out of their programs in their junior and senior years. At the end of Fall term, we have an average of 170 students that were removed from their university college, the end of Spring usually brings in 400-500 students. I will be joining the director of the A Center to speak with colleagues in the college of Science, Engineering, Medicine, Eller, and Fine Arts as these are the colleges, we see the most students removed from. These issues we should talk through and look at ways we can better serve these students. The other thing happening this time of year is the Eligibility Program that goes through and identifies students that are under a 2.0 GPA. Ineligible students are allowed to appeal. We had close to 400 appeals that needed to be reviewed before decisions were made. February 3rd and 10th will be when advisors will be getting together to discuss new mission, vision, and student learning outcomes. The 3rd will be an in-person event, the 10th will be an online event. Last time I was asked how many advisors are on campus, I am here to correct my previous statement. Primary role advisors: 169, Advising Managers: 30, Faculty Advisors: 77.

**Q:** With the number of advisors you have, do you have a case load ratio? **A:** The average is about 400 per advisors however there are certain majors where advisors are dealing with up to 600 cases. We also have advisors with less than 80 cases. Usually, advisors who receive awards have less cases.

Committee notes that the probation policy changed a few years back to include warnings and different steps before moving the students out of the program. The policy change left the decision on when the student would need to change programs up to the academic unit. It would be interesting to see what the revenue change is if these colleges were moving these students out of the program earlier. Is it possible that there is a financial incentive to keep these students longer? Another issue we have run into is students still being able to take courses in a major despite not being declared. These students often hope they can get their GPA up enough to get back into the program. The number of students with a B deficit between 0 and 20 units was 105, the number of students with a B deficit over 20 was 66.

Edited to add: after the meeting, Sharon requested to share these reports with the council: [The Equity - Excellence Imperative](https://academicadmin.arizona.edu/sites/default/files/2023-02/2030%20Boyer%20Commission%20Equity-Excellence.pdf); [Closing Outcome Gaps with Student Supports](https://academicadmin.arizona.edu/sites/default/files/2023-02/2022%20Driving%20Toward%20a%20Degree%20BMGF.pdf)

* 1. Registrar’s Report – Alex Underwood, Registrar

We have over 36,000 undergraduate students enrolled for the Spring Semester. Total Headcount at the University is just over 46,000. The Chemistry Building and Learning Commons will be opening soon, no classes will be scheduled in those buildings this semester however we hope to begin hosting classes there in the summer. We will be having a webinar on February 14th at 1pm. We will be going over how decisions related to classroom refurbishments are made.

The UA has been allocated just over $1 million for military scholarships. Summer and fall schedule of classes will be posted on March 1st. Patti Flanagan will be retiring from the University after 26 years in the registrar’s office.

* 1. University-wide General Education Committee Report – Joan Curry, UWGEC Chair

Towards the end of UWGEC for the general education program. Have considered over 422 courses. Will be a new opening for further course submissions right after spring break. Susan Miller Cochrane will be presenting some information about the program to ABOR.

* 1. Subcommittees

1. Academic Programs Subcommittee Report, November 29th, 2022 – Holly Nelson, Chair

Met January 10th and voted and reviewed 5 proposals which are on the consent agenda for today. We revisited the BS in Computer Science which is still in process. Discussed potential need to increase number of proposals being reviewed each month and are currently tracking time commitments and feasibility.

1. Curriculum & Policies Subcommittee, November 29th, 2022 – Joost Van Haren, Chair

Met January 10th, main discussion items were the Grade Appeal policy amendment and then discussed course amendments.

* 1. UGC Report – Claudia Stanescu, Acting Chair

Molly Bolger has accepted a position at another University and being replaced by Claudia Stanescu. Susie Weisband is retiring and is being replaced by Allison Lee to represent Eller College.

1. Consent Agenda Items – Holly Nelson, Chair
   1. New Minor: Bioethics (SBS)
   2. New Emphases: Interdisciplinary Studies BA (Humanities)
   3. Modification: Interdisciplinary Studies BA (Humanities)
   4. New Certificate: Weight Inclusive Health (CALS)
   5. New Minor: Weight Inclusive Health (CALS)

Claudia Stanescu motioned to approve. Motion carries with 11 yeas, 0 nays, 0 abstain.

1. Items for Discussion
   1. Curriculum & Policies Subcommittee – Joost Van Haren, Chair
2. Update on General Education: Civic Knowledge and American Institutions (initial proposal and ABOR policy 2-210)

The main goals of actually changing this policy was to reduce the number of steps and streamline the policy as much as possible, clarify responsibilities on who the different action takers are, and remove any information that would be confusing or contradict newer policies.

Paul Wagner motioned to approve. Joost Van Haren seconds. Motion carries with 12 yeas, 0 nays, 0 abstain.

* 1. Diversity, Equity, and Inclusion Discussion – should Curricular Affairs add questions pertaining to DEI efforts and assessment to new program proposals going forward? – Claudia Stanescu, Acting Chair

This is a point that was put forth by a member of the Academic Programs Subcommittee. A lot of work goes into analyzing and critiquing these proposals, I have noticed however that many academic proposals don’t take into consideration on how that may affect current students on retention and success, specifically when looking at students from marginalized or underrepresented communities. Committee members would propose that we include questions on current proposals procedures that address these concerns.

Members of the committee note that previous versions of proposal forms included questions that targeted these issues, however it would often lead to copy and paste DEI policy statements being added to the forms that weren’t necessarily helpful. Often the best course of action is to directly question the proposers on these issues in subcommittee meetings. Committee member counters that there was a similar situation with the learning outcomes section of the forms, but after ABOR declared they needed to be more detailed we have been able to correct that for the most part. A similar thing could be done for DEI related questions.

Committee also notes that there will be different demographics for different majors. It would be hard to quantify and measure how a change in curriculum will affect one specific demographic. Another difficult point has to do with projections. Projection reports are estimates and are not always entirely accurate. It may not be feasible to change that process to improve accuracy. Some questions would be easy to incorporate such as “what is your success rate in this program by student demographic?” and “how has this curriculum change impacted that?” We also need to make sure that the definition of success is inclusive as well and not just basing that definition of FTFP. These are questions we could add to proposal forms, as well as finding ways to have proposers touch on potential impacts in detail. Pushing proposers to work with advisors and other faculty in their department could alleviate these issues and force them to consider aspects they weren’t previously. Committee will gather data related to previous proposals and continue the conversation in further meetings.

1. Meeting adjourned at 5:02pm

*Respectfully prepared by Frederick Lewis*