**Undergraduate Council Meeting Minutes**

**October 24th, 2023**

**Voting Members Present**: Lisa Rezende, Amber Rice, Travis Spence, Melissa Goldsmith, Ross Nemeth, Allison Lee, Christopher Sanderson, Dereka Rushbrook, Michael McKisson, Joost Van Haren, Holly Nelson, Jennifer Donahue, Karin Nolan, Jeremy Vetter, Allyson Roof, Moe Momayez, Shujuan Li, Paul Wagner

**Voting Members Absent**: Jennifer Schnellmann, Caleb Simmons, Dana Lema.

**Non-voting Members Present:** Sharon Aiken-Wisniewski, Kian Alavy, Greg Heileman, Cassidy Bartlett, Abbie Sorg, Cindy Williams.

1. **Holly Nelson called meeting to order at 3:32 pm.**
2. **Approval of**[**Minutes from the UGC Meeting on September 26, 2023**](https://academicadmin.arizona.edu/sites/default/files/2023-10/UGC%20Mtg%20Minutes_September2023.docx)**– Holly Nelson, Chair**
	1. *Minutes need a few minor changes. Minutes were approved.*
3. **Reports:**
	1. **Academic Administration Report - Greg Heileman, Vice Provost, Undergraduate Education**
		1. *There are few proposals on queue, and we have been talking to Curricular Affairs on how to manage and set expectations for others so that their proposals can be submitted as early as possible and not miss a possible deadline. We are now conducting a preliminary review that is ahead of formal submission for new majors, to really give feedback on the proposal and point out any issues that might be a concern to the committees.*
		2. *We had visitors from the Association for Undergraduate Education and Research Universities, and conducted their Bi-Annual meeting here, and it went very well.*
		3. *We are also working on reviving the influential Hackathon event, as a part of the undergraduate research experience.*
		4. *ABOR has a new policy regarding tuition and fees that no more course fees are allowed. A new fee model had to be created so colleges can collect the same amount of revenue roughly without charging course fees. Now each college will be implementing a college fee, decided by each college*.
	2. **Online, Distance, Continuing Education Report – Carmin Chan, Senior Director, Online Student Success Initiatives**
		1. *No one was present to give a report. No updates.*
	3. **Advising Resource Center/ Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising**
		1. *Reminder of past events; the Meet Your Major fair on September 27th, there was great participation from all the departments, a few minor changes this year, the event was offered later in the afternoon for a shorter period of time, and it was flowing along well, and everyone was pleased from how the event turned out. Pre-health blast was on October 7th, it was offered to 120 students who are interested in pre-health professions and graduate level education on how to be the best applicant ever. Law fair will take place on October 26th, and over 100 different law schools from across the United States will be attending.*
		2. *Spring 2024 registration advising is occurring as advisors began to get busy on October 1st, and by October 26th enrollment appointments will be communicated to each student.*
		3. *Tucson, Arizona will be the home to the Region 10 NACADA Conference 2024. The dates are March 20th-22nd, 2024. If not a member, the attendance of this conference can be up to $425, and for members it can cost up to $275. The Advising Resource Center (ARC) has decided to set up a program so that frontline advisors, advising managers, and faculty who serve as department advisors can apply for a NACADA membership by December 1st. ARC will cover the costs, and it will help departments save $150 per person who attends the conference. NACADA also provides professional development for an entire year. The application has two purposes; it asks applicants about their engagement with professional development on campus, and to offer a model for local advisor development.*
		4. *All institutions are worried about attrition within the field of academic advising and retaining advisors for a certain period of time within their roles. It is something that is nationally being worked on, and advising directors at UA are working on some data that they will be able to push out to the community soon.*
	4. **Registrar's Report - Abbie Sorg, Assistant Registrar**
		1. *Students are beginning to receive emails on when their enrollment appointments will be.*
		2. *The group for enrollment appointments are slightly different. The realigned groups will include main campus, Arizona online, and readmitted students to make it simpler for students and advisors to determine which group a student falls into.*
		3. *Fall 2024 semester scheduling is already underway. Room and Course Scheduling (RCS) held a kickoff webinar for that process. Priority scheduling for the Fall semester has a deadline of December 1st this year for Fall 2024.*
		4. *The Office of the Registrar has been working on a project so that all physical forms and online forms are streamlined for students to make transactional requests about their student accounts and information directly through student center. Some forms will be going live this week, and students will be able to change their personal information, including their national id, social security number, primary name and date of birth information, if any of those need to be changed on their record, and it will be possible through UAccess student center.*
			1. *How is that validated?*
				1. *Those forms require students to submit a copy of the personal information needed change.*
			2. *If a student double majors, will it be reflected on their diploma?*
				1. *Yes – double majors within the same degree type will appear on a single diploma. Students earning two different degree types receive a separate diploma for each degree.*
	5. **University-wide General Education Committee Report – Jeremy Vetter, UWGEC Chair**
		1. *We had a backlog of proposals during the summer, but we are starting to work through them, with all the subgroups now operating with full* *memberships. A couple colleges were short of representatives for a few weeks, but they are all functioning effectively now, and we are going to have a very full agenda with more proposals than ever. We are also thinking if there is a way to streamline the process or make it a more efficient proposal review.*
		2. *We have been considering some clarifications to our general principles statement that we originally adopted last spring, and we have been searching for a way to express our concern to make sure that courses in GENED are truly opened for the appropriate general education program and not just courses only for majors, and we had a variety of concerns oriented around that., we do not want graduate students to be co-convened with graduate sections. A second thing that is still being deliberated is to allow foundations pre-requisites. Generally we do not want pre-requisites because they make a course inaccessible to students outside of a major, but we are leaning towards declaring that they can have foundations, writing and math courses.*
	6. **Subcommittees:**
		1. **Academic Programs Subcommittee report on October 10, 2023 – Lisa Rezende, Chair**
			1. *Lisa addresses APS during Consent Agenda (IV) and Items for Discussion (V)*
		2. **Curriculum & Policies Subcommittee report on**[**October 10, 2023**](https://academicadmin.arizona.edu/sites/default/files/2023-10/CPS%20Minutes%2010-10-23.docx)**– Joost Van Haren, Chair**
			1. *Double use of course policy has to be re-modified based on what was discussed in the subcommittee and now is being routed towards UWGEC since it affects General Education.*
			2. *Credits from community colleges policy is awaiting a response from ABOR on whether they will completely allow all credits from community colleges, and if so, the policy will no longer be of use. There are still requirements that the University of Arizona requires to graduate, and as long as the credits being transferred meet the requirements there should be no issue along the road to earning a bachelor’s degree.*
			3. *Course types and course numbering is a grand process, and if there are any issues let the subcommittee know as soon as possible so that they can help with the process sooner rather than later.*
	7. **UGC Report – Holly Nelson, Chair**
		1. *Faculty Senate is requesting more insight and information on proposals coming in.*
		2. *Director of Curricular Affairs drafted a form of a teach out plan for colleges who are thinking of disestablishing a program.*
4. **Consent Agenda Items – Lisa Rezende, Chair**
	1. **New Certificate:**[**UG Health Law and Policy**](https://academicadmin.arizona.edu/sites/default/files/2023-09/Proposal_UG%20Cert%20in%20Health%20Law%20and%20Policy.pdf)**(Law)**
	2. **New Emphasis:**[**Consumer Market Retail Studies**](https://academicadmin.arizona.edu/sites/default/files/2023-09/New%20Emphasis%20Request_BA%20Applied%20Humanities_Consumer%20Market%20Retail%20Studies.pdf)**- BA Applied Humanities (Humanities)**
		1. *Allison Lee motioned to approve. Paul Wagner seconded. Both items passed unanimously.*
5. **Items for Discussion:**
	1. **Academic Programs Subcommittee - Lisa Rezende, Chair**
		1. **Disestablish: Musical Theatre B.F.A. (Fine Arts)**
			1. *A letter has been drafted to send to the proposer requesting their plan of action on how students will be protected, explaining their teach out plan, and how they will be communicating to students on the disestablishment, and opportunities that they might be interested in.*
		2. **New Major:**[**BS Real Estate**](https://academicadmin.arizona.edu/sites/default/files/2023-10/Proposal_BS-Real%20Estate.pdf)**(formally Bachelor of Real Estate) (CAPLA)**
			1. *This program has previously passed but it was approved as a Bachelor of Real Estate (BRE), but it changed late last week to a Bachelor of Science (BS). The content of the program was approved, but the degree type was the only thing that changed.*
			2. *Council discussed sending proposal back to Programs Subcommittee for review as a BS before voting to approve.*
6. **Meeting Adjourned at 4:25 pm.**

*Respectfully prepared by Bryanna Andrade*