**Undergraduate Council Meeting Minutes**

**November 28th, 2023**

**Voting Members Present**: Lisa Rezende, Travis Spence, Melissa Goldsmith, 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, Jennifer Schnellmann, Dana Lema, Amanda Sokan.

**Voting Members Absent**: Caleb Simmons, Ross Nemeth, Amber Rice.

**Non-voting Members Present:** Sharon Aiken-Wisniewski, Kian Alavy, Cassidy Bartlett, Abbie Sorg, Bryanna Andrade, Melanie Madden, Michael Davenport.

1. **Holly Nelson called meeting to order at 3:40 pm.**
2. **Approval of**[**Minutes from the UGC Meeting on October 24, 2023**](https://academicadmin.arizona.edu/sites/default/files/2023-11/UGC%20Mtg%20Minutes%20October%202023.docx)**– Holly Nelson, Chair**
	1. Christopher Sanderson motioned to approve. Allison Lee seconded.
		1. Motion carried unanimously with 17 yeas, 0 nays, 0 abstentions.
3. **Reports:**
	1. **Academic Administration Report - Greg Heileman, Vice Provost, Undergraduate Education**
		1. There are stakeholder conversations about the proposed undergraduate research center between the associate deans of academic affairs and associate deans for research, and college deans as well. We are still working on the proposal specifics for an RII center. RII centers must be approved by RII, but also Faculty Senate and ABOR.
		2. Hack Arizona is being brought back. The tentative dates are January 17th – January 19th, 2025. The women’s hackathon which is run by the libraries will happen in April 2024. In January 2025 both hackathons will partner and combine efforts. The student planning committee has already taken action on planning Hack Arizona, and in late January 2024 a campuswide call will be put out for student planning committee.
		3. The transfer student success subcommittee of the associate deans for academic affairs is taking inventory of the resources, information we have at hand around student surveys, specifically which surveys contains what information that relates to transfer students. If you know of any resources from your college or department, please send them our way to know what is available where, and we don’t duplicate anything. Also, if there are gaps, what would you like to know from or about transfer students? We can either find existing data or speak with or survey transfer students.

Q: Is there a date you have in mind for gathering feedback?

A: Nothing will be going out this academic year, but hopefully we will gather all information needed during the spring semester and come up with a plan of action for the next academic year.

* + 1. The marketing department for UAGC have agreed to cross-promote programs that don’t overlap with UA programs. There are some ideas on how that will look like, but we are still collecting ideas.
	1. **Online, Distance, Continuing Education Report – Carmin Chan, Senior Director, Online Student Success Initiatives**
		1. Arizona Online and Distance campus populations have been fully woven into the standard groups (such as class standing or special populations) for Priority Registration for Spring 2024. This was a significant change from previous semesters when our student populations were their own distinct enrollment group, and the entire online and distance campus populations were released to register all at once at the beginning of priority registration. As our population sizes have grown, that approach was not sustainable for advisors and led to scheduling bottlenecks for students trying to register. Thank you to the Office of the Registrar’s team for collaborating with us to re-envision this process.
		2. AZO and NYN Enrollment for Spring 2024 has had a strong start, with priority registration beginning at the beginning of November. Leading up to winter closure, the Student Success teams have begun to engage in re-enrollment outreach to the unenrolled populations and will continue encouraging our current students to resolve holds and get re-enrolled through the start of classes in January (and then will shift re-enrollment messaging toward the March start). The Recruitment teams are also busy supporting our newly admitted students to complete their orientation activities and get enrolled for their first term’s classes. That said, here are brief highlights for AZ Online and Near You Network as of 11/28/2023:
			1. Arizona Online: 5,148 Enrolled (41% of all Active ONLN campus students)
			2. Near You Network: 272 Enrolled (42% of all Active DIST campus students)
		3. The Arizona Online Student Success team was a co-recipient of a $30,000 grant from ABOR’s Arizona Innovation Alliance (AIA) to support a cross-institutional analysis of transfer enrollment patterns and “transfer swirl” amongst Arizona’s three public universities.  The grant will be executed in partnership with Kendra Thompson-Dyck from SSRI and colleagues from ASU/Ed Plus.
	2. **Advising Resource Center/ Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising**
		1. The ARC is providing complimentary NACADA memberships which will be good for the regional conference that will be here March 20th – March 22nd, 2024, and the deadline for applying for those memberships is December 1st, 2023.
		2. On December 12th, 2023, we are doing a workshop for the entire academic advising community on academic eligibility. As we get towards the end of the semester and grades are reported, some students will have a cumulative GPA below 2.0, the academic eligibility policy comes into play and academic advisors, as well as our colleagues in other student support areas, such as the Office of the Registrar, Student Success Retention Innovation, and many other areas support those students.
		3. This coming spring for the first time, the academic advisors will have access to the appeals that students complete when asking to return after they have been made ineligible.
		4. We will be moving forward with a campus wide survey on academic advising, it will start on March 25th, 2024, and will run for two weeks. The academic advisor directors and the advising community are aware of this, and we will make every effort possible to get students engaged.
	3. **Registrar's Report – Michael Davenport, Associate Registrar**
		1. Spring 2024 priority registration is now complete. All the registration groups have had the opportunity to enroll. One of the things we did this year was to simplify the registration groups to incorporate all campuses and modalities across the registration groups. As of this morning 30, 643 undergraduate students are enrolled for the Spring 2024 term. Just today we completed our Fall 2023 open forum series with all the steps for the military benefits success for students who are utilizing military benefits to have their courses certified and receive their funds to continue their education at the University of Arizona. All webinars are posted on the Registrar’s website if anyone is interested in reviewing them or sharing those resources with anyone in their department.
		2. We just launched the new training for department schedulers who manage the schedule of classes. Those who already have that access can complete that training if they’d like, and anyone who requests access, in the future, will be required to take that training in EDGE Learning.
		3. Priority scheduling for collaborative learning space request for Fall 2024 is due on December 1st.
		4. With the passage of the grades and grading system policy, our team is working on updating the incomplete grade contract form which will be ready for final grades this semester and will be required to be completed by students and instructors. The new MG (Missing Grade) grading basis will replace blank grades in cases where an instructor does not submit grades for a section.
		5. The e-forms for changing students’ primary names, date of birth, and social security, and ITIN number are all now housed in the student’s UAccess student center portal, and not on a fillable pdf. These make the forms more accessible and easier for students.

Q: For the incomplete grade form will it be an e-form or a pdf form?

A: It will be a pdf form until we can develop the e-form.

* 1. **University-wide General Education Committee Report – Jeremy Vetter, UWGEC Chair**
		1. We had many course proposals over the summer. There was a two-year period where you couldn’t submit proposals at all because the committee was working on catching up on all the general education courses proposals. When the window reopened back in March, we were inundated with proposals, and in the summer even more because people had time to work over the summer to have their proposals finalized. This fall we faced a large number of proposals and have been working hard to get caught up on those.
		2. A general principal statement that we originally drafted last year about ensuring that approved GENED courses are accessible to the whole university, so as we now allow this overlap of several courses that can count for majors and GENED courses, we need to make sure that courses are not just suitable for majors but that they could also be suitable for students across the whole university. The majority of courses that come before us are easily accessible to the whole university, probably 95% of them don’t raise any kind of issues but we have had a few proposals come in that do raise certain issues about how accessible they are, and if there are enrollment requirements/prerequisites, or if there are 400 level courses that co-convened with graduate courses, and we finally figured out where we collectively stand about this. We’ve tried to clarify that maybe we would allow prerequisites in the foundation’s areas of math and writing, with certain constraints, and have provisional wording for this.
	2. **Subcommittees:**
		1. **Academic Programs Subcommittee report on November 14, 2023 – Lisa Rezende, Chair**
			1. **SBS Core (SBS)**
				1. SBS is implementing a new 9-unit core requirement for all SBS undergraduates across programs. Students will take 3 units from three different categories: explore SBS, connect to culture and skill up. Some of the courses are less than 3 units and might have to do some combination but they are working that together. This is only a substantial change for a few majors.
		2. **Curriculum & Policies Subcommittee report on**[**November 14, 2023**](https://academicadmin.arizona.edu/sites/default/files/2023-11/CPS%20Minutes%2011-14-23.docx)**– Joost Van Haren, Chair**
			1. We discussed the course types and modalities, and the academic distinction dean’s list, honors and awards policy. For the course types and modalities, we discussed different components for course lengths, and how we have grading or units in this policy.
			2. For the academic distinction dean’s list, honors, and awards policy there was a discussion on how they want to proceed and potentially changing some of the components. One that was brought up is that there was some confusion with the Honors College that multiple students have come up and asked if they would be in the Honors graduation ceremony for being on the dean’s list. Some of those things need to be re-worded and worked through to reduce confusion among students.
	3. **UGC Report – Holly Nelson, Chair**
		1. Primary discussions at Faculty Senate have been centered around the university’s financial situation, as well as the conclusion of the Freedom Center’s donor influence issue that has been in discussion for the last several months. The BS in Real Estate and enrollment policies will be on the agenda on December 4th, which is when Faculty Senate will meet.
1. **Consent Agenda Items – Lisa Rezende, Chair**
	1. **New Certificate:**[**The Science of Cannabis**](https://academicadmin.arizona.edu/sites/default/files/2023-10/Proposal_UG%20CERT_Science%20of%20Cannabis.pdf)**(CALES)**
		1. This is a 14-unit undergraduate certificate that includes an internship.
	2. **Disestablish:**[**B.S. in Nutrition and Food Systems**](https://academicadmin.arizona.edu/sites/default/files/2023-11/NAFS%20BS%20Request%20to%20Disestablish_CA%20Approved.docx)**(CALES)**
	3. **Disestablish:**[**Minor in Nutrition and Food Systems**](https://academicadmin.arizona.edu/sites/default/files/2023-11/NAFS%20Minor%20Request%20to%20Disestablish_CA%20Approved.docx)**(CALES)**
		1. Both disestablishments have curricular overlap with SBS’s BA in Food Studies
	4. **New Major:**[**B.S. in Neuroscience**](https://academicadmin.arizona.edu/sites/default/files/2023-11/Proposal_BS%20in%20Neuroscience_0.pdf)**(Science)**
		1. This complements the current Neuro and Cognitive degrees but gives a full neuroscience degree which aligns with our peer institutions and comes with some new course development.
	5. **New Major:**[**B.S. in Artificial Intelligence**](https://academicadmin.arizona.edu/sites/default/files/2023-11/Proposal_BS%20in%20Artificial%20Intelligence_0.pdf)**(Science)**
		1. This is complementary with computer science degrees and notably had letters of support from many other units.
	6. **New Major:**[**B.S. in Real Estate**](https://academicadmin.arizona.edu/sites/default/files/2023-10/Proposal_BS-Real%20Estate.pdf)**(CAPLA)**
		1. There are a few of these degrees that are offered around the country. This is offered as a Bachelor of Science, and this is training students in all aspects of this multi-faceted approach that CAPLA can do.

**All consent agenda items were approved.**

1. **Items for Discussion:**
	1. **Curriculum & Policies Subcommittee - Joost Van Haren, Chair**
		1. [**Multiple Use of Courses**](https://academicadmin.arizona.edu/sites/default/files/2023-11/Multiple%20Use%20of%20Courses%20policy%20amendment_subcommittee%20edits.docx)
			1. The idea of this is whether courses within the general education system can be used to fulfill credits in other majors, minors, and so forth. The main reason we have been going back and forth is because initially it was 9 units, which excluded science courses that are sometimes 4 units. Now, we have decided to do 3 courses, units are not being accounted for. Does not matter if a course is 5 or 6 units that was transferred from another college, it is just the three courses that you can actually share between the general education and major, minor, and/or certificate.
			2. If a student is taking a course that happens to be required for their major, and required for their minor or certificate and it is also a general education course, they can take one course that applies to all three of those requirements.

Q: What about colleges who do not allow major courses to be applied toward a minor? Those college/departmental rules are not overridden by this, right?

A: That will not be overridden by this. This would be the use of a GENED course for any other requirement, but if there’s departmental or major specific rule that says you cannot use this course in the major for a minor, that would stay in place, but the department would not be able to prevent a student for using that major course as a GENED course as well.

Allyson Roof motioned to approve. Dereka Rushbrook seconded. Motion carried unanimously with 17 yeas, 0 nays, 0 abstentions.

* 1. [**Bylaws**](https://academicadmin.arizona.edu/undergraduate-council/ugc-bylaws)
		1. There is a specific item that needs to be addressed that relates to the naming of the ex-officio members, specifically the digital learning engagement role. There are also specific issues related to voting and how we can vote (email versus electronic voting), how appointments are made, how subcommittee chairs are elected and/or appointed. Those were the areas that are identified for revision. Holly Nelson is putting a side-by-side comparison similar to what we see for the curriculum and policy subcommittee when they bring forward a change to a policy and with some highlighting noted. The only hesitancy on bringing this forward and sharing is if they need to go through Faculty Senate first or through UGC first. It will be shared to UGC first as a draft and will be open for any idea related to language, how is it incorporated. Then, it will be discussed with senate leadership, and bring them back for a vote.
1. **Meeting was adjourned at 4:35 pm.**

Respectfully prepared by Bryanna Andrade