***Undergraduate Council Meeting Minutes***

***February 13th, 2024***

**Voting members present**: Lisa Rezende, Holly Nelson, Joost Van Haren, Dereka Rushbrook, Jennifer Schnellmann, Melissa Goldsmith, Travis Spence, Amber Rice, Allyson Roof, Jeremy Vetter, Paul Wagner, Michael McKisson, Shujuan Li, Jennifer Donahue, Karin Nolan, Allison Lee, Moe Momayez, Caleb Simmons.

**Non-voting members present**: Melanie Madden, Bryanna Andrade, Greg Heileman, Kian Alavy, Sharon Aiken-Wisniewski, Alex Underwood, Cassidy Bartlett, Tanya Hodges.

1. **Call to Order at 3:33 pm**
2. **Approval of Minutes from the**[**UGC Meeting on January 9, 2024**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UGC%20Mtg%20Minutes%20January%202024_MM%20edit%20copy.docx)**– Holly Nelson, Chair**
	1. Travis Spence motioned to approve. Joost Van Haren seconded. Motion carried unanimously with 15 yeas, 0 nays, and 0 abstentions.
3. **Reports:**
	1. **Academic Administration Report - Greg Heileman, Vice Provost, Undergraduate Education**
		1. We will be working with Office of the Registrar and Curricular Affairs to build a more effective workflow in place as a part of Course Dog, the new catalog software. The notion with this software is that as you are the work and sign on, when you are once done, it automatically populates the category, and it will all be automated. Our first step is to formally document all our processes to ensure all is done accurately and correctly.
		2. The program approvals that went forward to ABOR Governance and Operations subcommittee meeting, will not be going forward to the full board ABOR meeting next week. There were four items, MS and PhD in Computer Science and Engineering, Bachelor of Science in Real Estate, and MD in Global MD. Those items are on hold, we are hoping for things to start moving again by the next ABOR meeting in April.
	2. **Arizona Online Report – Caleb Simmons, Executive Director for Online Education**
		1. We are still trying to figure out our new organizational unit with being in the office of Online Initiatives alongside UAGC. We are communicating on how things are similar and different and trying to find similarities in both departments. Right now, things are not going very far because of how different things are between both areas, but we are learning quite a bit from one another.
		2. Arizona Online, Caleb Simmons, and senior vice provost, Gary Packard, will be attending the Deans meeting to talk about a new process for program proposals.
	3. **Distance, Continuing Education Report – Carla Holloway, Executive Director for Distance and Continuing Education, and Tanya Hodges, Senior Region Manager, Yuma, and Executive Director for Business Initiatives, Economic, & Grant Development**
		1. Distance Education Headcount by Location SP 23’/SP 24’
			1. Gilbert – 197/211
			2. Yuma – 125/107
			3. Douglas – 22/28
			4. Sunnyside – 25/24
			5. Chandler – 30/16
			6. Nogales – 12/11
			7. Casa Grande – 3/8
			8. Sierra Vista – 8/2
			9. Santa Cruz Valley 1/0
		2. Distance Education Headcount by College SP 23’/SP 24’
			1. College of Nursing – 211/197
			2. College of Agricultural, Life, and Environmental Sciences – 73/68
			3. College of Education – 57/53
			4. College of Applied Science Technology – 35/78
			5. College of Engineering – 18/18
			6. College of Humanities – 10/5
			7. College of Science – 6/10
			8. College of Social and Behavioral Sciences – 2/1
		3. Distance Education Headcount by Academic Plan
			1. Nursing – 197/211
			2. Applied Science – 74/34
			3. Science – 70/72
			4. Education – 52/57
			5. Arts – 11/7
			6. Software Engineering – 2/6
			7. Interdisciplinary Science 5/10
			8. Systems Engineering – 13/7
			9. Industrial Engineering – 2/3
			10. Biosystems Engineering – 2/3
			11. UNDG Certificate – 1/0
	4. **Advising Resource Center/ Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising**
		1. Feb. 22 – ARC Lunch & Learn at noon to cover DRC.
		2. March 6 – 2024 Regional NACADA Preview – opportunity for all University of AZ advisors to view sessions presented by colleagues at the regional conference. Opportunity to practice the presentation while sharing expertise with advising colleagues. ERN2 from 8:30 to 2 PM.
		3. March 20 to 21 – 2024 NACADA Region Ten Conference in Tucson AZ. Great opportunity to learn from others across the region as well as share excellence from our advising community.
		4. Student Programming - Feb. 22 – 2024 Health Professions EXPO in Union Ballroom from noon to 3. Representatives from a variety of medical and health professional graduate programs will be present to discuss admissions and answer questions. Sponsored by the A CenterUnderstanding Academic Advising from Student Perspective
		5. March 25th is the launch of a survey to students focusing on their experience with academic advising. This survey covers:
			1. Demographic Questions
				* No academic advisor, do you want someone to contact you
			2. Four sections
				* Advisor Types
				* Experiences with AA
				* Academic advising points of discussion/referral/resources
				* Student Voice
				* What’s the most important thing your academic advisor(s) can do to support you?
				* What do you wish you could change about academic advising at Arizona?
			3. It will run for two weeks. Results will be shared campus wide. Orientation for students who are entering for Fall 2024 is being revised. It will continue in an online platform but offer more versatility for when and how much a student needs to engage on a given day. The academic advising community will continue to engage these new students by discussing the Fall 2024 course schedule and registration. Lots of changes that are emerging through discussion and the new platform is being branded Arizona Arrival. Between new first-time students and transfers, the academic advising community served over 14,000 students in the Fall 2023 program. We anticipate similar numbers for this year.
	5. **Registrar's Report - Alex Underwood, Registrar**
		1. We have over 50,000 students for the spring term, and that includes over 40,000 undergraduate students. The summer/fall schedule will be published March 1st and registration will be on April 1st.
		2. There is now an incomplete grade contract that is required when students are issued incomplete (“I”) grades.
	6. **University-wide General Education Committee Report – Jeremy Vetter, UWGEC Chair**
		1. This is a likely addition of civic knowledge or American institution attributes or a requirement within the general education program. This is a provision required by ABOR. We are at the stage where we are trying to formulate a clear plan forward for how to integrate this into the GENED program. We are going to have two faculty forums that are open to faculty across the campus.
	7. **Subcommittees:**
		1. **Academic Programs Subcommittee report on January 24, 2024 – Lisa Rezende, Chair**
			1. See item IV.
		2. **Curriculum & Policies Subcommittee report on**[**January 24, 2024**](https://academicadmin.arizona.edu/sites/default/files/2024-02/CPS%20Minutes%201-23-24.docx)**– Joost Van Haren, Chair**
			1. During our meeting, we discussed three topics. One of them was the distinctions, honors, and awards policy was a lengthy conversation, and the problem is that we are trying to make it more equitable throughout the whole university with that also the online community of which a lot of students are part-time, and under the current policy cannot qualify for any type of award which is an issue. The idea for the policy is to not only reward academic achievement, but also enhance student morale, and award all students despite their units or if they’re part-time. Another thing we were recommended is to remove academic distinction from the awards list because it is only awarded every year and it creates complications for part-time students.
			2. Another item discussed was the change of major or college policy, Advisors were interested in creating a single website for students to obtain information on changing majors between all programs. This process does not need to be fully known to update the policy.
	8. **UGC Report – Holly Nelson, Chair**
		1. One of the primary concerns is finances and whether it is sustainable to keep adding programs. That is something that needs to be talked about with Curricular Affairs.
		2. The committees want more information from the consent agendas, but it also raises questions as to see if we invite the proposers to all these meetings, which are the executive meetings, and faculty senate, but it can also be a lot of work for them.
4. **Consent Agenda Items – Lisa Rezende, Chair**
	1. **New Minor:**[**Political Science**](https://academicadmin.arizona.edu/sites/default/files/2024-01/POL%20Minor%20Memo_signed.pdf)**(SBS)**
		1. The Political Science Minor was disestablished as a result of resource constraints; however, given a new funding model, the removal of program fees, and a greater ability to offer political science courses, we seek to reestablish this minor. There is currently no explicit minor in Political Science, but it is commonly requested by students, who seek the ability to specialize in a specific field and have that reflected on their transcripts.
	2. **Modification: Political Science with an**[**emphasis on Foreign Affairs**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20for%20substantial%20changes%20POLBA.FORAF%202.pdf)**(SBS)**
		1. The primary reason for the change is to simplify the concentrations within the political science major. Currently, three concentrations have to do with global politics (International Relations, Comparative Politics, and Foreign Affairs), which segments the classes and creates confusion among students. Instead, it aims to offer one concentration that covers all courses that address international political science themes. To achieve this, they are (separately) proposing to disestablish the International Relations and Comparative Politics concentrations, while also keeping the general framework of the Foreign Affairs concentration but removing additional requirements that make this less appealing to many of the students.
	3. **Name Change:**[**B.A. in Political Science, Foreign Affairs**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Rename%20Academic%20Program_POLFORAF%20%28002%29.pdf)**(sub plan) (SBS)**
		1. This request is to reflect the degree program components, course requirements, and intended career paths more accurately for students completing the degree.
	4. **Name Change:**[**B.S. in Public Management and Policy**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Rename%20Academic%20Program_PMPC.pdf)**(SBS)**
		1. The current program name, Public Management and Policy, highlights some of the elements within the larger field of public affairs, but it excludes others. Public management and public policy are themselves specific areas of study within the broader field. Large areas of study, such as the nonprofit sector and public administration, are excluded from this title. As time has passed, the naming of the degree program needs to be modernized to communicate more clearly, to current and future students, and community affiliates, what it means to manage and lead as a member of the public service sector as a career.
	5. **New Minor:**[**Teaching Online by Design**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Proposal_UG%20Minor%20in%20Teaching%20Online%20by%20Design.pdf)**(Education)**
		1. The Teaching Online by Design (TOBD) minor is designed to engage and prepare students on how to design and facilitate online courses/programs. This minor provides a deep dive into current theories and practices of instructional design and teaching/learning in the field of online education. It further aims to prepare undergraduates for careers in online education involving all levels of education from K-12, higher education, government, and industry. The curriculum has been created by professionals from the field of online education and students will have access to real-world situations. The courses are taught by experts with professional instructional design backgrounds and online teaching experience. Students will learn the broad knowledge and skills necessary to move into entry-level positions in various online educational settings.

All consent agenda items were voted on in conjunction. Allison Lee motioned to approve. Joost Van Haren seconded. Motion carried unanimously with 15 yeas, 0 nays, and 0 abstentions.

1. **Informational Items:**
	1. **Disestablishment:**[**Minor in Government and Public Policy**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Disestablish%20an%20Academic%20Program%20-%20GPPMINU.pdf)**(SBS)**
	2. **Disestablishment: B.A. in Political Science,**[**Comparative Politics emphasis**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Disestablish%20an%20Academic%20Program%20-%20POL.COMPOL.pdf)**(SBS)**
	3. **Disestablishment: B.A. in Political Science,**[**Ideas and Methods emphasis**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Disestablish%20an%20Academic%20Program%20-%20POL.IDMET_.pdf)**(SBS)**
	4. **Disestablishment: B.A. in Political Science,**[**International Relations emphasis**](https://academicadmin.arizona.edu/sites/default/files/2024-01/Request%20to%20Disestablish%20an%20Academic%20Program%20-%20POL.INTREL.pdf)**(SBS)**
2. **Items for Discussion and vote:**
	1. **Curriculum & Policies Subcommittee - Joost Van Haren, Chair**
		1. [**Undergraduate Certificate and Multiple Use of Courses**](https://academicadmin.arizona.edu/sites/default/files/2024-02/MultipleUseCourses_UGCertPolicy_Amendment.docx)
			1. **The current policies**
				* [**Double Use of Courses**](https://catalog.arizona.edu/policy/program-graduation/student/double-use-courses)

Update the limit of General Education credits that may be used to fulfill multiple requirements from 9 credits to 3 courses.

Update all references to double use of courses with multiple use of courses.

Clarify that credits may also apply towards certificates, and direct to the undergraduate certificate policy for further information.

Remove information about students who matriculated in/before Fall 2021.

* + - * + [**Undergraduate Certificates**](https://catalog.arizona.edu/policy/program-graduation/degrees-programs/undergraduate/certificates)

Remove the stipulation that students enrolled in previously approved certificates may double-dip more than 50% of units.

Melissa Goldsmith motioned to approve. Allison Lee seconded. Motion carried unanimously with 15 yeas, 0 nays, and 0 abstentions.

* 1. **New Minor:**[**Semiconductor Manufacturing**](https://academicadmin.arizona.edu/sites/default/files/2024-02/Proposal_UG%20Minor%20in%20Semiconductor%20Manufacturing.pdf)**(Engineering)**
		1. The reason for this proposal being up for discussion is that there was a discrepancy in their proposal and had written that the transferable courses were three, and they meant three courses and not three units. There was also a slight change to the curriculum and it is now 18 units instead of 19 units. Those changes have been fixed.

**Joost Van Haren motioned to approve. Allison Lee seconded. Motion carried unanimously with 15 yeas, 0 nays, and 0 abstentions.**

* 1. **Updates to the**[**Bylaws**](https://docs.google.com/document/d/1ceJWJkKRaEQww3Bq36wPPb7-xLdl1JhcwRnWzqP5ZMU/edit)**(draft)**
		1. These are some updates that are being made to the bylaws but are not yet finalized. Members are working together to make changes or add anything they see fit to them.
1. **Meeting Adjourned at 4:32 pm**

Respectfully prepared by Bryanna Andrade