**Undergraduate Council Meeting Minutes**

**March 12th, 2024**

**Voting members present**: Dana Lema, Christopher Sanderson, Lisa Rezende, Travis Spence, Jeremy Vetter, Michael McKisson, Moe Momayez, Joost Van Haren, Karin Nolan, Holly Nelson, Jennifer Donahue, Melissa Goldsmith, Allyson Roof, Paul Wagner, Shujuan Li, Allison Lee, Dereka Rushbrook, Amanda Sokan.

**Non-voting members present**: Melanie Madden, Abigail Sorg, Cassidy Barlett, Kian Alavy, Greg Heileman, Alex Underwood, Bryanna Andrade.

1. **Holly Nelson called meeting to order at 3:31 pm.**
2. **Approval of Minutes from the**[**UGC Meeting on February 13, 2024**](https://academicadmin.arizona.edu/sites/default/files/2024-03/UGC%20Mtg%20Minutes_February%2013th%202024_MM%20edits.docx)**– Holly Nelson, Chair**
	1. Christopher Sanderson motioned to approve. Dana Lema seconded. Motion carries with a unanimous vote.
3. **Reports:**
	1. **Academic Administration Report - Greg Heileman, Vice Provost, Undergraduate Education**
		1. Still trying to work out things with ABOR on when they will start hearing our new proposals and perhaps, they might listen to a few proposals at the April meeting. Unfortunately, things are starting to stack up, the current backlog of proposals is 11 items, that is where we’ve been putting most of our time.
		2. In the undergraduate research area, Kevine Bonine has been working to create an undergraduate research alliance and to actually connect to curriculum in a more direct way. He has also created a document that talks about how we might scaffold undergraduate research into curriculum.
	2. **Arizona Online Report – Caleb Simmons, Executive Director for Online Education**
		1. Nothing to report now.
	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. Nothing to report now.
	4. **Advising Resource Center/ Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising**
		1. First on advisor professional development, we did do the 2024 regional NACADA preview, which is a conference that your advisors go to that will be here in Tucson. The preview had eight of our advising colleagues do their presentation and it was so exciting to see the different topics.The topics went anywhere is from just general practice to artificial intelligence within academic advising, trauma informed approaches and motivational interviewing. We have 17 different presentations from the University of Arizona, 110 people from the campus participating in an overall registration of over 400 people.
		2. We are still getting ready to launch the academic advising survey to students that will go out on March 25th, and this is going to get a temperature of how our students see academic advising care on campus.
		3. Major declaration is May 2nd, this is a day where you invite students that had no major selected, who have made a choice of major to come celebrate, bring a friend and we invite the advising community from across campus so that we can make that transition from one advisor to another hand off. Currently in the advising Resource Center, we're updating training materials for the academic advisors. We are also making updates on the basic training within UAccess for academic advisors, we are hoping that it will launch by September 2024. We're also doing an update to the advising onboarding program, which is for new advisors, that new program will launch in August 2024 and will be based on feedback that we're getting from the advising community as well as people who facilitate that program for us. We are also doing a refresh of the strategic advising dashboard, which is something that we collaborate with U Ware on and to prevent to bring data to the advising community and that should launch April this 2024.
	5. **Registrar's Report - Alex Underwood, Registrar**
		1. Enrollment begins on April 1st with our first group of students and priority registration. The schedule of classes for the summer and fall went live on March 1st as well as availability for student shopping carts. As of a few minutes ago, there were 38,518 classes in undergraduate student shopping carts for the upcoming term.
		2. Sharon, others and I are going to be giving a open forum about our No Holding Back project which is looking at administrative and student success holds at the university and trying to see how we can improve the way that we use and place holds on students accounts.
	6. **University-wide General Education Committee Report – Jeremy Vetter, UWGEC Chair**
		1. We did hold our two faculty forums in February that I had mentioned at our last meeting regarding the civic knowledge or civic learning also known as American institutions requirement from ABOR and how we're moving forward on implementing it. We’re trying to balance accomplishing these important learning goals without disrupting existing curriculum any more than necessary, but at the same time, there are even different things to be measured and learned.
		2. A few other important issues were raised including AP and transfer credits, other credit by exam to transfer and articulation more generally, they'll probably be a smaller group who will formulate an official proposal that will work its way through UWGEC and then to the curriculum policy subcommittee and then to this group (UGC) and finally to UCAAC and then to Faculty Senate.
		3. The other big thing that we've been prioritizing throughout the year is whether there are ways we can streamline or expedite our review process. We've had the challenge over the last several years of just being inundated with lots of proposals, and it's a real challenge because we want the proposals to be reviewed through faculty shared governance processes, which means that we have to carefully look at them, compare them against the criteria and we've tried different ways of dividing up the work and then bringing it to the full committee, but we've started to make some good progress on that.
	7. **Subcommittees:**
		1. **Academic Programs Subcommittee report on February 27, 2024 – Lisa Rezende, Chair**
			1. Look at item IV.
		2. **Curriculum & Policies Subcommittee report on**[**February 27, 2024**](https://academicadmin.arizona.edu/sites/default/files/2024-03/CPS%20Minutes%202-27-24_0.docx)**– Joost Van Haren, Chair**
			1. We discussed and will present the academic policy awards policy and changes that we made to that and is moving forward to this committee.
			2. We discussed the core side policy, especially with large input from Karen from the College of Fine Arts and Bristol from the College of Education, trying to fit these things in better. I think the two solutions that we're exploring right now within subcommittee that hopefully by next month we can resolve.
			3. The last thing we did was Jeremy Vetter presented the process that the new Jack is going through, and we got a sneak preview and much lengthier presentation from Jeremy and what he just gave here.
	8. **UGC Report – Holly Nelson, Chair**
		1. We did have a couple proposals approved yesterday at Faculty Senate, the Semiconductor and then also the Teaching Online by Design minors and then the policy multiple use of classes.
		2. I shared last month about the concerns that were shared at Faculty Senate in terms of using consent agenda and not having a lot of time to review proposals and there was still a conversation about that yesterday, but everything did go through on the consent agenda, and they'll be tackling the issue of consent agendas in general perhaps moving forward.
4. **Consent Agenda Items – Lisa Rezende, Chair**
	1. **New Emphases:**[**BAED Early Childhood Education – Bilingual and ESL**](https://academicadmin.arizona.edu/sites/default/files/2024-02/Proposal%20New%20Emphases%20ECEDBAED%20ESL%20BIL%20-%20signed%20-%20final.pdf)**(Education)**
		1. The Early Childhood Education program has seen an increase in desire from students to earn a bilingual endorsement with their teaching certification. There are currently 16 students in the program who wish to earn a bilingual endorsement and around 10 incoming students who wish to earn a bilingual endorsement. The Arizona Department of Education will only honor bilingual endorsements through Institutional Recommendations for certification if it is notated on the official transcript.
	2. **Modification:**[**B.S. in Nutritional Sciences – Dietetics**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Substantial%20Change%20Request%20-%20BS%20Nutritional%20Sciences%20Dietetics%20Emphasis.pdf)**(CALES)**
		1. The proposed changes include updating the curriculum to focus solely on dietetics, which is accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The dietetics curriculum is currently offered as a subplan/emphasis within the NSC degree, and one of the primary changes being proposed is to make dietetics a stand-alone degree program in line with other ACEND accredited programs across the US. There are also proposed changes to dietetics course requirements to include a success course series that would better prepare students for the dietetics internship process and professional environment. In addition, some of the supporting science requirements were reduced to incorporate additional nutrition counseling requirements. Logistically, it has been difficult to manage an accredited program that has been housed within a degree as sub-plan/emphasis. Implementing accreditation and other requirements has been difficult, as this also necessitated updates to the Nutrition subplan to maintain an equal number of units. Additional curriculum updates are proposed to meet the needs of students in their careers as dietitians.
	3. **Modification:**[**B.S. in Nutritional Sciences – Nutrition**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Substantial%20Change%20Request%20-%20BS%20NSC%20Nutrition%20Emphasis%20%283%29.pdf)**(CALES)**
		1. The proposed changes include updating the more generalized nutritional sciences curriculum to a more focused set of requirements intended to prepare students for admission into health-related professional programs (e.g., medicine, pharmacy) and graduate school. The curriculum changes allow for better alignment with professional/graduate school admissions requirements. The new degree name more accurately represents the degree curriculum. Rationale: The BS in Nutritional Sciences has two subplans (Dietetics, which is nationally accredited, and Nutrition) that we are modifying into standalone degree programs to better serve both student populations. The proposed program changes are part of School-level undergraduate program adjustments which will provide more flexibility to students with specific academic and professional goals and allow the school to deliver curriculum and career guidance more efficiently to students.
	4. **Name Change:**[**B.S. in Nutritional Sciences – Dietetics Emphasis**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Request%20to%20Rename%20BS%20in%20Nutritional%20Sciences%20-%20Dietetics.pdf)**(CALES)**
		1. They are updating the curriculum to focus solely on dietetics, which is accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The dietetics curriculum is currently offered as a subplan/emphasis within the NSC degree, and we propose to make dietetics a stand-alone degree program in line with other ACEND accredited program across the U.S.
	5. **Name Change:**[**B.S. in Nutritional Sciences – Nutrition Emphasis**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Request%20to%20Rename%20BS%20in%20Nutritional%20Sciences-%20Nutrition%20Emphasis.pdf)**(CALES)**
		1. We are updating the curriculum to a more generalized nutritional sciences focus. The proposed changes are intended to prepare students for admission into health-related professional programs (e.g., medicine, pharmacy) and graduate school. The curriculum changes allow for better alignment with professional/graduate school admissions requirements. The new degree name more accurately represents the updated degree curriculum and differentiates it from the re-named Bachelor of Science in Nutrition and Dietetics.

All consent agenda items were voted on and motion carried unanimously with 16 yeas, 0 nays, and 0 abstentions,

1. **Informational Items:**
	1. **Disestablishment:**[**B.S. in Precision Nutrition and Wellness**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Request%20to%20Disestablish%20BS%20in%20Precision%20Nutrition%20and%20Wellness.pdf)**(CALES)**
		1. The BS in Precision Nutrition and Wellness (PNW) has a current enrollment of approximately seven students - the program is not sustainable in its current iteration. These students will have the choice to complete the BS in PNW or change into another degree of their choosing. Students who decide to complete the BS in PNW will have access to the courses needed to graduate, as well as advising services and the regular academic supports available to students in NSW.
	2. **Disestablishment:**[**Precision Nutrition and Wellness Minor**](https://academicadmin.arizona.edu/sites/default/files/2024-02/UPDATED%20Request%20to%20Disestablish%20an%20Academic%20Program_PNW%20Minor.pdf)**(CALES)**
		1. Enrollment in the minor has been historically low, and currently there are two students in the minor. With the low enrollments and the changes in course offerings, the minor is not sustainable. Students currently in the minor will be allowed to complete the minor or, through advising, update their minor to another offered through the School of NSW, or another unit on campus.
2. **Items for Discussion:**
	1. **Curriculum & Policies Subcommittee – Joost Van Haren, Chair**
		1. **Undergraduate Dean's List, Honors & Awards:**[**proposal**](https://academicadmin.arizona.edu/sites/default/files/2024-02/Undergraduate%20Dean%27s%20List%2C%20Honors%20%26%20Awards%20policy%20amendment.docx)**&**[**benchmarking**](https://academicadmin.arizona.edu/sites/default/files/2024-02/Academic%20Distinction%20benchmarking.docx)
			1. Expand applicability of dean’s list and dean’s list with distinction. Add half-time categories requiring 6 units; GPA requirements remain unchanged. Update full-time categories to require 12 units instead of 15; GPA requirements remain unchanged. Honorable Mention category is removed. Reformat eligibility information into tables. Remove year-based Academic Distinction. Rename policy headings for clarity. Update Graduation with Academic Distinction to “Bachelor’s Degree Latin Honors”. Update policy title to “Undergraduate Dean’s List, Honors & Awards”. Update the “University Academic Honors” section to “University Academic Recognition”. Break single section, “Other Awards & Honors” into 2 sections: “Commencement Awards & Recognition” and “Honor Societies”. Grades & the Grading System. Update reference to “Dean’s List, Academic Distinction, Honors and Awards” with “Undergraduate Dean’s List, Honors & Awards”.

Christopher Sanderson motioned to approve. Dana Lema seconded. Motion carries with 16 yeas, 0 nays, and 0 abstentions.

* 1. **Share Bylaws Draft**
		1. There was some discussion around Faculty Senate not considering this committee as a subcommittee, and what discussion will need to take place for them to support this idea, and it will also help resolve the issue on Faculty Senate not having sufficient time to review proposals and delaying their vote. It was suggested that perhaps someone in this committee could attend Faculty Senate meetings representing UGC and summarize the undergraduate consent agenda and answer any questions or concerns rather than putting a pause and wait until the next meeting. This discussion will continue to brainstorm ideas and approaches on how to succeed with this request.
1. **Meeting Adjourned at 4:10 pm**

*Respectfully prepared by Bryanna Andrade*