**Undergraduate Council Meeting Minutes**

**February 11, 2020**

**Voting Members Present**: Molly Bolger, Joan Curry, Kirk Dimond, Brennen Feder, Neel Ghosh, Melissa Goldsmith, Kelly Leslie, Todd Lutes, Moe Momayez, Holly Nelson, David Ortiz, Claudia Stanescu, Suzie Weisband, Jennifer Schnellman

**Voting Members Absent**: Joost Van Haren, Anthony Sanchez, Richard Vaillancourt, Joost Van Haren,

**Non-voting Members Present**: Greg Heileman, Martin Marquez, Abbie Sorg, Alex Underwood, Liz Sandoval, Roxie Catts, Sarah Weiland

1. **Welcome and Introductions**

Neel Ghosh called the meeting to order at 3:30pm. A quorum was established with 15 voting members.

1. **Approval of minutes**

Minutes were approved as presented. Claudia Stanescu motioned, and David Ortiz seconded.

1. **Reports**:
2. **Academic Administration Report** – Greg Heileman, Associate Vice Provost for Academic Administration
Discussions continue to try make program and course approval process more expeditious. Deciding on when the 30 days begins has been a key component; is it when Curricular Affairs receives initial proposal or further back when the Dean of the department has seen and approved it? There was a proposal to have decisions made in the Academic Programs Subcommittee. In addition to that, the full committee would have time to give comments or pose oppositions. If a split vote, then it would be taken to full committee. More to come on these revisions.
3. **Academic Initiatives & Student Success Report** – Sarah Weiland,
4. **Advising Resource Center/ Advising Community Report** – Working on Pillar One which includes retention efforts. The use of Wayfinders is a tool; these are experienced, senior advisors who are not representing any one college that are able to help students with any topic. This week will launch a new advisor onboarding program. Expanding new advisor training program to reduce repetitive training. Efforts are in place to put more boots on the ground as well, identifying programs with high advisor to student ratios to add another advisor. Currently onboarding student data specialists. Claudia Stanescu attested to the helpfulness of having a data specialist in their department.
5. **Registrar’s Report** – Alex Underwood, Registrar
 Summer/fall 2020 schedule to be published March1st. Had a great resolution week and still working on space issues. Fall will have some classrooms going offline, will be down a few classrooms with renovations happening on campus. Working with academic departments on their contact minute calculations. Working with Curricular Affairs on these efforts for HLC. Looking at creating a task force around putting together an academic catalog and the course approval process. If interested, please contact Alex. Will solicit feedback as well. Student facing office in the Admin building, is getting a facelift, will be done soon!
6. **University-wide General Education Committee Report** – Joan Curry
Question last meeting about BLA program wanting to have the second language requirement waived. Considered at the committee and had their representatives come to the meeting to discuss and answer questions. It is a proficiency requirement, not necessarily a unit requirement. 36% of their test takers go beyond 2nd semester language already, 25% go 1st semester. Looking at how to shorten processes in subcommittee. Are looking into having the subcommittee review and approve proposals. Meteorology, got a waiver for their second language requirement but that is the only program so far.
7. **Academic Programs Subcommittee Report** – Todd Lutes for Fabian Alfie, Chair

Five degree programs and five certificates were discussed.

1. **Curriculum & Policies Subcommittee Report** – Molly Bolger, Chair

Three agenda items are on agenda today. Military and second language proposal. Approved without too much discussion. 18 of final 30 will undergo amendment.

1. **UGC Report** – Neel Ghosh, UGC Chair

From Faculty Senate: Study Abroad program passed after all its alterations. The office would have some level of faculty sit in on decision making processes so no decisions are made without departmental input. Criminology minor passed as well.

1. **Consent Agenda**
	1. Academic Programs Subcomittee – Todd Lutes for Fabian Alfie
2. Movement of programs formerly in CLAS
3. Disestablish emphases: BS in Bioinformatics

Suzie Weisband motioned for approval. Wendy Davis seconded. Motion approved.

1. **Items for Discussion and Vote:**
	1. Academic Programs Subcomittee – Fabian Alfie
2. BS in Precision Nutrition and Wellness
There was a concern at CAAC over the term “Wellness” and whether anyone owns a term? Approved unanimously. Public health had not responded. CAAC thought it was okay to approve, they did not feel there was enough concern to deny it. Data science heavy program.

Suzie Weisband, Wendy Davis seconded. Motion approved. One abstention.

1. Bachelor of Landscape Architecture
Went away in 1990s and then resurrected.

Motioned made to approve, Suzie Weisband seconded. Motion approved.

1. Bachelor of Applied Computing
Approved unanimously by subcommittee. Every student is a transfer student at CAST. Same ration of credit for all programs at CAST, nothing more required of a UA Main student. All same core themes. Primarily from Cochise and Pima County Community Colleges as well as others and out of state universities. Sarah Weiland explained themes of which there are six.

Wendy Davis moved to approve the motion, Kirk Dimond seconded the motion. The motion was approved.

1. Bachelor of Applied Science, Intelligence and Information Operations

Approved unanimously at subcommittee.

Kirk Dimond motioned to approve, Molly Bolger seconded. Motion Approved.

1. Bachelor of Applied Science, Applied Computing, Informatics

Approved unanimously at subcommittee. Follows same structure as the other CAST programs. Very different from Comp Sci. Technical program.

David Ortiz motioned to approve, Claudia Stanescu seconded. Motion approved.

1. Certificate in Data Science and Visualization
From moratorium list. Sitting for 2+ yrs. All lined out nicely with updates.

Suzie Weisband motioned to approve, David Ortiz seconded the motion. Motion approved.

1. Certificate in Games and Simulation
To be put on consent agenda for next meeting. No discussion for current meeting.
2. Certificate in Cultural Competency in Mexican/Mexican American and Border Communities

Kirk Dimond motioned to approve, Suzie Weisband seconded the motion. Motion approved.

1. Curriculum and Policies Subcommittee— Molly Bolger
	* 1. Military Excused Absence Policy Proposal, submitted by the Office of the Registrar and Dean of Students- Military and Veteran Engagement – Presenters: Cody Nicholls, Assistant Dean of Students; Cori Cashen, Associate Registrar
		No objection at subcommittee. More discussion about implementation with faculty. Will create a form that can be used. There is a small population-active duty and reservists and the absence is limited for up to 30 days. Written to be parallel to the DOD’s policy. Invited Cody and Cory in to answer questions.
		Discussion: Lab or technical based course application question – to have the student withdraw and retake later. In the situation that a student could not keep up or be present than withdrawal is the option. There is no expectation that this should add a surmountable amount of hardship or extra work on the instructor. There has not been a scenario like that, usually a weekend a month; usually a Friday and Monday but possible that it could be. Cori Cashen updated us, they are working on a form similar to athletics form (absence).

David Ortiz motioned to approve, Claudia Stanescu seconded. Motion approved.

* + 1. Proposal to Eliminate the 18 of Final 30 Units in Residence Policy, submitted by University Academic Advising Council – Presenter: Roxie Catts, Director, Advising Resource Center
		Originally was to eliminate the policy, history of policy was not found, it’s a different day and problematic for transfer and military students. Usually not discovered until very late, delays graduation, costs them extra money for summer or winter. Most programs have residency units built into their major and minor requirements. Amendment is to eliminate and instead that out of the 30 units that must be in residence, 18 must be upper division. Alex in Reg. reports that ther has been a lot of general petitions and end up getting passed. Member said this amendment would treat all affected more equally. The part of “final” is gone. Change is not tied to catalog, but Alex did say that it would be best to have it all done before end of semester when they confer degrees.

Wendy Davis motioned to approve, Claudia Stanescu seconded. Motion approved.

* + 1. Proposal to amend General Education Second Language Requirement Policy, submitted by University Wide General Education Committee – Presenters: Kim Jones, Vice Dean, College of Humanities; Rob Groves, Assistant Professor, Religious Studies

Agreed that admissions English proficiency is enough to prove the student is English proficient and meet second language requirement. Level of proficiency is determined by the program. Geared towards those that are not raised with English as a first language. This recognizes a potential heritage speaker who can take the test and prove proficiency in a second language because they were raised speaking another language or that the student an speak English to at least the level to do well at the UA.

Todd Lutes motioned to approve, Claudia Stanescu seconded. Motion approved.

1. **Meeting Adjournment**

Meeting adjourned at 4:39 pm

*Respectfully prepared by Liz Sandoval*