**Undergraduate Council Meeting Minutes**

**March 17, 2020**

**Voting Members Present (via Zoom)**: Fabian Alfie, Joan Curry, Wendy Davis, Leslie Dennis, Kirk Dimond, Brennen Feder, Neel Ghosh, Melissa Goldsmith, Kelly Leslie, Todd Lutes, Holly Nelson, Anthony Sanchez, Richard Vaillancourt, Claudia Stanescu, Joost Van Haren, Suzie Weisband

**Voting Members Absent**: Bennett Adamson, Molly Bolger, Moe Momayez, David Ortiz

**Non-voting Members Present**: Abbie Sorg, Alex Underwood, Larry Head, Liz Sandoval, Roxie Catts, Sarah Weiland, Stephanie Carlson

1. **Welcome and Introductions**

Neel Ghosh called the meeting to order at 3:30 p.m. A quorum was established with 16 voting members.

1. **Approval of minutes**

Minutes were approved as presented. Claudia Stanescu motioned, and Todd Lutes seconded.

1. **Reports**:
2. **Academic Administration Report** – Greg Heileman, Associate Vice Provost for Academic Affairs
Greg is not present but Alex Underwood, Registrar is reporting for him. ABOR subcommittee will continue to meet as planned via Zoom. All the programs sent forward by this committee will be reviewed. Carnegie Melon is making online course material accessible for free. Link was provided in chat.
3. **Academic Initiatives & Student Success Report** – Sarah Weiland,
Have a website that is being updated, that link was posted to the chat. There are limited support services available virtually and there are on site support services as well with limited hours. There are also learning spaces where students can still come to use the learning center for wifi and computer access. Could expand to ONLN students in the region as well as to students who have returned home in areas across the state – various counties. Reach out to Sarah if you could use the distance education resources. Distance also sent out information to their students for low cost or free access to internet.
In fall, there are four new programs launching across the state. One is new, BAS in Intelligence and Information Operations, offered in a new location where the previous one was not – Chandler. Personal and Financial Planning Bachelor’s from CALS will start to be offered at North Valley. Two programs from College of Law, Masters in Legal Studies and the BA in Law will be offered at the Chandler location.
As a distance office, they used to offer proctoring but with many offices closed, Examity has helped with alleviating some of the need.
4. **AZOnline** – Larry HeadMelody Bucknerin the office of Digital Learning will send out a memo soon to explain the updates with Examity. Will be able to do Level I and II in terms of proctoring. Launchpad, used with the ONLN students is being modified to support main campus students who will have online content. Office of Digital Learning hopes to have modifications done by the end of day. Examity is referring everyone who contacts them directly back to the Office of Digital Learning which will have more information in the memo that is being prepared. ONLN has not been very impacted by the pandemic so things are going smoothly.
5. **Advising Resource Center/ Advising Community Report** – Roxie Catts
There will be a comprehensive document released soon that was put together with campus partners. There is a Student Service Information Center open from 8 to 8 currently in the Salt Center. They collapsed services from all the learning support offices to offer them here. Students can come in for a referral, etc. What I can tell you from the advising world is that everyone has set up Zoom, phone, virtual drop-in appointments, etc. There’s been discussion that potentially students are confused and think school is closed, there is a big effort to communicate with students and get them engaged. Some suggestions were made regarding checking in on students.
6. **Registrar’s Report** – Alex Underwood, Registrar
With the delay of instruction by two days for 7 Week II session, deadlines were adjusted so students were able to have an opportunity to drop and add classes for that period. The refund date was also adjusted so that students had the option to see what the class was going to be like before being committed to paying for the class.
All the centrally scheduled classrooms are being locked and sanitized at this time; 180 of them have Panopto and resources available for faculty members to do advance capture. We set up a request form so faculty members can reserve the technology in the classrooms. UTIS is available to assist people who want to use the classrooms. It might not be the space faculty normally teach in because not every room has the same technology. There is a grid on the website with what technology is available.
Enrollment for summer and fall is going to go on as planned right now. Registrar’s Office is sending emails to students this weekend with their enrollment appointment. Students should have that appointment by Monday. Registration for summer and fall starts April 6th.
UITS reached out to see if there were any forms that needed help to get online. The change of schedule form will be moved online. It can be done through email. Right now, all forms are being accepted via email at reghelp@list.arizona.edu.
Alex plans to work with Roxie Catts in the Advising Center to see who normally is authorized to give Dean’s permission via the Dean’s stamp and the Registrar’s Office will make a dashboard to see who was making approvals.
Communication regarding the technology classrooms will be sent via to the instructor list as well as through Provost Liesl Folks notices.
7. **University-wide General Education Committee Report** – Joan Curry
UWGEC is going to meet tomorrow. Gen Ed revamp is still on the way but now online.
8. **Academic Programs Subcommittee Report** –Fabian Alfie, Chair of Academic Programs Subcommittee

Academic Programs Committee met towards the end of February and approved several items on the agenda today. Committee Chair recommended if there were issues that were not unanimous they should be discussed, otherwise programs can be put on the consent agenda agreeing that proposals were reviewed and there are no issues.

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

There are two items on the agenda for today.

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

There is a meeting with the Provost tomorrow with Jessica Sommers, Greg Heileman, and Ron Hammer from Grad Council. The item up for discussion is the question of how strict attendance should be enforced. If you have strong views on attendance please email by tomorrow. There have been strong opinions expressed by students which has been cause for further discussion on the item.

1. **Consent Agenda** – Fabian Alfie
	* 1. Modification: BSHS in Physiology and BSHS in Physiology and Medical Sciences Math Strand

Member motioned for approval. Member seconded. Motion approved with 2 abstentions.

1. **Items for Discussion and Vote:**
	1. Academic Programs Subcommittee – Fabian Alfie
		1. Emphases: BS in Public Management and Policy - 1) Environmental Policy Emphasis, 2) Public Administration and Management Emphasis, 3) Public Policy Emphasis

Wendy Davis motioned to approve. Suzie Weisband seconded. Motion passed.

* + 1. Certificate in Tribal Courts and Justice Administration

Suzie Weisband motioned to approve. Wendy Davis seconded. Motion passed.

* + 1. Certificate in Construction Engineering Management

Suzie Weisband motioned to approve. Wendy Davis seconded. Motion passed.

* + 1. Certificate in Entomology and Insect Science

Wendy Davis motioned to approve. Fabian Alfie seconded. Motion passed.

* + 1. Emphases: BSHS in Physiology and Medical Sciences - 1) Physiology Emphasis, 2) Medical Sciences Emphasis, 3) Exercise and Extreme Physiology Emphasis, 4) Physiological Research and Innovation Emphasis

Fabian Alfie motioned to approve. Suzie Weisband seconded. Motion passed.

1. Curriculum and Policies Subcommittee— Claudia Stanescu
2. Proposal to add Minimum Units to the Bachelor's Degree Candidacy Policy, submitted by Curricular Affairs on behalf of Office of the Provost

Claudia Stanescu motioned to approve. Fabian Alfie seconded. Motion passed.

1. Continued discussion: General Education Teaching Policy
	* 1. Proposal to amend General Education Teaching Policy
		2. General Education Teaching Petition mockup
		Original proposal was rejected. Met with graduate student group again and they could not agree to the compromise proposed which was to include co-instructors/grad students for Tier II gen ed classes. There were many ideas discussed. The end result was to propose a 3-year pilot where students could request the opportunity to teach. This application process would be specifically for those graduate students who are committed and serious about teaching. The application would require a statement of why they want to teach as well as a confirmation that the student meets the HLC requirements to teach. This would be for existing gen ed courses, not new gen eds. Data would be collected during this 3-year pilot. Approval would be done by the department and the college. If abuse of the policy arises then this committee can review again. Will use the term application instead of petition as was originally used.

Motion was made to approve the amendments. Motion was seconded. Motion passed.

1. **Meeting Adjournment**

Meeting adjourned at 4:30 pm

*Respectfully prepared by Liz Sandoval*