**Undergraduate Council Meeting Minutes**

**September 8, 2020**

**Voting Members Present (via Zoom)**: Fabian Alfie, Neel Ghosh, Claudia Stanescu, Suzie Weisband, Todd Lutes, Holly Nelson, Leslie Dennis, Joan Curry, Anthony Sanchez, Joost Vanharen, Molly Bolger, Craig Wilson, Moe Momayez

**Voting Members Absent**: Melissa Goldsmith, David Graizbord, Kelly Leslie, Shujuan Li, Richard Vaillancourt, Amber Rice, David Ortiz

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

1. **Welcome and Introductions**

Neel Ghosh called the meeting to order at 3:31 p.m. A quorum was established with 18 voting members.

1. **Approval of minutes**

Minutes were approved as presented. A motion was made, seconded, and approved. There are currently no student representatives due to scheduling conflicts but Curricular Affairs will continue searching.

1. **Reports**:
2. **Academic Administration Report** – Greg Heileman, Associate Vice Provost for Academic Affairs
There was no report given as the Associate Vice Provost was absent.
3. **Academic Initiatives & Student Success Report** –
4. **AZOnline** – Craig WilsonCraig has spent time with local leaders discussing the importance of distance locations and their needs. Enrollment remains consistent, 807 students total in distance campuses. It is the strongest year on record for online programs; this is year 5. Total enrollment has risen to over 6,200 students and will continue growing. New programs will add 35,000 students through the Ashford University acquisition. There are discussions taking place about moving towards an open campus versus all the different ones we currently have.
5. **Advising Resource Center/ Advising Community Report** – Roxie Catts
At a meeting last week with college advising directors, there were reports of a lot of student resilience. Students have reported that there are not a lot of spaces available for them to bounce between in person classes and online classes. The Office of Instruction and Assessment is doing surveys via Wildcat check ins. A student in the isolation dorm reached out and reported feeling very isolated so there is a team reaching out to him/her to help. There has been care and attention to students. There will be two main, virtual events this semester: Meet Your Major Fair and Speed Dating for all the academic support available to students. The link will be provided to the committee once it is on the Advising Resource Center website. Suzie Weisband reported that Eller had students driving while in classes because they are coming and going to campus for classes or school business and not sure that this had been considered. She has also heard of faculty charging students for external software and we should discourage that.
Claudia Stanescu asked about campus spaces. Alex, the Registrar reported that they are looking towards opening some centrally located classrooms as study spaces. The goal is to have them open on September 28th which is when Stage 2 might occur. Students will be hired to be room monitors. Eller also has a room that will be potentially opened for study space and another auditorium in Optical Sciences. Opening more rooms puts strains on custodial staff so will look at limited options.
6. **Registrar’s Report** – Alex Underwood, Registrar
Two new management members added this summer: Amanda Gluski, is the new Associate Registrar for Graduation Records and Certification which includes military connected benefits, grading, amongst other things. Michael Davenport is the new Director of Registration & Student Services. He joins Irene Delgado in the Administration building. He will help with student enrollment and managing change of schedule process. All services remain virtual with the time being. They are working with the financial aid in providing appointments for students. There is also a FAQ site to help campus and as of this morning there are 46,683 students enrolled at the University for the fall semester including 36,302 undergraduate students. Spring 2021 schedule will be published on October 1. We are not delaying the spring publishing of the schedule and registration will still open in early November. There are over 900 classes that do not have a classroom for the spring semester because we are continuing the reduced classroom density. The Office of the Registrar will be hosting several webinars for help with scheduling for departments. The reduced classroom density and the live online modality will continue for spring. There will be no limitations on the fully online modality and will continue to uphold the guidelines published in June that were set to last throughout the pandemic.
Alex reported no considerable changes in enrollment, but we will know more once census takes place which is this upcoming Monday.
7. **University-wide General Education Committee Report** – Joan Curry
Have not had first meeting of the fall which is tomorrow. Will be meeting with Suzanne Miller-Cochran to discuss how the gen ed refresh will work and hope to smooth out issues. The expectant start date is fall 2021 which means that many parts must be in place for fall registration. Some courses will need to be redesigned by December 9th to be ready in fall 2021. Suzanne will attend a full committee meeting in the future or Neel will ask her to send the slides from her presentation at the very least. Neel explained that there are many other issues at play as well so the committee’s focus will stay on the academic portion.
8. **Academic Programs Subcommittee Report** –Fabian Alfie, Chair of Academic Programs Subcommittee

APS met two weeks ago and had four proposals come through. All were unanimously approved.

1. **Curriculum & Policies Subcommittee Report** – Claudia Stanescu for Molly Bolger, Chair
Also met two weeks ago and discussed two items: 1) Abbie and Alex discussed their ideas for organizing point person for specific types of policies and providing information; getting more organized. 2) Had Suzanne Miller-Cochran presenting the big picture for the new gen and a list of policies that might intersect with the new plan. She will be returning to the subcommittee to continue discussion. Abbie explained that it will be one, large policy proposal packet and will delineate specific updates. It will be one large proposal for the gen ed structure with smaller leads to other effects.
2. **UGC Report** – Neel Ghosh, UGC Chair

The larger change last year was certificate proposals returning. The other portion was UA Global and all the small changes that needed to be made to ensure that classes would be offered to those students. As far as policies go, there is nothing too large this year other than the gen ed refresh. For programs, Stephanie and the Programs subcommittee approved 9 BA/BS/BAS degrees, 3 standalone minors, 7 certificates, 15 sub plans at both the undergraduate and graduate level and disestablished 1 program.
Greg and Jessica Sommers presented changes to the program approval process and looking at adjusting the process to speed it up. From a program perspective, we would present programs at the Academic Programs Subcommittee and at the time that APS had the content, the rest of the committee also has access. APS would vet the program proposal and vote, if unanimous then it will move along. If there are issues, any member can pull it, anonymously, for discussion at the next full committee meeting. Part of this change would involve moving to a SharePoint site where questions could be posted to a public site and proposers could respond to questions quickly and online as well as allowing the various review committees to do parallel work. There was some discussion as well about the foci for each review committee. Presentations will still be allowed if it is deemed necessary by the subcommittee. Greg mentioned that we could still see about doing one presentation and recording it so that members of review committees could access it as well.

Greg was hoping that UGC could be a subcommittee to Faculty Senate and still have shared governance. At FS subcommittees, there has been discussion about how faculty are assigned to committees. If colleges have elected members on this committee that the faculty and colleges elected then it could be possible for them to be represented in FS. But if members are assigned by Deans then that could be a challenge. Deans do appoint members at CAAC. But faculty members would have to have a procedure for election so if there is not already a process then it is unclear how that could work. If there are already people serving on FS then they could serve on this committee too. Some colleges are good at running elections while others have never done them. Faculty Senate has reported feeling that they are involved but its late in the review stages. Neel will gather this information and share with Jessica.

Claudia brought up that the Policies Subcommittee will be doing double the work because they would be reviewing policies as well as programs. Molly suggested that if a proposal comes through related to one of their college programs then members should review the proposal but if not, it is fine to leave the decision to the members of APS.

1. **Consent Agenda** – Fabian Alfie
2. New Action Items
	1. BA in Human Rights Practice, College of Social and Behavioral Sciences
	Already have a graduate program and are looking to include the undergraduate program.
	2. BS in Applied Biotechnology, College of Agriculture and Life Sciences
	It would have two emphasis, 1) Microbial, 2) Plant & Food Technology. Like a program at UC-Davis.
	3. BAS in Early Childhood, College of Applied Science and Technology
	4. BA in Fashion Industry Science & Technology, College of Agriculture and Life Sciences
	Planning to launch at main campus this spring and add ONLN later this year.

	All are on consent agenda. There was no discussion. All items approved.
3. **Items for Discussion and Vote:**
4. Curriculum and Policies Subcommittee— Molly Bolger
No further discussion on this topic since it was previously addressed.
5. **Meeting Adjournment**

Meeting adjourned at 4:22 pm

*Respectfully prepared by Liz Sandoval*