**Undergraduate Council Meeting Minutes**

**September 7, 2021**

**Voting Members Present**: Michelle Berry, Molly Bolger, Jennifer Church-Duran, Joan Curry, Leslie Dennis, Jennifer Donahue, Melissa Goldsmith, Kelly Leslie, Todd Lutes, Sydney Mathis, Moe Momayez, Holly Nelson, Lisa Rezende, Amber Rice, Caleb Simmons, Claudia Stanescu, Joost Van Haren

**Voting Members Absent**: Jack Haskins, Shujuan Li, Richard Vaillancourt, Suzie Weisband

**Non-voting Members Present**: Roxie Catts, Carmin Chan, Greg Heileman, Melanie Madden, Liz Sandoval, Abbie Sorg, Alex Underwood

**Faculty Senate Representative:** Fabian Alfie

1. **Welcome and Introductions**

Molly Bolger called the meeting to order at 3:31pm. A quorum was established with 17 voting members.

1. **Guiding Principles of UGC Membership**

A brief overview of the UGC Members roles and responsibilities was presented.

1. **Reports:**
   1. **Academic Administration Report** - Greg Heileman, Vice Provost, Undergraduate Education
   * There is now an Office of Undergraduate Education, a new web site will be released soon. Noted that College Academic Administrators Council was split into an Undergrad Council and a Graduate Council.
   * The newly revamped General Education Program has been approved by ABOR. Curriculum updates will take place in October; 25% or more in changes will require Governance approval. With the change to GenEd requirements, from 37 to 32 units, if this change caused specific Programs total units to be less than 120, elective credits can be used, or colleges/departments can specify other course changes during this process to ensure 120 total units minimum are met.
   * AZ Transfer alignment with the new ABOR GenEd requirements are being reviewed. UA will continue to accept AGEC transfer units to satisfy GenEd requirements.
   * 2-year institutions can now offer 4-year degrees, and 4-year institutions can also offer Associates Degrees, ASU is moving an associates degree forward already.
   1. **Academic Initiatives & Student Success Report** – Distance/Online/Continuing/Community Education – Carmin Chan, Director, Online Student Success
   * Enrollment updates: Online - over 4340 Undergraduate students, over 2500 graduate students, and 300 Law students enrolled. This represents 25% growth year-over-year.
   * Distance (Near You Network): 9% increase in Undergraduate and about 5% increase in Graduate enrollment compared to this time last year.
   * Working with on campus resources to support new students (freshmen) and continue to provide support for transfer students.
   * September’s thematic element for Military Connected Student month; working with campus partners to recognize and feature this student population. These students account for about a quarter of the online population.
   * Working with Advising, the Wayfinders Program, to bring parity with some of the programming elements from Main campus and to bridge those experiences virtually to Online & Distance Students.
   * Eager and excited to collaborate with the new GenEd structure to launch in Spring 2022. The Spring admit cycle is typically almost as large as the Fall admit cycle, so we have to prepare for this significant change to curriculum.

Discussions/Questions

* Applaud that ODCE is offering parity and services like Main campus. Are there services/counseling like Counseling & Psych Services (CAPS) available? Yes, AZ Online and Near You Network/Distance offers a remote counseling service in addition to CAPS. Working with an outside service provider allows support for our students, of which 60% reside outside AZ. There are limitations/restrictions with CAPS, due to licensures, this allows us to provide support for our population domestically and around the world, not just AZ.
  1. **Advising Resource Center/ Advising Community Report** – Roxie Catts, Director
* Advising Resource Center hosted a Lunch & Learn regarding the new GenEd to engage the advising community.
* The Wayfinders Program is the student facing piece of the advising Resource Center, in their 2nd year. Advisors spend an additional 5 hours a week, outside their area of expertise, to help new students, 1st year & transfer, to navigate the University.
* No news is good news. It was a busy launch to the semester. Most all advisors have transitioned to on campus but are still meeting virtually with students based on their needs.
  1. **Registrar's Report** - Alex Underwood, Registrar
* Overall enrollment: 49,164 Students this semester, includes 38,245 Undergraduates across all campuses and offerings.
* Summer was productive and we are back on campus. Planning for Spring 2022 has started. Schedule of Classes goes live October 1st. September is the time departments can review their room assignments and tweak before it’s published.
* Class scheduling is being reimagined in the way information is received and there are a couple design thinking sessions with department schedulers and others in September to better understand how people want to update their sections.
* Every classroom has signs for Central Classroom Support (520-621-3852), this is the same number as CTS help. Technical help, facility support, A/C issues, basically all support needed in the classroom, except emergencies, dial 911. This consolidated 8 different phone numbers to call depending on what the classroom issue was.
* FERPA Training for Instructors and Instructional Support Staff, complete by October 4th to retain access to D2L course site.
* Tuition Appeal Process and Committee is now public for students to appeal their charges. Representatives are from several different support units throughout campus that review the appeal and determine how much will be reimbursed.

Discussion/Questions

* Are there any updates regarding reworking the Academic Calendar?

After it didn’t move forward, we are going to regroup to figure what a new Academic Calendar could look like for the University. Conversations with Faculty Senate and Melanie Hingle are taking place. Continued conversations with multiple shared governance committees will be needed to determine what the needs are of the Calendar and how to make a plan to create sustainability, with possibly a fall break. Please share your ideas on the Academic Calendar.

It was an aggressive timeline last year. We do want to decouple the Calendar changes with the compliance issues currently happening and from the extended orientation. More conversations will be taking place to become more compliant and supportive of students’ success.

A suggestion that this be discussed within UGC to provide a recommendation to Faculty Senate.

* 1. **University-wide General Education Committee Report** – Joan Curry, UWGEC Chair
* In a unique position with the shift of old GenEd classes to new GenEd classes, there’s a proposal routing form for this purpose. If there’s less than a 25% change to the course you can submit directly to the Gen Ed office with UWGEC to review. Hopefully this will drive efficiencies. There are about 100 proposals from summer and expecting a couple hundred more. There will be a request to double the membership to manage all the proposals in a timely manner.

Discussion/Questions

* + What is your expectation from the modified proposals of existing courses to new course proposals?

We’re designing the plan as we go. There are so many modifications that addressing follow-up procedures hasn’t been considered yet.

* What’s the timeline for the Group B proposals? What happens if a department isn’t able to submit their proposal by mid-November deadline? Will Spring be enough time to review proposals and for them to be available for Fall 2022?

Curricular Affairs & Office of the Registrar has a hard deadline of February 1st for Fall 2022 Schedule of Classes. Well written proposals, hitting every needed input, move through faster. Anything requiring a revision takes longer. Pre-review proposals with someone in UWGEC/Gen Ed Office. Proposals approved as is will go through quicker. If a proposal doesn’t make Fall 2022, it is ok to push it out to provide quality.

Right now feedback is taking a month to two months.

* 1. **UGC Report**: Accomplishments in AY 2020-2021 and plans for AY 2021-2022 — Molly Bolger, Chair
* Review 2020-2021 accomplishments
* Plans for 2021-2022:

Virtual meetings for Fall. Spring’s plan will be Subcommittee meetings via Zoom, Full Council in-person

Consent Agenda Items: Programs passed in Subcommittee unanimously, won’t be discussed at Full UGC unless requested to be removed, which can be requested prior to meeting or during.

* Shared agenda items between Subcommittee to help plan and socialize support/questions/concerns within respective departments.
* Chair’s goals are to encourage free discussion and exchange ideas. As well as increase communication with Faculty Senate.
  1. Subcommittee selection (Roles/Responsibilities):
     1. Academic Programs – Suzie Weisband, Chair (presented by Melanie Madden)
        1. The Academic Programs Subcommittee deals with the creation, deletion, suspension or modification of undergraduate academic majors, options, minors, degrees, certificates, and programs of study.
     2. Curriculum & Policies – Claudia Stanescu, Chair
        1. The Curriculum/Policies Subcommittee deals with undergraduate curriculum and academic policies recorded in the UA General Catalog, including creation, revision, and deletion of academic policies pertinent to instruction, majors, options, minors, degrees, transfer credits, general education, academic progress, and requirements for graduation

1. Consent Agenda Items
   1. Modification to the BS in Public Health > Moved to Items for Discussion & Vote below
   2. Modification to the Undergrad Cert in Games and Simulation
   3. New Proposal: Minor in Environmental and Occupational Health

* Vote on the remaining consent agenda items — all passed.

1. Items for Discussion and Vote:
   1. Modification to the BS in Public Health

* Questions & Discussion

What is the rationale of removing Physiology? It’s still available as one of the Selective Science Electives, it’s just no longer a requirement for everyone. And the Biology in Public Health requirement was added, due to the changing field of Public Health and the skills deemed necessary.

* Vote: Kelly Leslie motioned to vote — motion passed, and one abstention.

1. Meeting Adjournment at 4:37pm

*Respectfully prepared by Cindy Williams*