**Undergraduate Council Meeting Minutes**

**November 9, 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**: Jim Hunt, Shujuan Li, Jordan-Isaiah Toyos, Richard Vaillancourt, Suzie Weisband

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

**Faculty Senate Representative:** Caleb Simmons

1. Molly called the meeting to order at 3:32pm
2. Approval of Minutes from the UGC Meeting on October 12, 2021 – Molly Bolger, Chair

Claudia Stanescu moved to approve the October minutes, Holly Nelson seconded the motion. The October Minutes were approved with **14 yeas and 1 abstention.**

1. Reports:
	1. Academic Administration Report - Greg Heileman, Vice Provost, Undergraduate Education

Academic Administration unit is hiring an ***Assistant Vice Provost for Advising*** Alex Underwood will be leading the search, the position is open.

The Associate Deans on U-CAAC are launching a review of the curricula within Programs, they will be doing a holistic review of the complexity of our curricula, where we might find sticking points. If interested in being included in this review committee contact Greg Heileman.

**Questions**
Why is this review needed? The UA has some very complex curriculums compared to other institutions. This group will review the impact to students and whether there are better ways to implement programs and/or courses. Greg has a presentation that describes the impact to students based on the structure of the UA’s Programs. For example, in Optics there is a requirement in the 2nd year that have so many requirements that it is not possible to take this particular course in that year. After reviewing the curriculum it has been noted that some of these requirements are not needed. That they were an unnecessary impediment for students. Most recommended changes are expected to be rather straight forward, removing a prerequisite, restructuring a course minimally (not a significant change).

* 1. Distance, Online, Continuing Education Report – Carmin Chan, Director, Online Student Success

Priority registration began on November 1st. Spring enrollments are looking strong. This student population tends to wait to enroll, so it is encouraging there is strong early enrollment, with about 3000 students enrolled with an additional 6000 to go.

Currently working on a 2025 roadmap, their internal strategic plan, hoping to share with the broader campus in the next few weeks. This plan will help set priorities over the next few years.

The program operations team are completing the last few programs to be rolled out for Spring 2022 and are gearing up for the programs that will be launching in Fall 2022. Just a reminder that there is a formal request and review process for new programs being proposed, which are onboarded twice a year.

**Questions:**
Questions regarding any information related to upfront funds for hiring faculty or changes to the pay structure? There has been a revenue model change at the start of the fiscal year. Funds do not flow the same way in AZ Online as they did at the start of this Campus option. If there are specific questions regarding how revenue is shared with programs and/or instructors to reach out to the Operations department and your College’s Program Manager.

Question regarding course approval process; Is there a difference in the approval process for AZ Online, Global, and Main Campus? UA Global is a different organization, so Carmin cannot speak to that. As for AZ Online, if the proposed course is an existing iCourse, there is an expedited process where the course instructor is partnered with the Digital Learning Center team to help review the course and bring it into alignment with AZ Online structure, if needed. If itis a brand-new course not offered in an online format the instructor works with an Instructional Designer to build out the course. Courses, and Programs, all follow the established review/approval processes.

* 1. Advising Resource Center/ Advising Community Report – Roxie Catts, Director

Roxie reached out to the Advising Directors for each of the Colleges and asked if you were coming to a meeting with Undergraduate Council what information would you share for the good of the whole? From one advisor, the health of the student is the most pressing issue being faced, students are exhausted and struggling. That they could have benefited from a Fall Break to allow students to have a week to get caught up, mentally, physically, and emotionally.

Noted that the transition back to the on-campus environment has been smooth.

There is some anxiety over the transition to the new General Education Program regarding some contradictory information, uncertainty about classes, and readmits. The concern is with the still pending issues/items being worked out, with courses that are being approved, there are a lot of unknowns, it is a difficult place for students to deal with and for advisors to provide adequate direction being offered, starting with “I think this will work” conversations. Specifically, around course availability in the spring and how that will be handled. AZ Online advisors are having these conversations and navigating the ambiguity right now, coupled with the limited availability of approved Gen Ed courses for Spring. It is going to be a challenging “Soft Launch” in Spring for AZ Online given they admit as many students in Spring as Fall.

Roxie announced she is retiring in January. She is grateful to have represented the Advising committee with the Council.

* 1. Registrar's Report - Alex Underwood, Registrar

2022 enrollment has begun; 16,408 Undergraduate students registered for the Spring Semester. They are in the process of building out the Summer and Fall 2022 schedule and has been turned over to the academic departments to begin making their plans.

Working on a framework of what future modalities will be for Main Campus, for example, what does synchronous online look like, what do we call it, how does it play with the rest of the offerings. Lisa Elfring is helping Office of the Registrar to develop the framework to be approved by Senior Leadership and then engage with faculty. With follow-up to describe what it means mechanically and how do we provide enough opportunities for faculty to design their courses in a way that best supports student learning.

FERPA Training is still ongoing, over 7,000 people have completed the training so far. Follow-up with those that still need to complete the training is beginning, they will be locked out of D2L on November 15th. These folks have received an email directly from Alex, as well as their Associate Dean encouraging them to complete the training.

The next Open Forum will be held on Tuesday, November 16th at 1:00pm, the topic is around Military Connected Benefits.

Also, mentioned the 21st Century Master’s Program project (coming out of Grad College) to identify what the future of Master’s level education looks like at the University. What is the infrastructure and support we need to have a robust graduate education. A lot will be the Accelerated Master’s Programs and different things that touch undergraduate students. There are several open forums focus group discussions taking place over the next few weeks.

* 1. University-wide General Education Committee Report – Joan Curry, UWGEC Chair

Deferred to the discussion section of the agenda.

* 1. Subcommittees:
		1. Academic Programs Subcommittee report on October 26, 2021 – Suzie Weisband, Chair

No report was made.

* + 1. Curriculum & Policies Subcommittee Report on October 26, 2021 – Claudia Stanescu, Chair

There were two proposals brought to the Subcommittee. One has moved on to today’s Full Council meeting, listed below.

The Subcommittee discussed the Class Attendance and Participation, and Administrative Drop Policies, but was held for additional discussion. Curriculum & Policies Subcommittee is requesting a representative from the Dean of Students speak with them in two weeks to learn more about these policies and the procedures. This is being brought to the full council’s attention to provide time to reflect on how the pandemic related changes to the absence policies have affected faculty and students, what issues have resulted, what worked, what has not worked. Those policies may become permanent.

* 1. UGC Report – Molly Bolger, Chair

Caleb Simmons is officially the Faculty Senate Representative, providing a voice for UGC at Faculty Senate, and giving Faculty Senate a voice at UGC. This allows for a better connection between these two councils/committees.

Faculty Senate Chair (Jessica Summers) surveyed the Senators to determine their awareness of campus Governance councils and committees.

1. Consent Agenda Items – Suzie Weisband, Chair
	1. Modification to the BA in Journalism

Presented by Melanie Madden, Curricular Affairs, on behalf of Suzie Weisband. This BA has 4 associated Subplans that will be disestablished and only offer a stand-alone Major.

Motion to approve the Consent agenda was seconded by Joan Curry. Passed unanimously.

1. Items for Discussion and Vote:
	1. Academic Programs Subcommittee – Suzie Weisband, Chair
		1. Global Health Certificate

Presented by Melanie Madden, Curricular Affairs, on behalf of Suzie Weisband. This is back for vote because U-CAAC requested changes to the proposal, changing it from UGC’s version that was approved. The change is moving course HPS417 from a Core Course to an elective course and moving the elective course EHS100 (originally listed as EHS195) to a core course.

**Question**
Why was this change requested/made? This change was made because EHS100 is a prerequisite for the upper division courses.

Amber Rice moved to approve, Caleb Simmons seconded the motion. Passed unanimously.

* 1. Curriculum & Policies Subcommittee – Claudia Stanescu, Chair
		1. Posthumous Degree and Posthumous Certificate of Achievement policy proposal

The University of Arizona does not have an official policy, it has been handled within individual colleges, to award a degree/certificate if a student has passed away before completing their course work. Many of our peers have a formal policy for these situations. This is an honorific degree, with no tangible or financial benefit and is presented to grieving families, so the preference is to keep the policy simple, as broad, and generous as possible. If a student does not meet the 90-unit threshold for a Degree, they will be awarded a Certificate of Achievement. This passed Subcommittee unanimously.

Lisa Rezende moved to pass this policy proposal; Leslie Dennis seconded the motion. Passed unanimously.

* 1. University-wide General Education – Joan Curry, UWGEC Chair
		1. Update on progress

Joan provided the presentation given to Faculty Senate on October 4, 2021. There is a lead time for course approvals which in this case started in May 2021 to be included in the Spring 2022 Schedule of Class/Course Catalog, resulting in 45 approved courses. These courses were selected to provide a well-rounded offering of attributes/categories.

Existing Gen Ed courses can be modified through the QuickStart process, either live-online or self-paced. The process is as follows:
QuickStart > Gen Ed Office verifies basic information > Gen Ed Faculty Coordinator (an individual designated for each category & attribute) to ensure it meets standards and provides a summery to the Sub-group > UWGEC Sub-group, there are 6 Sub-groups comprised of 3 members each. They review, can approve as is, with modifications (substantial, conditional, or suggested) then forward recommendation to full council > Full Committee for final decision.

The current list of existing Tier1/Tier 2 courses, pending new Gen Ed submissions, approved, etc., was shown by college. SBS and Humanities have the bulk of the courses. AZ Online asked if it was possible for UWGEC to approve additional courses for Spring 2022 7 Week 2 start (middle of March)? Registrar will check to see if an exception can be made to help facilitate additional Gen Ed courses for 7 week 2. Some logistical issues would need to be addressed but could be considered as the process continues forward.

What challenges are instructors experiencing with redesigning their existing courses to fit the new categories/attributes? There is not anything Joan is aware of, but suspects the delays of approval is frustrating. There are some delays ironing out requested attributes and/or categories listed and ensuring there is evidence the course supports them. Reviewing each proposal to ensure it is right is the priority. If there is much back and forth, that is the biggest delay in final approval.

A formal request has been made that if a course is moving through UWGEC’s approval process and is at a specific point but is still being finalized at the February 1st deadline to have some flexibility to be added to the Schedule of Classes/Course Catalog, knowing that it will be fully approved by the start of Fall. UWGEC has doubled in size. There is an ad hoc committee that is joining, but they are just ramping up, so not quite fully staffed or functioning. Registrars concern is that a conditionally approved course added to the Course Catalog and Schedule of Classes and does not actually become approved by Fall would cause other challenges, moving students to another course, etc.

There is a dashboard that shows the proposal status (<https://ge.arizona.edu/ge-implementation-update>)

How many proposals per week is a reviewer looking at? Each Sub-group has 15-20 proposals to review.

1. Meeting Adjourned at 4:59pm

*Respectfully prepared by Cindy Williams*