**Undergraduate Council Meeting Minutes**

**October 12, 2021**

**Voting Members Present**: Michelle Berry, Molly Bolger, Joan Curry, Leslie Dennis, Jennifer Donahue, Melissa Goldsmith, Kelly Leslie, Sheena Brown (for Todd Lutes), Sydney Mathis, Moe Momayez, Holly Nelson, Lisa Rezende, Amber Rice, Caleb Simmons, Claudia Stanescu, Joost Van Haren, Suzie Weisband

**Voting Members Absent**: Richard Vaillancourt, Jennifer Church-Duran, Jim Hunt

**Non-voting Members Present**: Carmin Chan, Greg Heileman, Melanie Madden, Liz Sandoval, Abbie Sorg, Michael Davenport (for Alex Underwood)

**Faculty Senate Representative:**

1. Molly called the meeting to order at 3:35pm
2. Approval of Minutes from the UGC Meeting on September 07, 2021 – Molly Bolger

Claudia Stanescu moved to approve, Joost Van Haren seconded. Minutes were approved with 9 yeas, 2 abstentions.

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

GenEd implementation in the Spring is moving along. The Course approvals currently go through UWGEC Committee. Normally GenEd courses aren’t reviewed by UGC or U-CAAC, but GenEd Courses apply to every Undergrad Program, we’re trying to find a balance of shared governance to review these, without overwhelming the Council. Possible solution is to offer a 10-day review, if there are any objections, the Council could discuss, otherwise the Course continues through the normal Course Approval Process without additional review. The goal is to provide quality without too much additional work, and provide transparency.

Another suggestion was that during the UWGEC Report, specifically call-out the number, the distribution, from each College/Department approved/proposed each month.

UGC could function as a guiding body to Faculty Senate, ensuring the quality of Course is there, to alleviate the burden on Faculty Senate to review them individually.

A question of whether the review would fall to the Programs Subcommittee or the Council was brought up.

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

Headcounts from the Census snapshot (captured on the 21st day):

AZ Online: 7352 17% growth year-over-year, Undergrad has doubled

Distance (Near You Network): Almost 900 students

FTFT (First-Time Full-Time) retention and graduation numbers improved by about 15% year-over-year Changes to the advising structure and support models to focus on newly admitted students in helping to really support them in their journey. Also, saw almost a 3% improvement in retention with transfer students.

Looking ahead to Spring 2022, the Spring Cohort is typically as big as the Fall, so far over 1200 students have been admitted. With the GenEd soft launch for spring means working closely with colleagues to prepare for the large number of students. The biggest concern related to the new GenEd requirements is having an ample amount of course choices. Checking the Course Catalog, that just went live, there’s very few approved courses that have come through the development process. Enrolling 1200+ students in the few approved courses will overinflate the numbers, causing challenges in creating schedules. One possible solution that is being discussed with the GenEd team is to use the courses from the tiered system to fulfill these requirements.

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

Roxie was unable to attend, she emailed her update that was read by Molly.

Advisors are busy with the upcoming priority registration now that the schedule is published.

* 1. Registrar's Report - Alex Underwood, Registrar (Presented by Michael Davenport, Associate Registrar, Registration Residency and Transcript)

Schedule of classes went live on October 1st, students are able to use their Shopping Cart now to plan for classes. The goal is to ensure the flex-in person classes and meeting patterns are accurately reflected.

Thank you from Distance, Online, Continuing Ed for having the Campus/Location reflected correctly for their students.

Priority registration begins on November 1st, notifications will be sent to students with their date and time to enroll.

FERPA training for instructors, over 6000 instructors have completed the training.

There’s a rumor that people (instructors, preceptors, TAs, anyone that has contact with students) would have D2L access cut off. Who is holding everyone accountable for completing the training? Yes, if training is not completed by the end of October access to FERPA data will be cut. The UA could be fined, millions of dollars if we violate FERPA.

How will supervisors be notified who did or did not complete the training? Reminder emails were being sent to folks that did not complete the training, a request will be made to provide a list to supervisors.

Pronouns go live in the directory on October 26th, and that they will be included on class rosters.

In an effort to better connect with our campus colleagues Registrars is hosting webinars. The first has been completed, All About the Office of the Registrar, a week ago. A second one is scheduled for October 19th regarding appeals and petition processes students can take advantage of.

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

Information has been submitted to Faculty Senate. There are 45 courses available for Spring. Will help to find a solution for the limited number of Online courses for Spring. However, the deadline for courses for Spring is past.

There are 111 courses being actively reviewed, with another 150+ expected to be submitted. New members have been identified, which will result in doubling the size of UWGEC. The next step is to incorporate them successfully with proper guidance.

* 1. Subcommittees:  
     1. Academic Programs Subcommittee report on September 21, 2021 – Suzie Weisband, Chair

The minors are responding to a need.

Global Health Certificate comes from student requests both internally and externally.

NLP is a cross disciplinary offering.

Cell and Molecular Biology for Health Careers Certificate will help further a student’s health career/education.

* + 1. Curriculum & Policies Report, No meeting on September 21, 2021  – Claudia Stanescu, Chair (Joost Van Haren, Acting Chair)
  1. UGC Report – Molly Bolger, Chair

Molly is UGC’s representative at Faculty Senate, speaks formally, and has a vote. If any information specific to Undergrad Council needs to be brought up at Senate, let Molly know.

From the last Faculty Senate meeting, GenEd was discussed and voted on that the Senate wants more information before they pass a vote regarding GenEd. They are looking at it again. Clarification regarding the role UGC plays in Shared Governance, the amount of diligence that is given to discussions, programs, and policies isn’t well established. There’s concern at Senate GenEd hasn’t been thoroughly vetted with enough faculty input.

Another way Faculty Senate will have additional insight and information is through two Senators participating in UGC. Molly is working to identify a second representative. Caleb Simmons has agreed to be a second representative for Faculty Senate in UGC.

1. Consent Agenda Items – Suzie Weisband, Chair  
   1. Neuroscience Minor
   2. AETI Community Innovation Minor
   3. Global Health Certificate
   4. Natural Language Processing Certificate
   5. Cell and Molecular Biology for Health Careers Certificate

Amber Rice moved to approve consent agenda; Jennifer Donahue seconded. Motion carried with 15 yeas, 2 abstentions

1. Items for Discussion and Vote: none
2. Meeting Adjourned at 4:27pm

*Respectfully prepared by Cindy Williams*