**Undergraduate Council Meeting Minutes**

**October 11th, 2022**

**Voting Members Present**: Joan Curry, Jennifer Donahue, Melissa Goldsmith, Dana Lema, Karin Nolan, Moe Momayez, Holly Nelson, Liza Rezende, Amber Rice, Allyson Roof (proxy for Claudia Stanescu), Jennifer Schnellman, Joost Van Haren, Paul Wagner, Suzie Weisband, Pat Yang

**Voting Members Absent**: Michelle Berry, Molly Bolger, Leslie Dennis, Jim Hunt, Sophia Ippolito, Shujuan Li, Caleb Simmons

**Non-voting Members Present**: Sharon Aiken-Wisniewski, Carmin Chan, Frederick Lewis, Melanie Madden, Abbie Sorg, Alex Underwood

1. Joost Van Haren called the meeting to order at 3:32pm
2. Moment of Silence
3. Approval of Minutes from the UGC Meeting on May 3, 2022 and September 13, 2022 – Joost Van Haren, Policy Subcommittee Chair

Holly Nelson motioned to approve the Minutes from the UGC Meeting on May 3, 2022, Suzie Weisband seconded. Motion carries with 9 yay, 0 nay, 0 abstain

Melissa Goldsmith motioned to approve the minutes from the UGC Meeting on September 13, 2022. Dana Lema seconded. Motion carries with 9 yay, 0 nay, 0 abstain

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

Greg Heileman was absent from this meeting.

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

Dr. Carla Holloway has been announced as the Executive Director for Distance and Continuing Education Team after previously working a finance professor at the W.A. Franke College of Business at the Northern Arizona University. The Online Distance and Continuing Education Team has just begun moving into a new space at the UA’s Refinery Building and expects to be fully moved in within the next few weeks. ODCE plans to host an open house later this year. As of the most recent enrollment report, the fall 2022 class of new students now numbers just over 1,500 individuals, a 26% increase from the previous year. The total number of undergraduate students just over 5,500 students. Based on previous years data, an expected 1,500 new students should be joining in the Spring 2023 semester. Regarding Distance, there have had relatively flat enrollment rates with strong growths in certain areas like Maricopa. Other regions are resetting and looking at other program opportunities.

**Q:** Is it correct that most of the programs online consist of 7-week courses?

**A:** About 80% of Arizona Online coursework follows the 7-week calendar. It allows for rolling admissions and typically works better for part time students. Some courses like Math and Lab Science related courses still follow the 15-week calendar.

**Q:** This week has been difficult for many lecturers that teach multiple two 7-week course back-to-back, specifically regarding grade deadlines. Is there anyway to provide some flexibility with the deadline or the calendar?

**A:** In the future, there are plans to incorporate a fall break in the calendar. It will take a few years to come to fruition, more grading days can likely be provided in the meantime. Anyone who is having trouble submitting grades on time can always reach out and have a deadline extended.

* 1. Advising Resource Center / Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising

The Major Fair occurred on September 28th, every college on campus participated and there was a turnout of over 900 students. The Major Fair is an opportunity for students to engage with an advisor and learn about different majors, minors, and certificates available on campus. The Law School Information Expo will be on October 27th from Noon to 3pm at the Rec Center, South Gym and is open to all students interested in Law School. Out of 10 nominees, there has been 2 recipients of Academic Advising awards this year, Breanna Watkins, Early Advisor Award (3 years or less) and Sarah Kleinfeld, Primary Role Award. Academic Advising is working on a philosophy statement, in early Spring, an advisor meeting will be held to discuss a mission, vision and student learning outcomes coming through the academic advising process.

* 1. Registrar’s Report – Alex Underwood, Registrar

There are over 51,000 students enrolled at the university this semester with 40,000 of those being undergraduate students. The schedule of classes for spring has been published and is available to view online as of October 1st. The first registration priority group is on October 31st, following that there will be rolling registration dates throughout November. Students will be notified of their enrollment date on October 24th. Open forums will be open next Monday for information on summer and fall 2023 classes. Another open forum for residency classification for tuition purposes will be hosted on October 25th. Following the tragedy last week, the Office of the Registrar has been working to get classes out of the Harshbarger Building. The Central Classrooms Committee has been gathering information on how to increase security in central classrooms and is open to receiving any feedback or information from the UA community. Alex opens the floor to the committee.

Students are looking for a consistent, communicated plan of action in the event of a university evacuation, lockdown, active shooter threat, fire, etc. Committee member suggests that these action plans be placed into the classroom syllabi. This would be a logical step, as standardization of action plans between classrooms would be nearly impossible due to the variety of classroom types and sizes across campus. A year prior, this committee recommended and approved updates to the syllabus policy. As of right now the undergraduate syllabus template does include a section recommending an explanation of campus safety procedures, however, it is currently not a requirement.

The Deaf Studies faculty met shortly after the event last week and would like to contribute feedback as they feel especially impacted due to their lack of hearing resulting in them having less situational awareness than others. Alex requests to be connected with them.

Committee member states that their department would like to join the conversation as they were unable to lock the doors of the lecture halls in the buildings adjacent to where the shooting occurred. There were about 900 students in the lecture halls during the lockdown. The lack of lockable doors is partially due to both fire code and the risk of someone being locked inside the building, options will need to be weighed to see how to fix this issue for the future.

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

291 courses modifications have been processed and approved. 99 requests still being worked on.

* 1. Subcommittees
1. Academic Programs Subcommittee Report – Holly Nelson, Chair

There are 7 proposals being brough forward to be voted on today. 5 of those proposals are on the consent agenda. The New Minor in Entomology, New Minor in Digital Retailing and New Legal Paraprofessional Certificate have been brought to the consent agenda today following the decision made the previous year. It was decided that subcommittee will have the ability to move proposals to the consent agenda after a thorough review and approval. There are 2 proposals from the College of Health, a New Minor and Certificate in Addiction and Substance use. These proposals have not been put on the consent agenda due the subcommittee’s concerns over their learning outcomes. The outcomes have since been revised to be reviewed and voted on by the committee.

1. Curriculum & Policies Subcommittee – Joost Van Haren, Chair

The policies being updated are being changed to comply with state legislation passed in March 2022 that extends these protections to students who are spouses of military members. The committee has decided work with the Veteran’s Affairs Office to make any necessary revisions at the next meeting before approving them to be moved forward. This includes both the Military Excused Absence and Leave of Absence Policies. The subcommittee is looking to change the process of moving policies forward by reviewing and giving feedback on proposed policies earlier on in the writing process to facilitate and move them through the subcommittee more efficiently.

* 1. UGC Report – Molly Bolger, Chair

Molly Bolger was absent for this meeting.

1. Consent Agenda Items
	1. New Minor: Entomology (CALS)
	2. New Minor: Digital Retailing (CALS)
	3. New Certificate: Legal Paraprofessional (Law)
	4. Disestablish Major: Food Safety (CALS)
	5. Name Change of Emphasis: Atmospheric Science to Meteorology and Atmospheric Sciences (Science)

Suzie Weisband motioned to approve. Melissa Goldsmith Seconded. Motion carries with 12 yays, 0 nays, 0 abstain.

1. Items for Discussion
	1. Academic Programs Subcommittee – Holly Nelson, Chair
2. New Minor: Addiction and Substance Use (COPH)

This is a minor designed for those in health or social service field and provides them with information about substance use prevention, assistance, and treatment. These proposals have been reviewed thoroughly at the last subcommittee meeting and are being reviewed once again today following concerns about the learning outcomes listed. The learning outcomes have been revised since the last subcommittee meeting. The committee agrees that the revised outcomes have met the standard for approval.

Committee member notes that it may be helpful to include more detailed advising costs in proposal budgets as well as what area will provide the advising going forward. This is not specific to this proposal but is a comment on the current proposal template.

Suzie Weisband motioned to approve. Lisa Rezende seconded. Passes with 14 yays, 0 nays, 0 abstain.

1. New Certificate: Addiction and Substance Use (COPH)

This is the same as the previously discussed minor, however it has been packaged as a certificate to market it to non-degree seeking students and working professionals. This proposal is also being brought forward following the revision of the learning outcomes. The committee agrees that the revised outcomes have met the standard for approval.

Amber Rice motioned to approve. Dana Lema seconds. Motion carries with 13 yays, 0 nays, 0 abstain.

* 1. Curriculum & Policies Subcommittee – Joost Van Haren, Chair
1. Curriculum & Policies Roadmap Discussion

A roadmap is being worked to determine how the subcommittee will be moving forward in its approval process. There are currently 22 policies being reviewed. As previously discussed, this roadmap is meant to help the subcommittee communicate with the registrar and the individuals proposing the policies before they are fully written and passed off for approval. By doing this, the subcommittee will be able to work directly with the proposers to help them move policy proposals forward more efficiently.

* 1. Campus Safety Concerns

Committee member states that they had received an email two days prior to the murder of Thomas Meixner. This email came from a faculty member expressing concerns about safety. Many of the buildings and classrooms on campus are not locked. Many individuals have also started working from home since the pandemic, leaving public facing staff members to feel unsafe as they are often alone. Many students were expressed concerns over the lack of being in secured, locked rooms.

There is an overwhelming sense of disappointment, anger, and frustration from students towards the University. Students put trust in the University being able to take quick action when tragic events like this occur. Many students on campus during the events of last week feel the University was slow to respond and lacked an effective way to broadly communicate the danger to the community in an acceptable timeframe.

A week prior to this meeting the Coalition of Black Students & Allies have sent another list of demands directed at University Administration concerning the inappropriate conduct of UA police officers at the African American Affairs and MLK Building. It is important that the perspectives of marginalized students on campus are considered when discussions of increasing police presence on campus are presented as a possible solution. It is important that the Administration be transparent when making decisions that impact the community. Individuals affected by these decisions should be looped in and diverse perspectives should be kept in mind.

The police response was less than 5 minutes after a call had placed about the individual being on campus. This generation of students is used to lockdowns, making it very apparent to them that the University lacks the same types of procedures. Committee member confesses receiving an email in February regarding concerns over the individual but having not seen it. Perhaps communicating safety concerns in relation to individuals should be communicated to the broader campus community in a more direct manner.

ASUA is preparing to meet with President Robbins, the chief of police and other key stakeholders in the conversation around institutional safety. Committee expresses concerns over the current process of reporting dangerous individuals to the Dean of Students. One committee member recalls not ever receiving a response after sending in a report about an individual. Many instructors are not equipped to accurately assess the needs of certain students and feel as though there is a lack of support from the Dean of Students.

Committee member comments on how quickly the mask policy was implemented last year, with part of the policy stating that UAPD may be called for assistance if faculty had a student who refused to wear a mask. The fact that there was an entire policy around a non-security related matter presents questions on why a similar policy addressing security concerns cannot be put in place just as efficiently. This was also a required to be included in class syllabi.

From the perspective of a former academic advisor: There is a lack of systems in place for students who feel as if their worth as individuals are tied into their inclusion in the exclusivity of the University of Arizona.

The UA Alerts system phases students and staff out of the system after a period, resulting in a lack of alerts being sent to individuals that have been phased out. One committee member comments that they were able to receive information quicker from the twitter account “What’s Up Tucson” rather than from the UA Alerts system. Additionally, some groups of students would receive alerts up to a hour after others.

Committee member notes that the messages displayed on the LED clocks placed around campus only said something to the effect of “Shooting on campus, avoid the area”. Suggestion is made that these messages be made to be more specific and used to deliver instructions to faculty holding classes.

It is also noted that with the way courses are currently classified, the flex-in person being used in place of the hybrid classification makes it more difficult to determine where faculty will be at any given time. This is because faculty must list classes for each day of the week even if the professors are only on campus for 2 or 3 of those days. The meeting pattern for these classes can be updated upon request, however it is likely that the hybrid classification will be reincorporated soon.

1. Meeting adjourned at 5:03pm

*Respectfully prepared by Frederick Lewis*