**Undergraduate Council Meeting Minutes**

**September 13th, 2022**

**Voting Members Present**: Michelle Berry, Molly Bolger, Leslie Dennis, Jennifer Donahue, Melissa Goldsmith, Angela Kaczowka (proxy for Amber Rice), Dana Lema, Shujuan Li, Moe Momayez, Holly Nelson, Liza Rezende, Allyson Roof (proxy for Claudia Stanescu), Jennifer Schnellman, Caleb Simmons, Joost Van Haren, Paul Wagner, Suzie Weisband

**Voting Members Absent**: Amal Anilkumar, Joan Curry, Jim Hunt, Sophia Ippolito, Kelly Leslie

**Non-voting Members Present**: Cassidy Bartlett, Carmin Chan, Michael Davenport, Nicole Gonzalez, Frederick Lewis, Melanie Madden, Liz Sandoval, Abbie Sorg,

1. Molly called the meeting to order at 3:35pm
2. Guiding Principles of UGC Membership – Molly Bolger, Chair

Please let Molly, Cindy, or Abbie know if you are unable to make a meeting or need to attend via zoom. This will help with ensuring quorum and having a variety of perspectives at each meeting. Review materials before meetings, consult with colleagues and students in your unit. Share relevant information.

UGC has the role of making decisions and recommendations that are in the best interest of the University, especially undergraduate students. Content is viewed most carefully and from a faculty perspective here. Request denials are appropriate when sound reasoning is provided. Council members may also request additional information or changes to be made to a program or policy prior to deciding.

Items on the Consent agenda are passed unanimously by the subcommittee, items on the Consent agenda will not be discussed in full unless a member of the committee requests to have it pulled and reviewed individually.

Joost Van Haren will be representing the Curriculum and Policies Subcommittee. Claudia Stanescu was the previous chair of the Curriculum and Policies Subcommittee and will be taking over as chair of UGC while Molly is on sabbatical in Spring. Holly Nelson will be representing the Academics Program Subcommittee with Suzie Weisband continuing with that committee as well. Caleb Simmons will be helping to represent Faculty Senate and maintaining a liaison between them and UGC.

1. Subcommittee selection (Roles / Responsibilities)
   1. Academic Programs – Holly Nelson, Chair

Academic Programs Subcommittee considers proposals from around the university. Majors, minors, subplans, and certificates are reviewed to be approved for creation. [A Box Folder](https://arizona.app.box.com/folder/171900256890?s=3l6xo9e6zechy9prj3pzmctyalh09f96) has been set up for committee members to ask questions or leave comments or concerns for Academic Programs Subcommittee. Guidelines and resources are being created to help committee members easily identify what they should be looking for.

* 1. Curriculum and Policies – Joost Van Haren, Chair

Curriculum and Policies Subcommittee works on vetting new policies moving through the approval system. Policies are reviewed to determine whether they need revision or are outdated / obsolete. Currently there are about 22 policies that will be reviewed in the next year. If there are any individuals that reach out looking to have a policy changed, The Office of The Registrar is very happy to meet with people to help them from going from an idea to a full proposal.

1. Reports:
   1. Academic Affairs Report – Liz Sandoval, Director, Curricular Affairs for Greg Heileman, Vice Provost, Undergraduate Education

Undergraduate Ed office is continuing to work on the new Gen Ed rollout. UNIV 101 is going well so far. That work continues behind the scenes. The Undergrad Research Task force is still open to join. Please reach out to Kian Alavy. Greg is requesting that letters of support be discontinued from new program proposal forms. His rationale is that it is cumbersome for proposers.

Q: The new proposal form doesn’t require an official letter or signature in the proposal?

A: Yes

Q: What problem is this trying to avoid?

A: The goal is to make the process easier on proposers as obtaining letters of support can be time consuming and difficult.

Committee requests a conversation with Greg before the change is implemented. Members express concern with more mistakes being made during the proposal process that could result in proposed courses having a lack of seats.

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

Dr. Caleb Simmons has been hired as Executive Director for Arizona Online. Executive Director for Distance and Continuing Education is in the final stages of being hired. Anticipated start date is mid fall. ODCE Mentor Cats, a brand-new virtual peer mentorship initiative has been launched as of June 2022. Over 106 mentors are supporting 422 mentees in Fall 2022, nearly 10% of the online undergraduate student body. Results from Biennial student survey (lead by OSS team) will be sent out to campus and college partners by the end of the month. Used to gauge strengths and opportunities for improvement, as well as guide strategic priorities.

There are currently just under 5,400 undergraduate students enrolled in Arizona Online. Graduate online enrollment is currently sitting at 2,426 Enrolled students. Online uses rolling admissions, meaning the student count will continue to increase despite the census already occurring. In May of 2022 over 2000 students were honored at 2022 commencement. There has a total of 6,823 Degrees awarded since the launch of Arizona Online.

Q: Have you discussed any actionable things to do based on this data?

A: We proactively reach out to students who seem like they may need assistance based on initial conversations with them. This system is mutually beneficial for both experienced and newer students by giving knowledge to newer students while reinforcing that learning for more experienced students as well as offering earnable LinkedIn badges for mentors.

* 1. Registrar’s Report – Michael Davenport, Associate Registrar for Alex Underwood, University Registrar

As of yesterday, there are over 50,000 students enrolled for the Fall 2022 semester with just over 40,000 being undergraduate. Winter 2022 and Spring 2023 schedule of classes will be published October 1st, communication will be sent to students the Friday before. The priority registration date will be October 31st. Registrar will have a Q&A session for anyone to attend September 20th. In October a session will be held to help students understand the “residency classification for tuition purposes process”. In November, a session detailing the different tools that departments can use to do things like class scheduling and enrollment will be held.

* 1. Advising Resource Center / Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising (presented by Nicole Gonzalez)

Advising Resource Center – Offering Lunch and Learn via Zoom, for all community partners to attend and learn about different subjects. September 22nd: Boosting student success with library services and resources. September 28th: Arizona International and Global Direct. Two more, one with CAPS and one with Think Tank will be scheduled to occur sometime soon.

New Advisors can attend ARC onboarding, four half-day foundational information sessions via Zoom, supplemental to departmental training, next sessions October 3, 4, 6 and 12; November 7, 8, 9; December 5, 6, 8 and 14. Sometimes sessions are canceled when there aren’t enough new advisors to train.

The Wayfinders are a group of Academic Advisors that hold various events around campus to provide students on campus with information and help regarding academic advisement. They are present throughout the week around campus but are specifically in the library from 11am – 1pm Tuesdays and 1pm – 3pm on Thursdays.

A Center – On September 28th the annual Meet Your Major Fair will take place for students to come and get information on any specific major offered at the University. On October 27th they will be holding the Law Fair for undergraduate students that are interested in going into Law School.

* 1. UGC Report – Accomplishments in AY 2021-2022 – Molly Bolger, Chair

Programs: 29 items were approved last year! 1 Major, 7 Minors, 8 Certificates, 4 Emphases / Sub-plans, and 9 Substantial Changes.

Policies: four amendments (Change of Schedule; Choice of Catalog; Class Attendance, Participation, and Administrative Drop; Double Use of Courses) and one new policy (Posthumous Degree and Posthumous Certificate of Achievement).

1. Caleb Simmons Motioned to Adjourn, Joost Van Haren Seconds. Meeting Adjourned at 4:48pm

*Respectfully prepared by Frederick Lewis*