**Undergraduate Council Meeting Minutes**

**December 13th, 2022**

**Voting Members Present**: Molly Bolger, Leslie Dennis, Jennifer Donahue, Melissa Goldsmith, Dana Lema, Shujuan Li, Moe Momayez, Holly Nelson, Karin Nolan, Liza Rezende, Amber Rice, Claudia Stanescu, Caleb Simmons, Paul Wagner, Pat Yango

**Voting Members Absent**: Michelle Berry, Joan Curry, Jeff Millburg, Jennifer Schnellman, Joost Van Haren, Suzie Weisband

**Non-voting Members Present**: Sharon Aiken-Wisniewski, Cassidy Bartlett, Carmin Chan, Greg Heileman, Frederick Lewis, Melanie Madden, Liz Sandoval, Abbie Sorg, Sharon ONeal

1. Molly Bolger called the meeting to order at 3:33pm
2. Approval of Minutes from the UGC Meeting on November 8th, 2022– Molly Bolger, Undergraduate Council Chair

Claudia Stanescu motioned to approve the Minutes from the UGC Meeting on November 8th, 2022, Dana Lema seconded. Motion carries with 11 yea, 0 nay, 0 abstain

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

A concept version has not been drafted for the new Course Approvals policy yet. The policy will most likely be ready to be shared in the January UGC Meeting. Working on the creation of Meta Majors, or common areas of interest for students when they come to the University. This will consist of a set of majors with the courses that are common among them being available to take for the first semester. Cindy Rankin is working to create that in Health Sciences. We also hope to set something up in Environmental Sciences. Greg offers to give a presentation in the next meeting if the council would like. Committee asks to have slides circulated before the next meeting. Gen Ed is moving along, work with ABOR is being done to satisfy requirements regarding learning outcomes. A large number of academic programs related to computing are being presented to ABOR in March. We hope to get as many of these related courses through the review before the March meeting.

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

Enrollments are continuing to stay strong for the spring semester. Typically, our spring incoming undergraduate cohort is roughly the same size as the previous fall class. March is usually a bigger wave than January. Over the next few weeks, we have winter session coming up, this is a term we have historically tried to dissuade students from enrolling in, however we have now been allowing students to enroll on a departmental basis. We let all winter session students know about the reduced support being offered due to the University’s winter closure. Our new executive director on the Distance side of things has been settling into her role. The team has moved to both a new building and facility.

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

Across campus, many advisors are engaging in orientations for winter and spring of 2023. Advisors are also reaching out to first year students who are not enrolled for spring semester but are eligible to be. Tomorrow we will be moving forward and drafting the philosophy statement for advising, we hope to have this finalized no later than March. A workshop will be held on February 3rd and 10th going over a mission, vision, student philosophy and student learning outcomes for academic advisors. Dr. David Spike, a past president of the National Academic Advising Association and current Director of Exploratory advising at UC Irvine, will be joining us as a speaker at this event. On December 2nd we had an advising event for the community in which we were able to recognize 2 of our own who will now go on to compete for regional and national awards. Soon, we will be putting out a complete listing of our “Lunch and Learn” trainings for spring 2023, these include a session with CAPS to discuss the best ways of supporting students with stress and a session on writing conference proposals. We will be doing a 2-part series on preparing an academic advising dossier. We will also be updating the academic advising directory that is housed in ARC. The week of March 6th we will be doing a self-care week, in which advisors will be preparing some activities. In the A Center, we are gearing up for the required program changers who will be disinvited from their current major and will then work with us to find another major on campus. We are having a declaration day on May 4th in the Stadium to congratulate students who have chosen majors. There have been a couple of reports and publications during the fall semester which were very significant to academic advising. One of the key points from a recent academic report indicated that reducing advising loads is crucial to making sure students are served equally.

**Q:** What is the suggested case load for advisors?

**A:** The standard for full time faculty has generally been regarded as 100-300. Recent reports are now suggesting 100-175 is best for creating relationships that are helpful for retention.

**Q:** I ask because I have a colleague who advises several hundred students which only accounts for 10-20% of their workload. Is there something that can be done to address this?

**A:** Within the academic advising community, we have directors who are getting together with plans of approaching HR regarding reducing caseloads.

**Q:** Pertaining to the advising teams’ workshops, are there any programs geared towards helping advisors refer students to cultural resource centers on campus?

**A:** That is something that it done initially during the advising orientation. However, if you would like to reach out to me, we can work on creating a lunch and learn that goes further into these topics.

**Q:** How many academic advisors do we have on campus?

**A:** We currently have about 250. Not including faculty that hold advisement roles.

**Q:** How many of our advisors have a background relating to mental health support?

**A:** We have a wide variety of backgrounds among our advisors, we find that this is helpful with showing students that picking a degree path doesn’t necessarily restrict them to that career path.

**Q:** Are you planning on hosting any lunch and learns that will address counseling skills like de-escalation?

**A:** These are things that will be focused on in our session with CAPS.

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

In November, we successfully passed our audit with the Veterans Administration and are approved to continue to offer GI Benefits. Proposition 308 has been passed by Arizona voters. Today ABOR held a meeting over redefining in-state tuition and student residency which we are working on implementing for the Spring semester. Fall grades are due, academic eligibility will be run on December 26th and sent out to students during closure. For spring semester, we currently have 32,220 graduate students enrolled. Old Chem will be reopening soon but will not have any classes scheduled for the first part of the semester. We are gearing up for summer and fall of 2023. Priority scheduling and classes were due December 1st, open scheduling for academic departments will end January 16th, room reservations and conflicts due February 16th and 17th, and the schedule of classes will go live on March 1st.

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

Joan was not present for the meeting but gave Molly information to relay.

Regarding counting the 5th attribute for Gen Ed. It should be created, then faculty can be creative about how they want to address it rather than trying to figure out how will find courses. If we have some time, like a couple of years, we can count attributes for graduation and adjust accordingly.

* 1. Subcommittees

1. Academic Programs Subcommittee Report, November 29th, 2022 – Holly Nelson, Chair

We had several proposals in November, we reviewed 7 proposals, several of which have been pulled for further work by the proposing colleges. We reviewed 2 modifications proposals for Pharmaceutical Sciences and Architecture, 2 new certificate proposals in Information Management and Network Operations, a new major in Music Therapy, and new major in Computer Science and Engineering.

**Q:** Following up from the last meeting, was there any follow up from Architecture pertaining to the enrollment data we requested?

**A:** We have not received a follow up yet, so it will not be addressed on the agenda today.

1. Curriculum & Policies Subcommittee, November 29th, 2022 – Joost Van Haren, Chair

Joost was not present for the meeting. No report given.

* 1. UGC Report – Molly Bolger, Chair

Nothing to report.

1. Consent Agenda Items – Holly Nelson, Chair
   1. Modification: BS in Pharmaceutical Sciences (Pharmacy)
   2. New Major: BM in Music Therapy (Fine Arts)

Pat Yango motioned to approve. Motion carries with 12 yeas, 0 nays, 0 abstain.

1. Items for Discussion
   1. Academic Programs Subcommittee – Holly Nelson, Chair
2. New Major: BS in Computer Science and Engineering (Engineering)

The committee reviewed the proposal and noted concerns with the learning objectives as well as the lack of specificity with the electives, basically leaving them open to advisor selection. We have asked the proposing department to resubmit and address these issues by listing elective classes and obtaining the letters of support. The proposing department has resubmitted and obtained all but one letter of support. The proposing department protests reworking the learning outcomes as they have been taken verbatim from ABET.

This is a proposal for a Computer Science Engineering bachelor’s degree program. We are also planning a master’s and PHD program for the subsequent year. We also hope to offer Computer Science and Engineering as a minor. This program will become ABET (Accreditation Board for Engineering and Technology) accredited. The existing Computer Science program out of the College of Science is not accredited. This program will be interdisciplinary and will include current courses from ECE, SIE, Software engineering and then additional new courses that are CSE focused. Our program comparison shows that there are other Universities that have both a Computer Science program and a Computer Science and Engineering program with the main differences being accreditation status. ABET accreditation requires that basic requirements are made up of 30 units, computer science specific requirements are made up of 40 units, math made up of 15 units, and natural science made up of 6 units. Both Arizona State University and Northern Arizona University have ABET CAC accredited programs. Demand and enrollment numbers are very high for these programs and are part of the reason why we were asked to create this.

Committee would like to have the subcommittee review proposal and approve it for consent agenda for the next meeting after the final letter of support has been received.

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

1. Update on General Education: Civic Knowledge and American Institutions (initial proposal and ABOR policy 2-210)

This was just to gather information to and share ideas. We provided feedback and anticipated a proposal happening at a later date. This is what Joan’s earlier feedback refers to. A policy is being prepared to satisfy the new ABOR policy 2-210 that has been put in place.

1. Audit Policy Amendment proposal

The Audit policy is simply rephrasing things to make it more streamlined and easier for students to read. There will be a slight change in the policy meaning and content that will make it possible for students who are not passing the course to switch from regular enrollment to an audit enrollment with instructor approval; this will give instructors and students more flexibility to make appropriate decisions based on the individual circumstances.

Holly Nelson motioned to approve. Claudia Stanescu seconds. Motion carries with 12 yeas, 0 nays, 0 abstain.

1. Meeting adjourned at 4:52pm

*Respectfully prepared by Frederick Lewis*