**Undergraduate Council Meeting Minutes**

**September 26th, 2023**

**Voting Members Present**: Lisa Rezende, Amber Rice, Dana Lema, Travis Spence, Melissa Goldsmith, Ross Nemeth, Allison Lee, Jennifer Schnellmann, Christopher Sanderson, Dereka Rushbrook, Michael McKisson, Joost Van Haren, Holly Nelson, Jennifer Donahue, Caleb Simmons, Karin Nolan, Jeremy Vetter, Allyson Roof (proxy for Claudia Stanescu)

**Voting Members Absent**: Doan Goolsby, Moe Momayez, Claudia Stanescu, Shujuan Li, Paul Wagner.

**Non-voting Members Present:** Sharon Aiken-Wisniewski, Kian Alavy, Cassidy Bartlet, Carmin Chan, Bryanna Andrade, Melanie Madden, Abbie Sorg, Michael Davenport.

1. ***Holly Nelson called the meeting to order at 4:31 pm***
2. ***Approval of Minutes from the***[***UGC Meeting on August 22, 2023***](https://academicadmin.arizona.edu/sites/default/files/2023-09/UGC_Mtg%20Minutes_Aug_22_2023.docx)***– Holly Nelson, Chair***
   1. *Christopher Sanderson motioned to approve. Allison Lee seconded. The minutes were approved unanimously.*
3. ***Reports:***
   1. ***Academic Administration Report - Kian Alavy, Director of Strategic Planning & Initiatives, Undergraduate Education***
      1. *An undergraduate research center has been in the forum for some time. Applications are still being worked on and are getting to the point where they will be able to submit shortly, and this is ahead of the upcoming homecoming of the announcement of the University Foundation Campaign, and there will be some fundraising opportunities that we might take advantage of for the undergraduate research.*
      2. *The division of undergraduate education is hosting the national meeting of vice provost for undergraduate education around the country during the week of October 17th – 20th. The agenda is still being finalized.*
   2. ***Distance, Online, Continuing Education Report – Carmin Chan, Senior Director, Online Student Success Initiatives***
      1. *Arizona online as of fall 2023, campus enrolled 9164 students, since then 200 students were added. Will likely end up in 9500 by the time 7 week two and 8 week two go out later in October.*
      2. *Undergraduate retention was the strongest we have ever had in Arizona Online, over the past year we had a very conserved effort for full-time student population, which is transfer full-time, first year full-time. FTE retention rate increased by almost 22% up to 69.4%. Transfer part-time increased by almost 1%, transfer full-time increased by 3%, overall, we were shy a 2% overall increase retention rate. It is important to look at retention to not only where it started, but to where it is now. We were able to help with the retention of another 68 students who were part of IPEDS cohorts and other campuses.*
      3. *Caleb Simmons, the director of Online Education, is in the process of meeting with college partners from across Arizona Online. This is an opportunity to help gather feedback from our campus partners on what is working and where they experience challenges. This also helps to gather feedback on our program operations team, particularly in bringing new programs into Arizona Online. We are also in the final seed in hiring our new director of program operations.*
      4. *As of fall 2023 census, the distance campus is enrolling 558 students. There have been a variety of grants awarded. This semester is really focusing on expanding partnerships within and beyond the state of Arizona, particularly around the dual enrollment or high school focused enrollment program where they are trying to provide mostly online, but with some hybrid or in-person programming. There are a couple of high school partnership programs, and also starting to look for some community college partnerships in the state of Arizona.*

*Q: For the dual enrollment for the high school when you are running it through them, do you run with community campus with a lower cost of enrollment like the ones on campus?*

*A: A lot of dual enrollment programs have been within odyssey have been right on the back of Arizona Online, and students have ended up enrolling in Arizona Online as non-degree seeking and taking that one course. The bigger conversation about does it make sense to live there or versus in community campus which is very much where the near network team is in the process of navigating through. We have a partnership with high schools and expanding our partnership with oasis.*

* 1. ***Advising Resource Center/ Advising Community Report – Sharon Aiken-Wisniewski, Assistant Vice Provost, Academic Advising***
     1. *The A center, which works with students with no major selected is sponsoring the meet your major fair. The advising resource center is finishing up the review of submitted packages for the University of Arizona academic advising awards. There are three different awards, the new advisor award, academic advisor primary award, and academic advising administrator award. The recipients are then submitted for the national academic advising awards, which are on a regional and global level. The national academic advising regional conference will be held in Tucson, Arizona from March 20th – 22nd. In October, the advising resource center will roll out a program to allow advisors to apply for membership to NACADA. Those who are granted memberships will then be able to get a reduced cost to the conference in March. This is open to primary role advisors and all the colleges across campus in other academic units that support students, as well as to new faculty who are assigned to advise students 25% of their time or more.*
     2. *Also worked with partners from the ARC, SCCD, UHEUR, and the Office of General Education to bring a number of campus partners together for a program last week called Graduation and Beyond Summit, the goal is to increase awareness of post-graduation outcome that students experience and the next phase of this particular grant received from the strata education foundation will receive grants for campus partners to design activities that will foster undergraduate activities that impact post-graduation outcomes. An example is the University of Arizona data indicates that a paid internship during the undergraduate experience will have impact on employment and salary outcome after graduation, departments are being seek to see which ones are able to provide grant money. They are looking for initiative to seek to improve post-graduation outcome for UA undergraduate students whether they are attending main, online or distance campuses. The deadline for the grants is November 5th at 5pm.*
  2. ***Registrar's Report - Michael Davenport, Associate Registrar***
     1. *The new updated catalog will be published September 28th.*
     2. *Winter and Spring registration is among us and on September 28th, emails will be sent out to over 50,000 undergraduate students letting them know that scheduled classes will be published on October 1st, and that shopping carts will be ready to start adding classes for winter and spring terms.*
     3. *Central Marketing has been working on a marketing communication tool kit for college marketers to use to try to post on their social media accounts to encourage students to begin planning for their involvement in spring.*
     4. *Registrar is in preparation for department schedulers to plan scheduled classes for summer and fall 2024, scheduling will hopefully begin on October 2nd. Registrar team is also conducting an open webinar on October 3rd.*
     5. *In the Grades & the Grading System policy proposal last spring, a new NG grade option for No Grade was approved. This proposal has been updated to use MG for Missing Grade, which better indicates that the student has completed the course, but the grade is missing, rather than No Grade which could be misinterpreted that no grade is required for the course.*
  3. ***University-wide General Education Committee Report – Jeremy Vetter, UWGEC Chair***
     1. *Review processes, whether they are new courses or course modifications, are starting to get backlogged again, over the years we went to through a massive refresh program, where all courses had to be preapproved for the new general education program and it was completed. A window was open to people to submit brand new proposals as of last March, but the system was shut down in summer, but right now is mostly up and running.*
     2. *ABOR has a requirement for Civic Learning and American institutions, and it has not yet to be implemented into a formal attribute into the system for Gen Ed, a draft will be created this year and getting it through UWGEC, UCAAC, UGC, and Faculty Senate. Courses will start being approved next year and having it fully implemented as an attribute for graduation requirements.*
  4. ***Subcommittees:***
     1. ***Academic Programs Subcommittee report on September 12, 2023 – Lisa Rezende, Chair***
        1. *Seven items were discussed. Two of the items were informational only and were not voting matter. One was a new minor in CyberOps that has the same name as the major with CAST, the second is a name change of the Theater Arts B.A. to Live and Screen Performance B.A. that goes along with a program change that was approved and will be on the consent agenda. One item did not pass unanimously that will be up for discussion of the disestablishment Musical Theater B.F.A. There was also a discussion aligned with the disestablishment on trying to get a better understanding on what processes are in place to ensure students who are in a major that is being disestablished are getting the opportunities that they came here for.*
     2. ***Curriculum & Policies Subcommittee report on***[***September 12, 2023***](https://academicadmin.arizona.edu/sites/default/files/2023-09/CPS%20Minutes%209-12-23_0.docx)***– Joost Van Haren, Chair***
        1. *Three policy amendments were discussed, they are all up for discussion today, and everything went through to subcommittee. One is an amendment to the enrollment policy from last spring, the next is the credit for prior learning policy amendment, and the last is an amendment to the Gen Ed curriculum and attributes policies (this does not include the new civics attribute coming up).*
  5. ***UGC Report – Holly Nelson, Chair***
     1. *There is a push for the DEI committee to reevaluate the financials for the AIB funding model.*
     2. *Proposals have been submitted to multiple committees at the same time to make the process more efficient, questions have risen about how the proposal moves forward and is being approved in the appropriate way.*
     3. *Bylaws are under review and being revised to ensure all committees under the senate are aligned and connected.*

1. ***Consent Agenda Items – Lisa Rezende, Chair***
   1. ***New Certificate:***[***Human Rights Practice***](https://academicadmin.arizona.edu/sites/default/files/2023-07/Proposal_UG%20CERT_Human%20Rights%20Practice.pdf)***(SBS)***
   2. ***Modification:***[***Theatre Arts B.A.***](https://academicadmin.arizona.edu/sites/default/files/2023-08/Modification_BA_Theatre_Arts%5B1%5D.pdf)***(Fine Arts)***
   3. ***Disestablish:***[***Theatre Production B.F.A.***](https://academicadmin.arizona.edu/sites/default/files/2023-08/Disestablish_Theatre_Production_BFA%5B1%5D.pdf)***(Fine Arts)***
   4. ***Disestablish:***[***Certificate in Military Families***](https://academicadmin.arizona.edu/sites/default/files/2023-08/Disestablish_Military_Families_UG_Cert%5B1%5D.pdf)***(CAST)***

*All items were voted on at once with 17 yeas, 0 nays, 0 abstentions. Items were approved unanimously.*

1. ***Items for Discussion:***
   1. ***Academic Programs Subcommittee - Lisa Rezende, Chair***
      1. ***Disestablish:***[***Musical Theatre B.F.A.***](https://academicadmin.arizona.edu/sites/default/files/2023-08/Disestablish_Musical_Theatre_BFA%5B1%5D.pdf)***(Fine Arts)***
         1. *Subcommittee has concerns about the disestablishment on not being able to support students who are currently enrolled.*

*Q: How many students are currently enrolled in the Musical Theater BFA?*

*A: I believe is somewhere around 62 students. The program takes in between 8 to 10 students a year.*

* + - 1. *Professionally, pathologically, and financially moving away from Theater is a responsible thing to do. Music Theater is very popular, but it is a highly resource and hungry program, and the employment picture has changed for actors has a very poor professional outcome, and the way it was structured is that Music Theater really dominated for theater and eliminated for any of the B.A students to even audition for the plays, and it also quelched the growth of the B.A, and it created a financial disaster of very high numbers of faculty, long numbers of students, the inability to grow the B.A and poor professional outcome. From the screen actor guild, 90% of all income for actors came from film, television and media. There is now the creation of a new B.A which is a theater and a film school together, something that has not been done by any other university and it is almost unique.*

*Q: I am a little confused on the statistics you gave, the Screen Actors Guild is for screen actors, and not musical theater actors, that would be Actors’ Equity.*

*A: The statistic is for income for actors, and they are giving an overview on where income for actors is coming from, and 90% of the income has come from film, television, and media, and applying logic the other 10% comes from live theaters, musical theaters. That is just one statistic that is evidence that live theater in terms of an honest look at employment for actors in particular. Live theater is really having difficulties across the country. It would not be ethical to keep offering a theater centric program that does not offer students a reasonable prospect for future.*

*Q: Going back to the study, do you know the scope of the study, did it ask only members of SAG-AFTRA, or did it ask other members, to say the Actors’ Equity for Musical Theater.*

*A: I do not know the answer to that, I think they looked at employment statistics for actors, the world doesn’t divide evenly, in terms of stage acting, musical theater, or film and television. Most actors have some combination of those.*

*Q: How many applicants do you have in the Musical Theater program on average?*

*A: The music theater would be similar to any B.F.A’s that audition nationally. They go to a national audition circuit that is in three cities in the Unites States. Every B.F.A program can say they audition 3, 4, 500 people a year, because the do. All the actors are there, they are always interested in acting programs.*

*Q: How do you plan on supporting the students currently enrolled in the program? There have been some faculty departures within the program, what is your plan on replacing those departures?*

*A: We have three classes of B.F.A of Music Theater students, to which we have made a firm commitment all the way to the dean of our college to give them everything they were promised and more. There are four core faculty, two are tenured, and two were given extended contracts through the third year of the B.F.A’s. All productions have been guaranteed in terms of having the same production values, it is my personal commitment and the dean’s.*

*Committee has concerns on how the students are going to be supported, and how there were other ways to fix the issue rather than disestablishing the B.F.A. There was also a mention on the case where a disestablishment is not approved. A college cannot be forced to offer a program, and it would be a symbolic effort, and feedback to the college, but it would not have the material effect on forcing the college to continue the program. A statement in writing has been asked by the committee to ensure that students are being supported and are being provided with the education that was promised to them.*

*A motioned was not made, and it has been tabled without approval.*

*Committee is requesting some assurances, for example, sharing their plan, including how communications and support will happen to students, and provide a recommendation because of popularity, to consider an emphasis. A motion to send a written response to the program from the undergraduate council asking for the items mentioned above, indicating that it will be heard again at subcommittee level for a vote.*

*Allyson Roof motioned to approve. Ross Nemeth seconds. Motion was approved with 15 yeas, 0 nays, and 1 abstention.*

*As the motion maker, Allyson Roof will be involved in drafting the written statement.*

* 1. ***Curriculum & Policies Subcommittee - Joost Van Haren, Chair***
     1. [***Enrollment Policies Amendment***](https://academicadmin.arizona.edu/sites/default/files/2023-09/Enrollment%20Policies%20Amendment_9.22.docx)
        1. *Was already approved last spring, but it was brought back up to include a table for clarification on the full-time status and the half time status, the second change was a small addition to allow first year students, especially international students that are athletes can come in summer to start training and actually be full-time with six units. The main thing has to do with their visa status, when they come in, they have to be full-time, it is hard in summer to have 12 units, and to make an exception for a relatively small number of first year students.*
        2. *A couple of paragraphs were identified that were previously just within that graduate section of the policy, and realized that are applicable to all students, and not just graduate students. Those were moved immediately below the table.*

*Christopher Sanderson motioned to approve. Joost Van Haren seconded. Motion was approved with 16 yeas, 0 nay, 0 abstention. Vote was unanimous.*

* + 1. [***Credit for Prior Learning Policy Amendment***](https://academicadmin.arizona.edu/sites/default/files/2023-09/Credit%20for%20Prior%20Learning%20Policy%20Amendment_Sept.docx)
       1. *This mainly has to do with the program emergency services B.S major, and many students take paramedic certification courses that are given off-campus which are tied with Pima Community College but can also happen in rural places, and the key part is that through Pima Community College they are already accredited directly and receive transfer credit for that coursework, however if you do it in a rural spot, which has the same nationwide requirements, then suddenly you are not being approved and cannot get credit for it. We need to expand the number of credits that students can take for prior learning.*

*Dana Lema motioned to approve. Travis Spence seconded. Motion was approved with 16 yeas, O nays, 0 abstentions. Vote was unanimous.*

* + 1. ***General Education Attributes & Curriculum Policy Amendments***
       1. [*Attributes*](https://academicadmin.arizona.edu/sites/default/files/2023-09/gen%20ed%20attributes%20policy%20proposal_sept.docx)
       2. [*Curriculum*](https://academicadmin.arizona.edu/sites/default/files/2023-09/gen%20ed%20curriculum%20policy%20proposal_sept.docx)
          1. *Both points are the same, the key thing in this change is the roll-out process for actually using the evaluation and putting it in place to having these Gen Eds fully as part of the overall curriculum and everything functioning to students. We have our current Gen Ed program that was faster than they would hope for, and for the reason to get more data, and to see how students enroll, and to see how they are doing in the overall program, and the other thing about rolling out attributes, and making it sure that the advising group can actually get it all across. There is still confusion among the students on how they get the amount of different attributes, and to actually delay the official rule out program by two years from 2024 to 2026. A clarification was made that attributes do exist for all courses in the new curriculum and departments are required to teach the courses with attention to those attributes. Students are not yet required to complete the specific attributes as graduation requirements.*

*Q: Are most students basically getting them, are they going to have students graduate in the interim, and might not be getting these attributes at all?*

*A: The Gen Ed office is trying to gather data for that; they can’t really tell that yet if students have only been here for two years, and we don’t know whether they have completed the attributes or not, but the reality is that last year and this year, they are already not enforcing the graduation requirements. We can only see after four years if they have taken them or not, but just like the original plan, there is some danger that someone might not take as many attributes as originally envisioned.*

*Christopher Sanderson motioned to approve. Allison Lee seconded. Motion was approved with 16 yeas, 0 nays, 0 abstentions. Vote was unanimous.*

* 1. [***UGC Bylaws***](https://academicadmin.arizona.edu/undergraduate-council/ugc-bylaws)***– review and revisions***
     1. ***Last updated in 2018***

*Check section III.g. for more information.*

1. ***Meeting Adjournment at 4:40 pm***

*Respectfully prepared by Bryanna Andrade*