**Undergraduate Council Meeting Minutes**

**April 9, 2019**

**Voting Members Present:**  Fabian Alfie, Molly Bolger, Heidi Brown, Kelly Cederberg, Wendy Davis, Tom Fleming, Neel Ghosh, Walt Klimecki, Kelly Leslie, Todd Lutes, Bobbi McKean, Moe Momayez, Louise Roth, Carrie Silvers, Joost Van Haren, Suzie Weisband

**Voting Members Absent:** Bennett Adamson, Sedona Lynch, Anthony Sanchez, Claudia Stanescu, Bob Wortman

**Non-voting Members Present:** Beth Acree, Roxie Catts, Pam Coonan, Martin Marquez, Celeste Pardee

1. **Call to order—** Neel Ghosh called the meeting to order at 3:30. A quorum was initially established with 14 voting members, and one member arrived during the approval of the consent agenda.
2. **Approval of the March 12th, 2019 Meeting Minutes –** Tom Fleming moved to approve the meeting minutes. Bobbi McKean seconded the motion. The motion was unanimously approved with 14 votes.
3. **Thanks to UGC members whose terms are expiring**

Thanks was given to: Bennett Adamson, Heidi Brown, Tom Fleming, Sedona Lynch, Moe Momayez, Anthony Sanchez, Claudia Stanescu, and Suzie Weisband whose term on the committee are finished. Bobbi McKean and Celeste Pardee, who are retiring, were both thanked for their many years of service.

1. **Consent Agenda Items – Fabian Alfie**
2. Modification: BA in Philosophy Subplans

**Carrie Silvers moved to approve the consent agenda. Todd Lutes seconded the motion. The motion was unanimously approved with 14 votes in favor.**

1. **Items for Discussion and Vote**

Academic Programs Subcommittee – Fabian Alfie

1. Sub-plan Request: BA in Classics, Classical Languages and Request to Disestablish Existing Latin and Greek Sub-plans – Presented by Robert Groves and Jiang Wu

This proposal was submitted to disestablish two emphases that are rarely used and replace them with a 3-year subplan that prepares students for research and future graduate work in classics. The classical civilizations track can still accommodate students who want to learn one language. This sub-plan will be more appealing to undergraduate majors and there will be no changes in revenue or spending.

**Tom Fleming moved to approve the Sub-plan request in the BA in Classics for Classical Languages and the Disestablishment of the existing Latin and Greek Sub-plans. Wendy Davis seconded the motion. The motion was unanimously approved with 14 votes in favor.**

1. Minor in Arts Administration – presented by Martina Shenal

This minor will be offered to students interested in fine arts from an administrative perspective. Many students have shown interest in this minor. It will be available to all art majors and will be a nice companion minor for studio students. The department is also working with Eller to generate interest in the program. Overall, the minor is projected to have about 20 students per year.

Discussion without guest:

* There is only one tenure-track professor listed, who is also the associate dean. The rest of the listed faculty are adjuncts. There are 2 new courses to teach and no information on who will teach them.

**The proposer was not present. The Council requested additional information from the proposer regarding lack of tenure-track faculty in the program and teaching responsibilities for the new courses. The item will be tabled and an e-vote will be taken once the information is obtained.**

1. Minor in Hip-Hop Cultures – Presented by Praise Zenenga

The Hip-Hop Cultures minor has been offered as an unofficial track within the Africana Studies Minor since 2012. There are roughly 18 to 29 students who complete the unofficial track. The students would like to see Hip-Hop Cultures notated on their transcripts. There is a need for the title to reflect the content. The proposed minor will include additional courses in music and dance. This will not replace the Africana studies minor as it will become its own stand-alone minor.

**Fabian Alfie moved to approve the Minor in Hip-Hop Cultures. Suzie Weisband seconded the motion. The motion was unanimously approved with 15 votes in favor.**

1. BA in Music Sub-plans – presented by David McGuiggan

This proposal is taking the BA in music with 4 concentration and turning them into 3 official sub plans. No additional faculty or resources will be needed.

**Tom Fleming moved to approve the Sub-plan requests in the BA in Music for “Creative Studies”, “Integrated Studies”, and “Musicology, Ethnomusicology, and Theory”. Wendy Davis seconded the motion. The motion was unanimously approved with 15 votes in favor.**

1. BAS in Organizational Leadership and Regional Commerce – presented by Eric Mapp

Currently, the BAS in Applied Science has many subplans, two of which are Organizational Leadership and Regional Commerce. UA South is now breaking apart the Applied Science major into more appropriately grouped, stand-alone majors. These subplans are so unique that they should be separated to create their own stand-alone degree.

Discussion:

* Is the plan to offer the new major at all distant locations and online? Yes, it’s co-located at community college campus.

**Bobbi McKean moved to approve the BAS in Organizational Leadership and Regional Commerce. Todd Lutes seconded the motion. The motion was unanimously approved with 15 votes in favor.**

Curriculum and Policies Subcommittee – Walt Klimecki

1. Proposal to Revise UA Internship Policies, Internship Policies FAQs, and Internship Work Plan form – submitted by ad hoc Internship Council (Abra McAndrew will answer questions)

During the subcommittee meeting on the internship policy, the proposal received an overall positive reaction. The purpose of the proposal was to clarify some policy language that is confusing for students and departments. Some areas of clarification included translation of work hours to credit hours and how to deal with paid internships. The institution is also responsible for reporting out to the National Council for State Authorization Reciprocity Agreement on student internship experiences. The changes to the policy and forms will help Curricular Affairs gather the data to comply with NC-SARA reporting obligations.

Discussion:

* There’s a file/report to give to the provost office on students who are taking internships for credit which allows for external and internal reporting.
* The new form will be easier for internship instructors, student, and site coordinators to work together. The form meets the needs of the university as well as the colleges and departments because it is customizable.

Discussion without guest:

* All out of state internships will need to be recorded and tracked now.
* The policy needed to be addressed from a risk management perspective as well and the Office of General Counsel assisted with the language to address these needs.
* A task force of internship coordinators from across campus participated in the drafting of this policy.

**Tom Fleming moved to approve the Proposal to Revise the UA Internship Policies FAQs and Internship Work Plan form. Walt Klimecki seconded the motion. The motion was approved unanimously with 15 votes in favor.**

1. Proposal to accept International Transfer Course Work from UA Study Abroad as University Credit – submitted by UA Global (Brent White will answer questions)

This proposal is about allowing coursework in study abroad programs to be counted as university credit for students. In addition to including study abroad being delivered by UA faculty, it also includes courses taught by faculty from partner institutions.

A number of peer institutions and institutions accredited by HLC have initiated similar policies.

According to the global pillar of the strategic plan, the university is to become a national leader for study abroad in terms of an enriching experience, broadening perspective, and thriving in a global setting. The goal is to encourage students to study abroad. The UA has roughly 1300 students who study abroad each year, and that number of students studying abroad does not even rank the university against peers who lead in study abroad. Many students can’t study abroad because they are unable to afford it. This policy proposes to allow UA tuition awards and other financial aid to apply to study abroad programs. To confront the credit issue, a few vetted partner institutions around the world would be allowed to offer courses for university credit. Students shouldn’t be punished to study abroad by only allowing the credit received abroad to count as transfer credit.

In response to the subcommittee’s concern with the number of units allowed, the presenter suggested that if a limit is imposed, it should be set at 30 units, because the best study abroad programs are year-long and setting a lower limit makes it difficult for the student to keep up with any financial awards they receive that requires 30 units per year or 15 per semester.

Discussion:

* There are many study abroad programs and the aim would be to narrow the number down to 20 sites through a vetted process. Classes at the sites would be pre-approved by using syllabi and assessing the courses with a rigorous process to determine if they are appropriate for university credit.
* How would we define “partner institution?” The presenter explained that the partner institution is the site school, and not universities who have partnerships with site schools.
* Who would be receiving the students at these pre-vetted sites? The presenter replied that every site will have a UA director there to receive the students and to provide onsite support. Not only have sites agreed to take students but they can also house faculty as well.
* The financial aid representative noted that Title IV can be used as long as payments are not going to a 3rd party, only UA programs can accept FAFSA funding. In terms of scholarships, if the committee limits students to 12 units, then students would be put in a position where they may not be able to renew their scholarship since 30 units completed in a year is needed to renew tuition scholarships like the Wildcat Excellence Award.
* The presenter noted that a partnership would take place between the global curriculum team and departments to accommodate implementation in terms of sites and courses. The global team can also help with resources, but it will be less work for everyone in the long run as this policy will simplify and pre-approve sites, but the department should vet the class for requirement matching in the degree program. Initial work is needed, but in the long run, the process will save time.
* Will unit place holders be used? Yes, there will be place holder units for courses until they transfer in as this process enables federal aid disbursement.
* The UA only requires 30 units in residence to earn a bachelor’s degree. With this policy, students could graduate without ever taking a class from a University of Arizona professor or instructor. The presenter suggested that students should be made to spend their last semester at the University of Arizona. This can be done because very few students study abroad senior year anyways, and even fewer do it their last semester.

Discussion without guest:

* Members were concerned with the push for a fall start term.
* There is a large workload issue. How will it be managed?
* Should we require students to take foreign language while they are abroad?
* The unit cap is an issue. Should we set a limit and what should it be?
* How would we implement this policy?
* What does it mean to have a UA degree if students can complete their degree without ever taking a class from a UA professor or instructor?
* The proposal should be cleaned up.

**The Council decided to table the discussion because there were too many unanswered questions. Members will send comments to the email list and the questions will be posed to UA Global. Neel will meet with them to provide some advice and guidance.**

1. Proposal to Replace the Academic Standing, Progress, Probation, and Disqualification Policy with the Academic Eligibility Policy – submitted by Student Success and Retention Innovation (Cynthia Demetriou will answer questions)

This policy is to help students persist to degree completion. The goal is to refine the policy to provide intervention when students need it. Provost Goldberg is supportive of the initiative. Elliot Cheu stated that the policy still allows colleges to make college-level decisions regarding college probation and college disqualification, but the policy also establishes a system across campus for the institution-level of probation and ineligibility. Students will receive intervention. The current policy makes it so that students who go on probation are less likely to graduate, and it’s affecting minority populations the most.

Discussion:

* The UA doesn’t have a clearly defined policy about probation. This proposal provides an overarching policy while also permitting colleges and departments to continue to manage the college and program level processes prior to the institutional level warning and ineligibility.
* Members expressed concern about how students going to CLAS will be supported and what resources will be allocated to help students and advisors. Will the advisors be overwhelmed with this additional work? CLAS academic advising will support students, and they are functionally supporting students already. There is support in the strategic plan to provide resources as needed for this program. Current support is a $100 fee for academic probation but that will be disestablished with this proposal. There is additional funding available to fund the project.
* Would there be a way to keep students on warning if the student is improving instead of going to probation? The reply was that the policy should keep consistency across campus, and so advisors shouldn’t stray from the policy.

Discussion without guest:

* Members felt it was a big change, but they felt good about the recrafted proposal and how the proposers responded to feedback. Retention should increase.
* The Registrar stated that the timeline will be difficult to hit for fall of 2019 because PeopleSoft is being upgraded and this isn’t just a quick implementation. There are a lot of nuances that are not straightforward.
* CLAS advising had comments and concerns about resources, along with the policy’s impact on first generation students and minority students, but the policy proposed doesn’t say that it will help them specifically. The proposers have been responsive with feedback, but it is concerning that policy is being passed and the practices will be worked out later. They should have prepared practices before passing policy.

**Walt Klimecki moved to approve the revised Academic Standing, Progress, Probation, and Disqualification Policy with the Academic Eligibility Policy. Tom Fleming seconded the motion. The motion was approved with 10 votes in favor and 1 vote against. The meeting ran late and several members had to leave.**

The Registrar’s concerns about the timeline will be shared with the proposer as well as CLAS Advising concerns that advising will need resources to implement the practice.

1. **Reports:**
	1. **Academic Initiatives & Student Success Report –** Vincent Del Casino, Interim Senior Vice Provost for Academic Initiatives and Student Success (Absent)
	2. **Advising Resource Center/ Advising Community Report –** Roxie Catts, Director (No Report)
	3. **Registrar's Report –** Beth Acree, Registrar and Asst. Vice President, Enrollment Management (No Report)
	4. **University-wide General Education Committee Report –** Tom Fleming, UWGEC Chair (No Report)
	5. **UGC Report –** Neel Ghosh, UGC Chair (No Report)
2. **Meeting Adjournment**