Unable to attend: Lynn Kimsey teaching until 10, Ed Dickinson teaching at 10

9:00-9:15
I. Announcements and Information Items
   A. Chair Report
      1. Executive Council discussion re UG ed. and small classes – CPB is looking into how small classes and
         the budget model are related and will report to Executive Council at their next meeting. Ed will also talk with
         FEC chairs to get their input.
      2. Reminder of confidentiality and requests for agenda items
      3. Update from Jo Andrews at Provost Senate Chair meeting – President Napolitano has agreed to a
         budget plan that includes enrolling 10,000 additional California students over the next three years. That will
         include over 600 additional students to UCD with most of those being transfer students due to housing
         constraints for freshmen. The committee raised concerns about the quality of those students and warned
         against quantity over quality. Other concerns were time-to-degree considering more students will impact
         availability of courses.

9:15-9:45
II. Guest: Brett McFarlane to Report on Advising
    Brett presented a PowerPoint presentation with an overview of current advising plans, advising issues, and data
    on dropped courses as well as a vision for advising on the campus.

9:45-10:15
III. Committee Reports
    • General Education (GE) – Daniel Cebra reported that GE has had one meeting. He met with Kara Moloney,
      Assessment Coordinator, and will take that information to the committee's next meeting so they can devise
      a simple rubric to assess GE literacies.
    • Preparatory Education (Prep Ed) – Robert Newcomb reported that the committee is working on getting a
      database with Math placement test scores so that the committee can access at regular intervals to oversee
      the use of placement exams per the committee charge. The committee will also work in concert with
      Graduate Council and Admissions & Enrollment to gather data. PEC Chair Newcomb and another PEC
      member will meet with Undergraduate Education December 8 as the first step in gathering data.
    • Special Academic Programs (SAP) – Alessa Johns reported that the committee has begun to more closely
      review random seminar courses; however for some of those courses the information has been difficult to
      obtain. There also were some questions regarding the revisions to the University Honors Program, so the
      Director, J. David Furlow, will attend the next SAP meeting to answer questions from the committee.
    • Undergraduate Instruction & Program Review (UIPR) – Ed Dickinson was absent, but Debbie reported that
      all is on track for the Cluster 2 program reviews.
    • University Committee on Educational Policy (UCEP) - Ed Caswell-Chen reported that testing mechanisms
      were discussed along with the Challenge 45 Year Degree Plan. These items will also be on the next UCEP
      agenda.

10:15-10:35
IV. Time Sensitive Items
   A. Discussion on Summary of Online vs In-Person Student Performance (Due 12/1) The committee discussion
      included:
      • Were exams taken online or in person? This should be mentioned in the report.
      • Will Hybrid courses continue and will they be the go-to plan until enough classroom space is available?
      • Students may prefer in-person courses, but their ultimate goal is to graduate in four years so will take
        the courses in whatever format is available.
B. RFCs
- Student Life and Co-Curricular Experiences Implementation Plan (Due 11/30) Chair Caswell-Chen asked the committee to specifically respond via comments on the whiteboard to:
  a. “Recommended Strategies # 2 Identify department lead to receive training and be the expert in QPR”
  b. Recommended Strategies # 3 “Establish an Undergraduate student welfare sub-committee under the auspices of the Academic Senate Undergraduate Council”
- GSM Proposal for Establishment of Business Management Major (UGC must wait for other responses so will not consider until after December 9)

V. New Business
A. Guest Kirsten Stevenson, Campus Counsel - Unauthorized Posting of Instructional Materials by Outside Vendors (www.coursehero.com) The committee shared concerns and ideas regarding how to combat issues. Kirsten told members that all course materials belong to faculty as copyrighted. In order to have documents removed from sites like this, one must go to the site and complete the takedown notice, but this must be done for each document one by one. Materials can be added again after they've been removed. Even though this is a systemwide issue, materials do not belong to UC, so UC cannot do anything about it. Students who upload materials to sites like this are liable since they are distributing copyrighted materials. Campus Counsel can provide a template for letter to be sent to companies like Coursehero. Ideas:
  a. UC provide a similar service to students
  b. Faculty include copyright stamp on all materials
  c. Implement a signature to identify students who upload materials
  d. Assure students are aware that sharing copyrighted materials is illegal

VI. Executive Session (members only, no ex-officio attends) No executive session necessary for this meeting.

VII. Consent Items: Items on the consent calendar will not be discussed and will be considered approved unless a member requests that one of the items be removed from the consent calendar. Removing an item from the consent calendar requires a majority vote by the committee.
A. Approval of October 23 Meeting Agenda*

Next Meeting: December 4, 9:00 in Mrak 410