

**PROPOSED REVISION OF DAVIS DIVISION BYLAW 121**  
**Undergraduate Council**

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the

The proposed revision would address conflict of interest issues regarding the undergraduate program review process.

Rationale.

Under the current divisional bylaws, the Vice Provost and Dean for Undergraduate Education or her representative takes part in the undergraduate program review process by serving in an ex-officio role on the Undergraduate Council. The same person reviews the response/recommendation from the Undergraduate Council and participates in the administration's discussion and response to program review recommendations. This means that under current divisional bylaws, the Vice Provost and Dean of Undergraduate Education participates in the Academic Senate undergraduate program review process and then judges the recommendations on behalf of the administration. Given these concerns, the Division requested bylaw revisions to allow undergraduate program review to proceed independently of the Vice Provost/Dean until the stage at which a response from the administration needs to be provided. The current proposed revision removes the Vice Provost/Dean and requires the Vice Provost/Dean and representatives to recuse themselves in Undergraduate Council meetings when deliberations of the program reviews occur.

Proposed Revision: Davis Division Bylaw 121 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

121. Undergraduate Council (En. 6/5/2002)

A. This council shall consist of twelve members, three undergraduate student representatives, one graduate student representative and two representatives appointed by the Davis Academic Federation. The members shall include a chair and vice-chair, a member of the Committee on Admissions and Enrollment, ex officio, the Davis campus Vice Provost and Dean for Undergraduate **Education**, non-voting ex officio, the Registrar of the Davis campus, ex officio and the chairs of the four committees of the council. The ex officio members shall not serve as chair or vice chair of the council or any of its committees. Members of the council and its committees other than ex officio members shall be nominated by the Committee on Committees and shall serve from the first day of September each year. The membership shall reflect balanced representation from the academic departments, programs and colleges that offer undergraduate curricula and from the professional schools.

**1. The Vice Provost and Dean for Undergraduate Education and all representatives of that office shall recuse themselves from that portion of any Undergraduate Council meeting that concerns program reviews. Unless invited to do so by the chair of Undergraduate Council, neither the Vice Provost and Dean for Undergraduate**

**Education nor any representative of that office shall: (1) attend the portion of any Undergraduate Council meeting that concerns program reviews, or (2) participate in any Undergraduate Council discussion pertaining to reviews of undergraduate programs or groups.**

B. This council shall have the following duties:

1. Consistent with the rights of the Faculties under the Standing Orders of the Regents (105.2.b), to establish policy for undergraduate education on the Davis campus and to advise the Chief Campus Officer on all matters pertaining to undergraduate education. (Am. 5/4/04)
2. To define the goals and establish criteria for use in reviewing the quality and effectiveness of undergraduate teaching programs and/or majors.
3. Consistent with the rights of the Faculties under the Standing Orders of the Regents (105.2.b), to approve or decline to approve the establishment and discontinuation of undergraduate programs. (Am. 5/4/04)
4. To establish policy on and exercise authority on academic disqualifications and/or dismissals as well as over all undergraduate academic transcript notations.
5. To develop and review campuswide educational objectives and criteria for evaluating educational effectiveness.
6. To consider and report on matters referred to it by the Chief Campus Officer, the Chair of the Division, the Representative Assembly or any other standing committee of the Davis Division, or by the Faculty of any college or school located wholly or in part on the Davis campus.
7. To initiate appropriate studies and make reports thereon to the Chief Campus Officer and/or to the Representative Assembly as it may deem appropriate upon local matters of a fundamental character involving questions of undergraduate educational policy.
8. To identify one of its members to be nominated by Committee on Committees to serve as the Davis campus representative to the University Committee on Educational Policy and one of its members to be nominated by Committee on Committees to serve as the Davis campus representative to the University Committee on Preparatory Education.

C. Committee on General Education

1. This committee shall consist of six members, with balanced representation from the colleges offering undergraduate instruction and from the professional schools, and one member who is a member of the Committee on Courses of Instruction. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation.
2. This committee shall supervise the General Education program by carrying out the following duties.

- a. Establishment of the criteria that govern certification of courses for the General Education Program.
- b. Periodic review of the rosters of courses that are approved for General Education credit in the components of the program and supervision of their inclusion in the General Catalog, together with other appropriate information regarding General Education.
- c. Determination, on an individual basis, of the extent to which multidisciplinary individual majors satisfy General Education requirements in the components of the program.
- d. Active promotion of the development of new General Education courses and clusters.
- e. Continuous review of the effectiveness of the General Education program and advice to the Representative Assembly on matters relating to the program including desirable changes in Regulations and Bylaws.

#### D. Committee on Preparatory Education

1. This committee shall consist of five members, with broad representation from the colleges offering undergraduate instruction. The membership of this committee shall include one member from each of the Departments of Mathematics and English. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation.
2. This committee shall have the following duties:
  - a. To monitor and conduct periodic reviews and evaluations of remedial education.
  - b. Under the direction of the University Committee on Undergraduate Preparatory Education, to oversee the administration of the examination in Subject A and related remedial courses on the Davis campus.
  - c. To oversee the use of placement examinations in mathematics.
  - d. To be responsible for implementation of University Academic Senate Regulation 761 on the Davis campus.
  - e. To monitor and conduct periodic reviews and evaluations of the English as a Second Language Program on the Davis campus.

#### E. Committee on Special Academic Programs

1. This committee shall consist of five members, with balanced representation from the colleges offering undergraduate instruction and from the professional schools. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation.
2. This committee shall have the following duties:

a. To oversee all special undergraduate academic programs like the Davis Honors Challenge and the Integrated Studies program and to advise the faculty and the administration on the establishment and operation of newly initiated programs.

b. To review periodically all programmatic functions of the special programs, including but not limited to the following: the publications of material defining/describing the program; the recruitment, orientation and advising of students in each program; guidance in the selection of mentors for students in the programs; coordination of special activities; oversight of the general welfare of students in the programs; and the effectiveness of the programs in meeting their stated educational objectives.

#### F. Committee on Undergraduate Instruction and Program Review

1. This committee shall consist of seven members, including four members representing each of the executive or program review committees of the College of Agricultural and Environmental Sciences, the College of Biological Sciences, the College of Engineering, and the College of Letters and Science, and the Director of the Center for Excellence in Teaching and Learning ex officio. In addition there shall be two undergraduate student representatives, one graduate student representative and one representative from the Academic Federation. (Am. 6/5/2009, 2/24/2011)

2. The duties of the committee include the following:

a. To study the effectiveness and efficiency of undergraduate instruction on the campus and to make recommendations for improvements thereto.

b. To stimulate efforts to foster, recognize and reward good teaching.

c. To recommend methods for evaluating the educational effectiveness of individual instructors, in the context of academic advancement, and of the major and special educational programs, in the context of program review.

d. In collaboration with the Faculties of the colleges offering undergraduate instruction, to assure timely initiation and completion of program reviews.

e. To evaluate undergraduate program reviews to ascertain that the established educational objectives for programs have been addressed in a meaningful way.

f. To work with the Office of the Provost to insure that undergraduate instructional programs and program reviews are considered in the planning and support of campus activities.

G. All committees of the Undergraduate Council shall report their actions through the council. Copies of all reports submitted by the Undergraduate Council to the Representative Assembly shall be forwarded annually to the University Committee on Educational Policy for its records.