UNDERGRADUATE COUNCIL MEETING  
May 31, 2013  
Collaboration Room, Knight Library

PRESENT  
Susan Anderson, Ron Bramhall, Ashley Buchholz, John Gage, Dave Hubin, Madeleine Hudson, Josh Snodgrass, Karen Sprague, Randy Sullivan, Karen McLaughlin, Glenda Utsey, and Tom Wheeler

ABSENT  
Andrew Bonamici, Paul Engelking, Sue Eveland, Jennifer Joslin, Loren Kajikawa, Diana Salazar, Alison Schmitke, Ben Smood, Kerry Snodgrass, and Beata Stawarska

GUESTS  
Lee Rumbarger, Director TEP, Teaching and Learning Center

AGENDA  
I. Selection of 2013-2014 Chair (5 minutes)  
II. Updates from Chair (5-10 minutes)  
III. Undergraduate research – Update and discussion of next steps (20 minutes)  
IV. Online course policy documents – Discussion (30 minutes)  
V. Next year’s UGC agenda  
VI. Farewell to old friends (20 minutes)

MINUTES  

I. SELECTION OF COUNCIL CHAIR FOR 2013 - 2014  
The Undergraduate Council re-elected Josh Snodgrass as the 2013-2014 Chair by acclamation.

II. UPDATES FROM CHAIR  
The Chair reported that a name change requested by the Arts Administration for its minor from Community Arts to Arts Administration has been approved for Winter 2014. The department is also working to address issues raised in its discussion with the Undergraduate Council. The Chair indicated that a new proposal for a revised minor will be forwarded to the UGC in the fall term. The revised major will be forwarded further down the road.
Other program revisions, mentioned in prior UGC meetings, that were handled through executive review by the Chair, the Vice Provost for Undergraduate Studies, and the Vice Provost for Program and Course reviews in Academic Affairs and placed in the Curriculum Report to the Senate include:

- A revision in the residency requirements for the Economics major, so that majors are taking more classes from UO at the upper division level;

- Small changes in the Women and Gender Studies major, changing one of the requirements that would allow more focus on international and comparative work;

- Small course numbering changes in Cinema Studies so students can take courses with the Cinema Studies subject code attached.

The Chair reported that Ian McNeely, Associate Dean for Undergraduate Education in CAS is pushing his departments to get their grading rubrics posted online.

Nick McCain of the ASUO is requesting the addition of a feature on student course evaluations that would provide feedback to the Undergraduate Council related to curriculum issues, e.g. rigor in courses; the interrelation of courses; and course connector. Hopefully, the Council can look at this next fall. Members were reminded that the Senate will need to be involved and engaged in this project. It was suggested that the Undergraduate Council should review its charge from the Senate with the goal of developing a collaborative working relationship between the Undergraduate Council and the Senate.

Student representatives for the AY 2013–2014 have been interviewed and selected. Because of frequent scheduling challenges, representatives were selected with the hope that the student voice will be present in some form at every meeting.

Finalists for the Vice Provost for Undergraduate Studies position are scheduled to do their public presentations during Finals Week, 11am to 12pm.

### III. UNDERGRADUATE RESEARCH ROUND TABLE HELD MAY 17: DISCUSSION AND UPDATE OF NEXT STEPS

Council generally felt positive about the roundtable discussion on undergraduate research. Members liked the broader definition of research. They agreed that research opportunities should be accessible and liked the idea of a centralized source for research information and connections. One form of this center might be a committed representative within each department connecting with an Undergraduate Research “office.” It was also felt that Undergraduate Research should begin in freshman level courses that focus on building basic research skills: using the library; using search engines; and using databases. Undergraduates would also benefit from an Academic Integrity website. The shape of undergraduate research could have two approaches: teaching basic research methodology and ethics, and engaging undergraduate students in real, ongoing research. The challenge is that a majority of incoming students do not seem to connect to UO research activity nor have an appreciation or understanding of being at an AAU institution.
The UGC will form working groups in 2013–2014 and one will focus on the topic of undergraduate research. The Chair reported on the proposal mentioned by Kimberly Espy at the roundtable meeting. She will be working on a pilot program to pull together undergraduate research opportunities from around the university and will form a small working group to develop this project.

IV. ONLINE COURSES POLICY: DISCUSSION ABOUT OVERSIGHT
The Council reviewed a draft document developed to provide Guidelines for Oversight of Online Courses. The Council will continue to work on developing a policy recommendation on the oversight of online courses. It will try to encourage departments to make on-line courses integrated within their curriculum and to consciously design online courses as engagement in the curriculum. This document would be a good basis for the Senate to use to codify a policy on Online Education.

There is still a need for the definition of an online course as distinguished from a hybrid course in the Guidelines for Oversight of Online Courses. The goal of oversight is not to add another layer of bureaucracy on courses already functioning well. One recommendation was to include a point specifying the archiving of all related materials (media, exam, etc.) to the online course by the university.

Karen Sprague announced that a decision has been made in Academic Affairs that any course that awards academic credit will be subject to course review (this includes experimental courses such as SAPP courses).

The Chair said that he is advocating for a University Committee for Special-Status Courses review to specifically handle Group satisfying courses, Multicultural courses, and online courses. It was suggested that the committee should also handle the Para-Academic courses, as well. However, these courses need to be judged as fully academic courses since that is how they present themselves. The question was raised if the formation of a new committee would make the course review process already in ICGER even more onerous than it is presently.

Summer talks on online courses will take place with Academic Extension and with Academic Affairs. Curriculum committees will be reviewing the document as well. Then the draft document will be distributed to departments across campus for review and feedback. A final version will be forwarded to the Senate.

V. NEXT YEAR’S UGC AGENDA: WHAT’S AHEAD
The Chair presented a brief preview of topics the Council will be addressing in 2013-2014, noting that working groups will be formed around them:

– Online Course Policy development;
– General Education (with an eye toward greater clarity in Gen Ed) and addressing the need for a broader campus-wide awareness of the need for assessment of what students are actually learning;
– Grade inflation;
– Para-academic Courses (SAPP, training courses) that receive credit;
– Undergraduate Research
– Accreditation

The meeting was adjourned.

The next UGC meeting is scheduled for Tuesday, October 1, 2013, 12:00pm in the Collaboration Room of the Knight Library.