

## UNDERGRADUATE COUNCIL

October 12, 2021 | 3:30pm

UC Council Room

MINUTES

**Present:** Couch (Beyers), Denny, Dineen, Franklin, Fulton, Henson, Klein

**Absent:** Benavidez, Matchett, Park, Rose, Somero, Tucker, Weber, Welsh, Zukiewicz

**Guest:** Clavir

### Call to Order

The meeting was called to order at 3:32pm.

### Approval of Agenda

Approved without objection.

### Approval of Minutes 09-14-21

Approved without objection.

### Chair's Report/Announcements (Franklin)

- The Salary Equity committee presented a compensation investment plan and rationale to Faculty Senate.
- UNC's Provost search is underway.

### Reports from Councils

- **LAC** (Denny) – Indirect assessment memos were sent out to units. LAC bylaws were approved. Work has begun on a video to promote the LAC. The deadline for LAC course proposals is November 1<sup>st</sup>; course requirements and syllabus templates are available on the LAC website. The IS/MS Core Curriculum Committee updated the IS and MS competencies and SLOs; courses seeking IS/MS must also submit assessment charts.
- **Assessment Council** (Dineen) – The ILO assessment pilot is underway. Assessment mini-grant funding will be available for Spring; a call for proposals will be going out soon. Two subcommittees have been formed: one for assessment policy and one for assessment planning. The Council is outlining minimum expectations for program level assessment; this is separate from comprehensive program review and would occur more frequently (perhaps annually). Units will need to plan for the workload/time commitment involved.

### Special Reports

- **Commencement speaker update**
  - The UG student speakers selected for the Fall graduation ceremonies are:
    - EBS ceremony: Sedric Miller
    - NHS/PVA combined ceremony: Kayley Hill
    - HSS/MCB combined ceremony: Jorge Cabral Pasillas
  - The combination of colleges is determined by the number of graduates in each college.
  - UG/GR ceremonies will be combined again this semester; this may be the new normal.
  - As in prior years, the ceremonies will be live streamed.

- **Schulze Chair announcement**

- Review of applications will begin on October 18, 2021 and will continue until the position is filled.
  - The AVP of Undergraduate Studies shall confer with elected faculty members of the Undergraduate Council and members of the Honors Faculty Advisory Board, prior to recommending a Schulze Chair to the CAO.
- UGC will schedule a Zoom meeting on Tuesday, 10/26 at 3:30 to review applications.

### Unfinished Business

- **Prior UNC degree credit applicability**

- Clavir reported that the Registrar's Office has examined the policies of several institutions (from Colorado, WUE, and others) and may have a policy recommendation for the next meeting.

- **S/U grading policy**

- Dineen reported that the subcommittee will meet tomorrow. We will identify policy precedents/characteristics and develop philosophical foundations/rationale for pursuing a permanent S/U grading option.

### DISCUSSION:

- Council members discussed the need for university-wide communication that an emergency S/U grading option will not be offered this semester.
- A Canvas notification would be a good way to ensure the notification reaches students.

### New Business

- **Policies surrounding expectations for Canvas use**

- Council members discussed creating a list of minimum expectations for Canvas use.  
Some ideas include:

- Syllabus to be posted on the Canvas syllabus page
- Use of the calendar feature, linking assignments to the calendar
- Grades to be recorded in the Canvas gradebook
- Standard placement for professor's contact information
- Table of contents showing where to find course information

### DISCUSSION:

- What would be beneficial to students?
  - Some first-year students are starting classes without orientation/introduction to Canvas.
  - Explanatory/instructional information should be provided on the home page to aid students in learning how to navigate and utilize Canvas.
- Colleges/units may already have their own unique sets of Canvas expectations.

- Potential pros/cons of standardization versus customization
- Different set-ups may be appropriate for different disciplines
- Consider whether to create a policy or just recommendations for best practices.
- Instructional Design & Development (IDD) provides information and guides for Canvas use.
  - Invite Kathy Zellers to the next meeting to discuss best practices for Canvas use.

- **Syllabus Statements**

- The Council will start by examining current recommended syllabus statements housed on the CETL website: [https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx)

Comments to the Good of the Order

Adjournment

The meeting was adjourned at 4:58pm.

Scott Franklin  
Chair

Betsy Kienitz  
Recording Secretary