**MINUTES**

**Undergraduate Policy Committee Meeting**

**April 23, 2025**

Members Present: Joe O’Shea, Enrique Alvarez, Laura Bell, Jane Clendinning, Carol Edwards, Liz Foster, Henry Fuelberg, Lydia Hanks, Gregory Harris, Patrick Hollis, Daniel Mears, Steven Palazzo, Nikki Raimondi, Britain Riley, Brian Parker, Teresa Roach, Besiki Stvilia, Xinlin Tang, Lisa Tripp, and Yanyun Yang Others Attending: Christina Pater and Courtney Barry  
  
I. Approval of Agenda  
 The meeting was called to order at 4:17 p.m. and the agenda was approved.

II. Approval of Minutes from March 26, 2025

The minutes were approved.

III. New Business:

1. Proposed Request to Change Testing Location  
   Due to the tragic incident on April 17, Mike Hammock requested to change the testing location for an Economics final exam. The committee discussed the request to change the venue. Committee members made some suggestions including offering the exam online with online proctoring. Dan will recommend Mike explore offering students the option to take the exam online. The UPC membership voted to **APPROVE** unanimously the testing location be changed to support students.
2. UPC Updates  
   Dan reported the majority of Faculty Senate had voted in favor of Engage 100.  
     
   Dan also expressed gratitude to all UPC members for their service to the committee this year. He especially expressed gratitude to certain members for completing their three year term on the UPC as well. He will be in contact with Roxanne Hughes to receive the names of new members joining UPC by August.  
     
   As homework during the summer, he asked members to consider whether UPC should develop a policy on AI use. He also mentioned he may contact some UPC members this summer to serve on a subcommittee about what the role of UPC would be as it relates to program reviews.   
     
   Dan has one more year in this three year term; he will serve as chair this summer. However, he asked any committee member(s) to tell him if they would like to serve as chair of UPC. Dan is willing to continue serving another term as chair but is open to any other member serving in the role.
3. Update from Undergraduate Studies  
   Joe shared his appreciation for everyone’s continued flexibility and patience. He also shared how the administration was looking forward to celebrating with students at six upcoming Commencement ceremonies at the Civic Center. Retention outreach support continues to be sure students register for summer and fall courses. Orientation sessions will begin next month to welcome new students and their families.   
     
   Nikki Raimondi also shared her genuine appreciation with faculty being attentive and supportive to students during this difficult time. She reminded UPC members how she and her staff assist students who have not been formally admitted to their major yet. Nikki and her staff will continue assisting students who have not yet been formally admitted to their majors in their requests to drop or withdraw with full tuition refund due to the recent campus tragedy.

**2025-2026 UPC meeting dates**:   
September 10, 2025

September 24, 2025

October 8, 2025

October 22, 2025

November 5, 2025

November 19, 2025

January 14, 2026

January 28, 2026

February 11, 2026

February 25, 2026

March 11, 2026

March 25, 2026

April 8, 2026

April 22, 2026

The meeting adjourned at 4:50 p.m.