

## **Council on Student Experience 2013-2014 Annual Report**

### **To the Irvine Divisional Assembly:**

The Council on Student Experience (CSE) respectfully submits its report of activities for the academic year 2013-14.

### **I. Council Operations**

Amihai Glazer, Professor of Economics, chaired the Council on Student Experience (CSE) in 2013-14. The Council met nine times during the academic year. Attending regular CSE meetings were twelve elected faculty members, the Associate Dean and Assistant Dean of the Division of Undergraduate Education, the Chair of the Board on Undergraduate Scholarships, Honors and Financial Aid (BUSHFA), the Librarians Association of the University of California, Irvine (LAUC-I) Representative, the Director of the Teaching, Learning & Technology Center (TLTC), the Director of the Undergraduate Research Opportunities Program, the Assistant Vice Chancellor of Student Affairs, two representatives from the Association of Graduate Students (AGS) and two representatives from the Associated Students of University of California, Irvine (ASUCI).

### **II. Divisional Issues**

#### **A. Academic Integrity Policy**

The Council met in the Fall Quarter to review updates to the draft policy made during the summer. The Academic Integrity Policy Workgroup then worked to incorporate the Council's requested updates before a copy was forwarded to Campus Counsel for review. Campus Counsel attended a Winter Quarter meeting to share feedback and suggestions for minor changes to nine sections of the draft policy. In addition to the suggested modifications, Campus Counsel further recommended the draft policy and procedures be separated into two separate documents. Council members agreed with the suggested modifications and forwarded copies to Graduate Council and the Council on Educational Policy for a secondary review. CSE plans to hear back from the Councils Fall Quarter and will then work to finalize the draft for approval by the Senate Cabinet, Divisional Assembly, and final implementation.

*(CSE meetings 10/07/13, 11/04/13, 03/03/14, 04/07/14, Legal Memo 10/18/13, GC Memo 06/12/14, CEP Memo 06/12/14)*

#### **B. Campus Safety**

The UC Irvine Police Department (UCIPD) advised the Council on events threatening campus safety and what measures can be taken to reduce risk. After the Robinson-Edley Report's completion in response to the UC Davis pepper spray incident, 48 recommendations were made. UC Irvine formed an event management team which works prior to events to engage students, administration, the UCIPD, and several other departments to manage event expectations and resolve issues and concerns which might arise so as not to negatively impact university business or campus safety. Additionally, the campus has formed the Campus Assault Response Team with members from the UCIPD, the Office of Equal Opportunity and Diversity, and the Title IX Officer to investigate issues related to sexual assault and to evaluate ways to ensure conflict in areas such as housing and classrooms for victims. Crime rates overall are low. The largest issue on campus is theft of personal property such as bicycles, textbooks, iPads, iPhones, and other electronic devices. The UCIPD in collaboration with Transportation Services has created a bicycle theft recovery program where GPS units are installed on "bait" bikes.

Through this program the UCIPD has been able to reduce bike thefts by half. The Council continues to work with the UCIPD and Student Affairs towards managing campus safety and evaluating means to address evolving needs.

*(CSE meeting, 01/06/14)*

### **C. Career Center**

The Council met with representatives from the Career Center to evaluate services offered to students and explore ways to better manage student/employer expectations. Special attention was paid to career exploration, internships, employment, and professional and graduate school for all majors. The Council found no issue with the current programs offered but plans to re-evaluate sometime within the next two years.

*(CSE meeting 04/07/14)*

### **D. Commencement**

The Council is working to ensure greater faculty and student involvement in commencement planning. The Council raised concerns regarding the lack of involvement of faculty and students in planning for the 2014 commencement and noted that areas such as deadlines for ordering regalia and invitations were overlooked. Plans are underway to engage Student Affairs Fall Quarter about future ceremonies.

*(CSE meeting 04/07/14)*

### **E. Online Access to Teaching Evaluation Results Pilot**

CSE worked with Electronic Educational Environment (EEE) to develop and implement a pilot program for online access to teaching evaluations. The pilot program was released Fall Quarter 2012 and is expected to conclude Spring Quarter 2015.

The results of the EEE administered teaching evaluations for each undergraduate course taught by a Senate faculty member are posted online after course grades have been submitted and are available for four years. Results show a numeric mean, median, and standard deviation number. At least five students must take the survey for results to appear.

During the first year of the pilot, faculty were allowed the option to opt-out later than the posted deadline by submitting requests for review to the Council each month. At its Fall Quarter meeting, the Council found the first year's implementation to be successful and that given the time allotted for faculty to become acclimated to the new system, the late opt-out option was no longer needed. The Council will continue to monitor the pilot in its final year and will meet with EEE during the 2014-15 year to discuss full implementation of the pilot.

*(CSE meeting, 10/07/13, Memo 10/18/13)*

### **F. Parking and Transportation**

The Council continues to work with Transportation services towards managing student parking issues. The Council plans to review Fall Quarter night parking options for undergraduate students to help facilitate greater campus access and safety for students. The Council will also explore the possibility of increasing run times for the ASUCI shuttle.

*(CSE meeting 02/03/14)*

### **G. Registration Information Available to Students and Faculty**

The University Registrar shared upgrades in existing campus programs and the status of new programs to be implemented on campus including class photo rosters, the ability to

make online grade changes, the new course catalogue system and the upcoming conversion to the Student Information Systems (*see section J. on Student Information Systems*). The new course catalogue system offers a shopping cart for selecting courses and lists official course descriptions. Each department/area has a designee for catalogue updates. The system also offers a catalogue publishing option, the ability to pull products as single documents such as transcripts and rosters, and is expected to increase the functionality of academic counselors. CSE members recommended the new systems to be implemented include options for students to waitlist courses with the option of having them automatically added once available and the second choice selections dropped, increased transparency and better matching of faculty to appropriately sized classrooms before the start of each quarter, as well as student and faculty input in the development of the new systems. The first recommendation is expected to be included in the new catalogue system. The Council will monitor changes and review during 2014-15 for continuing issues and address them as they arise.

*(CSE meeting 12/02/13)*

#### **H. Student Health**

Student health was addressed at two separate Council meetings. The first aspect reviewed was how to identify and direct students in distress. Members were notified of various signs of students in distress such as disruptive behavior, grades that suddenly plummet, angry outbursts, and e-mails filled with profanity. In such instances members were informed to use the “see something, say something, do something” model. Points of contact identified on campus were the UCI Police Department and the Counseling Center. A Campus Consultation Team meets regularly to review cases. Additional protocol for incoming students such as immunization requirements was also reviewed. The Council recommended this particular issue be redirected to the Council on Undergraduate Admissions and Relations with Schools to discuss possible admission measures to be implemented regarding immunizations.

The secondary item regarding student health related more directly to the Student Health Center. The Student Health Center introduced concerns regarding faculty who have requested personal and confidential information for students such as requesting students sign a release for professors to personally review medical files or be informed of private medical procedures. Additional concerns from the Council were explored regarding validation of student illness for missed exams. The Council reviewed information on policies and forms adopted by UC Berkeley and decided at this time, no new policies were needed for the UC Irvine campus. Instead, the Council gave the health center feedback on what might be useful to have on medical excuse forms used by the UC Irvine Student Health Center to help reduce faculty confusion over forms submitted by students.

*(CSE meeting, 01/06/14, 02/03/14)*

#### **I. Student Housing**

The Council met with Lisa Cornish, Executive Director of Student Housing to discuss the change in student climate, how mental health issues are addressed, and faculty involvement with students. Housing has implemented programs to meet the evolving student body such as earlier orientations to help international and first generation students with assimilating to campus culture. Council members were particularly concerned with how mental health issues are addressed through housing and ways to facilitate greater communication between students and faculty. Housing shared their protocol for crisis situations which include live-in professional staff and shared a new program involving faculty dinners with students. Additional faculty from the Council were solicited to participate in the faculty-student dinners as well as suggestions on how to improve the

program. The Council will continue to monitor the progress of the new housing development. Housing representatives will be invited back Fall Quarter 2014 to evaluate the progress of the faculty-student dinner program.

*(CSE meeting 05/05/14)*

#### **J. Student Information Systems**

The Student Information Systems estimated implementation is Fall 2015. The software will integrate several legacy systems used by the registrar's office, financial aid, billing, student finances, graduate records, and the law school. Projected benefits of the new system include program stability, integrated data, modern functionality, faculty support, and parent outreach. Council members were specifically concerned about the access to data such as past courses a student has taken, general demographic information, and course waitlisting functions. An advisory committee has been formed consisting of faculty, advisors, and students to ensure no missing functionality in the new system. The Council appointed ex-officio member Lorenzo Valdevit as liaison to the Student Information Systems Advisory group. CSE will continue to monitor and make recommendations as the project continues.

*(CSE meeting, 12/02/13)*

#### **K. Student Orientations**

The Council reviewed the current student orientation programs and made suggestions to the director of New Student Programs and Dean of Students for possible areas of improvement. Council members recommended increasing involvement with the library, faculty, and Peer Advisors. The Council remains concerned about transitioning international students to the UC Irvine culture and plans to review additional programs during the 2014-15 year to help promote an easier transition for foreign students and a greater understanding between foreign and domestic students.

*(CSE meeting, 11/04/13)*

#### **L. Student Sexual Offense and Discrimination Policies**

Fall Quarter, the Council was invited to review the *Interim UC Irvine Student Sex Offense Policy* and the *Interim UC Irvine Student Sex Offense, Harassment and Discrimination Hearing Procedures*. The Council found no issue with the actual policy. However, members found the wording in the procedures document to be ambiguous when referencing the appeals process and that the appointment of the appeals committee should be done by someone other than the administrator responsible for the initial decision. All recommendations were forwarded to the Student Affairs Office and the Office of Equal Opportunity and Diversity for consideration.

*(CSE meeting, 10/07/13, Memo 11/01/13)*

### **III. New and/or Continuing Business for AY2014-2015**

- A. International Students
- B. Commencement
- C. Student Information Systems
- D. Enabling Students to Study on Campus
- E. Academic Integrity Policy

### **IV. Invited Guests**

Julianna Bayley, Strategic Communications Manager, Transportation Services  
*(02/03/14)*

Elizabeth Bennett, University Registrar *(12/02/13)*

Jennifer Cartnal, Associate Director, Transportation Services *(02/03/14)*

Vivien Chan, Chief of Psychiatry, Student Health (01/06/14)  
 Alicia Cornish, Executive Director, Student Housing (05/05/14)  
 Dan Dooros, Associate Vice Chancellor, Student Affairs (12/02/13)  
 Edgar Dormitorio, Chief of Staff, Student Affairs (04/07/14)  
 Sarah Eichhorn, Academic Integrity Policy Workgroup (03/03/14)  
 Christina Fingal, Associate Physician, Student Health (01/06/14)  
 Suzanne Helbig, Director, Career Center (04/07/14)  
 Paul Henisey, Chief, UC Irvine Police Department (01/06/14)  
 Marcelle Holmes, Assistant Vice Chancellor, Wellness Health, and Counseling Services (02/03/14)  
 Christine Kelly, Career Consultant for Graduate Students, Career Center (04/07/14)  
 Michael Knox, Director, New Student and Leadership Programs (11/04/13)  
 Peter Krapp, Senate Chair (11/04/13)  
 Richard Pattis, Academic Integrity Workgroup (03/03/14)  
 Elizabeth Penfil, Campus Counsel (03/03/14)  
 Mark Petracca, Associate Dean, School of Social Sciences (06/02/14)  
 Arvind Rajaraman, Academic Integrity Policy Workgroup (10/07/13, 03/03/14)  
 Dana Roode, Chief Information Officer, Office of Information Technology (03/03/14)  
 Charles Smith, Chair, Council on Educational Policy (02/03/14)  
 Ray Vadnais, User Experience Architect, Office of Information Technology (10/07/13)  
 Briandy Walden, Assistant Director of Academic Technologies, Office of Information Technology (10/07/13)  
 Brent Yunek, Assistant Vice Chancellor, Enrollment Services (03/03/14)

## V. Council Membership

### **Senate Members (voting)**

Amihai Glazer, Social Sciences – Chair  
 Alejandro Camacho, Law  
 Jae Hong Kim  
 Young Jik Kwon, Health Sciences  
 Renee Link, Physical Sciences  
 Timothy Rupert, Engineering  
 Judith Sandholtz, Education  
 Stephen Tucker, Arts  
 Rahul Warrior, Biological Sciences  
 Libby Webber, Business  
 Douglas Winther, Humanities  
 Guoqing Xu, Computer Science

### **Ex-Officio Members (non-voting)**

Lorenzo Valdevit, Chair, BUSHFA  
 Melanie Coco, Chair, Campuswide Honors Program Board  
 Lisa Roetzel, Associate Director, DUE Honors Center  
 Rudi Berkelhamer for Sharon Salinger, Associate Dean, DUE  
 Jennifer Aaron, Assistant Dean, DUE  
 Rameen Talesh for Thomas Parham, Assistant Vice Chancellor, Student Life & Leadership

### **Associated Graduate Students (AGS) Representatives (non-voting)**

Shea Garrison-Kimmel, Physics  
 Nicole Shortt, Social Sciences

**Associated Students of UCI (ASUCI)**

Majde Al Salibi, Political Science  
Jovana Torres, Political Science  
Skyla Zhang, Business Economics

**Librarians Association (non-voting)**

Lisa Mackinder, Electronic Resources Acquisitions Librarian

**Consultants (non-voting)**

De Gallow, Director, Teaching Learning and Technology Center  
Said Shokair, Director, Undergraduate Research Opportunities Program

**Academic Integrity Workgroup (non-voting)**

Sarah Eichhorn, Physical Sciences  
Rachel Croskery-Roberts, Law  
David Pan, Humanities  
Richard Pattis, Information and Computer Science  
Arvind Rajaraman, Physical Sciences

**Council Analyst**

Charlene Mandau