David Ambrose, Aidin Castillo, Aime Castillo, Lizeth Cazares, Adrienne Reininga, Hayley Steffen,

4th year DHC project
Proposal for an Undergraduate Student Sounding Board

Purpose
Historically the student voice has been provided to Academic Senate committees by only one to two ASUCD-appointed students. These students are limited in the scope of experience and academic perspective they can provide. Further, many of these seats often go unfilled or become vacant at the start of a new quarter as the appointed student’s schedule changes. By creating an undergraduate Student Sounding Board we are ensuring the Academic Senate has access to a more reliable and academically diverse student voice that can better represent student perspectives and concerns in academic matters.

Charge
To provide a reliable and representative student voice to the Academic Senate and Academic Senate committees. To ensure effective dialogue between students and faculty regarding academic decisions. To provide a forum for students who serve on Academic Senate committees.

Sounding Board Structure

A. The Student Sounding Board is composed entirely of undergraduates, with 12 members representing the six academic divisions, plus one ex-officio ASUCD representative. The goal is to have a board that is representative of the student body in terms of academic major, gender, ethnicity, and class standing.
B. The Student Sounding Board will operate as a sub-committee of the Executive Committee of the Academic Senate.
C. Academic Senate committees or committee representatives are encouraged to bring their current legislation or projects to the Student Sounding board for comment and feedback. Additionally, the Student Sounding board will provide written feedback to the entire committee.
D. Students currently serving on Academic Senate committees are encouraged to participate in the Sounding Board conversations.
E. The chair and vice chair will be elected every spring by vote of the current committee members. The person with the most votes will be appointed chair, and the person with the second greatest amount of votes will be appointed vice chair.
F. This is a self-sustaining board with yearlong positions. The newly appointed chair and vice chair conduct interviews with the current chair and vice chair during the spring selection process for new committee members.
G. The current committee members will orient elected committee members in the spring so they will be ready to assume their positions in the fall.
H. Duties of the chair include conducting the meetings, meeting with the Chair of the Academic Senate to gather pertinent academic issues that need student input, write and distribute the agenda, deliver the written feed back to the appropriate committee, and be a member of the hiring committee. The chair position is limited to one year.
I. Duties of the vice chair include, recording the minutes, enforcing rules of attendance, making recommendations to the chair regarding personnel issues, take upon the chair's responsibilities when the chair is not present, and being a member of the hiring committee. The vice chair position is limited to one year.

Meeting Procedures

A. Meeting shall be held every other week.
B. Quorum is half plus one.
C. Each meeting will open with the approval of the last meeting's minutes.
D. Approval of the minutes will be followed by public comment.
E. The meeting is open or closed at the chair's discretion.
F. At the conclusion of every meeting the committee will draft written recommendations.
G. Sounding Board Members are expected to attend every meeting, but are allowed one excused absence per quarter.
Our Process

Our Survey

The first step in our process of establishing a student sounding board was to gage whether or not students felt represented in academic decisions.

We found the majority of students did not feel very well represented.

Students from Engineering, Biological Sciences, and Agriculture, felt the least represented:

![Pie chart showing representation levels]

- Very well: 523 (23%)
- Fairly well: 90 (4%)
- Somewhat well: 261 (11.6%)
- Not very well: 773 (34.2%)
- Not at all: 611 (27.1%)

n = 2258
Student made the following comments in the optional comment box:

- "I have no knowledge of any of the policies and decisions that affect my academic experience. Perhaps a newsletter could be sent out through the campus email."

- "I am a white female student. I'd say I am well represented due to that fact alone."

- "Providing substantially more opportunities for students to become an integral part of the decision-making process on campus by using student representatives. The current process of selecting two ASUCD-appointed students for this position is far from adequate; a student board of 9-15 individuals should be constructed."

- "Bring students of all different backgrounds into the decision making process, i.e. student members of the Academic Senate."

- "Ask students how they feel about policies, especially new ones."

- "Have more people of color and the LGBT community represented in policy making."

**Recruitment**

Recruitment e-mails were sent out to various student organizations, particularly ones with academic interests.

The recruitment e-mail read as follows:

*Let your voice be heard by the Academic Senate!*

*Give your perspective as a student on academic issues ranging from the General Education Requirement to Course Material Fees!*

*Join the Undergraduate Student Sounding Board!*

*Faculty members make important academic decisions which directly affect our academic experience as undergraduates throughout the year. Although one appointed ASUCD student representative has a seat on each of the Academic Senate committees, many of these seats are not filled or remain vacant throughout the academic year due to changes in course schedules, and various other reasons. By creating a Student Sounding Board we would only strengthen the current systems by ensuring that the Academic Senate has access to student feedback from the various academic divisions.*

*By joining the newly created Student Sounding Board you are ensuring the Academic Senate access to a reliable and well-rounded source of academic perspective from students.*
The Chair of the Academic Senate supports the formation of a sounding board to ensure more student input!

The Board is seeking students from all academic backgrounds for the 2007-2008 School year!

No experience needed!
We simply need your reflections, you are already the expert!
Meeting are only every other week!

Last Day to apply is Friday May 4th, by 5:00pm.

If you are interested in bringing the student voice to academic decisions please write to studentsoundingboard@gmail.com, and include your name, year, major, and why you want to join the Sounding Board.

Don't know what the Academic Senate is? Visit:
http://academicsenate.ucdavis.edu/

During late February the board began the recruitment process for this year’s board. We created an application that asked for name, year, gender, and reason why they wanted to join the board. The application asked only basic information in order to promote those who have not held academic positions or been involved in previous organizations to apply. The board used several outlets to contact students including:

- Aggie Ambassadors
- Cross Cultural Center
- Pre-Health Students
- Ethnic Community Listservs
- Facebook
- Various department Listservs

The deadline was March 3, and we received 7 applicants with major in Engineering, Biological Sciences, Social Sciences and Humanities and Arts.

Recently we concluded the recruitment process for next year’s board. Applications were sent out on April 23rd to the previous and additional listservs and organizations. The board made an additional effort to recruit students from the College of Agriculture. The application period ended on May 4th and the board received 12 applications for 6 positions, as well as inquires from other UC campuses. In addition, since May 4th
the board has continued to receive inquiries.

Meeting topics:

Past meetings have covered the following issues:
- The new GE proposal
- Course Material Fees
- Time to Degree, with a focus on pass times and course availability

Upcoming meeting topics:
- Research opportunities
- Study Abroad
- Entry Level Writing Program
- Pertinent issues the Academic Senate is considering

Next Steps:
- Passage of an ASUCD Resolution stating their support of the Sounding Board
- In the process of selecting our 6 seats for next year
- In the process of taking nominations for the Chair and Vice Chair positions
- Creating a transition binder for next year's board
Application for Membership
2007 Student Sounding Board

The Student Sounding Board (SSB) provides student voice to the Academic Senate and Academic Senate committees. It ensures effective dialogue between students and faculty regarding academic decisions and provides a forum for students who serve on Academic Senate committees.

All applications must be submitted via email by February 9th, 2007.

Please answer the following question on a separate sheet of paper. Limit your response to two double-spaced pages.

This quarter, the Academic Senate has disclosed a proposal for the restructuring of the General Education (GE) requirements at UC Davis. The Student Sounding Board (SSB) serves as the primary agency to channel student input into this proposal. Please describe why you would like to be a part of this process.

If you have any questions, please email studentsoundingboard@gmail.com
March 8th—SSB Informational & GE discussion
Location: Moss Room (MU)
Time: 7-8:30pm

Contact information:
E-mail: studentsoundingboard@gmail.com.
**Schedule of Events**

- April 17th—SSB Mtg.
  - Topic: Course Material Fees
  - Location: Wellman 115
  - Time: 8pm

**Contact Information:**
E-mail: studentsoundingboard@gmail.com
**SCHEDULE OF EVENTS**

- **May 1st—SSB Mtg.**
  Topic: Course Availability
  Location: Wellman 115
  Time: 8pm

- **May 15th—SSB Mtg.**
  Topic: Ice Cream Social with Prospective Members
  Location: Wellman 115
  Time: 8pm

- **May 29th—SSB Mtg.**
  Topic: Orientation for New Members
  Location: Wellman 115
  Time: 8pm

**Contact information:**
E-mail: studentsoundingboard@gmail.com
Agenda
Student Sounding Board
April 17th, 2007

I. Welcome (Aime)
II. Introduction to the SSB (Aidin)
   a. Purpose
   b. Who we report to: Linda Bisson, Chair of Academic; Executive Committee
   c. Responsibilities
III. Follow-up on GE (Adrienne)
IV. Tonight’s Topic: Course Material Fees
   a. Background (Hayley)
   b. Discussion (Lizeth)
      i. Who is the most impacted by these fees?
      ii. What are your personal experiences with course material fees?
      iii. Should the cap be increased?
      iv. Possible solutions
   c. Last minute thoughts for the report
V. Next meeting (David)
   a. Time and date: 8-9:30pm, May 1st
   b. Topic: Time To Degree & Course Availability
VI. Recruitment (Adrienne)
Course Material Fees

Course Material Fee Definitions

Course materials—materials, supplies, tools, or equipment that are consumed, retained, or used by a student enrolled in a course, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

A. Materials and supplies—items including, but not limited to, chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, and other one-time use items. These may also include reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.

B. Tools and equipment—scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere. These may include the costs associated with the use of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.

C. Materials and services for special supplemental educational experiences—materials and services that offer students a special educational opportunity, such as travel costs for field trips or the cost of film rentals.

Fee Limits

1. Course materials fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the campus. Thus, the following may not be included in course materials fees: expenses for salaries and wages and related employee benefits for support personnel; allowances for maintenance, depreciation, and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction; reproduction of copyrighted materials for course readers or audio or video collections; and course syllabi.

2. Although significant costs are associated with providing students with technology-based instruction, many of these costs involve support personnel or nonconsumable materials and thus do not comply with the University guidelines on course materials fees. Accordingly, costs of computer laboratories and technology shall not be included in course materials fees, except as noted in II-A and II-B, above.

3. Hazardous waste disposal charges that are directly linked to students' use of materials may be authorized as part of course materials fees.

4. A course materials fee may not exceed the actual cost per student of the materials provided for the course. A course materials fee generally will not exceed $50.00 for an undergraduate course. The fee may be revised as provided in III.1.2.d, below.

Regulations

1. Fees will become effective no earlier than Fall quarter following approval. Fees are approved for a three-year period, after which departments will request renewal of the fee if still appropriate.
College/School | Department | Course | Course Title | Fee/Course | Expend
--- | --- | --- | --- | --- | ---
Agricultural and Environmental Sciences | Viticulture & Enology | VEN 123L | Analysis of Fruit and Wine | $40 | 6/30/2009
| VEN 124L | Vine Production | $60 | 6/30/2009
| VEN 126L | Wine Chemistry | $40 | 6/30/2009
| VEN 128L | Wine Microbiology | $40 | 6/30/2009
| Enology | ENT 1 | Arts, Science & the World of Wine | $60 | 6/30/2009
Engineering | ECH 125A | Chemical Engineering Lab | $25 | 6/30/2009
| ECH 133B | Chemical Engineering Lab | $30 | 6/30/2009
| ECH 141L | Biomechanics Engineering Lab | $30 | 6/30/2009
| ECH 162L | Structure and Characterization of Materials | $50 | 6/30/2009
| EMS 174L | Mechanical Properties of Materials | $50 | 6/30/2009
| ENG 45 | Properties of Materials | $20 | 6/30/2009
| EME 301 | Manufacturing Processes | $20 | 6/30/2009
Biological Sciences | BIS 1B | Introductory Biology | $22 | 6/30/2009
| BIS 1B | General Ecology | $22 | 6/30/2009
| EVE 105 | Phylogenetic Analysis of Vascular Structures | $40 | 6/30/2009
| EVE/PLB 108 | Systematics and Evolution of Angiosperms | $18 | 6/30/2009
| EVE 112B | Laboratory for Introductory Ecology | $30 | 6/30/2009
| EVE 113 | Marine Ecology | $30 | 6/30/2009
| EVE/PLB 117 | Plant Ecology | $40 | 6/30/2009
| EVE 138F | Field Herpetology | $150 | 6/30/2009
| EVE 154L | Herpetology Laboratory | $100 | 6/30/2009
| EVE 140 | Paleozoology | $150 | 6/30/2009
| EVE 180A | Experimental Ecology & Evolution | $200 | 6/30/2009
| EVE 180B | Experimental Ecology & Evolution | $100 | 6/30/2009
Exercise Biology | EXB 111 | Environmental Effects on Physical Performance | $42 | 6/30/2009
| EXB 112 | Clinical Exercise Physiology | $150 | 6/30/2009
| EXB 140L | Athlete Fitness Testing Laboratory | $50 | 6/30/2009
Microbiology | MSC 125L | General Bacteriology Laboratory | $50 | 6/30/2009
| MSC 145L | Bacterial Diversity | $50 | 6/30/2009
| MSC 154L | Bacteriology Physiology Laboratory | $50 | 6/30/2009
Molecular & Cell Biology | MCB 120L | Biochemistry Laboratory | $50 | 6/30/2009
| MCB 140L | Cell Biology Laboratory | $50 | 6/30/2009
| MCB 150L | Laboratory in Vertebrate Embryology | $50 | 6/30/2009
| MCB 160L | Principles of Genetic Laboratory | $50 | 6/30/2009
I. Welcome (Lizeth)

II. Purpose of our group (Adrienne)

III. Status of our establishment (Aidin)

IV. Course Availability (Hayley)
   a. Have you ever had problems getting courses?
   b. Does your major have series?
   c. Have pass time helped or enabled your registrations process?
   d. Have you found it manageable to complete your GE classes?
   e. Do you think you will be able to graduate in four?

V. Recruitment update (Aime)

VI. Meeting next time and topic (David)
Important things to remember for next year:

- Transcript Notation Petition
- Possible 13th seat for transfer student
- Inquire about ASUCD Liaison
- Use Facebook and Davis Wiki to advertise
Presented on the Senate floor on May 10, 2007

**ASUCD SENATE RESOLUTION # 22**

Authored by: STEFFEN  
Co-Authored by Castillo, Castillo, Fluet, Miller, Mody, Reininga  
Introduced by: Fluet  
Referred to: Academic Affairs Commission  
Recommended to: Academic Affairs Commission  
Do pass as amended, 8-0-1, on May 14, 2007.  
Yes: Markevich, Pham, Rebottaro, Suyat, Tang, Tsighe, Sadetsky, Sasson.  
Abstain: Berliner

An ASUCD Senate resolution to support the formation of a Student Sounding Board to the Academic Senate.

WHEREAS, The Academic Senate is composed of faculty who make decisions, such as what the GE requirements are, major courses, minimum progress, etc. and,

WHEREAS, in a Student Affairs Research Institute Quick Poll students felt that currently there is not enough student voice available to The Academic Senate, with only 4% of students surveyed feeling that they were well represented in academic decisions, 11.6% of students surveyed feeling somewhat represented and 32.4% feeling fairly represented, meaning that, 50.1% of students do not feel well represented; and,

WHEREAS, though there are one to three student seats on each academic senate committee for undergraduates, the Academic Senate committee meetings are usually during inconvenient times for students, and the student representatives are not always from sufficiently diverse academic division to make informed decisions for every division; and,

WHEREAS, the Student Sounding Board would act as a safeguard for ensuring that The Academic Senate always has access to the student voice regarding academic issues, would be more academically representative and would consist of two people from each academic division, in addition to the Sounding Board, the chair of the ASUCD Academic Affairs Commission will serve as ex-officio; and,

WHEREAS, the board would meet bi-weekly and discuss current academic policies and issues, as provided by the various committees or the Chair of the Academic Senate, and the chair of The Sounding Board and the chair of The Academic Senate would meet to discuss pertinent issues; and,

WHEREAS, the Student Sounding Board is proposing to become a sub-committee of the Academic Senate’s Executive Council so that student voice is built into the Senate’s structure, and the current chair of The Academic Senate is in support of this proposal; and,

WHEREAS, the goals of this board are to provide a more well-rounded representation of the undergraduate academic perspective from the various divisions.

THEREFORE BE IT RESOLVED THAT, the ASUCD Senate supports the creation and acceptance of a Student Sounding Board; and,

THEREFORE BE IT FINALLY RESOLVED THAT, copies of this resolution be sent to the Academic Senate’s Executive Council, Chancellor Larry Vanderhoef, Vice Chancellor of Student Affairs Janet
Gong, Chair of the Academic Senate Linda Bisson, the Undergraduate Council, Student Faculty Relations Committee, the Representative Assembly, and The California Aggie.

DO PASS AS AMENDED, 12-0-0, BY A ROLL CALL VOTE OF THE ASUCD SENATE ON APRIL 17, 2007. YES: CARRILLO, FLUET, FRICK, FRIEDMAN, HARRIS, LAY, MALIK, PARNELL, PEAKE, SUNDSTROM, TURHAL, XIE.

Kareem Salem
ASUCD President

Date
5/22/07
Contact Information:

Linda Bisson:
Chair of the Executive Council and of the Academic Senate
lfbisson@ucdavis.edu

* To schedule an appointment with Linda Bisson, contact:
Shelly Lopez-Emerson
Administrative II of the Academic Senate
skemerson@ucdavis.edu

Adrienne Reininga
arreininga@ucdavis.edu

Davis Ambrose
dlambrose@ucdavis.edu

Aimé Castillo
aimcasti@ucdavis.edu

Hayley Steffen
hesteffen@ucdavis.edu

Lizeth Cazares
lbcazares@ucdavis.edu

Aidín Castillo
acastillo@ucdavis.edu
Davis Honors Challenge

- Non-traditional honors program
- Four-year project, charges students to conduct a contemporary sample of any issue
- Requires gathering data, synthesizing responses and making recommendations
- This idea of providing student feedback for academic, societal and policy issues, providing students with spring from their project. Understanding the topic of Citizenship is a concern that involves (1) understanding and evaluating student feedback, and the role of the student.
How well represented do you feel in terms of policies and decisions that affect your academic experience?

- Very well: 523 (23%)
- Fairly well: 90 (4%)
- Somewhat well: 261 (11.6%)
- Not well: 611 (27.1%)
- Not at all: 773 (34.2%)

n = 2258

Aidin

How well represented do you feel in terms of policies and decisions that affect your academic experience?

- L&S
- Eng.
- Bio. Sci
- Ag

Aidin
Student Voice

Bring students of all different backgrounds into the decision making process, i.e., student members of the Academic Senate.

Student Voice

"Providing substantially more opportunities for students to be an integral part of the decision making process on campus by having student representatives. The current process of selecting two ASUCD appointed students for this position is far from adequate. A student body of all individuals should be constructed."
Purpose

- Historically, the student voice has been provided to the Academic Senate committees through a few ASPED-appointed student representatives. Students from the Natural Sciences, Social Sciences, and Humanities have disproportionately been excluded. Additionally, because only current students serve on committees, the student control over the decision making of the entire academic enterprise is limited.

Further, many of these seats are often unfilled or become vacant during the course of the year.

By creating an undergraduate student Sounding Board, we would strengthen the current system to ensure that the Academic Senate considers more student and more academic diversity in their voice than current representation suggests.
Charge

- To provide student voice in the Academic Senate and Academic Senate committees.
- To ensure effective dialogue between students and faculty regarding academic decisions.
- To provide a forum for student representation on Academic Senate committees.

Proposed Structure

- The Student Sounding Board is composed entirely of undergraduates, with at least one representative of each of the six divisions.
- We propose that the Sounding Board acts as a subcommittee to the Executive Council. This would allow the Sounding Board to gather information on technical issues that need student feedback.
- Topics of discussion could be preceded by having the chair of the SSB brief either the chair of the Executive Council or by having the chair of the SSB chair brief the Executive Council.
Structure

• The Student Sounding Board will take written feedback to the appropriate Academic Senate Committee.

• This is a self-sustaining board with yearlong presence of members. Undergraduate students and members are selected by the chair and meet once a month.

Recruitment

• Aggie Ambassadors
• Cross Cultural Center
• Pre-Health Students
• Pre-Law Students
• Ethnic Community
• LGBT Community
• Facebook
• ASU TD
• Education Abroad Center
• Undergraduate mentor program
• Aggie Volunteer Center
• Events
Progress

- 2 major recruitment drives resulted in applicants representing all three divisions and class levels.
- Meeting with Student Trustee Advisory Committee.
- Meeting with ASCC Senators: proposal to be presented at Senate meeting.

Meeting Topics

- 3/8/07: New General Education Proposal
- 4/17/07: Course Material Fees
- 5/1/07: Time to Degree, Course Availability
- 5/15/07: Welcome meeting for new 2007-2008 members
Next Steps

- Ensuring the passage of our Ashland resolution
- In the process of selecting two new officers for next year
- In the process of selecting two new members for the Chair and Vice Chair position
- Creating a Student Union office for our new board
- Establishing a relationship with the Academic Senate