**Undergraduate Program Committee Meeting Minutes**

April 5, 2024 2:00PM-3:00PM

<https://washington.zoom.us/j/96531484013>

Voting members: J. Ni (C) R. Jindal, R. Fang, E. Zhang

Committee: J. De La Cruz, D. Childs, R. Baig

G. Viers, N. Tabafunda

**Approval of Minutes – J. Ni**

* Minutes for March 2024 approved by all members of the committee

**Appoint Second Faculty Reviewer– J. Ni**

* Needed for BABA Applications
  + Second Review is good to reduce the review load
    - What to do in the instance of split decision between two reviewers?
      * Recommendation for 3 reviewers to avoid split decisions
      * Change wording to specify reviewers splitting different applications to never run into the issue of split decisions
        + More than 10 applications per reviewer will need another reviewer to split workload.
    - Why Bring objectivity to reviews, why not keep subjective?
      * Applications reviewed have GPAs lower than 2.8 and or a student who experienced an academic hardship or started with another major. Reviewer’s job is to look at the additional factors that contribute to the low GPA.
  + Should the question of a second reviewer be brought up at the faculty meeting?
* Nominations:
  + R. Fang
    - Volunteered on a case by case basis
      * R. Fang with connect with Aubree and respond back to UPC with result.

Meeting Adjourned: 2:50pm