

**Graduate Council (GC)**  
**Meeting Minutes**  
**Tuesday, December 2, 2014**  
**1:30-3:00pm**

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**I. Chair's Report – Professor Kathleen Hull**

- Chair Hull reminded members that the next GC meeting is scheduled on December 16, 2014 from 9:30-11:00am in SSB 250. Members were asked to review the draft PROC memo to the Environmental Systems (ES) Graduate Group that was distributed as a separate attachment. Members reviewed the draft memo and had no objections.

**Action:** GC Analyst will inform the PROC Analyst that no objections were raised by the council.

**II. GC Representatives- Professor Michael Dawson**

- PROC (11/19)  
Vice Chair Dawson reported that PROC discussed and established a subcommittee that will be responsible for review of the undergraduate and graduate program review policies. A request will be made to the GC and UGC Policy Subcommittees to participate in the review process with the PROC Subcommittee. The PROC subcommittee's goals are to build on the existing policies and establish guiding principles for conducting reviews that are aligned with institutional goals. In addition, the PROC subcommittee will clarify the role of PROC and propose procedural changes that allow the administration to be involved early in the review process.

**III. Consent Calendar**

- The agenda was unanimously approved as presented.
- The November 4 Meeting Minutes were approved as presented.

**IV. Proposed Revisions to the Policy for New Graduate Programs**

The GC Policy Subcommittee was asked to review the proposed revisions to the GC Policy for New Graduate Programs. The policy had not been revised since its original approval of January 19, 2010 and with the recent revisions to the CCGA Handbook major revisions were needed. Members reviewed the revisions made by the Policy Subcommittee and had no major objections to the proposed edits.

ALO Martin indicated that WASC recently changed their name to the WASC Senior College and University Commission (WSCUC) which should be updated in the revised policy. The recommendation was also made to include the Office of Institutional Research and Decision Support in the list of offices that should be notified once Systemwide and WSCUC approve new graduate programs.

A motion was made, seconded and carried to approve the revised policy with the proposed additions detailed above.

**Action:** GC Analyst will update the policy and GC will send a notification to all senate faculty regarding the approved revisions to the Policy for New Graduate Programs.

#### V. **Interdisciplinary Humanities Graduate Group Policies and Procedures**

Expedited review is requested for the IH Policies and Procedures as the graduate group does not have an approved document and the CCGA proposal is used to answer any procedural questions for students and faculty. GC members reviewed the document and had the following concerns and comments:

- The proposed policies and procedures do not abide by the approved GC template.
- The number of non-contact hours mentioned in the document need to be revised.
- The document should refer consistently to the qualifying examination and not comprehensive examination.
- The proposed policies and procedures mention specializations and GC recommends referring to concentrations instead in anticipation of a new policy under review.
- IH should be concise without losing the clarity of the document.

**Action:** GC will send a revision request memo to the IH Graduate Group Chair.

#### VI. **Review of Graduate Group Bylaws**

Graduate Groups were asked to submit their current Bylaws by December 1. Groups were advised that: (1) Graduate Group Bylaws developed or revised after April 2, 2014 should be prepared as a Word document and formatted according to the approved template and (2) bylaws developed before April 2, 2014, should at the very least contain all the information that is specifically outlined in the template. GC briefly reviewed the documents listed below and agreed to have the GC Analyst conduct a pre-review of all documents submitted.

- Applied Mathematics Graduate Group Bylaws
- Chemistry and Chemical Biology Graduate Group Bylaws

GC also agreed to request all groups to leave the Student representation article within the bylaws even if they don't have student representation in any of the committees. A member asked if all graduate groups would be required to have the GC approved graduate group bylaws on their website. GC requested that the GC Analyst follow-up with Vice Provost and Dean Graduate Education Zatz on the possibility of ensuring organizational documents such as graduate group bylaws are uploaded to website. Dean Zatz may want to include such documents as part of the Graduate Division's initiative to standardize graduate group websites.

**Action:** GC Analyst will conduct pre-review of all submitted graduate group bylaws and ask Vice Provost and Dean of Graduate Education Zatz if the Graduate Division would be able to ensure all approved documents are available on the graduate group websites.

#### VII. **Guest: Eric Cannon, Graduate Division Financial Analyst**

##### - **New 2015-2016 First Year Fellowship Guidelines**

GC was asked by the Graduate Division to review and provide feedback on three new 2015-2016 First Year Student Fellowship Guidelines. The Graduate Division Financial Analyst introduced the following fellowships guidelines:

- Graduate Dean’s Fellowship (“top off” recruitment fellowship handled by graduate groups and Graduate Dean)
- John and Victoria Elia Fellowship
- Graduate Dean’s Recruitment Fellowship

GC reviewed the proposed guidelines and had no objections to the proposed edits made by Vice Provost and Dean of Graduate Education Zatz.

**Action:** GC will send an endorsement memo to the Graduate Division regarding the fellowship guidelines and notify Vice Provost and Dean of Graduate Education Zatz of GC’s additional comments and concerns.

## VIII. Discussion Items: Exemptions Data

### - Student Employment

GC asked the Graduate Division to provide data on the most common exemptions requested by Schools. Graduate Division provided the data for student employment exemptions granted in AY 2014-2015. Members reviewed the cases and most of the exceptions were due to low student GPAs. A member asked if UGC should be aware of these types of exceptions since they have more of an impact on undergraduate education.

**Action:** GC will make the suggestions to Vice Provost and Dean of Graduate Education Zatz.

### - English Examination Requirement

The GC Joint Policy Subcommittee asked the Graduate Council to determine if the TOEFL minimum score for UC Merced should be increased so that the campus is more aligned with other UC campuses (average is 80 and UCM is 68). In response to the request, members reviewed the TOEFL exceptions data and analysis for graduate admission and Teaching Assistants for the last three years.

A motion was made, seconded and carried to change the minimum TOEFL score to 80 with an effective date of fall 2015.

Moving forward, GC will do annual review of the exceptions that are granted to determine if the exceptions are program related. This annual review would potentially allow GC to learn what metrics should be used by graduate groups in requesting exceptions to the English examination requirement.

**Action:** GC will notify the Joint Policy Subcommittee and all graduate groups chairs regarding the change to TOEFL minimum score.

### - Admissions

For the AY 2014-2015 admissions cycle, the Graduate Dean exceptions have only been tracked manually through a spreadsheet. Prior to this year, any exceptions granted have not been tracked. Moving forward, Graduate Division will be looking for a solution to be able to run reports on this kind of data (possibly tracking exceptions in banner).

### - Proposed Revisions to the UCM Author Release Form

The Graduate Division, in consultation with UCOP and UCM General Counsel, revised the author release form to include broad third-party open access repositories. GC reviewed the revised language and had no objections.

**Action:** GC Analyst will notify the Graduate Division of the council's endorsement.

**IX. Systemwide Review Items:**

**- Proposed Presidential Policy on Open Access**

GC discussed the proposed draft Presidential Policy on Open Access, which is based on the Academic Senate Open Access Policy for all Academic Senate members adopted on July 24, 2013. The proposed new policy extends open access rights and responsibilities to all non-Senate members of the UC system who are authors of scholarly articles, including faculty, other academic personnel, students, administrators, and staff. In addition, the proposed policy outlines procedures for implementing the policy for all UC authors, both Senate and non-Senate.

Members felt that the policy as written is unclear regarding graduate students and where they fall within the policy. Another concern for GC was the level of advisement/mentorship that graduate students may be receiving regarding their discipline's prerogative regarding dissertations being available for public access. Members agreed to ask for clarity for graduate students in regards to the proposed policy.

**Action:** GC will provide comments to Senate Chair Sun by December 12.

**- Proposed Amendments to Senate Regulation 682**

GC reviewed CCGA's proposed change to SR 682 that specifies the interval between the filing of advancement to candidacy for a Master's degree and the conferral of the degree. The revision would allow individual graduate divisions to decide the timeframe for advancement to candidacy. In principle, members agreed with the proposed change but were concerned with the impact on processing for the relevant administrative offices.

**Action:** GC will send comments to Senate Chair Sun by December 12.

**X. Executive Session- GC Members Only**

No minutes were recorded for this portion of the meeting.

There being no further business, the meeting adjourned.

Attest:

Kathleen Hull, Chair

Minutes Prepared by:

Mayra Chavez-Franco, Senate Analyst