

**Graduate Council (GC)**  
**Meeting Minutes**  
**Wednesday, February 25, 2015**  
**1:00-2:30PM**

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

- DivCo/CAPRA Meeting with VCPB Feitelberg (2/12)

Chair Hull reported that the main item of discussion was the Academic Senate's participation in the Project 2020 Request for Proposals (RFP) team meetings. The first RFP team meeting took place on February 19 and the next RFP team meetings are scheduled for March 10 and March 12.

- Chair Hull reiterated the need to keep Graduate Council business confidential to avoid misinformation and prevent discussions being released out of context.

**II. Vice Chair's Report - Professor Michael Dawson**

- PROC (2/17)

Vice Chair Dawson reported of the following relevant items discussed at the Periodic Review Oversight Committee:

- PROC is continuing the review of draft principles for periodic review. The principles will be undergoing review by the administrative units in the near future.
- The proposed review policy for ORUs was also discussed and the Graduate Council's comments were reiterated during the meeting.
- PROC will also begin the review of the administrative periodic review policy in order to make sure that administrative reviews are working well and satisfying the mission of the campus.

**III. Consent Calendar**

- The agenda was unanimously approved as presented.
- The GC November 18, December 16, January 28, and February 11 Meeting Minutes were unanimously approved.

**IV. Campus Review Item: Draft Grade Appeals Policy**

The Undergraduate Council's grade appeal policy subcommittee drafted a policy that outlines the procedures for initiating a grade appeal by undergraduate students. In general, members were supportive of the proposed policy that clearly defines the criteria for grade changes and formalizes the steps to appeal a grade. During the Council's discussion the following comments and questions were raised:

- Appeal Petition: The policy notes that an appeal petition includes a written summary that is filed with the program's Dean; by "written" does UGC also include email? Clarification on this point would be helpful so students know if electronic or hard copies will be required. In addition, members believe that an electronic form would be helpful for undergraduate students to use for this purpose.
- Appeal Process: As written, the policy indicates that if the program's Dean has a conflict of interest a Dean designate will review the case. Members expressed concern that the conflict of interest may be compounded if the Dean designates the designee. GC suggests

that UGC identify the designee to avoid the perception of conflict of interest in such cases; for example, the designee be the program's School Executive Committee Chair.

- **Timeline:** Members appreciate the timeline included in the draft policy, but recommend adding "no later than" language to help students understand the time limitation and when exactly the process for an appeal should begin. It would seem especially critical to set a "no later than" date for initiating the process, since the rules stipulate the process must be complete within one semester. Likewise, given that the policy indicates that the timeframe begins in the semester following that in which the grade in question was filed, what are the timeline implications for a grade appeal for a spring semester course? Would this mean a timeline for an appeal would begin in the summer? Given such possible confusion, Graduate Council recommends explicitly stating how the summer would be incorporated (or not) in the timeline for potential stages of the appeal processes.

**Action:** GC will provide comments to UGC and the Senate Chair by February 27.

#### V. **Guests: Gregg Camfield, Interim Vice Provost for Faculty and Becky Gubser, Associate Director of Academic Personnel**

- GC discussed the following items with VPF Camfield and Associate Director Gubser:

- **Possibility of adding a new MAPP section**

VPF Camfield and Associate Director Gubser agreed it would be appropriate to begin drafting the MAPP section for appointment and review of graduate group chairs similar to the UC Davis APM. This proposed section would formalize the current process for appointment of graduate group chairs and ensure review guidelines are codified for the campus. VPF Camfield and Associate Director Gubser indicated that the Office of Academic Personnel would draft the proposed section in consultation with GC and VPDGE Zatz.

**Action:** GC will send a memo to VPF Camfield and Associate Director Gubser to request the development of a new MAPP section for appointment and review of graduate group chairs similar to the UC Davis APM Section 245.

- **Update: MAPP Section- Graduate Student Employment Titles**

VPF Camfield and Associate Director Gubser reported that the MAPP review cycle has shifted. The Academic Personnel Office will draft the MAPP sections in the Spring and will disseminate for broad campus review in the Fall. The MAPP section governing the appointment of graduate student employment titles is being redrafted due to the extensive comments received last year.

**Action:** GC will leave an open invitation to the Academic Personnel staff to attend Graduate Council in order to provide initial comments and advice for developing this section of the MAPP.

#### VI. **Consultation with VPDGE Marjorie Zatz**

- Discussion Items:

- **New Fellowship Announcement**

VPDGE Zatz conveyed that the Graduate Division has received funding for a new fellowship. The potential name for this new award is the Cognitive Development Learning Fellowship and the amount is expected to be \$1000 a year to fund research expenses.

- Admissions and Visitation Weekend
  - A total of 586 students have submitted a graduate admissions application and 202 have been admitted (23% above the number of applications received last year and 30% above for domestic applicants).
  - Visitation weekend is next week and a total of 77 students will be visiting the campus.
- Professional Development Activities
  - The Grad Slam qualifying round is scheduled on March 3 and in April the final round will take place. A total of 50 applications have been received.
  - The Graduate Student Orientation will be one day longer this year as a full day will be dedicated for international students.

**VII. 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