

**Graduate Council (GC)**  
**Meeting Minutes**  
**Friday, March 7, 2014**

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**I. Chair's Report – Professor Valerie Leppert**

- CCGA (3/5)

Chair Leppert reported that Systemwide Provost Dorr and CCGA Chair Mastronarde will meet with President Napolitano in the near future. This meeting will be used as an opportunity to educate the president on the process for reviewing graduate programs. CCGA also discussed the difficulties for implementing interdisciplinary programs systemwide.

- Strategic Focusing Initiative Town Hall Update (3/6)

As the majority of the Graduate Council members indicated that they would be attending the March 10 town hall instead, GC Chair asked Executive Director Shelton to provide an overview of the discussion on March 6. Most of the questions and concerns raised by faculty were with the process and proposed timeline. Concerns were also raised with not getting feedback from the Working Group and the lack of clarity on what the next steps would be. Provost/EVC Peterson and Chair López-Calvo stated that they would like to see collaboration between the proposing groups based on the nine proposed research themes and faculty were concern with how the distribution of FTE lines would play out. Graduate Council members were concern with an external review team deciding what groups would be chosen and would like to make sure that there is an internal component.

**II. GC Representative- Professor Kathleen Hull**

- DivCo (2/24)

Vice Chair Hull reported on main items discussed at DivCo which are summarized below.

- The Senate Chair attended the Chancellor's Cabinet Retreat where the Chancellor stated that the number of available FTE lines would be reduced. Chancellor Leland also indicated an interest in building visibility for UCM and establishing a policy for bullying.
- UGC Chair Sharping announced that UGC is looking at the campus definition for seminars and members agreed that Graduate Council should participate in the discussion.
- Medical Education Task Force Charge was discussed.
- Revisions to the Program Review Process were discussed.

**III. Consent Calendar**

- The agenda was approved as presented.

- The draft GC memos listed below were unanimously approved:

- PRC Notification Memo to BEST
- PRC Notification Memo to ES
- Joint Online CRF System Update Memo to Germán Gavilán
- AY14-15 CCGA Proposal Submission Deadlines to Lead Contacts

**IV. Draft AY 13-14 Graduate Division Outstanding Teaching Award Guidelines**

GC was asked to review the new 2013-2014 Outstanding Teaching Award (OTA) Guidelines, Call and proposed timeline. One Outstanding Graduate Student Teaching Award will be awarded to a graduate student for each school.

A motion was made, seconded and carried to approve the OTA documents as presented.

**Action:** Senate Analyst will send the notification of approval to the Graduate Division.

#### V. **Draft Medical Education Task Force Charge**

Graduate Council was asked to opine on the draft Medical Education Task Force charge. As proposed the joint task force will make recommendations on the future operation of UCM San Joaquin Valley PRIME program and assess the feasibility of offering a medical education program on campus.

Members reviewed the proposed charge and had the following comments/concerns:

- GC would appreciate it if DivCo would consider clarifying that consultation should be conducted through formal senate consultation processes (e.g. with all faculty members of a graduate group, through the Graduate Group Chair, not just with specific members of the group)
- Should add footnote to clarify that all School representatives should be non-HSRI faculty, in order to avoid the appearance of a Conflict of Interest (e.g. having the majority of faculty members on the committee being in HSRI, possibly benefiting from the establishment of a medical school or the type of medical education program formed, and at the same time assessing its feasibility for the campus).

**Action:** Senate Analyst will draft memo for forwarding to Senate Chair López-Calvo by March 13, 2014.

#### VI. **Graduate Regulations**

**Action:** GC will review the draft graduate regulations on March 19.

#### VII. **Discussion Item: Graduate Student Recruitment and Support**

##### - **Campus Initiative: Faculty Lead Strategic Plan for Graduate Student Enrollment Growth**

Graduate Division hired a higher education research and consulting firm to assist the campus in identifying ways to enhance graduate recruitment at UC Merced. The research conducted by Stamats included campus visitations, focus groups and image/perception surveys. GC discussed the results provided from Stamats: (1) Phone Survey of Prospective Graduate Students, (2) Web Survey of Internal Audiences, and (3) Recruitment Operation Development Plan. Members were concerned that no international applicants were surveyed as international recruitment is very important for the School of Engineering. Dean Kello announced that the Graduate Division will be scheduling a site visit for Stamats to debrief the campus on the results in the near future and Graduate Council would be asked to meet with them too.

##### - **Systemwide Initiative: UC Conference on Doctoral Student Support**

A Steering Committee Co-chaired by Systemwide Provost Aimee Dorr and Senate Vice Chair Mary Gilly have organized a one-day all UC conference on Doctoral Student Support at UC

Irvine. They are looking for two outcomes: a set of best practices and recommendations, with approximate price tags, for enhancing UC's success in recruiting and educating the best doctoral students. Towards that end, the Steering Committee has asked CCGA members to help structure the discussion through a formal request for proposals (RFP) process. The RFP should be limited to one page per recommended action.

RFP should suggest proposed actions that could be taken to address the follow strategic issues:

1. Competitiveness in recruiting the best doctoral students
2. How the NRST is handled on the campuses (with respect to research grants and more generally)
3. Increasing the viability of academic departments to recruit international students when the record and pool makes that desirable; and
4. Enhancing professional development and career pathways for Ph.D. students.

Aligned with the UCI Conference, the Enrollment Management Committee will discuss how to grow graduate student enrollment at UC Merced. As the GC representative on the Enrollment Management Council, Chair Leppert asked members to discuss their personal experience and problems with graduate student recruitment. Members had the following comments/concerns:

- There should be very specific plans for moving on graduate student recruitment, including addressing issues that do not usually fall in the purview of the Graduate Division.
- A GC member ran into obstacles when trying to establish a joint program with a school in India who would responsible for conferring the degree. The lack of clarity in getting answers on how to establish a joint program on campus prevented the partnerships from being established.
- Graduate Group Chair run into reoccurring problems with processing student visas for international graduate students.
- Major issue for international students is finding housing and/or hosting students.
- Need to work on improving the international visa situation for students and streamlining issues for international students.
- International student associations for students exist in other campuses and UCM does not have one.
- Faculty can help by developing a list of partnering universities. Need to get better quality pools in order to help grow student quotas.
- Support for the Social Science disciplines is almost exclusively through TAs and it would be good to set up additional funding through the Office of Research.
- Regarding space planning, the campus should get away from organizing space by undergraduate degree and move towards functionality.

**Action:** GC Chair Leppert will convey the councils concerns to the Enrollment Management Council.

### **VIII. Annual IIGP Renewal Request**

A motion was made, seconded and carried to approve the draft IIGP renewal request memo to CCGA.

**Action:** GC will send approved memo to CCGA after April 2.

**IX. Notification of Email Review Items**

**Action:** GC members were asked review and provide comments to GC Analyst by March 14, 2014 on all items listed below.

- COR Review Process for Research Units
- Joint Senate-Administration Library Working Group Final Report
- Draft Graduate Council Committee Manual
- Proposed Mentoring Guidelines
- Revised EECS Policies and Procedures

**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:

Valerie Leppert, Chair

Minutes Prepared by:

Mayra Chavez, Senate Analyst