

Graduate Council (GC)
Meeting Minutes
Thursday, November 21, 2013

I. Chair's Report – Professor Valerie Leppert

- Meeting of the Division (11/19)

Chair Leppert reported on the two main items discussed at the Meeting of the Division: campus building plans and strategic focusing initiative.

- Strategic Focusing Initiative Update

A total of 38 proposals were received and the Strategic Focusing Working Group will be meeting to discuss the proposals on November 22. The Working Group hopes to identify what the campus base needs are, where duplication exists and pinpoint themes for collaboration.

- Graduate Dean Search Update

Chair Leppert stated that the search committee is getting ready to schedule Skype interviews soon and the finalists will be invited to visit the campus.

II. Consent Calendar

- The agenda was unanimously approved as presented.
- The October 10 and October 24 Meeting Minutes were approved as presented.
- The revised Chemistry and Chemical Biology Policies and Procedures submitted on 11/12 were approved as presented.
- The CRF listed below was unanimously approved:
 - PSY 230: Development Psychology I

III. Campus Ethnic and Gender Diversity Issues

Provost/EVC Peterson has requested the Senate to consider opportunities to advance campus diversity. As a result, Senate Chair López-Calvo requested all Senate standing committees and School Executive Committees to answer four questions when discussing campus issues of diversity. Members reviewed Senate Chair's diversity questions and had the following comments/concerns:

- Providing funding opportunities, based on merit, for faculty and graduate students may enhance the diversity on campus. For example, Graduate Division is working on making sure the diversity fellowship becomes a four year award. Graduate Dean Kello will be asking the Lead Deans to contribute matching funds to make the diversity fellowships more attractive.
- The School Deans should strengthen the oversight process within their school for ensuring adherence to best practices for recruitment and advertising locations.
- Campus Administration should make sure that diversity in graduate programs is aligned with the national averages in the field.
- Members questioned if a diverse faculty actually impacts attracting diverse graduate students as faculty research interests may be the deciding factor for graduate students at the time of application. Graduate Council would like to see some hard data on this issue.

- On the other hand, faculty diversity may affect diverse faculty and graduate student retention. Graduate Council also requests that data on this issue be identified for use in considering diversity issues on campus that relate to graduate education.
- Members recommended establishing a follow-up mechanism to ensure diverse pools for faculty recruitment, establish a robust enforcement mechanism to ensure the campus is following best practices adopted that are consistent with the legal guidelines, and obtaining data to confirm that faculty diversity is indeed a recruitment and retention issue for graduate students.

Action: Senate Analyst will draft memo based on member's comments for forwarding to DivCo by November 22, 2013.

IV. **Moreno Report Feedback Request**

Background: At the last Academic Council meeting, Senate Chair López-Calvo was asked to provide feedback on the anti-discrimination policies and procedures on campus. Standing committees were asked to provide feedback on any Senate procedures, assessment of timelines, and any contact or example that can illustrate whether the current anti-discrimination policies and process are effective. As this time there is no systemwide request for formal review.

Action: Senate Analyst will send a review request to members via email. GC Chair will consolidate member's comments for forwarding to Senate Chair López-Calvo by November 29, 2013.

V. **Graduate Student Appointment as TAs for Graduate Courses**

GC received a request to clarify if a graduate student can be appointed as a TA for a graduate-level statistics or methods course. APM 410- Appointment and Promotion of Student Teachers governs the appointment of TAs and sets no restrictions that TAs can only be assigned for an undergraduate course. UC Campuses have their own individual policies for appointing and approving graduate student TA appointments for graduate courses. Members reviewed the relevant appointment policies of UCB, UCLA, UCD and USCS. In general, members had no objections for graduate students to be appointed as TAs for graduate courses, however, setting minimum requirements would be important for establishing a policy and authority of approval.

Members recommended drafting a general policy that would require a graduate student TA for a graduate course to be in good standing, advanced to candidacy, and to have taken and passed the course for which the TA appointment would be made with a grade of B or better, and to not be currently enrolled in the course during their appointment. The suggestion was made for the approval process to require the Graduate Group Chair, Lead Dean and Graduate Dean to approve future graduate student appointments. In addition, the Graduate Dean would be delegated authority by Graduate Council to approve any exceptions to policy.

Action: GC will draft a policy and circulate for campus feedback.

VI. **Proposed AY 2014-2015 Graduate Fellowship Timeline**

GC was asked by the Graduate Division to provide feedback on the proposed 2014-2015 Graduate Fellowship Timeline. The Graduate Fellowship Guidelines will be reviewed by the GC Awards Subcommittee and discussed on December 12.

Action: Senate Analyst will review proposed timeline and compare with spring 2014 GC meeting schedule. GC will approve the response to the proposed timeline via email.

VII. Environmental Systems (ES) Graduate Degree Requirements

ES faculty recently approved minor changes to graduate degree requirements for the PhD and MS program. Members discussed the proposed changes to the ES graduate degree requirements and had the following concerns/comments:

Proposed MS Degree Requirements

- **Coursework Requirements:** Graduate Advisors Handbook states that for the MS Plan I the coursework requirement is a minimum of 24 semester units in approved courses at least 20 of which must be earned in 200 series graduate-level courses exclusive of credit given for the thesis research and preparation. The current coursework requirement listed is 18 and for consistency with the Graduate Advisors Handbook should be revised.
- **Scholarship Graduate Group Exception:** ES should note when Graduate Council approved the special grading standard for ES, courses in which the grade of “C” will be accepted in partial satisfaction of degree requirements.

Proposed PhD Degree Requirements

- **Scholarship Graduate Group Exception:** ES should again note when Graduate Council approved the special grading standard for ES, courses in which the grade of “C” will be accepted in partial satisfaction of degree requirements.
- **Outcome of Critical Exams-** Should revised the qualifying exam options that currently listed so that their consistent with the Graduate Advisors Handbook (pass, fail and partial pass).

Action: Senate Analyst will draft revision request memo for forwarding to Environmental Systems.

Graduate Council suspects that Graduate Groups are unclear whether every change made to the graduate policies and procedures should be approved by the Council. Members agreed that all changes made to the policies and procedures, especially with respect to degree requirements, should be reviewed by the Graduate Council.

Action: GC will send memo to graduate groups stating that all changes to the graduate degree requirements should be sent to GC as a notification. If the changes are minor it will be placed on the consent calendar in the future.

VIII. Discussion Items:

A. Graduate “Minor” Request

Graduate Council received a request on the possibility of establishing a graduate minor. UCB, UCSC, UCD, UCLA and UCI offer designated emphases or certificates. UCSC offers designated

emphases, concentrations and certificates. A CCGA policy exists for establishing graduate certificates only (nothing for designated emphases). Graduate Council discussed if the campus should offer designated emphasis and/or certificates. Members requested more information on the WASC implications of developing designated emphases or certificate programs on campus.

Graduate Council agreed that the campus would only offer designated emphases programs and/or certificates that align with practices on other UC campuses.

Action: Senate Analyst will consult with the Institutional Assessment Office to determine the WASC implications for the program if a designated emphasis and/or certificate would be offered by a graduate program. Graduate Council will provide the guidelines and options for the graduate program that inquired on the possibility of establishing a graduate minor.

B. Appointing Consultants to the Graduate Council

Graduate Council discussed the request to add consultant to the Graduate Council. In general, members had not objections to the two consultants proposed below.

- Graduate Division Staff- Would streamline communication between the Graduate Division and Graduate Council in regulation and enforcement of graduate policies.
- Coordinator of Institutional Assessment- With the Fast Track Review of new doctoral and master's degree emerging from existing emphases within the Interim Individualized Graduate Program (IIGP) integrating the WASC components to the review process early on would be essential for successful reviews of new graduate programs.

Members suggested that a single Graduate Division staff member be appointed as consultant who is familiar with and works on a daily basis with graduate program coordinators on procedures and regulations relevant to graduate education.

Action: GC Chair will determine in consultation with Acting Dean Graduate Kello who will be the Graduate Division staff member appointed. Senate Analyst will request more information on the campus procedure for appointing consultants to standing committees.

IX. Graduate Advisors Handbook Review Schedule

Graduate Advisors Handbook will be renamed to that of the Graduate Policies and Procedures Handbook. Graduate Division and Senate Office have agreed to formalize a review schedule for this academic year. Revisions to the document will be essential for formalizing the graduate regulations. Graduate Council reviewed and approved the draft call and review schedule notification for distribution.

Action: Senate Analyst will distribute the call and review schedule notification to all graduate groups, graduate group coordinators, faculty leads and Graduate Division.

X. Systemwide Discussion Item: CCGA Guidance for Master's Degree Titles

CCGA is reviewing the issues concerning Masters' titles for SSP or PDST programs. No decision has been made on type of guidance or whether CCGA will issue guidance. On December 4,

CCGA will discuss the draft CCGA Guidance for Masters Degrees that explains the current issues concerning Masters' titles for SSP or PDST programs in the UC System. Members agreed with the proposal to establish and provide guidelines for masters degree titles.

Action: GC Chair Leppert will report the Council endorsement to CCGA at the December 4 meeting.

XI. 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