

**Graduate Council (GC)**  
**Meeting Minutes**  
**Tuesday, November 4, 2014**  
**1:30-3:00pm**  
**KL 362**

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

- Programmatic Review Oversight Committee (PROC) - As Vice Chair Dawson was out of the country and unable to attend, Chair Hull read the report below on his behalf.

“The Periodic Review Oversight Committee (PROC) met for its inaugural meeting on Tuesday, October 28, 2014. PROC is an amalgamation of the prior Program Review Committee (PRC) and Senate Administration Committee on Assessment and Planning (SACAP) that is intended to better coordinate academic and administrative reviews and resource planning to effectively achieve UC Merced's mission. The topics discussed included General Education review, undergraduate program review schedules, and graduate program reviews for the current academic year. Of relevance to GC is the review of Environmental Systems. Specifically, PROC considered Environmental Systems (ES) Graduate Group request for a revised timeline and the advice likely is that, similar to GC's discussion last meeting, PROC will contact ES expressing support of their timeline in principle while acknowledging current challenges to analytical support due to technical difficulties introduced by failure of UCM Store.

The other key matter relevant to GC is that PROC established a subcommittee to work on revising the current Program Review Policy. The committee is comprised of the Institutional Assessment Coordinator, Senate Assistant Director, UGC and GC vice-chairs, the Assistant Vice Chancellor of Institutional Research and Decision Support, and one representative from each of Student Affairs and Business & Administrative Services. The goal is to draft a revised policy (almost certainly drawing heavily on existing policy) by mid-January so that it can be considered by the broader Administration and Senate.”

- GC November 18 Meeting  
Provost/EVC Peterson will be attending the next GC meeting and members identified the discussion topics listed below.
  - What is vision for the growth of masters and Ph.D. programs?
  - What will be the mechanism to help support the current and new proposed graduate programs?
  - What is the plan for recruitment of graduate students to help meet the graduate enrollment goals for Project 2020?
  - What are plans to support current, and build new capacity in, Senate Office staff to facilitate the growth envisioned under Project 2020 and Academic Strategic Planning?
  - How will the graduate program priorities fit within the Academic Strategic Planning?
  - Space Planning- Are there any specific plans for graduate students?
  - With the submission of the MIST CCGA Proposal that includes a master's degree with PDST, GC and the Administration, will need to develop a review process and

infrastructure for SSPs and PDSTs. Although a systemwide policy regarding SSPs exists, UCM will need to develop the policy and infrastructure which generally takes at least one academic year to finalize. For PDST, proposing programs and the administration need to submit a multi-year plan for professional degree supplemental tuition levels.

**Action:** GC will send memo to the Provost/EVC Peterson.

## II. Consent Calendar

- The agenda was unanimously approved as presented.
- The GC October 21 Meeting Minutes were unanimously approved.

## III. Review of the 2015-2016 First Year Student Fellowship Guidelines

GC was asked by the Graduate Division to provide feedback on the draft 2015-2016 First Year Graduate Student Fellowship Guidelines. Graduate Council reviewed and endorsed the proposed revisions to the AY 2015-2016 Chancellor Fellowship and Eugene Cota-Robles Fellowship guidelines.

**Action:** GC will notify the Graduate Division by November 7.

## IV. Systemwide Review Items:

### - **APM 133, 210, 220 and 760**

DivCo extended the opportunity to opine on the proposed revisions to the Academic Personnel Manual Section 133.17.g.j- Limitation on Total Period of Service with Certain Academic Titles, Section 210.1.c & d- Review and Appraisal Committees, Section 220.18.b- Professor Series, and Section 760.30.a- Family Accommodations for Childbearing and Childrearing. In response to DivCo's request, the Graduate Council reviewed the documents related to the proposed revisions to APM Sections and had no objections/comments.

**Action:** GC will notify Senate Chair Sun by November 21.

### - **APM 80 and 330**

GC was extended the opportunity to opine on the proposed revisions to Academic Personnel Manual Section 80- Medical Separation and Section 330 Specialist Series. In response to DivCo's request, the Graduate Council reviewed the documents related to the proposed revisions to Academic Personnel Manual and had no objections/comments.

**Action:** GC will notify Senate Chair Sun by November 21.

### - **Doctoral Student Support Review**

On April 2014, a UC Doctoral Student Support Conference was held at UC Irvine to discuss doctoral support and a number of proposals were produced. Immediately following the conference, a Steering Committee was established to refine these proposals for the January 2015 Regents meeting. The proposals are on: Non-Resident Supplemental Tuition, Net Stipend Competitiveness, Multi-Year Funding, and Transparent Offer Letters, Professional Development, and Diversity Proposals. GC conducted their preliminary review and had the following comments:

- Multi-Year Support: Even though 90% of graduate students are funded on campus, the majority of the graduate groups do not make multi-year offers This is a major

concern for GC as multi-year offers can be an effective recruitment tool that would be able to help the campus reach the enrollment goals for Project 2020.

- **Transparent Offer Letters:** Members supported creating standard language for graduate groups to use with the acknowledgement that the University of California stands behind the offers. They also felt it would be helpful to create systemwide templates for offer letters.
- **Non-Residential Supplemental Tuition (NRST):** In principle, Graduate Council would support not charging NRST for all graduate students; however, as resources are scarce the monetary sustainability for Graduate Division would be a concern.

**Action:** GC will continue the discussion at the November 18 meeting.

## V. Discussion Items:

### A. Proposed Revisions to GC's Policy for New Graduate Programs

With the recent revisions to the CCGA Handbook, revisions must be made to the January 19, 2010 approved GC policy. Members reviewed the proposed revisions to the Procedures for Submitting Proposals for Graduate Programs and had no major objections.

**Action:** Senate Analyst will send review request to the GC Policy Subcommittee.

### B. Conjoined Courses

With the review and approval of five conjoined courses proposed with an effective date of spring 2015, there's been significant discussion to undertake an analysis of the use of conjoined courses at UCM. Members reviewed the list of conjoined graduate courses provided by the Office of the Registrar before initiating their discussion. GC discussed if they should determine what an undesirable proportion is of conjoined courses per graduate group and if this analysis may result in a recommendation to curtail or cease use of such courses after AY 14-15.

Members agreed on the following three points:

1. Graduate Groups will be asked to provide strong justification for conjoined courses.
2. There must be clear distinction between undergraduate and graduate parts for any conjoined course proposed.
3. Graduate core courses should not be conjoined and GC will recommend that graduate programs move away from the practice of conjoined courses.

**Action:** Graduate Council will draft a white paper that includes general principles for conjoined courses. The draft document will be used for commencing discussion with PROC for inclusion in the graduate program review policy revisions and full consultation with the Undergraduate Council (UGC).

### C. English Examination Requirement

The GC Joint Policy Subcommittee has identified a major discrepancy in the Graduate Policies and Procedures Handbook that requires full consideration. The average minimum UC Campus English Examination Requirement for TOEFL is 80 and UC Merced's minimum requirement is 68 for graduate students. Graduate Council discussed the discrepancy and requested the information listed below from the Graduate Division before making a final recommendation.

- How many graduate students have been admitted with a TOEFL score below 68?
- What is the full range of TOEFL scores of admitted students?
- Is there any retention information for students admitted with a TOEFL exemption?
- How many exemptions have been granted in the past by the Graduate Dean for the English examination requirement?

**Action:** GC will discuss the English examination requirement once the admissions and exceptions data is provided by the Graduate Division.

**VI. 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