

Graduate and Research Council (GRC)**Meeting Minutes****Tuesday, September 25, 2012****1:00 p.m. - 2:30 p.m.**

I. Chair's Report – Professor Valerie Leppert

Chair Leppert announced that all GRC representatives on campus and systemwide committees should provide a report to GRC on discussion and outcomes of committee meetings.

- Divisional Council

As the GRC representative to the Divisional Council (DivCo), Chair Leppert provided a report from the September 13 DivCo meeting.

- Office of Communications- Graduate Recruitment Promotion Plans

Money was allocated for graduate recruitment and marketing. This is an effort to “rebrand” the graduate programs offered on campus. A working group was created to discuss how the money received from the Budget Call can best be used. The recommendation was made to use the marketing funds to improve the online graduate application system.

Last year, the Graduate Division asked for money to improve/repair the online graduate application system in the Budget Call. The request was denied; however, the Graduate Division will hire a programmer in order to fix the immediate problems and will ask again for funding in this year's Call. Chris Kello, Acting Dean of the Graduate Division, proposed inviting the programmer and Tsu Ya, Graduate Admissions and Academic Services Manager, to a GRC meeting so that members can provide feedback directly. Chair Leppert will solicit feedback from GRC so that a memo can be compiled and forwarded to the Graduate Division.

Action: GRC members will forward comments on the online graduate application system to the Senate Analyst by October 10. Chair Leppert will consolidate and send comments to the Graduate Division.

II. Consent Calendar

- The agenda was unanimously approved as presented.
- The September 11 Minutes were unanimously approved as presented.

III. Committee Structure

Chair Leppert provided an overview of the current subcommittee composition and internal subcommittee workflow.

- Awards Subcommittee: Chair Ruth Mostern (SSHA), Roummel Marcia (SNS), Valerie Leppert (SOE)
- CRF Subcommittee: Chair Erin Johnson (SNS), Stefano Carpin (SOE)
- Policy Subcommittee: Chair Sayantani Ghosh (SNS), Jason Hein (SNS), Eric Brown (SNS)

Members remained concerned regarding unbalanced representation in some of the GRC subcommittees and the need for another SSHA member.

A concern was raised by the CRF Subcommittee regarding the confusion in the procedure for approving CRFs at the Schools and Graduate Groups levels.

Action: GRC agreed to review the Graduate Course Approval procedures and CRF Process at the next GRC meeting.

IV. Library Subcommittee

The UCM library has been envisioned as a digital resource, but research and teaching needs call for physical resources as well. An appropriately structured committee is needed to address this issue. GRC discussed the need to create a joint Senate and Administration Library Subcommittee so that communication is reopened between the Library Administration and faculty. In general, members were supportive of the idea of having a one year ad-hoc joint Library Committee, but cautioned that the membership and charge of the committee are important issues to work out. Members agreed that the charge needs to be aligned with the research needs and mission of the campus.

Action: Chair Leppert will communicate GRC's concerns to DivCo.

V. Library Subcommittee/UCOLASC

A GRC representative is needed for the UCM library committee and for the systemwide library committee (UCOLASC). UCOLASC meeting schedule: February 22 and April 26 in Oakland.

GRC reaffirmed Ruth Mostern's nomination as the GRC representative to the Library Committee and UCOLASC for the spring term.

Action: Senate Analyst will notify CoC regarding GRC's recommendation.

VI. 2012-2013 Graduate Program Review

GRC began a preliminary discussion on how to proceed with the programs that are currently scheduled to undergo program review in 2012-2013. Applied Mathematics (AMGS) will be submitting a CCGA proposal this fall and Interdisciplinary Humanities (IH) will be submitting a revised CCGA proposal next month. GRC agreed to send a memo to the AMGS and IH Graduate Group Chairs requesting a formal response on the timeline for submission to GRC.

Action: Chair and Senate Analyst will draft memo and circulate for committee feedback. Chair Leppert will consolidate and forward to Boaz Ilan, AMGS Graduate Group Chair and Ruth Mostern, IH Graduate Group Chair.

VII. Revised Electrical Engineering and Computer Science (EECS) Policies and Bylaws

Revisions to this document address rights of affiliate faculty and waiver of coursework requirements for PhD students transferring from another institution or coming in with a M.S. The new document is expected to become binding for students enrolling in 2012-2013. Previous version contained conflicting language with Graduate Advisors Handbook regarding the transfer of credit for graduate students.

A motion was made, seconded and carried (with one abstention from the EECS Graduate Group Chair) to approve the revised EECS Policies and Bylaws.

Action: Senate Analyst will notify the EECS Graduate Group.

VIII. Timeline for Review of Graduate Group Policies and Procedures

Last year, GRC decided to begin the practice of annually reviewing Graduate Group Policies and Procedures to ensure that changes in policies are consistent with systemwide and campus policies.

Action: GRC will discuss a timeline for review of revised Graduate Group Policies and Procedures at the next meeting.

IX. Support for Graduate-level WASC Substantive Change & Assessment

Chris Kello, Acting Dean of the Graduate Division and Laura Martin, Coordinator for Institutional Assessment asked for recommendations on how to most effectively leverage a new half-time position dedicated to supporting the development and implementation of graduate level program assessment, including related support for CCGA and WASC Substantive Change proposal development.

Action: GRC will discuss the request at the next meeting and forward comments to DivCo.

X. Role of GRC and Senate in Strategic Focusing

Action: GRC will discuss the role of the Senate at the next meeting.

XI. Model for Graduate Program Funding for AY 12-13

Action: GRC will continue the discussion of the USAP and Graduate Division funding at the next meeting.

XII. Disposition of Expenditure Reports for Previous GRC Allocations

Last year, Graduate Groups were instructed to submit at the end of the fiscal year as a condition for receiving future funding expenditure reports.

Action: GRC will discuss how to handle the expenditure reports at the next meeting.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared By:

Mayra Chavez, Senate Analyst