

**GRADUATE COUNCIL (GC)**  
**February 9, 2017**  
**10:30-12:00 PM SSB 238**  
**Documents available at: [UCM BOX](#)**

- I. **Consultation with Lynn Reimer, Director of Education Programs, University Extension**
  - a. Discussion related to agenda item VI. Extension Course Approval Process, below.
  
- II. **Chair's Report – Ramesh Balasubramaniam**
  - a. Request by DivCo to provide discussion topics for the Spring Meeting of the Division that would take advantage of the systemwide Chair and Vice Chair, and the UCM Chancellor and Provost.
  - b. Update on meeting with International Affairs January 30
  - c. Status report on Course Proposal & Management Information System (CPMIS)
    - i. Request for GC representation as the committee looks at using the new software solution for curriculum development, etc.
  
- III. **Vice Chair's Report – Teamrat Ghezzehei**
  - a. PROC meeting – January 25, 2017
  - b. CCGA meeting – February 1, 2017 (GC representatives participated on behalf of Chair)
  
- IV. **Consent Calendar**
  - a. Approval of the January 12, 2017 minutes pg. 3
  - b. Approval of the February 9, 2017 agenda
  
- V. **[Best Practices regarding Senior PhD Students to Teach Upper Level Courses](#)**
  - a. **Background:** In December 2016, a CSE faculty member contacted the Graduate Division and UGC Chair to request an exception be provided so that a senior Ph.D. student could teach an upper level course, due to the inability to find a suitable Lecturer. Per GC policy, graduate students may teach upper level undergraduate courses, but may not have TAs, as that would place the instructing student into a supervisory role. An exception was granted in this specific instance, emphasizing that the grad student instructor would not have supervisory nor evaluative authority over the teaching assistants. GC is asked to formalize best practices for handling this issue in the future. Other UC GC's were polled regarding their policies, with a summary provided in Box.
  - b. **Action:** GC to discuss and develop best practices to govern instruction by graduate students.
  
- VI. **[Extension Course Approval Process](#)**
  - a. **Background:** UC Merced Extension is planning to offer for-credit courses (1 and 2 unit) starting in Summer of 2017. As lead committee, GC is asked to develop a policy covering the assessment and evaluation of these courses and programs. GC has been provided with the UCLA Academic Approval Process document, and a draft of the Extension's suggested workflow for course approval.
  - b. **Action:** GC to discuss and provide feedback to GC Chair.

**VII. Graduate Fellowship Awards (Nancy Burke and Eric Cannon)**

- a. **Background:** GC is responsible for reviewing applications for ten fellowships, with three reviewers assigned to assess each application. There are 84 applications expected to be received this year. The GC Analyst will make review assignments and provide applications and scoresheets to each reviewer.
- b. **Action:** GC to discuss the process for review and assessment of assigned applications, with reviews due by February 15. A follow-up discussion on rankings and recommendations will be held during the February 23 GC meeting.

**VIII. Campus Review Items****a. New WSCUC Policy**

- i. **Background:** Senate Chair Amussen has requested comments on a proposed new WSCUC policy on non-degree granting programs. This new policy would require revisions to existing Senate policies, with likely impacts at the graduate level. UGC has also been asked to review this proposed policy.
- ii. **Action:** GC to review and send comments to the Senate Chair.

**IX. Systemwide Review Items****a. Proposed Revisions to Senate Regulation 630.D**

- i. **Background:** Senate Chair Amussen has requested review and comment on proposed revisions to Senate Regulation 630.D. UGC and CRE are lead committees for this review.
- ii. **Action:** COR sends comments to Senate Chair by 5:00 PM on Friday, February 24, 2017.

**X. Consultation with VPDGE Zatz**

- a. Graduate admissions and Graduate Visitation Weekend (update)
- b. Mentorship discussions with each graduate group (update)
- c. Competitive Edge Summer Bridge program this year (update)
- d. Follow up on *Incentive Plan for Revenue Generating Master's Degree Programs*
- e. Consideration of change to a new graduate admissions system in 2018
- f. Statistics and writing tutors

**XI. Upcoming Business****XII. Other Business****XIII. Executive Session (Voting members only)**