

**Divisional Council (DivCo)**  
**Merced Division of the Academic Senate**  
**Annual Report 2010-2011**

The Divisional Council (DivCo) held a total of 16 regularly scheduled 2 hour, in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's Senate Bylaws [Divisional Council | Academic Senate](#). In addition the Council held a preliminary meeting to establish goals for the year and a meeting with Chancellor Designate Dorothy Leland when she visited the Merced campus.

**2010 – 2011 Accomplishments**

The unofficial theme of DivCo this year was building a research university. Issues and concerns falling under this theme include: having sufficient numbers of ladder-rank faculty relative to student numbers, bringing in resources (capital and operating) to allow increases in ladder-rank faculty, supporting untenured faculty, retaining faculty in general, increasing graduate student numbers and providing an excellent environment for graduate students.

At the beginning of the 2010-2011 academic year DivCo held a planning meeting and identified six issues that were priorities for the upcoming year.

**Resources:** Enhance faculty and staff numbers, improve short- and long-term space planning, focus on S&E II building, advocate for the upcoming year.

**Budget:** Improve budgeted processes at the campus and school level. Increase communication, coordination, transparency. Encourage solutions to bring in more revenue.

**Leadership:** Seek clearer decisions and more responsiveness to communications from Administration.

**Administrative Units:** Seek reviews of administrative units that have the potential to slow the work . Focus on improving academic personnel processes.

**Strategic Planning:** Focus on structure of the administration and succession management.

**Graduate Education:** Focus on ways to improve graduate student numbers (related to faculty numbers and space issues). Improve coordination across campus for issues related to graduate student support.

**2010 – 2011 List of Activities**

The following summarizes Divisional Council and Division activities and actions for 2010-2011. Please refer to the Divisional Council approved minutes and communications for details.

### **DivCo made recommendations to the administration on the following issues**

- Paid Outside Consultants (9.14.10) – Memo to the Chancellor and EVC/Provost voicing concern that the Senate be consulted on the Strategic Planning Process from the beginning, before an outside firm is hired.
- UC Merced – UC Davis PRIME Medical Program (9.29.10) – Forwarded comments to the Chancellor about the process for establishing a partnership with UC Davis, and voicing concern over resources for the program.
- Academic Calendars 2011 – 2103 (10.18.10) – Endorsed academic calendars for 2011 – 2013.
- Academic Personnel Office Issues and Recommendations (10.25.10) – Forwarded comments on the importance of having clearly written Academic Personnel policies and procedures.
- SSHA Bylaw 55 Units (12.7.10) – Unanimously endorsed four Bylaw 55 Unit proposals and recommended approval by the Administration.
- Academic Calendars 2013 – 2016 (1.13.11) – Endorsed future academic calendars with the condition that graduate student employment start dates be aligned with the calendars.
- General Assignment Classroom Scheduling Guidelines (1.20.11) – Forwarded DivCo's concerns to Registrar regarding the differences in the pedagogy of undergraduate and graduate courses and how that affects their scheduling.
- Teaching Relief for Untenured Faculty (3.4.11) – Forwarded comments to the EVC/Provost on how to best support junior faculty.
- Merced Academic Personnel Policies and Procedures (MAPP) (3.15.11) – Forwarded DivCo's concerns to the EVC/Provost regarding changes to the MAPP.
- Background Check Policy (4.19.11) – Memo to Vice Chancellor of Administration requesting clarification of the Background Check Policy.
- Report from Dr. Park & Dr. Young (5.3.11) – Memo to the Chancellor requesting that DivCo's comments on strengthening UCM's research capacity be appended to the report.
- DivCo comments on Codicil to MOU with UCOP (5.6.11) – Memo to the EVC/Provost with DivCo's suggested changes to the Codicil to the MOU with UCOP.
- General Assignment Classroom Scheduling Guidelines (5.12.11) – Memo to Registrar on the importance of giving the same priority to scheduling graduate courses/seminars as is given to undergraduate courses.
- SNS Bylaw 55 Units (8.9.11) – Unanimously endorsed four Bylaw 55 Unit proposals and recommended approval by the Administration.
- UC Merced Bylaw Revisions (8.9.11) – DivCo approved minor changes to the Merced Division Bylaws including; service start date for Senate members, GRC to have final authority over approval of ORU's, and leveling the number of CoC candidates to be elected each year to four members.
- Academic Personnel Processes (8.9.11) – DivCo disapproved a Pilot Program for testing the use of a Routine Merit Short Form.

### **DivCo reviewed and responded to the following campus items**

- Program Review
- WASC EER report drafts
- Positioning Statement from the Office of Communications
- Administrative Periodic Review Schedule
- Undergraduate CRF Policy
- Budget Call
- Faculty Honors and Prizes
- Academic Degree Policy Revisions
- UC Merced Regulations
- School of Engineering Academic Personnel Change
- Academic Honesty Policy
- Distinguished Undergraduate Teaching Award for Lecturers
- Proposal to split the Graduate Council
- Policy for Public Sharing of Data on Student Learning Outcomes
- Proposal for Library Committee

### **DivCo opined on the following systemwide items**

- Forwarded comments regarding the Proposal to Rename Fees as Tuition to the Academic Council. (10.20.11) – Memo from DivCo concurring with the favorable opinion put forward by the Academic Council and supporting the proposal.
- Forwarded comments on Post Employment Benefits to the Academic Council. (10.22.10) – Memo from DivCo voicing strong objection to the financing proposal that would raise employer contributions to 20% of payroll until at least 2029.
- Forwarded a response regarding the UCLA Statement on the Future of the University to the Academic Council (11.10.10) – Memo from DivCo highlighting the fact that UC Merced is “pre-downsized” and therefore would be devastated by cutting faculty numbers or ceasing to plan future buildings.
- Forwarded response to the Academic Council regarding APM 010, 015. (1.14.11) – Memo from DivCo supporting the proposed changes.
- Forwarded comments to the Academic Council regarding the Funding Streams Proposal. (2.17.11) – Memo from DivCo expressing strong concerns over what the funding streams proposal will do to the budgets of smaller campuses and urging the delay of implementation until rebenching is in place.

### **Website and Document Management**

During summer 2010 in consultation with IT, the first phase of a two-phase upgrade to the Senate website was initiated. The first phase was completed when the previous website was migrated to a more recent version, the format was redesigned and Senate staff were trained on how to use new features. With the development of a more nimble website the Senate Office has been able to create links to relevant campus issues (e.g. budgets and new buildings) and has begun the process of readying current documents for a data base/document management

system. It is anticipated that phase two in the development of a campus document management system will bring with it controlled layers of access and capacity to grow as we add more committees.

### **Senate Office**

The Academic Senate office workload has increased significantly as we have responded to campus requirements for program review as well as WASC requirements. 2010-2011 saw the addition of two new sub-committees of the Undergraduate Council; the General Education Committee and the Program Review Committee. The WASC Review Steering Committee, ongoing since 2009-2010 combined their continuing activities with the Senate Administration Council on Assessment (SACA) after the WASC visit was completed in March. The demands of ongoing program and administrative reviews will continue to be a part of the SACA committee's oversight.

It is anticipated that with the maturing of the Divisional Council, the growth of the Faculty, and the growing needs of program reviews, some of the committees will divide and new ones will be added. For 2011-2012 the Senate will be adding one new standing committee to its roster: the Faculty Welfare Committee. There is currently a proposal that the Graduate and Research Council split into two councils: the Graduate Council and the Council on Research which we anticipate will occur during 2012-2013. It is also likely that in the near future, the Undergraduate Council will evolve into a Council on Educational Policy (overseeing curriculum, program review, and policy) with a separate Admissions Committee.

Respectfully Submitted:

#### ***UCM Faculty***

Evan Heit, Chair (SSHA)

Anne Kelley, Vice-Chair (Natural Sciences)

Shawn Kantor, CAPRA Chair (SSHA)

Susan Amussen, UGC Chair (SSHA)

Chris Kello, GRC Chair (SSHA)

Tom Hansford, CoC Chair (SSHA)

Tom Harmon, CAP Chair (School of Engineering)

Nella Van Dyke, Parliamentarian/Secretary (SSHA)

Ignacio Lopez-Calvo, At-Large Member (SSHA)

David Noelle, At-Large Member (SSHA)

#### ***Senate Staff***

Susan Sims, Executive Director

Fatima Paul, Principal Analyst & Manager of Program Review

Mary Ann Coughlin, Senior Analyst

Kymm Carlson, Analyst