

DIVISION COUNCIL
Meeting Minutes
Wednesday, September 3, 2014

Pursuant to call, the Division Council met at 10:00 am on Wednesday, September 3, 2014 in room 362 of the Kolligan Library, Chair Jian-Qiao Sun presiding.

I. Chairs Report and Announcements

- Chair Sun welcomed DivCo members and invited each member to introduce themselves.
- Summary of Summer 2014 Business conducted via email: Chair Sun reported on the two items of business conducted during the summer: Self Supporting Graduate Professional Degree Programs and the Review Process for Research Units.
- DivCo Welcome Packet: Chair Sun reviewed the contents of the welcome packet: DivCo Roster, 2014-15 Full Senate Slate, Corresponding Systemwide Committee Meetings, Senate Organizational Chart, Systemwide Review Process Flow Chart, and Organization Chart.
- Senate Website & CROPS site: Chair Sun reminded members that the Senate website provides information on bylaws and regulations, committees, systemwide & other UC Senate offices, resources, awards, elections, archives, and contact information. The Senate CROPS site includes committee agendas, minutes, correspondence, informational items, committee roster, and campus and systemwide review items. Chair Sun encouraged members to review the website and CROPS site.
- Targeted Reviews: Chair Sun advised DivCo of the previous practice of sending request for reviews to targeted committees based on the issue with a cc to DivCo. As always all committees are welcome to opine with the lead reviewers specified in the request for review.
- Conflict of Interest: Chair Sun reminded committee chairs to discuss their conflict of interest policies with their committee members.

II Consent Calendar

ACTION: The meeting agenda was approved as presented.

III Planning for 2014-2015

Chair Sun identified the following issues of importance for the coming year: strategic planning, program review, admissions/enrollment management, general education, faculty salary equity and diversity. DivCo agreed with the items presented by Chair Sun and added the need to reprioritize and manage space (desk and lab) in order to provide for faculty, graduate student and postdoctoral student needs.

DivCo discussed opportunities to address space concerns and suggested providing the administration with general principles, specific recommendations, and requesting the establishment of a space committee with faculty representation.

ACTION: Chair Sun will discuss the concerns surrounding space planning with the Chancellor and Provost/EVC and request their goals for the academic year.

IV **Program Review: PROC Update**

Chair Sun reported on the changes to program review that include revised policies and procedures to better integrate the Senate and administrative processes. The Senate and the Administration approved the creation of the Program Review Oversight Committee (PROC) replacing the Senate-Administration Council on Assessment and Planning Committee (SACAP) and the Program Review Committee (PRC). PROC will be staffed by a full time program review manager who will report to the ALO/Coordinator of Institutional Assessment. The hiring of the new program review manager will not remove the Senate from the work of program review. As program review remains under the Senate's purview the new program review manager will allow the Senate staff member currently responsible for program review to concentrate on higher level policy work and implementation goals.

Chair Sun also suggested Provost/EVC Peterson add a provision in the Program Review Manager's performance evaluation to include input from the faculty serving on PROC. (Sun also said something about APO staff being reviewed by faculty).

At this time the administration has yet to provide funding for the new program review manager. In the interim the Senate office continues to provide program review support which is an infringement of the approved process and policy and causing a considerable workload issue. In addition to the nine scheduled reviews for the 2014-2015 academic year staff continue to address the seven reviews from AY 2013-2014 and support committees, subcommittees, task forces, etc. work associated with the Senate. DivCo discussed the critical aspect of staff support for program review, the Senate workload, and the necessity to appeal to the administration for additional Senate staff support.

ACTION: Chair Sun requested a program review summary report to inform Provost/EVC Peterson of Senate workload issues. This information will be provided by the Senate Assistant Director.

V. **UC Merced Campus Parking**

DivCo considered campus parking concerns that stem from a system that does not allow permanent faculty and staff to renew permits within a specified time period. While there is representation of faculty on the Transportation and Parking Services Committee (TAPS) faculty continue to express concerns with policies and procedures associated with the current system. To address the concerns, Chief Information Office Kovalchick

was informed of the need for an improved system and is reviewing options for improvement.

DivCo discussed the need to address procedural problems, priority issuance, communication, and the consideration of a renewal system with the Vice Chancellor of Business and Administrative Services Michael Reese.

ACTION: Invite Vice Chancellor of Business and Administrative Services Michael Reese to the October 8, 2014 DivCo meeting.

VI. **Chairs Reports: 2014-2015 Goals**

CAP-Member Tsoulouhas reported CAP will meet for the first time on September 24, 2014 and the APO/CAP meeting is scheduled for October 23, 2014.

CAPRA- Chair Kelley reported CAPRA will meet on September 10, 2014. This year's goals include the prioritization of space and integrating strategic academic planning into the FTE process. CAPRA plans to invite faculty Strategic Academic Focusing Initiative members to attend a CAPRA meeting to report on the committee's progress. CAPRA also requested Provost/EVC Peterson provide a list of all approved faculty positions from AY 2013-2014.

COC-Chair LiWang reported the committee will meet September 4, 2014 and continues to work to fill committee/subcommittee/ad-hoc committee request.

GC- Chair Hull reported GC expects to receive eight CCGA proposals this academic year and requested two additional committee members from CoC to address the workload. IGP is being phased out so there will be a large number of graduate programs working to move their proposals forward. One of the proposals is expected to be the campuses first PDST. This year, committee goals include continuing to implement/revise policies and procedures and address ways to minimize exceptions to policies. Additionally, the CRF review process is expected to be offered electronically in the next few weeks and there is a new Vice Provost/Dean of Graduate Education that affords the Senate an opportunity to establish an excellent working relationship to appropriately share governance.

COR- Chair Noelle reported COR will hold its inaugural meeting today and plans to discuss faculty research and travel grants. Recently research unit reviews were finalized and sent to Provost/EVC Peterson and no official comments have been received from units who are expected to use the newly approved policies. COR's 2014-2015 goals include discussing faculty finance issues including indirect cost return, start up funds, and bridge funding. The committee will continue to monitor lab safety issues and were recently informed by VCR Traina of new processes for preparing and managing extramural grants that will come on line this academic year. The committee will work to provide faculty input and customize the process to our campus.

FWDAF-Chair Ortiz reported FWDAF held their inaugural meeting yesterday where they discussed retention issues that are especially important in light of no new faculty

FTE's, requested numbers from the new VPF Gregg Camfield on retention, and plan to address space issues that affect faculty. FWDAF believes there is a need for additional faculty on current space committees or for a new committee to address space needs. In terms of diversity, the committee is considering requesting a campus wide policy that requires all new hires to include a diversity statement. A number of Bylaw units have already begun this process. The committee also plans to request the consideration of splitting FWDAF into two committees: the Committee on Faculty Welfare and Academic Freedom and the Committee on Diversity and Equity. Furthermore, the committee plans to follow up on last year's request to Provost/EVC Peterson for a new Senate Award for Faculty Mentorship, is continuing to seek a faculty representative to serve on the systemwide Faculty Welfare Committee, and plans to meet with VCBAS Michael Reese to discuss parking but offers DivCo the opportunity to meet with him first.

CRE- Chair Vanderschraaf reported CRE plans to hold its inaugural meeting later this month and will continue to meet informally with committee members throughout the year. This year's goals include: recommending revisions to the Merced Regulations and providing uniform standards for School Bylaws.

UGC- Chair Vevea reported UGC plans the following: to hold enhanced discussions with the administration regarding enrollment planning, to use the General Education program review as a means to address GE issues and determine how the program should function on the campus, and to address committee workload issues by exploring the creation of a CRF committee and distributing the work amongst a larger number of committee members.