GRADUATE COUNCIL (GC)
Wednesday, September 23, 2015
4:00 – 5:30 pm
KL 360
Documents available at: UCM Box "GC AY 15-16"

I.   **Chair's Report – Michael Dawson**
A. Welcome (other) members
B. Division Council meetings on September 10 and 14
UC Budget Framework Implementation plan: Primarily concerns undergraduate education but 3 areas of influence: (1) *Online Programs for Workforce Needs* addresses expansion of "online programs … [to] meet the workforce needs of employers; programs can offer certificates or master's degrees." (2) *Three Year Bachelor's* and *Major Requirements* initiatives aim for four-year degree in three years and 30-semester cap on majors course content which could affect preparation of incoming graduates and reduce TAships for current graduates, especially if reliance on summer sessions. *2020:* Presentations by developers in October; an overview of current status will be provided to faculty in the near future; see also VII below. *Committees Chairs' Reports - Diversity of Endowed Chairs - University Librarian Li & LASC Chair Ryavec .*
C. "Cone of Silence"

II. **Vice-chair's Report – Ramesh Balasubramaniam**
A. PROC meeting on September 10

III. **Consent Calendar**
A. September 9, 2015 meeting minutes   Pg. 1-8
B. September 23, 2015 meeting agenda

IV. **Policy on Concentrations & Designated Emphases**   Pg. 9-19
- Clarify process for proposing and administering
- Provide example proposal forms

Action: GC to review and vote to accept, modify, or reject policy.

V.   **Grade Appeals Policy**   Pg. 20-27

The Grade Appeals policy was revised by UGC and approved in May 2015, following consultation with and input by the Campus Ombuds, General Counsel, Director of Compliance, Senate standing committees, and the Provost/EVC. The policy does not include provisions for graduate students. Per the GC chair's request, the original email request for GC review is appended to this packet.

Action: GC to discuss whether the policy should be modified to include provisions for graduate students.

VI.   **GSR Appointments**   Pg. 28

Background: Request from Graduate Division to consider whether a student may be employed as a GSR to work on a project for a professional unit on campus (or off-campus?). See (1) [draft Graduate Advisor's Handbook section IV.B](). (posted on GC's box site under Meetings/September 23/Background documents) and (2) abstract of email correspondence in file VI_GSRappointments.docx (appended to meeting packet).

Discussion: GC to discuss the feasibility of hiring a GSR for a professional unit.

VII.   **Graduate programs and Strategic Academic Focusing (SAF) / Project 2020**

Discussion: Would GC like to provide general comment for consideration during (a) SAF considerations by CAPRA and (b) Project 2020 developer interviews (start October 01).

VIII.   **Teaching as Scholarship**
        A. Data survey – what do we want to know about existing opportunities on campus? How best to acquire it?
        B. Responsibility: Policy Review Committee?

IX.   Academic Degree Policy   Pg. 29-35

The revised version of the policy is appended to the meeting packet.

X.   Consultation with VPDGE Zatz

- The new IT systems (TargetX for recruitment/admissions/fellowships, GLAAS for TA/GSR/lecturer appointments, and electronic workflow for various forms)
- Importance of updated Policies and Procedures for each Graduate Group (there have been some issues with degree clearances)
- Update on Fall 2015 graduate enrollments
- Updated enrollment projections (2016-2020) and core/affiliate membership lists from Graduate Groups
- Project 2020 design elements (discussion)

XI.   Upcoming business

- Report from Awards Subcommittee – October 14.
- CCGA proposals – EECS 15th Dec; BEST pending.
- ES program review
- Timing of Award of PhD and MS
- Graduate Advisor's Handbook
- Professional Degree Supplemental Tuition (PDST)
- Provost/EVC Peterson joins us 4:00-4:30 Wednesday October 14
- Guidelines for TA Supervision, complement to Graduate Handbook guidance on choosing grads for TAships
- CRFs deadline 07th October
- Awards
- Summer Lectureships TAs
- UC Merced reaffirmation

XII.   Other Business?

XIII. Executive Session (voting members only)

Graduate Council (GC)
Minutes of Meeting
September 9, 2015

Pursuant to call, the Graduate Council met at 4:00 pm on September 9, 2015 in Room 362 of the Kolligian Library, Chair Michael N Dawson presiding.

I.   Chair's Report

Chair Dawson welcomed committee members. Upon conclusion of introductions, Dawson made the following announcements:

- AY 14-15 annual report will be drafted later this semester.
- Review of the GC section of the UCM bylaws.
- Molecular Cell Biology (MCB) will likely try to emerge as a concentration or emphasis within Quantitative Systems Biology (QSB). Other areas may also submit proposals this year.
- Interim Individual Graduate Program (IIGP). CCGA has granted UCM two extensions and we should endeavor to bring the remaining IIGPs to completion.
- Chemistry is due to submit its graduate group bylaws to GC for review. Others are approved, unless amended this year.
- GC is in receipt of the revised Political Science graduate group policies and procedures which will require review by the GC policy subcommittee. Others will be requested from all graduate groups.
- GC will continue to try to help establish an electronic system for graduate CRFs. Chair Dawson emailed the appropriate SOE staff for an update and is awaiting a response.
- Given the significant workload, GC will request to the CoC chair that a ninth member of GC be appointed.
- Project 2020. GC should deliberate on how to engage in the design and industry review phase in advance of the imminent "call for FTE requests" from CAPRA and the Provost/EVC.

- GC should consider how to measure its effectiveness and impact. The CRF and Awards subcommittees will be asked to assume this task.
- Graduate students TAships. Some units offer 399 courses as part of an apprenticeship but these not available across campus in all areas. UCM should emphasize the idea of TAships as scholarship and apprenticeship instead of a mere job in order to provide the adequate training for graduate students' future careers. Vice Provost and Dean of Graduate Education (VPDGE) Zatz pointed out that if graduate students are undocumented and lack the proper work authorization, they can't be paid for a TAship and therefore miss out on an important training tool; UC Irvine has a certificate program for such students; perhaps UCM should consider offering a similar opportunity.
- Conflict of interest. Chair Dawson pointed out the potential conflict of interest with regard to the Director of Institutional Assessment (a consultant on GC). Vice Chair Subramaniam will preside over any future deliberations in which such a conflict of interest may occur.

II.   Consent Calendar

ACTION: May 27, 2015 meeting minutes were approved as presented. Today's agenda was approved pending one change: move discussion of the Mechanical Engineering (ME) CCGA proposal to executive session.

III.   Conflict of Interest Statement

In AY 13-14, Graduate Council drafted and approved a conflict of interest statement which was also used in AY 14-15. Prior to this meeting, GC members were asked to review the statement and consider whether to adopt the same policy for AY 15-16.

ACTION: GC voted to approve the AY 13-14 policy for use in AY 15-16.

IV.   Committee Memberships and Subcommittee Structure

Chair Dawson provided an overview of the various committee assignments of current members:

- GC Chair serves on CCGA and Division Council
- GC Vice Chair serves on the Periodic Review Oversight Committee (PROC)
- GC Chair will continue to serve on the policy subcommittee of PROC solely to see through completion of AY1415 policy revision.
- Academic Programs subcommittee will conclude its business early this year.

The committee then held a discussion on the committee memberships and subcommittees that need to be empaneled this year:

- Senate Committee on Library and Scholarly Communication (LASC). In its inaugural year, this standing committee will meet once per semester.
  ACTION: GC member Munoz will serve. Analyst will inform the LASC chair and the Senate Chair. Analyst will also extend an invitation to Member Munoz to the first LASC meeting in October.

- Policy subcommittee.
  ACTION: Chair Dawson will serve as chair. Additional members are Munoz and Subramaniam.

- CRF subcommittee.
  ACTION: Member Schnier will chair. Other members are Goyal and Li and committee consultant Martin.

- Awards subcommittee. Chair Dawson requested that members draft a plan on how to manage the heavy workload as numerous fellowships from the Graduate Division are forthcoming with varying deadlines. (VPDGE Zatz pointed out that the reason for varying deadlines of fellowship review relates to donor requests, as some donors wish to have their winners identified by certain dates.)
  ACTION: Member Burke will chair. Other members include Subramaniam, Goyal, and Cisneros. This membership may be re-evaluated later in the semester.
- Chair Dawson announced that Vice Chair Subramanaiam will be absent for a six-week period in January – February. An alternate Vice Chair needs to be selected as the semester progresses.

Chair Dawson requested that each subcommittee chair establish a (hierarchical) subcommittee structure that identifies a clear workflow and point of contact for communication back to GC as a whole.

V.   Policy on Emphases and Tracks

At least two graduate groups have expressed concern that graduating students' qualifications for future employers may be unclear due to the students' specialist expertise not being self-evident from the degree title. Establishing concentrations or emphases would ameliorate these concerns.

Prior to this meeting, members were provided with a draft policy on the establishment of concentrations and emphases. The committee held a lengthy discussion with members raising various points of clarification.

ACTION: Due to time constraints, this item was tabled until the September 23 meeting.

VI.   Political Science Policies and Procedures

Chair Dawson suggested that the policy subcommittee conduct a review and postpone providing a recommendation to GC as a whole until there is further progress on the Graduate Advisor's Handbook. The two items should be considered in tandem.   Members agreed with this plan.

ACTION: The Political Science policies and procedures will be sent to the policy subcommittee for review.

VII.   Revised GASP Major Proposal

All Senate standing committees were asked to review the revised proposal. Prior to this meeting, the revised proposal was submitted for GC's review.

Committee members noted the positive revisions including the revised dean's letter mention of the hiring of a new faculty member in GASP, thereby providing the program with additional capacity

However, the teaching plan (7 faculty members, with 5 teaching 3 courses and 2 faculty members teaching 2 courses) does not match the plan that is contained in the Interdisciplinary Humanities (IH) proposal. It is unclear whether GASP faculty will be able to contribute fully to the IH program as claimed in the GASP proposal.

ACTION: GC to send a memo to the Senate Chair with the aforementioned comments on the revised GASP proposal.

VIII.   Role of GC in Program Review

Prior to this meeting, the Office of Periodic Review, Assessment, and Accreditation (OPRAAS) requested to Chair Dawson that GC consider its role in program review. This is a timely request, given that Environmental Systems (ES) is scheduled for review this academic year. Relevant documents were included in the meeting packet. Specifically, GC is asked to opine on whether there are items that are not in the policy that program review teams should consider. For example, there is currently no diversity element. Another question that perhaps ought to be included in the charge to review teams is whether the program is contributing to the institution's larger direction.

ACTION: GC members were asked to submit their comments on OPRAAS's proposal to Chair Dawson. A memo will then be transmitted to Director Martin / PROC.

IX.   Grade Appeals Policy

ACTION: Due to time constraints, this item was tabled until the September 23 meeting.

X.   Executive Session

ACTION: Due to time constraints, executive session was not held and the revised ME CCGA proposal was tabled until the September 23 meeting's executive session.

XI.   Consultation with VPDGE Zatz

VPDGE Zatz announced that compared to this same date one year ago:
- applications increased 19.8% from 509 to 610
- admissions increased 44.4% from 205 to 296
- Statements of Intent to Register (SIRs) increased 34.5% from 110 to 148

There are now 447 registered graduate students, and another 12 on filing fee status for a total of 459.

Other announcements from the VPDGE included:

- Zatz has requested all graduate group chairs review enrollment projections and provide them to her by September 15.
- The non-resident tuition (NRT) policy is changed and UCM is now covering doctoral students from the beginning. It is hoped that the new policy will dissuade students from advancing to candidacy prematurely. There will be coverage of NRT for PhD students and 25% resident tuition for students funded on full indirect grants.
- 18 professional development workshops for graduate students will be held in spring. The boot camp will be held in January and June.
- Associate Graduate Dean Kello will henceforth take over planning the professional development series.
- VPDGE Zatz will submit the academic program degree planning policy draft to the Senate tomorrow. More layers of review will follow.
- Professional Degree Supplemental Tuition (PDST). VPDGE recommended to the Provost/EVC and Senate that UCM should focus on PDST now and not the self-supporting programs (SSPs). For the latter, a marketing analysis should be conducted so the campus can carefully consider which programs would make the most sense.
- Another round of review is underway on the Graduate Advisor's Handbook.
- Zatz has offered an incentive to graduate groups: if they enroll a certain number of self-funded master's students, they will receive one fellowship for a PhD student.

- The graduate student survey will be revised. VPDGE Zatz is working with IRDS and OPRAAS staff member Angela Krueger.

XII.   Upcoming Business

Chair Dawson announced that the PDST program MIST wants to be in operation in fall 2017. This should be enough time for the Senate and other campus constituencies to review, request any revisions, and approve.

There being no further business, the meeting was adjourned at 5:30 pm.

Attest:

Michael N Dawson, GC Chair

Minutes taken by: Simrin Takhar, Senate Analyst

1   **GRADUATE COUNCIL (GC)**
2
3   **Process for Establishing Concentrations and Designated Emphasis within Graduate**
4   **Degree Programs**
5
6   Approved on ?
7
8   1) **Introduction**
9   a) Graduate programs may want formal acknowledgement on student transcripts of
10   specific, focused coursework completed within the graduate program, or formal
11   acknowledgement on the transcript of additional graduate coursework and other
12   requirements met at the University of California, Merced within a specific field of study
13   outside of a student's graduate program. For example, such acknowledgement may be
14   necessary when applying for a teaching position at a community college, or may be
15   desirable as a complement to information available in a letter of recommendation
16   prepared by the student's advisor.
17   b) Such formal acknowledgment is established by a graduate program for all students
18   within the program, rather than on a case-by-case basis, via the mechanisms described
19   herein. Such acknowledgement is only available for programs that have been subject to
20   review and approval by Graduate Council and, as necessary, CCGA. There are two
21   options (i.e., Concentrations and Designated Emphases). There is no option for a
22   "custom" concentration or emphasis.
23
24   2) **Definitions and Criteria**
25   a) **Concentration** - A subcurriculum such as a new method of inquiry or an important field
26   of application that may be interdisciplinary and is applicable to an existing graduate
27   program. It usually consists of a coordinated set of at least 4 graduate level courses (in
28   addition to independent research/study) delivered by the graduate program faculty in
29   conjunction with examinations and a thesis and/or dissertation, and is joined with
30   established graduate program curricula in a manner such that the requirements of the
31   graduate program and the concentration are met concurrently. Concentrations have
32   significant research and teaching components and must be approved by the Graduate
33   Council. The availability of concentrations is noted in each program's description in the
34   *General Catalog*. Each concentration and its requirements are described, and a summary
35   of all concentrations are provided. It is the responsibility of the graduate group to
36   review and update the catalog text pertaining to concentrations, so that current practice
37   is officially recorded. Concentrations are usually reflected explicitly in the content and
38   tenor of the thesis and/or dissertation. The graduate group is also responsible for
39   tracking the concentration(s) of students in the program and providing that information
40   to the Registrar upon the student's completion of all requirements for the degree.
41   i) **Primary Concentration** – A primary concentration is listed on a student's transcript.
42   ii) **Secondary Concentration** – A secondary concentration is available only to PhD
43   students and is not listed on a student's transcript.

> **Comment [rev1]:** Note that GC will have to update our guidelines for CCGA proposals to include these definitions and make it clear that these terms may not be used to describe anything other than what is defined herein

44   b) **Designated Emphasis -** A program of study, often interdisciplinary, that focuses on a
45   specific area of scholarship and does not reside in the student's graduate program. A
46   designated emphasis exists as an external, free-standing graduate program, only open to
47   PhD students already accepted into another graduate program at the University of
48   California, Merced. It has a defined course of study (in addition to independent
49   research/study) that is the same regardless of a student's primary program of study and
50   provides somewhat less depth and expertise in a subject (usually three graduate level
51   courses) than the student's primary program of study. The subject matter of the
52   designated emphasis is integrated into the dissertation, but the coursework and other
53   requirements are *in addition to* degree requirements for students who are not
54   participating in a designated emphasis. Students do not apply to a designated emphasis
55   as part of their admission to UC Merced, but may apply to one with the consent of their
56   advisor during their course of study, usually prior to taking his/her Qualifying
57   Examination. A designated emphasis is not required as part of any graduate degree. A
58   designated emphasis must be approved by the Graduate Council. The designated
59   emphasis is listed on the student's transcript. The offering of designated emphasis is
60   noted in the *General Catalog*. The requirements are specified under the offering
61   program's description. Programs other than the offering program may wish to include
62   the option of pursuing a designated emphasis in their catalog descriptions, and point
63   students towards suggested possible emphases, according to disciplinary affinity and
64   program history.
65
66 3) **Process for Establishing a Concentration**
67   a) Complete and submit a dated "Graduate Group Summary Form" describing the existing
68   program. If officially establishing an existing concentration, the accompanying cover
69   letter should reference the appropriate pages describing the requirements for the
70   concentration(s) within the approved CCGA proposal (and date of approval).
71   b) A request to revise an existing, or establish a new, concentration must also include the
72   following appendices:
73
74   (1) Request for Approval to Modify Graduate Degree Requirements Form, including
75   a letter describing the revised or new concentration, the rationale for revision or
76   addition, the need, and the potential resource implications. Please note that
77   WSCUC Substantive Change review may be required if the proposed alterations
78   would result in a "significantly different degree program."
79   (2) Revised and Dated Graduate Group Summary Form
80   (3) Revised Graduate Group Catalog Copy
81   (4) Revised Graduate Group Website Copy
82   (5) Revised/New and Complete Course Request Form Packet(s)
83   (6) Letter(s) of Support from the Lead Dean and affected graduate groups, if
84   appropriate.
85
86   c) Routing Process

Comment [rev2]: Let's discuss at GC

Comment [MD3]: Bump heading onto next page?

87   i)   For concentration(s) as described in the original, approved CCGA proposal:
88   (1) Graduate Group submits the dated Graduate Group Summary Form and cover
89   letter to the Graduate Council
90   (2) Graduate Council conducts a preliminary review and sends the form and cover
91   letter to the Office of Institutional Assessment, Vice Provost and Dean of
92   Graduate Education, and the Office of the Registrar for comment.
93   (3) Once comments are received, the Graduate Council reviews comments and
94   approves or rejects the Graduate Group's request to acknowledge an existing
95   concentration. Graduate Council's decision is communicated to the Graduate
96   Group and a copy of the decision is sent to the Office of Institutional Assessment,
97   Vice Provost and Dean of Graduate Education, and the Office of the Registrar.
98
99   ii) For revised or new concentration(s):
100   (1) Graduate Group submits the dated Graduate Group Summary Form, cover
101   letter, and all required appendices to the Graduate Council
102   (2) Graduate Council conducts a preliminary review and sends the form, cover
103   letter, and appendices to the Office of Institutional Assessment, Vice Provost and
104   Dean of Graduate Education, Office of the Registrar, and the Committee on
105   Academic Planning and Resource Allocation for comment
106   (3) Once comments are received, the Graduate Council reviews comments and
107   approves or rejects the Graduate Group's request to acknowledge a revised or
108   new concentration. Graduate Council's decision is communicated to the
109   Graduate Group and a copy of the decision is sent to the Office of Institutional
110   Assessment, Vice Provost and Dean of Graduate Education, Office of the
111   Registrar, and the Committee on Academic Planning and Resource Allocation
112
113
114 4) **Process for Establishing a Designated Emphasis**
115   a) Faculty considering creation of a new DE should agree on a definition and description of
116   the DE and meet with the Vice Provost and Dean of Graduate Education and the Lead
117   Dean to discuss the nature of the DE, the faculty affiliated with the proposal, the
118   proposed timeline for program implementation, and the potential impact on current
119   graduate degree programs.
120   Interested faculty must prepare a DE proposal for the designated emphasis following
121   guidelines and meeting requirements below.
122
123   i) Description of the Designated Emphasis
124   Provide a description of the academic rationale for the Designated Emphasis,
125   including recent developments in the field and the Designated Emphasis'
126   importance to students and faculty at UC Merced.
127   ii) Requirements for the Designated Emphasis
128   Describe the criteria used to determine admission. Describe the curriculum,
129   qualifying examination requirements (if any), dissertation requirements (if any), and

Comment [MD4]: Do we need to be more explicit about copy for the catalogue, i.e. when it goes to the registrar and the site gets updated? I think we don't need to, but am just wondering. (Also for similar concluding actions elsewhere?)

130   the Designated Emphasis conferral process. Provide course descriptions for core
131   courses and electives. Describe the Designated Emphasis' potential impact on time to
132   degree completion.

    133   iii) Graduate Group Administration
134   Provide a description of how the Designated Emphasis will be administered. List the
135   Chair and Executive Committee of the Graduate Group. Describe the structure for
136   student advising and the appointment of faculty to the qualifying examination and
137   the dissertation committees.

    138   iv) Resources
139   The proposal should address the resources available, such as staff support, student
140   support, and available facilities, and the issue of resources required to administer the
141   Designated Emphasis. If no additional resources are required, this should be stated.
142   If additional resources are required, they should be described and the source of
143   support should be identified.

    144   v) Appendices
145   (a) A completed and dated "Designated Emphasis Degree Requirements" form
146   (b) Bylaws of the Designated Emphasis Graduate Group (following the template
147   for Graduate Group Bylaws)
148   (c) The proposal should include letters of support from the Lead Dean and Vice
149   Provost and Dean of Graduate Education regarding the resources and
150   implications of support for the proposed Designated Emphasis.
151   (d) Letter of endorsement from the Graduate Group Chair of the doctoral
152   program with which the majority of participating faculty are affiliated and
153   selected letters from faculty who agree to participate in the Designated
154   Emphasis.
155   (e) Roster of participating faculty (participating faculty must be Academic
156   Senate members eligible to serve on higher degree committees).

157

  158 b) Requests to revise the curriculum and/or admission requirements for an existing
159   Designated Emphasis must be submitted to, and approved by, the Graduate Council.
160   The following information should be included in the request:

    161 i) A Graduate Group Summary Form, a Request for Approval to Modify Graduate
162   Degree Requirements Form, and cover letter from the chair of the Designated
163   Emphasis that outlines the reasons for the changes requested and includes any
164   justification necessary. Of particular concern to the Graduate Council is the impact of
165   the changes on the time to degree in the affiliated graduate programs.
166   (a) Please note that letters of support from affiliated Graduate Groups' chairs
167   may be necessary if the proposed revisions might impact the normative time
168   to degree.
169   ii) A letter of support from the Lead Dean regarding resources and implications of
170   support for the changes requested must also accompany the cover letter.

Comment [MD5]: Do we want to see evidence of majority support within the group? At least more than just a breakaway group? Or is this effectively covered by having Deans review resource implications?

171   iii) A revised and dated "Designated Emphasis Degree Requirements" form. The last
172   approved version of the Designated Emphasis requirements approved by Graduate
173   Council should be included as Appendix A.

174

175   c)   Routing Process
176   i)   For a new Designated Emphasis
177   (1) Graduate Group submits the proposal for "pre-review" by the Graduate Division
178   to ensure that the proposal contains required information and to identify
179   problems that may slow the formal proposal review process. Graduate Division
180   provides the results of this pre-review in a memo to the proposing group.
181   (2) Graduate Group submits the proposal, appendices, and response to Graduate
182   Division pre-review to the Graduate Council. Graduate Council conducts a
183   preliminary review. If the proposal is found satisfactory in this preliminary
184   review, Graduate Council sends the proposal and attachments to the Vice
185   Provost and Dean of Graduate Education, the Committee on Academic Planning
186   and Resource Allocation, and Undergraduate Council for comment.
187   (3) Once comments are received, the Graduate Council reviews the comments and
188   approves or rejects the Graduate Group's proposal. Graduate Council's decision
189   is communicated to the Graduate Group and a copy of the decision is sent to the
190   Office of Institutional Assessment, Vice Provost and Dean of Graduate
191   Education, Office of the Registrar, Divisional Council. Graduate Council will
192   notify the Coordinating Committee on Graduate Affairs (CCGA), the relevant
193   UC systemwide committee, of the approval of a new Designated Emphasis
194   program.
195   ii) For a revised Designated Emphasis
196   (1) Graduate Group submits the dated Graduate Group Summary Form and all
197   other required documents to the Graduate Council.
198   (2) Graduate Council conducts a preliminary review and sends the form and related
199   documents to the Office of Institutional Assessment, Vice Provost and Dean of
200   Graduate Education, Office of the Registrar, and the Committee on Academic
201   Planning and Resource Allocation for comment.
202   (3) Once comments are received, the Graduate Council reviews comments and
203   approves or rejects the Graduate Group's request to revise the Designated
204   Emphasis. Graduate Council's decision is communicated to the Graduate Group
205   and a copy of the decision is sent to the Office of Institutional Assessment, Vice
206   Provost and Dean of Graduate Education, Office of the Registrar, and the
207   Committee on Academic Planning and Resource Allocation.
208

Comment [rev6]: Should this be another (new?) term to distinguish from regular Grad Groups?

Comment [MD7]: "free-standing graduate program" is used on line 49. Use "The Free-standing Graduate Program Faculty" here?

Comment [rev8]: ditto

Comment [rev9]: ditto

Comment [rev10]: ditto

Comment [rev11]: ditto

Comment [rev12]: ditto

Graduate Group Summary Form

Date: _____

Degree Program: _____
      Degree Objective: _____
      Degree (Diploma) Title: _____
      Degree Program Code: _____

Concentration: _____
      Concentration (Diploma) Annotation: _____
      Concentration Code: _____

Affiliated Designated Emphasis: _____
      Designated Emphasis Diploma Annotation: _____
      Designated Emphasis Code: _____

Date Authorized: _____

Last Updated: _____

Last Program Review: _____

Normative Time: _____

Application Deadlines: _____

Admission Requirements: _____
_____
_____
_____

Advising: _____
_____
_____
_____

Residence Requirement: _____
_____

Language/Alternate Skills Requirement: _____
_____

Teaching Requirement: _____
_____

Coursework and Examination Requirements:

    Required Courses, Elective Courses: _____

    _____

    _____

    Advancement to Candidacy: _____

    _____

    _____

    M.S. Plan I Thesis: _____

    _____

    _____

    M.S. Plan II Comprehensive Exam: _____

    _____

    _____

    Dissertation: _____

    _____

    _____

Concentration Requirements: _____

_____

_____

_____

_____

Request for Approval to Modify Graduate
Degree Requirements

Program:
School:
Date:
Proposed Effective Date:
Faculty Contact Person_____tel_____email_____

Prepared by_____ Telephone_____ E-Mail_____

Proposed Modification(s) (please check all that apply)
____   Admission requirements
____   Course requirements
____   Unit requirements
____   Examination requirements
____   Time-to-degree
____   Other (please describe) _____

1. **In a cover letter from the Lead Dean and Chair as appropriate, briefly describe the proposed modifications and provide a justification for the request.**

2. **Existing Program Requirements   Proposed Revisions**

Existing	Proposed: Underline the additions and ~~strike the deletions~~.

3. **Relationship to competitive programs:**

4. **Impact on Time To Degree:**

5. **Expected impact on quality of the program:**

6. **Expected impact on employment prospects:**

7. **Expected impact on recruitment:**

8. **Will current students be permitted to switch to take advantage of the revisions? If so, what will be the approval process?**

9. **Faculty vote ---- Include total number of eligible faculty, number voting, and date**

Signatures (as appropriate)- Please type name(s), sign, and date
Program Director   _____
Graduate Group Chair   _____
Lead Dean   _____

Required Appendices:
1. Revised and Dated Graduate Group Summary Form
2. Revised Catalog Copy
3. Revised Website Copy

4. Revised/New Course Request Form(s)
5. Letter(s) of Support

Designated Emphasis in XX
Degree Requirements
Revised: _____
Approved by Graduate Council: _____

A. Admissions Criteria

Describe the criteria used to determine admission of students to the DE. For example:

Any student admitted to a participating doctoral program is eligible for admission, provided that:
a)   *The candidate has begun the study of either X and X;* ***and***
b)   *The candidate intends to complete a dissertation in which the topic relates to, and incorporates some aspect of X or X.*

B. Curriculum (include the existing requirements as Appendix A)

1. Required courses:

List required courses and the unit value of each, as well as total units required. For example:

- *GC 200A – 4 units*
- *GC 200B – 4 units*
- *One (1) additional course to be selected in consultation with the student's DE advisor. This course may be another course in X or a course in another department which emphasizes the connection of X and X with the student's field of study. – 4 units*

TOTAL REQUIRED UNITS: 12

2. Elective courses:

List allowable elective courses by name and number, and include their unit value.

3. Qualifying Examination

List any QE requirements, and the following:

The student's Qualifying Examination Committee must include at least one member of the DE. The DE member of the Qualifying Exam Committee shall be recommended by the Executive Committee of the DE. The Chair of the DE and the student's Ph.D. program Graduate Adviser must co-sign the Qualifying Examination Committee form, which is submitted to the Graduate Division for approval by the Vice Provost and Dean of Graduate Education.

The Qualifying Examination will assess the student's depth and breadth of knowledge within the area of the DE, as well as the Ph.D. program area. Satisfactory performance on the Qualifying Examination for the Ph.D. will be judged independently from performance on the DE. Thus, an allowable outcome of the Qualifying Examination is that the student's performance may be "passing" for the Ph.D. but "not passing" for the DE. In the event that a student passes the PhD qualifying exam, but receives a "not pass" for the DE, the Executive Committee of the DE will define a plan for remediation. The plan may include, but is not limited to re-examination by the DE Executive Committee, coursework, teaching, or preparation of a paper. If the student is re-examined, the outcome is limited to "pass" or "fail". If the student receives a "fail", the student is disqualified from the DE.

4. Dissertation Requirements

List any dissertation requirements, and the following:

The student's Dissertation Committee shall be selected in accordance with the regulations of the Ph.D. program, but must include at least one member of the DE. The DE member may be the Dissertation Committee Chair. The dissertation topic will be relevant to the area of the DE.

5. Degree Conferral Process:

The Designated Emphasis will be awarded solely in conjunction with the Ph.D. and will be signified by the degree designation "Ph.D. in X with Emphasis in (name of DE)" where X is the Ph.D. program.

C. Student Advising

Include a description of the method by which the DE will oversee the academic progress of students in the DE.

D. Impact on Time to Degree

Include any projected impact on the time to degree for the student's home program. If necessary, include letters from the Chairs of affiliated programs specifying the impact on time to degree, and their support for the proposed revisions.

E. Relation to Existing UCM Programs

Include information on relation with other graduate programs and projected impact of proposed changes to the graduate groups at UC Merced.

Grade Appeals Policy

Introduction

All grades, except Incomplete, are considered final when assigned by an instructor at the end of the term. For the purposes of the grade appeal, a term refers to fall or spring semesters, or summer session.

An instructor may request a change of grade when a computational or procedural error has occurred in the original assignment of a grade. An instructor may not change a grade as a result of re-examination or the submission of additional work after the close of the term. No term grade except Incomplete may be revised by re-examination.

A student may initiate a grade appeal only in case of a clerical / procedural error or non-academic circumstances (described below). Students are encouraged to review their work with the instructor for an explanation of the grade assigned. A student may appeal a grade specifically on the grounds set forth in this policy, based on potential reporting errors or criteria not directly reflective of academic performance in this course.

Basis for Grade Changes

There are two valid bases for changing a grade through an appeal. The first is errors and corrections, wherein the appeal is to correct a mistake either in the computation or the reporting of a grade. The second is where it is established that non-academic criteria were applied to determine a grade which includes (a) discrimination based on ethnicity, political views, religion, age, gender, financial status or national origin; or (b) the application of arbitrary criteria in a manner not reflective of student performance in relation to course requirements.

Point of information: Other grade policies, outside of the grade appeal processes, address "good cause" considerations which may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. Two grading policies may apply to "good cause" circumstances: an "Incomplete" or "Withdraw" grade. These processes are triggered during the term in which the course is taken and are not available subsequent to the grade being filed*.*

Initial Steps

The following are recommended preliminary steps that should be taken prior to filing a formal appeal to address grade concerns. These steps precede the formal appeal process, described in the next section.

If a clerical or procedural error in the reporting of a grade by the instructor can be documented within the term following when the grade was filed, a student may contact the instructor and/or the by-law unit chair[1] in writing (an email message is sufficient), describing the error. Grade changes to correct

---

[1] A lead faculty contact may be a program director (e.g. the Merritt Writing Program)

clerical and procedural errors may be filed by the instructor (or equivalent proxy) and approved by the Office of the University Registrar. Such grade changes should ensure fairness and equity based on syllabus or other policies, especially for those students whose grades will be unaltered. No final grade (except an Incomplete) may be revised by reexamination or additional coursework.

Concerns about non-academic issues (discrimination or arbitrary treatment) should be discussed with the instructor, if possible; otherwise, students are encouraged to discuss these matters with the by-law unit chair and/or program's Dean[2] (with WRI and Core 1 considerations addressed to the Vice Provost and Dean for Undergraduate Education).

Appeal Process

If there are sufficient and appropriate grounds to appeal a grade, based on the above specified criteria and procedures, a student may consider the following process.

Appeal Petition
Whenever possible, students are encouraged to work directly with their instructor to discuss grades, course policies and expectations. If a student wishes to appeal a grade after speaking to the faculty member in charge of the course and the appropriate administrator, the grade appeal process commences with a written appeal petition.

An appeal petition includes a written summary (250 total words, see below) and is filed electronically with the program's Dean (who will communicate with the instructor and other appropriate administrators). The following is an outline of what a formal grade appeal petition should include:

• Contact Information: *Include name, university email address, student identification number, and phone number*
• Course information: *Include course number and title, instructor name*
• Background to appeal: *In 100 words, briefly describe attempts to resolve concerns with instructor. If the faculty program lead or Dean was contacted, note these details as well.*
• Brief description of appeal: *In 150 words, describe the grounds for the appeal itself. What are the primary criteria and considerations?*
• Appendix: *Include all related documentation*

Appeal Process
The program's Dean shall proceed to attempt to resolve the dispute independently. (If the program's Dean has a conflict of interest, *e.g.* is the instructor who filed the disputed grade, the program's School Executive Committee Chair will serve as designate on the case. In such a case, all reference to the program's "Dean" refers to this "designate.") After review of the appeal petition, the program's Dean may or may not approve further action.

If an appeal petition alleges discrimination or arbitrary treatment, an initial assessment of the grounds for the case will be considered by the program's Dean. If it is determined that this is potentially a

---

[2] A School dean of a given undergraduate or graduate academic program is the appropriate contact. The Vice Provost and Dean for Undergraduate Education is the contact for WRI or Core 1.

discrimination case[3], the petition will be reviewed as a Title VI and/or Title IX matter by the appropriate officer(s).

Written notification about findings will be shared with the student and instructor within four weeks of receipt of the formal petition. If the student or instructor requests a reconsideration of the appeal decision, they must respond within one week of this notification to the Provost (or designate). If there is no request for reconsideration from the student or instructor, the grade shall be sustained or altered in accordance with the findings.

A final appeal to the Provost may be based only on (1) a violation of due process in the grade appeal process or (2) new and substantial information. This final appeal is limited to a 100 word summary, with related evidence, and must be filed to the Provost's Office within one week of the findings. The Provost (or the Provost's designate) will decide if further process is warranted and if so, how this process will be structured. If further process is warranted, additional documentation or interviews supporting the appeal may be requested.

The final decision should occur within the term of the appeal. Decisions may include: 1) no change, 2) removal of course from transcript, or 3) grade correction. In cases where it is determined that nonacademic criteria were significant factors in establishing the grade, students may have the option of either receiving a P or S in the course or retroactively dropping the course without penalty.

If a grade appeal is related to the final term before graduation, submission of an appeal must be made within 30 days after the last day of a student's final term and considered within 30 days after receipt.

Timeline

The following timeline should be followed in all grade appeals. Failure to take actions within this timeline will significantly limit and potentially disqualify the grounds for an appeal.

The following timeframe begins in the term following the one in which the grade in question has been filed.

At the beginning of the term, the student will no later than

Weeks 1-3: Initiate communication with instructor and/or program faculty lead, seeking informal resolution of concerns

Weeks 4-5: Develop a formal appeal petition, if concerns are unresolved

By Week 6: Submit this petition and supporting evidence to the program's Dean for review

The goal of the appeal process is for findings to be shared with the student and instructor as soon as possible. The following are estimated times for reviewing the petition, exploring information, and summarizing findings.

---

[3] Discrimination refers to protected groups based on ethnicity, political views, religion, age, gender, financial status or national origin.

3

In the process that follows, the program's Dean will:

Weeks 7-9: Review the formal appeal. Findings and summaries are developed, with the potential for seeking further information or consultation.

Weeks 10-12: If possible, findings are shared. Please note that some cases are complex and require either further consultation or information gathering, with associated time added. The final decision should occur within the term of the appeal.

*Finding*s: When findings are released, the student and instructor have one week to respond via a brief summary (100 words) to the Provost (or Provost designate). This is the final step in the appeal process, and there may be no further petitions or appeals.

Informational Item: Please note that the timeline for appeals concerning the final term before graduation is abbreviated to 30 days.

Final Note

These procedures are designed solely to guide grade appeal processes. No punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of an appeal nor the final disposition of the case shall, under any circumstances, become part of the personnel files of the instructor. The use of nonacademic criteria, however, is a violation of the Faculty Code of Conduct and in some instances Title VI and/or Title IX policies, which may result in potential sanctions.

4

Subject: FW: UGC Business - Grade Appeals Policy - Request for GC Comments

---

From: Fatima Paul
Sent: Thursday, February 19, 2015 3:17 PM
To: Mayra Chavez
Cc: senateoffice@ucmcrops.ucmerced.edu; Kathleen Hull; Jian-Qiao Sun; Jack Vevea;
ugc1415@ucmcrops.ucmerced.edu; gc1415@ucmcrops.ucmerced.edu
Subject: UGC Business - Grade Appeals Policy - Request for GC Comments

Hi Mayra,

The attached Grade Appeals policy was approved by UGC on 2/18/15. Per our discussion, please send it to GC for comments.

Please send comments or edits to my attention by no later than February 27, 2015.

Thank you,

Fatima.

> On Feb 9, 2015, at 8:53 AM, Fatima Paul <fpaul@ucmerced.edu> wrote:
>
> Dejeune,
>
> On behalf of UGC's Grade Appeal Policy Subcommittee, please find attached a draft policy that will be reviewed and approved by UGC this semester.
>
> The subcommittee suggests that this draft be shared with Campus Ombuds Acker, Legal Counsel Gunther, Wendy Smith (Title IX), Graduate Council, School ECs, and the Provost. Suggestions for additional reviewers are welcome.
>
> UGC is scheduled to meet on February 18.
>
> Thank you,
>
> Fatima.
>
> <Grade Appeal Policy Draft_9Feb2015.docx>

1

UNIVERSITY OF CALIFORNIA, MERCED

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

OFFICE OF THE ACADEMIC SENATE
JIAN-QIAO SUN, CHAIR
senatechair@ucmerced.edu

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CA 95343
(209) 228-7954; fax (209) 228-7955

April 9, 2015

To: Jack Vevea, Chair, Undergraduate Council

From: Jian-Qiao Sun, Chair, Division Council

Re: Draft Grade Appeal Policy Review

Dear Jack,

The standing and executive committees of the Division Council and several key stakeholders reviewed the draft Grade Appeal Policy. Comments were received from the Graduate Council (GC), University Registrar Laurie Herbrand, Legal Counsel Elisabeth Gunther, Director of Compliance Wendy Smith and a faculty member. Attached for your consideration please find the full text of comments.

Sincerely,

Jian-Qiao Sun, Chair
Division Council

cc: Division Council
         Senate Office

UNIVERSITY OF CALIFORNIA, MERCED

ACADEMIC SENATE, MERCED DIVISION
GRADUATE COUNCIL (GC)
KATHLEEN HULL, CHAIR

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CA 95343
(209) 228-6312

February 27, 2014

To: **Jack Vevea, Chair, Undergraduate Council (UGC)**
              Jian-Qiao Sun, Senate Chair

From: **Kathleen Hull, Chair, Graduate Council (GC)**

Re: **GC comments on the draft Grade Appeal Policy**

On February 25, Graduate Council reviewed the grade appeal policy drafted by the Undergraduate Council (UGC) Grade Appeal Policy Subcommittee. In general, members were supportive of the proposed policy that clearly defines the criteria for grade changes and formalizes the steps to appeal a grade.

During the Council's discussion the following comments and questions were raised:

- Appeal Petition: The policy notes that an appeal petition includes a written summary that is filed with the program's Dean; by "written" does UGC also include email? Clarification on this point would be helpful so students know if electronic or hard copies will be required. In addition, members believe that an electronic form would be helpful for undergraduate students to use for this purpose.

- Appeal Process: As written, the policy indicates that if the program's Dean has a conflict of interest a Dean designate will review the case. Members expressed concern that the conflict of interest may be compounded if the Dean designates the designee. GC suggests that UGC identify the designee to avoid the perception of conflict of interest in such cases; for example, the designee be the program's School Executive Committee Chair.

- Timeline: Members appreciate the timeline included in the draft policy, but recommend adding "no later than" language to help students understand the time limitation and when exactly the process for an appeal should begin. It would seem especially critical to set a "no later than" date for initiating the process, since the rules stipulate the process must be complete within one semester. Likewise, given that the policy indicates that the timeframe begins in the semester following that in which the grade in question was filed,

what are the timeline implications for a grade appeal for a spring semester course? Would this mean a timeline for an appeal would begin in the summer? Given such possible confusion, Graduate Council recommends explicitly stating how the summer would be incorporated (or not) in the timeline for potential stages of the appeal processes.

We appreciate the opportunity to opine.

Cc: Division Council
        Graduate Council
        Academic Senate Office

Proposition:
Is it possible to appoint a student as a GSR to work on projects for an office?

Examples:
1. A GSR working for IT on projects related to research computing; Applied Math advisor believes good professional development.
2. Student Affairs hiring GSRs, perhaps mostly in summer, to research various issues and write reports -- drawing primarily into research expertise of SSHA graduate students.

A non-exhaustive list of considerations:
APM 112-4.b(20) defines a Graduate Student Researcher as "a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator." The key points in this definition are that the appointment be in "an academic department or research unit" and the research is performed "under the direction of a faculty member or authorized Principal Investigator". Is there a way to develop and write this appointment to meet this definition? (From APO.)

The UAW representing ASEs would not be involved regarding a GSR appointment, as the GSRs are not included in the bargaining unit and are not unionized at this point in time.   However, If the appointment appears to be more in line with a staff research position, the University Professional Technical Employees (UPTE) might raise a concern under the Research Support Professional Unit (staff) bargaining agreement. (From APO.)

GSR appointments are described in the Graduate Handbook (Section IV.B.), including comment on non-GSR employment. Can GC interpret that section in the handbook in terms of the request.

Might such positions erode the purpose of the GSR? Are protections in place so it is a student apprenticeship (as a GSR should be) and not a staff researcher position?

Would the student's faculty advisor would need to sign off on the appointment, certifying that it would benefit the student's professional development?

Timeliness: The Graduate Policies & Procedures (ex-Graduate Advisor's Handbook) is being revised and any unintended ambiguities could be clarified.

UC Merced Policy and Procedure Manual
Chapter xx, Campus Organization and Management
Section xx, Establishment or Revision of Academic Degree Programs
Approved: December 1, 2014
Supersedes: Version dated 5.31.2011.

Source Document: "*Systemwide Review Process of Academic Programs, Academic Units, and Research Units*" (see http://www.ucop.edu/institutional-research-academic-planning/_files/compendium_sept2014.pdf) and "*Coordinating Committee on Graduate Affairs Handbook* (see http://senate.universityofcalifornia.edu/committees/ccga/CCGAHandbookJune2014Final.pdf)

Exhibit B, Flow Chart -- Approval Process for Academic Degree Programs

I. Purpose

This section describes the formal steps to be taken in planning, preparation, transmittal, review, implementation, and discontinuation of academic degree programs at UCM.

II. Policy

A. For the purpose of this policy, an academic degree program is considered any regularized sequence of courses leading to a degree, including those programs sponsored by groups of faculty from different academic units. Proposals to offer new degree titles are also covered by this procedure.

B. The process for the creation or discontinuation of academic degree programs shall be in accordance with the University's system of shared governance and shall be consistent with the relevant University-wide policy statements cited in this section. A summary of the UC system requirements and guidelines for approval of a new program or degree title is given in the *Compendium*, Section II.

With the exception of undergraduate degree programs involving a title unique to the Division, all actions involving **undergraduate** degree programs are carried out at the campus level and there is no systemwide review (*Compendium*, section II.A.). Proposals for all new **graduate** degree programs, including self-supporting degree programs, multi-campus degree programs, and degree programs jointly sponsored by UC campus(es) and other higher education institutions (e.g., CSU), are reviewed systemwide (*Compendium*, II.B.1).

C. Campuses should include anticipated actions such as the establishment of new academic programs in the campus Five-Year Perspective at least one year prior to the proposal being reviewed on campus (two years for proposed new schools and colleges).

D. Each party in the process will expedite consideration of pending proposals. Substantive revisions to proposals should be re-reviewed by advisory parties. Revised proposals require approval by parties with authority to approve or reject a proposal.

III. Planning

A planning pre-proposal must be submitted to Periodic Review Oversight Committee (PROC) for review and comment in advance of the development of a proposal. Pre-proposals may be submitted by the first Friday in September or January for PROC review that semester. This pre-proposal is a two-page document that consists of a brief description of the anticipated program, degree objectives, funding,

1

resources needed, faculty associated with the program, enrollment projections, timeline for development of the proposal, relationship of the proposed program to existing programs and academic plan, and employment implications (see Compendium Appendix B.1).

IV. Preparation

Proposal Initiation: The academic unit or graduate group chair initiates the proposal. The initiator shall consult with review committees (Undergraduate Council, Graduate Council, and/or School or College Executive Committee), Vice Provost and Dean for Undergraduate Education, Vice Provost and Dean of Graduate Education, WSCUC Accreditation Liaison Officer and with the lead dean(s) of affected schools or colleges for input and assistance in proposal preparation and requirements.

A. Graduate Degree Program
Proposals for new graduate degree program or changes to existing graduate degree programs should follow the format and guidelines described in Appendix B of the UC Academic Senate *Coordinating Committee on Graduate Affairs (CCGA) Handbook* and policies of the Graduate Council (GC) and the Committee on Academic Planning and Resource Allocation (CAPRA).

B. Undergraduate Degree Program
Proposals for a new degree program should follow the policies and guidelines of the Undergraduate Council (UGC) and Committee on Academic Planning and Resource Allocation (CAPRA).

V. Transmittal

A. The program proposal and recommendation of the school or college Executive Committee, and the recommendation of the lead dean are submitted to the Divisional Academic Senate office for transmittal to the Graduate Council or Undergraduate Council, the Committee on Academic Planning and Resource Allocation, and any other standing Senate committees that might or might not wish to opine.

B. The proposal and copies of these recommendations are simultaneously sent to the chairs of the Executive Committees of the schools/colleges, Provost and Executive Vice Chancellor, the Vice Provost and Dean of Graduate Education, the Vice Provost and Dean of Undergraduate Education, and the WSCUC Accreditation Liaison Officer.

VI. Procedures for Review and Approval

A. Parties to the Review

1. Academic Senate Review: The Academic Senate reviews the proposal's merit, value, and contributions to UCM.

2. Administrative Review: The Provost and Executive Vice Chancellor, the Vice Provost and Dean of Graduate Education, and the Vice Provost and Dean of Undergraduate Education review the proposal for concerns related to academic planning and resource requirements.

3. WASC Senior College and University Commission (WSCUC)[1] Review: The WSCUC substantive change specialist should be consulted to determine whether the proposed change requires review and approval by WSCUC. If WSCUC review is required, the responsible faculty must prepare the

---

[1] Formally known as the Western Association of Schools and Colleges (WASC),

Comment [m2]: Jack- Does UGC require consultation with affected parties?

Comment [f3]: Yes, consultation with standing committees, mainly CAPRA and GC, and consultation with the VPDUE, the ALO, and the Provost

Comment [CV4]: I believe that we would also require early consultation with other schools / programs that are significantly affected.

Comment [CV5]: Presumably this refers to **all** the schools / colleges, not just the one(s) that initiated the proposal?

required substantive change documentation for WSCUC review, in consultation with the campus WSCUC Academic Liaison Officer and WSCUC Substantive Change Specialist.

4. Review by Affected Units: The affected unit(s) (e.g., Bylaw 55 units, graduate groups, undergraduate programs, and organized research units) within a college or school affected by the proposed program shall review and approve the proposal. The recommendation shall be reported as a vote of the Academic Senate members of the affected unit(s). If the proposed program is associated with faculty in more than one school or college, affected units in each school or college shall review the proposal.

B. Processes for the Review

1. Process for Undergraduate Programs
   a. Recommendation to Executive Committee and Lead Dean: The recommendation of the affected unit(s) is forwarded to the Executive Committee of the affected school(s) or college(s) in which the degree is to be offered, and to the lead dean of the school(s) or college(s).
   b. Executive Committee Action: The Executive Committee of the school(s) or college(s) makes a recommendation to approve or reject the proposal following the procedures specified in the bylaws of the school or college.
   c. Action by Lead Dean: The lead dean(s) of the school, college, or division provides an independent recommendation regarding resource support for the program, including faculty affiliated with the program, projected student enrollment, staff support, and space. The recommendation must also address resource impacts on other academic programs.
   d. Distribution to Divisional Academic Senate and Campus Administration:
      i. The proposal package including recommendations from the school or college Executive Committee and the recommendation of the lead dean is forwarded to the Divisional Academic Senate office for transmittal to the Undergraduate Council, the Committee on Academic Planning and Resource Allocation, Graduate Council, and any other standing Senate committees that might or might not wish to opine.
      ii. The proposal package and copies of these recommendations are simultaneously sent to the chairs of the Executive Committees of the undergraduate schools/colleges, the Provost and Executive Vice Chancellor, the Vice Provost and Dean of Undergraduate Education, the Vice Provost and Dean of Graduate Education, and the WSCUC Accreditation Liaison Officer.
   e. Senate Reviews and Actions:
      i. The Committee on Academic Planning and Resource Allocation submits its evaluation of resources to the Undergraduate Council and the Divisional Council.
      ii. The Undergraduate Council reviews the proposal, taking account of recommendations from the Committee on Academic Planning and Resource Allocation, and the advice of the lead dean(s) and Vice Provost and Dean for Undergraduate Education, and Provost and Executive Vice Chancellor (See section IV.B.1.f.i). The Undergraduate Council approves or rejects the proposal on behalf of the Divisional Academic Senate.
      iii. Undergraduate Council approval, CAPRA evaluation, and comments from any other standing committees are forwarded to the Divisional Council for comment, synthesis, and transmittal to the Vice Provost and Dean for Undergraduate Education.
   f. Administrative Actions:
      i. The Vice Provost and Dean of Undergraduate Education submits an evaluation of the program to the Undergraduate Council and the Provost and Executive Vice Chancellor.
      ii. The Provost and Executive Vice Chancellor reviews the proposal and consults with appropriate members of the administration to determine if the action will be supported by the campus, including providing appropriate resources, and advises the Chancellor.
      iii. If the proposal is approved by the Chancellor and if WSCUC review and approval for

3

substantive change is required, the Chancellor's Office notifies the WSCUC Academic Liaison Officer and WSCUC Substantive Change Specialist, who prepares and transmits documentation for WSCUC review in collaboration with the program faculty. Until such time as WSCUC has completed the substantive change review process and approval has been received, all publications or announcements regarding new or modified degree programs should contain an asterisk or footnote indicating that the program is "pending approval by our regional accreditor, the WASC Senior College and University Commission (WSCUC)."

iv. The Chancellor transmits campus approval to the Chair of the Divisional Council, the Provost and Executive Vice Chancellor, the Vice Provost and Dean for Undergraduate Education, Vice Provost and Dean of Graduate Education, lead deans of schools or colleges, Vice-Chancellor for Student Affairs, Vice Chancellor for Planning and Budget, WSCUC Accreditation Liaison Officer, and the Offices of Accounting & Financial Services, Undergraduate Admissions, University Communications, Institutional Research and Decision Support, the Registrar; Divisional Academic Senate; and UC Provost and relevant UC Office of the President staff.

2. Process for Graduate Programs

   a. Recommendation to Executive Committee and Lead Dean: The recommendation of the affected unit(s) is forwarded to the Executive Committee of the affected school(s) or college(s) in which the degree is to be offered, and to the lead dean of the school(s) or college(s).
   b. Executive Committee Action: The Executive Committee of the school(s) or college(s) makes a recommendation to approve or reject the proposal following the procedures specified in the bylaws of the school or college.
   c. Action by the Lead Dean: The lead dean of the graduate program provides an independent recommendation regarding support for the program, including faculty affiliated with the program, projected student enrollment, staff support, and space. The recommendation must also address resource impacts on other academic programs.
   d. Distribution to the Divisional Academic Senate and Campus Administration:
   i. The proposal package including recommendations from the school or college Executive Committee and the lead dean are submitted to the Divisional Academic Senate office for transmittal to the Graduate Council, the Committee on Academic Planning and Resource Allocation, Graduate Council, and other standing Senate committees that might or might not wish to opine.
   ii. The proposal package and copies of these approvals and recommendations are simultaneously sent to the Provost and Executive Vice Chancellor, the Vice Provost and Dean of Graduate Education, the Vice Provost and Dean of Undergraduate Education, and the WSCUC Accreditation Liaison Officer.
   e. Senate Reviews and Actions:
   i. The Committee on Academic Planning and Resource Allocation submits its evaluation of resources to the Graduate Council and to the Divisional Council.
   ii. The Graduate Council reviews the proposal, taking into account recommendations from the Committee on Academic Planning and Resource Allocation, any other Senate standing committees, and the initial and/or final recommendation of the lead dean, the advice of the Vice Provost and Dean of Graduate Education (see section IV.2.d.i) and the Provost and Executive Vice Chancellor. The Graduate Council approves or rejects the proposal on behalf of the Divisional Academic Senate.
   iii. Graduate Council approval, CAPRA evaluation, and comments from any other standing committees are forwarded to the Divisional Council for comment, synthesis, and transmittal to the Vice Provost and Dean of Graduate Education, who transmits to the Provost and Executive Vice Chancellor.
   f. Administrative Actions:

4

i. The Vice Provost and Dean of Graduate Education submits an evaluation of the program to the Graduate Council and Provost and Executive Vice Chancellor.

ii. The Provost and Executive Vice Chancellor reviews the proposal and consults with appropriate members of the administration to determine if the degree program will be supported by the campus, including provision of appropriate resources. If the Provost and Executive Vice Chancellor approves the proposal, a recommendation is forwarded to the Chancellor.

iii. If the Chancellor approves, the Chancellor or designee transmits the proposal, campus approvals and recommendations to the Coordinating Committee on Graduate Affairs and the Office of the President for systemwide approval. Copies are sent to the Provost and Executive Vice Chancellor, Vice Provost and Dean of Graduate Education, the Chair of the Divisional Academic Senate, the Chair of the Graduate Council, the WSCUC Accreditation Liaison Officer, and the Divisional Academic Senate Office.

iv. When approved by systemwide Academic Senate and the Office of the President, the Chancellor and/or Chair of the Divisional Academic Senate notifies the Provost and Executive Vice Chancellor, Chair of the Graduate Council, and the Vice Provost and Dean of Graduate Education. The latter, in turn, notifies the graduate program, the Vice Provost and Dean of Undergraduate Education, the Vice Chancellor for Planning and Budget, the WSCUC Accreditation Liaison Officer, the Offices of Graduate Admissions, University Communications, Institutional Research and Decision Support, and the Registrar.

v. After approval by the Office of the President and if WSCUC review and approval for substantive change is required, the Chancellor's Office notifies the WSCUC Academic Liaison Officer and WSCUC Substantive Change Specialist, who prepares and transmits documentation for WSCUC review in collaboration with the program faculty. Until such time as WSCUC has completed the substantive change review process and approval has been received, all publications or announcements regarding new or modified degree programs should contain an asterisk or footnote indicating that the program is "pending approval by our regional accreditor, the WASC Senior College and University Commission (WSCUC)."

VII. Implementation

A. Upon receipt of final WSCUC approval, if required, the Registrar's Office will determine what changes are needed to the Classification of Instructional Programs (CIP) code(s), if a new Banner program/major code(s) should be created, and if updates are required for MyAudit encoding and Banner degree audit form codes, the Registrar's Office also notifies the UC Office of the President of any changes.

B. The Graduate Division is responsible for confirming the effective term for the graduate program, confirming needed course or subject code changes, updating the graduate admissions application, ensuring the new program will be captured on the Graduate Admissions file to the UC Office of the President, and formalizing the appointment of the Graduate Group Chair.

VIII. Discontinuation of Program or Degree Title

Proposals to discontinue a program or degree title should be founded on considerations as careful and thorough as those for establishment. The same senate committees and administrative officers should have the opportunity to participate in the review of proposals to discontinue academic programs. Normally, a proposal to discontinue a program or title will precede periodic review of the program conducted by the Periodic Review Oversight Committee (PROC) or pertinent senate council (Graduate Council or Undergraduate Council). In the case of a graduate program, the Coordinating Committee on Graduate Affairs (CCGA) must approve discontinuation or a change in degree title. The UCOP Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, UC

Comment [m7]: Jack: What is the process for Undergraduate Programs?

Comment [f8]: No systemwide review is required but UGC notifies the Division Council, the Provost and the Chancellor. [I believe that this is correct -- CV]

5

Compendium and in the case of graduate programs, the CCGA Handbook, should be consulted for details. The following information must be included in any proposal to discontinue a program or degree title:
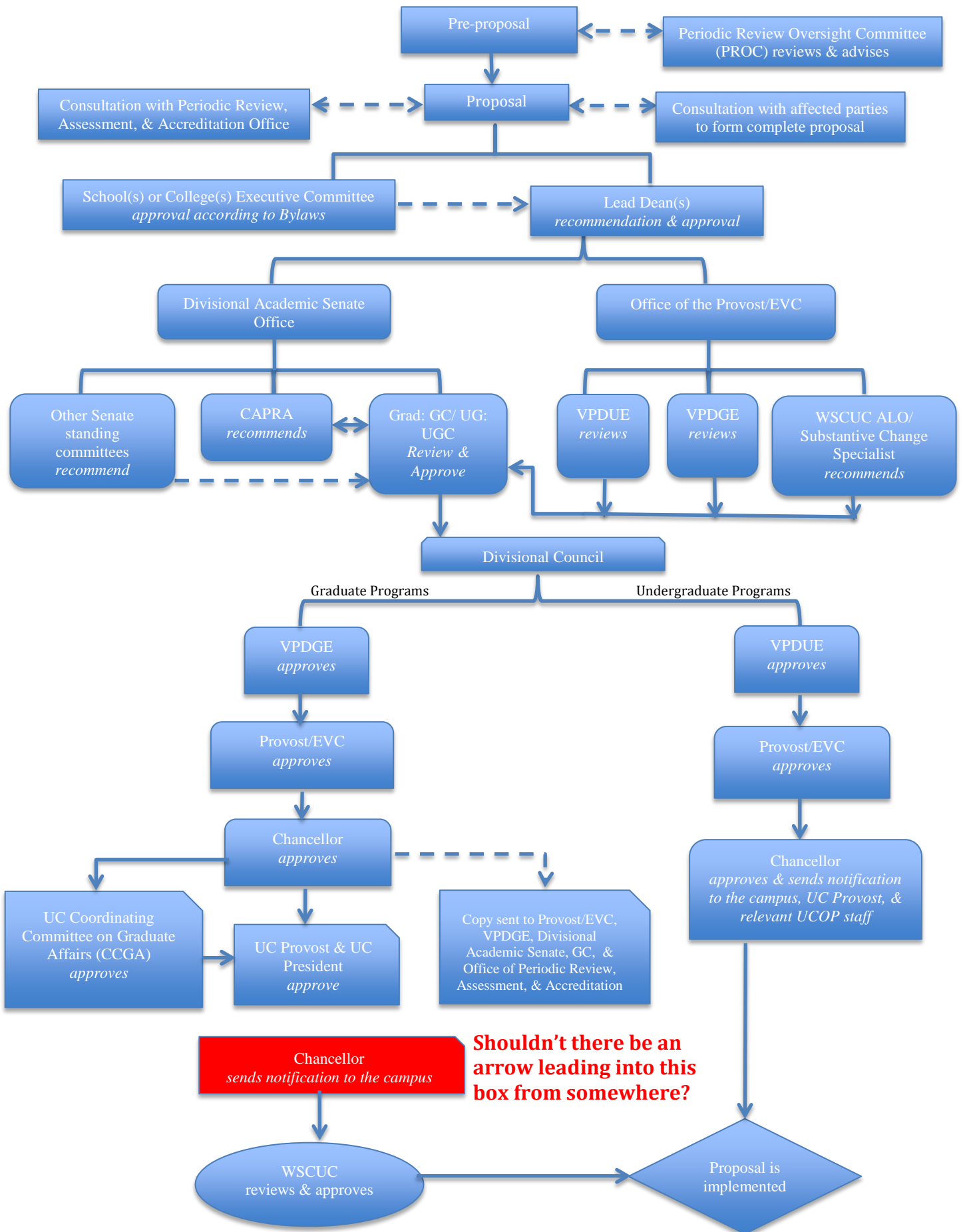
1. Justification of the proposed action including analysis of costs and benefits to the campus and expected budgetary impact; a statement about the expected impact to enrollment, changes in staffing and space requirements.
2. A phase-out plan that includes an explicit description of the accommodations to students, faculty, staff, and non-academic appointees.
3. A complete statement of all steps required for adoption and implementation of the proposal and the timetable of target dates for completion of each step.
4. Explanation of the method of consultation that was employed in the review process with students and faculty members from potentially affected programs and with appropriate college or Academic Senate committees.
5. Description of the relationship of the proposal to the campus and unit's academic plan.
6. Appended comments of students, faculty, academic non-Senate appointees, and committees.

IX. References and Related Policies

UC Academic Senate Coordinating Committee on Graduate Affairs (CCGA) Handbook (revised 2014).
UC Merced, Undergraduate Council, Policy and Procedure for Review and Approval of Undergraduate Degree Programs (revised Oct., 2007).
UC Merced, Graduate Council, Procedures for Submitting Proposals for Graduate Programs (revised Dec., 2014).
Systemwide Review Process of Academic Programs, Academic Units, and Research Units (revised Sept. 2014).

<<<Revised Flowchart goes here.>>

6

ACADEMIC DEGREE PROGRAMS REVIEW AND APPROVAL PROCESS

Pre-proposal

Periodic Review Oversight Committee (PROC) reviews & advises

Consultation with Periodic Review, Assessment, & Accreditation Office

Proposal

Consultation with affected parties to form complete proposal

School(s) or College(s) Executive Committee *approval according to Bylaws*

Lead Dean(s) *recommendation & approval*

Divisional Academic Senate Office

Office of the Provost/EVC

Other Senate standing committees *recommend*

CAPRA *recommends*

Grad: GC/ UG: UGC *Review & Approve*

VPDUE *reviews*

VPDGE *reviews*

WSCUC ALO/ Substantive Change Specialist *recommends*

Divisional Council

Graduate Programs

Undergraduate Programs

VPDGE *approves*

VPDUE *approves*

Provost/EVC *approves*

Provost/EVC *approves*

Chancellor *approves*

Chancellor *approves & sends notification to the campus, UC Provost, & relevant UCOP staff*

UC Coordinating Committee on Graduate Affairs (CCGA) *approves*

UC Provost & UC President *approve*

Copy sent to Provost/EVC, VPDGE, Divisional Academic Senate, GC, & Office of Periodic Review, Assessment, & Accreditation

Chancellor *sends notification to the campus*

Shouldn't there be an arrow leading into this box from somewhere?

WSCUC reviews & approves

Proposal is implemented

35