

Graduate Council (GC)
Meeting Minutes
Thursday, September 26, 2013
1:30 p.m. – 3:00 p.m.

I. Chair's Report – Professor Valerie Leppert

- DivCo (9/24)

Chair Leppert reported on the main discussion items from the Division Council meeting. DivCo members involved in the Joint Administration-Senate Academic Focusing Working Group provided an update and projected timeline for the campus strategic planning initiative. DivCo also discussed the briefing information sent to the UC Office of President in preparation for President Napolitano's visit.

- Update on the Vice Provost/Dean of Graduate Education Search

Chair Leppert announced that the search firm will not be closing the job search and will be advertising the position again.

- Reminder: Graduate Division Program Review Team- October 10 (3:45-4:30pm, KL 232)

Chair Leppert encouraged all members to attend the meeting with the Graduate Division Program Review Team on October 10.

II. Consent Calendar

- The agenda was unanimously approved as presented.

- The Graduate Council subcommittee membership and CCGA lead reviewer assignments were approved as presented.

III. Campus Review Item: UCM Smoke and Tobacco Free Policy

In January 2012 UC President Yudof announced that all UC owned and controlled property would become smoke and tobacco free by January 2014. In response to President Yudof's announcement, the UC Merced Smoke and Tobacco Free Steering Committee was charged with preparing a campus-specific policy for UC Merced. GC reviewed the proposed policy and corresponding document of frequently asked questions. Members had no objections and noted the need to make sure all campus constituents (including graduate students) are kept informed of the timeline for implementation and what on-campus cessation resources will be made available.

Action: Senate Analyst will draft memo for forwarding to Senate Chair López-Calvo by October 1.

IV. GC Conflict of Interest Policy

Policy Subcommittee was tasked with drafting a GC Conflict of Interest Policy based on the UC Riverside Graduate Council statement. GC reviewed the proposed policy recommendations from the subcommittee and had no further revisions.

A motion was made, seconded and carried to approve the 2013-2014 GC Conflict of Interest Policy.

Action: Senate Analyst will send approved policy to Senate Chair López-Calvo.

V. 2013-2014 Graduate Program Review Policy

Four programs currently scheduled to undergo program review. All except Social Sciences will be submitting a CCGA proposal this academic year. In May 2013, GRC was asked to revise the Graduate Program Review Policy to allow the establishment of a Joint Undergraduate-Graduate Program Review Committee. GC discussed the revised Graduate Program Review Policy.

Action: Senate Analyst will update draft based on member comments and circulate for an additional review by GC. Second draft once endorsed will be sent to UGC Chair Sharping and Joint PRC Chair Camfield. Graduate Council anticipates that the next goal will be scheduling a meeting with all three chairs to determine next steps.

VI. Draft Graduate Council Committee Manual

Action: GC will discuss the draft committee manual at the next GC meeting scheduled on October 10.

VII. Review of Graduate Group Policies and Procedures

On May 2, GRC sent the call for annual review of Graduate Group Policies and Procedures. Deadline for submission was May 21, 2013. BEST, CIS, and ME did not submit their revised document. GC reviewed the proposed reviewer assignments and review criteria worksheet. Slight revisions were made to the reviewer assignments to avoid a potential conflict of interest for a GC member. Members agreed to discuss their review of the Policies and Procedures at the next GC meeting.

Action: Senate Analyst will make revisions to the GC reviewer assignment, send the Graduate Group Policies and Procedures to assigned reviewers and resend the request for an updated document to BEST, CIS, and ME.

VIII. Graduate Advisors Handbook

Action: GC will discuss the draft memo to the Graduate Division and Acting Graduate Dean proposal for coordinating revisions to the Graduate Advisors Handbook at the next GC meeting scheduled on October 10.

IX. Proposed Policy for Thesis/Dissertation Embargoes

At the last GC meeting, members recommended asking the Graduate Group Chairs for feedback on how the current dissertation policy may impact their specific fields. The Council was in favor of drafting and implementing a policy similar to UC Berkeley. Acting Graduate Dean Kello consulted with the Graduate Group Chairs and no recommendations were made against adopting a policy similar to UC Berkeley's. GC reviewed UC Berkeley's Policy for Thesis/Dissertation Embargoes and agreed to adopt the proposal.

A motion was made, seconded and carried to unanimously adopt the Thesis/Dissertation Embargo Policy.

Action: Acting Graduate Dean Kello will move forward with adopting the policy and Senate Analyst will add this policy to the list of required revisions to the Graduate Advisors Handbook.

X. Graduate Division Self-Study Report

Acting Graduate Dean Kello asked GC to review the draft Graduate Division Self-Study Report prepared for the Graduate Division External Review Team. GC discussed the member comment received and agreed to send a formal memo to Graduate Division.

Action: Senate Analyst will draft memo and circulate for committee feedback. Chair Leppert will consolidate member comments for forwarding to Acting Graduate Dean Kello.

XI. Graduate Group and Graduate Student Updates- *Dean Chris Kello*

GC and Acting Graduate Dean Kello briefly discussed the following items:

- AY 2013-2014 Funding Model: Last year, Graduate Dean Kello asked GC to opine on the draft internal funding model for graduate students and programs. The AY 2013-2014 Funding Model was distributed to all Graduate Group Chairs and a copy will be made available to GC members for discussion.
- TA Assignments: GC reiterated their request for Graduate Dean Kello to provide more information on how other UC campuses allocate TA assignments. Dean Kello will follow-up and notify GC Chair when it should be added as discussion item.
- Final Graduate Student SIR: The final graduate enrollment numbers are similar from last years. The Graduate Division anticipates that in order to make the enrollment projections of a 10% graduate student population by 2020, graduate SIRs will need to grow by 15% every year.
- Online Application System: Graduate Division is waiting to receive the departmental budget before proceeding to make changes or implementing a new system.

Action: Acting Dean Kello will send the AY 2013-2014 Funding Model information to GC for review and will provide information on how other UC Campuses allocate TA assignments.

XII. Executive Session- *GRC Voting Members Only*

No minutes were recorded for this portion of the meeting.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared by:

Mayra Chavez, Senate Analyst