

**Graduate and Research Council (GRC)**  
**Wednesday, September 14, 2011, 3:00 p.m. – 4:30 p.m.**  
**Room 232 Kolligian Library**  
**Meeting materials available on UCMCROPS at:**  
*GRC 2011 Resources:: Agendas and Meetings:: September 14, 2011*

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**AGENDA**

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- I. **Chair's Report** – *Professor Will Shadish*
  
- II. **System and Campus Representatives**  
**Action:** Identify representatives for the following committees:  
**UCORP-** University Committee on Research Policy  
The University Committee on Research Policy (UCORP) fosters, formulates, coordinates, revises general research policies and procedures, and advises the President on research matters affecting the University.  
UCORP meets at UCOP on the second Monday of each month except in January.  
  
**SACA-** Senate-Administration Council on Assessment, UC Merced  
SACA is a permanent committee and was established in 2010 to provide institution-wide oversight and coordination of educational assessment activities, including annual assessments and periodic program reviews, for curricular and co-curricular programs that contribute to the educational mission of the university. A joint Senate-Administration Council is an effective means to ensure that different assessment efforts under the Senate or the Administration are well-coordinated and communicated to different groups and that staff and support resources are adequate and well distributed.
  
- III. **UC Merced Library Subcommittee**  
Background: Last year GRC requested DivCo approve the creation of a standing Library Committee. DivCo suggested a small subcommittee be constituted of three people with at least one GRC member, as the Bylaws state that Library business resides with the GRC.
  
- IV. **GRC CRF Subcommittee**  
**Action:** Identify three members, one from each school
  
- V. **2011-2012 Calendar for Academic Programs and Courses**  
**Action:** Review and approve adoption of the UGC schedule for graduate programs.

**VI. Academic Honesty Policy Subcommittee**

Background: Last year GRC and UGC reviewed the campus Academic Honesty Policy. VCR Traina reviewed the policy on behalf of GRC. His concern is that dishonesty in independent research courses can fall into research misconduct where federal regulations supersede campus policy. UGC felt the policy needed to be revised as it was written prior to the university opening. UGC members raised significant concerns in their review. Current policy gives faculty far too much latitude not only to determine whether or not plagiarism has occurred, but also to decide punishments for infractions. Current policy also is weak in creating a record of allegations and of disciplinary actions. Consequently, UGC recommended that the policy be replaced. DivCo has charged UGC and GRC with reviewing and rewriting the campus policy. Senate and Student Affairs staff will help find model policies to guide the committee's work.

**Actions:**

- o Establish a UGC/GRC subcommittee to review policy and provide comments  
*UGC member- Christopher Viney*
- o Consult with School curriculum committees
- o Consult with CRTE

**VII. Revised EECS Policies and Bylaws**

Background: Last year GRC reviewed the EECS Policies and Bylaws and had minimal revision suggestions. Enclosed is the document with revisions suggested by GRC. The new document has been discussed by the EECS faculty and is expected to become binding for students enrolling in 2011-2012.

**Action:** Review revisions and respond to EECS.

**VIII. DRAFT ORU Proposal Review Process at UC Merced**

Background: Currently the campus relies on the systemwide process for establishing an ORU, however the campus has its own review process. The campus review process was revised as a combined effort of CAPRA, GRC and the EVC. GRC agreed with the revision but did not approve it by vote.

**Action:** Review revised draft of the ORU review process from CAPRA and send recommendation to DivCo.

**IX. HSRI ORU Proposal**

Background: In March 2011 HSRI responded to GRC and CAPRA regarding questions to their original ORU proposal. The proposal was amended and GRC concerns were directly answered. HSRI is currently making final revisions and will soon be ready for review.

**Action:** Identify a subcommittee to review revisions, manage external review and compile data and recommendations for GRC. *Professor Michael Colvin and Professor Jeffrey Gilger*

**X. Course Buy Out Policy**

Discuss draft memo on Course Buy Out Policy and determine whether the GRC has a specific role in developing such a policy, or if the issue be forwarded to the Schools.

**XI. Program Review Sequence**

GRC is being asked to consider starting program review in the current academic year 2011-2012. It has been suggested that undergraduate and graduate programs be reviewed simultaneously whenever possible to minimize the amount of work for faculty and staff. However, synchronizing reviews may be challenging based on initial program approval. For instance, CIS is scheduled for undergraduate program review in 2012-13 but the graduate program is not due for review until 2017-18. MEAM is scheduled for undergraduate program review this academic year.

The GRC graduate program review guidelines state “The Graduate and Research Council establishes the sequence of program reviews, a sequence which is revised annually. The current sequence is posted on the Program Review section of the Senate website”.

**Action:** Review current undergraduate program review schedule and create schedule for graduate programs accordingly.

**XII. Draft Policy for Online Courses**

UGC has drafted a policy for online courses

**Action:** Review draft Policy for approval of on-line and remote courses and report to UGC

**Systemwide Correspondence Related to Online Education:**

A. [Online Education Pilot Program Project Plan](#), Memo from Chair Simmons to President Yudof, Provost Pitts, and Dean Edley (5/27/11)

B. [Online Education Pilot Program](#), Memo from Chair Simmons to President Yudof (5/6/11)

C. [Report of the Senate Special Committee on Remote and Online Instruction and Residency](#),

Memo from Chair Powell to President Yudof (7/20/10)

D. [Endorsement of Online Learning Pilot Project](#), Memo from Chair Powell to Provost Pitts and Vice Provost Greenstein (5/11/10)

**XIII. Graduate Group Policy and Procedure Changes**

Background: When a graduate group is established it must submit policies and procedures to GRC. It has been the practice of GRC to review all changes to previously approved Graduate Group Policies and Procedures. However, it is not policy.

**Action:** Discuss a policy for GRC review of revised Graduate Group Policies and Procedures

**Campus Review Items****Senate-Administration Committee on Assessment (SACA)- [Digital Assessment](#)**

Background: In March 2011, SACA created the Digital Assessment Working Group, chaired by Laura Martin. This group was charged with developing recommendations for managing the collection, reporting, and archiving of data from the new course evaluation form. The Working Group reviewed existing course evaluation practices and associated staff workload both at UC Merced and nationwide, and reviewed a 2004 document from Berkeley recommending shifting from a paper-based to an online system.

**Action:** Review the recommendation and provide feedback to DivCo via Senate Analyst Fatima Paul by **September 30, 2011**

**Pending GRC Topics Fall 2011****Graduate Policy on Financial Obligations to Graduate Students- *VCR Sam Traina***

Background: Last year GRC requested each graduate group identify their policy on financial obligations to graduate students. The policy was to include formal offers of TA and GSR support that extend over specified periods of time and the outline of a formalized process by which an obligation of support is terminated prior to the end date. This process had to specify the conditions that may be cause for early termination, and include review and voting by faculty committee members. No graduate groups had a formalized policy regarding early termination and requested that the Graduate Division and GRC create a UCM policy.

**Alumni Survey and Exit Interviews as evidence of PLO's for Assessment- *VCR Sam Traina***

Background: As graduate programs approach WASC approval, it has emerged that graduate programs might be assisted in their assessment efforts if the campus were to have an agreed upon alumni survey for graduate students, or a system of exit interviews. If the questions asked in the survey and the exit interviews dealt with areas one would expect to be covered by PLOs, all graduate programs would be able to look to these instruments as indirect evidence for at least one, if not many more PLOs. VCR Traina is willing to create a working draft should GRC request it.

**Information**

These memos are available on [UCMCROPS](#) –

*GRC 2011 Resources:: Agendas and Meetings:: September 14, 2011*

- Coordinating Committee on Graduate Affairs (CCGA) approved guidelines regarding the conversion of existing graduate degree programs from state-

supported to self-supported status and from self-supported to state-supported status. [Read guidelines](#)

- Academic Council to Regents re: Graduate Funding recommendation. [Read recommendation](#)