

Graduate and Research Council (GRC)**Meeting Minutes****Tuesday, February 12, 2013****2:00 p.m. – 3:30 p.m.**

I. Chair's Report – Professor Valerie Leppert

- DivCo (1/30)

Chair Leppert reported that DivCo discussed the Urban Land Institute Report and overall budget process this year. Provost/EVC Peterson attended the meeting and provided his overall strategy with the Budget Call. The Interdisciplinary Humanities CCGA Proposal was also endorsed by DivCo.

- UCORP (2/11) – Professor Mike Cleary was unable to attend and will provide a report via email.

II. Consent Calendar

- The agenda was approved as presented.
- The September 25 meeting minutes were unanimously approved.
- The approval of the draft memo to Graduate Groups on GRC's annual review of Graduate Group Policies and Procedures was postponed for future discussion. Members were concerned with the policies in the Graduate Advisors Handbook conflicting with a memo distributed by GRC last year.

Action: GRC will discuss the annual review of Graduate Group policies and procedures at the next meeting. Senate Analyst will request language from the Graduate Division regarding the critical examination options for graduate students.

III. Graduate Student Services: Graduate Writing Instruction- Graduate Dean Kello

A graduate student writing tutor was hired by Graduate Student Services and the extent of consultation with Graduate Division and faculty is unclear. Given the disciplinary nature of writing at the graduate level is such a service of value? The overall coordination between Graduate Division and Graduate Student Services is also a concern. GRC agreed that tutoring for graduate students would be helpful if clear service guidelines are set between the tutor and graduate group programs. A member proposed making each student who seeks the services of the tutor sign a disclosure agreement so that the tutor is not held accountable.

Action: GRC will discuss the overall coordination between Graduate Division and Graduate Student Services at future meeting.

IV. Graduate Program Review Policy

As written and approved by GRC on February 29, 2012, the Graduate Program Review Policy and Procedures does not allow much flexibility for the review of tracks within a graduate emphasis area and the role of GRC should also be clarified. Senate Analyst revised the policy for consistency with UGC Program Review Policy and experiences of the Undergraduate Program Review Committees. Members had no objections for forwarding the proposed revisions to the Policy Subcommittee for review.

Action: GRC will discuss the subcommittee recommendations on the revised Graduate Program Review Policy at the March 12 meeting.

V. Discussion Items: Research Lab Safety and Research Facilities Recharge Policy

A. Research Lab Safety

On January 24, 2013, the campus Human Resources emailed a notification of formal review of proposed systemwide EH&S Policies. No consultation was made with Senate in drafting the proposed policies listed below.

- o [Lab Safety Training Policy](#)
- o [Minors in Labs Policy](#)
- o [Personal Protective Equipment Policy](#)

Due to the short turn around request, Chair Leppert drafted memos in response to the policies proposed for committee feedback. Another memo was drafted asking for senate consultation for proposed laboratory research policies. GRC reviewed the proposed policies and agreed to send additional comments to Chair Leppert for consolidation.

Action: Chair Leppert will finalize memos for forwarding to HR by February 15.

B. Campus Laboratory Safety Committee

Chair Leppert drafted a memo on the lab safety management at UC Merced. Members were asked to provide feedback for forwarding to Provost/EVC Peterson and VCR Traina.

Action: Senate Analyst will circulate draft memo for committee feedback.

C. Research Facilities Recharge Policy

Action: Senate Analyst will circulate draft memo for committee feedback. Chair Leppert will consolidate for forwarding to VCR Traina.

VI. Discussion Item: CRF On-line System- SOE Assistant Dean Germán Gavilán

Invited Guests: UGC Chair Cristián Ricci and Interim Senate Director Fatima Paul

The CRF policy has been revised with input provided by the Registrar, ALO, and School Graduate Curriculum Support staff. GRC discussed the documents listed below and no minutes were recorded for this portion of the meeting.

- Revised CRF Policy
- Revised CRF Form
- Revised CRF Workflow
- GRC & UGC Memo- Cost Estimate for On-line CRF System (10/20)
- Gavilán Response to GRC & UGC Memo (11/18)

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared by:

Mayra Chavez, Senate Analyst