



FALL MEETING OF THE MERCED DIVISION OF THE ACADEMIC SENATE
TUESDAY, DECEMBER 4, 2018
3:00 – 4:30 P.M.
232 KOLLIGIAN LIBRARY

ORDER OF BUSINESS

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|-------------|---|---------------|
| I. | CHAIR’S REPORT & ANNOUNCEMENTS – <i>Division Chair Kurt Schnier</i> | 5 MIN |
| II. | CONSENT CALENDAR ¹ | 5 MIN |
| | A. Approval of the Agenda | |
| | B. Approval of Draft Minutes of the April 16, 2018 Meeting of the Division (Pg. 4-8) | |
| | C. Annual Committee Reports AY 17-18 | |
| | Divisional Council (Pg. 9 - 12) | |
| | Committee on Academic Personnel (Pg. 13 - 20) | |
| | Committee on Academic Planning and Resource Allocation (Pg. 21 - 27) | |
| | Committee on Research (Pg. 28- 36) | |
| | Committee on Rules and Elections (Pg. 37 - 39) | |
| | Diversity and Equity (Pg. 40 - 42) | |
| | Faculty Welfare and Academic Freedom (Pg. 43 - 49) | |
| | Graduate Council (Pg. 50 - 54) | |
| | Undergraduate Council (Pg. 55 - 64) | |
| III. | CAMPUS UPDATE – <i>Chancellor Leland & Interim Provost/EVC Camfield</i> | 15 MIN |
| IV. | INFORMATIONAL ITEM: GALLO SCHOOL PLANNING – <i>Director Paul Maglio</i> | 5 MIN |
| | Paul Maglio, Director, Division of Information and Management in the School of Engineering, will provide an overview of the process by which the proposal for the Gallo School is being developed. Background information is available at http://mist.ucmerced.edu/gallo-school-initiative . | |
| V. | INFORMATIONAL ITEM: ACADEMIC PLANNING UPDATE – <i>Chair Schnier & CAPRA Chair Jessica Trounstone</i> | 10 MIN |
| | Chairs Schnier and Trounstone will update the Division on the proposed spring 2019 activities of the Academic Planning Work Group. | |
| VI. | DISCUSSION ITEM: SPACE PLANNING – <i>Chair Schnier & Director Maggie Saunders</i> | 20 MIN |
| | Chair Schnier and Executive Director of Space Planning and Analysis, Maggie Saunders, will provide an overview of the final space allocation plan and its implementation. Discussion will focus on the principles proposed to assign space locally (i.e. the space assignment principles) and next steps in the planning and assignment processes. | |

¹ Agenda items deemed non-controversial by the Chair and the Vice Chair of the Division, in consultation with the Divisional Council, may be placed on a Consent Calendar under Special Orders. Should the meeting not attain a quorum, the Consent Calendar would be taken as approved. (Quorum = the lesser of 40% or 50 members of the Division.) At the request of any Divisional member, any Consent Calendar item is extracted for consideration under “New Business” later in the agenda. Christopher Viney, Secretary/Parliamentarian.

VII. STANDING COMMITTEE CHAIR REPORTS	20 MIN
Committee on Academic Planning and Resource Allocation , Chair Jessica Trounstone	(oral)
Committee on Academic Personnel , Vice Chair Nella Van Dyke	(oral)
Committee on Committees , Chair Linda Hirst	(oral)
Committee on Diversity and Equity , Chair Clarissa Nobile	(oral)
Committee on Faculty Welfare and Academic Freedom , Chair Laura Hamilton	(oral)
Committee on Research , Chair Michael Scheibner	(oral)
Committee on Rules and Elections , Chair Christopher Viney	(oral)
Graduate Council , Vice Chair Hrant Hratchian	(oral)
Undergraduate Council , Chair Jay Sharping	(oral)
Admissions and Financial Aid	

VIII. PETITIONS OF STUDENTS **5 MIN**

IX. NEW BUSINESS **5 MIN**

Glossary of [UC Merced](#) and [Systemwide](#) Academic Senate Committee Acronyms

CAP - Committee on Academic Personnel

CAPRA - Committee on Academic Planning and Resource Allocation

CoC - Committee on Committees

COR - Committee on Research

CRE - Committee on Rules and Elections

D&E - Diversity and Equity

DivCo - Division (al) Council

FSAF - Faculty Welfare and Academic Freedom

GC - Graduate Council

L (A) SC - Library and Scholarly Communication

P&T - Privilege and Tenure

UGC - Undergraduate Council

AFAS - Admissions and Financial Aid

BOARS - Board of Admissions and Relations with Schools

CCGA - Coordinating Committee on Graduate Affairs

COUNCIL - Academic Council

UCAF - University Committee on Academic Freedom

UCAP - University Committee on Academic Personnel

UCAADE - University Committee on Affirmative Action, Diversity, and Equity

UCCC - University Committee on Computing and Communications

UCEP - University Committee on Educational Policy

UCOC - University Committee on Committees

UCFW - University Committee on Faculty Welfare

UCIE - University Committee on International Education

UCOLASC - University Committee on Library and Scholarly Communication

UCPB - University Committee on Planning and Budget

UCOPE - University Committee on Preparatory Education

UCORP - University Committee on Research Policy

UCPT - University Committee on Privilege and Tenure

UCRJ - University Committee on Rules and Jurisdiction



**SPRING MEETING OF THE MERCED DIVISION OF THE ACADEMIC SENATE
MINUTES OF THE MEETING
APRIL 16, 2018**

Pursuant to the call, the Merced Division of the Academic Senate met at 3:00 p.m. on April 16, 2018 in Room 232 of the Kolligian Library, Senate Chair Susan Amussen presiding.

I. ANNOUNCEMENTS

Division Chair Amussen welcomed members of the Division and systemwide Chair and Vice Chair, Shane White and Robert May, to the spring Meeting of the Division. Chair White participated by phone. Chair Amussen provided an overview of this year's accomplishments. These included efforts to strengthen shared governance at school and campus levels. At the school level, the focus was on continuing to develop the role of the school executive committees in the management of the schools. At the campus level, three Senate-administration work groups - budget, academic planning, and the academic reorganization of the schools - undertook projects essential to continued campus development. The Budget Work Group produced a carry forward policy and is working on instructional budgets for the coming year. The report of the Academic Reorganization Work Group is currently under review by the Senate, and the Provost and CAPRA and the Deans will be reviewing school academic plans, pending receipt of a final school report. Academic planning will continue into next year.

Proposals for five new departments are currently under campus review, and proposals for four new graduate programs are in various stages of review; one at the Coordinating Council on Graduate Affairs and three on campus. This year the Regents approved the campus's first Professional Degree Supplemental Tuition for the Master of Management program, and the campus approved a new minor in Management Analytics and Decision Making. The General Education Subcommittee has been reviewing hundreds of courses in anticipation of this fall's implementation of the new General Education program. Bylaws for the new GE program are also out for campus review and will be voted on by faculty at end of April. Finally, the reaffirmation of WSCUC accreditation visit went well.

II. SYSTEMWIDE UPDATES

Vice Chair May reported that the UC Regents postponed action on the budget, principally because the system is working with the Legislature to fund a buyout of the proposed tuition increase. In general, there seems to be growing support for the system within the Legislature. However, the Governor still has a line item veto over university's budget, so the budget outcome is as yet unknown, even if the Legislature supports the UC. The May revise of the state budget will be the next significant step in determining next year's budget.

President Napolitano and the President of the Community College System, Eloy Ortiz Oakley, just signed a transfer guarantee MOU. A related goal is to meet the two-to-one native to transfer student ratio at all campuses except Merced. The MOU establishes 21 transfer pathways for guaranteed admission into the UC, with a minimum GPA. It is anticipated that the guarantee will be neutral in terms of enrollment numbers, but will lead to better prepared students.

To address the faculty salary gap, the Senate has proposed a 6% increase to the faculty salary scales and 3% increase in discretionary funding to campus administrations to address other drivers of faculty compensation inequity. The proposal is under discussion.

III. CONSENT CALENDAR¹

The consent calendar, including the agenda and draft minutes of the November 28, 2017 Meeting of the Division, was approved as presented.

IV. CAMPUS UPDATES

Chancellor Leland reported that she will be in Sacramento next week advocating for funding for the UC. The intention is to strengthen the UC's support within the Legislature. Regarding campus climate, the Chancellor stated that it is important that the faculty and administration partner to address emerging issues that reflect the larger national climate. The lack of immigration reform is leaving DACA students vulnerable and in need of support should they lose their ability to work or experience difficulties with immigration. Private funds can be put toward those needs. The Chancellor's recent announcement to the campus, which included a link for donating funds to support DACA students who lose their status, will be circulated again.

The search for a new Provost/EVC will be launched in August 2018. In preparation, the Chancellor is conducting listening tours and soliciting input on the position description. The campus is also launching a search for a Chief Diversity Officer. This position is critical as the climate for people who are marginalized has worsened on campus and nationwide. We also need to continue to diversify the faculty.

The Chancellor thanked the faculty for their contributions to a successful WSCUC review. She also thanked those who have worked to strengthen the relationship between the Senate and the administration. As last year, she plans to hold a Senate-administration retreat near the start of the fall term to identify shared priorities for the coming year.

Provost Peterson reported that the faculty hiring plan for the coming year has been released to the deans. It provides for 16 searches all targeted in specific disciplinary areas. These are in addition to four positions that were advanced this year in anticipation of next year's allocations. Two additional lines for senior faculty have also been reserved to support faculty diversity in response to faculty requests this past year.

Regarding the faculty salary gap, the Provost reported that this is a subject of discussion. Although it is a priority, a primary challenge is funding for the coming year, just as it will be for supporting faculty administrative appointments as the campus transitions to departments in the coming year.

The Director of Space Planning has been consulting with the faculty regarding space planning for 2020, including backfill space. Emerging plans address the faculty desire for proximity to collaborators and account for the need for growth space, while also trying to minimize disruption to faculty. The final plan will have to reflect the cost of the plan to allocate and reallocate space.

Finally, the academic planning efforts will continue into next year. Regarding academic reorganization, it is clear that the transition will begin on July 1 of this year, but that it will be gradual as resources, including staff support, are addressed over time.

V. DISCUSSION: THE FACULTY ROLE IN BUILDING AN INCLUSIVE CAMPUS

Chair Amussen stated that this item will be folded into agenda item VII: New Business.

VI. 2018-2019 DIVISION CHAIR, VICE CHAIR & SECRETARY/PARLIAMENTARIAN

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CoC Chair Hansford announced that Kurt Schnier will be the 2018-19 Senate Chair, Anne Kelley, the Vice Chair, and Christopher Viney, the Secretary/Parliamentarian.

VII. STANDING COMMITTEE CHAIR REPORTS

- [Committee on Academic Planning and Resource Allocation](#)

CAPRA Vice Chair Trounstine reported that, in March, CAPRA conducted its annual review of faculty FTE requests from the deans and the school executive committees. CAPRA provided its recommended rankings to the Provost/EVC who recently issued his decision on FTE allocation for next year to the deans. CAPRA has representatives on the Academic Planning Working Group, the Budget Working Group, and the Enrollment Management Committee, and has benefitted from updates on these groups' efforts throughout the year. CAPRA regularly consults with the Provost/EVC and with Chief Financial and Administration Officer Veronica Mendez at its meetings. CAPRA consulted with Director of Space Planning and Analysis Maggie Saunders in fall 2017 on the space allocation process for 2020. CAPRA has served as a lead reviewer on all CCGA proposals, proposals for new programs, and proposals for new departments.

- [Committee on Academic Personnel](#)

CAP Vice Chair Van Dyke reported that as of today, CAP has reviewed 51 cases. This total includes advancements/merits, appointments, mid-career appraisals, and promotions. CAP will continue meeting through the end of June. CAP submitted a request to the VPF in fall 2017, requesting that the MAPP be revised to clarify the expectations for faculty contributions to diversity, as this is currently not a requirement in the APM.

- [Committee on Committees](#)

CoC Chair Hansford reported that, in addition to the Chair, Vice Chair and Secretary/Parliamentarian, CoC has appointed, and notified, the slate of AY 2018-19 chairs and vice chairs. By committee, and chair and vice chair, the appointees are

- CAP - Ignacio Lopez-Calvo and Nella Van Dyke
- CAPRA - Jessica Trounstine, chair
- CoR - Michael Scheibner and Jeff Gilger
- D&E – Clarissa Nobile and Asmeret Berhe
- GC – LeRoy Westerling and Hrant Hratchian
- FWAF – Laura Hamilton and Carolin Frank
- LASC – Maria DePrano, Chair
- P&T – Robert Hillman and Tom Joo
- CRE – Christopher Viney and Anna Song
- UGC – Jay Sharping and Catherine Keske
- AFAS – Catherine Keske

With respect the committee leadership slate, CoC still has a few positions to fill and anticipates completing those appointments very soon. At its final meeting of the semester on April 6th, CoC also approved complete slates for all but a handful of committees. Members will receive appointment letters within the next few weeks.

On behalf of CoC, Chair Hansford thanked those who served on committees this year, and/or have agreed to serve next year.

- [Committee on Diversity and Equity](#)

D&E Chair Chin reported that D&E has worked to increase attention to diversity in institutional planning processes, including proposals for new programs, periodic program review, and considerations of the Academic Planning Working Group. D&E will be appointing new Faculty Equity Advisors (FEAs) this year. Faculty are encouraged to apply, including experienced FEAs. During the fall semester, D&E and FWF submitted a joint memo and statement on diversity in faculty hiring.

- [Committee on Faculty Welfare and Academic Freedom](#)

FWAF Chair Malloy reported that this year FWAF analyzed the childcare needs survey and sent to the administration a set of recommendations for improving the campus community's access to childcare. FWAF also worked with administration on an initial draft of the campus *Policy on Expressive Activities and Assembly*. FWAF collaborated with D&E on a general statement of principles related to diversity in faculty hiring that was sent to the administration. FWAF proposed to Divisional Council a draft, campus policy on the recording of classroom lectures, presentations, and discussions by students and external visitors. The policy is being revised in response to comment from Divisional Council. FWAF also developed language for the administration to consider in support of faculty when academic freedom is under attack. FWAF continues to monitor the efforts of the systemwide Senate to address the faculty salary gap.

[Committee on Research](#)

CoR Chair Noelle reported that CoR has completed the annual Senate grants program, funding 26 of 42 proposals. CoR continues to strengthen Senate policy for establishing and reviewing core facilities and centers. CoR has been advocating for adequate discretionary funding for faculty. CoR is also working to establish an Academic Senate oversight body to advocate for increased resources for research computing.

[Committee on Rules and Elections](#)

CRE Chair Tian reported that CRE provided recommendations to UGC regarding the role of College One in General Education. CRE approved the revisions to Part II. Section 4 of the Merced Regulations addressing Honors. CRE conducted elections for four members of the Committee on Committees and two At-Large members for Divisional Council. Election results can be found on the Senate website. CRE continues to revise the draft *Recommended Voting Policies in Academic Personnel Cases* in response to comments received through campus review.

[Graduate Council](#)

GC Vice Chair Westerling reported that GC has approved the Electrical Engineering and Computer Science CCGA proposal which is now in review at CCGA. GC is currently reviewing three additional CCGA proposals to establish new programs. GC is in the process of revising several policies and procedures related to its core business. These include the policies for proposing new degree programs, appointing graduate students as the instructor of record for upper division undergraduate courses, new and revised course requests, and the establishment of a designated emphasis or concentration. In January, GC established policies and procedures for the approval of non-degree programs proposed by UC Merced Extension. Lastly, GC has been focused on, and anticipates continuing to focus on, issues of graduate student welfare, including timely payments, access to services and benefits for graduate students supported by fellowships, the circumstances and needs of undocumented students, and faculty mentor/student mentee relationships.

[Undergraduate Council](#)

UGC Chair Zanzucchi summarized UGC's portfolio and noted that this fall UGC approved a new Philosophy major. UGC has also been working closely with ASUCM on a proposal for a rest and recitation period. The UGC Chair also thanked GC and CAPRA for the productive working relationships that characterized this year.

The Chair of the General Education Subcommittee (GESC) of UGC reported that GESC has been working on the logistics of implementing the GE program. A significant task has been developing the bylaws for a proposed governance structure for the GE program. Those have been referred to UGC and will go out for committee comment. The GESC has also been benefited from the support Erin Webb has been providing for the program's implementation.

VIII. ACTION ITEM: PROPOSED REVISIONS TO DIVISION REGULATION

The membership unanimously approved the proposed revisions to [Part II, Section 4: HONORS](#) of the UC Merced Regulations effective May 28, 2018. The revisions add standards for awarding High and Highest Honors in the major.

IX. SENATE AWARDS

Chair Amussen announced the recipients of this year's Senate Awards:

- The Dr. Fred Spiess Distinguished Service to the Academic Senate Award – Anne Zanzucchi

- Senate Faculty Distinguished Undergraduate Teaching Award – Laura Beaster-Jones and Ashlie Martini
- Distinguished Undergraduate Teaching Award for Non-Senate Faculty - Mufadhal M. Alkuhlani
- Senate Distinguished Graduate Teaching/Mentorship Award – Michael Cleary
- Senate Distinguished Early Career Research Award – Christine Isborn
- Senate Distinction in Research Award – Ajay Gopinathan
- Senate Distinguished Scholarly Public Service Award – YangQuan Chen
- Senate Excellence in Faculty Mentorship Award – Marcos Garcia-Ojeda

X. PETITIONS OF STUDENTS

None.

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS

The Division unanimously adopted a resolution (appended) to improve the condition for undocumented students at UC Merced put forth by a group of faculty. The resolution asserts that the campus will adopt a process for setting priorities, and annually evaluating each spring the achievement of those priorities, until it is determined that significant barriers to undocumented students are resolved on a campus level. The Chancellor offered her support for the proposal and thanked the authors. A member asked what office would be expected to oversee the annual reporting process. The Chancellor responded that will determined when the process for producing the report is developed. A member asked if CoC would appoint the Senate members of the working group stipulated in the resolution. The Chancellor responded that she will consult with Divisional Council and the faculty group who wrote the resolution. The Senate Chair noted that the chairs of the Senate committees involved with the issues should be included. A member encouraged that students be represented on the committee, noting that it would be responsive to students' desires to have a voice on these issues. The Chancellor concurred and noted that, more generally, the membership should be broadly representation.

Attest: Susan Amussen, Senate Chair

**DIVISIONAL COUNCIL
MERCED DIVISION OF THE ACADEMIC SENATE
ANNUAL REPORT 2017 – 18**

The Divisional Council (DivCo) held a total of 18 meetings with respect to its duties as outlined in the Merced Division Bylaw I.IV.3. Over the course of the year, guest attendees included Chancellor Leland, Provost/EVC Peterson, the Chief Financial and Administrative Officer, Veronica Mendez, the Interim Vice Chancellor for Business and Administrative Services, Brian Powell, the Director of Institutional Research and Decision Support, Jenna Allen, the Director of Strategic Communications, Richard Cummings, the Executive Director of Business and Financial Strategic Initiatives, Andy Boyd, the Interim Director of Sponsored Projects, Autumn Salazar, the Director of Sustainability, Colleen McCormick, the Chair of the WSCUC Steering Committee for Reaffirmation of Accreditation, Nate Monroe, the Chair of the School of Engineering, Catherine Keske, and the Chair of the School of Natural Sciences, Erik Menke. Many of DivCo's agenda items were delegated for preliminary review by the appropriate Senate Committees, followed by full Divisional Council review. The issues that DivCo considered this year are described briefly below.

Academic Planning, Budget Development, and School Restructuring

At regular intervals throughout the year, DivCo considered issues and received updates on the three planning initiatives jointly undertaken by the Senate and administration during AY 2018-19: academic planning, budget and budget policy development, and school restructuring. In January, DivCo endorsed a memo from the Committee on Research (CoR) and the Committee on Academic Planning and Resource Allocation (CAPRA) to the Co-Chairs of the Budget Work Group regarding the acute need for adequate discretionary research funding for faculty. In March, DivCo commented on the draft *Carry Forward Policy* developed by the Budget Work Group and, in April and May, DivCo responded to the Academic Restructuring Work Group's *Proposal for Academic Reorganization* and the work group's response to Senate comments respectively.

General Education

At various times throughout the year, Divisional Council considered issues related to the implementation of the new General Education program. These included strategies for addressing concerns raised by the schools of Natural Sciences and Engineering in February memos to the Senate Chair (2/6 and 2/20), and strategies for addressing concerns about the proposed GE bylaws raised by faculty at town halls held on May 3 and 7 (5/8). At a meeting held August 2, DivCo approved the proposed agreement for an interim governance structure for the General Education.

Undocumented Students

At its March 20 meetings, DivCo discussed the Senate's role in addressing the needs of undocumented students. At the April 10 meeting, members advised on a draft resolution in support of undocumented students that ultimately was put before the faculty at the April 16 Meeting of the Division.

UC Merced Accreditation

Over the course of the year, DivCo received updates on the campus's progress on its reaffirmation of WSCUC accreditation and, in February, members met with the external review team during the Accreditation Visit. In September, DivCo was also briefed by the campus's Accreditation Liaison Officer of changes to substantive change-related accreditation policies.

Membership of the Periodic Review Oversight Committee (PROC)

As a carryover item from the 2016-17 academic year, DivCo recommended to PROC revisions to the Senate appointment structure to PROC. The proposed revisions were endorsed by PROC and adopted by the Senate for implementation in AY 2018-19. In May, DivCo also endorsed proposed revisions to PROC's membership that addressed changes to the administrative positions represented on PROC.

DivCo took the following actions on the following items:

- Recommended to the Periodic Review Oversight Committee (PROC) an alternative appointment structure for Senate representation on PROC (9/7)
- Recommended to the Provost that the campus endorse the Open Access 2020 Expression of Interest (9/7)
- Commented on the draft Policy on Assurance of Laboratory Safety Compliance (9/29)
- Conveyed to the Provost, Vice Provost for the Faculty, and Interim Vice Chancellor of Business and Administrative Services, recommendations to address childcare needs that emerged from FWAF's survey on this topic (10/3)
- Endorsed UGC's approval of the new undergraduate major in Philosophy, effective spring 2018 (10/3)
- Endorsed the application for Professional Degree Supplemental Tuition (PDST) for the Master of Management degree, the campus's first PDST (10/10).
- Endorsed the Committee on Research's recommendations to the Vice Chancellor of Research and Economic Development regarding the report titled *Comparative Grazing Practices between Dairy Cattle and Beef Cattle and the Need to Change Management Practices on the Merced Vernal Pools and Grassland Reserve* (10/13)
- Commented to Associate Chancellor Putney on the *UC Merced Climate Action Plan* (10/20)
- Commented to Associate Chancellor Putney on the *UC Merced Sustainability Strategic Plan* (10/20)
- Transmitted to Staff Assembly a memo from the Committee on Faculty Welfare and Academic Freedom (FWAF) providing recommendations regarding childcare needs (10/24)
- Recommended to the Provost FWAF's endorsement of a request that UC Merced maintain its membership in the Scholars at Risk (SAR) network, and expand its efforts to publicize this program (10/23)
- Endorsed, with amendments, revisions to the Committee on Academic Personnel section of Division bylaw (Part II. Title III.3) (11/8)
- Endorsed UGC's approval of the proposal to discontinue the Environmental Science and Sustainability minor (11/9)
- Commented on the importance of clear communication in Senate-administrative efforts to ensure shared governance (11/20)
- Endorsed the Committee on Research's recommendation that SNRI's status as an ORU be renewed and Professor Roger Bales reappointed as its director (12/13)
- Endorsed two memoranda on the topic of diversity in faculty hiring jointly drafted by the Committee for Diversity and Equity and FWAF (12/13)
- Commented on the *Value to UCM Assessment* document, a proposed process for addressing faculty retention cases (12/14)
- Endorsed the *UC Merced Sustainability Strategic Plan* and the *UC Merced Climate Action Plan* as frameworks to guide campus development (12/14)

- Endorsed a memo from CoR and CAPRA to the Co-Chairs of the Budget Work Group regarding the acute need for adequate discretionary research funding for faculty (1/3)
- Recommended to the Chair of the School of Natural Sciences Executive Committee a meeting of the chairs of Undergraduate Council (UGC), the General Education Subcommittee of UGC, Graduate Council, and the Division to better understand the school's concerns about the new General Education program (2/7)
- Approved the proposal for *A Program of Graduate Studies in Electrical Engineering and Computer Science for MS and PhD Degrees* (2/20)
- Commented on the revised *Incentive Plan for Revenue Generating Master's Degree Programs* (2/23)
- Invited the Management of Complex Systems faculty to respond to comments by CAPRA, the Provost, and the SSHA executive and curriculum committees on the revised *Proposal for Proposal for a Minor in Management Analytics and Decision-making (MAD)* (2/27)
- Endorsed, with amendments, revisions to Section Part II, Section 4 of the Division Regulations addressing Honors (3/5)
- Encouraged committees lacking a conflict of interest policy to adopt a statement consistent with the draft revision of Senate Bylaw 128, and those committees with existing statements to review them in light of the draft bylaw revision (3/19)
- Commented on the draft *Carry Forward Policy* (3/21)
- Commented on the Committee on Rules and Elections document *Recommended Voting Policies in Academic Personnel Cases* (4/2)
- Solicited comment on the *Overview of Consultation* document, intended to clarify, for members internal and external to the Senate, the meaning of the term consultation in the context of Senate business (4/4)
- Approved the *Proposal for a Minor in Management Analytics and Decision-making (MAD)*, effective fall 2018 (4/13)
- Recommended revisions to the proposed gift agreement for an endowed chair in Sikh and Punjabi Studies (4/25)
- Requested confirmation of the plan for awarding teaching credit for the proposed *Political Science Honors Program* (4/25)
- Endorsed for implementation UC Merced Extension's proposal for a non-degree program, the *UC Merced Extension Teacher Preparation Program, Multiple Subject Credential and Single Subject Credential* (4/25)
- Commented on *Proposal for Academic Reorganization* from the Academic Restructuring Working Group (4/25)
- Commented on the *Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities* (4/30)
- Requested that the Senate leadership, including the Executive Director, be involved in planning related to Senate Office space (5/1)
- Recommended three programs be added to the *Five-Year Planning Perspectives* (5/9)
- Approved the proposal for a *Computer Science and Engineering (CSE) Academic (Bylaw 55) Unit within the School of Engineering* (5/9)
- Approved the *Proposal to Reconstitute the Humanities and World Cultures Bylaw Unit* (5/9)
- Endorsed the *Political Science Honors Program Proposal*, effective fall 2018 (5/9)
- Commented on *Chapter Four of the MAPP – Academic Student Employees* (5/10)

- Endorsed the *Policy for the Establishment, Disestablishment, and Review of Core Facilities* developed by the Committee on Research (5/10)
- Endorsed the *Policy on Classroom Recording* developed by FWF as a proposed change to the policies and regulations outlined in section 40.10 (A) of the Student Handbook (5/17)
- Endorsed proposed revisions to PROC's membership that address changes to the administrative positions represented on PROC (5/17)
- Approved the proposal for *A Program of Graduate Studies in Materials and Biomaterials Science and Engineering for the MS and PhD Degrees* (5/18)
- Approved the proposal for *A Program of Graduate Studies in Bioengineering for the MS and PhD Degrees* (5/18)
- Commented on the Academic Restructuring Work Group's response to Divisional Council's comments on the *Proposal for Academic Reorganization* (5/22)
- Approved *A Proposal for a Program of Graduate Studies in Management of Complex Systems in Pursuit of an M.S. and a Ph.D. Degree offered by the Graduate Group in Management of Innovation, Sustainability and Technology* (5/30)
- Approved the proposed agreement for an interim governance structure for the General Education (8/3)

DivCo also opined on the following systemwide items:

- Proposed revisions to Senate Regulation 424.A.3 (Area "d") requirement (11/17)
- The Taskforce Report on the Negotiated Salary Trial Program (11/20)
- Proposed revisions to APM - 285, 210-3, 133, 740, 135 and 235 (2/21)
- Proposed Presidential Policy on Open Access for Theses and Dissertations (3/5)
- Proposed renewal of the *Presidential Policy on Supplement to Military Pay* (4/13)
- Proposed revision to the *UC Sexual Violence and Sexual Harassment Policy* (4/26)
- Proposed *Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research* (5/10)

Approved: Chair Amussen, 8/20/18

**COMMITTEE ON ACADEMIC PERSONNEL
ANNUAL REPORT
2017-2018**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE:

The Committee on Academic Personnel (CAP) is pleased to report on its activities for the Academic Year 2017-2018.

I. CAP Membership

This year the CAP membership included four members from UCM and five external members. The UCM members were Ignacio López-Calvo, Chair (School of Social Sciences, Humanities, and Arts), Nella Van Dyke, Vice Chair (School of Social Sciences, Humanities, and Arts), Heather Bortfeld (School of Social Sciences, Humanities, and Arts), and Stefano Carpin (School of Engineering). The external members were Philip Roeder (UCSD, Political Science), Joseph Konopelski (UCSC, Chemistry), Charles Glabe (UCI, Biology), Reza Abbaschian (UCR, Materials Science and Engineering), and Parama Roy (UCD, English Literature).

The CAP analyst this year was Simrin Takhar.

II. CAP Review of Academic Personnel Cases

CAP is charged with making recommendations on all Senate faculty appointments and academic advancements, including merit actions, promotions to tenure, promotions to Professor, and advancements across the barrier steps Professor V to VI and Professor IX to Above Scale. CAP however, does not review appointment cases at Assistant Professor III and below, or short-form advancement cases at any rank. These two actions are handled at the unit/dean level, unless there is a disagreement between the unit faculty and the dean - in which case, the file in question is reviewed by CAP as an independent body.

Policies and Procedures

UCM CAP adheres to systemwide policies and procedures as described in the UC Academic Personnel Manual ([APM](#)). Policies and procedures not outlined in the APM, but practiced at other UC campuses, were generally observed at Merced.

The Merced Academic Personnel Policies & Procedures ([MAPP](#)) document is also a useful resource for faculty members, administrators and Academic Personnel (AP) Chairs. The MAPP is an evolving resource. The Academic Personnel Office (APO) issues to the campus any proposed revisions to the MAPP usually on an annual basis. These proposed revisions also undergo Senate review, by all Senate committees, including CAP.

Review Process

CAP's review process begins when the committee receives files from APO, where they have been analyzed, vetted, and classified to facilitate further, efficient processing. The cases, as well as reviewer assignments, are distributed to the committee one week prior to CAP's meeting and ensuing discussion of the files. CAP typically reviews fewer cases in the Fall (two to five per meeting) and many more in the Spring (five to ten). One lead reviewer and one secondary reviewer are assigned to report on each case; however, all members are expected to read and

discuss the files. Reviewer assignments are made according to members' areas of expertise. Reviewers serve not as advocates of their areas, but as representatives who act in the best long-term interests of the campus. Committee members who participate in a prior level of review for a file are recused from CAP's respective review of the file.

CAP convenes for two-hour teleconference meetings on Friday mornings. Reports from the primary and secondary readers on each case are followed by a thorough committee discussion, as well as a vote on the proposed action. CAP's quorum for all personnel actions is half plus one of its membership. On rare occasions, a vote on a case is deferred and the file is returned for further information or clarification. After the meeting, the CAP Analyst and Chair prepare draft reports on the dossiers. These are then distributed to the committee for review, consultation, and approval. The final version of the report is sent as a letter to the Provost/Executive Vice Chancellor (EVC) and to the Vice Provost for the Faculty (VPF). If the Provost/EVC determines that no further deliberation is necessary, the substance of CAP's report and those of other levels of review are summarized by Academic Personnel in a letter that is transmitted to the dean of the candidate's school.

For the vast majority of the cases, the above process ends CAP's review of the file. The Provost/EVC communicates with CAP to discuss any disagreements with CAP's recommendation on particular cases.

Throughout the UC system, certain categories of academic personnel cases, for example, appointment at tenure or promotion to tenure, sometimes require an additional formal review of the dossier and supplemental materials by an *ad hoc* committee of experts. In most cases, CAP makes the request for this *ad hoc* review, especially in instances where CAP lacks sufficient expertise in the faculty member's research area or when there are ambiguities in the case file. The *ad hoc* committee is appointed by the Chancellor or the Chancellor's designate and its report is included in the materials submitted to CAP; the identity of the committee members is known only to CAP and the Chancellor or the Chancellor's designate. These *ad hoc* committees generally involve three experts, with an outside Chair and one internal member from the relevant unit.

Recommendations

Appendix A provides a simple numerical summary and analysis of the CAP caseload for the 2017-2018 academic year. CAP reviewed a total of 95 cases during the year, compared to 105 the year prior. The committee agreed with the School recommendations without modification on 81 (85%) of the reviewed cases (see Table 2). For 1 other case, CAP voted against the recommendation. For 13 cases, CAP recommended a modification of the proposed action from the bylaw 55 unit or dean (e.g., a higher or lower step or a higher or lower mid-career appraisal rating).

Tables 1A – 1F detail caseloads and their respective outcomes according to the proposed personnel actions. Table 2 provides aggregate recommendations by the academic units.

CAP recommendations are transmitted to the Provost/EVC for a final level of review and approval. On rare occasions, the Provost/EVC goes against CAP's recommendation, whereupon, he meets with CAP to discuss his decision to overturn the committee's recommendation. This

year, the Provost/EVC overturned one CAP recommendation.

III. General Comments Regarding the Submission of Personnel Cases

CAP submitted to the VPF a memo regarding faculty contributions to diversity, as described in APM 210-D. CAP suggested in the memo that if a faculty member under review has made contributions to promote equal opportunity and diversity in a review period, the case analysis should include a section that draws attention to these achievements alongside the sections on research, teaching, and service. However, case documents do not need to include a section on diversity if contributions were not made, since the APM does not require that faculty make them. CAP believed it is imperative that the campus has a uniform interpretation APM 210-D so that faculty reviews are fair, equitable, and consistent in this area. To that end, CAP requested that the VPF revise the MAPP to include a clear articulation, for review committees, of the expectations for contributions to diversity in faculty personnel files.

CAP issued another memo to the VPF with regard to the quality of case analyses of mid-career appraisal cases. The committee asked the VPF to strongly encourage bylaw units/departments to abide by the MAPP and craft thoughtful and careful case analyses in order to provide the necessary guidance for untenured faculty in this critical stage of their careers. Since our untenured colleagues deserve every possible chance of success in crossing the threshold required for tenure, bylaw units/departments should provide thorough feedback in the case files by clearly stating what will be expected by the time of tenure.

In the last academic year, in conjunction with the VPF, CAP submitted to Division Council a proposal to empanel a standing Reserve CAP (termed “Shadow CAP” in the past) of the Academic Senate to address cases of 1) current or former CAP members (i.e., members who termed off the committee in the preceding academic year and 2) appeals by faculty members. Currently, an ad-hoc committee must be established for each of these types of review. In AY 17-18, Senate committees reviewed this proposal to create a Reserve CAP as a standing committee of the Academic Senate. Division Council endorsed the proposal, and a vote was then issued to Senate faculty to formally approve this revision to the UCM bylaws. The vote passed and a Reserve CAP will be in place in the next academic year.

IV. Counsel to Provost/EVC

The CAP Chair briefly discusses each week’s cases, after CAP has voted on its recommendation, with the Provost/EVC and VPF. These discussions mostly focus on individual cases, but there were other general discussions regarding the preparation of academic personnel files, differences between the Academic Divisions in their recommendations, and CAP procedures.

V. Academic Personnel Meetings

Fall Meeting

As is becoming an annual tradition at UCM, the Provost/EVC and the VPF requested CAP’s presence at a fall academic personnel meeting. The meeting, held on October 9, 2017 was also attended by faculty and administrators. CAP was represented by Chair Ignacio López-Calvo, Vice Chair Nella Van Dyke, and member Stefano Carpin. The committee participated in three discussion sessions. The first morning session was held with Assistant Professors and Academic Personnel. This session began with a brief introduction to the academic personnel review

process. A second meeting was held involving CAP members, Provost/EVC, VPF, AP Chairs, and UCM faculty. This was followed by an afternoon session and was open to all faculty members, School AP Chairs, School personnel staff, the Deans, and Academic Personnel. This session was devoted to questions and answers on various facets of the academic personnel process at UCM. Detailed minutes from both sessions are available in the Senate office. Significant discussion items raised by faculty concerned criteria for promotion, the evaluation of teaching, and extramural funding success.

VI. Academic Senate Review Items

The Division Council transmitted to CAP various campus and systemwide proposals and documents for review. The committee was named as the lead reviewer for the second round of proposed revisions to APM sections 285, 210, 133, and 740 pertaining to the LPSOE/LSOE series. CAP maintained its original support of the proposed revisions, as they more appropriately recognize the contributions of LPSOE/LSOE faculty to the tripartite UC mission. However, CAP did elect to highlight a few points in regards to the newly-proposed revisions in the committee's memo to Division Council. CAP also reviewed the Provost/EVC's "Value to UCM Assessment" document pertaining to faculty retention. CAP endorsed the idea of instituting such guidelines, but did offer a few suggested revisions.

VII. Acknowledgments

CAP would like to acknowledge its positive working relationship with Gregg Camfield in his role as VPF, as well as with Provost/EVC Tom Peterson. The committee would also like to acknowledge APO, the Deans, the AP Chairs, and the AP staff in each school for their dedication to excellence in the personnel review process at UC Merced, and the Senate Analyst assigned to CAP this past year.

Respectfully,

Ignacio López-Calvo, Chair (UCM)
Nella Van Dyke, Vice Chair (UCM)
Heather Bortfeld (UCM)
Stefano Carpin (UCM)
Philip G. Roeder (UCSD)
Joseph Konopelski (UCSC)
Charles Glabe (UCI)
Reza Abbaschian (UCR)
Parama Roy (UCD)

APPENDIX A

**2017-2018 COMMITTEE ON ACADEMIC PERSONNEL
TABLES 1A-1F FINAL RECOMMENDATIONS BY ACTION TYPE**

	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
TOTAL PERSONNEL CASES	81	13	1	0	95

TABLE 1A APPOINTMENTS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant Professor (includes Adjuncts)	2	0	0	0	2
Associate Professor (includes Adjuncts)	1	0	0	0	1
Professor	4	0	0	0	4
Lecturer Series (LPSOE/LSOE)	2	0	0	0	2
Endowed Chairs	1*	0	0	0	1
Total	10	0	0	0	10
% CAP Agreed with Proposal					100
% CAP Agreed or Modified Proposal					100

*One endowed chair appointment case was reviewed by a Shadow CAP, and therefore not included in this report.

TABLE 1B PROMOTIONS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Associate Professor	10	2	0	0	12
Professor	12	0	0	0	12
Professor VI*	0	0	0	0	0
Above Scale	0	0	0	0	0
LSOE	2	0	0	0	2
Total	24	2	0	0	26
% CAP Agreed with Proposal					92
% CAP Agreed or Modified Proposal					100

*One advancement to Professor VI case was reviewed by a Shadow CAP and therefore not included in this report.

TABLE 1C MERIT INCREASE	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
LPSOE/LSOE	2	0	0	0	2
Assistant (includes Adjuncts)	4*	0	0	0	4
Associate Professor (includes Adjuncts)	12	0	1	0	13
Professor	10	1	0	0	11
Total	28	1	1	0	30
% CAP Agreed with Proposal					93
% CAP Agreed or Modified Proposal					97

*Includes 2 with Mid-Career Appraisals

TABLE 1D MID-CAREER APPRAISAL ONLY	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
LPSOE and Assistant Professor	16	10	0	0	26
Total	16	10	0	0	26
% CAP Agreed with Proposal					62
% CAP Agreed or Modified Proposal					100

TABLE 1E REAPPOINTMENTS	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant	2	0	0	0	2
Associate	0	0	0	0	0
Professor	0	0	0	0	0
Total	2	0	0	0	2
% CAP Agreed with Proposal					100
% CAP Agreed or Modified Proposal					100

TABLE 1F OTHER*	CAP Recommendation				TOTAL
	Agreed	Modification	Disagreed	Pending	
Assistant	0	0	0	0	0
Associate	1	0	0	0	1
Professor	0	0	0	0	0
Total	1	0	0	0	1
% CAP Agreed with Proposal					100
% CAP Agreed or Modified Proposal					100

*Review of Performance Improvement Plan

TABLE 2
FINAL RECOMMENDATIONS ON SCHOOL PROPOSALS
2017-2018

School	Number Proposed	CAP Recommendation					% CAP agreed w/unit without modification	% CAP agreed w/unit or modified up or down
		Agree	Modify-Up	Modify-Down	Disagree	Pending		
Engineering	20	19	0	1	0	0	95	100
(MCA)	4							
Natural Sciences	34	27	1	5	1	0	79	97
(MCA)	10							
Social Sciences, Humanities, and Arts	41	35	1	5	0	0	85	100
(MCA)	14							
TOTALS	95	81	2	11	1	0	85	99
(MCA)	28							

**TABLE 3
CASES REVIEWED BY CAP 2005-2018**

	2005-2006	2006-2007	2007-2008	2008-2009
Total Cases	61	56	82	61
Total Appointments	43	32	45	22
Total Promotions	3	2	2	3
Total Merit Increases	14	22	35	33
Total Other	1	0	0	3

	2009-2010	2010-2011	2011-2012	2012-2013
Total Cases	63	96	90	98
Total Appointments	13	34	33	30
Total Promotions	10	17	18	13
Total Merit Increases	40	39	38	47
Total Other	0	6	1	0

	2013-2104	2014-2015	2015-2016
Total Cases	128*	92	148
Total Appointments	50	16	38
Total Promotions	16	16	22
Total Merit Increases	58	57	87
Total Other	4 1 MCA only 3 reappointments *1 case pending	3 reappointments	1 reappointment

	2016-2017	2017-2018
Total Cases	105	95
Total Appointments	20	10
Total Promotions	20	26
Total Merit Increases	59	30
Total Other	6 4 MCA only 2 Endowed Chair reappointments	29 26 MCA only 2 reappointments 1 Performance Improvement Plan review

**COMMITTEE ON ACADEMIC PLANNING AND RESOURCE ALLOCATION (CAPRA)
ANNUAL REPORT
AY 2017-2018**

To the Merced Division of the Academic Senate:

The Committee on Academic Planning and Resource Allocation (CAPRA) held a total of 19 regularly scheduled in-person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's Senate Bylaw [II.IV.1](#).

CAPRA also benefited from regular consultation with the Provost/EVC who attended several meetings this academic year.

Areas of Focus

Academic Planning and Faculty Hiring

As is traditional, one of CAPRA's main functions is to review faculty FTE requests for the following academic year as submitted by both bylaw units and deans, and to make recommendations for FTE allocations to the Provost/EVC. However, CAPRA's process for review this year was influenced by a campus academic planning initiative spearheaded by the Chancellor.

In August 2017, the Chancellor and Senate Chair held a governance retreat with members of the administration and with academic leadership (including Division Council members). The result of the retreat was the identification of three main areas of focus for the campus: academic planning, academic reorganization, and budget. Working groups were empaneled for each of these foci, and were comprised of faculty and administrators. CAPRA benefited by having one of its committee members on the Academic Planning Work Group (APWG), and this committee member kept CAPRA informed of the work group's discussions throughout the year.

In a memo to the faculty in October 2017, the Senate Chair and the Provost/EVC clarified that the APWG was tasked with determining what faculty resources are needed to meet the educational needs of 10,000 students, so that the regular planning groups (Deans, School Executive Committees, CAPRA) have parallel information on which to base their recommendations and decisions. For CAPRA, this meant that the committee's criteria for the evaluation of faculty FTE requests would be informed by developments on the APWG. However, CAPRA members agreed – as it has done for the past several years – that the FTE request process should occur on an earlier timeline so that disciplines that begin recruitment as early as the summer should not be disadvantaged in the faculty hiring process.

Given the proximity of the deadlines for bylaw units to submit their academic plans to the APWG, and their requests for AY 18-19 faculty FTEs to CAPRA, there was understandably a

need for clarification on what this year's faculty FTE requests should contain. After consulting with CAPRA, the Provost/EVC clarified that bylaw units' AY 18-19 FTE requests should simply be an articulation of how they envision carrying out the first year of the growth plan contained in their previously-submitted academic plans.

In October 2017, CAPRA members held discussions on the timeline of the call for FTE requests for AY 18-19 faculty hiring and how best to align the timeline with the functions of the APWG. The committee proposed a timeline that suggested the Provost/EVC would issue CAPRA's criteria for the evaluation of FTE requests to the deans and faculty by the first of December 2017, and the deadline for deans to submit their own and their units' FTE requests to CAPRA and the Provost/EVC would be approximately the first of February 2018. Ultimately, the actual timeline did not adhere exactly to this aspirational plan, however, CAPRA was pleased that the Provost/EVC's call for FTE requests was issued to the deans in early-January 2018, which gave the deans and school executive committees more time than last year to prepare their requests.

In the aforementioned statement to the deans in January 2018, the Provost/EVC announced that he anticipated authorizing approximately 15-20 new faculty recruitments. At its March 12, 2018 meeting, after approximately one month of review and discussion, CAPRA members finalized their recommended FTE rankings and submitted them to the Provost/EVC on March 14. On April 10, 2018, the Provost/EVC issued to the deans his decision on the allocation of AY 18-19 faculty FTE lines.

Throughout the year, the Provost/EVC consulted with CAPRA on a variety of other faculty-related issues. These additional topics of discussion included how to expand diversity among the faculty; enrollment pressures with regard to faculty teaching workload; strategies for closing the UC faculty salary gap given the campus budget constraints and ad hoc faculty retention requests; and resources for the future General Education program, specifically, whether compensation for teaching Spark seminars as an overload will be allocated beyond one year.

Space Planning and Allocation

CAPRA's other main function, in addition to advising the Provost/EVC on faculty FTE allocation, is space planning and allocation. As the campus is just two years away from the completion of the 2020 Project building phase, the committee paid keen attention to space updates and the effect on faculty.

This year, the campus identified UCM Director of Space Planning Maggie Saunders, as well as Ms. Jo Dane and Ms. Leslie Ashor from the Woods Bagot firm to assist with the design of strategic space plans, re-examining all space allocation on the existing campus, as well as new space becoming available as part of the 2020 project. Saunders, Dane, and Ashor met with several groups of faculty, including Senate committees, to elicit input on the space requirements unique to certain research areas as well as interdisciplinary projects. In their consultation with Director Saunders, CAPRA members advocated for more ownership of space at the

unit/department level, as the faculty are in the best position to know which colleagues are using their space efficiently. CAPRA members were also interested in the adjudication process and what happens if the campus is faced with a situation where there are not enough offices for the number of new faculty members that units/departments want to hire.

CAPRA also benefited from having a representative on the Space Planning & Allocation Board, and this committee member kept CAPRA members updated throughout the year.

Consultation

Chief Financial and Administration Officer Veronica Mendez

CAPRA members appreciated hearing budget updates throughout the year and providing its input on future campus budget processes. Topics of discussion with CAPRA included operating budgets, activity-based costing report, preliminary budget review, the implications for the UC of the Governor's proposed state budget, and forecasted revenues and expenditures for fiscal year 2018.

Since Mendez, along with a member of CAPRA, was a co-chair of the aforementioned Budget Work Group (BWG), CAPRA often took the opportunity to discuss BWG's updates during these consultations. The BWG, one of the three work groups empaneled by the Chancellor and Senate Chair as a result of the summer 2017 governance retreat, was tasked with addressing three areas in the following order of priority: development of an instructional budget, development of a campus budget policy, and revenue-generating programs. In spring semester 2018, the BWG issued a draft carry forward policy governing faculty incidental funds for Senate review. The main component of the policy was the proposed \$9,000 cap on total accumulated incidentals funds. (CAPRA's position on the policy are summarized later in this report under "Campus Review Items".) The BWG continues to work on a proposed, instructional budget model and TA allocation model which will be implemented as a test phase, to allow for additional analysis and modifications. The BWG also began discussing the allocation of indirect cost returns and the transparency of the allocation process.

Senate Committee on Research (COR)

The COR chair attended a CAPRA meeting in fall 2017 to explore the possibility of a joint effort in communicating faculty funding needs to the administration, as COR had been discussing in their meetings the acute challenges faced by faculty members caused by the lack of adequate discretionary funding for research. CAPRA members fully agreed with the crisis situations caused by the lack of bridge and discretionary funding for faculty and believed a case could be made to the Provost/EVC to make available such funding, especially given that faculty retention problems have arisen over this issue. At the end of the fall semester 2017, the COR and CAPRA chairs issued a collaborative memo to the campus Budget Working Group, bringing to the

Group's attention the problems arising from the lack of adequate discretionary research funds for faculty to tap into at times of need. CAPRA also agreed that COR should issue a memo to Vice Chancellor for Research and Economic Development (VC-ORED) Sam Traina with regard to extramural funding indirect costs return, specifically, that if some portion of indirect cost returns is currently being used for purposes other than faculty research, the VC-ORED is encouraged to find a way to redirect the funding so as to address, at least partially, the need for discretionary research funds to support faculty research programs when unexpected contingencies arise.

Academic Reorganization Working Group Co-chairs

The Academic Reorganization Work Group (ARWG) was the third Senate-Administrative work group established by the Chancellor this academic year. The ARWG was tasked with developing a campus-level proposal for the most effective and efficient administrative structure for academic units within the three schools, to provide estimates of budget implications for the new structure, and to define overall responsibilities of the new academic leadership positions (e.g. chairs) under the new structure.

As CAPRA did not have a representative on this work group, and therefore was not privy to the work group's business, the committee invited the work group's co-chairs to a CAPRA meeting in spring 2018. CAPRA members were interested in the future role of graduate group chairs and undergraduate program chairs under a potential departmental structure, as well as department chair compensation. In spring 2018, the ARWG submitted their proposal for campus review. The proposal, whose main recommendations included the campus-wide creation of department chairs and additional staff support to assist the departments, was also reviewed by Senate committees. CAPRA's comments on the proposal are described later in this report under Campus Review Items.

Representation on Campus Committees

CAPRA had representation on the Academic Governance Cabinet, Space Planning Allocation Board, Academic Planning Working Group, Budget Work Group, Campus Physical Planning Committee, the Enrollment Management Committee, and the Academic Degree Program Policy Working Group, and benefited from updates throughout the academic year.

University Committee on Planning and Budget (UCPB) updates

The CAPRA chair represented the committee on UCPB and kept CAPRA members updated on topics raised by this systemwide committee. The major topics of discussion on UCPB this year were rebenching, faculty salary inequities and salary scales, self-supporting program proposals, faculty retirement and health benefits, and implications of enrollment growth.

Campus Review Items

- CAPRA reviewed and endorsed:
 - Proposed revisions to Division bylaws to establish a Reserve CAP.
 - Proposal to create a Department of Computer Science & Engineering in the School of Engineering. CAPRA endorsed the proposal but noted the lack of a

reference to a specific amount of compensation for the chair or undergraduate chair.

- Proposal to establish a program of graduate studies in Bioengineering. While CAPRA viewed the proposal positively, it highlighted issues including future plans to institutionalize the Center, additional resources to support the Bioengineering graduate program, anticipated growth in faculty numbers, and questions about space commitment.
- Proposed policy on Assurance of Laboratory Safety Compliance. While the committee endorsed the policy, members were concerned with the authority placed on bylaw unit chairs for ensuring compliance of the policy.
- Political Science Honors Program proposal. CAPRA endorsed the proposal, but had a question about faculty course credit.
- Proposal to create a minor in Management Analytics and Decision-Making in the School of Engineering. The committee supported the implementation of this minor insofar as there would be no additional resource demands for the next five years.
- Professional Degree Supplemental Tuition proposal for the Master of Management program within the new Management of Innovation, Sustainability, and Technology graduate group in the School of Engineering. Following consultation with the proposal's lead authors, CAPRA judged that that proposal should move forward in the approval process.
- CAPRA reviewed and withheld endorsement pending requested revisions:
 - ARWG proposal. CAPRA appreciated the report, but highlighted the following issues: 1) the campus's priority with regard to allocating new staff resources required under the proposed departmental structure over other competing resource needs; 2) whether the campus will provide the resources needed to cover the projected total amount of compensation that will be allocated to support department chairs, undergraduate chairs and graduate chairs; 3) when would department chairs receive annual budgets which possess all of the requisite budget details to facilitate long run planning as well as space; and 4) various questions regarding stipends, including the authority in determining the amounts, and transparency in the process.
 - Proposal to establish a program of graduate studies in Materials and Biomaterials Science and Engineering. CAPRA was concerned over financial support and resources for future students, space for future graduate students, and resources required to support computing needs of this program.
 - Proposal to establish a program of graduate studies in Management of Complex Systems. CAPRA recommended that the proposal identify more concrete distinguishing features to meet the enrollment targets, appropriate growth in faculty numbers, and support of doctoral students.
 - Carry forward policy. CAPRA generally approved of the proposed policy, but asserted that for faculty who do not receive \$3,000/year in incidental funds the

carryforward policy should allow for accumulation of funds beyond 3 years. CAPRA also recommended that the policy is equitable across schools, and, asked for clarity on the expectation of total funds that will not be distributed and potential targets of spending.

- Proposed revisions to Section Part II, Section 4 of the Division Regulations to establish an Honors program. CAPRA approved of the proposed revisions but requested additional language that states that CAPRA, in addition to UGC, review all proposals for honors programs due to the resource implications.
- Proposal to reconstitute the Humanities & World Cultures bylaw 55 unit in SSHA into four new departments. CAPRA generally agreed with the elements of the proposal, but was concerned about appropriate compensation for future department chairs and developing long-term plans for supervising and mentoring non-Senate lecturers in a sustainable manner.
- Revised Incentive Plan for Revenue Generating Master's Degree Programs. CAPRA maintained its position from the last academic year that the proposal has some positive elements; however, the revised proposal did not address CAPRA's concern about the revenue-generating Master's program unduly impacting the resources of undergraduate programs. CAPRA was also concerned about the attempt to grow Master's programs without allocating additional faculty for this purpose.
- Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities. CAPRA withheld endorsement pending revisions to the policy including 1) policy should clearly state who is responsible for assisting students in providing an estimation of security costs (and any additional event costs) for inviting speakers to campus; and 2) policy should articulate the process by which student event proposals are evaluated and approved.
- Proposed Revisions to MAPP 4010 – Academic Student Employees. CAPRA suggested flexibility with regard to departments/units appointing Teaching Fellows in the academic year in addition to summer session.
- Value to UCM Assessment (faculty retention document as drafted by the Provost/EVC). While CAPRA appreciated the effort to create a systematic approach to faculty retention situations, the committee had several concerns with the proposed procedures: 1) it is unclear where the funds for successful faculty retention efforts will come from, and CAPRA recommended that such funding be considered in the overall campus budget process; 2) the document should read more as a list of reasons why the campus *should* make retention offers, rather than a list of reasons why faculty should *not* be retained; and 3) CAPRA recommended that the campus consider faculty retention in a proactive manner by attempting to prevent retention situations from occurring.

Systemwide Review Items

- CAPRA reviewed the endorsed the following:
 - Proposed Presidential Policy on Open Access for Dissertations and Theses.
 - Taskforce Report on the Negotiated Salary Trial Program. CAPRA supported the taskforce's recommendation that the program be extended for another four years.

Respectfully submitted:

CAPRA members:

Mukesh Singhal, Chair (SOE) – UCPB representative.

Jessica Trounstine, Vice Chair (SSHA)

Mike Colvin (SNS)

Kurt Schnier (SSHA)

Student Representatives:

Ashley Valle Arevalo, GSA

Levi Martin, ASUCM

Senate Staff:

Simrin Takhar

COMMITTEE ON RESEARCH (COR)
ANNUAL REPORT
AY 2017-2018

To the Merced Division of the Academic Senate:

During the 2017-2018 academic year, the Committee on Research (COR) held a total of 15 regularly scheduled in-person meetings in order to conduct business with respect to its duties as outlined in UC Merced's Academic Senate [Bylaw II.III.7](#). Beyond these in-person meetings, some additional business was completed via electronic mail discussions.

Areas of Focus

Administering the Academic Senate Annual Faculty Research Grants Program

One of the main recurring responsibilities of COR is administering the Academic Senate Faculty Research Grants Program. This is a task that requires a great deal of attention and effort. The Committee devoted portions of several meetings during the year to discussing ways to improve the program, including improving the processes leading to the competitive assignment of awards. As in the previous year, \$175,000 was made available for the program by the Provost/EVC.

The AY 2017-2018 COR members made three major modifications to the call for proposals document that the committee had used during the previous academic year. First, Committee members elected to break with the process introduced by the AY 2014-2015 COR of “outsourcing” quality assessment review of the proposals to school executive committees. Secondly, in effort to rely on more objective measures, the time since last Academic Senate award was highly weighted during proposal evaluation, with proposals coming from faculty members who had not recently received an award being preferred. Thirdly, the focus of the program was shifted from evaluating the quality of individual projects to identifying ways in which funding would contribute to the research programs of the relevant faculty. Principal investigators were required to explain in their proposals the potential impact that funding would have on their research program, focusing on how award funding will support their career trajectories. COR would then evaluate the severity of the PIs' obstacles to conducting their research programs, as well as the likelihood that the proposed funded activities would overcome those obstacles and set the research programs on productive future trajectories. Finally, the Committee also agreed that awards should be allocated to the three schools in proportion to the number of proposals received from each school, and an effort would be made to award at least one multiple-contributor proposal submitted from each school.

A call for proposals, providing information concerning the new procedures, was delivered to all Academic Senate faculty members in January 2018. At its April 3 meeting, COR members conducted their final deliberations, and selected awardees were notified on May 5.

Forty-two proposals were received and COR funded twenty-six. All funds allocated to this program were distributed as awards.

Formal Review of the Sierra Nevada Research Institute (SNRI)

The five-year review of the Sierra Nevada Research Institute (SNRI), the campus's first established Organized Research Unit (ORU), was completed during the previous academic year. COR's responsibility in the review process was to read and respond to the SNRI's self-study, as provided by Vice Chancellor for Research and Economic Development (VC-ORED) Sam Traina, who serves as an ex-officio member of COR. At the end of AY 2016-2017, VC-ORED Traina submitted the external review team's report to the COR Chair, indicating that COR could review the report at the beginning of AY 2017-2018.

In Fall 2017, COR members examined the external review team's report. The Committee identified a few aspects of the report that appeared worthy of highlighting. These included the team's recommendations on the governance and administration of the SNRI and the need for well documented evidence of accomplishment: the degree to which the ORU supports the tripartite mission of the University in a manner that extends beyond the contributions that would have otherwise been made by individual faculty members. In October 2017, COR submitted its comments on the external review team's report to the VC-ORED.

Revision of Academic Senate Policy on the Establishment and Review of Research Units

In AY 2017-2018, COR received inquiries from faculty interested in establishing new "core facilities" on campus, asking for details concerning the materials required to produce a proposal for such a facility. The Committee discovered that the policy document on this matter – crafted by the AY 2014-2015 COR – contained insufficient detail to guide the processes of establishment and review of core facilities, and the description of the requirements for an establishment proposal required further specification. COR formed a subcommittee whose members were charged with proposing an elaboration and augmentation of the current policy document, so COR could move forward with future business related to the establishment of core facilities, as well as similar organizational entities, such as "centers". The resulting policy document was discussed and refined by the full COR membership. In May 2018, COR transmitted the resulting document, "Establishment, Review, and Disestablishment of Core Facilities at UC Merced", intended as an expansion to the previously approved Senate policy on research units, to Division Council. Division Council endorsed the policy in May 2018 and submitted it to the Provost/EVC.

COR addressed another issue related to the review of research units during this academic year. During AY 2016-2017, a campus center submitted a proposal to COR requesting establishment as an ORU. COR discovered, however, that the provided proposal was not in compliance with systemwide policies for ORU establishment. This was communicated to the authors of the proposal, and COR opted to postpone further review until a compliant document was submitted.

At the end of AY 2016-2017, the Periodic Review Oversight Committee (PROC) recommended that the Center, in its current form, undergo a periodic review prior to attempting to establish itself as an ORU. This was prompted by the fact that the Center had been in existence for five years, and policy requires reviews every five years. In AY 2017-2018, in consultation with COR, the VC-ORED, and PROC, it was decided that PROC would henceforth be the responsible entity for managing the reviews of centers, but COR would play a consultative role. In Spring 2018, PROC submitted to COR its proposed procedures for the periodic review of centers, and COR responded with comments.

It is anticipated that COR will, in AY 2018-2019, in consultation with VC-ORED Traina, make further modifications to the Academic Senate research units policy document. The goal will be to generate augmented policy prose concerning the establishment and review of centers, mirroring the work that was done for core facilities in AY 2017-2018. It is expected that this effort will also extend to clarifying the requirements for the establishment of ORUs, and this will facilitate its review of an updated draft of the previously submitted ORU proposal.

Senate Awards for Distinguished and Early Career Research

COR is responsible for the review of nominations for the annual Academic Senate awards for Distinguished Research (tenured) and Distinguished Early Career Research (untenured). In order to execute this duty, COR formed two subcommittees, one for each award, and these subcommittees each selected one nominated individual for receipt of the corresponding award. While all nominees were meritorious, COR was particularly struck by the outstanding nominees in the Early Career category, suggesting that the option of making multiple awards in a given year might become increasingly attractive as the number of junior faculty continues to grow. The awardees were recognized at the April 16, 2018 Meeting of the Division of the Academic Senate.

Bridge/Discretionary Faculty Research Funding

Throughout the academic year, COR members frequently discussed the fact that the faculty have almost no sources of funds to maintain their research programs under unexpected circumstances. Some faculty have hoarded start-up funds to provide a safety net, but this is often inadequate and violates the intention of those funds. The Academic Senate Faculty Research Grants Program can provide a buffer, but these are only available once every year. There is a sense that the schools hold some funds that could be used to support faculty research when needed, but these funds

seem small, hidden, and unreliable. Other UC campuses pool discretionary funds at many organizational levels, giving faculty in need of transition funds multiple options to pursue. This infrastructure does not yet exist on our campus.

The COR Chair attended a meeting of the Academic Senate Committee on Academic Planning & Resource Allocation (CAPRA) in Spring 2018 to explore the possibility of a joint effort to communicate faculty funding needs to the administration. At the end of the Fall 2017 semester, the COR and CAPRA Chairs issued a collaborative memo to the campus Budget Working Group, bringing to the Group's attention the acute problems arising from the lack of adequate discretionary research funds for faculty to tap at times of need. At the same time, COR issued a memo to the VC-ORED requesting information about how extramural funding indirect cost returns are currently used and how they might be redirected to support faculty research programs in the face of unexpected contingencies. The response to this request indicated that this strategy was not viable at the current time.

Accompanying COR's discussions on indirect cost return was a discussion about the lack of research computing support on campus. Some faculty have had to use their start-up funds to maintain laboratory computing equipment, but it was suggested that a more desirable solution would be to allocate some portion of indirect cost returns to the support of research computing distributed across campus. In Spring 2018, the COR Chair met with research computing faculty who were in the process of drafting a proposal for research computing shared governance. They expressed an interest in collaborating with COR in this effort. It is expected that the Committee will revisit this matter in AY 2018-2019.

Purchasing Issues and their Effects on Research

During this academic year, COR members discussed systematic problems in the workflow governing purchasing, grant accounting, and central budgeting. Director of Procurement Joshua Dubroff attended two COR meetings in order to share various improvements in the procurement and purchasing process that his unit has made or is planning. One of the primary goals of the unit is to consider, holistically, the entire supply chain rather than continue the "siloes" approach that has been in place. Director Dubroff informed COR that he met with several groups of faculty and has noted recurring themes in their complaints about campus purchasing, including the outdated CatBuy system, the minimal alignment between the various components/units of the supply chain, and a general lack of standardized processes. In Spring 2018, Director Dubroff shared with COR that the campus is prepared to move forward with adopting a new catalog procurement system. This year, the Chancellor also empaneled a Supply Chain Design Subcommittee that will be tasked with developing strategies for rectifying several of the concerns raised by faculty. It is anticipated that COR will continue to consult with Director Dubroff in AY 2018-2019 in order to stay informed about additional improvements in procurement and offer associated recommendations from the perspective of research faculty.

Consultation on Project 2020 Space

This year, the campus identified UCM Director of Space Planning Maggie Saunders, as well as Ms. Jo Dane and Ms. Leslie Ashor from the Woods Bagot firm, to assist with the design of strategic space plans, re-examining all space allocation on the existing campus, as well as new space becoming available as part of the 2020 Project. Saunders, Dane, and Ashor met with several groups of faculty, including Academic Senate committees, to elicit input on the space requirements unique to certain academic domains, as well as interdisciplinary projects. COR members asserted that productive approaches to supporting interdisciplinary collaborations must begin with grassroots initiatives, with faculty members identifying appropriate opportunities for interdisciplinary collaboration and the best ways to pursue such work. COR members also encouraged flexibility in the assignment of space due to variance in research functions; specifically, that some laboratories should be grouped based on the use of common methods, or even common equipment, rather than by discipline or other topical categorization.

Limited Submission Proposals

At the request of the Office of Research Development Services (RDS), COR reviewed the campus policy on limited submission proposals. COR members made a few suggested modifications to the policy, including (1) RDS should attempt to notify faculty of limited submission opportunities within five days of learning of the opportunities, (2) RDS should search for agencies/programs that offer limited submission proposals on a regular cycle, allowing RDS to make the faculty aware of these competitions even before a formal call for proposals is made available for a given year, and (3) RDS should submit to faculty a “historical” list of agencies/programs that place limits on submissions, communicating deadlines from recent years, allowing faculty to anticipate the deadlines likely to arise during the current year and plan their workload accordingly.

UCM Vernal Pools and Grassland Reserve Dairy Cattle Grazing

In Fall 2017, COR was asked by the Academic Senate Division Chair to review a report entitled “Comparative Grazing Practices between Dairy Cattle and Beef Cattle and the Need to Change Management Practices on the Merced Vernal Pools and Grassland Reserve”, generated by Reserve Director Monique “Mo” Kolster and a group of interested faculty members. The report outlined the negative effects on research and educational programs caused by the grazing of dairy cattle on the Reserve. COR recommended that the VC-ORED assemble a panel of individuals with expertise in relevant issues, charging them with the task of quickly providing recommendations for ameliorating the cited problems. The VC-ORED followed COR’s advice, and, in Spring 2018, the VC-ORED reported to COR that he and appropriate individuals in the

administration were working with the rancher who leases the area from the campus in hopes of modifying the lease to address conservation goals and specific issues facing faculty and students.

Consultation and Monitoring

Consultation with VC-ORED

Throughout the academic year, COR members benefited from updates on various research-related issues from ex-officio committee member, VC-ORED Traina. Assistant Vice Chancellor for Research Compliance & Integrity Deborah Motton served as the VC-ORED's substitute on a number of occasions. One of the main topics of conversation with VC-ORED Traina was indirect cost returns. As mentioned previously, COR communicated to VC-ORED Traina its hope that a sufficient portion of indirect cost returns could be used for the support of faculty research. VC-ORED Traina indicated his support of this idea, and he reiterated his efforts to advocate for a more favorable allocation model for indirect cost returns. VC-ORED Traina also kept COR members informed on the efforts of Deloitte, an independent consulting firm that the campus hired to examine UCM's contracts and grants processes. COR was told that Deloitte will recommend revisions to the contracts and grants workflow, as well as to the training of staff so as to better meet faculty needs. In Spring 2018, VC-ORED Traina and representatives from Deloitte met with the Deans and a group of interested faculty in order to discuss how to begin the process of implementing the needed changes.

Campus Budget Working Group

At the beginning of this academic year, the Chancellor empaneled three campus working groups, comprised of faculty members and administrators: the Budget Working Group (BWG), the Academic Planning Working Group, and the Academic Reorganization Working Group. A member of COR also served on the BWG and kept the Committee informed on the Group's three main tasks: the development of a campus instructional budget, the development of a campus budget policy, and the generation of policy surrounding revenue-generating educational programs. In the Spring 2018 semester, the BWG issued a draft carry forward policy governing faculty incidental funds, requesting Academic Senate review. A central component of the proposed policy is a \$9,000 cap on total accumulated incidentals funds. COR learned that the BWG continues to work on an instructional budget model, as well as a TA allocation model. These are intended to be initially implemented provisionally, during a test phase, to allow for additional analysis and modifications. The Working Group also began discussing, upon receiving COR's memo on discretionary research funding, the allocation of indirect cost returns and the transparency of the allocation process.

Consultation with Director of Policy & Accountability

In the Spring 2018 semester, the Director of Policy & Accountability Sheryl Ireland updated COR members on the implementation of the UCM Interim Policy on Assurance of Laboratory Safety Compliance. This policy document was drafted after receiving input from Academic Senate committees during the Fall 2017 semester. COR members appreciated the update on the interim policy and made two suggestions: (1) laboratory staff and PIs should be provided with periodic reminders about the deadlines of required laboratory training sessions similar to reminders currently sent to employees regarding cybersecurity and sexual harassment training, and (2) the interim policy should be revised to clarify issues surrounding safety violations in multi-occupancy laboratories, where at least one PI using the shared space has committed no safety violations.

University Committee on Research Policy Updates

The COR Chair represented UCM on the systemwide University Committee On Research Policy (UCORP). He kept the COR membership informed of UCORP activities through the academic year, including:

- The five-year review of the Institute of Transportation Studies (a Multi-Campus Research Unit).
- Research Resource Identification Initiative. This initiative involves the creation and maintenance of a database of research resources, assigning a “bar code” to items used in the biomedical sciences (e.g. reagents) to perform experiments. The goal is to increase transparency and precision in the reporting of research results, allowing researchers to detail experimental methods in a way that supports replication.
- The relationship between the UC and the National Laboratories, including the UC bid for the oversight of Los Alamos National Laboratory.
- UCORP approval of a revised Export Control Policy.
- The review of the report from Huron Consulting Group Inc. that provided information about the Office of the President and its participation in a State audit.
- Systemwide efforts to close the UC faculty salary gap.

Campus Review Items

- COR reviewed and endorsed:
 - Proposal from the Humanities & World Cultures Bylaw 55 Unit in SSHA to reconstitute into four departments.
 - Proposal from the Computer Science & Engineering faculty to create a department in the School of Engineering.

- Report from the Academic Reorganization Working Group that recommended the creation of departments across the schools.
- Proposal to establish programs of graduate study in Management of Complex Systems.
- Proposal to create an honors program in Political Science. (COR's endorsement was contingent on the proposal's authors clarifying issues surrounding the impact of the program on faculty teaching load.)
- Proposal to establish programs of graduate study in Materials and Biomaterials Science and Engineering.
- Campus carry forward policy.
- Proposal to establish programs of graduate study in Bioengineering.
- Proposed revisions to Division Regulations to establish High and Highest Honors.
- Revised incentive plan for revenue-generating Master's programs. (COR endorsed this plan but made additional suggestions for revisions.)
- Value to UCM Assessment - faculty retention proposal drafted by the Provost/EVC. (COR generally viewed the proposal favorably, but had several suggestions for improvement.)
- Proposed UCM bylaw revisions to establish a Reserve CAP.
- Proposed Policy on Assurance of Laboratory Safety Compliance.
- Proposed revisions to MAPP 4010 – Academic Student Employees.

Systemwide Review Items

- COR reviewed and endorsed:
 - Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research and Revised APM – 028.
 - Proposed Presidential Policy on Open Access for Dissertations and Theses.
 - Negotiated Salary Trial Program Taskforce Report. (COR endorsed the taskforce's recommendation to extend the trial for four more years and expand it to other UC campuses, while gathering useful assessment information.)
- COR reviewed and withheld endorsement pending requested revisions:
 - Second Review of Proposed Revisions to APM 285, 210-3, 133, 740, 135, 235 pertaining to the L(P)SOE series. (COR discovered that an important issue raised during the AY 2016-2017 review of these APM sections had not been addressed. Specifically, it was not made clear if the renaming of this faculty series implies shifts in teaching expectations such that Academic Senate faculty with these titles would be able/expected to teach at the graduate level. COR was generally supportive of this second iteration of revisions, conditioned on the response to their question on teaching expectations.)

Respectfully submitted:

COR members:

David C. Noelle, Chair (SSHA) – UCORP representative

Roummel Marcia, Vice Chair (SNS)

Michael Scheibner (SNS)

Ramendra Saha (SNS)

Anand Subramaniam (SOE)

Sungjin Im (SOE)

Stephen Wooding (SSHA)

Miguel Carreira-Perpinan (SOE) – Fall 2017

Ex officio, non-voting members:

Samuel J. Traina, Vice Chancellor for Research and Economic Development

Staff:

Simrin Takhar

**COMMITTEE ON RULES AND ELECTIONS
ANNUAL REPORT
2017-2018**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE

In academic year 2017-2018, the Committee on Rules and Elections (CRE) conducted business via teleconference, email, and in-person meetings with respect to its duties as outlined in UCM Senate Bylaw [II.III.7](#). The Divisional Council received regular updates on CRE activities from CRE Chair Lin Tian and, on occasion, Vice Chair Peter Vanderschraaf and Haifeng Huang.

The issues that CRE considered and acted on this year are described as follows:

GENERAL PROCEDURES

The Committee on Rules and Elections (CRE) issues formal Legislative Rulings to resolve disputes or clear up ambiguities regarding Senate authority, procedures, or jurisdiction. Legislative Rulings are binding unless modified by subsequent legislation or action from the Board of Regents. CRE also prepares and reports to the Division, or to any of its Faculties, such changes and additions to their Bylaws and Regulations proposed by other committees or by individuals; edits and publishes the Manual of the Merced Division at such intervals as it deems expedient; and determines whether a person meets the conditions for membership in the Division.

ELECTIONS

- The Call for Nominations for four positions on the Committee on Committees and two At-Large member of the Divisional Council was distributed to the Senate membership on January 17, 2018. Nominating petitions required five signatures including the signature of the candidate showing willingness to serve. Complete forms were due to the Senate on February 16, 2018.
- After issuing a second extension for the Call for Nominations, the Senate received seven of eight required nominations for the COC positions, and five of four required nominations for the At-Large positions. The Division Bylaws require a number of nominees equaled to at least twice the number of open positions (i.e. eight nominations to fill the four COC vacancies). See [Part I. Title III. 5. b.](#) In an effort to address the gap, CRE requested the assistance of the Committee on Committees to identify one additional COC nominee to be included in the ballot for the 2018 Senate Election. In addition, to provide balanced representation of the faculty, CRE requested a nominee be selected from the School of Natural Sciences.

On February 27, 2018, the Committee on Committees provided a nominee for the final COC position.

- ***Online Voting System:*** CRE continued to use Qualtrics. The ballots were distributed to the Senate Division on March 5, 2018 and closed on March 12, 2018.

FORMAL LEGISLATIVE RULINGS ISSUED

CRE was asked by Undergraduate Council (UGC) to provide a ruling related to the leadership during the transition from CORE 001 to the new General Education (GE) Program. CRE recommended 1) Based on previous consultation, the Chair of the Division should be temporarily considered the Chair of College One; 2) The College One Executive Committee be established following the process outlined in the College One Bylaws; 3) All consultation and decisions be documented thereby ensuring that processes and procedures have been followed and stored for record keeping.

REVIEW REQUEST ITEMS FROM DIVCO

CRE opined on the following campus review items:

After considering Divisional Council's question regarding the process by which the newly approved reserve CAP (RCAP) would be empaneled, CRE recommended establishing an RCAP as a standing subcommittee of CAP and proposed new language for the Honors Section of the UC Merced Division Regulations. The proposed language was circulated for committee comment and, after revision, was approved by the Division on December 18, 2017 by electronic vote. The proposed language was incorporated in Part II. Title 3. 2. of the Bylaws. This new standing committee of CAP will address (1) cases of current or former CAP members (i.e. members who termed off the committee in the preceding academic year), and (2) appeals by faculty members.

Following a request from Undergraduate and Divisional Councils, the Committee on Rules and Elections revised Part II, Section 4: HONORS of the UC Merced Regulations to include standards for awarding High and Highest Honors in the major. The proposed revision was circulated for comment to all standing committees and school executive committees. Divisional Council discussed committee comments on February 20, 2018, and endorsed minor revisions to the proposed language. On March 13, 2018, CRE endorsed the version approved by Divisional Council on February 20, 2018. The revised version was, ultimately, approved at the Spring Meeting of the Division on April 16, 2018.

CRE endorsed the

- Proposal to Establish a Computer Science and Engineering (CSE) Academic Unit
- Proposal to Reconstitute the Humanities and World Cultures Bylaw Unit

CRE commented on the

- Proposed Governance Structure for the New General Education (GE) Program
- Proposed Agreement for an Interim Governance Structure for the General Education Program

REVIEW REQUEST ITEM FROM STANDING COMMITTEES

The Committee on Committee requested a ruling on the eligibility of Directors of ORUs and MRUs to serve on the Committee on Academic Personnel. The request referenced a 2015 Senate decision to bar Directors from serving on Senate committees (appended), and current Bylaw II.1.C. CRE offered the following ruling:

No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Provost, Vice Provost, Dean, or Associate Dean, or titles with equivalent levels of administrative responsibility, may serve as a member of a divisional committee or council (with the exception of membership in the Divisional Assembly), or as a Senate representative of the Merced Division to any taskforce, committee, or agency (except in a non-voting, ex officio capacity as provided in these Bylaws). These restrictions apply to Chairs of academic departments or programs, or to titles with equivalent levels of administrative responsibility with respect to service on the Committee on Academic Personnel, the Committee on Privilege and Tenure, and the Committee on Academic Planning and Resource Allocation. These restrictions do not apply to other senate committees.

Current Merced bylaws do not prevent Directors of ORU or MRU from serving on committees. According to 2013 Bylaws, 2 ORU or MRU Directors were allowed to serve on the three aforementioned committees. This proposed ruling is from the consideration of conflicts of interest: In cases when the Committee on Committees strongly wants/needs to consider an ORU or MRU Director for service on a Senate committee, with the exception of Committee on Academic Planning and Resource Allocation, CoC may do so, while exercising extreme caution to avoid any potential or inherent conflicts of interest.

The following items will be revisited in AY 18-19

- a) Conflict of Interest policy
- b) UC Merced Voting Policies in Academic Personnel Cases

Respectfully submitted,

Lin Tian, Chair (SNS)

Peter Vanderschraaf, Vice Chair (SSHA)

Anna Song (SSHA)

Haifeng Huang (SSHA)

Staff: Fatima Paul and Brittany Conn

**COMMITTEE ON DIVERSITY AND EQUITY
ANNUAL REPORT
2017-2018**

TO THE MERCED DIVISION OF THE ACADEMIC SENATE

In AY 2017-2018, D&E held a total of six regularly scheduled in-person meetings in order to conduct business with respect to its duties as outlined in UC Merced's Senate Bylaw [II.IV.6](#). Some additional business was completed via electronic mail discussions. Over the course of the year, guest attendees included Associate Vice Chancellor and Dean of Students, Jonathan Grady, Director of Campus Climate, De Acker, Director of Institutional Research, Jenna Allen, Committee on Academic Personnel Chair, Ignacio Lopez-Calvo, and Faculty Equity Advisors, Professor Arnold Kim, Professor Valerie Leppert, and Professor Tanya Golash-Boza.

Areas of Focus

Faculty Equity Advisors

Faculty Equity Advisors (FEAs) are appointed to work with search committees to ensure they follow recognized best practices to help develop a diverse applicant pool. The FEAs serve as advisors to the search, helping with the search plan and evaluation criteria; they also provide advice on resources that might be shared with candidates at the time of interviews. FEAs are appointed for a two-year term by D&E, the school deans and Vice Provost for the Faculty (VPF) Camfield, and undergo training to help them support their colleagues in this important task. The AY 2017-18 FEAs include:

- Professor Arnold Kim, SNS
- Professor Valerie Leppert, SOE
- Professor Tanya Golash-Boza, SSHA

In March 2018, D&E updated the role and appointment mechanisms of the FEAs to specify that Faculty Equity Advisors must be tenured faculty.

In April 2018, D&E disbursed the Call for Nominations for AY 2018-19 and AY 2019-20 Faculty Equity Advisors. Three faculty members were selected each representing a different school. The AY 2018-19 FEAs are:

- Professor Chris Amemiya, SNS
- Professor Valerie Leppert, SOE
- Professor Tanya Golash-Boza, SSHA

Campus Diversity Statement

As requested by the administration in AY 2014-15, D&E collaborated with Director of Campus Climate De Acker to draft a new campus diversity statement. Director Acker was invited to three committee meetings throughout the year to provide updates and brainstorm on content. This will carry forward to AY 2018-19.

Conflict of Interest Statement

D&E established a Conflict of Interest statement as requested by the Senate Chair on March 19, 2018. The Conflict of Interest statement can be found on the Senate website.

Proposed Diversity Plan for Periodic Program Review

D&E was interested in ensuring that academic programs attend to diversity as a matter of ongoing program planning. Toward this end, the committee proposed that programs be asked to develop a plan for diversity as a

mandatory part of periodic program review. D&E asked UGC and GC to consider officially adopting the proposed Diversity Plan as part of the undergraduate and graduate policies governing these processes.

Specifically, D&E drafted a guide and implementation strategy to help units achieve their diversity, equity, and inclusion goals. The proposal is to include a statement requiring that programs complete these materials. This item will carryforward to AY 2018-19.

Diversity Guidelines for the Policies for Proposing New Degree Programs

During the process of discussing the Diversity Plan for Periodic Review (noted above), members found that the undergraduate and graduate Senate policies for proposing new degree programs did not include diversity. On March 19, 2018, D&E suggested to UGC and GC the incorporation of a clearer articulation of diversity considerations into the Undergraduate Senate Policy and Graduate Senate Policy. D&E also encouraged Graduate Council to make the same suggestion of incorporating diversity guidelines to the Coordinating Committee on Graduate Affairs (CCGA) regarding the CCGA Handbook.

Faculty Contributions to Diversity (APM 210-D)

During the fall of 2017, D&E partnered with the Committee on Academic Personnel (CAP) to draft a joint memo to the VPF requesting revisions to the MAPP to clarify expectations for faculty contributions to diversity in their case files. Ultimately, D&E and CAP differed slightly in their interpretation of APM 210-D and, after extensive discussions, CAP elected to send its own memo.

Consultation with Vice Provost for the Faculty Gregg Camfield

D&E benefited throughout the year from consultation with the VPF, who serves as an ex-officio member. In addition to valued input regarding D&E's regular business, the VPF also consulted with D&E on the following:

- Departmental Annual Affirmative Action Reporting
- Contributions to Diversity in Self-Statements
- Department Diversity Plans
- Provost / EVC Peterson's Diversity Hiring Plan
- President's Postdoctoral Fellowship Program
- Senate Faculty Survey Responses
- Racial Implications of California's Proposed Online University

Campus Review Items

D&E opined on the following campus review items:

- October 6, 2017: Endorsed the Proposed Revisions to the UCM Bylaws that would empanel a Reserve CAP (RCAP) with a suggestion to include "the selection of committee members should consider diversity factors" in the RCAP bylaws.
- November 17, 2017: Offered comments to the Senate Chair regarding the Value to Merced Proposal for Faculty Retention.
- February 28, 2018: Offered comments to the Senate Chair regarding the Bioengineering CCGA Proposal in that members do not agree that Diversity should be included in the "disability" section of the proposal.
- March 13, 2018: Requested clarification for aspects of the UC Merced Carry Forward of Year End Funds Policy.
- April 18, 2018: Recommended to the Senate Chair that the Proposal for Academic Reorganization incorporate text stating, "The chair is required to develop a departmental/group diversity plan to address the specific needs of the unit and to promote the value outlined in UC Regents Policy 4400 and UC Merced Principles of Community. The diversity plan should aim to collectively grow and sustain a safe, supportive and inclusive environment that values all members of the unit, including faculty, staff and students. "

Systemwide Review Items

D&E opined on the following systemwide review items:

- October 6, 2017: Offered comments to the Senate Chair for the Taskforce Report on the Negotiated Salary Trial Program and recommended that faculty diversity considerations be taken into account in future planning of the program.
- January 30, 2018: Provided recommendations to strengthen the Proposed Presidential Policy on Open Access for Theses and Dissertations.
- February 26, 2018: Offered comments to the Senate Chair for the Proposed Amendment to Senate Bylaw 128, Conflicts of Interest noting that it may be in the best interest of the Academic Council to refine the proposed language as the section is unclear and may lead to different interpretations.

Respectfully submitted,

Wei-Chun Chin, Chair and CCCI representative (SOE)

Clarissa Nobile, Vice Chair and UCAADE representative (SNS)

Zulema Valdez (SSHA)

Nigel Hatton (SSHA)

Ex-Officio

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Gregg Camfield, Vice Provost for the Faculty

Senate Staff

Brittany Conn, Senior Senate Analyst

Simrin Takhar, Principal Analyst

COMMITTEE ON FACULTY WELFARE & ACADEMIC FREEDOM (FWAF)
ANNUAL REPORT
AY 2017-2018

To the Merced Division of the Academic Senate:

In AY 2017-2018, FWAF held a total of 4 regularly scheduled in-person meetings in order to conduct business with respect to its duties as outlined in UC Merced’s Senate Bylaw [II.IV.5](#). Some additional business was completed via electronic mail discussions.

Areas of Focus

Campus Policy on Protests/External Speakers/Postings

In fall 2017, Campus Counsel Elisabeth Gunther, Associate Chancellor Luanna Putney, and Director of Campus Climate De Acker consulted with FWAF on issue surrounding free speech. While the Academic Personnel Manual (APM) is clear what is protected free speech for faculty and what is not (other policies also outline the definition of free speech for students), there has been no campus policy that applies to external speakers who are neither students nor faculty. The campus had been using Regental guidelines and policies to address these issues. Civil rights refer to the national, legal context, but human rights include the right to safety and freedom from fear – and the campus should not deprioritize our employees’ right to feel safe on campus from speakers who incite violence against members of certain communities.

At the end of fall 2017, FWAF members reviewed a draft policy as crafted by Gunther, Putney, and Acker entitled “Expressive Activities and Peaceful Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities”. After FWAF members recommended several suggestions for revisions, the draft was issued to the campus as an interim policy in January 2018.

All committees of the Academic Senate were invited to review the interim policy, and Senate comments were transmitted to the administration in April 2018.

Policy on Classroom Recordings

In spring 2018, FWAF members discussed the situations faced by some faculty members that involved students or external visitors recording classroom lectures, presentations, discussions, and likenesses of individuals without the consent or approval of the instructor or those individuals. While a UCOP policy exists that states that students cannot make such recordings without the consent and approval of the instructor, the policy is only related to the copyright of course material.

FWAF members (after a conversation between the FWAF chair, the Senate Chair, and the

Campus Counsel), drafted a recommended UCM policy on classroom recordings based on the tenets of the policy currently in use at UC Santa Barbara.

In March 2018, FWAF submitted a brief, draft policy to the Senate Chair for Division Council's review and approval. Division Council viewed the policy positively, but suggested the following revisions: expand the policy to include instructor-led review sessions and office hours (in addition to the classroom setting), and the reproduction or distribution of course materials for any purposes other than individual or group study by students currently enrolled in the class.

In May 2018, Division Council endorsed FWAF's recommended policy, and transmitted it to Vice Chancellor for Student Affairs Charles Nies as a proposed change to the policies and regulations outlined in section 40.10 (A) of the Student Handbook.

As an accompaniment to FWAF's recommended policy on classroom recordings, the committee drafted a separate statement to Division Council on supporting faculty members who face challenges surrounding non-approved classroom recordings. Specifically, FWAF requested that the administration create and utilize a simple, boilerplate response statement to issue in such cases that reaffirms the university's support for faculty freedom of expression and the relevant systems that are in place to govern the way we deal with such freedoms. This statement was endorsed by Division Council and transmitted, in April 2018, to the Provost/EVC, Vice Provost for the Faculty, Associate Chancellor Putney, and Chief External Relations Officer Ed Klotzbier.

Diversity in Faculty Hiring

In AY 16-17, FWAF and the Senate Committee for Diversity and Equity (D&E) co-drafted a statement on diversity in faculty hiring and submitted to Division Council. The statement derided the impression held by some that diversity and excellence (or quality) as potentially opposing goals. FWAF and D&E rejected this notion and assert that excellence in the context of a university setting is the byproduct of capable, motivated scholars who are given the tools, resources, and an environment that allows them to effectively apply their talents.

In April 2017, the joint statement entitled "Diversity, Hiring, Retention, and Excellence at UC Merced" was submitted to Division Council. While the Council agreed with the statement, members made suggestions for revisions.

At the beginning of AY 17-18, FWAF and D&E collaborated to revise the diversity statement, taking into account the comments made by Division Council. A revised statement was resubmitted to the Council in December 2017, and included a definition of the traditional notion of research excellence as well as language on implicit bias. Division Council endorsed the statement and transmitted it to the Provost/EVC in December 2017.

In fall 2017, a group of faculty issued a memo to the Provost/EVC regarding the lack of senior, black STEM faculty, as well as larger issues of diversity and inclusion among the UCM faculty.

The Provost/EVC met with the signatories of the memo, as well as representatives from FWAF and D&E.

The Provost/EVC attended the April 2018 FWAF meeting to state that he had identified funds to conduct two senior faculty searches for AY 18-19, for the purpose of recruiting faculty members who will become leaders and mentors on campus for diversity and inclusion. He and then-Vice Provost for the Faculty (VPF) Camfield intend to consult with faculty on how to conduct the recruitment process, whereupon, the Provost/EVC and VPF anticipate forming a steering committee to conduct the searches.

Review and Selection of Applicants for the Faculty Success Program

UC Merced has an institutional membership with the National Center for Faculty Development and Diversity (NCFDD). All faculty have access to the general resources of NCFDD and are welcome to utilize these support tools to enhance their professional development. The Academic Personnel office earmarks additional funds to cover the tuition for three tenure-track Assistant Professors (one from each school) to participate in a 12-week, web-based professional development program organized by the NCFDD's Faculty Success Program. Historically, the VPF has asked FWAF to review the applications for the program, and help select applicants.

In spring 2018, FWAF reviewed the applications. The VPF agreed to the committee's request that he locate additional funding so that all applicants could participate in the program as FWAF believed all applicants were meritorious.

Child Care

In AY 16-17, FWAF issued a survey to all faculty, staff, post docs, and graduate students to elicit input on after-school and holiday child care. The results of the survey were transmitted to academic and administrative leadership.

In fall 2017, FWAF continued its discussion of child care challenges faced by faculty, and elected to send a memo to the Senate Chair reiterating the three main concerns arising from the survey. Those concerns were 1) providing access to on-campus aftercare as well as summer and holiday programming for school-aged children; 2) affordability and accessibility at the ECEC; and 3) working with Merced schools to better synchronize academic calendars.

At the April 2018 FWAF meeting, the committee held a discussion with the Provost/EVC and VPF about possible ways to rectify these issues. FWAF members suggested that an individual be appointed to serve as a coordinator between the care providers in the community and the campus, in order to keep campus employees informed on open slots in care facilities. Additional functions for this potential coordinator could include working with the local school district to discuss calendar alignment, and engage groups like the Boys and Girls Club and other community organizations who would be interested in a partnership with UC Merced.

Consultation

Consultation with Vice Provost for the Faculty

FWAF benefited during the academic year from consultation with ex-officio, non-voting committee member, VPF Camfield. The VPF provided input to FWAF on various items including academic freedom, child care issues faced by faculty, and diversity in faculty hiring.

Consultation with Administration

FWAF benefited throughout the academic year from consultation with various members of the administration who provided valuable updates and information:

- Associate Chancellor/ Senior Advisor to the Chancellor Putney and Campus Counsel Gunther collaborated with FWAF on several issues, including the charge of the Police Advisory Board, classroom recording policy, and the interim policy on Expressive Activities and Peaceful Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities.
- Director of Campus Climate Acker shared valuable information with FWAF pertaining to campus climate, inclusion, and the campus's behavioral intervention team.
- AVC and Dean of Students Jonathan Grady sought FWAF's input on the position description for the role of Chief Diversity Officer. This individual will report to the Chancellor. The search is expected to launch in summer 2018.

Consultation with Faculty Representative on Police Advisory Board

Since the campus incident of November 2015, FWAF has been in discussions with the administration (originally, with the former campus Police Chief) on empaneling a police advisory board. A draft board membership was created by Associate Chancellor Putney, and reviewed by FWAF in AY 15-16. In spring 2017, Associate Chancellor Putney issued the draft board membership to a variety of campus stakeholders for review and input including the ASUCM, GSA, and the Chancellor. In April 2017, Putney announced that plans to establish a Police Advisory Board were ready to proceed with the appointment of a new campus Police Chief.

The newly-empaneled Police Advisory Board convened in AY 17-18, and its faculty representative, Professor Kit Myers (SSHA) attended the April 2018 FWAF meeting to update the committee on the following:

- The charge for the advisory board is now on the Chancellor's website.
- The first two meetings of the board were devoted to discussion on whether the advisory board should be changed to an accountability board. An accountability board would have

the power to hear complaints against the police department while an advisory board lacks this authority. The board hosted a campus town hall to seek input from the campus community on the issue of an advisory board or an accountability board. The board was informed that if they choose to become an accountability board, then a separate advisory board must be established, as one board cannot conduct both roles.

- Professor Myers suggested to the board that the campus police department hold informational meetings on campus to ensure that employees are aware of their rights.
- Professor Myers also announced that board is considering de-escalation training to handle individuals who may be a danger to themselves and/or others.

Systemwide Committee Updates

- University Committee on Faculty Welfare (UCFW). FWAF chair Sean Malloy was the UCM representative to the UCFW, and kept FWAF members informed of the major items of discussion this academic year:
 - UC retiree health benefits
 - UC faculty salary gap. In spring 2018, after lengthy consultation at systemwide and with the UC President, a plan was issued from systemwide to raise faculty salaries by 4% each year for three years, for a maximum of 12%.
 - UC budget
 - Negotiations for the re-bidding of the Blue & Gold Health Plan.
 - Systemwide Public Safety Taskforce. The taskforce members reviewed the “Gold Book”, a systemwide document that contains police procedures. UCFW initially reviewed a few chapters, and later requested to review the entire Book. The taskforce’s report on the Gold Book was approved by UCFW on June 8 and went to the Academic Council on June 27.
- University Committee on Academic Freedom (UCAF). Professor Jan Goggans (SSHA) represented FWAF on UCAF and updated FWAF members on the following major topics of discussion:
 - Negotiated Salary Trial Program (NSTP)
 - Interior Department screening process for discretionary grants, instructing staff to ensure those awards promote the priorities of the current administration.
 - Free speech and hate speech

Systemwide Review Items

- FWAF reviewed and endorsed:
 - UC Policy on Sexual Violence and Sexual Harassment

- Revised Presidential Policy on Supplement to Military Pay, with the suggestion that the policy include all UC employees who are recalled to active duty for any reason and for the policy to be made permanent and not one that must be renewed every four years
- Second round of review of APM Sections 285, 210-3, 133, 740, 135 and 235 pertaining to the L(P)SOE series
- FWAF reviewed and opposed:
 - Expansion of the NSTP as described in the program’s taskforce report. FWAF judged that the four-year review failed to engage in the fundamental questions about whether the NSTP is further eroding the peer-reviewed salary scales, increasing salary inequality between disciplines, or subtly directing faculty to engage in types of research that might be likely to result in additional outside funding (and hence a higher salary). FWAF opposed the extension of the program.

Campus Review Items

- FWAF reviewed and endorsed:
 - Proposed carry forward policy regarding faculty incidental funds. FWAF did request that the policy allow for faculty members to petition for an exemption to the \$9,000 limit.
 - Value to UCM Assessment (faculty retention document as drafted by the Provost/EVC). But FWAF did reiterate the importance of considering diversity in any retention assessment, and hoped for the assessment to be employed in a holistic fashion that allows for flexibility as no two faculty retention cases are exactly the same.
 - Proposed revision to UCM bylaws to establish a Reserve CAP.
- FWAF reviewed and withheld endorsement pending requested revisions:
 - Academic Reorganization Working Group Report. While the report introduces the notion of a range of compensation figures in its text, the relationship between size and compensation is not always clear or well justified. Compensation within the ranges listed in the report will be decided upon by deans; there is, however, no system to ensure fairness or equality across departments and schools. The report made no mention of mentoring—either the mentoring of chairs by those with some experience, or even more significantly, the work chairs must do as mentors. Finally, compensation structure may have the effect of devaluing the work of graduate group chairs. Though the administrative burden of graduate group chairs may be less than that of department chairs, there is potentially more interpersonal work involved with being graduate group chair.
- FWAF reviewed and opposed:
 - Revised voting guidelines in the Schools for faculty academic personnel cases as

drafted by the Senate Committee on Rules and Elections (CRE). A majority of FWAF believed that the revisions did not address the committee's objections in the original guidelines with regard to "at or above rank of application" (AARA) voting. A majority of FWAF still assert that the notion that senior faculty are capable of objectively evaluating each other's work while those at lower ranks are not is inherently patronizing. A minority of FWAF was in favor of AARA voting, as untenured faculty may lack the appropriate background required to evaluate a senior colleague's case.

Respectfully submitted:

FWAF members:

Sean Malloy (SSHA), Chair, UCFW representative

Virginia Adán-Lifante (SSHA), Vice Chair

Jessica Blois (SNS)

Changqing Li (SOE)

Anneeth Kaur Hundle (SSHA), fall 2017

Laura Hamilton (SSHA), spring 2018

Ex officio, non-voting member:

Gregg Camfield, Vice Provost for the Faculty

Staff:

Simrin Takhar

**GRADUATE COUNCIL
ANNUAL REPORT
2017-2018**

During the academic year 2017-2018, the Graduate Council (GC) met sixteen times in person and conducted some business via email with respect to its duties as outlined in UCM Senate Bylaw [II.IV.3.B](#). Over the course of the year, guest attendees included Provost/EVC Peterson, the Chief Financial and Administrative Officer, Veronica Mendez, and Graduate Student Support Manager, Eric Cannon. University Registrar Laurie Herbrand was invited to participate in each meeting as a consultant for the academic year. The issues that GC considered and acted on this year follow.

GC Subcommittees

GC operated with three standing subcommittees that met via email throughout the year:

- The CRF Subcommittee reviewed all requests for new graduate courses, and modifications of existing courses, and provided recommendations to the council.
 - Fall 2017 membership: Teamrat Ghezzehei (SNS), Andy LiWang (SNS), Sholeh Quinn (SSHA)
 - Spring 2018 membership: Teamrat Ghezzehei (SNS), Liang Shi (SNS), Kyle Dodson (SSHA)

- The Awards Subcommittee reviewed guidelines and applications and provided recommendations on awardees to the Graduate Division. As in previous years, GC released reviewing responsibilities for more specialized, smaller fellowships to the Graduate Division, and retained review of the following fellowships: Faculty Mentor Program Fellowship, Graduate Student Opportunity Program Fellowship, Fletcher Jones Fellowship, Miguel Velez Scholarship, President's Dissertation Year Fellowship, Graduate Dean's Dissertation Year Fellowship, Chancellor's Graduate Fellowship, Eugene Cota-Robles Fellowship, and the Graduate Dean's Recruitment Fellowship.
 - Membership: Fred Wolf (SNS, Chair). To manage the workload, Graduate Council expanded the review panel to include graduate group representatives and GC members. Graduate Council reviewed the final rankings and made the final recommendation to the Graduate Division.

- The Policy Subcommittee provided the initial review of all graduate-related policies, making recommendations to the council.
 - Membership: Teamrat Ghezzehei (SNS), LeRoy Westerling (SOE), Hrant Hratchian (SNS)

Proposals and the Interim Individual Graduate Program (IIGP)

GC approved the following three proposals for new graduate degree programs and one proposal to revise a current graduate degree program. Each has been forwarded by the campus to the Coordinating Committee on Graduate Affairs (CCGA) for consideration.

- New: *A Program of Graduate Studies in Electrical Engineering and Computer Science for MS and PhD Degrees*, approved by GC on February 1, 2018.
- New: *Proposal for a Program of Graduate Studies in Bioengineering for the M.S and Ph.D. Degrees*, approved by GC on May 4, 2018.
- New: *A Proposal for a Program of Graduate Studies in Materials and Biomaterials Science and Engineering (MBSE) for the M.S. and Ph.D. Degrees*, approved by GC on May 4, 2018.
- Revised: *A Proposal for a Program of Graduate Studies in Management of Complex Systems in Pursuit of an M.S. and a Ph.D. Degree*, approved by GC on May 21, 2018.

The three new proposals represent the final new graduate programs to emerge from the IIGP and, once approved, the IIGP will be closed. The IIGP was established to incubate development of disciplinary and interdisciplinary graduate programs at UC Merced.

On May 22, 2018 date, CCGA approved GC's request to extend the IIGP through AY 2018-2019.

GC also endorsed the *Non-Degree Program Proposal: UC Merced Extension Teacher Preparation Program, Multiple Subject Credential and Single-Subject Credential* on April 19, 2018.

Graduate Course Requests

Graduate Council approved 44 requests for new courses or revisions to existing courses, including fourteen University Extension courses.

In December 2017, the Curriculum Proposal and Management Information System (CPMIS) Committee implemented the campus's new curriculum management system: Curriculog. Starting in March 2018, all graduate course requests must be submitted through the new system.

Graduate Student Appointments as Instructor of Record for Upper Division Courses

Graduate Council considered, and approved jointly with UGC, 11 requests to appoint graduate students as instructors for upper division courses.

Graduate Policies

Graduate Policy Development

- November 27, 2017: Graduate Council endorsed revisions to the *Graduate Policies and Procedures Handbook* proposed by Graduate Division to address changes in the allocation of Non-Resident Supplemental Tuition (NRST), effective fall 2018.
- November 30, 2017: GC approved, with comments, the revised *Graduate Program Review Policy and Procedures* for spring 2018 implementation. The revisions were the culmination of a process that began in spring 2014, when the chairs of Undergraduate Council (UGC), Graduate Council (GC), and the Program Review Committee proposed (1) the establishment of PROC and (2) revising both the Undergraduate and Graduate Program Review Policies and Procedures. The document has been revised to closely align with the undergraduate policy, with substantive changes to the Template for the Self-study and the Example Charge to the External Review Team to reflect the distinguishing attributes of graduate education.
- January 6, 2018: Graduate Council, in partnership with the University Extension and UGC, approved, with a three-year sunset clause, policy and procedures for the establishment of non-degree programs by University Extension: 1) *Establishment of UCM Extension Non Degree Programs Approval Process*; and 2) *Preparing the UCM Extension Non Degree Proposal*. The policies have been developed for the approval of certificate programs. The *Establishment of UCM Extension Non-Degree Programs Approval Process*, to be owned by the Academic Senate, describes the formal steps for preparing, reviewing, and implementing proposals for the establishment or discontinuation of an Extension Non-Degree Program at UC Merced. The *Preparing the UCM Extension Non-Degree Proposal*, to be owned by the University Extension Office, describes the requirements and process for proposing a new non-degree program to UCM Extension. GC plans to revisit the policies in November of 2020.
- May 1, 2018: GC made the *Graduate Students Teaching Graduate Students* a standalone policy by removing it from the *Non-Academic Senate Faculty Eligibility to Teach Graduate Courses* policy.
- July 9, 2018: GC revised the *Procedures for Appointing a Graduate Student as Instructor of Record for Upper Division Undergraduate Courses* and associated *petition*. The policy was expanded upon to distinguish between the procedure for a new appointment and a re-appointment. Revisions were endorsed by UGC.
- Graduate Council continued to work towards revising the following policies: *Graduate Course Approval and CRF Policy*; *Process for Establishing Concentrations and Designated Emphasis within Graduate Degree Programs*; and *Procedures for Submitting Proposals for Graduate Emphasis Areas and Graduate Programs*. These revisions will carry forward into AY 18-19.

Graduate Group Policies and Procedures

- GC reviewed and approved revised policies and procedures for the following graduate programs: Biological Engineering and Small-scale Technologies, Interdisciplinary Humanities, Mechanical Engineering, Physics, Psychological Sciences, and Sociology.
- December 7, 2017: Graduate Council approved the Management of Innovation, Sustainability and Technology (MIST) faculty request to waive the GRE requirement for applicants to the Master of Management Program (MM), effective for the AY 2017-18 recruitment cycle. Graduate Council agreed with the MIST faculty that the GRE was not useful for assessing applicants' qualifications for, and likelihood of success in, this professional master's degree program.

Graduate Group Bylaws

- Graduate Council reviewed and approved revised bylaws for the Interdisciplinary Humanities graduate group.

University Extension

- May 4, 2018: Graduate Council approved revisions to the membership of the Curriculum Advisory Board (CAB); Stacey Shasky replaced Michelle Symes. CAB provides oversight of X300 – X499 courses proposed through UC Merced Extension in the absence of a department, graduate group, or school of education. Membership otherwise remains the same as approved by Graduate Council on May 16, 2017.

Senate Awards

Graduate Council recommended Mike Cleary for the Distinguished Graduate Teaching / Mentorship award.

Consultation with Administrative Leadership

Graduate Council consulted with the Acting Dean of SSHA, Holley Moyes, in early fall 2017 to better understand the cause and proposed solutions to the graduate student funding delays in summer and fall 2017. GC also consulted with the Registrar over the course of the year.

Campus Review Items & Other Senate Chair Requests for Comment

GC commented on the following items:

- September 18, 2017: Endorsed the application for Professional Degree Supplemental Tuition (PDST) for the Masters of Management degree put forth by the MIST graduate group.
- October 2, 2017: Made recommendations to the Senate Chair to strengthen the *UC Merced Sustainability Strategic Plan*.
- January 3, 2018: Offered comments to the Senate Chair regarding the *Revised Incentive Plan for Revenue Generating Master's Degree Programs*.
- February 21, 2018: Endorsed the *Recommended Voting Policies in Academic Personnel Cases*.
- March 14, 2018: Supported the *UC Merced Carry Forward of Year End Funds Policy*.
- April 2, 2018: Endorsed, with comments, the proposal for a Political Science honors program.
- April 20, 2018: Offered comments to the Senate Chair on the *Proposal for Academic Reorganization*.
- May 2, 2018: Endorsed, with comments, the *Proposal to Establish a Computer Science and Engineering (CSE) Academic (Bylaw 55) Unit within the School of Engineering*.
- May 2, 2018: Offered comments to the Senate Chair on Chapter 4 of the MAPP, addressing academic student employees.
- May 2, 2018: Endorsed the *Overview of Consultation*.
- May 4, 2018: Endorsed the *Proposal to Reconstitute the Humanities and World Cultures Bylaw Unit* within SSHA.

GC declined to comment on the following items:

- September 22, 2017: *Proposal to Discontinue the Environmental Sciences and Sustainability Minor*

- October 2, 2017: *UC Merced Climate Action Plan*
- October 27, 2017: Proposed revisions to Division Bylaw to establish a Reserve CAP
- November 13, 2017: *Value to Merced Proposal for Faculty Retention*
- January 18, 2018: Proposed revisions to Section 4 Part II, Section 4 of the Division Regulations addressing Honors
- March 16, 2018: *Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities*
- May 2, 2018: *Five Year Planning Perspectives*
- June 1, 2018: Revised version of the *Carry Forward of Year End Funds Policy*

System Review Items

GC commented on the following items:

- October 19, 2017: Endorsed the *Report on the Negotiated Salary Trial Program (NSTP) from the Fourth Year NSTP Taskforce*.
- January 29, 2018: Endorsed the proposed revisions to APM Sections: 285, 210-3, 133, 740, 135 and 235.
- January 30, 2018: Offered comments to the Senate Chair on the proposed *Presidential Policy on Open Access for Theses and Dissertations*
- February 12, 2018: Endorsed the proposed amendment to Senate Bylaw 128 regarding conflicts of interest
- April 26, 2018: Offered comments to the Senate Chair on the *UC Policy on Sexual Violence and Sexual Harassment*

GC declined to comment on the following items:

- September 5, 2017: Proposed revisions to Senate Regulation 424.A.3 (Area “d”) Requirement
- February 2, 2018: Proposed revisions to the *Presidential Policy on Supplement to Military Pay*
- May 2, 2018: Proposed *Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research* and Revised APM – 028
- May 8, 2018: Proposed new APM Section, APM – 675, Veterinary Medicine Salary Administration

Respectfully submitted,

Teamrat Ghezzehei, Chair and CCGA Representative (SNS)

LeRoy Westerling, Vice Chair (SOE)

Hrant Hratchian (SNS)

Maria DePrano (SSHA)

Fred Wolf (SNS)

Matthew Hibbing (SSHA)

Kyle Dodson (Spring 2018) (SSHA)

Liang Shi (Spring 2018) (SNS)

Sholeh Quinn (Fall 2017) (SSHA)

Andy LiWang (Fall 2017) (SNS)

Ex-Officio

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Marjorie Zatz, Vice Provost and Dean of Graduate Education

Student Representatives

Lauren Stark (Spring 2018)

Sabah Ul-Hasan (Fall 2017)

Senate Staff

UNIVERSITY OF CALIFORNIA

ACADEMIC SENATE –MERCED DIVISION

Brittany Conn, Senior Senate Analyst

Laura Martin, Executive Director, Academic Senate

UNDERGRADUATE COUNCIL (UGC) ANNUAL REPORT 2017-2018

To The Merced Division of the Academic Senate:

The Undergraduate Council (UGC) and its standing subcommittees held a total of 14 regularly scheduled in person meetings and conducted some business via email with respect to its duties as outlined in UC Merced's [Senate Bylaw II.IV.2](#). The Chair of UGC attended Divisional Council and Academic Governance Cabinet meetings and provided regular updates at each UGC meeting.

The structure of UGC and the issues that the Council considered this year are described briefly below.

I. Undergraduate Council Organization and Representation on Systemwide Committees

- Divisional Council Representative: UGC Chair Anne Zanzucchi (UCEP Vice Chair)
- General Education (GESC): UGC Vice Chair Catherine Keske served as the UGC representative on GESC.
- Admissions and Financial Aid: This subcommittee was chaired by UGC Member and BOARS Representative Christopher Viney.
- University Committee on Preparatory Education: UGC member David Jennings
- University Committee on Educational Policy: As vice chair of UCEP, UGC Chair Anne Zanzucchi could not represent Merced on this systemwide committee, however, she did provide regular updates at UGC and DivCo meetings.
- University Committee on International Education: Professor Yanbao Ma (non-UGC member)
- Periodic Review and Oversight Committee Representative: UGC Vice Chair Catherine Keske.
- Library and Scholarly Communications Committee: Professor Justin Cook.

Ad-hoc subcommittees were formed for the reviews of nominations for the Undergraduate Distinguished Teaching Awards for Senate and for Non-Senate Faculty, and for the review of the AY18-19 Catalog.

UGC received regular updates on systemwide activities from UC Merced faculty serving on Board of Admissions and Relations with Schools (BOARS), the University Committee on Educational Policy (UCEP), and the University Committee on Preparatory Education (UCOPE). GESC Chair Jack Vevea, Vice Chair Carrie Menke, Vice Chancellor for Student Affairs Charles Nies, Vice Provost for Undergraduate Education Whitt, and Director of Admissions Ruiz were also invited to update UGC regularly on enrollment, admissions, and activities related to undergraduate education.

Another important function of the Undergraduate Council is to review and comment on all issues relevant to undergraduate education and occasionally on issues with a more general nature. Topics discussed and/or acted upon by the Council in consultation with other Senate committees, School leads, and/or the Administration throughout the year have included:

II. General Education

A. GE Program Bylaws

The Bylaws were approved by the General Education subcommittee on April 2 and were submitted to the Senate for review and comments. UGC discussed the proposed Bylaws over the course of several meetings. Members had some significant concerns with academic planning and associated resources, and effective governance of the program. It was unclear if the Bylaws would effectively facilitate and manage local concerns about the GE program and its associated resources. The Bylaws were approved by UGC on April 23 with 5 votes in favor and 4 abstentions.

B. GE Catalog

UGC approved the GE section of the AY 18-19 Catalog on April 23, 2018.

C. Lower Division Course Requirements

<https://ge.ucmerced.edu/requirements>

On May 23, 2018, UGC approved the following GE lower division course requirements.

- i. Spark Seminar: SPRK 001
- ii. Written Communication: WRI 010: College Reading and Composition
- iii. Quantitative Reasoning
 - [ECON 010: Statistical Inference](#)
 - [MATH 011: Calculus I](#)
 - [MATH 021: Calculus I for Physical Sciences and Engineering](#)
 - [PHIL 005: Introduction to Logic](#)
 - [POLI 010: Understanding Political Controversies](#)
 - [PSY 010: Analysis of Psychological Data](#)
 - [SOC 010: Statistics for Sociology](#)
- iv. Language
 - [BIOE 21: Computing for Bioengineers](#)
 - [CHN 2: Elementary Chinese II](#)
 - [CSE 20: Introduction to Computing I](#)
 - [CSE 21: Introduction to Computing II](#)
 - [FRN 2: Elementary French II](#)
 - [JPN 2: Elementary Japanese II](#)
 - [ME 21: Engineering Computing](#)
 - [SPAN 2: Elementary Spanish II](#)

D. Approaches to Knowledge Course Requirements

On June 5, UGC approved:

- 85 courses in [Area A](#) – Natural Science
- 49 courses in Area A - Engineering Science
- 197 courses in [Area B](#) – Social Science
- 287 courses in Area B – Humanities and Arts

E. Upper Division Common Course Requirements (Integrative Culminating Experience) ¹

¹ On June 25, 2018 UGC voted in favor of changing “Integrative Culminating Experience” to “Culminating Experience”

On June 5, UGC approved:

- 143 [Crossroad Courses](#)
- 114 [Writing in the Discipline Courses](#)
- 32 [Integrative Culminating Experiences](#)

F. [Intellectual Experience Badges](#)

On June 14, UGC approved:

- 203 Courses – Scientific Method
- 231 Courses - Literary and Textual Analysis
- 58 Courses - Media and Visual Analysis
- 157 Courses - Quantitative and Numerical Analysis
- 120 Courses - Societies and Cultures of the Past
- 171 Courses - Diversity and Identity:
- 243 Courses - Global Awareness
- 53 Courses - Sustainability
- 189 Courses - Practical and Applied Knowledge
- 89 Courses - Leadership, Community, and Engaging the World

G. Per the registrar's request, UGC reviewed and approved 63 courses with GE components.

H. CORE 1 substitutions, Spark, GE Town Halls

In its December 11 memo, the GESC asked UGC to provide a recommendation based on several scenarios for concluding Core 1. The Senate Chair memo from December 22 re-designated Undergraduate Council as the Executive Committee of College One, communicating the VPDUE's decision to de-fund Core 1 after Spring 2018. Undergraduate Council was asked to recommend course substitution options (outlined in the GESC December 11 memo). UGC met with GESC and School Chairs to explore viable options for substitutions of Core 1 as well as the implementation and number of units for Spark Seminars. UGC considerations included:

- Policy (precedent and conflict of UGC being designated an Executive Committee while also being an approving body)
- Resources and Shared Governance (Deans have the power to decide resources around curriculum and academic programs. Engagement with CAPRA).
- Requested record of decision-making around Core 1 resourcing, since it had been reported indirectly but not documented.
- Student experience (Partnership with the Registrar's Office regarding students' notification about the status of Core 1 and recommended options for the future).
- Consultation with the Committee on Rules and Elections to solicit a ruling on its role vis-à-vis GE. (On January 16, Professor Viney, UGC Core 1 Lead, met with members of CRE to request a ruling on the topics of CORE 1 and UGC's role as the College One Executive Committee.

Several Faculty town halls and workshops took place in Spring to provide broad information for faculty on how to use the GE course templates. The town halls included discussions of GE program

bylaws and governance. Discussions among senate committee and school leads carried on during the summer.

III. AY 18-19 Catalog and CRFs

- A. The Engineering section of the AY 18-19 Catalog was approved by UGC on April 23, 2018. The NS and SSHA sections were approved on May 14, 2018.
- B. UGC reviewed and approved 95 CRFs.

IV. Curriculog

In partnership with the Registrar, the UGC chair and analyst participated in the implementation of Curriculog, a campuswide technology that facilitates reviews and approvals of undergraduate (and graduate) CRFs.

V. Resolution to Improve Conditions for Undocumented Students at UCM

On March 16, the UGC leads and chairs of Graduate Council, Diversity and Equity committee, Admissions and Financial Aid subcommittee, and Faculty Welfare committee met with a group of students to explore ways to provide support for undocumented students. The group drafted a resolution which was subsequently approved by the Merced Division on April 16 and sent to the Chancellor. The Senate hopes to partner with the administrative leadership in AY 18-19 to realize the actions outlined in the Resolution.

VI. Campus Review Items

A. Philosophy Major

The proposal for a Philosophy major, effective Spring 2018 was approved by UGC on August 28, 2017.

- B. Per DivCo's request, UGC offered comments on the campus draft Space Survey (August 31, 2017)

C. Revisions of UCM Bylaws – Reserve CAP

On October 31, 2017 UGC endorsed the proposed revisions to Bylaw II. III. 2 that established a reserve CAP as a standing committee of CAP.

D. Sustainability Draft Strategic Plan

UGC provided comments on the draft Sustainability Strategic Plan. The plan describes UC Merced's comprehensive approach to ensuring that campus-wide sustainability goals are achieved. Among the goals are UCM's "triple net zero commitment", which requires that the campus produce power renewably, generate zero landfill waste, and achieve climate neutrality by 2020. (October 2017)

E. Climate Action Plan

UGC provided comments on the Climate Action Plan. The plan provides a focused presentation of climate-related planning and clarifies policy commitments included in UCM's [Long Range Development Plan](#) and being planned by individual "sustainability stakeholders" working through the Chancellor's Advisory Committee on Sustainability. (September 2017)

- F. Proposal to Discontinue the Environmental Sciences and Sustainability Minor

On October 30, UGC endorsed the SNS request to discontinue the ESS Minor.

G. Provost's Proposal for a Protocol for Retention Cases: Value to UC Merced

On November 13, UGC provided comments on the Provost's proposal for a Protocol for Retention Cases.

H. Proposed revisions to [Part II, Section 4](#) of the Division Regulations Addressing Honors.

In March 2017, during the review of the English Honors proposal, UGC approved the proposal with the caveat that the Committee on Rules and Elections revise the corresponding Regulations. On February 12, 2018, UGC unanimously agreed that the Honors Regulations be revised as follows:

D. Honors Programs

Each program offering an undergraduate major curriculum may establish an Honors Program including special courses, or supplementary and advanced directed study, or both. Such programs must be approved by the Undergraduate Council (UGC) and require at least: (a) a GPA of 3.5 in the major as a prerequisite; and (b) 8 units of special courses, or supplementary and advanced directed study, or both. ~~Programs may include levels of honors at graduation.~~ Members of the Academic Senate who are members of the program or group in charge of each major are responsible for (a) defining the criteria and grade point average to be used in determining the level of honors to be awarded, (b) admitting students to their approved Honors Programs, and (c) for delivering special courses. Any change to the criteria for awarding levels of honors will require review and approval of the Undergraduate Council.

The regulations were subsequently approved by the Merced Senate, effective May 28, 2018.

I. Management Analytics and Decision-Making (MAD) Minor Proposal

On March 12, 2018 UGC voted to approve the Minor in Management Analytics and Decision-Making, effective Fall 2018.

J. Committee on Rules and Elections Voting Procedures

On March 12, UGC commented on the Committee on Rules and Elections' proposal for voting policies in Academic Personnel cases.

K. Political Science Honors Program

On April 9, UGC unanimously approved the SSHA proposal for a Political Science Honors program, effective Fall 2018.

L. On April 13, 2018, UGC provided comments on the Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities.

M. Academic Reorganization

UGC provided comments on the proposal prepared by the Academic Reorganization Working Group. The proposal offered to implement [APM 245](#), with faculty oversight of academic departments. UGC recommended the following:

- i. Inclusion of General Education as part of any undergraduate departmental scope.
- ii. Added language that undergraduate degree program responsibilities are for both majors and minors.
- iii. Defining segmented staffing as a concept.
- iv. Clarification around faculty-staff ratio in terms of definition and scope.
- v. Consideration of undergraduate enrollment as a related ratio to justify staffing. This is a supplemental consideration to support high-enrollment degree program and academic programs (with some programs serving 1,500 – 6,000 undergraduates annually).
- vi. Consideration of academic support outside of school structures, e.g. the transition this summer to campus-wide freshman advising, and how departments interface with localized academic support resources being centralized.

N. Proposal to Establish a CSE Academic Unit in SOE

On April 23, UGC voted in favor of the establishment of the Computer Science and Engineering Bylaw Unit/Department, effective Fall 2018.

O. Reconstitution of Humanities & World Cultures Bylaw 55 Unit

On April 23, UGC commented on the HWC faculty proposal to reconstitute into the following four departments.

- i. Anthropology and Heritage Studies (Anthropology programs, World Heritage minor, and Community Research and Service (CRS) minor).
- ii. History and Critical Race & Ethnic Studies (History programs, CRES major, and American Studies minor).
- iii. Literatures and Languages (English programs, Spanish programs, Chicano/a Studies minor, and World Languages).
- iv. Global Arts, Media and Writing Studies (Global Arts Studies programs and the Writing Studies minor).

P. Chapter 4 of the MAPP, Academic Student Employees

On May 2, UGC endorsed the implementation of the new chapter 4 of the MAPP, covering Academic Student Employees.

VII. CCGA Proposals

UGC provided comments on the following CCGA proposals. Council’s reviews were focused on the undergraduate dimension of each proposal.

- Bioengineering graduate group proposal (March 12)
- Materials and Biomaterials Science and Engineering (MBSE) Graduate Group Proposal (March 26)
- Management of Complex Systems (MCS) graduate group proposal (April 12)

VIII. Policies and Procedures

A. Policies for Extension Non-Degree Programs

In spring 2017, University Extension requested the Senate develop a policy for the approval of certificate programs. Following consultation with the UGC and GC leads, three policy documents were drafted for the development and approval of Extension non-degree programs and were approved

by UGC on January 3, 2018 (and GC on November 27, 2017):

- [Establishment of UCM Extension Non-Degree Programs Approval Process](#). This document is owned by the Academic Senate and describes the formal steps for preparing, reviewing, and implementing proposals for the establishment or discontinuation of an Extension Non-Degree Program at UC Merced.
 - [Preparing the UCM Extension Non-Degree Proposal](#), owned by the University Extension Office. This document describes the requirements and process for proposing a new non-degree program to UC Merced Extension.
 - [UC Merced Extension Non-Degree Program Proposal Cover Sheet](#) summarizes key aspects of the proposal.
- B. [Procedures for Appointing Graduate Students as IOR for Upper Division Undergraduate Courses](#). These procedures were approved by Graduate Council on November 27 and by UGC on June 15, 2018.

IX. Academic Program Reviews

UGC recommended the closure of the review of the following programs:

- A. Anthropology (January)
- B. Natural Science Education (March)

X. Student Petitions

- A. UGC considered and approved 11 GC petitions for graduate students as instructors of record for upper division undergraduate courses (2 POLI, 1 CRES, 3 PSY, 4 SOC, 1 GASP)
- B. UGC reviewed and provided recommendations on 11 Entry Level Writing Requirement petitions submitted by the Office of Undergraduate Education.

XI. Requests from Various Campus Units/Schools/Committee(s)

- A. In September 2017, UGC members discussed a request from an ENGR faculty member regarding the cost associated with running a course with a lab. The faculty member had created a new course that included a lab and was concerned that the course may be too costly to *always* run it with a lab. The course essentially offered some aspects of Biomaterials (tissue engineering) and was included in the schedule but not enough students had signed up to warrant offering the course. Thus faculty wondered if it would be possible to offer the course without the lab component.
UGC recommended that the most consistent way to proceed would be for the question to be answered at the school level with the dean. Per its Bylaws, UGC approves courses and it would be in an awkward pedagogical position, in terms of policy, approving a course but stating that, depending the circumstances, UGC may change the experience of the course. Under the [systemwide policy](#), school deans make decisions regarding under-enrolled courses. There was further correspondence from the Registrar, recommending that in the future, to clarify policies on the school curriculum side, that if we have supplemental instruction (e.g. labs, fieldwork), it will be important to indicate this information on the CRF, so that it is clear the School curriculum committee, the Dean, and the appropriate Council are aware and approve of the arrangement. UGC recommends that the decision reside with the School and UGC will not engage in exceptions processes. However, the Council does welcome future conversations and requests for consultation and guidance.

B. Approval of CSE’s request for extension to the March 1 deadline for submission of courses. The CRF is currently being reviewed by the School.

C. Approval of SOE Capstone Courses ²

D. Request from the Registrar

In Spring 2018, the Registrar had identified several “independent study” courses that appeared to be mis-categorized in Banner and the Catalog. In order to avoid unreliable data when reporting on these courses, the Registrar proposed that these courses be converted into “Individualized Instruction” without a CRF submission for each course. UGC endorsed this proposal in May 2018.

E. Request from the Admissions Director Ruiz

Following extensive discussions with the Office of Admissions and the Admissions Subcommittee of UGC, Council unanimously endorsed the revised guidelines for the Admission by Exception policy, with the caveat that the Office of Admissions provide a qualitative report at the beginning of AY 18-19.

F. UGC considered a request from the Committee on Committees to identify a current UGC representative to serve on the Periodic Review Oversight Committee for two years. UGC responded that it will act on this request once it has a full complement of members for AY 18-19.

G. Request from UCM Extension – Approval of EDUC Courses

On May 21, 2018, UGC approved the following courses, submitted by UCM Extension Education Programs, effective Fall 2018.

- EDUC X002: Early Child Development for Practitioners - 3 units
- EDUC X020: Child Development in Family, School, and Community - 3 units
- EDUC X025: Introduction to Curriculum (Birth through Primary) - 3 units
- EDUC X030: Teaching and Learning (Birth through Primary) - 3 units

XII. Systemwide Review Items

UGC provided comments on the following systemwide items:

A. [Taskforce Report on the Negotiated Salary Trial Program](#)

In September 2016, former UC Provost Dorr empaneled a task force comprised of UC faculty and administrators to review the Negotiated Salary Trial Program piloted at Irvine, L.A., and San Diego and to recommend whether to discontinue the program, continue it on a trial basis, or make it permanent. The taskforce recommended the program be extended for 4 more years and expanded to other campuses.

B. [SR 424.A.3 area “d” requirement \(laboratory science\) for freshman admission](#)

² ENGR 193: <https://ucmerced.curriculum.com/proposal:749/form>

ENGR 194: <https://ucmerced.curriculum.com/proposal:766/form>

In January 2017, the Board of Admissions and Relations with Schools charged a faculty working group with proposing revisions to the area “d” (laboratory science) requirement, to align UC’s subject area expectations more closely with the new expectations for high school science curricula based on California’s adoption of the Next Generation Science Standards (NGSS) for K-12, which include four science categories: Physical Sciences, Life Sciences, Earth and Space Sciences, and Engineering, Technology and Applications of Science. The working group recommended revisions to Senate Regulation 424.A.3. At its July 7, 2017 meeting, BOARS unanimously approved the proposed revisions and requested a systemwide Senate review. The key revisions to Senate Regulation 424.A.3 included:

- 1) Increasing the minimum area “d” requirement from 2 units (3 recommended) to 3 units, while continuing to require 2 units of coursework that “provide basic knowledge in at least two of the fundamental disciplines of biology, chemistry, and physics.” One unit is equivalent to a yearlong course.
- 2) Changing the name of the area “d” subject requirement from Laboratory Science to Science.

C. [Second Systemwide Review of APM Sections](#)

- Section 285, Lecturer with Security of Employment Series
- Section 210-3, Instructions to Review Committees which Advise on Actions Concerning the Lecturer with Security of Employment Series
- Section 133, Limitation on Total Period of Service with Certain Academic Titles
- Section 740 Leaves of Absence/Sabbatical Leaves
- Section 135, Security of Employment
- Section 235, Acting Appointments

D. [Proposed Amendment to Senate Bylaw 128](#)

A new section was added which would govern conflicts of interest on Senate committees, subcommittees, and task forces.

The following items were discussed during AY 17-18 with recommendations and follow-up discussions to continue in AY 18-19.

- Spark Variable Units
- Spark Offerings Availability
- GE Integration of Resources and Academic Planning
- Review Week Proposal
- UGC Bylaws
- Academic Degree Program Policy
- Clarifying Expectations for Program Review and Continuation of Programs (PROC)
- Deferred Action for Childhood Arrivals (DACA)
- Centralized Advising
- Enrollment Management Plan

UGC Guests during AY 17-18:

August 28, 2017: Professor Jeff Yoshimi

October 16, 2017: Provost Peterson

February 26, 2018: CAPRA Members

February 26, 2018: AVC for Enrollment Management Orcutt and Director of Summer Sessions Johnson

March 12, 2018: Professor Paul Maglio

May 14, 2018:

Consultation with Director of International Affairs Garrett Gietzen

Consultation with Tammy Johnson, Director of Summer Sessions and Lynn Reimer, Director of Education Programs for University Extension

Respectfully Submitted,

Anne Zanzucchi, UGC Chair and UCEP Vice Chair (SSHA)

Catherine Keske, UGC Vice Chair, PROC and GESG Representative (ENGR)

Marc Beutel (ENGR)

Justin Cook, LASC Representative (SSHA)

Gerardo Diaz (ENGR)

Paul Gibbons (SSHA)

David Jennings (SSHA)

Mayya Tokman (SNS)

Christopher Viney, Chair of the Admissions Subcommittee and BOARS Representative

Ex-Officio (non-voting):

Levi Martin, Undergraduate Student Representative

Charles Nies, Vice Chancellor for Student Affairs

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Elizabeth Whitt, Vice Provost and Dean of Undergraduate Education

Non-Senate Faculty Representatives (non-voting):

Ross Avila (SSHA) – Fall

Meagan Altman (SSHA) – Spring

Yolanda Pineda Vargas (SSHA) – Spring

Staff

Fatima Paul (Senate Office)