

GRADUATE COUNCIL (GC)**Minutes of Meeting****Thursday, September 6, 2018**

Pursuant the call, Graduate Council met at 9:00 A.M. in Room 397 of the Kolligian Library, Chair LeRoy Westerling presiding.

Present: LeRoy Westerling, Hrant Hratchian, Teamrat Ghezzehei, Maria DePrano, Fred Wolf, Christina Torres-Rouff, Chih-Wen Ni, Rose Scott, and Marjorie Zatz. Andy LiWang participated via Zoom. Consultant Erin Webb from the Registrar's Office was also present.

I. Welcome and Introductions

Chair Westerling welcomed members.

II. Chair's Report

Chair Westerling reported on the August 28, 2018 Divisional Council meeting at which there was a discussion about the *Proposed Revisions to the LASC Bylaws*. Member and LASC Chair, Maria DePrano, informed GC members that the proposed revisions were to include three at-large members, no more than one from each school. LASC meets twice per semester. DivCo also discussed the plans for the new Gallo School of Management and, the Chair Westerling noted, the Senate Vice Chair has elected to not serve as Senate Chair next year.

III. Consent Calendar

The agenda for the September 6, 2018 meeting was unanimously approved as presented.

ACTION: The analyst will post the approved September 6, 2018 agenda on the Senate website.

IV. Conducting Committee Business

The Chair discussed the following:

- [Guide to Committee Membership](#). The Chair discussed the roles of ex-officio members, graduate student representatives, and consultants. The Chair also emphasized the importance confidentiality, specifically in regard to Executive Session as there will be sensitive information discussed.
- Meeting Schedule
- Managing Committee Work. GC will assign members to subcommittees and will equally distribute the workload so as not to burden a select few.
- [Committee Duties](#)
- [GC Conflict of Interest Policy](#). Members are expected to recuse oneself if there is a conflict. However, the Chair noted that recusal does not mean a member does not have a voice. One can still be present for select discussions but may be asked to leave for a vote or if the committee agrees that a private discussion is required.

V. Informational Item: Anticipated Business for AY 2018-19

Members discussed anticipated business for the year, including

- Revise and/ or finalize the following policies
 - [Graduate Course Approval and CRF Process Policy](#)
 - [Procedure for Proposing New Graduate Groups and Degrees](#)
 - [Process for Establishing Concentrations and Designated Emphases](#)
 - [Non-Ladder Faculty Eligibility to Teach Graduate Courses](#)
 - [Graduate Students Teaching Graduate Students](#)
- Review CRFs, Graduate Group Bylaws, and Policies and Procedures. In the process of reviewing the Policies and Procedures, the Chair would members to keep an eye towards streamlining information and review steps.
- Fellowship recommendations

- System and campus review items

ACTION: 1) The analyst will draft a revised version of the Graduate Course Approval and CRF Process for GC to review and determine next steps. 2) The analyst will draft a revised version of the Procedure for Proposing New Graduate Groups and Degrees for GC to review and determine next steps. 3) The analyst will draft a revised version of the Process for Establishing Concentrations and Designated Emphases for GC to review and determine next steps. 4) The analyst will draft a revised version of the Non-Ladder Rank Faculty Eligibility to Teach Graduate Courses policy for the committee to approve at the October 2, 2018 meeting. 5) The analyst will include the Graduate Students Teaching Graduate Students policy on a future agenda for members to discuss whether a review and approval process should be implemented and, if so, should GC be the approving body or does the council prefer to delegate that authority to another individual / group. If members agree that a review and approval process should be in place, GC will need to draft a submission form that specifically addresses graduate students in terminal Master's programs.

VI. Graduate Council Goals for AY 2018-19 – Chair Westerling

Members will identify committee goals for the year.

- Goal 1: Establish communication lines between the graduate group chairs and Graduate Council
- Goal 2: Streamline information and processes. As discussed at the Academic Governance Retreat, the campus has many policies and procedures and different systems to handle them. The Chair would like to find a way to streamline the processes and systems.
- Goal 3: Solicit feedback from the faculty and staff; request information about user experience and possible solutions to make UCM systems more user-friendly.
- Goal 4: Invite the Chief Information Officer and Assistant Vice Chancellor of Information Technology to a future GC meeting to discuss the vision of streamlining.
- Goal 5: Invite the School Deans and, possibly, other campus leadership to a future GC meeting to discuss staff utilization. Vice Chair Hratchian has volunteered to draft questions and issues to provide to the Deans prior to the meeting.
- Goal 6: GC will review and comment on the VPDGE's new graduate funding model regarding non-resident tuition.
- Goal 7: Invite Vice Chancellor Traina to a fall GC meeting to discuss research administration. Chair Westerling will prepare questions for VC Traina in advance of the meeting.

ACTION: 1) The analyst, on behalf of the Chair, will invite the Chief Information Officer and Assistant Vice Chancellor of Information Technology to meet as a one-on-one to discuss the vision of streamlining. Subsequently, GC will invite the CIO to a council meeting to further discuss this topic. 2) The analyst, on behalf of the Chair, will invite the School Deans and, possibly, other campus leadership to discuss staff utilization. Vice Chair Hratchian will draft a set of questions and issues for the committee to approve prior to distributing to the Deans. 3) The analyst, on behalf of the Chair, will invite Vice Chancellor Traina to a fall GC meeting to discuss research administration. Chair Westerling will prepare questions for VC Traina in advance of the meeting.

VII. Establish Subcommittee & Identify Representatives to non-Senate Committees

Members populated the GC subcommittees, including

- Policy subcommittee: LeRoy Westerling, Hrant Hratchian, Teamrat Ghezzehei
- CRF subcommittee: Rose Scott, Chih-Wen Ni, Fred Wolf (fall only)
- LASC representative: Christina Torres-Rouff
- Fellowship Chair: Christina Torres-Rouff
- Budget Work Group Representative: Hrant Hratchian

VIII. Campus review item

A. [Extension to establish a new Non-Degree Certificate in Child Development and Care \(CDC\)](#)

Graduate Council discussed the proposal from University Extension to *Establish a New Non-Degree Certificate in Child Development and Care (CDC)*. Members are in-favor of the proposal and believe this is a forward-

facing program that will meet the needs of the community and serve as an overall benefit to the community of Merced and the UCM campus. One member noted that he had spoken to teachers in the community who had participated in similar programs and they found them to be very helpful.

Although members view the proposal positively, one member suggested that, if the certificate program is implemented, it may be beneficial to hire a part-time individual to aid in advising and job placement in order to set up the students for success.

ACTION: 1) The Chair will transmit committee comments to the Senate Chair by September 18, 2018. 2) The analyst will inquire as to when Extension is to be moved under the Provost.

IX. GUEST: Maggie Saunders, *Director of Space Planning and Analysis*

This discussion has been rescheduled for October 2, 2018.

X. Executive Session

Members did not hold an executive session.

XI. New Business?

- VPDGE Zatz informed GC that all but two graduate students were paid on time. The two cases were due to address mix-ups. The VPDGE also noted that Graduate Division will launch a new student information system on September 7, 2018.

Informational Items

- [AY 2017-18 Annual Report](#)
- [Export Control Committee](#)