

GRADUATE COUNCIL (GC)

Wednesday, December 11, 2019, 1:30-3:00PM

**Meeting Minutes**

Members present: LeRoy Westerling, Chair; Hrant Hratchian, Vice-Chair; Maria DePrano, Alex Theodoridis\*, Chih-Wen Ni, Ahmed Arif, Stephanie Woo, Marjorie Zatz, Brandon Batzloff (student representative)

Members absent: Shawn Newsam, Linda-Anne Rebhun

Consultants and guests: Josh Reinhold (in lieu of Erin Webb), Jerrold Shiroma

**I. Executive Session** There was no Executive Session.

**II. Chair's Report**

CCGA established a subcommittee on self-supporting graduate professional programs, which have grown significantly, impacting university operation. It is a temporary committee but will review the programs. CCGA also discussed the increase in doctoral enrollment in state-supported programs; issues related to using UCPath for graduate student employment and pay; support for DACA students; and dual degree programs, wherein a UC student obtains Ph.D. from both UC and another institution. For President search, faculty input is still being sought on the importance of academic experience.

**III. Consent Calendar**

A. The agenda (12/11)

B. [Minutes from the 11/13 meeting](#)

The Consent Calendar was approved as presented.

**IV. Systemwide Review Items**

**A. Proposed Revised APM-120, Emerita/Emeritus Titles—*Chair Westerling***

As GC is not a lead review committee, it was decided GC would not comment.

**V. Campus Review Item**

**A. Division FTE Transfers --*Vice Chair Hratchian***

The Vice Provost for Faculty has requested review and comment on a draft Memorandum of Understanding ([MOU](#)) template for a division-level faculty appointment and, more generally, the establishment of a campus policy governing division-level faculty appointments. The attached [cover letter](#) provides helpful context.

Other campuses have similar appointments/departments to address issues arising from difficult faculty relationships within a group or a department. It was clarified that it is meant as a last resort, only for transferring existing FTEs. A member raised concerns that such a transfer would be stigmatizing; others pointed out that there is no other mechanism for a faculty member to leave the program, without transferring to another institution.

Questions were raised as to teaching load (what if the department does not want the faculty member to teach?), graduate student advising, resource allocation (What happens to the instructional budget, and the space currently occupied by the transferring faculty?), and promotion and review (since Dean plays the role usually played by Department Chairs, who plays the role of the Dean?).

It was suggested that GC be provided with similar documents from other campuses; that department chair's role be clearly stated, given resource implications (what happens to the FTE that is being

transferred, and related space and teaching resources); and that the procedure for arriving at the MOU be spelled out.

**ACTION: By 1/15/20,** Chair will transmit GC's comment to the Senate Chair, recommending clarification of the procedure for forming an MOU, and an analysis of the resource implications.

**VI. Discussion Item: CRF Policy Work Group—*Chair Westerling***

Chair Westerling provided an update on, and invited members to discuss, proposed changes to the CRF process and Curriculog. Upon GC and UGC approval, the process for adding GE will be easier, and in general course approval will be a far less time-consuming process, while giving departments flexibility for collecting additional information. A memo from the Work Group will lay out next steps.

**VII. Discussion Item: Mechanical Engineering Request—*Chair Westerling***

At its 11/20 meeting, GC approved the ME petition to have an instructor with MS to teach 1-unit S/U technical writing course to PhD students, as a one-time exception, with a formal [memo](#) to follow. Questions were raised regarding conditions for future reapprovals, necessitating further discussion.

It was agreed that a policy discussion to address different (remedial, professional, etc) needs in graduate education is necessary before specific conditions for future reapprovals.

**ACTION:** Revise and transmit the memo, removing the conditions for reappointment, and informing that GC will be working on policy revisions in spring that will govern the next steps.

**VIII. Consultation with VPDGE**

- A. Updates on graduate admissions (good) and on annual review of academic progress forms (for students). There is support from program chairs for an electronic, standard forms. GC members are encouraged to participate in the grad funding model retreat on January 16, 2020.

**IX. New Business?**

Member DePrano (PROC liaison) consulted GC about questions in the PROC review template about use of non-senate faculty. Very few programs actually use them. PROC is considering removing the questions from the standard template, and adding them only to applicable programs.

**ACTIONS:** 1) Communicate via PROC liaison that GC approves of removing the two questions about the use of non-senate faculty from standard charge.  
2) Send a memo to PROC Co-Chairs to the same effect.

There being no further business, the meeting was adjourned at 3:01pm.