

GRADUATE COUNCIL (GC)
Minutes of the Meeting
Wednesday, August 28, 2019

Pursuant to the call, Graduate Council met at 1:30 p.m. in Room 362 of the Kolligian Library, Chair LeRoy Westerling presiding.

I. Welcome and Introductions – *Chair Westerling*

Introductions were undertaken.

II. Consent Calendar

- A. The agenda (8/28)
- B. [Graduate Council Calendar for Academic Programs and Courses](#)

The consent calendar was approved as presented.

ACTION: Distribute the calendar to Graduate Group Chairs.

III. Conducting Committee Business – *Chair Westerling*

Members discussed the following aspects of conducting committee business.

- [Guide to Committee Membership and Principles to Guide the Conduct of Executive Session](#)
- Confidentiality
- Meeting Schedule
- Executive Session
- Managing Work
- [Committee Duties](#)
- [GC Conflict of Interest Policy](#)

The Chair reviewed the items above. Members were encouraged to review materials prior to meetings to increase efficiency. Regarding Conflict of Interest, the guiding principle will always be transparency with respect to conflict of interest. The Chair highlighted his own potential conflict regarding the Gallo School proposal and whether or not he should be involved in drafting it, reviewing it or neither. A member suggested that his experience would be necessary to drafting the proposal. The Chair will recuse from leading discussion on the proposal and have the Vice Chair lead the item. A motion was made, seconded, and carried to endorse the Conflict of Interest Policy.

ACTION: The analyst will update the COI and transmit to Senate Chair.

IV. Informational Item: Anticipated Business for AY 2019-20 – *Chair Westerling*

Members reviewed anticipated business for the year.

- CCGA proposal review (1)
 - The chair noted GC approved the program proposal for campus review last year. The program has added the diversity language and will go out for campus review.
- Develop, revise and/or finalize the following policies
 - [Course Request Policy](#) – Per [GC's 2019 recommendation](#), a workgroup with UGC will be established. The Chair noted that this work group will address the policy that undergirds Curriculog with the goal of simplifying the CRF process and form.

ACTION: GC will discuss the report from last year at a future meeting.

- [Procedures](#) for proposing new graduate groups and degrees
The policy will be updated to reflect the campus's current graduate circumstances.
- [Policy](#) for establishing concentrations and designated emphases
The policy will be revised to address inconsistencies and other issues with the policy.
- [Policy](#) for Non-Academic Senate Faculty Eligibility to Teach Graduate Courses
A minor revision is necessary to ensure the policy is consistent with current practice.
- Develop a policy page for CatCourses and establish procedure for annual review
A part of the goal of streamlining CRF process and syllabus development in general is to establish a policies page that is preloaded into CatCourses; GC and UGC would be responsible for ensuring the page is up-to-date annually.
- Review CRFs, Graduate Group Bylaws, and Policies and Procedures
Standard GC activity.
- Recommend revisions to the fellowship award processes
Address concerns raised in the review process last year about the nonideal fit between reviewers' expertise and the applications.
- HR support for faculty with respect to staffing and in light of R1 goals
Address the cumbersome HR process for hiring, appointment, promotions, etc. that affect graduate student research, as staff researchers provide mentorship and training in addition to faculty.
ACTION: Invite the Chief Human Resources Officer to talk with GC.
- System and campus review items
The Chair invited members to voice their opinions on whether or not they would like to see all review items, or would like to continue the practice from last year, of the chair determining which items GC would review. No objections were raised to continue the practice from last year.
ACTION: The Chair will filter review items on behalf of the committee.

V. Graduate Council Goals for AY 2019-20 – Chair Westerling

Members were asked to identify committee goals for the year and determine if there were administrators to invite to Graduate Council meetings.

- Establish communication lines between graduate group chairs and Graduate Council
The Vice Chair will attend Graduate Group Chairs' meetings on behalf of Graduate Council. Messages to graduate group chairs is that revisions to Graduate Group Policies and Procedures need to be reviewed and approved by GC. Chair is concerned about Group practices possibly being very outdated, especially group policies associated with student progress, and issues with advisors or other faculty members. The graduate dean noted that updating Graduate Group P&Ps has come up in her meetings, and thinks it would be helpful for the groups to have deadlines and guidelines set by GC (she thinks P&Ps that are 5 years old should be revised). She suggested GC consider creating a direct connection between the Senate (GC) and the Graduate Groups, much like between the School Executive committees to the departments. It was decided to use the review of the P&P template as a starting point to strengthen ties with graduate groups.

ACTION: GC will review the P&P template as a starting point for reviewing P&P.

- Streamline information and processes
This refers to CatCourses page and CRF process/course request policy, as discussed above in Item IV. Chair invited members to propose other goals. It was also suggested that members identify any additional administrator to invite, either for consultation on specific questions or for general update (once a year or once per semester), in addition to the CHRO. Chair told members that he would serve on the workgroup on research support reorganization, and would bring GC input to the group that way (rather than by inviting administrators).

ACTION: Members are invited to send goals for GC to the analyst within a week.

VI. Establish Subcommittees and Other Appointments – *Chair Westerling*

GC identified members or representatives to the following committees.

1. Policy Subcommittee (3 members) – Chair Westerling, Vice Chair Hratchian, Linda-Anne Rebhun
2. CRF Subcommittee (chair and 2 members; ideally one individual from each school) – Chih-Wen Ni (Chair), Ahmed Arif, Stephanie Woo

ACTION: Analyst will set up a meeting.

3. Representatives to the [CRF policy and process work group](#) (2) – Chair Westerling, and Shawn Newsam
4. Work group to recommend revisions to fellowship award processes, by end of the semester (minimum 3, ideally one from each school) – Vice Chair Hratchian, and two others. Eric Cannon from Graduate Division and Rose Scott, who was a GC member last year, were proposed.

ACTION: Analyst to contact the suggested members, and report back to GC in about a month.

5. [Committee on Library and Scholarly Communications](#) (1 representative) –Maria DePrano
6. [Undocumented Students Work Group](#) (1 representative) – Chih-Wen Ni
7. Periodic Review Oversight Committee ([PROC](#))—Maria DePrano

VII. [Graduate Students Rights and Responsibilities Document](#) – *VPDGE Zatz*

Members discussed the [Graduate Students Rights and Responsibilities document](#) proposed by the Graduate Division. Questions were raised as to whether the responsibility to find a new advisor rests with the student or the graduate group, as the document states a student shall be “given a new advisor” upon violation of student rights. Concerns were expressed about its alignment with other campus documents (Graduate P&P Handbook, graduate group P&Ps), as well as with other campuses’ practices, including whether they are non-binding documents at other campuses.

ACTION: Graduate Division will send similar documents from other UC campuses to GC, and will also make sure the draft document is aligned with Graduate P&P Handbook. Upon completion of these tasks, GC Policy Subcommittee will review the draft document for recommendations to GC.

VIII. Graduate Policies and Procedures Handbook

Members discussed [differences in the requirements](#) for Satisfactory Progress and funding eligibility outlined in the [Graduate Policies and Procedures Handbook](#). Specifically, to be eligible for funding, continuing students must meet the Satisfactory Progress criterion *and* have a minimum letter grade of B or S in all courses completed (Handbook p. 21 and p. 27). Satisfactory Progress (p. 41-42) requires only that students maintain at least a 3.0 cumulative grade point average. It was recommended that the Satisfactory Progress criterion suffice for both the academic standing and

funding eligibility. After discussion, a motion was made to remove the “minimum letter grade of B or S” from the Handbook, and unanimously approved.

ACTION: transmit a memo to Graduate Division endorsing the recommended revision.

At 2:52PM, the Graduate Council entered Executive Session for Item IX.

IX. Non-Senate Representation on GC

A. Unit-18 Lecturing Faculty

Members were to discuss [the request](#) to consider whether adding a Unit-18 lecturing faculty representative to GC would be valuable to the committee’s execution of [its duties](#) as outlined in Senate bylaw. Principles to guide Unit 18 involvement on a committee are included in the request. No notes were taken of the discussion.

ACTION: Invite Unit 18 as guests if and when there are relevant items.

B. LAUC-M Representative

Members were to discuss [the request](#) to evaluate the merits of adding to Graduate Council, as a guest or consultant, a representative of the Librarians Association of the University of California – Merced (LAUC-M). No notes were taken of the discussion.

ACTION: Invite a representative to the next meeting for further discussion.

The Graduate Council exited Executive session at 3:02PM.

X. Consultation with VPDGE

A. Update on anticipated enrollments

The numbers stood at 698 today; it may hit 700 students.

B. Seeking permanent allocation of funding from UCOP for Eugene Cota-Robles, Faculty Mentor, and President’s Dissertation Fellowships

VPDGE is working with the interim chancellor to obtain a permanent allocation for diversity-based fellowships, as every UC campus has received support for such fellowships from UCOP.

There being no further business, the meeting was adjourned at 3:04PM. Attested by Chair LeRoy Westerling.