

GRADUATE COUNCIL (GC)

Meeting Minutes
Wednesday, November 15, 2023
1:15pm – 2:45pm
ADMIN 345

Documents available in [box](#)
[Graduate Council Duties](#)

I. Consent Calendar – Chair Scheibner – 1:15pm – 1:20pm

- A. Agenda
- B. [October 30 Meeting Minutes](#)

Action:

- The agenda and October 30 meeting minutes were approved as presented.

C. [Revised Physics AY 24-25 Catalog](#)**Action:**

- The revised Physics AY 24-25 Catalog was approved.
- GC Analyst will notify the Office of the Registrar.

D. Courses**Action:**

- The following course was approved, and Curriculog will be updated accordingly:
[MBSE - 210 - Solid-State Materials](#)

Action:

- The following course was rejected with recommended revisions, and Curriculog will be updated accordingly:
[QSB - 279 - Principles of Data Visualization in R for Biologists](#) – Recommend adding a description of the content for course work to be completed outside of class meetings (only indicates the number of non-contact hours).

II. Chair’s Report – Michael Scheibner – 1:20pm – 1:30pm**A. November 1 CCGA Meeting**

- CCGA Chair Dean Tantillo reported that there is no written requirement for faculty to have research course syllabi and posed the question to members whether there should be a systemwide requirement.
- Systemwide CCGA Vice Chair James Bisley reported on the Council of Graduate Deans Meeting noting that there is pushback on some campuses with regard to considering students with training grants as employees.
- Vice President for Research & Innovation Theresa Maldonado discussed the next round of labor negotiations. Members still share their concerns about the relationships between graduate

This agenda may contain confidential and privileged material for the sole use of GC Members.

students and mentors. Graduate Studies Executive Director Pamela Jennings reported on the Historically Black Colleges and Universities (HBCU) Initiative. Additional information is forthcoming.

- Executive Advisor for Academic Planning & Policy Development and Institutional Research Todd Greenspan reported on the Academic Planning Council (APC) Work Group for Graduate Education. There are three new subgroups – one that is ensuring PhD students and alumni are well prepared for a variety of careers in academia, but also in the public and private sectors; one that is enhancing and incentivizing the mentoring of graduate students; and one that is redesigning programs and degree requirements for graduate student success at the highest level of scholarship.
- Chair Scheibner mentioned the SJV Prime+ Program and whether an official proposal should be provided for review at UC Merced and at UCSF, and if so, whether it should be reviewed as a hybrid, joint, or dual degree program.

B. November 9 DivCo Meeting

- Further discussions were held regarding increasing class sizes, and whether authority to do so lies with the faculty or with the Academic Senate. Members discussed the importance of following current policies, and the Leadership should not make changes without first consulting with the faculty.
- CAPRA continues to work on revamping the TAS budget, both in terms of the total size of the budget and how that budget is distributed. Two committees will be tasked with addressing these issues and developing a formula for allocating the budget to the Schools.
- Members discussed the pros and cons associated with the new APM 672 – Negotiated Salary Program. The program is beneficial for retaining faculty and keeping students and postdocs engaged in the professoriate pathway; however, several committees pointed out the inequities.

III. Vice Chair’s Report – John Abatzoglou – 1:30pm – 1:35pm

A. November 1 PROC Meeting

Vice Chair Abatzoglou did not have any items to report on related to graduate programs.

B. November 1 Grad Chairs Meeting

Further discussions were held about the Graduate Student Supplemental Travel Award. Most graduate group chairs believe the first-come-first-serve model to be problematic. Vice Chair Abatzoglou noted that depending on how the results are viewed, the awards are evenly distributed across the three Schools; however, it appears that three graduate groups have received 75% of the awards.

Vice Chair Abatzoglou offered several solutions for future rounds:

- Require the graduate groups to vet applications through a preselection process.
- Limit the number of applications submitted by each graduate group.
- Provide a hard deadline for submitting applications.
- Divide the remaining MacKenzie Scott funds to the graduate groups and let them decide how to allocate them.

Chair Scheibner stated that requesting additional funds to extend the program beyond December 2024 is also an option. He encouraged GC members to think about additional solutions, which will be further discussed at the November 29 meeting.

IV. Campus Review Item – All – 1:35pm – 1:45pm

A. [Proposal for Aerospace B.S. Degree Program \(effective Fall 25\)](#)

The proposal was distributed to the Chairs of Senate Committees, the SSHA Executive Committee, and the SNS Executive Committee. GC is not a lead reviewer; however, members are welcome to comment.

Chair Scheibner reviewed the proposal and offered minor comments regarding a reference to graduate programs. A draft memo, which includes his comments, is available [here](#).

Requested Action: Members discuss the proposal and the draft memo linked above. If there are no additional comments, members approve the draft memo.

Chair Scheibner briefly summarized his comments. VPDGE Hratchian noted the importance of relaying Chair Scheibner’s comments to the systemwide Senate, and pointed out that the Aerospace emphasis track is currently being implemented.

Action:

- The draft memo was approved.
- GC Analyst will transmit the final memo to the Senate Chair.

V. Graduate Student and Postdoctoral Scholar Survey Results – Rebeca Arevalo and Min Hwan Lee – 1:45pm – 1:55pm

At the October 2, 2023 GC meeting, members Lee and Arevalo discussed the following three impacts that they identified to be the most important to elevate to the administration to address:

1. *Advisor Mentoring* - include “Postdoctoral Mentoring Guidelines” in Graduate Groups’ Policies and Procedures, which should outline the frequency of meetings and clarify advisors’ roles and responsibilities in updating students of their degree milestones.
2. *Resource Portal* - include a one-pager to the existing portal that contains all necessary links and contact information, an FAQ section, etc.
3. *Graduate Group Chair/Student Relationship* – improve communication to notify students of career workshops, job-matching events, and professional development support.

At the October 18, 2023 GC meeting, members Lee and Arevalo provided the membership with an update on how they sorted the three impacts they have identified as most important to recommend to Graduate Group Chairs and the Administration, and for GC to address. Following the meeting, they drafted a memo to DivCo and the Administration with their recommendations, available [here](#).

Requested Action: Members discuss member Arevalo’s and member Lee’s draft memo and provide additional comments.

Member Arevalo summarized her draft memo. For item one above, a member noted that the MBSE graduate chair meets with the entire group of MBSE students once a month, which has shown to be very beneficial to the students.

Chair Scheibner noted that the memo could benefit from including the following:

- Listing the main impacts of the COVID-19 pandemic, building shutdowns, Oracle Financial System, etc.
- Connecting recommendations to the main impacts.
- Including how the identified measures address the impacts.
- Explicitly recommend who should address the recommendations.

Action:

- Chair Scheibner and members Arevalo and Lee will revise the memo.
- Members will review the updated draft memo at the November 29 GC meeting.

VI. Revised Policy for the Establishment of Undergraduate Graduate Hybrid Degree Programs – 1:55pm – 2:10pm

On April 19, 2023, GC approved the proposed Policy for the Establishment of Undergraduate/Graduate Hybrid Degree Programs and GC’s revised Procedures for Submitting Proposals for Graduate Programs, and Undergraduate/Graduate Hybrid Degree Programs.

On September 14, 2023, DivCo was invited to review GC’s proposed Policy for the Establishment of Undergraduate/Graduate Hybrid Degree Programs.

Comments received:

[CAPRA](#)

[CoR](#)

[LASC](#)

[ALO](#)

[EVC/Provost](#)

[SoE Executive Committee](#)

A summary of the comments is available [here](#).

On November 7, 2023, the GC Policy Subcommittee met to discuss and implement recommendations from CAPRA, CoR, LASC, ALO Martin, Interim EVC/Provost Zatz, and the SoE Executive Committee. An updated version of the proposed policy is available [here](#). A draft response memo is available [here](#).

Requested Action: Members discuss the Senates’ comments on the proposed policy. Members vote on the revised policy and draft response memo.

Vice Chair Abatzoglou summarized the Senate’s comments and the revisions made to the draft policy. The main revisions include the differentiation between “hybrid”, “joint”, and “dual” programs; the number of graduate coursework units that can be double counted toward the undergraduate degree (most campuses count undergraduate coursework units toward the graduate degree); and that the graduate programs are responsible for establishing the requirements for upper division undergraduate courses that are required before taking graduate courses.

Chair Scheibner shared an additional revision he made to the resource needs section of the proposed policy to include consultation with the Library since the Library continuously reports on program proposals that they had not been consulted during the initial stages of the proposal development. VPDGE Hratchian noted that it would be best for DivCo to address this issue with the membership rather than revising current policies.

Action:

- Members are to review and add comments/recommended revisions in tracked changes to the [revised procedures & policy](#) and [draft memo](#) via Google Docs.
- The revised policy and draft memo will be reviewed and voted on at the November 29 GC meeting.

VII. Proposed Revision to Senate Regulation III.1.A.d. (P/NP) – All – 2:10pm – 2:20pm

On October 26, 2023, UGC implemented minor revisions to [Senate Regulation I.1.E \(Passed/Not Passed\)](#) to allow first-year students to switch from a letter grade to Pass/Not Passed up until the last day of instruction. The Senate Regulation currently includes the following language related to graduate students:

For graduate students, the grade P is not considered as meeting the academic criteria for satisfactory progress, for university-administered fellowships, or for academic appointments/employment. A graduate student may elect P/NP grading for one course only (a maximum of 4 units) per semester. Under no circumstances will courses taken P/NP count toward unit and degree requirements for any graduate degree program.

Senate Executive Director Fatima Paul and subsequently UGC recommended that GC include the language above in [Senate Regulation III.1.A.d. \(P/NP for graduate students\)](#). The proposed revisions are shown in tracked changes, [here](#).

Requested Action: Members discuss and recommend revisions to Senate Regulation III.1.A.d. (P/NP for graduate students). Members vote to approve the proposed revisions. The Academic Senate will need to approve the revisions to the Senate Regulation prior to implementation.

Members discussed the reasoning behind the excerpt above being included in the Senate Regulations when they pertain to undergraduate students. Registrar Webb noted that it most likely pertains to graduate students who are enrolled in undergraduate courses. Members believe that revisions need to be made to the excerpt above to include “enrolled in undergraduate courses” and the word “such” preceding “course”/“courses”. SR III.1.A.d. should also match SR I.1.E.

Proposed revisions to Senate Regulation I.1.E (Passed/Not Passed) are available [here](#).

Proposed revisions to Senate Regulation III.1.A.d. (P/NP for graduate students) are available [here](#).

VPDGE Hratchian explained that many international students will near the end of a semester and realize they are failing a class. They then proceed with a late drop but follow with a late add for research units in order to maintain their Visa status. VPDGE Hratchian would like GC to revisit the Regulations or consider developing a policy that could help students in such a situation.

Action:

- Members are to send GC Analyst Snyder their vote to approve the revisions to SR I.1.E and SR III.1.A.d. **by 10:00am, Wednesday, November 22, 2023.**

VIII. VPDGE Hratchian's Report – 2:20pm – 2:30pm

VPDGE Hratchian reported that the Alumni Career Fair will be held this Friday, November 17, 2023. Six doctoral alumni from each UC campus will join, and over 100 graduate students are currently registered to attend.

The Graduate Division home webpage has been updated and is now primarily geared towards applicants. VPDGE Hratchian plans to continue updating all pages on the Graduate Division website.

IX. Any Other Business – 2:30pm – 2:35pm**A. Unofficial Transcript issue**

Chair Scheibner explained a situation where a student recently needed to provide their unofficial transcript for a fellowship application and was later notified that their application had been rejected because their name was not included on it. The student was not provided the opportunity to provide a corrected unofficial transcript with their name on it, because it would have been after the deadline and their application would then be considered late.

Registrar Webb is aware of this issue and noted that making changes to the new software system is very challenging. She can provide students with an unofficial transcript with their name on it for free.

B. Graduate Student Supplemental Travel Awards – webform submission requirement

This will be further discussed at the November 29 GC meeting.

X. Executive Session – Voting Members Only – 2:35pm – 2:45pm

No minutes were recorded during the executive session. The action items were shared with GC voting members.