

**DIVISION COUNCIL
MEETING MINUTES
WEDNESDAY, OCTOBER 8, 2014**

Pursuant to call, the Division Council met at 10:00 on Wednesday, October 8, 2014 in room 362 of the Kolligan Library, Vice Chair Cristián Ricci presiding.

I. Chairs Report and Announcements

- **Welcome:** Vice Chair Ricci welcomed attendees to the meeting.
- **Chancellor & Provost/EVC Meeting:** Vice Chair Ricci and Chair Sun met with the Chancellor and Provost/EVC to discuss items of importance including Medical Education.
- **Strategic Academic Focusing Initiative (SAFI):** Provost/EVC Peterson provided an update to faculty on the status of SAFI. There continues to be questions around the FTE process and how the plan will be implemented. Vice Chair Ricci emphasized the importance of understanding problems in the market as we increase graduate students; answering the question of where they are going after receiving their degree: private sector employment, teaching, research institutions, etc.
- **Chair, Vice Chair & Directors Retreat:** Attendees were introduced to several UCOP administrative staff. Items of particular importance to UCM include: the Vice Provost on Laboratory Management is working on re-establishing the collaborative research and graduate training with three labs (LBNL, LLNL and LANL). UCM should watch the effort closely and consider linking with Lawrence Livermore Lab to develop a graduate fellowship program to encourage students to do lab research; Chief of Staff to the Vice Provost of Agriculture and Natural Resources discussed the different UC Ag Experiment locations; UCM should consider becoming a new site.
- **Academic Council Meeting:** the Council discussed a revised admission policy by BOARS aimed to reduce the size of the referral pool; guaranteed admission vs. eligibility is a focus point. Additional information is forthcoming.

II. Consent Calendar

Action: The meeting agenda and September 3, 2014 minutes were approved as presented.

III. Senate Administration IT Advisory Council

DivCo considered the creation of a Senate-Administration IT Advisory Council charged with informing the CIO's decision-making, management of budget and staff

resourcing, prioritizing campus-wide IT academic and administrative projects, and advancing UC Merced's IT capacity and value as a resource for learning and research. Senate committees offered no objections to the creation of the committee and suggested the following: expanding the committee by one faculty member to ensure adequate representation of concerns for instructional computing, research computing, graduate education etc., adding an additional administrative member to maintain balance, adding a staff member for support, and correcting grammatical errors in the draft charge.

Action: DivCo approved the creation of the Senate-Administration IT Advisory committee and its draft charge with suggested changes. Executive Director Shelton will draft a memo to CIO Kovalchick approving the formation of the Senate-Administration IT Advisory Council with the suggested changes and send to DivCo for approval.

IV. Suspension of Appraisal Form

DivCo discussed and approved the request from the School of Social Sciences, Humanities, and Arts to suspend the UC Merced Appraisal Form which accompanies the Course Evaluation Form. Senate committees support the suspension of the appraisal form and noted that the forms were not consistently used across Schools, were sometimes attached to graduate courses and had no bearing on graduate education, and at times were an administrative burden. UGC expressed some concern with how the suspension of the form would affect the WASC accreditation process and consulted with ALO Martin who assured the committee that there were no concerns associated with suspending the form.

Action: DivCo approved the suspension of the Appraisal Form and recommended UGC consult with relevant Senate committees, Executive committees and other key stakeholders as appropriate to develop a strategy to initiate a change to the campus Appraisal Form. Executive Director Shelton will draft a memo advising of the approval and send it to DivCo for approval.

V. Graduate Council COI Policy

DivCo reviewed and discussed the Graduate Council's (GC) Conflict of Interest Policy that requires the committee to conduct itself in such a manner that neither the reality nor the appearance of a conflict of interest should be present in any action taken by the Council. Chair Hull advised members will be allowed to discuss issues as GC is a deliberative body but would not be allowed to vote on issues that present a conflict of interest to the individual member(s). This issue is especially important this year as there are several CCGA proposals that are interdisciplinary and include GC members. Additionally, the Committee on Rules and Elections plans to provide general COI guidelines to address issues that are unique to UCM.

Action: DivCo endorsed the Graduate Council COI Policy. Executive Director Shelton will draft a memo to GC and send to DivCo for approval.

VI. Chair Reports

CAP: Member Tsoulouhas reported that CAP is conducting its normal business.

CAPRA: Chair Kelley reported CAPRA is drafting principles for assignment of existing space as faculty believe space is currently not used optimally on campus. The committee continues to work to determine the FTE allocation process in light of the Strategic Academic Focusing Initiative. They plan to draft a proposal in the next few months.

GC: Chair Hull reported two additional members joined GC and will provide a great deal of support with the number of CCGA proposal coming through this year. They are working with Graduate Dean Zatz and the Graduate Division to revise the Graduate Handbook. Reasons for revisions include the significant number of exceptions (i.e. employment, course work, missed deadlines, etc.). The committee is drafting a policy and procedures template for graduate groups that they hope to approve this month. Finally, they are reviewing the ECON and MIST CCGA proposals. Chair Hull again expressed concern with the Senate staff workload and inquired on the status of resource allocation to support Senate staff.

COR: Chair Noelle reported the committee is opining on the ECON CCGA proposal and discussing the upcoming review of SNRI. The committee is gathering data to determine the amount of resources available to the Research Grant Program and are developing a strategy to use the funds including considering breaking the funds into several topical research grants. The committee continues to deliberate.

FWDAF: Member Newsam reported the committee discussed their goals for the coming year which include encouraging diversity in the faculty hiring process, faculty retention issues and sponsoring several faculty mentoring events. Recently they held a faculty World Café with the following topics: What can be done to support faculty applying for grants; how can mentoring support faculty; and the work- life balance. The committee also completed the Faculty Equity Study and are beginning discussions on campus space issues.

CRE: Chair Vanderschraaf reported the committee provided eight rulings since the beginning of the academic year, will draft a set of guidelines for unit voting procedures, and guidelines on conflict of interest policies.

UGC: Chair Vevea reported the committee is reviewing the CRS minor today, are processing a number of CRF's and at the UCEP meeting members learned Governor Brown executed a line item veto on 100 million dollars for UCs.

VII. Guest: VCBAS Reese Campus Parking and Space Concerns

VCBAS Reese was invited to DivCo to discuss the need to address parking issues related to procedural problems, priority issuance, communication and consideration

of a renewal system. VCBAS Reese advised the current system does not allow for an automatic renewal process because Transportation and Parking Service(TAPS) is not always aware of the number of available spaces in time for a renewal system. He advised parking plans will become clearer as 2020 Project plans are developed. In the mean time, VCBAS Reese requested that TAPS research and provide a cost analysis on new technology widely used in Europe that allows for mobile, temporary parking structures. Additionally, consultants were hired to provide an outside perspective on transportation issues but unfortunately have been unable to further the process due to 2020 Project needs. VCBAS Reese is committed to improving communication around parking and suggest the Senate increase the number of representatives to the Parking Advisory committee. DivCo suggested staggering the issuance of parking permits to reduce some of the problems and also expressed some concern with customer service related to answering of phones during the parking permit issuance period and the relaying of factual information. VCBAS Reese is open to the staggered issuance suggestion and will work with his team to address customer service problems.

There being no further business the meeting was adjourned.