



**FALL MEETING OF THE MERCED DIVISION OF THE ACADEMIC SENATE  
MINUTES OF THE MEETING  
NOVEMBER 28, 2017**

Pursuant to the call, the Merced Division of the Academic Senate met at 3:00 p.m. on November 28, 2017 in Room 232 of the Kolligian Library, Senate Chair Susan Amussen presiding.

**I. CHAIR'S REPORT & ANNOUNCEMENTS**

Senate Chair Amussen made the following announcements and updates: The three campus working groups – Academic Planning, Academic Reorganization, and Budget – that were populated with input from the administration and Senate faculty, continue their business. The campus is preparing for its reaccreditation and a site visit will occur at the end of February 2018. In Spring 2017, the Senate faculty voted to approve a General Education program. The program is now in the implementation phase, and it is expected that the administration will take over this portion of the endeavor. The Moreno report pertaining to the UC audit is posted on the Regents' website. In light of this report, Academic Council is discussing how the systemwide Academic Senate can support the UC system. Council has also discussed a possible Memorial to the Regents. Such a document would require a vote of all UC Senate faculty.

**II. CONSENT CALENDAR<sup>1</sup>**

The consent calendar, including today's agenda, the Minutes of the April 19, 2017 Meeting of the Division, and the annual committee reports for AY 2016-17, was approved as presented.

**III. CAMPUS UPDATE**

Chancellor Leland made the following announcements and updates: The proposed federal tax legislation has serious implications for higher education. There may be taxes on endowments, taxes on programs that have aided low and middle income students, and taxes on graduate student stipends. Chancellor Leland invited faculty to review the analysis of the legislation provided in her November 27, 2017 email to the campus, and encouraged faculty to write to their representatives about this harmful legislation. A group of former UC presidents and chancellors are creating a higher education coalition to focus on immigration reform. It is their position that UC leadership needs to weigh in on how immigration law is impacting students and faculty on the 10 campuses. The Chancellor also encouraged faculty to urge their representatives to retain DACA, particularly given the uncertainty of a deal in Congress regarding the program's future.

Provost/EVC Peterson made the following announcements and updates: The Provost/EVC thanked the Director of Space Planning and Analysis for her work in engaging the faculty on the use of new, and backfill, 2020 Project space. The October 30 space planning retreat was well attended by faculty members. One week after the retreat, the call for proposals for the collaborative use of space was issued to faculty, and the deadline for submission was Monday, November 27. Over 30

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<sup>1</sup> Agenda items deemed non-controversial by the Chair and the Vice Chair of the Division, in consultation with the Divisional Council, may be placed on a Consent Calendar under Special Orders. Should the meeting not attain a quorum, the Consent Calendar would be taken as approved. (Quorum = the lesser of 40% or 50 members of the Division.) At the request of any Divisional member, any Consent Calendar item is extracted for consideration under "New Business" later in the agenda. Lin Tian, Secretary/Parliamentarian

proposals were received and several involved strategic clusters of interdisciplinary and disciplinary areas. Two proposals called for the establishment of a center for creative engagement. All proposals spoke to the growth of individual programs. A three-stage process will now occur, not necessarily in this order: An analysis of functional scenarios; this involves determining the minimum the campus needs to do in order to accommodate needs like moving faculty from Castle to campus, and changing inappropriate space to appropriate space. These scenarios are the most extensive in terms of moving logistics, but will be the least expensive overall. An analysis of buffer space; programs currently have no room to expand, so new space must be provided for this purpose. Some faculty may have to relocate. Both of the above, plus an accounting for strategic space groupings of faculty/programs/disciplines/functions.

#### **IV. DISCUSSION ITEM: THREE MAJOR PLANNING INITIATIVES**

The Co-chairs of the three campus working groups made brief presentations:

##### **A. School Reorganization**

Co-chairs Maglio and Camfield stated that their working group has been examining the current challenges facing units, and has held extensive discussions on APM 245 – Duties of Department Chairs. Recognizing that some graduate groups do not align with bylaw units/future departments, the working group discussed the role of graduate group chairs versus department chairs as well as the administrative support that would be required for chairs to carry out their duties. Partial staff support is being developed centrally for the whole campus, but the working group is aware that departmental and school-level staff is needed. The working group is also discussing compensation for department chairs. Its recommendations will be informed by practices across the UC system. Finally, the working group is examining reallocation of revenue, new revenue, and a phased implementation of support structures when such structures are available.

##### **B. Academic Planning**

Co-chairs Peterson and Amussen reported that the working group distributed a set of questions and templates to faculty chairs to support planning. The proposed academic planning timeline is: 1) program/unit plans are submitted to the working group by December 15, where they will be uploaded to a Box site; 2) CAPRA works on criteria, consults with school executive committees; 3) school executive committees will review, request revisions, and develop recommendations for the allocation of FTE; 4) school executive committees and deans will submit recommendations to the working group by February 15, and 5) CAPRA and all deans will review recommendations and make recommendations to the Provost/EVC by March 15.

The Provost/EVC announced there will be two workshops for faculty to receive guidance on their proposals: December 1<sup>st</sup> from 11:00 a.m. – 12:30 p.m. in room KL 362, and December 7<sup>th</sup> from 10:00 a.m. – 12:00 p.m. in KL 232. An email confirming these dates will be issued to faculty shortly. The Provost/EVC also announced that his website, [provostevc.ucmerced.edu](http://provostevc.ucmerced.edu), contains all relevant data and metrics for these proposals. He encourages faculty to review and send him any questions.

### C. Budget

Co-chairs Mendez and Schnier reported that the working group continues to discuss the implementation of a campus instructional budget and carry forward policy. In support of this work, the group is examining a revenue-generating and cost-savings model.

Division members variously inquired about the model the Budget Working Group is analyzing expressed concerns about the campus's budget situation, and raised questions about the use of the graduate student to faculty ratio as a metric in academic planning given disciplinary differences in the number of students faculty typically support.

Budget Working Group Co-chair Schnier responded that the working group is examining the pilot that has been done in the School of Engineering. The focus is on accounting for expenditures. A revenue-generating budget model is likely 3-5 years away.

The Chancellor replied that she will hold a budget forum in January. She noted that the campus has never had a base budget, and that items such as replacing classroom furniture and other such expenses were never budgeted. Nor did the campus, in its early years, create a contingency fund to sustain the campus through a severe financial crisis. With this history in mind, the campus is currently creating a balanced budget that addresses these needs as well as other items that had previously been excluded from budgeting. The campus is addressing the current, anticipated budget deficit by finding cost savings where possible. The campus does not anticipate cutting positions, but open positions may not be filled at this time. The Chancellor emphasized that she is not an advocate of across-the-board budget cuts.

The Provost/EVC emphasized that there will not be any "one-size-fits-all" models for decision-making in academic planning. The working group is taking a holistic approach when reviewing the data, not just one or two metrics. The academic planning process will also not usurp the traditional roles and responsibilities of CAPRA, bylaw units/departments, and the school executive committees in the allocation of space and resources.

### V. **ACTION ITEM: PROPOSED REVISIONS TO DIVISION BYLAW**

In the absence of the Secretary/Parliamentarian of the Senate, Senate Vice Chair Schnier summarized the proposed revisions to the Division bylaw that would create a Reserve CAP as a standing committee. This Reserve CAP would serve to review the personnel files of current CAP members, former CAP members who completed their terms one year prior, and faculty appeals.

**Action:** Due to a lack of quorum, an electronic ballot will be submitted to Senate faculty.

### VI. **STANDING COMMITTEE CHAIR REPORTS**

#### [Committee on Academic Planning and Resource Allocation](#)

Chair Singhal reported the following: CAPRA has been consulting regularly with Provost Peterson and Interim Vice Chancellor Veronica Mendez on issues related to faculty FTE lines, space allocation, and campus budget. CAPRA has consulted several times with Director of Space Planning and Analysis on the 2020 space allocation process. CAPRA advocates for space allocation decisions to be made at the unit/department level, as faculty members are in the best position to know what types of space are needed for which field. CAPRA is represented on the campus Academic Planning Working Group by Mike Colvin, and represented on the campus Budget Working Group by Kurt Schnier, and receives regular updates on the activities of both working groups. CAPRA members continue to work with IRDS on enrollment numbers as we move toward 2020. CAPRA is also represented on the campus Enrollment Management Committee. CAPRA's main function is reviewing faculty FTE requests and making recommendations to the Provost. CAPRA has again

advocated to the Provost for an earlier timeline in making decisions on next year's faculty FTE lines in order to accommodate disciplines that post job advertisements in late summer. However, CAPRA understands that it must be cognizant of the timeline of the Academic Planning Working Group.

#### [Committee on Academic Personnel](#)

Chair López-Calvo reported the following: This year, and per its suggestion from last year, CAP will not review short-form advancement cases, nor will it review appointment cases at Assistant Professor III and below or LPSOE appointment cases. These cases will stop at the dean level unless a request for an independent review by CAP is made. All other case files continue to be reviewed by CAP. CAP continues working with the Senate Committee for Diversity & Equity on a request to VPF Camfield to revise the MAPP to make clear the process for evaluating faculty contributions to diversity. CAP is pleased to see that its joint proposal with VPF Camfield from last year with regard to establishing a standing Reserve CAP was endorsed by Divisional Council and was under consideration at today's meeting. CAP is represented, by its vice chair Nella Van Dyke, on the VPF's task force for the evaluation of teaching. CAP continues to conduct its normal business of reviewing cases files related to appointments, advancements, promotions, and mid-career appraisals.

#### [Committee on Committees](#)

On behalf of Chair Hansford, Chair Amussen reported that CoC has been working to complete the rosters for the standing committees of the Division, as well as appointments to systemwide committees, and are nearly done. CoC has also been addressing requests for Senate representation to non-Senate committees and workgroups, including the new Campus Police Advisory Board, the Information, Privacy and Security Committee, the Committee for the Five Year Review of VPDUE Whitt, the UCM Hearing Board/Academic Honesty Review Board, the Teaching Evaluation Taskforce organized by the Vice Provost for the Faculty and co-chaired by the Vice Chair of CAP, and the Administrative Policy – Academic Degree Programs Working Group. Looking forward, CoC will be issuing its annual Senate Service Preference Survey this December, and will initiate identifying next year's committee leadership in January. The Chair also noted that this is an exciting time to be a member of Senate committees as the Senate has been working closely with the administration on initiatives, policies, and other matters that are central to the ongoing development of the campus. The hope is that faculty will respond favorably to inquiries to serve in the coming year.

#### [Committee on Diversity and Equity](#)

Chair Chin reported that this is the second year of the campus's Faculty Equity Advisor (FEA) program. In light of this, D&E is gathering feedback from FEAs and faculty units to improve the program. D&E is also working with the VPF on affirmative action reporting by department chairs. In the future, D&E would like to include in this reporting consideration of student diversity. D&E is working on a joint memo with FWF on diversity in faculty hiring that should go to the administration at the end of the semester. At the start of the year, D&E sent a memo to the Provost asking that diversity be considered in the academic planning process. This semester D&E is also working with the Chancellor's office to develop a diversity statement specific to UC Merced.

#### [Committee on Faculty Welfare and Academic Freedom](#)

Chair Sean Malloy reported that tomorrow FWF will consult with Associate Chancellor Luanna Putney, Director of Campus Climate De Acker, and Campus Counsel Elisabeth Gunther on a campus policy on protests and external speakers. Once FWF provides its feedback, the draft policy will be issued for campus-wide review. This semester FWF and D&E submitted to Divisional Council a joint memo and statement on diversity in faculty hiring. Following a recommendation from Divisional Council, FWF will be revising the statement to include language on implicit bias. FWF continues to consider faculty mental health issues with the goal of ensuring that faculty have ready access to culturally competent counselors.

### [Committee on Research](#)

Chair Noelle reported that the committee consults regularly with the VCORED. This semester CoR also consulted with the Director of Space Planning and Analysis regarding research space and laboratory plans. CoR has also started a conversation with the Director of Procurement, Joshua Dubroff, concerning problems with research-related purchasing on campus. CoR is in the process of finalizing the annual call for proposals for its Academic Senate faculty research grants program. CoR is in the process of finishing its contributions to the periodic review of Sierra Nevada Research Institute, the very first review of an ORU on campus, and is starting a review of the Center for Humanities. In conducting these reviews, CoR has realized that the governing policy requires revision and so is undertaking that work. CoR's representative to the Budget Policy Working Group keeps CoR apprised on relevant matters. CoR is working with CAPRA on issues of discretionary funding and indirect cost returns.

### [Committee on Rules and Elections](#)

On behalf of Chair Tian, Chair Amussen reported that CRE conducts most of its business via email in response to requests from senate committee leads, members, and the Merced faculty. Recent requests have addressed voting procedures for bylaw units, and voting rights for L(P)SOE faculty. This semester, CRE anticipates concluding its work on a voting reference guide for bylaw units, which will be circulated to the Senate for review. CRE has also recently endorsed the revisions to the Honors section of the Division Regulations, revisions to the bylaws governing UGC's duties, and the revisions to CAP Bylaws under consideration today. Finally, CRE Chair Lin Tian has been a member of the working group drafting bylaws for the new General Education program.

### [Graduate Council](#)

On behalf of Chair Ghezzehei, Chair Amussen reported that GC has been working with Dean Zatz to address, both immediately and in the long term, the various issues graduate students fully supported by fellowships experience as a result of not being considered university employees. GC has also been working with Dean Zatz and the Acting Dean of SSHA to better understand and permanently resolve the situation of delayed graduate student payment in SSHA this summer and fall. In a memo to graduate group chairs and the graduate dean, GC reaffirmed that policy prohibits Graduate Division from offering courses for credit, but that existing policy does support several routes for offering interdisciplinary courses. Graduate groups were encouraged to pursue these routes for such courses. GC has also been engaged in policy development, including procedures for appointing graduate students as instructor of record for upper division courses, policies and procedures for the review and approval of non-degree programs proposed by UC Merced Extension, and revisions to the Graduate Policies and Procedures Handbook. The latter will take effect fall 2018. GC is also in the process of reviewing three CCGA proposals for graduate programs leading to masters and Ph.D. degrees in Bioengineering, Electrical Engineering and Computer Science, and Management of Complex Systems. A fourth proposal is expected in the coming month. Finally, GC is represented on the Academic Planning, School Reorganization, and Budget Working Groups.

### [Undergraduate Council](#)

Chair Zanzucchi reported that UGC participates in both local and systemwide business, the latter through its representatives to UCOPE, UCIE, and BOARS. UGC representatives also represent the committee's interests on PROC and the Enrollment Management Committee. UGC is partnering with CAPRA and GC on revisions to the policies governing the review and approval of new programs. UGC is also working with the Registrar's Office on the implementation of the new CRF system and associated curriculum management system. The Chair thanked AFAS Chair Viney for his work continuing to develop the function of this relatively new subcommittee of UGC. UGC is also working undergraduates on their proposal for a rest and recitation period. UGC has also been

working on the implementation of the new GE program in collaboration with GESC and thanks GESC Chair Vevea for his work on this initiative.

**VII. PETITIONS OF STUDENTS**

None.

**VIII. NEW BUSINESS**

None.

There being no further business, the meeting adjourned at 4:30 p.m.

Attest: Susan Amussen, Senate Chair