

GRADUATE COUNCIL ANNUAL REPORT 2019-2020

During the academic year 2019-2020, the Graduate Council (GC) met seventeen times in person/via zoom and conducted some business via email with respect to its duties as outlined in UCM Senate Bylaw [II.IV.3.B](#). Over the course of the year, guest attendees included Vice Chancellor, Office of Research and Economic Development, Sam Traina; Associate Dean, Graduate Division, Chris Kello; Assistant Dean, Graduate Division, Jesus Cisneros; Graduate Division staff member, Eric Cannon; Associate Registrar, Josh Reinhold; Associate Provost for Academic Planning and Budget, Kurt Schnier; Assistant Director for International Students and Scholars, the Office of International Affairs, Becky Mirza; and UGC Chair, Jay Sharping. University Registrar Erin Webb participated in meetings as a consultant to the committee. Library representative Jerrold Shiroma also joined GC meetings, first as a guest, then as a consultant on a pilot basis. A summary of Graduate Council's business for the year follows.

GC ADMINISTRATIVE ORGANIZATION

GC operated with two standing subcommittees that met primarily via email throughout the year. The CRF Subcommittee reviewed all requests for new graduate courses and modifications to existing courses, with its recommendations presented to the Council as a whole. Likewise, the Policy Subcommittee made recommendations to the Council as a whole regarding all graduate-related policies, including Graduate Group Policies and Procedures.

Subcommittee memberships were as follows:

CRF Subcommittee: Chih-Wen Ni (SoE), Ahmed Arif (SoE), and Stephanie Woo (SNS)

Policy Subcommittee: LeRoy Westerling (SoE), Hrant Hratchian (SNS), Alexander Theodoridis (SSHA) and Linda-Anne Rebhun(SSHA)

Vice Chair Hratchian led GC's oversight of graduate fellowships and awards. To manage workload associated with recruitment and continuing fellowships, applicant reviews were conducted by a panel of faculty members recruited from graduate groups. GC reviewed the panel's rankings and made a final recommendation to the Graduate Dean. Applications for the Outstanding Teaching Award and the Shadish Award were reviewed by the GC membership itself, again with recipient recommendations made to the Graduate Dean. As in prior years, GC devolved responsibilities for more specialized, smaller fellowships entirely to the Graduate Division.

PROPOSALS FOR NEW PROGRAMS OR REVISIONS TO EXISTING PROGRAMS

Over the course of the year, GC approved the following:

- A proposal to establish a Master of Science in Cognitive and Information Sciences Degree Program. This proposal was approved by CCGA on February 5, 2020, and the systemwide Provost on March 12, 2020.

GRADUATE COURSE REQUESTS

GC approved 67 requests for new courses or revisions to existing courses, including one University Extension course, and 16 requests for discontinuation of courses.

GRADUATE STUDENT APPOINTMENTS AS INSTRUCTOR OF RECORD FOR UPPER DIVISION COURSES

GC considered, and approved jointly with UGC, 29 requests to appoint graduate students as instructors for upper division courses. GC also approved requests for five reappointments.

NON-SENATE FACULTY APPOINTMENTS TO INSTRUCT GRADUATE COURSES

GC approved one petition for a non-Senate faculty member to teach a graduate course.

GRADUATE EDUCATION POLICIES

GC undertook the following actions regarding graduate education policy:

- *Course Proposals Review:* GC led a work group in 2019-2020 to review CRF policy and the

Curriculog course request management system, with the goal of increasing the efficiency of the course proposal review process. GC Chair Westerling co-chaired the workgroup with UGC Chair Sharping, and GC member Shawn Newsam participated as a member of the workgroup. Building upon the report issued during AY 18-19, which was based on interviews conducted with the support of an IT project manager and in collaboration with the Registrar's Office, and drawing from subsequent survey of stakeholders representing all user types, GC revised its policy on course proposals, which are reflected in the revised Curriculog workflows and form contents, to go into effect in August 2020.

- *Graduate Group Policies and Procedures*: GC revised its policy and template for Graduate Group Policies and Procedures, in such a way that, by using the template, Graduate Group P&Ps will align with the existing policies governing graduate education (such as minimum unit requirements). GC also established the order by which Graduate Group P&Ps will be reviewed starting in Fall 2020, so that all Graduate Group P&Ps will be on a three-year review cycle after the initial review.
- *CatCourses Auto-Populated Contents*: GC collaborated with UGC and IT on a proposal to auto-populate critical policies to all courses in CatCourses. The goal is to ensure students have access to accurate information, and to reduce the time faculty must invest ensuring that policy information in their syllabuses is up to date. The policy contents were reviewed and revised by the relevant units prior to GC and UGC approvals. These contents will be made available by IT for all Fall 2020 courses.
- *Faculty-Graduate Student Conflict Resolution*: GC and FWAF issued a joint memo urging the creation of a transparent infrastructure for the resolution of faculty-graduate student conflicts after a careful, confidential review of incidents where graduate students left their advisors' labs without communication with their advisors. A working group comprised of faculty and administration representatives was scheduled to convene in Spring 2020; due to COVID-19, the working group will convene in Fall 2020.
- *Educational Oversight of the Teacher Preparation Program (TPP)*: At the request of the TPP Curriculum Advisory Board (CAB) members, GC led the creation of a TPP Workgroup. The Workgroup is chaired by incoming GC Chair Hratchian. The Workgroup met twice in March 2020, before the COVID-19 emergency forced postponement of further deliberations.
- *COVID-19 Emergency Educational Policies*: GC collaborated with UGC in drafting the Emergency Course Continuity Policy (approved by DivCo 3/6/20), which provides instructional flexibility by allowing the transition to online modality without going through the standard approval process. GC issued a memo to Graduate Group Chairs on March 18, encouraging the Chairs to carefully assess the safety and appropriateness of the working conditions for graduate students and postdocs. GC also issued an addendum to the ECC policy (3/31/20) that allows students to request S/U grading for all courses until the third week after the final day of instruction. Additionally, GC issued the Emergency Educational Continuity Policy (4/14/20), which grants automatic approval for graduate groups to modify program requirements, provided that they meet the minimum requirements set forth in Graduate Policies and Procedures Handbook. The intent of this policy is to afford graduate groups flexibility in facilitating students' continued timely progress toward their degrees. GC also issued a memo to the administration on July 16, 2020, expressing its concerns about the negative impact of the unavailability of childcare on graduate students and postdoctoral scholars.

GRADUATE GROUP POLICIES AND PROCEDURES AND BYLAWS

GC approved, effective fall 2020, revisions to the Policies and Procedures of the following programs:

- Economics
- Interdisciplinary Humanities
- Physics
- Psychological Sciences

GC also approved, effective immediately as of February 2020, the Policies and Procedures of the following program:

- Materials and Biomaterials Science and Engineering.

GC approved, effective immediately as of November 2019, the Bylaws of the following program:

- Materials and Biomaterials Science and Engineering.

SENATE AWARDS

GC recommended Zulema Valdez for the Senate's Distinguished Graduate Teaching / Mentorship Award.

GRADUATE PROGRAM REVIEW

GC's PROC Liaison, Maria DePrano, kept GC abreast of the academic program review processes for the Chemistry and Chemical Biology and Cognitive and Information Sciences programs. This includes making recommendations regarding the charge to the associated program review teams and discussion of the resulting team reports. Via GC's PROC liaison, GC also made recommendations on the proposed changes to the charge template for program review teams, and on simultaneous review of closely aligned undergraduate and graduate programs.

REVISIONS TO DIVISION BYLAWS

Per CRE's request, GC recommended revisions to Division Bylaws pertaining to Graduate Council to best align with systemwide Bylaws and current campus practices, including the additional language to encompass postdoctoral educational policymaking, and advising of Extension on post-baccalaureate matters, in its duties.

CONSULTATION WITH ADMINISTRATION

Over the course of the year, GC consulted with the administration on various topics, select highlights are as follows:

- *Graduate Student Funding Model*: GC consulted with Associate Provost for Academic Planning and Budget, Kurt Schnier, on the further development of a graduate student funding model. APAPB made presentations at two GC meetings in Fall 2020. GC members recommended that model be revised so that the drivers are not costs, as it had been presented, but instead respond to funding, especially grants. It was also suggested that the model clearly differentiate between self-funded and traditionally funded students; and numerically demonstrate the incentives for funding students with external grants, and for having large Master's programs (which in the current model receive less funding per student).
- *Graduate Education during COVID-19 Emergency*: GC closely collaborated with the Graduate Division throughout the year, and especially during the covid-19 emergency period in response to the rapidly changing educational environment and life circumstances for graduate students. GC issued two joint memos with the Graduate Dean to Graduate Group Chairs, one summarizing policies put into effect during COVID-19 emergency and emphasizing the importance of communication between graduate programs, advisors and students, and the other on federal policies regarding international students and the university and campus plans of response. GC also consulted the Office of International Affairs regarding the impact of COVID-19 induced changes in educational programs on international graduate students.

CAMPUS AND SYSTEM REVIEW ITEMS & OTHER SENATE CHAIR REQUESTS FOR COMMENT

GC offered comment or otherwise took action on the following review items.

Campus Review Items

- Endorsed with comments *Proposed Revisions to Bylaws II.IV.4.A – LASC Membership* (9/13/19)
- Commented on the proposed *Charter For A Faculty Advisory Committee For Information Technology* (10/22/19)
- Endorsed with comments *Faculty Advisory Committee On Sustainability, Phase 2* (10/28/19)
- Commented on the *Proposal For A Bachelor of Science in Civil Engineering* (11/14/19)
- Commented on the *Proposed Resolution to Address Climate Action* (11/27/19)
- Commented in support of the revised *Proposal For A Bachelor of Science in Civil Engineering* (12/16/19)
- Commented on the draft *Memorandum of Understanding for Division-Level Faculty Appointment* (1/10/20)
- Commented on the proposed Interim Policy for Enrollment Management of Impacted Programs, developed by the Undergraduate Council(UGC) and its Admissions and Financial Aid and Scholarships

(AFAS) subcommittee (2/6/20)

- Endorsed with comments *EVC/Provost's Proposal for Summer Session Faculty Compensation* (3/12/20)
- Commented on the *Proposed Addendum to the Emergency Course Continuity Policy* (3/24/20)

System Review Items

- Endorsed with comments the proposed revisions to *Presidential Policy on Copyright Ownership* (10/28/19)
- Endorsed the proposed *Presidential Policy on Gender Recognition and Lived Name* (3/20/20)
- Endorsed the *Recommendations of the University Task Force on Faculty Disciplinary Standards* (6/16/20)

Other

- Endorsed with comments the Committee on Research's *LEAP Research Initiative* (4/6/20)
- Provided GC response to DivCo request for ideas for Senate actions to address anti-Black racism and the mistreatment of the minoritized populations, which was in part prompted by the June 3 faculty and student Petition to Value Black Lives at UC Merced (6/15/20)

Respectfully submitted,

LeRoy Westerling, Chair and CCGA Representative (SoE)

Hrant Hratchian, Vice Chair (SNS)

Maria DePrano (SSHA)

Chih-Wen Ni (SoE)

Stephanie Woo (SNS)

Shawn Newsam (SoE)

Ahmed Arif (SoE)

Linda-Anne Rebhun (SSHA)

Alexander Theodoridis (SSHA)

Ex-Officio

Marjorie Zatz, Vice Provost and Dean of Graduate Education

Student Representative

Brandon Batzloff (Fall 2019)

Ritwika Vallomparambath Panikkassery Sugasree (Spring 2020)

Senate Staff

Naoko Kada, Senior Senate Analyst

Laura Martin, Executive Director, Academic Senate (Fall 2019)