

**GRADUATE COUNCIL  
ANNUAL REPORT  
2017-2018**

During the academic year 2017-2018, the Graduate Council (GC) met sixteen times in person 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 Provost/EVC Peterson, the Chief Financial and Administrative Officer, Veronica Mendez, and Graduate Student Support Manager, Eric Cannon. University Registrar Laurie Herbrand was invited to participate in each meeting as a consultant for the academic year. The issues that GC considered and acted on this year follow.

**GC Subcommittees**

GC operated with three standing subcommittees that met via email throughout the year:

- The CRF Subcommittee reviewed all requests for new graduate courses, and modifications of existing courses, and provided recommendations to the council.
  - Fall 2017 membership: Teamrat Ghezzehei (SNS), Andy LiWang (SNS), Sholeh Quinn (SSHA)
  - Spring 2018 membership: Teamrat Ghezzehei (SNS), Liang Shi (SNS), Kyle Dodson (SSHA)
  
- The Awards Subcommittee reviewed guidelines and applications and provided recommendations on awardees to the Graduate Division. As in previous years, GC released reviewing responsibilities for more specialized, smaller fellowships to the Graduate Division, and retained review of the following fellowships: Faculty Mentor Program Fellowship, Graduate Student Opportunity Program Fellowship, Fletcher Jones Fellowship, Miguel Velez Scholarship, President's Dissertation Year Fellowship, Graduate Dean's Dissertation Year Fellowship, Chancellor's Graduate Fellowship, Eugene Cota-Robles Fellowship, and the Graduate Dean's Recruitment Fellowship.
  - Membership: Fred Wolf (SNS, Chair). To manage the workload, Graduate Council expanded the review panel to include graduate group representatives and GC members. Graduate Council reviewed the final rankings and made the final recommendation to the Graduate Division.
  
- The Policy Subcommittee provided the initial review of all graduate-related policies, making recommendations to the council.
  - Membership: Teamrat Ghezzehei (SNS), LeRoy Westerling (SOE), Hrant Hratchian (SNS)

**Proposals and the Interim Individual Graduate Program (IIGP)**

GC approved the following three proposals for new graduate degree programs and one proposal to revise a current graduate degree program. Each has been forwarded by the campus to the Coordinating Committee on Graduate Affairs (CCGA) for consideration.

- New: *A Program of Graduate Studies in Electrical Engineering and Computer Science for MS and PhD Degrees*, approved by GC on February 1, 2018.
- New: *Proposal for a Program of Graduate Studies in Bioengineering for the M.S and Ph.D. Degrees*, approved by GC on May 4, 2018.
- New: *A Proposal for a Program of Graduate Studies in Materials and Biomaterials Science and Engineering (MBSE) for the M.S. and Ph.D. Degrees*, approved by GC on May 4, 2018.
- Revised: *A Proposal for a Program of Graduate Studies in Management of Complex Systems in Pursuit of an M.S. and a Ph.D. Degree*, approved by GC on May 21, 2018.

The three new proposals represent the final new graduate programs to emerge from the IIGP and, once approved, the IIGP will be closed. The IIGP was established to incubate development of disciplinary and interdisciplinary graduate programs at UC Merced.

On May 22, 2018 date, CCGA approved GC's request to extend the IIGP through AY 2018-2019.

GC also endorsed the *Non-Degree Program Proposal: UC Merced Extension Teacher Preparation Program, Multiple Subject Credential and Single-Subject Credential* on April 19, 2018.

### **Graduate Course Requests**

Graduate Council approved 44 requests for new courses or revisions to existing courses, including fourteen University Extension courses.

In December 2017, the Curriculum Proposal and Management Information System (CPMIS) Committee implemented the campus's new curriculum management system: Curriculog. Starting in March 2018, all graduate course requests must be submitted through the new system.

### **Graduate Student Appointments as Instructor of Record for Upper Division Courses**

Graduate Council considered, and approved jointly with UGC, 11 requests to appoint graduate students as instructors for upper division courses.

### **Graduate Policies**

#### *Graduate Policy Development*

- November 27, 2017: Graduate Council endorsed revisions to the *Graduate Policies and Procedures Handbook* proposed by Graduate Division to address changes in the allocation of Non-Resident Supplemental Tuition (NRST), effective fall 2018.
- November 30, 2017: GC approved, with comments, the revised *Graduate Program Review Policy and Procedures* for spring 2018 implementation. The revisions were the culmination of a process that began in spring 2014, when the chairs of Undergraduate Council (UGC), Graduate Council (GC), and the Program Review Committee proposed (1) the establishment of PROC and (2) revising both the Undergraduate and Graduate Program Review Policies and Procedures. The document has been revised to closely align with the undergraduate policy, with substantive changes to the Template for the Self-study and the Example Charge to the External Review Team to reflect the distinguishing attributes of graduate education.
- January 6, 2018: Graduate Council, in partnership with the University Extension and UGC, approved, with a three-year sunset clause, policy and procedures for the establishment of non-degree programs by University Extension: 1) *Establishment of UCM Extension Non Degree Programs Approval Process*; and 2) *Preparing the UCM Extension Non Degree Proposal*. The policies have been developed for the approval of certificate programs. The *Establishment of UCM Extension Non-Degree Programs Approval Process*, to be owned by the Academic Senate, describes the formal steps for preparing, reviewing, and implementing proposals for the establishment or discontinuation of an Extension Non-Degree Program at UC Merced. The *Preparing the UCM Extension Non-Degree Proposal*, to be owned by the University Extension Office, describes the requirements and process for proposing a new non-degree program to UCM Extension. GC plans to revisit the policies in November of 2020.
- May 1, 2018: GC made the *Graduate Students Teaching Graduate Students* a standalone policy by removing it from the *Non-Academic Senate Faculty Eligibility to Teach Graduate Courses* policy.
- July 9, 2018: GC revised the *Procedures for Appointing a Graduate Student as Instructor of Record for Upper Division Undergraduate Courses* and associated *petition*. The policy was expanded upon to distinguish between the procedure for a new appointment and a re-appointment. Revisions were endorsed by UGC.
- Graduate Council continued to work towards revising the following policies: *Graduate Course Approval and CRF Policy*; *Process for Establishing Concentrations and Designated Emphasis within Graduate Degree Programs*; and *Procedures for Submitting Proposals for Graduate Emphasis Areas and Graduate Programs*. These revisions will carry forward into AY 18-19.

*Graduate Group Policies and Procedures*

- GC reviewed and approved revised policies and procedures for the following graduate programs: Biological Engineering and Small-scale Technologies, Interdisciplinary Humanities, Mechanical Engineering, Physics, Psychological Sciences, and Sociology.
- December 7, 2017: Graduate Council approved the Management of Innovation, Sustainability and Technology (MIST) faculty request to waive the GRE requirement for applicants to the Master of Management Program (MM), effective for the AY 2017-18 recruitment cycle. Graduate Council agreed with the MIST faculty that the GRE was not useful for assessing applicants' qualifications for, and likelihood of success in, this professional master's degree program.

*Graduate Group Bylaws*

- Graduate Council reviewed and approved revised bylaws for the Interdisciplinary Humanities graduate group.

*University Extension*

- May 4, 2018: Graduate Council approved revisions to the membership of the Curriculum Advisory Board (CAB); Stacey Shasky replaced Michelle Symes. CAB provides oversight of X300 – X499 courses proposed through UC Merced Extension in the absence of a department, graduate group, or school of education. Membership otherwise remains the same as approved by Graduate Council on May 16, 2017.

**Senate Awards**

Graduate Council recommended Mike Cleary for the Distinguished Graduate Teaching / Mentorship award.

**Consultation with Administrative Leadership**

Graduate Council consulted with the Acting Dean of SSHA, Holley Moyes, in early fall 2017 to better understand the cause and proposed solutions to the graduate student funding delays in summer and fall 2017. GC also consulted with the Registrar over the course of the year.

**Campus Review Items & Other Senate Chair Requests for Comment**

GC commented on the following items:

- September 18, 2017: Endorsed the application for Professional Degree Supplemental Tuition (PDST) for the Masters of Management degree put forth by the MIST graduate group.
- October 2, 2017: Made recommendations to the Senate Chair to strengthen the *UC Merced Sustainability Strategic Plan*.
- January 3, 2018: Offered comments to the Senate Chair regarding the *Revised Incentive Plan for Revenue Generating Master's Degree Programs*.
- February 21, 2018: Endorsed the *Recommended Voting Policies in Academic Personnel Cases*.
- March 14, 2018: Supported the *UC Merced Carry Forward of Year End Funds Policy*.
- April 2, 2018: Endorsed, with comments, the proposal for a Political Science honors program.
- April 20, 2018: Offered comments to the Senate Chair on the *Proposal for Academic Reorganization*.
- May 2, 2018: Endorsed, with comments, the *Proposal to Establish a Computer Science and Engineering (CSE) Academic (Bylaw 55) Unit within the School of Engineering*.
- May 2, 2018: Offered comments to the Senate Chair on Chapter 4 of the MAPP, addressing academic student employees.
- May 2, 2018: Endorsed the *Overview of Consultation*.
- May 4, 2018: Endorsed the *Proposal to Reconstitute the Humanities and World Cultures Bylaw Unit* within SSHA.

GC declined to comment on the following items:

- September 22, 2017: *Proposal to Discontinue the Environmental Sciences and Sustainability Minor*

- October 2, 2017: *UC Merced Climate Action Plan*
- October 27, 2017: Proposed revisions to Division Bylaw to establish a Reserve CAP
- November 13, 2017: *Value to Merced Proposal for Faculty Retention*
- January 18, 2018: Proposed revisions to Section 4 Part II, Section 4 of the Division Regulations addressing Honors
- March 16, 2018: *Interim Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities*
- May 2, 2018: *Five Year Planning Perspectives*
- June 1, 2018: Revised version of the *Carry Forward of Year End Funds Policy*

### System Review Items

GC commented on the following items:

- October 19, 2017: Endorsed the *Report on the Negotiated Salary Trial Program (NSTP) from the Fourth Year NSTP Taskforce*.
- January 29, 2018: Endorsed the proposed revisions to APM Sections: 285, 210-3, 133, 740, 135 and 235.
- January 30, 2018: Offered comments to the Senate Chair on the proposed *Presidential Policy on Open Access for Theses and Dissertations*
- February 12, 2018: Endorsed the proposed amendment to Senate Bylaw 128 regarding conflicts of interest
- April 26, 2018: Offered comments to the Senate Chair on the *UC Policy on Sexual Violence and Sexual Harassment*

GC declined to comment on the following items:

- September 5, 2017: Proposed revisions to Senate Regulation 424.A.3 (Area “d”) Requirement
- February 2, 2018: Proposed revisions to the *Presidential Policy on Supplement to Military Pay*
- May 2, 2018: Proposed *Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research* and Revised APM – 028
- May 8, 2018: Proposed new APM Section, APM – 675, Veterinary Medicine Salary Administration

Respectfully submitted,

Teamrat Ghezzehei, Chair and CCGA Representative (SNS)

LeRoy Westerling, Vice Chair (SOE)

Hrant Hratchian (SNS)

Maria DePrano (SSHA)

Fred Wolf (SNS)

Matthew Hibbing (SSHA)

Kyle Dodson (Spring 2018) (SSHA)

Liang Shi (Spring 2018) (SNS)

Sholeh Quinn (Fall 2017) (SSHA)

Andy LiWang (Fall 2017) (SNS)

### *Ex-Officio*

Susan Amussen, Senate Chair (SSHA)

Kurt Schnier, Senate Vice Chair (SSHA)

Marjorie Zatz, Vice Provost and Dean of Graduate Education

### *Student Representatives*

Lauren Stark (Spring 2018)

Sabah Ul-Hasan (Fall 2017)

### *Senate Staff*

**UNIVERSITY OF CALIFORNIA**

**ACADEMIC SENATE –MERCED DIVISION**

Brittany Conn, Senior Senate Analyst

Laura Martin, Executive Director, Academic Senate