GRADUATE COUNCIL (GC)
Minutes of Meeting
April 19, 2016

Pursuant to call, the Graduate Council met at 1:30pm on April 19, 2016 in room 362 of the Kolligian Library, Chair Michael N Dawson presiding.

I.   Chair's Report – Chair Dawson
Chair Dawson updated GC members on the following:

- April 6th, 2016 CCGA Meeting report. There is a general decline in the number of academic doctoral enrollments across the UC system from 13.2% to 11.4%, over the last ten years, with an increase in doctoral Self-Supporting Programs (SSPs) from 2000 to 6000, reflecting an increasing emphasis on campuses to provide new doctoral programs and generate ways to fund them. CCGA has been discussing what role SSPs should play within the university system and what CCGA's role will become in evaluating them as they become a larger part of doctoral programs. There is a clear trajectory in the decline of academic programs and an increase in business programs, with the State viewing academic programs as less productive in generating entrepreneurs. There is no sufficient justification from a solely academic perspective, and generating the next generation of academics, to justify academic programs alone. There is an expectation of increased investment from faculty in SSPs, in some cases encouraged by the academic administration of the campuses. SSPs are typically taught on "overload", and they can be in conflict with normal academic teaching loads. CCGA continues to work through this issue. VPDGE Zatz added that the MIST Masters Proposal will have Professional Degree Supplemental Tuition (PDST) included.

- UCOP Sexual Violence/Harassment Policy is now in place. Concerns raised about the position the policy puts graduate students in as reporters, and that the success of the policy will be measured by the number of civil cases that are filed.

- VPDGE Zatz organized a TargetX town hall meeting, identifying the rough roll-out of the product. Chair Dawson noted that GC received a memo from the EECS faculty that addressed their negative experiences with TargetX, understanding that the problem is an inherited one, and that they wish to avoid inheriting similar problems in the future. The potential move to the Curriculog CRF system without faculty input or deep consideration of alternatives is a concern. VPDGE Zatz added that faculty engagement is important and, for TargetX, there was not a lot of faculty engagement before the service was adopted.

II.   Consent Calendar
a. Approval of April 19 meeting agenda - Approved
b. Approval of April 5 meeting minutes - Approved

III.   Catalog Copy – Part A
Comparisons between the catalog copy files from last year and this year showed no changes to content. Graduate Council unanimously approved to retain the catalog copy from last year.

IV.   Course Catalog Copy – Part B: Graduate Division Summary
After some visual review, the PLOs in the catalog are not the same as the PLOs on the Graduate Division (GD) website. Bylaws and Policies & Procedures (P&P) are required to be on the GD website. There is some overlap between the content on the GD website and what is found on

individual Graduate Group (GG) website, but GGs are inconsistent with the naming and location for their P&P. An issue was raised about current students being held to older versions of P&P, and perspective students would be held to the most current version, and where the multiple versions would be kept. Committee members discussed where the archived P&P could be available. Chair Dawson raised the question of a strategy to reconcile the current GD website information with the current PLOs and outlines from the GGs.

ACTION: OPRAAS will check the differences between the PLOs found online with those in the catalog in coordination with GD and graduate groups.

V. **CRF & CRF management software**
Chair Dawson discussed the shift from a flexible deadline to a hard deadline for CRF submissions. In discussions between GC, UGC, and the Registrar's Office, all parties would be happier with having a hard deadline. A meeting between GC, UGC, and IT was held on April 21st to talk about Curriculog, a software application for CRF processing. The implementation of the new software program would be coordinated between GC and UGC, so there would be a single CRF process across the campus. The new hard deadline would also be put into place with this new software adoption. VPDGE Zatz pointed out that new faculty may not have the ability to submit anything in time, due to being unfamiliar with the system. Chair Dawson suggested the possibility of pushing back the deadline.

ACTION: Chairs from GC and UGC will draft a memo that discusses what is being considered, and a request for input from the GG Chairs. The memo will be distributed to GC members.

VI. **Update on Policies & Procedures and Graduate Advisor's Handbook review schedule**
The committee members reviewed and discussed the current assignments, with a reminder that selected reviewers would report on their findings at the May 17 GC meeting.

VII. **Schedule & Process for proposals for Designated Emphases and Concentrations**
Four programs will not be proposing Designated Emphases/Concentrations, one program will submit a proposal, and one program has requested an extension to respond. Due to the amount of time that GGs will take to put together their proposals, the deadline will be in coordination with CCGA proposals. The next GC Chair will handle this issue in the Fall term.

VIII. **Senate Fellowships Awards Review and Ranking**
The committee reviewed current deadlines and reviewer assignments. A member brought up the question of making teaching evaluations required for the Outstanding Teaching Award, which was found reasonable by the members. During the review of the rankings, a three-way tie was identified.

ACTION: Nancy Burke will be called upon to review and provide rankings of contested nominees.

IX. **Other Business**

X. **Consultation with VPDGE Zatz**
- Admissions update (including report on those offered fellowships)
  - There is an 18% increase in applications from last year (100 more). Admissions numbers are very close between years, with no noticeable increase (271 admissions this year, 274 last year).

  - There has not been an increase in faculty space, with most units feeling like the quality of students is improved, though this is uneven across units. A member

raised the issue that he could use more students but does not have the space for them. VPDGE Zatz stated that the Graduate Chairs have been told that there will be space for every grad student. It may not be good space, but there will be space for every admitted student on campus. There will be improvement on campus once the Downtown Center become populated. The question about the use of trailers was raised. VPDGE Zatz will support the use of trailers if GC is willing to propose their use.

ACTION: Analyst will invite Abigail Rider, AVC Real Estate, and Veronica Mendez, AVC Planning and Budget, to upcoming GC meeting to talk about graduate research space concerns.

- o Current total of SIR's is 145, this time last year there were 133. Last year peaked at 152, melting down to 108. VPDGE Zatz hoping to get closer to 200, melting down to about 150, providing a 75 student increase over last year. Space issues also affect these numbers.

- A town hall was hosted about TargetX, with the CEO of TargetX and Vice President of SalesForce attending. Both are willing to assist with improving the service and working on lists of training issues, configuration issues, and parts of TargetX that require rebuilding. This report will be reviewed by faculty who participated in the town hall for their input. A member asked about what was in place before TargetX, and why something that had been in place and operational for years would be replaced with a new service that has such technical problems. VPDGE Zatz stated that there were a number of factors at the time of implementation, including short time-frames and very few faculty members willing to test the service despite multiple requests. Now, nothing would happen before faculty are first consulted.

XI.   **Upcoming business**

XII.   **Executive Session**
Voting member only. No minutes taken.

There being no further business, the meeting was adjourned at 3:00pm.

Attest:
Michael N Dawson, GC Chair