

Graduate Council (GC)
Minutes of Meeting
September 23, 2015

Pursuant to call, the Graduate Council met at 4:00 pm on September 23, 2015 in Room 360 of the Kolligian Library, Chair Michael N Dawson presiding.

I. Chair's Report

--Chair Dawson welcomed Graduate Student Association representative Jason Davis to the committee.

--Chair Dawson related to GC members that the specially-convened September 10 Division Council meeting with members of the administration was devoted to discussion about Budget Framework Implementation (BFI). BFI is a task to be completed by each campus to fulfill UC's commitments that arose from the budget negotiations between the UC, Governor, and state legislature. Three issues of particular interest are listed in the agenda for the meeting; Chair Dawson will continue to monitor BFI efforts on behalf of GC.

--Chair Dawson updated GC members on the September 14 regular meeting of Division Council which included a visit from new University Librarian Haipeng Li. Mr. Li discussed his vision for the Library in the context of Project 2020 and looks forward to future collaborations with faculty. Also discussed at Division Council was the upcoming, multiple-day meetings with the Project 2020 design teams. The meetings will have faculty representation from CAPRA, Division Council, and other campus faculty.

--Chair Dawson reiterated to GC members that committee discussion is confidential unless otherwise stated.

II. Vice Chair's Report

Vice Chair Balasubramaniam updated GC members on the September 10 PROC meeting:

--This year will see the review of 12 undergraduate programs and 1 graduate program, Environmental Systems (ES). The ES site visit from external reviewers is scheduled for November 2-3.

--PROC requested a volunteer to serve as the internal representative/campus liaison to the ES site visit team. Vice Chair Balasubramaniam agreed to serve in this role.

--PROC reviewed GC's comments on the list of questions that could be used to guide program review teams. PROC has asked Chair Dawson if GC could provide a formal guiding statement to be used for the ES site visit.

--PROC members discussed the committee's membership and the balance of faculty and administrative representatives. A question previously arose whether a representative was needed from either the Senate Committee on Faculty Welfare and Academic Freedom or the Senate Committee for Diversity and Equity or both. It was confirmed that both committees have identified representatives to sit on PROC.

III. Consent Calendar

ACTION: The September 9 meeting minutes were approved as presented. Today's meeting agenda was approved pending one change: add a discussion about GC finalizing its comments on program review team questions as referenced in the Vice Chair's report.

IV. Policy on the Establishment of Designated Emphases and Concentrations

Prior to this meeting, GC members reviewed the revised policy on the establishment of designated emphases and concentrations. After a brief discussion, member voted to approve the revised policy.

ACTION: The revised policy will be forwarded to the Senate Chair for Senate review.

V. Grade Appeals Policy

It has come to the attention of GC that the current policy makes no mention of graduate students, graduate dean, or graduate groups; therefore, GC was asked by VPDGE Zatz to review the policy and consider adding such

provisions. GC members agreed that the campus should have one policy that includes instructions for both undergraduate and graduate students.

ACTION: GC members to email suggestions on graduate student language to Chair Dawson by the close of business this Friday, September 25. The comments will be compiled and forwarded to the GC policy subcommittee for additional review. The policy subcommittee will send the revised policy to GC as a whole to place on the October 14 agenda.

VI. Graduate Student Researchers (GSR)

GC was asked by VPDGE Zatz to consider the question of whether a GSR may be employed in a professional unit.

GC members held a lengthy discussion on this topic. While working in a professional unit could represent an excellent opportunity for a GSR to gain valuable experience, units would need to be able to assign work to the GSR that is research-related. Indeed, GSRs would not benefit from being assigned administrative tasks. Questions were raised by GC members about faculty oversight, appropriate working hours, and the logistics of paying the GSR with regard to his/her PI's grant or the professional unit.

ACTION: Chair Dawson to draft a memo for GC review that will state GC's position that the definition of GSR should not be weakened and any professional work assignment should be directly related to research. Upon the Council's approval, the memo will be sent to VPDGE Zatz.

VII. Project 2020 and Graduate Education

Chair Dawson brought up the importance of including the graduate education element into the overall Project 2020 discussion. This is timely given the upcoming, multiple-day meetings with the Project 2020 design teams in which faculty members were invited to participate. GC members agreed that graduate issues should be conveyed to the 2020 design teams.

ACTION: GC members to email Chair Dawson with specific points concerning graduate education by the close of business this Friday, September 25. At that time, Chair Dawson will finalize the list of points, return to GC members for approval, then forward the list to the appropriate Senate and Administration leadership for consideration.

VIII. Teaching as Scholarship

In the September 9 meeting, Chair Dawson stated that some units offer 399-level courses as part of an apprenticeship but these are not available across campus in all areas. UCM should emphasize the idea of TAs as scholarship and apprenticeship instead of a mere job in order to provide the adequate training for graduate students' future careers.

GC members debated which individuals on campus should be consulted on advancing teaching as scholarship. Suggestions included the CRTE and graduate groups.

ACTION: Chair Dawson will draft a list of recommended campus units/individuals with whom to consult, information desired, and draft enquiry, and will circulate these items among GC for review.

IX. Revised Academic Degree Policy

ACTION: Item was tabled until the October 14 meeting by which time VPDGE Zatz will have completed her revisions to the policy.

X. Other Business

Pursuant to the Consent Calendar amendment, GC members discussed the document they endorsed at the September 9 meeting which contained a series of questions that external review teams might use to guide their consideration of the program in question and offer of a guiding statement. PROC staff later asked Chair Dawson if GC could contribute the suggested formal guiding

statement to be used in the upcoming review of ES. The proposed deadline for GC's statement is October 1 as PROC intends to forward the formal charge to the ES site visit team on October 2.

ACTION: Chair Dawson will draft a guiding statement for review by GC. GC will attempt to meet the October 1 deadline. If GC is unable to meet this deadline, it will nonetheless provide a statement to PROC at some stage.

XI. Consultation with VPDGE Zatz

VPDGE Zatz provided the following updates:

--"Target X" is a new customer relations system that the Graduate Division will implement for recruitment, admissions, and fellowship review. The license permits school coordinators to also use the system and coordinators and graduate group chairs will be asked to test. It is hoped that the system will make fellowship application review more efficient. In addition, the same system can be used for admission decisions, that is to say, the system allows for a seamless transition from admission decision to recommendation for a fellowship.

--the Graduate Division is implementing the Graduate Lecturer Appointment Application System (GLAAS) for TA appointments in spring 2016 and is currently working with the Academic Personnel office on the details. The system can also be used for lecturers. Finally, the system offers an efficient workflow mechanism for advancement to candidacy and allows for users to "sign" and approve. VPDGE Zatz anticipates that approximately 20 other forms will be integrated into the GLAAS over the next few months.

--VPDGE Zatz asked for GC's assistance on urging graduate groups to submit their policies and procedures in a timely manner. Chair Dawson replied that GC will soon send letters to all graduate group chairs that includes this request and other important information.

-- VPDGE Zatz is now in possession of enrollment projections submitted to her by all graduate groups and she will announce the numbers at the October 14 GC meeting.

--VPDGE Zatz is still working on creating core and affiliate faculty lists for all graduate groups.

--the campus has, as of today, 448 graduate students which is a 16.6% increase from this time last year.

--VPDGE Zatz related that many individuals on campus are unsure of what is transpiring with Project 2020 and there are concerns with implications for graduate students. It has become a recruitment issue. Chair Dawson requested that this item be tabled for further discussion at a later stage.

XII. Executive Session

Executive session consisted of voting members only and no minutes were taken.

There being no further business, the meeting was adjourned at 5:30 pm.

Attest:

Michael N Dawson, GC Chair

Minutes taken by: Simrin Takhar, Senate Analyst