

Graduate Council (GC)
Minutes of Meeting
September 9, 2015

Pursuant to call, the Graduate Council met at 4:00 pm on September 9, 2015 in Room 362 of the Kolligian Library, Chair Michael N Dawson presiding.

I. Chair's Report

Chair Dawson welcomed committee members. Upon conclusion of introductions, Dawson made the following announcements:

- AY 14-15 annual report will be drafted later this semester.
- Review of the GC section of the UCM bylaws.
- Molecular Cell Biology (MCB) will likely try to emerge as a concentration or emphasis within Quantitative Systems Biology (QSB). Other areas may also submit proposals this year.
- Interim Individual Graduate Program (IIGP). CCGA has granted UCM two extensions and we should endeavor to bring the remaining IIGPs to completion.
- Chemistry is due to submit its graduate group bylaws to GC for review. Others are approved, unless amended this year.
- GC is in receipt of the revised Political Science graduate group policies and procedures which will require review by the GC policy subcommittee. Others will be requested from all graduate groups.
- GC will continue to try to help establish an electronic system for graduate CRFs. Chair Dawson emailed the appropriate SOE staff for an update and is awaiting a response.
- Given the significant workload, GC will request to the CoC chair that a ninth member of GC be appointed.
- Project 2020. GC should deliberate on how to engage in the design and industry review phase in advance of the imminent "call for FTE requests" from CAPRA and the Provost/EVC.

- GC should consider how to measure its effectiveness and impact. The CRF and Awards subcommittees will be asked to assume this task.
- Graduate students TAs. Some units offer 399 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. Vice Provost and Dean of Graduate Education (VPDGE) Zatz pointed out that if graduate students are undocumented and lack the proper work authorization, they can't be paid for a TAship and therefore miss out on an important training tool; UC Irvine has a certificate program for such students; perhaps UCM should consider offering a similar opportunity.
- Conflict of interest. Chair Dawson pointed out the potential conflict of interest with regard to the Director of Institutional Assessment (a consultant on GC). Vice Chair Subramaniam will preside over any future deliberations in which such a conflict of interest may occur.

II. Consent Calendar

ACTION: May 27, 2015 meeting minutes were approved as presented. Today's agenda was approved pending one change: move discussion of the Mechanical Engineering (ME) CCGA proposal to executive session.

III. Conflict of Interest Statement

In AY 13-14, Graduate Council drafted and approved a conflict of interest statement which was also used in AY 14-15. Prior to this meeting, GC members were asked to review the statement and consider whether to adopt the same policy for AY 15-16.

ACTION: GC voted to approve the AY 13-14 policy for use in AY 15-16.

IV. Committee Memberships and Subcommittee Structure

Chair Dawson provided an overview of the various committee assignments of current members:

- GC Chair serves on CCGA and Division Council
- GC Vice Chair serves on the Periodic Review Oversight Committee (PROC)
- GC Chair will continue to serve on the policy subcommittee of PROC solely to see through completion of AY1415 policy revision.
- Academic Programs subcommittee will conclude its business early this year.

The committee then held a discussion on the committee memberships and subcommittees that need to be empaneled this year:

- Senate Committee on Library and Scholarly Communication (LASC). In its inaugural year, this standing committee will meet once per semester.
ACTION: GC member Munoz will serve. Analyst will inform the LASC chair and the Senate Chair. Analyst will also extend an invitation to Member Munoz to the first LASC meeting in October.
- Policy subcommittee.
ACTION: Chair Dawson will serve as chair. Additional members are Munoz and Subramaniam.
- CRF subcommittee.
ACTION: Member Schnier will chair. Other members are Goyal and Li and committee consultant Martin.

- Awards subcommittee. Chair Dawson requested that members draft a plan on how to manage the heavy workload as numerous fellowships from the Graduate Division are forthcoming with varying deadlines. (VPDGE Zatz pointed out that the reason for varying deadlines of fellowship review relates to donor requests, as some donors wish to have their winners identified by certain dates.)
ACTION: Member Burke will chair. Other members include Subramaniam, Goyal, and Cisneros. This membership may be re-evaluated later in the semester.
- Chair Dawson announced that Vice Chair Subramanaiam will be absent for a six-week period in January – February. An alternate Vice Chair needs to be selected as the semester progresses.

Chair Dawson requested that each subcommittee chair establish a (hierarchical) subcommittee structure that identifies a clear workflow and point of contact for communication back to GC as a whole.

V. Policy on Emphases and Tracks

At least two graduate groups have expressed concern that graduating students' qualifications for future employers may be unclear due to the students' specialist expertise not being self-evident from the degree title. Establishing concentrations or emphases would ameliorate these concerns.

Prior to this meeting, members were provided with a draft policy on the establishment of concentrations and emphases. The committee held a lengthy discussion with members raising various points of clarification.

ACTION: Due to time constraints, this item was tabled until the September 23 meeting.

VI. Political Science Policies and Procedures

Chair Dawson suggested that the policy subcommittee conduct a review and postpone providing a recommendation to GC as a whole until there is further progress on the Graduate Advisor's Handbook. The two items should be considered in tandem. Members agreed with this plan.

ACTION: The Political Science policies and procedures will be sent to the policy subcommittee for review.

VII. Revised GASP Major Proposal

All Senate standing committees were asked to review the revised proposal. Prior to this meeting, the revised proposal was submitted for GC's review.

Committee members noted the positive revisions including the revised dean's letter mention of the hiring of a new faculty member in GASP, thereby providing the program with additional capacity

However, the teaching plan (7 faculty members, with 5 teaching 3 courses and 2 faculty members teaching 2 courses) does not match the plan that is contained in the Interdisciplinary Humanities (IH) proposal. It is unclear whether GASP faculty will be able to contribute fully to the IH program as claimed in the GASP proposal.

ACTION: GC to send a memo to the Senate Chair with the aforementioned comments on the revised GASP proposal.

VIII. Role of GC in Program Review

Prior to this meeting, the Office of Periodic Review, Assessment, and Accreditation (OPRAAS) requested to Chair Dawson that GC consider its role in program review. This is a timely request, given that Environmental Systems (ES) is scheduled for review this academic year. Relevant documents were included in the meeting packet. Specifically, GC is asked to opine on whether there are items that are not in the policy that program review teams should consider. For example, there is currently no diversity element. Another question that perhaps ought to be included in the charge to review teams is whether the program is contributing to the institution's larger direction.

ACTION: GC members were asked to submit their comments on OPRAAS's proposal to Chair Dawson. A memo will then be transmitted to Director Martin / PROC.

IX. Grade Appeals Policy

ACTION: Due to time constraints, this item was tabled until the September 23 meeting.

X. Executive Session

ACTION: Due to time constraints, executive session was not held and the revised ME CCGA proposal was tabled until the September 23 meeting's executive session.

XI. Consultation with VPDGE Zatz

VPDGE Zatz announced that compared to this same date one year ago:

- applications increased 19.8% from 509 to 610
- admissions increased 44.4% from 205 to 296
- Statements of Intent to Register (SIRs) increased 34.5% from 110 to 148

There are now 447 registered graduate students, and another 12 on filing fee status for a total of 459.

Other announcements from the VPDGE included:

- Zatz has requested all graduate group chairs review enrollment projections and provide them to her by September 15.
- The non-resident tuition (NRT) policy is changed and UCM is now covering doctoral students from the beginning. It is hoped that the new policy will dissuade students from advancing to candidacy prematurely. There will be coverage of NRT for PhD students and 25% resident tuition for students funded on full indirect grants.
- 18 professional development workshops for graduate students will be held in spring. The boot camp will be held in January and June.
- Associate Graduate Dean Kello will henceforth take over planning the professional development series.
- VPDGE Zatz will submit the academic program degree planning policy draft to the Senate tomorrow. More layers of review will follow.
- Professional Degree Supplemental Tuition (PDST). VPDGE recommended to the Provost/EVC and Senate that UCM should focus on PDST now and not the self-supporting programs (SSPs). For the latter, a marketing analysis should be conducted so the campus can carefully consider which programs would make the most sense.
- Another round of review is underway on the Graduate Advisor's Handbook.
- Zatz has offered an incentive to graduate groups: if they enroll a certain number of self-funded master's students, they will receive one fellowship for a PhD student.

- The graduate student survey will be revised. VPDGE Zatz is working with IRDS and OPRAAS staff member Angela Krueger.

XII. Upcoming Business

Chair Dawson announced that the PDST program MIST wants to be in operation in fall 2017. This should be enough time for the Senate and other campus constituencies to review, request any revisions, and approve.

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