

Graduate Council (GC)
Meeting Minutes
Wednesday, April 2, 2014

I. Chair's Report – Professor Valerie Leppert

- Strategic Academic Focusing Initiative Meeting (3/19)

Chair Leppert reported that all groups should have received feedback from the Working Group. An email went out from the Provost's Office outlining the next steps for academic strategic focusing and questions should be sent to the email address listed in the the email communication.

II. Consent Calendar

- The agenda was unanimously approved as presented.
- The GC Meeting Minutes were approved as presented:
 - Draft January 22, 2014
 - Draft February 12, 2014
 - Draft March 7, 2014
 - Draft March 19, 2014

III. Campus Review Items:

A. [Latest Proposed Revisions to the MAPP](#)

Members discussed the latest proposed revision to the MAPP and noted their support of the new section 4011-4016 Academic Student Employees. Members had the following recommendations on the proposed section:

- Include the Graduate Policies and Procedures handbook in the list of documents that should be used in conjunction with the Collective Bargaining Agreement (CBA) to guide appointment of matriculated students to academic positions.
- Teaching Associate: Graduate Council noted that the CBA refers to this position as Associate In_ and as a result of the proposed language Graduate Council will update the Graduate Policies and Procedures handbook accordingly.
- Teaching Fellow: Appointment of Teaching Fellows requires written approval of the School Dean and/or Graduate Dean, and Respective Graduate or Undergraduate Councils, per Senate Regulation 750.
- Language in the MAPP should be consistent with the language approved by the Graduate Council concerning appointment of TAs for graduate courses.
- Appointment of Academic Chairs is covered by APM-245 and further, the UC Davis APM contains language specific to appointment of Graduate Group Chairs. Members recommend similar additions be considered for the MAPP.

Action: GC will send a memo to Senate Chair López-Calvo by April 4.

B. COR Review Process for Research Units

COR, in consultation with the VCR Traina drafted a set of recommendations for evaluating current research units and approving future research units on campus. The review criteria proposed are intended for centers and institutes seeking approval for the first time. The goal is for all research units seeking funds from the Office of Research to go through this approval

process prior to seeking resources. Graduate Council reviewed the proposed COR Review Process for Research Units and members expressed their strong support of the proposed criteria.

Action: GC will send a support memo to the Senate Chair by April 4.

IV. Discussion Item: Seminar Courses

Graduate Council received a notification via email that Undergraduate Council would be discussing seminar enrollment sizes. GC found that at the systemwide level there are no guidelines or restrictions for graduate seminar enrollment. Members briefly discussed the enrollment sizes of seminars on campus and felt that it would be best left to the instructor to determine the enrollment caps. GC felt that faculty should be able to determine when the enrollment size might have possible implications on the level of quality of graduate courses and that faculty would benefit from general course definitions. ~~Members also agreed to recommend the course guidelines used by UC Riverside as an example for UGC's consideration.~~

Action: GC will send feedback to the Undergraduate Council.

V. Graduate Student Mentoring Guidelines and Best Practices

At the October 10 meeting, GC agreed to establish a set of minimum requirements, along with providing some best practice recommendations for graduate student mentoring. The Policy Subcommittee reviewed the proposed guidelines and the subcommittee edits were incorporated. Members reviewed the draft documents and endorsed the draft for broad campus consultation. GC will request feedback from GSA, Graduate Group Chairs, Graduate Group Coordinators, Graduate Division, Ombudsman, and Campus legal before final GC approval.

Action: GC will solicit feedback via email on the set of graduate student mentoring guidelines.

VI. Draft Bylaws Policy and Template for Graduate Groups

Graduate Council drafted the policy and template based on Graduate Group Chair comments requesting examples of approved templates for new and proposed modifications to existing graduate group bylaws. The proposed policy and template were based on the [UC Davis Graduate Program Bylaws Template](#) and [UC Davis Bylaws Policy for Graduate Groups and Departmentally-Based Graduate Programs](#).

Members reviewed and endorsed the draft documents for forwarding to the Committee on Rules and Elections before final approval.

The Council also discussed codifying the chair appointment process in the Graduate Group Policies and Procedures and the MAPP.

Action: GC will send endorsed draft documents to the Committee on Rules and Elections.

VII. Guest: Rachael Martin, Graduate Student Services Coordinator, PAI

Graduate Student Services Coordinator Martin provided a brief introduction on the mission of PAI Committee that is trying to align themselves with the institutional objectives, strategic focusing initiative, and support what faculty is already doing for professional advancement. The Graduate Professional Advancement Initiative (PAI) is a professional development initiative for UC Merced graduate students, launched in fall 2013. Using an across-campus collaborative

approach, Graduate Student Services established the Graduate PAI steering committee whose charge is to facilitate a campus dialogue aimed at supporting the development of professional skills into graduate training. There is no current funding for this initiative. However, Graduate Student Services submitted a budget request to the Student Fee Advisory Committee to fund this initiative. The steering committee anticipates that most of the workshops, courses, seminars, etc. will be instructed by current staff and/or faculty at UC Merced.

Graduate Council reviewed the Graduate PAI Steering Committee memo and article from the Chronicle of Higher Education. GC comments/concerned are summarized below:

- All PAI initiatives are geared towards current graduate students and it might be helpful to plan initiatives for incoming graduate students.
- The suggestion was made to get the graduate group chairs involved to leverage existing graduate group initiatives.
- The Assessment Office is developing a set of professional learning outcomes and PAI should make sure the initiatives are aligned with the learning outcomes.
- PAI should explore incorporating Alumni into the PAI initiatives.
- PAI might serve as a central repository for professional development efforts in graduate groups.

Chair Leppert informed Graduate Students Services Coordinator Martin of the April 15, 2014 UC Conference of Graduate Student Support where one of the items discussed was professional development of graduate students.

GC agreed to forward the information provided by PAI to Graduate Group Chairs and encourage them to identify a faculty representative to work with Rachael Martin and the PAI Committee.

Action: GC will send the PAI memo to Graduate Groups Chairs requesting names of proposed participants from each graduate group to provide input for development of PAI.

VIII. Graduate Regulations

With the approval for Fast Track Review of new doctoral degrees emerging from existing emphases within the IIGP, WASC made one single recommendation to the campus: formalize graduate policies by including them in our Senate Regulations. The Policy Subcommittee was asked to review and provide comments on the draft graduate regulations. Per Division Bylaws, changes to Division Regulations need to be presented at the Meeting of the Division scheduled on May 1, 2014.

Members discussed the following proposed changes:

1. Regulations are now formatted in Parts I-IV and sub-sections
2. The previously approved Regulations can be found in Part 1 and II. Only two changes were made to the language previously approved by the Division (Part I. Section 1.C – Incomplete and Part I. Section 1.F- Grade Satisfactory/Unsatisfactory).
3. The placement and numbering of approved regulations were moved in order to place items that were both connected and relevant to undergraduate and graduate students

under general regulations (i.e. Part I. Section 2: Courses now has the following items Regulation 70-Course Schedule Changes and Repetition of Courses).

4. The language proposed in Part III, IV and V related to graduate education are directly from prior Graduate Council approved policies that were listed in the Graduate Policies and Procedures (formerly Graduate Advisors) Handbook. The first version of UCM Graduate Advisors Handbook was approved in AY 2006-2007 and was fashioned after UC Irvine's, which was reviewed and approved by CCGA.

Graduate Council unanimously endorsed the proposed revisions to the Division regulations that codify Graduate Council approved policies for graduate education.

Action: GC will send proposed changes to the Committee on Rules and Elections for their consideration.

IX. Executive Session- *GC Members Only*

No minutes were recorded for this portion of the meeting.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared by:

Mayra Chavez, Senate Analyst