

**Graduate Council (GC)**  
**Meeting Minutes**  
**Wednesday, March 11, 2015**  
**1:00-2:30PM**

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**I. Chair's Report – Professor Kathleen Hull**

- CCGA (3/4)

Chair Hull reported that CCGA discussed the Enrollment and Transfer Pathways, continued the discussion of compellingness, and discussed the Governor Brown's Finance Team campus visitations.

**II. Vice Chair's Report - Professor Michael Dawson**

- PROC (3/5)

Vice Chair Dawson informed members that the following items were discussed at the March 5 meeting:

- Assessment Management Systems Inventive will be providing a campus demonstration on March 13 and faculty have been invited to participate.
- The draft Program Review Principles will be discussed at the next PROC meeting.
- PROC will be review reports from non-academic departments to determine what recommendations would have been considered if faculty input would have been obtained.

- Discussion Item: Campus Visit of WSCUC Staff Liaison to UC Merced (3/12)

Barbara Gross Davis, WSCUC staff liaison to UC Merced, will be visiting the campus on March 12<sup>th</sup>. The visit will allow the campus to learn more about accreditation and re-affirmation process. Vice Chair Dawson and Professor Goyal will be attending as GC representatives and members were asked to send their comments and/or questions by the end of the day.

**III. Consent Calendar**

- The agenda was unanimously approved as presented.

- The graduate course requests listed below were removed from the consent calendar as additional information and/or revisions were requested.

- QSB 251- Advanced Molecular Immunology
- EECS 245- Parallel Computing
- CHEM 260/CHEM 160- Introduction to Scientific Computing

**IV. GC Reviewer Assignments**

- **UCM Catalog- Graduate Studies Section**

Members reviewed and had no objections to the proposed team assignments.

**Action:** GC Analyst will post the approved team assignments to crops and distribute the appropriate catalog copies in MS Word format.

- **Graduate Group Policies and Procedures**

On October 28, GC sent out a call for updated graduate group policies and procedures in order to ensure compliance with this new [Policies & Procedures Policy and Template](#). The deadline for submission is March 20, 2015. Members reviewed and had no objections to the proposed reviewer assignments.

**Action:** GC Analyst will post the approved reviewer assignments to crops.

**- Senate Awards AY 2014-2015**

The annual call for senate award nominations was sent on March 4 and nominations are due on April 8. GC is responsible for reviewing nominations for [Senate Distinguished Graduate Teaching/Mentorship Award](#). Per the guidelines, GC needs to form an ad hoc committee from its membership to serve as the GC Senate Awards Committee with a minimum of three faculty with “balanced representation from different academic areas”. The announcement of the recipient will be made at the spring Meeting of the Division scheduled on April 23, 2015.

The following members volunteered to serve:

- Professor Miriam Barlow, SNS
- Professor Victor Munoz, SOE
- Professor Ramesh Balasubramaniam, SSHA

A motion was made, seconded, and carried to approve the ad hoc awards committee membership.

**Action:** GC Analyst will notify the Senate Office of the GC senate awards committee membership.

**V. GC Policy Subcommittee Review Items**

**- Review of the UCM Graduate Council Bylaws**

DivCo has asked standing committees to review their relevant sections of the Division Bylaws and submit any revisions to CRE. Members reviewed and no objections to the proposed amendments to the UC Merced Division Bylaw Part II. Title IV.3.

**Action:** GC will send recommend amendments to the Senate Chair by March 18.

**- Policy for Non-ladder Faculty Eligibility to Teach Graduate Courses**

On February 11, GC had a preliminary discussion on the proposed revisions to the policy that included explicitly stating that the policy encompasses post-doctoral scholars and that the justification memo provided by graduate group must address staffing needs for the program.

Members reviewed the latest version of policy and recommended further revisions that would be approved via email.

**Action:** GC Analyst will revise the policy and distribute as an email consent item.

**- Draft Policy for Establishment of Graduate Group Concentrations and Designated Emphasis**

Members reviewed the initial draft policy and corresponding forms developed by the Policy Subcommittee. Several clarification questions were raised and revisions were requested.

**Action:** GC Analyst will send the draft policy for an additional round of review to the Policy Subcommittee before consultation with Graduate Division, Office of Institutional Assessment, and the Office of the Registrar.

**VI. Discussion Item: Course Request Form**

Graduate Groups have asked for greater clarity between WASC and GC course requirements in the CRF approval policy, particularly in regards to course schedule. In the past, GC has interpreted a course schedule to be a list or table indicating assignments and key topics articulated by date. This course schedule format would allow the GC CRF subcommittee to adequately assess the student workload (i.e. if the instructional format is justified) and if the course subject matter would substantially overlap with that of another course.

Members were asked to consider the merits of incorporating the CRF Review Worksheet, used by CRF subcommittee when reviewing graduate course requests, as an appendix to the current policy. In addition, the Office of the Registrar drafted a Course Request Form Style Guide document that might be helpful to incorporate to the current policy.

GC reviewed and conducted a preliminary discussion on the following documents:

- GC CRF Policy
- GC CRF Form
- GC CRF Subcommittee- CRF Review Worksheet
- Draft Course Request Form Style Guide

**Action:** The GC Policy Subcommittee will be asked to review the policy and determine possible revisions for discussion at the April 1 meeting.

**VII. Consultation with VPDGE Marjorie Zatz**

- VPDGE Zatz discussed the following items:

- Update on GradSLAM! and Graduate Visitation Weekend
- Plans for a commencement reception for graduating masters and doctoral students on Friday, May 15, 2015 from 4:00-6:00 pm.
- Graduate Division Interdisciplinary Small Grants Program

**Action:** GC will discuss via email to what extent Graduate Council would like to be involved.

**VIII. Executive Session- GC Members Only**

No minutes were recorded for this portion of the meeting.

There being no further business, the meeting adjourned.

Attest:

Kathleen Hull, Chair

Minutes Prepared by:

Mayra Chavez-Franco, Senate Analyst