

**Graduate Council (GC)**  
**Meeting Minutes**  
**Thursday, October 10, 2013**  
**1:30 p.m. – 3:00 p.m.**

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**I. Chair's Report – Professor Valerie Leppert**

- CCGA (10/2)  
Chair Leppert provided an update on the Applied Mathematics and Interdisciplinary Humanities proposals currently undergoing review by CCGA.
- President Napolitano Visit (10/3)  
Chair Leppert provided a quick overview of the faculty lunch with President Napolitano.
- Strategic Focusing Initiative Town Halls (10/4 & 10/7)  
Chair Leppert thanked members for attending the town halls. Members commented that additional information should be provided on the formatting and requested length of response for Phase I of the Strategic Focusing Initiative. Members were reminded to send all questions to the email provided by the Strategic Focusing Working Group.
- DivCo (10/8)  
Chair Leppert reported on the contentious discussion at DivCo on the review process and criteria for review of CCGA Proposals.
- Reminder: Graduate Division Program Review Team- October 10 (3:45-4:30pm, KL 232)  
Chair Leppert encouraged all members to attend the Meeting of the Division.
- Update: CRF Online System  
Senate Executive Director Dejeuné Shelton stated that two students were identified and the Senate Office is working on setting up the training for the students. Both are anticipated to begin by the end of the month.
- [Academic Integrity Task Force](#)  
Graduate Council was asked to review the proposed changes to the charge and membership of the Academic Integrity Task Force. Members recommended creating campus guidelines for Graduate Student Teaching Assistants and guidelines for conducting final examinations that would be in effect for all students. Graduate Council also encouraged research of existing UCOP and UCM administrative and senate policies in order to identify constraints and appropriate authority/procedures for drafting and approval of a new policy.  
**Action:** Senate Analyst will draft memo and circulate for GC feedback. Chair Leppert will consolidate comments for forwarding to the Academic Integrity Task Force by October 17.

**II. Consent Calendar**

- The agenda was unanimously approved as presented.
- The September 12 and September 26 Meeting Minutes were approved as presented.

**III. Graduate Division Review Comments**

Graduate Division is undergoing periodic review October 10-11, and Graduate Council's comments on the self-study report were solicited. Members discussed and finalized the feedback

for Graduate Division in preparation for meeting with review team. GC had the following comments/concerns to address with the Graduate Division Review Team:

- **Examine Role of Graduate Division and Schools:** The need to examine the roles of graduate division and the schools in administration and financial support of graduate (particularly interdisciplinary) programs cannot be overemphasized. For an institution that has an expressed goal of promoting interdisciplinary research and graduate education, much further work is needed to actually facilitate this.
- **Growing Masters Student Population:** A strategy specifically for growing the number of MS/MA students could be better articulated.
- **Student Recruitment:** Need to improve the strategy for recruiting international students and students in the STEM fields.
- **Gender Diversity:** Effective strategies are needed for addressing the gender diversity in graduate programs and making sure they align with the national averages in each field.
- **Graduate Student Mentoring:** Need to develop policy and processes for making sure faculty are providing adequate mentoring to graduate students.
- **NRT Waiver Post Candidacy:** Is the practice of NRT waiver after candidacy a systemwide policy?
- **Processing Fellowships:** Need to streamline the process for properly charging training grants and making sure students are paid on time.
- **Visa Processing:** Clear guidance for international students is needed and expediting the internal processing time for graduate student visas should be addressed.

#### IV. **Graduate Advisors Handbook**

##### - Coordinating Revisions to the Graduate Advisors Handbook

In May 2, GRC sent a call for annual review of Graduate Group Policies and Procedures. While discussing the timeline for review, members found that language approved in AY2011-2012 had not been incorporated in to the Graduate Advisors Handbook. The Graduate Division recently uploaded the updated [2013-2014 Graduate Advisors Handbook](#) to their website. Acting Graduate Dean Kello understands the need to make sure that updates approved by the Graduate Council are processed in a timely manner and creating an addendum for immediate policy changes in the website would be helpful. As a result, Graduate Dean Kello proposed creating a process for coordinating revisions to the Graduate Advisors Handbook. Members recommended continuing the discussion at a future meeting in order to find out the workload implications for Senate staff and possible policy issues.

##### - Name Change

Acting Graduate Dean Kello proposed changing the name of the Graduate Advisors Handbook to better reflect the use of the document. Graduate Council was in favor of changing the name and agreed to discuss the proposal at the next meeting.

**Action:** GC will continue the discussion at the next GC meeting. Senate Analyst will obtain clarification on workload issues associated with the Graduate Dean's request.

#### V. **Review of Graduate Group Policies and Procedures**

In 2011, GRC began the practice of annually reviewing Graduate Group Policies and Procedures to ensure that changes in policies are consistent with systemwide and campus policy, and to

provide a central location for current policies and procedures. With the current review, members were concerned with the differences of the format and length of the graduate group policies and procedures. As no formal policy exists for formatting graduate policies and procedures, Graduate Council will add to a future agenda the possibility of creating formal guidelines for graduate groups.

Members were assigned to review graduate group policies and procedures using a review criteria that addresses central elements that should be included in the updated graduate group documents. Moving forward, members agreed to require all graduate groups to include a cover page that should contain the graduate group name, degree type the policies pertain to, list date of previous approved revisions, current revision date, and last date approved the Graduate Council. The Council also suggested that groups may wish to provide a description of how student are typically supported by the program without including specific dollar amounts.

Graduate Council discussed the review of the Cognitive and Information Sciences and Psychological Sciences Policies and Procedures.

**Action:** Senate Analyst will draft revisions request memos to Cognitive Information Sciences and Psychological Sciences. Creating guidelines for Graduate Group Policies and Procedures will be added to the next GC meeting.

#### **VI. 2013-2014 Graduate Program Review Policy**

The second draft of the Graduate Program Review Policy was updated based on member comments provided on September 26. This “working draft” will be shared with UGC Chair Sharping and Joint PRC Chair Camfield. Members agreed to send a request to schedule a meeting to determine next steps for graduate program review and the integration of the WASC related components.

A motion was made, seconded and carried to endorse the second draft of the Graduate Program Review Policy.

**Action:** Senate Analyst will send a clean copy and track-changes version to UGC Chair Sharping and PRC Chair Camfield. GC will ask for a meeting to be scheduled with UGC, PRC, GC, ALO Laura Martin and the Senate Office to determine next steps for drafting the Joint Program Review Policy.

#### **VII. 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