Graduate Council (GC)
Meeting Minutes
Thursday, October 24, 2013
1:30 p.m. – 3:00 p.m.

I.   **Chair's Report –** *Professor Valerie Leppert*
-   DivCo (10/22)
    DivCo is preparing for Meeting of the Division on November 19 from 3:00-5:00pm in KL 232.
    CAPRA was asked to gather information on the problems from last year's FTE Request Process
    in order to discuss possible solutions at the Joint CAPRA/DivCo meeting with the Provost/EVC
    Peterson schedule on November 7, 2013. The process for faculty FTE and budget request will be
    added as a discussion item on the Meeting of the Division agenda so that faculty can provide
    feedback. DivCo also tasked FWDAF with finding ways to address faculty diversity issues on
    campus.

-   CCGA Update
    Chair Leppert announced that CCGA requested revisions to the Applied Mathematics CCGA
    Proposal and the program responded. Chair Leppert anticipates that CCGA will vote on the
    approval of the Applied Mathematics CCGA Proposal at the November meeting.

-   Program Review Policy Meetings (10/21 & 10/23)
    Chair Leppert met with the Senate Office and Senate Chair to review the history and clarify the
    need to develop a charge for the Joint Program Review Committee. Chair Leppert also met UGC
    Chair Sharping, PRC Chair Camfield and ALO Martin to identify steps for reviewing the
    undergraduate and graduate program review policies. The goal is to integrate the program
    review process with administration and leveraging current WASC assessment efforts.   In
    addition, roles for the Vice Provost/Dean of Undergraduate Education and Graduate Dean need
    to be incorporated in the program review process. It was agreed by the PRC Chair, UGC Chair
    and GC Chair that the next step would be formally charging the Program Review Committee
    with proposing changes to the graduate and undergraduate policies. A draft PRC charge will be
    reviewed at the next GC meeting.

-   Strategic Focusing Initiative Update
    Chair Leppert announced that the Strategic Focusing Working Group will be distributing a
    template and a link to the Project 2020 website with additional information for Phase I of the
    Strategic Focusing Initiative. Members recommended that all graduate groups be encouraged to
    submit proposals and Graduate Council should send individual reminders to all graduate group
    chairs of the November 15th deadline.
    Action: Chair Leppert will send personalized reminders to graduate group chairs and lead
    faculty of groups interested in establishing graduate programs.

-   CRF Online System Update
    Senate Analyst reported that all 330 graduate CRFs have been saved into the system but have not
    been implemented due to a couple of needed changes to the intermediate systems. Graduate
    Council and Graduate Dean Kello discussed the changes identified and agreed to request the
    changes.

Action: Senate Analyst will send the Graduate Council's request for changes (endorsed by Graduate Dean Kello) to German Gavilan.

- Graduate Program Review Policy
  Action: The revised Graduate Program Review Policy will be distributed via email as a consent calendar item. Members will be given one week to review and provide final comments.

II.   **Consent Calendar**
   - The agenda was unanimously approved as presented.
   - The draft memo to DivCo regarding 2010 CITRIS Review was approved as presented.
   - The revised Graduate Council CCGA Pre-Review Criteria was approved as presented.
   - The CRFs listed below were unanimously approved:
     - SOC 200: Sociological Theory
     - SOC 215: Graduate Research Methods
     - SOC 280- Race and Ethnicity
   - The policies and procedures revisions request memos below were approved as presented:
     - Applied Mathematics
     - Chemistry & Chemical Biology
     - Environmental Sciences
     - Physics
     - Quantitative Systems Biology
     - Social Sciences

III.   **Senate-Administration Library Working Group-** *Professor Kathleen Hull*
   Graduate Council briefly reviewed the request from the Senate-Administration Library Working Group to provide feedback on the Library External Review Report.
   Action: Senate Analyst will send reminder email to GC members to review request and be ready to conclude discussion at the next GC meeting.

IV.   **Systemwide Review Item: Online Cross-Campus Course Pilot Project**
   Action: Senate Analyst will send a reminder email to members to review request and be ready to conclude discussion at the next GC meeting.

V.   **Graduate Advisors Handbook**- *Graduate Dean Chris Kello*
   - Clarification on effective GAH version for students
     Graduate Council briefly discussed if previous versions of the Graduate Advisors Handbook should be made available on the Graduate Division website. Significant changes to the Graduate Advisors Handbook were made to the master's degree unit requirements.
     Action: Graduate Dean Kello asked the Senate Analyst to setup a meeting with Senate Office, Graduate Division and GC Chair Leppert to discuss the process for review and determine if previous versions of the Graduate Advisors Handbook should be made available on the Graduate Division website.

   - Name Change Request
     Action: Graduate Dean Kello was delegated the authority to rename the Graduate Advisors Handbook.

VI.   Academic Integrity Task Force & UCM Senate Regulations
Graduate Council discussed the draft addendum to the October 17 memo to the Academic Integrity Task Force.   Members agreed with the need to emphasize that changes to the academic honesty policy that fall under Standing Order of the Regents 105.2 should be approved by the Academic Senate and incorporated into UC Merced Senate Regulations. Graduate Council noted that UC Merced Senate Regulations do not presently address components of the current academic honesty policy that fall under SOR 105.2 (e.g. grading options when academic dishonesty has been determined to have occurred either through admission or adjudication).

A motion was made, seconded and carried to approve the draft addendum to the October 17 GC memo.

Action: Senate Analyst will forward the approved memo to the Academic Integrity Task Force.

VII.   Discussion Items:
A. Guidelines for Graduate Group Policies and Procedures
Review of graduate group policies and procedures has been conducted without a policy that governs what components and information should be included in these documents. UC Davis developed a template for graduate groups that guides the formatting, content and streamlines the review for the Graduate Council. Members discussed if a similar template should be adapted for the campus. Graduate Council agreed that a template would be helpful for new graduate groups. However, all graduate groups would be able to use the template, but final implementation decision should be left to the graduate groups.
Action: Graduate Council will look at the possibility of developing a template/guidelines based on the UC Davis documents.

B. Graduate Student Mentoring Guidelines
The Graduate Program Review Policy requires Graduate Groups to provide mentoring guidelines in order to address the programmatic climate of the graduate program (pg. 13). No mentoring policy/guidelines exist for UC Merced. Graduate Council agreed to look at the possibility of establishing a set of minimum requirements, along with providing some best practices recommendations.
Action: Senate Analyst will provide a rough draft and examples to Policy Subcommittee for review.

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:
Valerie Leppert, Chair

Minutes Prepared by:
Mayra Chavez, Senate Analyst