Graduate Council (GC)
Meeting Minutes
Thursday, September 12, 2013
1:30 p.m. – 3:00 p.m.

I.   **Chair's Report –** *Professor Valerie Leppert*
   -    Chair Leppert welcomed new and returning members.

   -    AY 2013-2014 Graduate Council Goals
        Chair Leppert provided an overview of the goals for this academic year. The Graduate Council's primary goal will be the review of six CCGA Proposals. Members will be involved in the coordination of the review process and identifying UCM internal reviewers. The council will need to refine the Graduate Program Review Policy so that integration exists with WASC review process. Graduate Council will also be responsible for developing, in consultation with the Administration, guidelines for the review of new and continuing Self-Supporting Programs (SSPs) and Professional Degree Supplemental Tuition (PDST) Programs.

   -    Distribution list of GC Agenda and Minutes
        Last year, the committee began distributing a redacted form of the agenda and minutes to the Graduate Group Coordinators and ALO Martin. Chair Leppert asked members if they would like to continue the distribution list. GC is in favor of continuing the distribution of the redacted committee documents that will provide a feedback opportunity to graduate groups.
        Action: Senate Analyst will send redacted documents to the Graduate Group Coordinators and ALO Martin.

   -    DivCo (9/10)
        As the GC representative to the Divisional Council (DivCo), Chair Leppert provided a report from the September 10 meeting.

   -    Meeting with the Graduate Division Program Review Team- October 10
        Acting Graduate Dean Kello asked members to review the Graduate Division Self-Study Report and comment at the next GC meeting scheduled on September 26. Graduate Council was also encouraged to meet with the Program Review Team on October 10.
        Action: Senate Analyst will circulate the Graduate Division Self-Study Report that will be included as a discussion item on the next GC agenda.

II.   **Consent Calendar**
   -    The agenda was unanimously approved as presented.

III.   **Council Structure**
   -    Subcommittees
        In general, GC will operate with three standing subcommittees: Awards Subcommittee (makes recommendations for all graduate student fellowships), CRF Subcommittee (reviews and makes recommendations regarding all graduate courses), and Policy Review Subcommittee (reviews all campus and systemwide policies). Chair Leppert provided an overview of the workflow

associated with each subcommittee and asked for subcommittee volunteers. Members discussed their concerns and approved the subcommittee slate.

A concern was raised by Acting Graduate Dean Kello regarding the Awards Subcommittee composition and need to avoid any appearance of COI in the review and ranking of Graduate Division Fellowships. Chair Leppert agreed to provide Acting Graduate Dean Kello with more information on how the GC reviewers are assigned.

Action: Senate Analyst will revise GC member assignments document and upload to crops.

- CCGA Lead Reviewers
  For the review of proposals to establish stand-alone graduate programs a GC member will be assigned as the lead reviewer. Chair Leppert described the role and responsibility of the CCGA lead reviewers. In order to help guide the review process Chair Leppert volunteered to be the CCGA lead reviewer for the Physics CCGA Proposal.
  Action: GC will discuss the CCGA lead reviewer assignments at the next GC meeting.

- GC Representatives
  Two requests for GC volunteers have been presented – one to serve on the Academic Honesty Task Force and one on the Senate-Administration Library Working Group. The council discussed each request and approved the nomination of the members listed below.
  - Academic Honesty Task Force – Valerie Leppert, SOE
  - Senate-Administration Library Working Group- Kathleen Hull, SSHA
  Action: Senate Analyst will notify the original requestors of the GC nominated representatives.

IV. **Draft Graduate Council Committee Manual**
Council Analyst drafted a manual intended to provide members with an overview of responsibilities and procedures that assist every member in carrying out the duties of the Graduate Council. The procedures and guidelines seek to improve the institutional memory, efficiency, and effectiveness of the Graduate Council.
Action: GC agreed to discuss the committee manual at the September 26 meeting.

V. **GC Conflict of Interest Policy**
Last year, CRE and DivCo decided to "test run" the UC Riverside model of having each standing committee compose a Conflict of Interests (COI) statement (or equivalent) at the start of each academic year. GC reviewed the request and identified the review of CCGA Proposals as the main GC business where a COI may arise. Members agreed that in order to avoid a COI, Graduate Council members will recuse themselves from the discussion and voting if they are a member of the proposing graduate group program.

A motion was made, seconded and carried to approve the recusal of members for CCGA Proposals.

The Policy Subcommittee will be tasked with drafting a GC Conflict of Interest Policy to be presented to GC at the September 26 meeting.

Action: Senate Analyst will draft policy based on the UCR statement and forward to the Policy Subcommittee for review.

VI.   **2013-2014 Graduate Program Review Policy**
       GC agreed to determine next steps for programs that are currently scheduled to undergo program review in 2013-2014 at the next meeting.
       Action: Senate Analyst will send a reminder email to members to review revised Program Review Policy for discussion at the September 26 meeting.

VII.   **Internal Review and Process for CCGA Proposals**
       Physics submitted their CCGA proposal and Senate Chair López-Calvo has asked standing committees to opine by September 30. UGC and CAP have declined to comment. Mechanical Engineering and Electrical Engineering and Computer Sciences are expected to submit their proposal this Fall. GC anticipates that three additional proposals will be submitted for GC review in the spring term: Sociology, Molecular Cell Biology and Materials Science and Engineering. Last year, Chair Leppert developed a timeline and procedure to streamline the review process. The council reviewed and approved the internal review process for CCGA Proposals.
       Action: Senate Analyst will send email to members with an updated list of expected CCGA Proposals and a draft memo to Graduate Group leads regarding the status of their proposal submission.

VIII. **Proposed Course Buyout Policy**
       In 2011, GRC began to consider issues surrounding the use of academic year salary funds from extramural grants for teaching release. On May 25, 2012, the Senate was asked to opine on the draft Course Buyout Policy developed in conjunction with the School Deans. The latest version of the Course Buyout Policy has been vetted by all School Deans. Provost/EVC Peterson has asked the Senate to opine on the proposed policy that will be implemented for five years.
       Action: Senate Analyst will draft memo that will be circulated for the council's review. Chair Leppert will consolidate member comments for forwarding to Senate Chair López-Calvo by September 23.

IX.   **Revised SACAP Charge**
       GC has been asked to opine on the proposed revision to the Senate Administration Council on Assessment and Planning (SACAP) charge. In general, members had no objections to the proposed charge and membership. However, GC noted the need for the Senate to advocate for the integration of Program Review and School Assessment efforts.
       Action: Senate Analyst will draft memo for forwarding to Senate Chair López-Calvo by September 30.

X.   **Policy for Publishing Dissertations**
       Acting Graduate Dean Kello asked GC to opine on the policies for publishing and withholding dissertations with the implementation of Open Access. Concerns have been raised by SSHA graduate students regarding the effects of publishing their dissertation as some publishers may be unwilling to publish some version of it as a book. Members recommended asking the Graduate Group Chairs for feedback on how the current dissertation policy may impact their

specific fields. The Council was in favor of drafting and implementing a policy similar to UC Berkeley.

Action: By GC's recommendation, Graduate Dean Kello will ask the Graduate Group Chairs for feedback and will draft policy for the Graduate Council's review based on the UC Berkeley policy.

There being no further business, the meeting adjourned.

Attest:
Valerie Leppert, Chair

Minutes Prepared by:
Mayra Chavez, Senate Analyst