

**GRADUATE COUNCIL
ANNUAL REPORT
2016-2017**

During the academic year 2016-2017, the Graduate Council (GC) met 11 times in person and conducted some business via email with respect to its duties as outlined in UCM Senate Bylaw [II.IV.3.B](#). The issues that GC considered and acted on this year follow.

Administrative Structure

The GC operated with three standing subcommittees that met via email throughout the year:

- The CRF Subcommittee reviewed all requests for new graduate courses, and modifications of existing courses, and provided recommendations to the council as a whole.
 - Membership: Ramesh Balasubramaniam (SSHA), Andy LiWang (SNS), Ming-Hsuan Yang (SOE)

- The Awards Subcommittee reviewed guidelines and applications, and provided recommendations on awardees to the Graduate Division. To keep the review responsibilities of GC reasonable, GC released reviewing responsibilities for more specialized, smaller fellowships to the Graduate Division, and retained review of the following fellowships: Faculty Mentor Program Fellowship, Fletcher Jones, Graduate Student Opportunity Program Fellowship, Miguel Velez Scholarship, President's Dissertation Year Fellowship, Outstanding Teaching Award, Will Shadish Fellowship, Chancellor's Graduate Fellowship, Eugene Cota-Robles Fellowship, and the Graduate Dean's Recruitment Fellowship.
 - Membership: Nancy Burke (SSHA, Chair). To manage the workload, Graduate Council expanded the review panel to include graduate group representatives external to GC. Graduate Council reviewed the final rankings and made the final recommendation to the Graduate Division.

- The Policy Subcommittee provided the initial review of all graduate-related policies, making recommendations to the council as a whole.
 - Membership: Teamrat Ghezzehei (SNS) and Hrant Hrachian (SNS)

- GC added informal consultants to meetings as necessary, including staff representatives from Graduate Division and the Registrar.

CCGA Proposals and the IIGP

GC reviewed two CCGA proposals for new graduate groups and associated degree programs. The proposal for a Master of Management (MM) program in Management of Innovation, Sustainability, and Technology (MIST) was approved by Graduate Council on November 14, 2016, by CCGA in June 2017, and the President in July 2017. GC requested revisions and resubmittal for the second proposal, a program emerging from the BEST emphasis of the IIGP. Masters and doctoral degrees in Economics and Public Health, that were approved by GC in AY 2016-17, were approved for implementation by the system.

GC submitted to CCGA a request to extend the IIGP through AY 2017-18. This request was approved by CCGA on June 16, 2017. In its approval letter, CCGA emphasized its desire that the programs emerging from the remaining two emphases, EECS and BEST, advance toward CCGA approved status during AY 2017-18.

Proposals for Concentrations

GC approved a proposal for a concentration in Molecular and Cellular Biology in the Quantitative and Systems Biology Ph.D. program, effective fall 2017. This is the first concentration approved under the policy for establishing concentrations and designated emphases approved by GC in AY 2015-16.

Program Review

Following the recommendation from the Periodic Oversight Review Committee (PROC), GC closed the program review of the Environmental Systems program. GC thanked ES for piloting the graduate program review process at UC Merced, and echoed PROC's recognition of the excellent precedent established by this review. GC noted that ES's next program review has been scheduled to begin in Spring 2022.

On May 2, 2017, GC approved a revised program review schedule proposed by PROC. The revisions align the program review cycle to revisions to the program review policies enacted in May 2014.

Graduate Course Requests

GC approved 34 requests for new courses or revisions to existing courses. This included the first six Extension courses approved under GC's new procedures for reviewing and approving X300 and X400 courses (see policies below).

GC considered a renewed request from Graduate Division to offer, under a Graduate Division prefix, a professional development course open to graduate students from all programs. Following discussion, and in consultation with the Registrar, GC and Graduate Division agreed to pilot the course as a cross-listed, 290 course for up to three offerings. With sufficient student and program interest, the course could eventually be shifted to a unique and permanent course subject/number.

Continuing work initiated in AY 2015-16, the Curriculum Proposal and Management Information System (CPMIS) Committee selected Curriculog as the campus' new curriculum management system, and initiated the process for implementing the software in AY 2017-18. Once implemented all graduate course requests will be handled through the new system.

Graduate Student Appointments as Instructor of Record for Upper Division Courses

Graduate Council considered, and approved jointly with UGC, more than 14 requests to appoint graduate students as instructors for upper division courses for AY 2017-18. This stimulated the development of related policy (see Graduate Policies below).

Graduate Policies

Graduate Policy Development

- GC approved a process for the review and approval of X300 and X400 Extension courses. This process was added to the *Graduate Course Approval and CRF Process* policy.
- GC revised the *Non-Academic Senate Faculty Eligibility to Teach Graduate Courses* policy to permit graduate students to be employed as teaching assistants for graduate courses if three conditions are met: the TA has advanced to candidacy for the Ph.D. degree and/or has suitable expertise in the course topic, the TA will not be involved in handling final course grades, and the instructor of record ensures TAs are appropriately supervised to avoid any conflicts or perceived conflicts.

- GC approved two sets of revisions to the *Graduate Advisor's Handbook*. With the second set of revisions, the handbook was renamed the *Graduate Policies and Procedures Handbook*. The second revision was approved on August 7, 2017 for implementation in fall 2017.
- GC tabled for consideration in AY 2017-18 a request from Extension to develop policy and procedures for the review and approval of Extension certificate programs.
- GC initiated, in consultation with UGC, a policy to guide the process by which graduate students are appointed as instructors for record for upper division courses. The policy will be completed in fall 2017.
- In consultation with UGC, GC revised the *Policy on the Posthumous Awarding of Degrees and Certificates of Attendance*, establishing more generous standards for awarding a posthumous doctoral degree.
- Graduate Council considered and ultimately declined a request from the School of Engineering to lower the TOEFL threshold for international students, and allow each program to have its own GRE admissions threshold. In declining this request, GC noted its desire to maintain uniformity of general admissions standards across schools and programs.

Graduate Group Policies and Procedures

- GC reviewed and approved revised Policies and Procedures for the following programs: Applied Math, Electrical Engineering and Computer Science, Interdisciplinary Humanities, Mechanical Engineering, Political Science, Psychology, and Sociology. GC requested and revisions are pending for Public Health, Cognitive and Information Sciences, Environmental Systems, and Physics.

Graduate Group Bylaws

- GC did not receive for review any requests for revisions to Graduate Group Bylaws.

Senate Awards

GC revised the call for the Senate Award for Distinguished Graduate Teaching/Mentorship, adding to it a nomination form and a list of past recipients. Following the process outlined in the call for the award, Graduate Council ultimately recommended Jan Wallander for the award.

Consultations with Administrative Leadership

Graduate Council consulted with the Provost/EVC Peterson and the Registrar over the course of the year.

Campus Review Items & Other Senate Chair Requests for Comment

GC commented on the following items:

- Noted to the Senate Chair that it would like school executive committees consulting with the schools deans regarding graduate student funding, Teaching Assistant policies, USAP allocations and graduate scholarships awarded by the Schools. (11/29/2016)
- Made recommendations to the Senate Chair regarding a proposed incentive plan for revenue generating Master's Degree programs. (12/19/2016)
- Made recommendations to the Senate Chair regarding proposals for five new academic units in the School of Engineering. GC ultimately endorsed the proposals following the consideration of the school's response the proposals. (5/23/2017)
- Made recommendations to the Senate Chair regarding the proposal that the campus endorse the Open Access 2020 Expression of Interest. (5/15/2017)

- Endorsed the proposal for a new undergraduate major in Philosophy (5/15/2017)
- Made recommendations to the Senate Chair regarding the draft campus *Draft Policy on Assurance of Laboratory Safety Compliance*. (5/15/2017)
- Endorsed the Committee on Research's May 15, 2017 memo requesting the UC Merced Academic Senate work with the Office of Research and Economic Development, as well as the Graduate Division, to pursue options for ameliorating the negative impact on research of recent increases to postdoctoral scholar salaries. (5/15/2017)

GC declined to comment on the following items:

- Proposal to Discontinue the Services Science Minor (9/12/2016)
- Proposal for a Heritage Studies Minor (9/21/2016)
- Proposed revisions to Senate Bylaws for the Committee on Diversity and Equity (10/5/2016)
- Request for review of the Writing Center Report (10/7/2016)
- Proposed revisions to the MAPP regarding the process for appointing endowed chairs (11/29/2017)
- Draft campus Student Success Definition (12/13/2017)
- Proposed revisions to UGC's CRF policy (12/14/2016)
- Revised Report from the Task Force on University Honors (1/17/2017)
- Draft UC Merced Policy for Access to Student Data (1/17/2017)
- Proposal for a Major in Critical Race and Ethnic Studies (4/6/2017)
- Proposal for an English Honor's Program (4/6/2017)
- Proposal for a GE Program (4/6/2017)
- Guide to Senate Committee Membership and Purpose and Practice of Executive Session (4/10/2017)
- Proposal for a Minor in Management Analytics and Decision Making (4/10/2017)

System Review Items

GC declined to comment on the following review items:

- Proposed technical revisions to APM – 190, Appendix G (10/3/2016)
- Proposed Presidential Policy on International Activities (10/24/2016)
- Proposed revisions to APM 015, APM 016, and Senate Bylaw 336 (10/24/2016)
- Recommendations for Future Faculty Salary Equity Analyses (11/29/2016)
- Proposed revisions to Senate Bylaw 182 –UCIE (12/8/2016)
- Proposed revisions to the Professional Degree Supplemental Tuition (PDST) Policy (12/8/2017)
- Proposed revisions to the Presidential Nondiscrimination Policy and APM 015 (12/8/2017)
- Proposed revisions to the G-28 Travel Regulations (1/17/2017)
- Proposed Revisions to Senate Regulation 630.D (2/24/2017)
- Draft Presidential Policy on Unmanned Aircraft Systems (UAS) (3/24/2017)
- Proposed Presidential Policy on Export Controls (4/25/2017)

Respectfully submitted,

Ramesh Balasubramaniam, Chair and CCGA Representative (SSHA)

Teamrat Ghezzehei, Vice Chair (SNS)

Nancy Burke (SSHA)

Hrant Hratchian (SNS)

Andy LiWang (SNS)

Fabian Filipp (SNS)

**UNIVERSITY OF CALIFORNIA
DIVISION**

ACADEMIC SENATE –MERCED

Fred Wolf (SNS)
Ming-Hsuan Yang (SOE)

Ex-Officio

Susan Amussen, Divisional Council Chair (SSHA)
Kurt Schnier, Divisional Council Vice Chair (SSHA)
Marjorie Zatz, Vice Provost and Dean of Graduate Education

Student Representative

Nicholas Dove (SNS)

Senate Staff

Gregory Fellin, Senate Senior Analyst
Laura Martin, Executive Director, Academic Senate