

Graduate and Research Council (GRC)
Meeting Minutes
Tuesday, October 23, 2012
1:00 p.m. – 2:30 p.m.

I. GRC Representative Report

- UCOLASC (10/10) – *Professor Sholeh Quinn*

UCOLASC Representative Sholeh Quinn provided a brief explanation regarding the Open Access Policy and how it might impact the campus. On October 10, UCOLASC received an update from the Director of UC Press on the challenges faced with the electronic revolution. The Director of the California Digital Library also attended and provided an update on the negotiations taking place with Natural Sciences journals that are packaged for marketing.

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

- Distribution of GRC agenda and minutes

Chair Leppert presented the idea of expanding the current meeting material distribution list to include Graduate Program Chairs, School Graduate Program Coordinators, and the Coordinator of Institutional Assessment. Members raised no objections and agreed to send the agenda with no enclosures and redacted minutes to the expanded distribution in order to provide an opportunity for feedback.

Action: Analyst will provide agenda and redacted minutes to Graduate Program Chairs, School Graduate Program Coordinators, and the Coordinator of Institutional Assessment with a feedback deadline of 5pm prior to every GRC meeting.

- On-line CRF/graduate application system

The approval of graduate courses is a significant workload of the GRC Analyst as all graduate courses are approved by an email-based system. Chair Leppert is working with Graduate Dean Kello, UGC Chair and SOE Assistant Dean German Gavilan to begin the discussion of creating an online-system for approval of CRFs. Chair Leppert presented the following documents that are in progress:

- Draft memo to German Gavilan
- Draft revised CRF policy
- Draft revised CRF form
- Draft revised CRF workflow

Action: GRC will discuss the documents listed above at the next meeting.

- Invitation from GRC for EHS Director Ott to discuss UCM laboratory safety management and the UCLA Settlement

Chair Leppert received a request from faculty for GRC to become involved in the new policies that will be implemented for safety management as a result of the UCLA settlement. Members agreed that GRC should be involved in the discussion and would benefit from a discussion with the new EHS Director Ott.

Action: Senate Analyst will send an invitation to EHS Director Ott to attend a GRC meeting and request members to provide topics for discussion.

- Graduate Student Issues
Members reviewed the report from GSA regarding reoccurring graduate student issues and agreed that further discussion would be needed.
Action: GRC will discuss graduate student issues at the next meeting and in the meantime will distribute the report to School Program Coordinators and Lead Deans.

- SCS Program Review
Social and Cognitive Sciences (SCS) is scheduled to undergo program review this year and before commencing the review process, the faculty and student membership should be clarified. GRC will also request more information as the program structure is divided into tracks and degree requirements for students in SCS. Chair Leppert drafted a memo to SCS requesting information in advance of program review to help guide GRC in determining the appropriate format for review.
Action: Chair Leppert will circulate the memo for committee feedback.

- Composition of GRC
Members continued to be concerned with the lack of an additional SSHA member on the committee.
Action: Chair Leppert will communicate the committee's concerns to the CoC Chair.

- GG Website Memo from GRC/ALO Martin
Chair Leppert briefly explained the memo that was sent out to all IIGP graduate groups on behalf of the committee and ALO Martin.
Action: GRC will discuss the need for support and oversight of graduate group websites at a future meeting.

- DivCo Meeting (10/18)
Chair Leppert provided a brief overview of the DivCo meeting where revisions to the SACAP charge were discussed. DivCo agreed to hold Senate/EVC meetings with the school executive committees regarding the new FTE Request Process and define the roles of the school executive committees.

- Meeting of the Division (11/8)
Members were reminded to attend the Meeting of the division on Thursday, November 8 at the Garden View Dining Room.

- CCGA (10/10)
Chair Leppert announced that CCGA has agreed to allow programs submitting a CCGA proposal to solicit two external reviews that may replace two CCGA solicited reviews.
Action: Chair Leppert will communicate this option to all lead authors of CCGA proposals under review by the committee.

III. Consent Calendar

- The agenda was unanimously approved as presented.
- The CRFs listed below were unanimously approved.

- POLI 251
- QSB 202
- EECS 263
- BEST 204/MSE 111
- ES 229/BIO 129/ESS 129

Action: Senate Analyst will send approved CRFs to the Registrar.

IV. **Internal Reviewers and Process for CCGA Proposals**

Political Science submitted their CCGA proposal to GRC on 10/20. IH is expected to submit their proposal by 11/1, and AM their proposal by 12/1. Given the complexity of the UCM CCGA proposal review process, it is critical to define steps in it and develop a timeline for it, and identify reviewers so that programs have a chance of CCGA approval this year (generally, proposals must be received by CCGA by March 1st to have even a chance of approval during the current academic year).

Action: Senate Analyst will forward the CCGA proposals to the lead reviewers after graduate group official submission to GRC.

Chair Leppert developed a timeline, process and pre-review rubric for CCGA Proposals. Members discussed any concerns that might arise with the proposed timeline, process and review rubric. A member proposed providing detailed instructions to internal reviewers in order to streamline the review process.

Action: GRC agreed to implement this informal committee process for review of proposal for AY 2013-2014 before codifying into a committee policy. Chair Leppert will work on developing detailed instructions in a form of a letter for internal reviewers.

V. **Disposition of Expenditure Reports for Previous GRC Allocations**

Action: GRC will discuss if the committee would like to continue collecting expenditure reports at the next meeting.

VI. **Policy Subcommittee- Chair Sayantani Ghosh** - **Rebenching**

GRC reviewed the subcommittee comments in response to the systemwide Rebenching initiative. Members had additional concerns with the two documents listed below.

- [Rebenching Budget Committee Report](#)- Outlines framework and recommendations to increase the transparency and equity in the formula for allocating state funds across the ten campuses.
- [Enrollment Management Principles in Context of Rebenching](#)- Endorses a set of principles as a baseline for a discussion of how rebenching requires enrollment management, and that enrollment planning should address some of the restructuring issues of the University budget.

Action: Chair Leppert will consolidate comments into a memo for forwarding to DivCo by November 1.

VII. **Awards Subcommittee- Chair Ruth Mostern**

Action: GRC will discuss the subcommittee comments on the First Year Fellowships at the next meeting.

VIII. Library Subcommittee

Action: GRC will discuss the committee charge and membership at the next meeting.

IX. Graduate Group Strategic Planning

Strategic planning this year will be centered on graduate groups. DivCo has requested input on a suitable process and metrics.

Action: GRC will provide comments by email. Chair Leppert will consolidate and send feedback to DivCo.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared by:

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