

Graduate and Research Council (GRC)**Meeting Minutes****Tuesday, October 9, 2012****1:00 p.m. – 2:30 p.m.**

I. GRC Representative Report

- UCORP (10/8) – *Mike Cleary*

Professor Mike Cleary was out of the country and neither able to attend the October 8 UCORP meeting nor able to provide a report to GRC.

- CAPRA (10/9) - *Ruth Mostern*

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

- DivCo Meeting (9/27)

Chair Leppert provided a report on the relevant GRC DivCo September 27 discussion items. DivCo unanimously approved and endorsed as the Senate's official response, GRC's comments regarding the WASC Graduate Student Success Indicators. Chancellor Leland attended the meeting to discuss the Strategic Focusing Initiative. The Library Subcommittee charge was briefly discussed and strong feedback was received from DivCo regarding the need to spike the membership with SSHA faculty.

III. Consent Calendar

- Approval of the Agenda

The agenda was approved with edits.

- Approval of CRF: POLI 251

Chair Leppert removed the POLI 251 CRF from the consent calendar.

IV. Support for Graduate-level WASC Substantive Change & Assessment

Chris Kello, Acting Dean of the Graduate Division and Laura Martin, Coordinator for Institutional Assessment asked for feedback on how to most effectively leverage a new half-time position which will be dedicated to supporting the development and implementation of graduate level program assessment, including related support for CCGA and WASC Substantive Change proposal development.

Action: Chair Leppert will draft memo and circulate for member feedback. Memo will be forwarded by email for review and edits. Chair Leppert will consolidate and forward comments to DivCo by October 12.

V. Policy Subcommittee- *Chair Sayantani Ghosh*

- [Draft 2013 WASC Accreditation Handbook](#)

The Policy Subcommittee reviewed the draft 2013 WASC Accreditation Handbook and the concern was raised regarding the approach that WASC has taken with graduate education. Graduate education is neither an extension of the undergraduate program nor should be assessed in a similar manner.

Action: Chair Leppert will draft memo and circulate for member feedback. Memo will be forwarded by email for review and edits. Chair Leppert will consolidate and forward comments to DivCo by October 12.

VI. CRF Policy revision and workflow definition

The CRF policy and form are several years old and need revision. GRC agreed to begin revising the CRF policy and form in anticipation of an online graduate course approval system. Chair Leppert asked Dean Kello regarding the possibility of Graduate Division providing funding for the graduate course approval system. Dean Kello asked for more information on the cost associated with creating the graduate course approval system before proceeding.

Action: Senate Analyst will collaborate with UGC committee analyst to revise the CRF workflow and policy as appropriate.

VII. Timeline for Review of Graduate Group Policies and Procedures

GRC agreed to continue the practice of annually reviewing Graduate Group Policies and Procedures to ensure that changes in policies are consistent with systemwide and campus policies. Members discussed sending out a memo to the Graduate Group Chairs that would reiterate the suggestions from last year's GRC memo, include the clarification of the transfer of credit policy and possible outcomes of critical examinations. A member proposed establishing a deadline of January 15 for submissions of revised Graduate Group Policies and Procedures.

Action: GRC will continue the discussion regarding the timeline for review of Graduate Group Policies and Procedures at the next meeting.

VIII. 2012-2013 Graduate Program Review

AMGS and IH are submitting CCGA proposals this year. Form of review for SCS program still undetermined.

Action: GRC will send a memo to the SCS Chair requesting the information prior to the program undergoing any form of review. GRC will also review the Graduate Program Review Policy for any revisions that are needed before beginning the SCS Program Review.

Website Screen Shots- The concern was raised regarding the individual graduate group websites being WASC and CCGA complaint.

Action: GRC will ask Graduate Dean Kello and ALO Laura Martin to provide website guidance and support to all graduate groups.

IX. Library Subcommittee

Chair O'Day asked the University Librarian to draft a charge for a joint Senate and Administration planning group. DivCo asked GRC to revise the draft in consultation with other senate committees. Chair Leppert has revised the committee composition, charge, and membership.

Action: GRC will discuss the revised charge at the next meeting.

X. Model for Graduate Program Funding for AY 12-13 – Dean Chris Kello

A new model is in place this year for disbursement of graduate program funding and "GRC Funding" will not be dispersed this year.

Action: GRC will follow up on Dean Kello's discussion with graduate group chairs and clarify the committee's role (if any) in graduate program/student funding distribution at the next meeting.

XI. Disposition of Expenditure Reports for Previous GRC Allocations

Last year, Graduate Groups were instructed to submit an expenditures report at the end of the fiscal year as a condition for receiving future funding.

Action: GRC will discuss how to handle in the expenditure reports at the next meeting.

XII. Update: On-line Application and Course System – Dean Chris Kello

An on-line application system and on-line graduate CRF system are needed.

Action: GRC will discuss, at the next meeting, the results of Interim Graduate Dean Kello's conversation with graduate groups about this issue and determine what actions are needed to move forward.

There being no further business, the meeting adjourned.

Attest:

Valerie Leppert, Chair

Minutes Prepared By:

Mayra Chavez, Senate Analyst