

**GRADUATE COUNCIL
AGENDA
Wednesday, May 14, 2003
2:00 – 4:00 p.m.
396 Voorhies Hall**

AGENDA ITEM	ATTACHMENT
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Designated Emphasis in Native American Studies – PRC Report (Guest: Dr. Kathleen Ward)	9.1
German – PRC Report (Guest: Professor Colin Carter)	9.2
Chemistry – PRC Report (Guest: Professor Yin Yeh)	9.3
Revised Filing Fee Policy and Proposed New Thesis/Dissertation Preparation Status – EPC report (Berger)	9.4
Proposal to transfer Design Program (in the Environmental Design Department) from CA&ES to HARCs – Impact on graduate program in Textile Arts and Costume Design (Hastings)	9.5
Policy Regulating Programmatic Changes Submitted for Review by Graduate Council – Revised (Knoesen)	9.6
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Alan Hastings, Chair

MINUTES
GRADUATE COUNCIL
Wednesday May 14, 2003

PRESENT: T. Berger, A. Conley, S. Crum, J. Friesner, J. Gibeling, A. Hastings, A. Knoesen, J. Meeks, R. Scalettar, C. Thornber, A. Waterhouse.
Graduate Studies: C. Duffy, P. FitzGerald, K. Garcia, D. Minnis, M. Ramey, L. Wilce.

ABSENT: N. Collette, K. Erickson, J. Feliciano, E. Goldman, S. Joseph, A. Sokolow, E. Sutter, A. van Geelen, E. Watkins, F. Zalom.

GUESTS: Colin Carter, Kathleen Ward, and Yin Yeh

ACTION ITEMS

Designated Emphasis in Native American Studies – PRC Report

Dr. Kathleen Ward, the PRC liaison, reported that this was the first review of the Designated Emphasis in Native American Studies (DENAS). The DE program is doing well, and the DE students are being hired in a difficult job market. Dr. Ward reported that the administration of this program needs considerable attention. There is no centralization of DE program records. There is no valid list of current or former DE students. The program's most critical problem was that the DE's record keeping needs to be straightened out. Another factor contributes to this problem. The DE faculty members are often away for up to three months at a time on research trips, during which they are not in communication with UCD by e-mail or telephone.

Dean Gibeling described the history of the DENAS. Originally, a Ph.D. program was proposed and Graduate Council suggested that the proposers start with a DE, which they did. Then, at a later date, the Ph.D./MA program was proposed and approved.

Council's questions for Dr. Ward included the nature of the relationship of the Ph.D. and DE programs, whether the DE is redundant now that there is a Ph.D. program, whether the DE includes faculty outside NAS, and the reasons for the DE's lack of record keeping. Although the DE was established before the Ph.D. program, there are still students outside of NAS (e.g., in Spanish and Anthropology) who want the NAS emphasis and believe it adds value to their Ph.D.s. The students are happy with the DE and it helps them get hired. Currently all the DE faculty members are in NAS, but that was not originally the case. It appears that there are just three DE faculty members, all in NAS.

Prof. Knoesen indicated that, in retrospect, PRC would have reviewed the NAS Ph.D./MA and DE programs at the same time. The NAS Ph.D./MA program will be reviewed next year.

Dr. Ward said that the faculty members teaching the DENAS core courses are not participating in DE program. During the review, Professor Stefano Varese, the chair of the DE, was away from campus on a research trip and Professor Victor Montejo, the NAS Department Chair, prepared the self-review and self-evaluation reports for the DENAS.

Council asked additional questions regarding faculty participation in DEs and student mentoring. Prof. Knoesen pointed out that a DE student usually receives mentoring from someone in the DE field, as well as someone in his/her Ph.D. program.

Prof. Alan Conley thought the important questions were how well the program worked in the past and how well it will work in the future.

Chair Hastings made two additional recommendations: (1) for the DE to create a new administrative structure and include faculty from outside the DE and (2) to ask the relevant dean for additional support for the DE. Council agreed that it was the Department Chair's responsibility to resolve any problems with staff.

Prof. Andrew Waterhouse suggested two options: accepting and forwarding the DENAS PRC Report or delaying it for a year. Since the PRC will be reviewing the NAS Ph.D./M.A. degree programs in one year, it could also take another look at the DENAS at the same time. Dr. Ward asked Professor Steven Crum, as a member of the NAS Department, for his input on the DE. Chair Hastings asked Council whether it would be appropriate to wait on the DENAS PRC Report transmittal until the review of the Ph.D./MA Program.

Dean Gibeling thought that Chair Hastings's two recommendations might be helpful to the Ph.D. program as well as to the DE. He suggested that Council follow through with the DE review, which will give the NAS Department some time to address the administrative concerns raised by the current DE review before the upcoming review of the Ph.D./MA degree programs. Prof. Knoesen reported that there would be some continuity between the two reviews since Dr. Ward has agreed to conduct the NAS Ph.D./M.A. review.

Council discussed what to include in the PRC Report transmittal letter. Prof. Meeks made the motion to approve the PRC Report and to request a response before the review of the Ph.D. program. Council discussed the period of time given to programs to respond. Prof. Conley seconded the motion. Council raised the suggestion to include other faculty in the DE. The vote in favor of the motion was unanimous. Chair Hastings will draft the PRC Report transmittal letter. He thanked Dr. Ward for conducting the DENAS review and for presenting the PRC Report to Council.

German – PRC Report

Professor Colin Carter, the PRC liaison, reported that the German program has a strong and distinguished faculty, is smaller than it was at the time of its last review (one-third the number of students and one-half the number of faculty), and that it needs to broaden its curriculum to include contemporary approaches to literature and move in the direction of German Studies. The PRC Report's two primary recommendations are the development (1) of a new academic plan that describes the intellectual vision of the program and (2) of a strategic plan for the graduate program's future. The current graduate students have much broader interests than the faculty. The external reviewer report presents some specific recommendations for the development of a new strategic plan. The department needs to think of ways to increase FTEs and to attract more undergraduate students. The PRC Report also includes a recommendation to the HArCS Dean regarding the program's space issue. There is no reason why such a small faculty cannot be housed on the same floor.

Chair Hastings asked whether German meets the minimum viable size for a graduate program and whether the HArCS Dean is willing to put resources into the program until it is reviewed again in 7 years. Prof. Carter reported that the external reviewer met with the HArCS Dean, who indicated that she supported the program, and that the faculty is motivated to keep the program. Graduate Council asked about student recruitment. One problem is that German is a teaching program and there are too few undergraduate courses to support TAs.

Dean Gibeling expressed concern that some of the issues raised in the current program review are very similar to those identified in the previous review. He asked whether the graduate program faculty included members from outside the German Department, as expected by Graduate Council when admissions were re-opened. Prof. Carter responded that currently, no faculty members outside the department are participating in the graduate program. A Council member (Prof. Waterhouse) suggested that small language programs might want to consider combining. Prof. Knoesen indicated that Recommendation # 1 points out the problem and the program should be allowed to solve it.

Chair Hastings thought that some of the issues regarding the strategic and academic plan for the program need to be addressed in a larger context. The HArCS Dean should be more involved since she provides FTEs and the department needs to attract more undergraduate students to justify FTEs. Prof. Knoesen suggested addressing PRC Report Recommendation #1 to the Dean of HArCS, as well as to the Chair of the Department of German. Council members (Prof. Berger) made suggestions regarding long-term planning, including the possibility of combining programs. Chair Hastings' transmittal letter will request that the chair and dean discuss long-term goals for the department and graduate program.

Dean Gibeling asked about a statement in paragraph 4 on page 2 of the PRC Report regarding the national reputation of the program and whether there was any actual support data for this statement. Prof. Carter said that the statement was motivated by the program having lost its Max Kade Distinguished Visiting Professor Program and by the number and quality of applicants having dropped since the program's last review and the suspension of admission in the fall of 1996. Dean Gibeling was concerned about the speculation and whether there was any actual evidence that the program's national reputation or rankings has been affected.

Dean Gibeling reported that German does not have graduate students to TA courses and hopes to enroll 4 new students this year. The program would like a mix of native speakers and domestic students. He added that international students are expensive for programs to support. After further discussion by Council, Dean Gibeling stated that it was important for the Dean of HArCS to clarify what her support will be for the department and the graduate program.

Prof. Conley made the motion to accept PRC Report, with Prof. Knoesen's amendment of Recommendation #1, that it be addressed to the Dean of HArCS, as well as to the department chair. Prof. Waterhouse seconded the motion. Chair Hastings said that he would take Council's discussion into consideration in drafting the transmittal letter. The vote in favor of the motion was unanimous. Chair Hastings thanked Prof. Carter for his work on the German program review and for presenting the PRC Report.

Chemistry – PRC Report

Professor Yin Yeh, the PRC liaison, reported that the Chemistry graduate program is relatively large with 35 active faculty and 167 students. It is a very vibrant program at this juncture, primarily

because of its young and well-regarded faculty members. The program is known and recognized nationally and internationally. The faculty members are enthusiastic about the program, especially its interdisciplinary nature, which is highly commendable.

Prof Yeh expressed a concern that the current PRC Report's recommendations are basically the same as those from the 1993 program review. These include recommendations regarding graduate student recruitment, communication, the Qualifying Examination, and graduate courses. The students complained substantially about the lack of communication about the program's administrative structure and a lack of consistency in advising from core faculty and in the examinations across students. The students pointed out a lack of advanced course offerings in several core areas. The TA load is extreme and some graduate students commented that some TAs spend more time on their TA duties than they are employed for.

The Chemistry faculty is overloaded with undergraduate teaching. The external reviewer strongly agreed with Chemistry's ambition to increase its FTE from 35 to 45 or 50 and also with the concomitant need to increase the quality of its students. The PRC Report recommends targeting the top domestic universities if the program's recruitment resources are limited.

Prof. Yeh reported that the lack of communication is serious. The program needs to adopt a uniform standard of advising and also to distribute its mentoring guidelines.

Prof. Yeh presented the recommendations regarding the program's communication problems and then the recommendation to review recruitment methods to get the highest quality students. The ER thought UCD would have difficulty increasing the quality of its students due to the competition from other institutions. However, improving the morale of the current students would help recruitment too. One of the students' concerns was the lack of regularly offered graduate courses.

Chemistry needs to increase the number of its faculty members. There has been a successful effort to recruit 4 faculty members this year; 3 offers have already been accepted. Theoretical chemistry is in dire straits, with only one faculty member remaining. Younger faculty would like to teach in their specialty areas but have to provide other courses instead. The junior faculty members are allowed one quarter off per year from podium teaching until their tenure review. Other professors teach three courses per academic year. The Mathematics and Physical Sciences Dean's plan to increase Chemistry's FTE at a rate of 2 faculty members per year for the next 7 years will help address the attrition problem and allow chosen areas to build to critical mass. Lastly, since 30-40% of the graduate students are international, a solution is needed for the NRT problem.

Chair Hastings asked Council for its comments and discussion. Council's primary reaction to Chemistry's review was that graduate programs cannot be driven by the needs of undergraduate programs. Prof. Meeks suggested that Chemistry must decide whether it is a service department or a research department. He thought that the only way for faculty to get relief from undergraduate teaching was for the department to hire lecturers to do more teaching.

Another topic was whether Chemistry hires TAs from outside its own department. Council agreed with PRC Report recommendation # 4's statement that the demand for extra TAs must be filled from the ranks of other qualified, non-Chemistry graduate students. In the past, students

sometimes chose TAs over RAs because they paid better. With the Graduate Student Researcher position replacing the Research Assistant position, this should no longer be a factor.

Job placement after graduation appears to be good.

Regarding student recruitment, Chair Hastings thought that since UCD's Chemistry program is not going to be able to compete equally with UCB for a while, it might look at mismatches, what areas to emphasize, where its strengths lie. Other programs on campus (~~physics, math~~) have done this successfully.

Dean Gibeling pointed out a technical problem with recommendation #9. The wording "should not exceed 20 hours per week" should be corrected to "220 hours per quarter, average of 20 hours per week" or "in accordance with the TA contract."

Council discussed the fact that the program had not addressed the recommendation from the previous review to develop an academic graduate program plan even though the Dean met with the graduate program chair. Prof. Knoesen suggested that in the PRC Report transmittal letter, Graduate Council add a recommendation that Chemistry develop and create a graduate education plan.

Prof. Berger made the motion to accept the PRC Report, with the correction of the wording in Recommendation # 9 to "in accordance with the TA contract," and for the transmittal letter to include Prof. Knoesen's recommendation that Chemistry develop and create a graduate education plan. The motion was seconded and the vote in favor was unanimous.

Revised Filing Fee Policy and Proposed New Thesis/Dissertation Preparation Status – EPC Report

Professor Trish Berger, EPC Chair, reported that her committee had reviewed and liked the document. The EPC Report included the clarification that graduate programs would be able to choose to participate (all students eligible) or not participate (no students eligible). It also included suggestions of some further details regarding the TDP status and its implementation.

In response to a Council member's question about the TDP status in relation to international students, Associate Dean Melvin Ramey indicated that since the TDP would be a non-registered status, it would be neutral for international students and they might not be able to go on the status because of visa issues. He stated that there were no changes to the Filing Fee policy. He explained that the new TDP status addresses how practice has evolved and how students will be allowed to move into it. If a student is working on a dissertation or thesis, s/he must be registered or in the TDP status. Council discussed what the default position would be for graduate programs and whether those who choose not to participate should have to notify Graduate Studies. Prof. Knoesen pointed out that engineering students must have a draft of their thesis or dissertation before they go on Filing Fee.

Associate Dean Ramey pointed out that most graduate programs do not run their programs like engineering does. He explained that he proposed the TDP status to try to stop the abuse of the Filing Fee status.

Chair Hastings said that if Council agreed with the EPC report, Associate Dean Ramey's document would be corrected. The graduate programs will need to have a transitional period before the TDP

status is implemented. For example, currently, there is no way to accommodate students doing research out of the country.

Prof. Meeks made the motion to accept the EPC report and to endorse Associate Dean Ramey's document. Prof. Conley seconded the motion and the vote in favor was 8:1.

Associate Dean Ramey said that there would be many things to put in place, including making sure appropriate approvals for the policy exist, and that Graduate Council would be kept informed. Chair Hastings said that based on Graduate Council's resolution, he will write a letter to Dean Gibeling, with a copy to Academic Senate Chair Bruce Madewell.

Proposal to transfer Design Program (in the Environmental Design Department) from CA&ES to HARCS – Impact on graduate program in Textile Arts and Costume Design

Chair Alan Hastings reported that the attached packet did not include any correspondence from Dean Langland. He suggested that Council could report that it endorses the proposal and assumes that resources for the departmentally-based graduate program in Textile Arts and Costume Design would be provided. Prof. Knoesen made the motion as stated above. Prof. Berger seconded the motion and the vote in favor was unanimous.

Policy Regulating Programmatic Changes Submitted for Review by Graduate Council – Revised

Prof. André Knoesen presented the revised policy. Dean Gibeling made the motion to approve it. Prof. Conley seconded the motion and the vote in favor was unanimous.

Bylaws for Graduate Programs in Professional Schools – Draft policy

This item was carried over to the next meeting due to lack of time.

CONSENT ITEMS

Two items were approved as amended below.

Minutes from March 20, 2003, revised draft

The Graduate Council Assistant reported that the note to Prof. Meeks in paragraph 4 on page 7 of the minutes would be removed.

Food Science – Proposed changes to the M.S. and Ph.D. degree programs

The Graduate Council Assistant reported that Prof. Knoesen had requested an amendment on page 2: the deletion of the staff person's name.

The other two items below were not removed from the consent list. They were approved as presented.

Minutes from April 14, 2003, draft

Exercise Science – Proposed changes to the core courses for the M.S. degree program

Chair Hastings will write the graduate group chair, notifying him of Graduate Council's approval.

ANNOUNCEMENTS

Chair of Graduate Council

Chair Hastings reported on the Academic Senate meeting's discussion of the proposed Non-Resident Tuition Remission implementation policy. They had two votes on the proposed models. They did not like either Model 1 or Model 2. They thought that the proposed policy should go back to Graduate Council. Graduate Council has already supported Model 2. Chair Hastings said that it was too soon to do anything further at this meeting. Details are in the

specific wording. Prof. Meeks asked whether there would be a delay in the implementation because of this. Dean Gibeling reported that the timeline is for the policy to be in place by Fall 2004. The policy will be announced this year. The July 1st date has not changed. Prof. Conley asked whether a report on the Academic Senate meeting discussion was available. The Committee on Research (COR) was briefed on this policy, but has not responded.

Dean--Graduate Studies

Dean Jeffery Gibeling reported that graduate student fees have been increased.

Associate Deans

Due to lack of time, there were no Associate Dean announcements.

Coordinating Committee on Graduate Affairs

Due to lack of time, there were no CCGA announcements.

Graduate Student Association

Ms. Joanna Friesner, Interim GSA Chair, reported that the GSA Annual Picnic would take place this coming weekend, on Saturday May 17, 2003.

Dean Gibeling added an update on stipend levels: currently, \$27,500 for NSF fellowships and traineeships and expected to go up to \$35,000. The NSF postdoc stipend may be increased to \$45,000.

Postdoctoral Scholars Association

Due to lack of time, there were no PSA announcements.

Graduate Student Assistant to the Dean and Chancellor

Mr. Joaquin Feliciano was absent.

SUBCOMMITTEE REPORTS

Due to lack of time, there was just one subcommittee report.

Program Review

Music – Request for delay of self-review document

Prof. André Knoesen reported that he had granted the graduate program in Music a later deadline (at the beginning of Winter Quarter) for its self-review document because of the department's other commitments during Spring Quarter 2003.

The meeting was adjourned at 4:05 p.m.

lsw – Graduate Studies