

**GRADUATE COUNCIL  
AGENDA  
Tuesday, June 10, 2003  
2:00 – 4:00 p.m.  
3201 Hart Hall**

**AGENDA ITEM****ATTACHMENT****ACTION ITEMS**

|   |                 |
|---|-----------------|
| <b>Community Development – PRC Report.</b> (Knoesen) Guest: Professor Carol Smith   | 10.1            |
| <b>Transportation Technology and Policy – PRC Report.</b> Guest: Professor Colin Cameron  | 10.2            |
| <b>Implementing a Nonresident Tuition Remission Policy for Graduate Student Researchers – Report</b> (Hastings) (To be distributed.) [There was no attachment.] | <del>10.3</del> |
| <b>Designated Emphasis in Native American Studies PRC Report transmittal letter – Draft</b> (Hastings)  | 10.4            |
| <b>Chemistry PRC Report transmittal letter – Draft</b> (Hastings)   | 10.5            |
| <b>German PRC Report transmittal letter – Draft</b> (Hastings)  | 10.6            |
| <b>German Degree Requirements – Request for changes, revised 3/6/03</b> (Hastings)  | 10.7            |
| <b>Bylaws for Graduate Programs in Professional Schools – Draft policy</b> (Gibeling)   | 10.8            |
| <b>Designated Emphasis Policy and Proposal Guidelines – Draft revised</b> (Berger)  | 10.9            |

**DISCUSSION ITEM**

**Theses and Dissertations – Electronic submission and online availability** (Waterhouse)

**CONSENT ITEMS**

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|--|------------------|
| <b>Minutes from May 14, 2003</b> (To be distributed.) [Please see the June 16, 2003 meeting agenda.] | <del>10.10</del> |
| <b>Political Science – M.A. and Ph.D. degree requirement changes</b> (EPC)                           | 10.11            |
| <b>Designated Emphasis in Second Language Acquisition – Degree requirement change</b> (EPC)          | 10.12            |
| <b>MBA Program – Degree requirement change</b> (EPC)   | 10.13            |

**ANNOUNCEMENTS**

Announcements from the Chair (Hastings)  
**Request for subcommittee annual reports**  
 Announcements from the Dean (Gibeling)  
 Announcements from the Associate Deans (FitzGerald, Minnis, Ramey)  
 Coordinating Committee on Graduate Affairs (Berger)  
 Graduate Student Association (Collette/Friesner)  
 Postdoctoral Scholars Association (Thornber/van Geelen)  
 Graduate Student Assistant to the Dean and Chancellor (Feliciano)

**SUBCOMMITTEE REPORTS**

Academic Planning and Development (Meeks)  
 Administrative (Hastings)  
 Courses and Bylaws (Goldman)  
 Educational Policy (Berger)  
 Program Review (Knoesen)  
 Support and Welfare (Sutter)

Alan Hastings, Chair

**MINUTES  
GRADUATE COUNCIL  
Tuesday, June 10, 2003**

**PRESENT:** T. Berger, J. Gibeling, E. Goldman, A. Hastings, A. Knoesen, J. Meeks, A. Sokolow, E. Sutter, C. Thornber, E. Watkins.

Graduate Studies: E. Blaine, C. Duffy, P. FitzGerald, K. Garcia, L. Wilce.

**ABSENT:** A. Conley, N. Collette, S. Crum, K. Erickson, J. Feliciano, J. Friesner S. Joseph, R. Scalettar, A. van Geelen, A. Waterhouse, F. Zalom.

**GUESTS:** Colin Cameron and Carol Smith

**CONSENT ITEMS**

The first two items were removed from the consent list.

**Minutes from May 14, 2003**

The May 14, 2003 meeting minutes will be distributed for the June 16, 2003 meeting.

**Political Science – M.A. and Ph.D. degree requirement changes**

Several Council members had questions regarding the Political Science degree requirement changes and requested clarification of the field examinations, Qualifying Examination, and the relationship between the two. EPC Chair Trish Berger, Political Science Prof. Emily Goldman, and Assistant Dean Charles Duffy provided the clarifications. [The field exams are sometimes referred to as Ph.D. exams or comprehensive exams in the fields. The major field exam and second field exam each include a 48-hour take-home written exam. The major field exam also includes an oral presentation.] Prof. Berger stated that other programs have field exams. She explained that Political Science has 5 faculty members in each of four fields. The field exams are at the end of the students' second year or at the beginning of their third year. The field exams are like comprehensive or preliminary exams in that they are broader exams than the Qualifying Examination and are not measuring a student's potential for research.

In the past, the Political Science Qualifying Examination (QE) was the oral portion of the major field exam. Now the QE consists of an oral presentation of a research paper. Prof. Goldman explained that the requirement for students to "orally defend" the dissertation prospectus was more of a working discussion and that students greatly benefited from the experience.

Dean Gibeling pointed out that on page 13 of Political Science's document, one outcome of the QE is listed as a superior pass and Graduate Council does not grade the level of pass. All QE passes are regarded as superior. Graduate Council approved the degree requirement changes, contingent on the removal of the word "superior" from "Superior/Pass" under F.2.d. The program may retain the "superior" pass for its field exams. Council returned to this item later in the meeting.

## ANNOUNCEMENTS

### Announcements from the Chair

**Request for subcommittee annual reports.** Chair Hastings announced that he will write the Graduate Council Annual Report this summer and requested annual reports from the subcommittee chairs.

### **Implementing a Non-Resident Tuition Remission Policy for Graduate Student Researchers**

Chair Hastings announced that he attended the last NRTR policy implementation committee meeting for Academic Senate Chair Bruce Madewell. The committee will recommend a version of Model 2, where the grants paying the students will bear the full cost of the NRTR, with 25% GSR employment being the trigger point. The policy will be effective as of Fall Quarter 2004. Chair Hastings thought that the NRTR policy was relatively straightforward. In response to questions, Chair Hastings reported that other funding sources might be used to pay the NRT. The NRTR will not be subject to overhead. Two Council members pointed out that some agencies do not pay full overhead. Prof. Berger said that some students have money from their own governments but need some additional funding. Dean Gibeling reported that there could be some exceptions. Prof. Meeks asked whether the NRTR would be retroactive to students admitted in Fall 2003 for next year and pointed out that some programs do rigorous planning and need to know ahead. Dean Gibeling, said that programs could continue using block grant funds for NRTR during the transition period. Chair Hastings reminded Council that there is a reduced NRT fee after advancement to candidacy.

### Announcements from the Dean--Graduate Studies

Dean Gibeling announced that the **Graduate Studies Commencement Ceremony** is this Thursday, June 12, 2003, and that he looked forward to seeing Council there. **UC fees** will increase, but the amount is not known because the **State budget** has not been passed. An additional budget cut to UC of \$80 M has been proposed, but how much will be made up by increased fees is unknown. The graduate student fee increase is currently \$855 and could be as much as a \$1200-1300 next year. Some of the fee increases will be returned for financial support of students in need.

Dean Gibeling also reported that the **new APM-390, on postdoctoral scholars, has been officially approved by UCOP** and that each campus will develop a transition plan. The most important part of APM-390 will be in place in January 2004. Some postdocs used to be hired as Non-Student PGRs. The NSPGR title will be eliminated by 2010. No new NSPGRs will be hired as of January 2004. There is a need for a different title code. Some current NSPGRs ought to be in a permanent employment title series, but there is another group that needs a short-term, limited research position title. Chair Hastings asked about the pay scale and Dean Gibeling responded that the UC scale starts at \$29,000 and goes up to \$75,000 while UCD's minimum for postdocs is \$31,000. Assistant Dean Charles Duffy reported that the pay scale opening level was to accommodate everyone and the scale has lots of flexibility. Prof. Meeks asked whether there were yearly increases built into the scale. Assistant Dean Duffy and Dean Gibeling responded that increases would depend upon the "market" and "merit."

## ACTION ITEMS

### Community Development – PRC Report

Prof. André Knoesen, the PRC Chair, presented the Community Development PRC Report. Prof. Carol Smith, the PRC liaison for the review, was present to answer questions. The core faculty administers two Master's programs, the second one being International and Agricultural Development (IAD). Prof. Knoesen described the Community Development program's

strengths. Student morale is good. The program has minimal structure, allowing students flexibility in their study plans. The program has an extremely capable staff person. There are two groups of students, those who come straight from their undergraduate degrees and those who come with work experience, and the program benefits from having both. Graduates find positions in a wide variety of settings. The program aims for a balance between its emphasis on theory and on practice. Students are well supported financially.

The program's weaknesses include depending too heavily on one faculty member for student advising, a lack of a functioning advising structure, the graduate staff person being overworked, and a confusing curriculum. Prof. Knoesen stated that the primary recommendation was for the program to develop a well-understood advising structure. He presented the rest of the recommendations: for the faculty to share the responsibilities of teaching, advising and mentoring students; to clarify the staff responsibilities; and to clarify the curriculum and ensure courses are offered regularly. Students could assist in inviting speakers for the seminar series.

Chair Hastings asked Prof. Knoesen to comment on the intent of the program to implement a Ph.D. Prof. Knoesen reported that the ad hoc review committee commented on the plans to implement a Ph.D. and the PRC decided not to include mention of it in the PRC Report. Associate Dean Paul FitzGerald added that the program review was of the Master's program, not the potential Ph.D.

A Council member asked about the nature of the internship, whether it was in an academic or community setting. Dr. Al Sokolow said that the internships are paid professional positions. Prof. Smith added that the internships offer work experience for students coming from the academic side and give academic experience to those from out in the field.

Another question was whether the M.S. was more of a professional degree than an academic degree. It appeared that it was an academic degree for the majority of the students, but that for the Landscape Architecture students, it is a way to obtain a Master's that is a professional degree.

Council discussed why one faculty member is advising most of the students. Prof. Smith explained that this is partly an accident of the first core course being taught by one faculty member. The students naturally go to him. Council discussed the need to assign students to advisers right from their arrival and for the faculty to share the advising responsibility. Dr. Sokolow said there were good reasons why students seek out this faculty member. He is the editor of the primary journal in the field and he is open to students. It is a matter of student choice.

Prof. Meeks made the motion to approve the PRC Report. He added that he supported the PRC's approach of pointing out a program's problems and letting the faculty solve them, rather than having Graduate Council stipulate how the problems were to be solved. Prof. Evan Watkins and Prof. Berger seconded the motion, and the vote in favor was unanimous. Chair Hastings thanked Prof. Smith for her work on the program review. He will draft the PRC Report transmittal letter.

### **Transportation Technology and Policy – PRC Report**

Prof. Colin Cameron, the PRC liaison, presented the Transportation Technology and Policy (TTP) PRC Report. [This was TTP's first review since it was approved and started admitting students in 1997.] Prof. Cameron reported that the TTP graduate group is housed in an Organized Research Unit (ORU), the Institute of Transportation Studies (ITS). TTP has been successful during this initial period of its existence while it has had funding from the NSF

Integrative Graduate Education and Research Traineeship (IGERT) program grant. TTP combines technology and policy. TTP has 20 students. There is good job placement of the graduates. Most of the M.S. students are doing theses. Prof. Cameron reported that there are problems with the TTP courses, which are taught in various departments.

Prof. Cameron presented the recommendations to improve the program. They address the following issues. The graduate group has had few face-to-face meetings although the faculty is in contact via e-mail. The students need a stronger "sense of place." There is one seminar that might promote more interaction among students and faculty, but it is lightly attended by the faculty members. Course offerings need to be better coordinated. Students have difficulty in planning coursework due to course cancellations and time conflicts. TTP should communicate with departments to prevent problems. The number of core courses needs to be expanded. There have been some faculty hired on campus, whose interests match TTP's. The group needs to decide on its future directions and the appropriate proportion of Master's and Ph.D. students. TTP needs to review its bylaws and/or review its faculty membership. Currently, TTP has 30 faculty members, many of whom are not participating fully in the group. A solution would be to reduce the number of faculty members or involve them more in the program. The final recommendation was to determine the appropriate level of financial support for the administrative structure provided by the staff assistant.

Chair Hastings thought that it was not unusual for a graduate group to be housed in an ORU. If a graduate program is housed in a department, it is usually a departmentally-based graduate program rather than a graduate group. He also thought that TTP had too few students to support offering its own courses.

Prof. Cameron reported that a wider range of courses is needed for the 5 tracks. There are remarkably few courses. Economics and TTP students have one course in common. The TTP program needs a core course in both the Policy and in the Technology Analysis tracks. TTP is hoping to obtain these through new hires, for example, the person recently hired in Environmental Science and Policy.

Chair Hastings thought that the TTP administrative support did not seem low, considering the small number of students. He asked about post IGERT administrative support needs for the graduate group. Prof. Cameron said that the support person is working full time but is currently doing IGERT work as well as administrative support for the graduate group. Dean Gibeling pointed out that the Dean of the College of Engineering (COE) should be matching the financial support provided by the Office of Graduate Studies. The amount given by Graduate Studies is based on student enrollment headcount and the graduate group's (lead) college dean is supposed to match that amount. Dean Gibeling, Associate Dean FitzGerald, and Assistant Dean Erik Blain said that they thought that the appropriate match from the COE Dean will be provided in the future.

Chair Hastings pointed out that an NSF IGERT grant is awarded to start something, not to continue it. TTP needs to consider how they are going to keep its program going. He added that the TTP cohort is on small side.

Prof. Knoesen, the PRC Chair, said that there were two points. The first was that in the past, the COE did not match Graduate Studies financial support of the graduate group. PRC also requested that Graduate Studies look at the number of students and provide the appropriate

amount to the program. Second, PRC was just pointing this out to Graduate Council, not requesting any special treatment for TTP from Graduate Studies.

Prof. Cameron reported that there is a very strong feeling that the group faculty members have money for research assistants. Council wondered how the five-year \$2.7 million IGERT grant was spent for so few students. Prof. Knoesen pointed out that they are mostly Master's students. He said that ITS used part of the IGERT grant to hire postdocs.

Prof. Meeks pointed out that Graduate Council's discussion had transitioned from administrative to student support and indicated that the group needs to find administrative support. Prof. Knoesen said that the Institute of Transportation Studies (ITS) is an ORU and the administrative support for the graduate group is part of one person's responsibilities. Prof. Cameron thought that it was more complicated for ORUs than for departments because departments can support assistants. He said that this shortfall needs to be picked up by someone.

Prof. Berger raised another issue. The core courses in technology are listed as "to be announced" and as taught by graduate students. She said that EPC would not review TTP's degree requirement changes until next year. Chair Hastings suggested that TTP may be expecting that the new faculty member hired, who will arrive at the start of next year, will write the technology course. The person is in the area of fuel cell technology. Prof. Knoesen thought that TTP should clarify whether graduate students or postdocs are teaching graduate courses. Dean Gibeling suggested that lecturers and Assistants-In might be teaching the graduate course, but in the past, Council has not favored this practice. Chair Hastings suggested that the transmittal letter could ask for clarification regarding who is teaching the graduate courses. The program is at a crossroad with the expiration of the IGERT

Prof. Berger made the motion to approve the PRC Report with comments from the Graduate Council discussion to be included in the transmittal letter. Prof. Meeks seconded the motion, and the vote in favor was unanimous. Dean Gibeling added that the core faculty ought to teach the core courses. Chair Hastings thanked Prof. Cameron for his work on the TTP program review and for presenting the PRC Report to Council. He will draft the report transmittal letter.

### **Implementing a Non-Resident Tuition Remission Policy for Graduate Student Researchers – Report.**

Chair Hastings presented an update on the NRTR policy under his announcements at the beginning of the meeting.

### **Designated Emphasis in Native American Studies PRC Report transmittal letter -- Draft**

Chair Hastings said that it was unclear whether the DE in Native American Studies has submitted revised bylaws. If not, the bylaws should be requested. Prof. Knoesen suggested two revisions to paragraph 3 of the draft letter: eliminating the first sentence and the first word ("First") in the second sentence. He added that all programs under review are asked to submit bylaws. Chair Hastings will add a new paragraph after paragraph 3, requesting that the DENAS update and submit its bylaws for review by the end of fall quarter. Prof. Knoesen made the motion to approve the draft of the DENAS PRC Report transmittal letter with the amendments described above. Prof. Goldman seconded the motion, and the vote in favor was unanimous. The PRC Report and transmittal letter will be mailed to the addressees.

### **Chemistry PRC Report transmittal letter -- Draft**

Prof. Knoesen made the motion to approve the draft letter, Prof. Berger seconded the motion, and the vote in favor was unanimous. The PRC Report and transmittal letter will be mailed to the addressees.

### **German PRC Report transmittal letter – Draft**

Prof. Knoesen made the motion to approve the letter, Prof. Berger seconded the motion, and the vote in favor was unanimous. The PRC Report and transmittal letter will be mailed to the addressees.

### **Political Science degree requirements**

This item was moved off the Consent List to the Action List. Council discussed it at the beginning of the meeting but did not vote on it at that time. Dean Gibeling made the motion to approve the Political Science degree requirement changes, with the one amendment regarding the Qualifying Examination (on page 13 under F.2.d.) to strike the word “superior” in “superior/pass.” Prof. Evan Watkins seconded the motion and the vote in favor was unanimous. Chair Hastings will notify the chair of the program of Council’s approval and caveat.

### **German Degree Requirements – Request for changes, revised 3/6/03**

Prof. Knoesen made the motion to approve the German degree requirements, Prof. Sutter seconded the motion, and the vote in favor was unanimous. Chair Hastings will notify the program chair.

### **Bylaws for Graduate Programs in Professional Schools – Draft policy**

Dean Gibeling explained the background for this policy. At issue is that professional schools, which are required to have bylaws, sometimes have graduate programs, which also are required to have bylaws. This policy says that if a professional school has a single “departmentally-based” graduate program, it may incorporate the graduate program’s bylaws into its school/college bylaws. Chair Hastings pointed out that the policy says that professional schools **may** do this but that they are not required to do so. Prof. Knoesen asked who would review the graduate portion of the school/college bylaws and reminded Council that the professional schools have questioned Graduate Council’s authority to review them. Prof. Goldman, who is the Chair of the Courses and Bylaws Committee, asked why it is an option for these graduate programs. She thought that the graduate program bylaws needed to be a separate section of the school/college bylaws so that they could be reviewed to ensure that they address all the relevant issues in the Graduate Council bylaws guidelines. She suggested inserting wording that the graduate program bylaws may be incorporated as a separate section of the bylaws for the school or college. In addition, Council inserted the phrase “subject to review by Graduate Council” at the end of the first sentence. Prof. Knoesen made the motion to approve the policy with Council’s two amendments described above. Dean Gibeling seconded the motion and the vote in favor was unanimous.

### **Designated Emphasis policy and Proposal Guidelines – Draft revision**

EPC Chair Prof. Berger presented some background on the revised DE policy and proposal guidelines. Associate Dean Paul FitzGerald and the Graduate Council Assistant revised the original DE Policy and the DE Proposal Guidelines to include additional items currently being requested of proposers of new DEs and to provide additional details for both the proposers and reviewing bodies, which are EPC and Graduate Council. The revised document includes the Sunset Clause. Prof. Berger reported that EPC recommended approval of the document. EPC did raise one issue that was not addressed in the previous or current version of the document(s). The concern was with having just one faculty member from the

DE voting on the DE aspect of the Qualifying Examination. Dean Gibeling thought the description of the possible “fail” on the DE part of the Qualifying Examination also needed to be clarified. Associate Dean Paul FitzGerald agreed to clarify the II.6. Qualifying Examination section of the policy and bring it back to Council at its June 16, 2003 meeting.

Chair Hastings pointed out that there also are programs that require Qualifying Examination Committees to include one person from outside the graduate program. Dean Gibeling raised another concern with the revised policy and proposal guidelines. The affiliated faculty membership should reflect the range of affiliated Ph.D. programs in some way. Prof. Berger pointed out that there must be at least two Ph.D. programs to have a DE. Associate Dean FitzGerald will provide additional wording regarding the Ph.D. program faculty participation as well in his revision of the document.

### **DISCUSSION ITEM**

#### **Theses and Dissertations – Electronic submission and online availability**

Prof. Andrew Waterhouse suggested this discussion item. It will be postponed until he is present.

### **CONSENT ITEMS (continued)**

The two items below were left on the consent list. They were approved as presented. Chair Hastings will notify the program chairs of Council’s approval.

#### **Designated Emphasis in Second Language Acquisition – Degree requirement change**

#### **MBA Program – Degree requirement change**

### **ANNOUNCEMENTS AND SUBCOMMITTEE REPORTS**

#### **Chair of Graduate Council**

Chair Hastings made his announcements at the beginning of the meeting.

#### **Dean--Graduate Studies**

Dean Gibeling made his announcements at the beginning of the meeting.

#### **Associate Dean for Programs**

Associate Dean Paul FitzGerald had no announcements.

#### **Courses and Bylaws**

Prof. Emily Goldman had nothing new to report. The review of graduate courses is complete. All courses submitted to the Course Approval System prior to the end of spring quarter have been acted upon. The committee forwarded 5 sets of bylaws to Graduate Council this year. One set of bylaws that was reviewed was withdrawn by the program. Another set of bylaws has been sent forward to Graduate Council for discussion of the voting procedures. The rest of the bylaws reviewed by the Committee this year are awaiting responses from programs.

#### **Associate Dean for Students**

Associate Dean Melvin Ramey was absent

#### **Associate Dean Emeritus**

Associate Dean Douglas Minnis was absent

#### **Coordinating Committee on Graduate Affairs**

Prof. Berger reported from CCGA’s previous meeting that to pay the additional fee for the TAs, when the registration fees went up this year and when they are increased, the Chancellors have

been allowed to use block grant fees. Dean Gibeling said that it was University Student Aid Program (USAP) money not block grants. Prof. Berger reported that CCGA has written a letter expressing the hope that this use of the funds is “one time only.” She also reported that in the past Davis was the only campus that required bylaws for its graduate programs. CCGA now is asking for bylaws from other campuses’ proposed graduate programs.

### **Graduate Student Association**

Ms. Joanna Friesner, Interim GSA Chair, was absent

### **Postdoctoral Scholars Association**

Dr. Carol Thornber announced that Dr. Albert van Geelen is taking over from her as the PSA Chair and that next year she will continue to come to Graduate Council meetings when he is unable to attend.

### **Graduate Student Assistant to the Dean and Chancellor**

Mr. Joaquin Feliciano was absent.

## **SUBCOMMITTEE REPORTS**

### **Academic Planning and Development**

Prof. Meeks reported that APD will meet tomorrow June 11, 2003, to review the revised proposal for the Graduate School of the Environment. In addition, over the summer the committee will review the five-year reviews of three ORUs. He reminded Council that it still needs to draft a policy regarding jurisdiction for graduate student misconduct, especially for the time period lying between the student being enrolled and being graduated.

### **Administrative**

Chair Hastings had nothing to report.

### **Educational Policy**

Prof. Berger reported that EPC has had its last meeting of the year.

### **Program Review**

Prof. Knoesen reported that PRC had completed all the reviews scheduled for this year.

### **Support and Welfare**

Prof. Ellen Sutter reported that the Support and Welfare Committee has awarded the second set of travel awards, those for fall 2003.

The meeting was adjourned at 3:45 p.m.

lsw – Graduate Studies