

**GRADUATE COUNCIL
AGENDA
Thursday, June 3, 2004
1:00 – 3:00 p.m.
Room 203 Mrak**

AGENDA ITEM

ATTACHMENT

ANNOUNCEMENTS

Announcements from the Chair (Hastings)
Announcements from the Dean (Gibeling)
Announcements from the Associate Deans (FitzGerald, Ramey)
Coordinating Committee on Graduate Affairs (Berger)
Graduate Student Association (Karpel)
Graduate Student Assistant to the Dean and Chancellor (Tatsch)
Postdoctoral Scholars Association (van Geelen)

SUBCOMMITTEE REPORTS

Academic Planning and Development (Meeks)
Administrative (Hastings)
Courses and Bylaws (Watkins)
Educational Policy (Waterhouse)
Program Review (Kavvas)
Support and Welfare (Scalettar)

CONSENT ITEMS

Minutes from April 26, 2004	10.1
Designated Emphasis in Biophotonics – Proposed program bylaws (Watkins)	10.2
Pharmacology and Toxicology – Revised bylaws (Watkins)	10.3
Transportation Technology and Policy – Revised bylaws (Watkins)	10.4

ACTION ITEMS

Textiles – PRC Report. Guest: Professor Jay Mechling, 1:10 p.m.	10.5
Native American Studies – PRC Report. Guest: Dr. Kathleen Ward, 2:00 p.m.	10.6
Food Science PRC Report – Draft transmittal letter (Hastings)	10.7
Designated Emphasis in Biotechnology PRC Report – Draft transmittal letter (Hastings)	10.8
Qualifying Examination Policies – Revised draft (Waterhouse)	

Alan Hastings, Chair

MINUTES
GRADUATE COUNCIL
Thursday, June 3, 2004
1:00 – 3:00 p.m.
Room 203 Mrak Hall

- PRESENT:** *Members:* T. Berger, A. Conley, A. Hastings, L. Kavvas, J. Meeks, P. Singh, A. Waterhouse, E. Watkins
Representatives: J. Karpel, E. Pyatt, S. Tatsch.
Graduate Studies: E. Blaine, Paul FitzGerald, K. Garcia, M. Ramey, L. Wilce
- ABSENT:** *Members:* C. de la Peña, K. Erickson, J. Gibeling, R. Scalettar, E. Sutter
Representatives: J. Galli-Banducci, J. Lane, C. Thornber, A. van Geelen
- GUESTS:** Professor Jay Mechling and Dr. Kathleen Ward

ANNOUNCEMENTS AND SUBCOMMITTEE REPORTS

The announcements and subcommittee reports were postponed until after the action items.

CONSENT ITEMS

The consent items were postponed until after the action items.

ACTION ITEMS

Textiles – PRC Report

Professor Jay Mechling, the PRC Liaison for the review of Textiles, presented the PRC Report and its recommendations to Council. Prof. Mechling reported that Textiles is a small, high quality program, as it was in its previous review in 1995. Its claim to distinction is its serious effort to be fully interdisciplinary, bringing together physical science and social science approaches to textiles and incorporating the humanities as well wherever appropriate. This strength is evident in the collaborative work of the core faculty and the recent grant creating Davis as a National Textiles Center site. This goal is less of a reality for the students and was their major concern. The faculty members serve as good models for interdisciplinary collaborations, but the students report that they actually experience the program as two separate tracks and quickly settle into one track. The report's primary recommendation is to re-instate some version of team-taught Textiles 293 as a required core graduate course, which would bring the two approaches (physical science and social science) together so that students can understand how they are integrated.

The rest of the recommendations to the chair and faculty of the graduate group (#2-8) address student concerns regarding courses, professional development, additional information in the student handbook, clarification of TA and RA/GSR position duties, and the need to require the use of English in the labs, as well as a reminder to native English speakers to be more open to learning how to work in international, multicultural settings.

Because the graduate group does not have the resources to implement the final three recommendations (#9-11), they are addressed to the Dean of the College of Agricultural and Environmental Sciences. These recommendations relate to providing the graduate group with FTE (through more opportunities to junior faculty), computer technical support, and a chemical free space for faculty and students to meet informally.

Council discussed the recurring reference to “core faculty” in the PRC Report and wished to point out that Textiles is a graduate group and that all the faculty members should be involved in all aspects of the program, including administration, teaching, mentoring, and research. Members of the graduate group should be able and expected to teach at least one of the core courses on occasion. The future of the graduate group in Textiles cannot be solely dependent on the faculty of the Department of Textiles and Clothing. Council wished to emphasize that the viability of the graduate group depends on the inclusion of faculty and courses from outside the department.

Council also raised the need across campus for clear GSR position descriptions, especially when Master’s and Ph.D. students are working in the same laboratories and research may either be primarily for the faculty member or for the student’s thesis/dissertation. Council will discuss this issue further next year both in the context of this program and as a general campus issue. Council was also interested in whether students come to UCD to work with specific faculty or for the program and how they find their major professor. Prof. Mechling thought that it was easy to identify physical science faculty but harder to identify faculty in the social sciences who might be members of the group.

Prof. Evan Watkins made the motion to approve the PRC Report and to emphasize in the transmittal letter the inclusion of faculty from outside the department in the graduate group. Prof. Trish Berger seconded the motion and the vote in favor was unanimous. Chair Alan Hastings will draft the transmittal letter. He thanked Prof. Mechling for his work on the review and for presenting the PRC Report to Council.

Native American Studies – PRC Report

Dr. Kathleen Ward, the PRC Liaison for the review of the Graduate Program in Native American Studies, presented the PRC Report and its recommendations. Because Dr. Ward was the PRC liaison for the review of the Designated Emphasis in Native American Studies last year, she was familiar with the department, faculty, and staff. Dr. Ward informed Council that Native American Studies is a very good graduate program. The program was inaugurated in 1999 and this was its first review. It is one of only two native studies programs nationally that offers the Ph.D. and is in a strong leadership position. Council agreed that for a relatively new program, NAS is of high quality and is doing well. The faculty and students are very good.

Dr. Ward also described the program’s weaknesses and the PRC Report recommendations that address these. Because the program does not have the resources to implement the first two recommendations, they are addressed to the Dean of HArCS. Recommendation #1 addresses the program’s primary weakness, the small number of faculty. Council recognized that the 4.6 members are highly productive, hard working and involved and have excellent research programs, two of which are internationally recognized. The faculty members have wonderful intentions for the M.A. and Ph.D. programs but their number is insufficient to support all of its commitments: the undergraduate program, providing general education courses for the campus, and the graduate programs, which include the M.A., Ph.D. and Designated Emphasis. As in

many small programs, NAS loses faculty to other commitments. The teaching load of the faculty is twice that of other Humanities, Arts and Cultural Studies (HArCS) faculty, i.e. 1200 compared to 600 student credit hours per faculty member per year. Council was pleased and encouraged to hear that the department is hiring two new faculty members next year and is in the process of recruiting one more. These 3 additional FTEs should help the NAS graduate program. Council also wished to point out that Phase III decisions required all departmentally-based graduate programs to develop bylaws and to open up membership to faculty outside of the home departments. Council strongly recommended that the graduate program consider admitting faculty from outside the department *where appropriate*, as this is one way to increase the number of faculty delivering a program.

Recommendation #2 addresses the program's shortage of space and facilities. The space in Hart Hall available to NAS is significantly less when compared with that of the other programs housed in the building.

The PRC Report included several recommendations to the NAS faculty (#3-9) to improve communication and address student concerns about the program itself. Three of these relate to having annual meetings, implementing plans to connect students and local native communities, and ensuring there is general agreement about the content of the core course (NAS 200), which varies by instructor.

Of particular concern to Council was Recommendation #10, which is addressed to the graduate program and the Deans of Graduate Studies and HArCS. "The administrative structure of the program needs considerable attention and should be overhauled." The NAS graduate adviser and chair change frequently and this creates additional problems for the administration of the program. Students and others reported ongoing communication problems with faculty, who do not respond to their e-mails and telephone calls. Procedures must be implemented for basic record keeping and tracking of students and alumni. Such an overhaul would be expected to improve the program's ability to meet deadlines and provide information in a timely manner.

Prof. Berger made the motion to approve the PRC Report and add Graduate Council's comments to the transmittal letter. Prof. Watkins seconded the motion and the vote in favor was unanimous. Chair Hastings will draft the transmittal letter. He thanked Dr. Ward for her work on this review and for presenting the PRC Report to Council.

Food Science PRC Report – Draft transmittal letter

Council had no changes to the Food Science PRC Report transmittal letter. Prof. Alan Conley moved to approve the letter, Prof. Levent Kavvas seconded the motion and the vote in favor was unanimous.

Designated Emphasis in Biotechnology PRC Report – Draft transmittal letter

Council had no changes to the DE in Biotechnology PRC Report transmittal letter. Prof. Kavvas made the motion to approve the letter, Prof. Conley seconded the motion, and the vote in favor was unanimous.

CONSENT ITEMS

Designated Emphasis in Biophotonics – Proposed program bylaws and final approval of the new designated emphasis program

Chair Hastings reported that he has received some additional small wording changes to the DE's bylaws from Kathy Garcia and Lee Wilce. He guaranteed that these revisions did not substantively change the bylaws. The changes were for clarification and consistency of use of terminology. Prof. Berger asked whether it was common for students to be reviewed annually. Prof. Watkins reported that when queried, the program reported that both the faculty and students thought it was a good idea. The amended bylaws were left on the consent list and approved. Chair Hastings will notify Dean Jeffery Gibeling and the proposer that Graduate Council has approved the bylaws and that this was also the last step in the formal approval process for the new Designated Emphasis in Biophotonics. Associate Dean Paul FitzGerald will request a BANNER code for the new DE from the Office of the Registrar.

The rest of the items were left on the consent list and were approved as presented. The minutes will be posted on the Web and Chair Hastings will notify the graduate program chairs that the bylaws have been approved.

Minutes from April 26, 2004

Pharmacology and Toxicology – Revised bylaws

Transportation Technology and Policy – Revised bylaws

Qualifying Examination Policies – Revised draft

Chair Hastings reported that the Chair's Advisory Committee is looking at this draft. He requested that if Council has any comments on the draft, they be sent to Lee Wilce, the Graduate Council Assistant. Council will look at this item either at the last meeting or next year.

ANNOUNCEMENTS

Graduate Council Chair

Chair Alan Hastings made several announcements. He reported that the proposers of the **Doctorate in Educational Leadership: Capital Region Alliance (DEL:CRA)**, the joint Ed.D. program with CSU Sacramento and Sonoma State University, responded positively to Graduate Council's points and made the requested revisions to the proposal. The Academic Senate Committee on Academic Planning and Budget Review (CAPBR) supported the proposal. The Library Committee had a question about acquisitions and the Library's own budget. The proposal includes a line item for acquisitions. The proposal will be transmitted to the Council of Deans and Vice Chancellors (CODVC) for its June 8, 2004 meeting. When the proposal is approved by the Chancellor, it will be transmitted to the systemwide Coordinating Committee on Graduate Affairs (CCGA) for review and final approval by the UC President.

Chair Hastings reported that **UC President Robert Dynes** met with members of the Executive Council while he was visiting campus recently. Graduate student support is very high on his and UC Vice Provost MRC Greenwood's agenda. The number of graduate to undergraduate students at UC is very low, when examined with UC's comparison institutions. Prof. Andrew Waterhouse thought that nonresident tuition (NRT) might be the problem. Chair Hastings reported that they are aware of the NRT issue; no solution has been offered yet. Prof. Berger pointed out that there is also the compact with the Governor.

Chair Hastings' last announcement was that the **Graduate Studies Commencement Ceremony** will take place on Thursday, June 17, 2004.

Dean–Graduate Studies

Dean Jeffery Gibeling was out of town at a systemwide meeting at UCLA.

Associate Dean for Graduate Programs

On behalf of Dean Gibeling, Associate Dean FitzGerald reported that the Regents and UC have agreed to a 20% increase in graduate student fees and to NRT. The State legislators have not yet agreed to these percentages. There will be a return of 20% (instead of 30-33%) from both the graduate fee increases and the NRT increases in the form of aid. There have been productive conversations with President Dynes and Vice Provost Greenwood. Graduate education is on their radar.

Associate Dean for Students

Associate Dean Melvin Ramey reported on the graduate admissions data. As of May 28, 2004 there were about 8000 applicants; as of May 1 there were 7955. Graduate Studies has received 1000 positive intent to register responses and 511 responses declining acceptance of admissions. The tracking is almost identical to this time last year, but there is a different balance of international and national students; there are fewer international and more domestic students accepting admissions. This year 90% of the applications were received on line. The Office of Graduate Studies is working to make the admissions process smoother, especially to be able to read more documents on line. Associate Dean Ramey asked whether Council had any questions for him to relay back to Dean Gibeling. He indicated that Graduate Studies staff members need to be complimented on the amount of paper that is processed in order to move students through their graduate careers. Currently, 28 theses/dissertations a day are being accepted and checked by each of the three student affairs officers and managers. Prof. Berger asked Associate Dean Ramey about his proposed “all but dissertation status” for students. He responded that the new non-registered status would be implemented at the beginning of spring quarter 2005. Because of this year's admissions application problem with BANNER, the new status will take a little longer to be implemented than originally planned. The details are not insignificant and there needs to be a big reconciliation of the data regarding students on filing fee status.

Coordinating Committee on Graduate Affairs

Vice Chair Berger, Graduate Council's representative to CCGA, had nothing to report. CCGA's meeting is next Tuesday, June 8, 2004. She sent Council an e-mail regarding “year round operation” and tomorrow she will report back to the Academic Senate ad hoc committee on which she is serving. One question that has been raised is whether graduate students can be appointed as TAs at 100% for both summer sessions.

Graduate Student Association

GSA Chair Jonathan Karpel had nothing to report.

Postdoctoral Scholars Association

PSA Chair Dr. Albert van Geelen and Dr. Carol Thornber were absent.

Graduate Student Assistant to the Dean and Chancellor

Ms. Sheri Tatsch had nothing to report.

SUBCOMMITTEE REPORTS

Academic Planning and Development

APD Chair Jack Meeks reported that his committee has reviewed requests from 6 graduate programs for changes to degree requirements. APD has received responses from two programs to its comments. He expects to have at least one more set ready for the next Graduate Council meeting. He reported that the proposal to reconstitute the Division of Biological Sciences (DBS) as a college really has not changed and that APD can review the latest version before the last Council meeting. The proposers have only added one paragraph.

Administrative

Chair Hastings reported that the committee will meet this week to deal with several issues.

Courses and Bylaws

C&B Chair Evan Watkins reported that his committee will have more bylaws for the next meeting.

Educational Policy

EPC Chair Andrew Waterhouse will transmit three proposals for new programs to Council for its last meeting. He reported that during the year, a couple of proposals did not make it through EPC. He will forward them to Council for the record. The deciding factor against supporting the proposals was not in the proposals themselves but in their supporting documentation, which was lacking crucial information or support. Chair Hastings said these items would be placed on the consent items list.

Program Review

PRC Chair Levent Kavvas reported that his committee is continuing to meet and prepare PRC Reports. They have three more PRC Reports to present at the last meeting.

Support and Welfare

S&W Chair Richard Scalettar was absent.

Graduate Students

Ms. Ellen Pyatt reported that the graduate students really need a **graduate student handbook**. It has been in the preparation process for a couple of years. This year she dealt with grievances, which could have been handled more easily if the handbook had been available. Mr. Karpel reported that he has talked to Dean Gibeling about the handbook and that it was a priority for the Dean and would not be overlooked. Mr. Karpel will continue as GSA Chair and will be on Graduate Council again next year. Associate Dean FitzGerald reported that it has not been dropped. Assistant Dean Erik Blaine reported that a Communications Coordinator had been hired and would begin July 1, 2004 and it would be on her list of things to do.

The meeting was adjourned at 2:48 p.m.

lsw – Graduate Studies