

Revised, 9/16/03, item 1.\* and Handout added

**GRADUATE COUNCIL  
AGENDA  
Thursday, September 18, 2003  
2:00 – 4:00 p.m.  
Room 203 Mrak Hall**

<b>AGENDA ITEM</b>	<b>ATTACHMENT</b>
Welcome and Introductions from the Chair (Hastings)	
<b>Graduate Council 2003-2004 Membership List, Draft</b>	1.1
<b>Confidentiality of Graduate Council discussions</b>	
<b>Graduate Council Handbooks, electronic version</b>	
<b>Graduate Council – DD Bylaw 80, Structure 2003-2004, and Subcommittees: Internal Guidelines</b>	1.2
<b>Minutes are posted on the Web at</b> <a href="http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm">http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm</a>	
 <b><u>SUBCOMMITTEE DESCRIPTIONS</u></b> (to be presented by Subcommittee Chairs)	
Academic Planning and Development (Meeks)	
Administrative (Hastings)	
Courses and Bylaws (Watkins/Conley/Garcia)	
Educational Policy (Waterhouse)	
Program Review (Kavvas/Hastings)	
Support and Welfare (Scalettar)	
 <b><u>ANNOUNCEMENTS</u></b>	
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)	
Postdoctoral Scholars Association (van Geelen)	
 <b><u>ACTION ITEMS</u></b>	
<b>Sponsored Research Manual (SRM) Intramural Funding Sources Section 525 “Graduate Student Travel Awards” – Revised (Duffy)</b>	1.3
<b>Five-year review reports of three Organized Research Units (ORUs) – Academic Planning &amp; Development evaluations, June 11, 2003 (Meeks)</b>	1.4
• <b>Center for Image Processing and Interactive Computing (CIPIC)</b>	
• <b>Institute for Government Affairs (IGA)</b>	
• <b>Program in International Nutrition (PIN)</b>	
<b>Biological Chemistry, School of Medicine – Request to change department name to “Biochemistry and Molecular Medicine” (Hastings)</b>	1.5
<b>Human Physiology, School of Medicine – Request to change department name to “Physiology and Membrane Biology” (Hastings)</b>	1.6
<b>Agricultural Education Credential Program – Request to re-instate admissions (Gibeling)</b>	1.7
<b>Year-Round Instruction at UCD – Making summer a normal quarter (Hastings)</b>	1.8
<b>Report of the Graduate and Professional School Admissions Task Force, Draft 7, September 11, 2003 (Hastings)</b>	1.*

**CONSENT ITEM**

**Agricultural and Resource Economics – Revised degree requirements (Berger)** 1.9

**DISCUSSION ITEMS**

**Electronic or hard copies of meeting agenda items, Graduate Council’s preference (Hastings)  
Graduate Council Goals for 2003-2004 (Hastings, subcommittee chairs et al.)**

**INFORMATIONAL ITEMS**

**Council of Graduate Deans Response to 3 Questions Posed by the Coordinating  
Committee on Graduate Affairs – ACR 178, international applications, and  
“dormant” graduate programs (Erickson/Berger) 1.10  
Graduate Studies at UC Davis – Graduate program directory Handout**

Alan Hastings, Chair

Distribution:

T. Berger	A. Conley	S. Crum	K. Erickson	J. Gibeling
L. Kavvas	A. Kuhn	J. Meeks	R. Scalettar	P. Singh
E. Sutter	A. Waterhouse	E. Watkins		
J. Galli-Banducci	J. Karpel	J. Lane	E. Pyatt	S. Tatsch
C. Thornber	A. van Geelen			
W. Armijo	E. Blaine	E. Dennis	T. Dillinger	C. Duffy
P. FitzGerald	K. Garcia	C. Jurado	D. Minnis	M. Ramey
L. Webb	L. Wilce			

c: B. Madewell

cc w/o encl: Deans

N. Biggart	F. Curry	S. Dugdale	C. Erickson	W. Ko
E. Langland	E. Lavernia	H. Levine	K. Lloyd	J. MacDonald
B. Osburn	D. Pendleton	R. Perschbacher	S. Sheffrin	J. Silva
N. Van Alfen	P. Wise			

**MINUTES**  
**GRADUATE COUNCIL**  
**Thursday, September 18, 2003**

**PRESENT:** T. Berger, K. Erickson, J. Gibeling, A. Hastings, L. Kavvas, J. Meeks,  
R. Scalettar, P. Singh, E. Sutter, A. Waterhouse, E. Watkins

J. Galli-Banducci, J. Karpel, E. Pyatt

C. Duffy, P. Fitzgerald, K. Garcia, L. Webb, L. Wilce

**ABSENT:** A. Conley, S. Crum. J. Lane, S. Tatsch, C. Thornber, A. van Geelen

**Welcome and Introductions**

Graduate Council Chair Alan Hastings welcomed everyone to Graduate Council. Everyone present introduced him or herself. Chair Hastings mentioned those people who were absent.

**Graduate Council 2003-2004 Membership List, Draft**

Chair Hastings requested that any corrections to the information on the membership list be given to the Graduate Council Assistant.

**Confidentiality of Graduate Council discussions**

Chair Hastings reminded everyone that Graduate Council discussions are confidential.

**Graduate Council Handbooks, electronic version**

Chair Hastings informed Council that the Graduate Council Handbook of Guidelines for Members would be distributed electronically to everyone. [It was distributed via e-mail on 9/19/03.]

**Graduate Council – DD Bylaw 80, Structure 2003-2004, and Subcommittees: Internal Guidelines**

Chair Hastings pointed out the documents that describe Graduate Council, its structure and its subcommittees. He said that the chairs would describe their subcommittees.

**Minutes are posted on the Web at <http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm>**

Chair Hastings said that when Council's meeting minutes are approved, they are posted on the Web.

**SUBCOMMITTEE DESCRIPTIONS**

Chair Hastings reported that much of what Graduate Council does is done in subcommittee. Then, Council as a whole reviews items and the subcommittee's recommendations and Council usually approves them.

**Academic Planning and Development**

APD Chair Prof. Jack Meeks went through the five charges to APD that are described in the "Graduate Council Subcommittees: Internal Guidelines" and said that last year's items did not fall under all five charges. Some of the items reviewed by the committee included the proposed

Graduate School of the Environment, the campus' 2020 Vision Plan, graduate student conduct/misconduct policies, ORUs that coordinate graduate education, and a new regulation for credit for concurrent courses. Prof. Meeks also reported that after two years of work on the campus' postdoctoral scholars policy and related issues, there were no new postdoctoral issues last year.

Chair Hastings said that the request of the Division of Biological Sciences on the procedures to become a college was one of the first items that the committee would review this year.

### **Administrative**

Chair Hastings reported that the Administrative Committee considers student appeals and requests for exception to policy and makes recommendations to the Dean of Graduate Studies.

### **Courses and Bylaws**

C&B Chair Prof. Evan Watkins said that this committee reviews graduate courses and graduate program bylaws. Chair Hastings said that a surprisingly large number of courses are submitted for review each year.

### **Educational Policy**

EPC Chair Prof. Andrew Waterhouse said that the committee reviews proposals for new graduate programs and changes to existing programs. He reported that last year's committee reviewed at least 10 programs' changes and one proposal for a new program. The committee also reviews other changes, for example, requests for changes to policies. This year he would like the committee to consider whether a student's major professor should be allowed to be a member of the student's Qualifying Examination committee as well. He said that in his discipline, this is not done. Chair Hastings agreed to re-visit this issue this year.

### **Program Review**

On behalf of PRC Chair Prof. Levent Kavvas, who was out of town, Chair Hastings reported that the PRC is responsible for the reviews of graduate programs and for designing the manner of the review process. He said that the PRC Reports for this year's graduate program reviews would be submitted to Council in the winter and spring, and that the follow-up to previous years' reviews and requests for closures of these reviews would come to Council in the fall. Chair Hastings added that he would like to recommend that there be an external reviewer for Master's degree programs, in those disciplines where, for example, the MFA, is the highest degree in the field. Currently, external reviewers from off campus are invited to review only Ph.D. programs.

### **Support and Welfare**

S& W Chair Prof. Richard Scalettar said that the committee reviews fellowship applications. He did not recall the committee giving advice on block grant funds last year. The committee's primary charge is to review applications for fellowships. The travel award applications are reviewed in the fall and spring. The committee has a tremendous workload reviewing the internal fellowship applications in the winter. These awards are important for student recruitment. He added that charges 3, 4, and 5 in the "Graduate Council Subcommittees: Internal Guidelines" were not done last year.

## **ANNOUNCEMENTS**

### **Graduate Council Chair**

Chair Hastings said that the challenge that Graduate Council faces is that although it may not represent all disciplines on campus, one of the difficult things that it must do is to step back and think of graduate education as a whole and take a very broad view.

### **Dean–Graduate Studies**

Graduate Studies Dean Jeffery Gibeling made several announcements. He reported that the **budget** is set for this year. For next year, all State agencies have been asked to think about the possibility of 20% cuts. **Graduate student fees** have been raised. One third of the fee increase is returned to the campus as student aid that is distributed through the block grant. The money is coming back mid-year, which is not a time when it can be distributed most effectively. However, the monies can be carried over. **Nonresident tuition (NRT)** is up 10%. There is no return to campuses on these NRT fee increases. Dean Gibeling reported that **Graduate Studies’ budget** is sufficient for now to support graduate programs and run the Office of Graduate Studies. In addition, the Provost is still committed to graduate education and graduate student support. Dean Gibeling announced that the **“2020 Vision” document** has been finalized and that it says some good things about graduate education. The final document will be presented for the first time at the Chancellor’s Fall Conference.

Dean Gibeling reported on the **Nonresident Tuition Remission (NRTR) policy**, under which Graduate Student Researchers (GSRs) will receive NRT from the source that funds their stipend. The policy is a “pay as you go” model, with a direct charge to the grant. The policy will be implemented fall 2004. Dean Gibeling is responsible for determining the details of the policy’s implementation. Council members asked Dean Gibeling whether the policy affects any GSR employment and he responded that it does and that we need to determine what to do about GSRs who are not on Federal grants.

Dean Gibeling reported that the **UC systemwide postdoctoral scholars policy (APM-390)** has been approved. It is similar to UC Davis’ previously approved policy. He said that UCOP has decided to discontinue the **Non-Student PGR title** (title code 3240) although UCD tried to keep it. Council members raised several concerns regarding the loss of the NSPGR title. Assistant Dean Charles Duffy said that there are other titles that serve the same purpose and that may not require a recruitment process. The discontinuance of the NSPGR title will be effective of July 1, 2004. Assistant Dean Duffy said that UCD appoints many individuals to the title code 3240. He added that the campus is getting APM-390 in place and there will be a transition plan. Chair Hastings asked about the postdoctoral scholars’ benefits plan package that is supposed to be in place on January 1, 2004. Assistant Dean Duffy referred to APM-390 that states that they will participate in a benefits package as similar as possible to that of the staff and faculty. There will be a different vendor for the benefits package because the postdoctoral scholars are not part of UC Retirement System. How the postdoctoral scholars are paid is not linked to being UC employees. Assistant Dean Duffy said that he would know more about the benefits plan in two weeks.

Dean Gibeling announced that the UC campuses are in **negotiation with TA bargaining units**.

Chair Hastings asked about UCD’s role in **UC Merced**. Dean Gibeling reported that UC Merced has hired faculty who are bringing students, who might graduate with UC degrees. CCGA Chair Prof. Kent Erickson reported that Prof. Keith Alley, the UC Merced Vice Chancellor for Research and Dean of Graduate Studies, would be attending CCGA meetings this year, as the representative of the Graduate Deans. Three former CCGA Chairs, Professors Cliff Brunk, Chris Calvert, and

Simon Williams comprise the Provisional UCM Graduate Council. UCM has received conditional approval for their Individual Graduate Program from CCGA.

CCGA Chair Prof. Erickson also updated Council on the proposed **UCD Linguistics Ph.D. program**, which is still under review by CCGA. The lead reviewer is Prof. Bill Roy and the external review is complete. There are two other new programs from other campuses that are also still under review.

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

Associate Dean for Graduate Programs Paul FitzGerald had no announcements.

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

Associate Dean for Students Melvin Ramey was out of town.

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

CCGA Chair Kent Erickson's announcements are reported at the end of Dean Gibeling's announcements. Vice Chair Trish Berger, Graduate Council's representative to CCGA, arrived later in the meeting.

#### **Graduate Student Association**

GSA Chair Jonathan Karpel announced that GSA is working on finding graduate students to serve as representatives on campus committees.

#### **Postdoctoral Scholars Association**

PSA Chair Dr. Albert van Geelen and last year's Chair Dr. Carol Thornber were out of town.

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

Ms. Sheri Tatsch was attending a Week of Welcome (WOW) orientation event for new graduate students and postdoctoral scholars. She is the WOW coordinator.

#### **ACTION ITEMS**

##### **Sponsored Research Manual (SRM) Intramural Funding Sources Section 525 "Graduate Student Travel Awards" – Revised**

Assistant Dean Charles Duffy presented some background on how policies affecting graduate students are reviewed. Since Graduate Studies is the keeper of records regarding graduate students, when work on a policy is done, Graduate Studies likes to bring it to Graduate Council or Council's Academic Planning and Development Committee first. When Graduate Council approves a policy, it is then routed through the standard policy approval process. Assistant Dean Duffy pointed out some minor corrections to the revised policy: (1) On page 5, the "Committee" refers to Graduate Council's Support and Welfare Committee. "Support and Welfare" should be inserted. (2) On page 6, there is a dangling "or" at the end of a sentence which should be deleted. Chair Hastings suggested a third revision, the addition of the term "poster" wherever the student's "research paper" or "paper" is mentioned since most students are presenting posters.

A Council member raised a question regarding the call dates for the graduate student travel awards. Council discussed this topic extensively, including the amount of lead time needed e.g., (March is early for meetings in December), the staff preparation time and faculty workload associated with having additional call dates, whether some flexibility could be built into the

process (e.g., by holding back money for students attending some late meeting dates), whether the travel awards need to be better publicized to graduate students, whether the time to review the applications could be shortened (e.g., whether the programs could review them in two weeks instead of a month), the amount of time needed to review the application sometimes makes the notification very close to the date of travel for the meeting, and the problem that students often do not know about meetings in November and December by the March 15<sup>th</sup> travel application deadline.

Chair Hastings asked Council whether this item needed a more thorough review. Associate Dean FitzGerald suggested that a small committee could look at SRM 525 more closely and said that he and Prof. Ellen Sutter, last year's Chair of Support and Welfare, had a meeting coming up. Chair Hastings agreed to send the item to a small committee of Support and Welfare members.

### **Five-year review reports of three Organized Research Units (ORUs) – Academic Planning & Development evaluations, June 11, 2003**

- **Center for Image Processing and Interactive Computing (CIPIC)**
- **Institute for Government Affairs (IGA)**
- **Program in International Nutrition (PIN)**

Prof. Meeks presented APD's report on the five-year review reports on the three Organized Research Units listed above. He said that there were some issues in PIN but APD did not think that they were major ones. The APD Committee recommended that all three ORUs should be renewed, especially IGA, which provides an important service to the social sciences. Council also discussed CIPIC's request for a name change.

Prof. Trish Berger made the motion to approve the APD report, to forward it to the Academic Senate as Council's response, and in the cover letter to include the suggestion to check for overlap of names on campus in regard to the name change for CIPIC. Prof. Watkins seconded the motion and the vote in favor was unanimous. Chair Hastings will notify Prof. Bruce Madewell, Chair of the Academic Senate, in writing.

### **Biological Chemistry, School of Medicine – Request to change department name to “Biochemistry and Molecular Medicine”**

Chair Hastings asked Council for its comments on the proposed name change. One Council member thought that the only conflict was in the “molecular medicine” portion of the proposed name since the department was only one of several that had research programs in the field of molecular medicine. Chair Hastings asked Council what its role was in commenting on the name change and whether the proposed name had any impact on graduate education. Associate Dean FitzGerald suggested asking the department to give the definition of “molecular medicine.” He added that there is a graduate group called Biochemistry and Molecular Biology. A Council member asked whether the proposed name is representative of what the department does.

Prof. Erickson made the motion to respond that Graduate Council thought that the Biological Chemistry Department's proposed name “Biochemistry and Molecular Medicine” would have no negative impact on graduate education, but there are issues regarding the definition of “molecular medicine” on campus, and Council suggested that the department define what it meant by “molecular medicine.” Profs. Meeks and Sutter seconded the motion and the vote in favor was unanimous. Chair Hastings will notify Prof. Madewell of Council's comments.

**Human Physiology, School of Medicine – Request to change department name to “Physiology and Membrane Biology”**

Chair Hastings presented the item and said that there is a graduate program formerly named Physiology, which changed its name to Molecular, Cellular and Integrative Physiology last year. Council discussed the proposed name change and the department, including its new faculty hires. One Council member thought the new name seemed to narrow the department. Another member thought the old name was accurate and preferred it to the new name. Chair Hastings stated concern for the rationale for the name change. Another member pointed out that there is overlap with the name “physiology,” which is already in use on campus.

Prof. Erickson made the motion to respond that Graduate Council thought, “The different name does not advantage or disadvantage graduate education. However the old name provides a broader perspective for the department to develop academic initiatives.” Prof. Berger seconded the motion and the vote in favor was unanimous. Chair Hastings will notify Prof. Madewell of Council’s comments.

**Agricultural Education Credential Program – Request to re-instate admissions**

Dean Gibeling presented the background on this request. The Agricultural Education (ag ed) Credential Program was closed by CA&ES as a cost saving measure. The program was designed to train students to teach ag ed in high schools. There was an outcry from the agricultural community when admissions to the program were suspended. The campus response was that when the School of Education was up and running, the program would be re-instated. Education wants to include the ag ed credential in its MA/credential program, and would like the Dean to re-open admissions for fall 2004. This year there is one student who would like the credential. Prof. Berger added that the request is also for the program to accept continuing students who would like to transfer into it, beginning winter 2004. A Council member asked how many students would be in the program. Dean Gibeling responded that there used to be 2-3 entering students per year and Education is projecting 5-10 per year. Prof. Sutter presented some additional history regarding the program and its closure.

In reviewing the program presented in the attachment, Council raised a number of questions that no one could answer definitively. Council agreed to invite Education’s Associate Dean Sharon Dugdale or another representative from the School of Education to attend Graduate Council's next meeting on Friday, October 17, to clarify the agricultural education credential program(s). Council asked whether the current Education program was the same as the previous CA&ES program. Council also wanted a copy of the previous program. Council did not know whether the request to open admissions was for a new program with a new curriculum or for a new curriculum that would serve the same purpose as that of the former program. Of particular confusion to Council was the second Agricultural Education *Specialist* Credential, which requires additional coursework, and what its relationship would be to the Agricultural Education Credential/Master's Program. It appeared that Education would be offering two agricultural education credentials. Would students need one or the other or both of the agricultural education credentials? Dean Gibeling’s understanding of the program was that ag ed would be one more track in the MA/credential program, which is already being offered. However, Education is not currently offering an ag ed *specialist* credential. Education wants the authority to offer both credentials.

Chair Hastings will contact Prof. Dugdale.

### **Year-Round Instruction at UCD – Making summer a normal quarter**

Chair Hastings presented his draft response regarding summer as a normal quarter and asked for Council's consideration and comments. He reported that he and other Academic Senate members are on a committee to consider the issue. He asked Graduate Council for an initial response to the documents forwarded by the Chair of the Academic Senate.

The Council members raised a number of issues: whether students would enroll in 3 or 4 quarters a year, whether the summer term would be a 10-week quarter or remain as 2 six-week sessions; whether graduate students would be required to pay fees in the summer; whether students might take another quarter off; what impact year-round operation would have on committees such as Graduate Council; whether all faculty would be on 11-month appointments; how summer is currently funded; and whether enrollment has increased during the summer.

Prof. Berger made the motion to approve the draft letter as Graduate Council's response with the caveat that it has had just a preliminary initial discussion of year-round operation at UCD and hoped to have the opportunity for additional input. Prof. Watkins seconded the motion and the vote in favor was unanimous. Chair Hastings will transmit the approved letter with a cover memo expressing Council's caveat to Prof. Madewell.

### **Report of the Graduate and Professional School Admissions Task Force, Draft 7, September 11, 2003**

Chair Hastings presented the report and asked Council for its comments. Graduate Council agreed with Dean Gibeling's comments on the draft, which he presented to Council and had already relayed to Prof. Madewell. Council agreed on the following points:

- the need to clarify the use of the term "graduate" for "academic graduate" or "graduate and professional"
- that the ACR 178 was directed primarily toward professional schools rather than "academic graduate" programs
- that every graduate application is given a comprehensive review but not all the criteria are considered for each application
- at the bottom of the second page of the report, the wording needs to be reversed to be correct. The sentence, "Most applications are reviewed by more than one experienced reviewer to ensure diverse assessments and to improve the chances that the program will enroll the very best and most varied students who will contribute to the overall success of the program." should be reworded to emphasize the benefit to the students rather than the program. For example, "...students who will best benefit from the opportunities provided by the program."
- Guiding principle # 4 on page 2 of the report should be reworded to say, "No applicants are **evaluated** on the basis of a single criterion." The word "evaluated" replaces "admitted or rejected" in the sentence.

Council thought that the academic programs are currently evaluating applicants in accordance with the report's guiding principles. However, Council recognized that the documents reporting admissions decisions might not accurately reflect the process. It may be that more extensive descriptions of the process need to be made by the evaluators.

Dean Gibeling said that the so-called blue memo now asks evaluators what criteria they considered when they reviewed the applicant's admissions file and then to check off the reason for denial. Associate Dean FitzGerald added that evaluators indicate the primary reason for not admitting an

applicant on the blue memo. Prof. Meeks thought that the problem was in the documentation, not in the way that the evaluations are conducted.

CCGA Chair Prof. Erickson pointed out that ACR 178 has been around for two years and the report is the result of the collective wisdom systemwide.

### **CONSENT ITEM**

#### **Agricultural and Resource Economics – Revised degree requirements**

The revised Agricultural and Resource Economics degree requirements were removed from the consent list because Council members had several questions about them. Prof. Berger, last year's EPC Chair, presented an explanation regarding the dates of exams and what is meant by "split the core." Dean Gibeling and Associate Dean FitzGerald pointed out that a student cannot fail an examination for procedural reasons. The program cannot say that the students "fail" the examination if they do not take it. The program can say that the student "forfeited an opportunity" to take the examination. Chair Hastings asked Prof. Berger to review the degree requirements another time and bring them back to the next meeting.

### **DISCUSSION ITEMS**

#### **Electronic or hard copies of meeting agenda items, Graduate Council's preference**

Chair Hastings asked whether Council preferred receiving hard or electronic copies of meeting agenda items. Council members said that they preferred hard copies since they need them for the meetings.

#### **Graduate Council Goals for 2003-2004**

This item was carried over due to lack of time.

### **INFORMATIONAL ITEMS**

Chair Hastings pointed out the two informational items.

#### **Council of Graduate Deans Response to 3 Questions Posed by the Coordinating Committee on Graduate Affairs – ACR 178, international applications, and "dormant" graduate programs**

This item was not discussed due to lack of time.

#### **Graduate Studies at UC Davis – Graduate program directory**

Chair Hastings offered the directories to those who wished to take one as they left.

The meeting was adjourned at 4:00 p.m.

lsw – Graduate Studies