

**GRADUATE COUNCIL
AGENDA
Wednesday, September 22, 2004
1:00 – 3:00 p.m.
3201 Hart Hall**

AGENDA ITEM	ATTACHMENT
Welcome and Introductions from the Chair (Berger)	
Graduate Council 2004-2005 Membership List, Draft	1.1
Confidentiality of Graduate Council discussions	
Graduate Council Handbook of Guidelines for Members, electronic version	1.2
Graduate Council – DD Bylaw 80, Structure, and Subcommittee Guidelines, 2004-2005	1.3
Minutes are posted on the Web at http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm	
 <u>SUBCOMMITTEE DESCRIPTIONS</u> (to be presented by Subcommittee Chairs)	
Academic Planning and Development (Knoesen)	
Administrative (Berger)	
Courses and Bylaws (Watkins)	
Educational Policy (To be appointed)	
Program Review (Kavvas)	
Support and Welfare (To be appointed)	
 <u>ANNOUNCEMENTS</u>	
Announcements from the Chair (Berger)	
Announcements from the Dean (Gibeling)	
Announcements from the Associate Deans (To be appointed)	
Coordinating Committee on Graduate Affairs (Wu)	
Graduate Student Association (Karpel)	
Postdoctoral Scholars Association (van Geelen)	
 <u>ACTION ITEMS</u>	
Proposed Calendar for Summer Instruction – Year Round Operation (Berger)	1.4
Ophthalmology, School of Medicine – Request for department name change (Berger)	1.5
CA&ES Proposal to Consolidate Four Departments (Berger)	1.6
Academic and Administrative Responsibilities: The Roles of Graduate Council and Graduate Studies – Revision to DD Bylaw 80 (Gibeling)	1.7
 CONSENT ITEMS	
The following items will be distributed before the meeting.	
Doctorate in Educational Leadership: Capital Region Alliance (DEL:CRA), Proposed Joint Ed. D. Program with CSU Sacramento and Sonoma State University – Bylaws (Watkins)	1.8
<i>To be distributed electronically before the meeting.</i>	
Graduate programs to be reviewed in the 2005-2006 academic year (Kavvas)	1.9
Biomedical Engineering, Chemical Engineering, Cultural Studies, Ecology, Entomology, Epidemiology, International Commercial Law, and Viticulture & Enology	
Graduate program review schedule, revised (Kavvas) <i>The table is CONFIDENTIAL.</i>	1.10

Closure of reviews of graduate programs (Kavvas)

1.11

Art Studio, Community Development, Comparative Pathology, Exercise Science, Nutrition, and Sociology

DISCUSSION ITEMS

Graduate Council goals and topics for 2004-2005 (Berger, subcommittee chairs et al.)

INFORMATIONAL ITEM

Graduate Studies at UC Davis – Graduate program directory

Enclosed

Trish Berger, Chair

Distribution:

Members:

J. Cadden	P. Chesson	A. Conley	C. de la Peña	J. Gibeling
L. Kavvas	A. Knoesen	R. Scalettar	J. Turgeon	S. Upadhyaya
A. Waterhouse	E. Watkins	R. Wu		

Representatives:

S. Blank	D. Johns	J. Karpel	A. Kelleher	E. Pyatt
A. van Geelen	H. Wylie	Postdoctoral Scholar		

Graduate Studies attendees:

S. Albrecht	K. Garcia	S. O’Neill	L. Wilce
Assoc Dean for Programs		Assoc Dean for Students	

c: Academic Senate Chair D. Simmons

electronic copy w/o encl:

G. Anderson
 Chairs of Faculties of Colleges and Schools
 Chairs of the Academic Program Departments, UC Davis Extension
 Deans

**MINUTES
GRADUATE COUNCIL
Wednesday, September 22, 2004**

PRESENT: *Members:* T. Berger, J. Cadden, P. Chesson, A. Conley, C. de la Peña, J. Gibeling, L. Kavvas, A. Knoesen, R. Scalettar, J. Turgeon, S. Upadhyaya, A. Waterhouse, E. Watkins, R. Wu

Representatives: S. Blank

Graduate Studies attendees: K. Garcia, S. O'Neill, L. Wilce

ABSENT: *Representatives:* D. Johns, J. Karpel, A. Kelleher, E. Pyatt, A. van Geelen, H. Wylie

Welcome and Introductions

Graduate Council Chair Trish Berger welcomed everyone to Graduate Council. Everyone present introduced himself or herself.

Graduate Council 2003-2004 Membership List, Draft

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

Confidentiality of Graduate Council discussions

Chair Berger reminded everyone that Graduate Council discussions are confidential. When the minutes are approved, they are posted on the Web.

Graduate Council Handbooks, electronic version

Chair Berger informed Council that the Graduate Council Handbook of Guidelines for Members would be distributed electronically to everyone. [It was distributed via e-mail on September 23, 2004.]

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

Chair Berger pointed out the documents that describe Graduate Council, its structure and its subcommittees.

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

Chair Berger indicated that Council's approved meeting minutes are posted on the Web at the address on the agenda cover sheet.

SUBCOMMITTEE DESCRIPTIONS

Chair Berger asked the chairs to describe their subcommittees.

Academic Planning and Development

APD Chair André Knoesen reported that he was a member of the committee last year and this would be his first year chairing this committee. This year the committee will review proposals for new programs. Prof. Knoesen pointed out that this change was not noted on Graduate Council Structure 2004-2005 chart under the Educational Policy Committee (the bolded portion "Review

new grad programs/DEs” should have been struck through) and under the two separate subcommittees (APD and EPC) in the Graduate Council Subcommittees: Internal Guidelines [the change was just in the note at the beginning of the guidelines]. The corrections will be made to the documents.

Administrative

Chair Berger reported that the Administrative Committee deals with student issues such as a research funding organization that refuses to allow a student to publish her thesis within the next five years and students who request to take their Qualifying Examinations during the summer after being on PELP (Planned Educational Leave Program) over the spring quarter.

Courses and Bylaws

Chair Evan Watkins reported that this committee reviews graduate courses and graduate program bylaws. The committee is divided in two parts, one for courses and one for bylaws. He and Marci Buell from the Academic Senate Office are responsible for the courses and he and Kathy Garcia from the Office of Graduate Studies are responsible for the bylaws.

Educational Policy

Chair Berger asked Prof. Andrew Waterhouse, last year’s EPC Chair, to describe the committee because Prof. Shrinivasa Upadhyaya, this year’s chair, is new to Council and the committee. Prof. Waterhouse reported that the bulk of the workload is reviewing proposed changes to graduate program degree requirements.

Program Review

Chair Levent Kavvas suggested that people are probably familiar with PRC because their graduate programs have been reviewed. The program review reports will be submitted to Council later in the year, primarily in the spring.

Support and Welfare

Chair Richard Scalettar reported that this committee reviews applications for travel awards, internal fellowships, and occasionally other matters regarding the welfare of graduate students and postdoctoral scholars. Dean Jeffery Gibeling mentioned that this year the committee would have another task, the Outstanding Graduate Student Teaching award. Chair Berger reported that the chair of the committee that was responsible for the award last year would like to serve again this year. She has not yet met with last year’s chair of the OGST award committee.

Chair Berger concluded by saying that most of the work is done at the subcommittee level and she announced that everyone on Council would be appointed to a subcommittee.

CONSENT ITEMS

Chair Berger announced that the Consent Items would be considered. She explained that items that remain on the consent list are considered approved. If anyone wished to discuss a consent item, it would be moved to the Action List. Dean Gibeling requested the removal of two items from the Consent List: the DEL:CRA joint Ed.D. program bylaws and the closure of review of graduate programs.

The two items below remained on the Consent List and therefore were approved.

Graduate programs to be reviewed in the 2005-2006 academic year

The Graduate Council Chair and PRC Chair will initiate the reviews of eight programs for the academic year 2005-2006; the graduate program chairs will be notified. The programs are Biomedical Engineering, Chemical Engineering, Cultural Studies, Ecology, Entomology, Epidemiology, International Commercial Law, and Viticulture & Enology.

Graduate program review schedule, revised

The schedule was revised to balance the number of reviews each year. The Graduate Council Chair and PRC Chair will notify the graduate programs of the date of their next review.

ACTION ITEMS

Closure of reviews of graduate programs

Dean Gibeling noted that there were two programs, Art Studio and Nutrition, which have not yet responded to all of the recommendations in their last PRC Report and are being asked to provide progress reports on these recommendations by December 31, 2004. He wondered why the reviews were being closed now if a December response was being requested. Prof. Kavvas reported that for certain programs like Nutrition, the program was in good shape, but there has been some difficulty getting a response to the remaining two recommendations. He added that Graduate Council needed to be able to initiate a new review and therefore, needed to first close the previous review. Ms. Kathy Garcia, the PRC analyst, reported that the Program Review Closure Committee (PRCC) wanted to complete the follow-up phase of the review and to close the review but to make it clear that Graduate Council expected a response. Prof. André Knoesen, a member of the PRCC, said that these two programs have not responded to previous deadlines and PRCC could not get them to respond.

Graduate Council discussed the actions available to Graduate Council when a graduate program does not respond to requests for progress reports on PRC report recommendations. Dean Gibeling pointed out that Council could recommend closure of the graduate program, suspension of admissions to the graduate program, that the Dean of Graduate Studies review the performance of the graduate group chair, or that the lead college dean review the performance of the departmentally-based program chair. One suggestion was that in the cases of Art Studio and Nutrition, the Graduate Studies Dean and Graduate Council Chair could write the graduate program or the lead college dean about the lack of response. Council discussed who should receive a letter regarding a graduate group and who regarding a departmentally-based program. It was also pointed out that in some cases the program's response is available but the response from other administrators is not. Council also discussed the rationale for asking the programs to respond by the end of December when they have not responded thus far. Another suggestion was to pull the letters for Nutrition and Art Studio from the attachment, revise them, and resubmit them to Council. Council decided to leave the letter for Art Studio as a consent item because the recommendation was to review the program in 2005-2006 if the program's progress report did not address the concerns in the PRC Report. Council decided to pull the letter for Nutrition and have the Graduate Council Chair, or the Graduate Council Chair and the Graduate Studies Dean, send a letter to the Graduate Group Chair and to have Council possibly recommend to Dean Gibeling a review of the Chair's service.

Prof. Knoesen made the motion to approve the closure letters with the exception of the letter for Nutrition, which was removed. Prof. Evan Watkins seconded the motion and the vote in favor was unanimous. The Graduate Council Chair and PRC Chair will notify the programs in Art Studio, Community Development, Comparative Pathology, Exercise Science, and Sociology that their reviews have been closed.

Proposed Calendar for Summer Instruction – Year Round Operation

Chair Berger reported that she represented Graduate Council on the Task Force of the Executive Council on Year Round Operation/Summer Instruction and she presented the proposed calendar for summer instruction. The calendar includes a five-week summer sessions plus a week of finals. Chair Berger could have referred the proposal to the Academic Planning and Development subcommittee. However, because a fast response was requested, she thought Council could discuss it.

Council discussed the proposed calendar's impact on graduate education. Chair Berger thought the only impact would be on graduate students teaching over the summer. Prof. Peter Chesson thought that the calendar's convenience for students was the primary issue and expected the different summer session lengths (five, six, and 10 weeks) might be more convenient for some courses than other courses. Council agreed that all of the faculty ought to be consulted about the calendar. Council asked for clarification of the proposal and what it meant for campuses to be fully funded to make summer normal. Prof. Waterhouse made the motion to respond that Graduate Council did not see problems for graduate education but requested that the proposal be referred to the Academic Senate. Prof. Cadden seconded the motion. Prof. Watkins modified the motion to include a statement that the ways the calendar might affect graduate education were tied to larger issues that ought to be discussed by the entire Academic Senate. Prof. Cadden seconded the amended motion and the vote in favor was unanimous.

Ophthalmology, School of Medicine – Request for department name change

Chair Berger asked Council whether the name change would affect graduate education. Dean Gibeling pointed out that the faculty members were mostly in the Neuroscience Graduate Group. The name change did not appear to be a problem for graduate programs. Prof. de la Peña made the motion to respond that Graduate Council had no objection to the name change and Prof. Wu seconded it. The vote in favor was unanimous. Chair Berger will write Academic Senate Chair Daniel Simmons.

CA&ES Proposal to Consolidate Four Departments

Chair Berger reported that in the consolidated CA&ES "Plant Sciences" department, one department (Agronomy and Range Science) is the home department of a graduate group (Horticulture and Agronomy) but there are no departmentally-based graduate programs. Council discussed the proposal's objectives and their impact on graduate education. Prof. Joan Cadden pointed out the inconsistency of the proposed consolidation's objective A.1.3. on page 2, "Improves competitiveness for extramural support and superior graduate students" and the Graduate Student Affairs subcommittee report paragraph on page 26 that states, "We anticipate little change in most matters involving graduate students." It was not entirely clear to Council that there has been a complete review of the impact of the consolidation on graduate education. Council was interested in receiving an explanation of how the objective above would be implemented. Council discussed the approximate number of faculty and TAs in the four departments. Prof. Cadden made a motion to request a fuller consideration of the consolidation's impact on graduate students and suggested that it would be helpful to have some input from graduate students on issues related to how this change would impact them. Prof. de la Peña seconded the motion and the vote in favor was unanimous. Chair Berger will write Academic Senate Chair Daniel Simmons.

Academic and Administrative Responsibilities: The Roles of Graduate Council and Graduate Studies – Revision to DD Bylaw 80

Dean Gibeling pointed out how well Graduate Council and Graduate Studies work together and thought that was a good example of shared governance. He also presented some examples of questions that have arisen recently: Who has the responsibility to appoint student committees? Who is responsible for the disqualification of students? Dean Gibeling reported that the Committee on Elections, Rules & Jurisdiction (CERJ) recently pointed out that the Davis Division Bylaw 80 regarding Graduate Council did not include a mechanism to give Graduate Council the authority to delegate items to the Dean of Graduate Studies. Dean Gibeling presented an amendment to the bylaw that was intended to address this issue. Council agreed that a change was necessary and the proposed amendment seemed like a good way to take care of the delegation problem. Prof. Waterhouse particularly liked the “annual review” portion of the amendment. Prof. Cadden supported the amendment and suggested inserting “The Dean of Graduate Studies will report and” at the beginning of the last sentence. Dean Gibeling made the motion to approve the revised amendment. Prof. Knoesen seconded the motion and the vote in favor was unanimous. Chair Berger will write Academic Senate Chair Daniel Simmons and request that the amendment be referred to the appropriate committees for review and approval.

Doctorate in Educational Leadership: Capital Region Alliance (DEL:CRA), Proposed Joint Ed.D. Program with CSU Sacramento and Sonoma State University – Bylaws

This consent item was moved to the action list. Courses and Bylaws Chair Evan Watkins reported that the review and revision of the bylaws has involved quite a long process. The only issue had to do with membership of the “affiliated faculty” in Article II. A. 7. Last year Council discussed and did not approve a graduate group’s bylaws that proposed the creation of two classes of faculty within the graduate group. In DEL:CRA’s case, affiliated faculty would not vote. School of Education Associate Dean Sharon Dugdale’s rationale for having affiliated faculty was that the Ed.D. degree is a very different kind of program and it has to keep in close contact with P-12 and community college people. Chair Watkins thought that he should raise the issue of affiliated faculty with Graduate Council.

Dean Gibeling pointed out that in the past, Council has been adamantly opposed to tiered faculty membership in graduate programs. It is easier to have just one tier of membership where you either are a member or not. Graduate Council’s “Guidelines for Membership in Graduate Programs” and “Guidelines for Service on Advanced Degree Committees” do not preclude other people serving on student committees. Dean Gibeling thought that if faculty are not involved in research, then they should not be on a student’s Dissertation and Qualifying Examination committees. He thought that affiliated faculty membership would set a undesirable precedent, and other programs that were denied approval of tiered faculty in their bylaws would appeal Council’s decisions.

Dean Gibeling made the recommendation to strike A.1. 7. Affiliated Membership from the DEL:CRA bylaws. Another reason for concern was that the DEL:CRA’s bylaws will become a model for other joint campus programs and will be considered a precedent. Dean Gibeling suggested that the program could find other ways to include these people in their program, for example on an advisory committee. Prof. Watkins agreed that their participation could be encouraged through another mechanism than membership. The Dean suggested that Council vote to approve the bylaws subject to section 7 being removed.

Council discussed the wording under A.1.d., “have background training and have performed (or are performing research related to educational leadership and at least one of the program’s four overarching themes” Prof. de la Peña thought that requiring “background training in

educational leadership” was very narrow. She pointed out that tension exists between units about who can participate in other programs. Prof. Waterhouse suggested an amendment, striking the phrase “background training and”

Prof. Knoesen asked how many Education degree programs there were and pointed out that many exist as separate graduate programs, which must be reviewed separately by PRC. He suggested that some of the Education degree programs might be combined under one Graduate Program.

Dean Gibeling indicated there was a time constraint on approving the DEL:CRA bylaws because the program would soon be submitted for accreditation review by WASC.

Dean Gibeling asked whether all of the faculty would vote on all three campuses’ faculty and Chair Berger asked whether UC Davis approves all of the advisers. Ms. Kathy Garcia asked whether there is a lead campus. UC Davis is the lead campus and that all three campuses’ faculty vote on the faculty.

Dean Gibeling moved to approve the bylaws with the following revisions:

- Article II. A. 1. d., delete “background training and”
- Article II A. 7. a.-d., delete the entire section on “affiliated membership”
- Article IV A. in first paragraph, delete “departmentally-based”
- Article V. A. 1. Executive Committee Membership, in line 5, insert the word “entire” before “Joint Doctoral Faculty”

Prof. Waterhouse seconded the motion. There were 12 votes in favor of the motion, no votes opposing the motion, and there was one abstention. One member left earlier to attend a Qualifying Examination.

DISCUSSION ITEMS

Graduate Council Goals for 2004-2005

Due to lack of sufficient time for this item, Chair Berger briefly mentioned a few ideas for discussion at the next meeting. UC Santa Cruz has instituted electronic submission of theses and dissertations. Graduate Council has discussed this possibility for UC Davis. Advocacy from Graduate Council could move up electronic review of admissions on the campus’ Information and Educational Technology’s priority list. A policy on whether graduate courses can be limited to the graduate program’s students could be developed.

ANNOUNCEMENTS

Graduate Council Chair

Chair Berger had no further announcements.

Dean–Graduate Studies

Graduate Studies Dean Jeffery Gibeling made several announcements. He reported that the **nonresident tuition remission (NRTR)** would be paid on behalf of Graduate Student Researchers (GSRs) from faculty research grants. This new policy takes effect fall quarter beginning next week. He reported that he has conducted many briefings this summer for the different colleges’ financial staff. Other fund sources will be available initially during the transition period.

Dean Gibeling distributed an **organization chart of the Office of Graduate Studies**. The office has been streamlined so reporting lines are simpler. He is in the process of filling the two Associate Dean positions. He will have one Assistant Dean and various directors. He is in the process of

filling the last two of the five director positions. One was filled from the beginning [Lisa Finnegan is Director of Business and Finance Services] and two new positions have been filled recently. The new Director of Outreach, Recruitment and Retention is Hector Cuevas from the College of Letters and Science and formerly from Stanford University. He is currently out recruiting students. The new Director of Student Financial Support is Steven Albrecht from the Accounting and Financial Services Division. There continue to be changes at the top management and leadership level of Graduate Studies. Dean said that he was looking forward to working with these new people.

The **Graduate Student Handbook** will be published in the next two to three weeks. It will be a description of how students can “survive and thrive.” Every student will receive a copy. After this year, hard copies will be distributed just to new students. The “Graduate Studies at UC Davis” program directory is hot off the presses. Dean Gibeling acknowledged and complimented Nefretiri Cooley for her work in preparing and publishing the new graduate program directory, which was enclosed in this meeting’s agenda packet. She is the Coordinator of Communication and has been with Graduate Studies just a few months.

Associate Dean for Programs

The new Associate Dean for Programs has not yet been appointed.

Associate Dean for Students

The new Associate Dean for Students has not yet been appointed.

Coordinating Committee on Graduate Affairs

CCGA Representative Reen Wu reported that he has just received the package for CCGA’s first meeting of the academic year. It included two UCD items, the Division of Biological Sciences’ reconstitution as a college and the DEL:CRA Joint Ed.D. program proposal.

Graduate Student Association

GSA Chair Jonathan Karpel was out of town at the Chancellor’s Fall Conference.

Postdoctoral Scholars Association

PSA Chair Dr. Albert van Geelen was out of town.

Graduate Student Assistant to the Dean and Chancellor

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

INFORMATIONAL ITEMS

Graduate Studies at UC Davis – Graduate program directory, August 2004

In his announcements above Dean Gibeling pointed out the new graduate program directory.

The meeting was adjourned at 3:58 p.m.

lsw – Graduate Studies