

**AGENDA**  
**Friday, September 23, 2005**  
**2:00 – 4:00 p.m.**  
**3201 Hart Hall**

<b>AGENDA ITEM</b>	<b>ATTACHMENT</b>
<b>Welcome and Introductions from the Chair</b> (Waterhouse)	
<b>Graduate Council 2005-2006 Membership List, Draft</b>	1.1
<b>Confidentiality of Graduate Council discussions</b>	
<b>Audio taping Graduate Council meetings</b>	
<b>Graduate Council Handbook of Guidelines for Members, Draft for electronic version</b>	1.2
<b>Graduate Council – DD Bylaw 80, Structure, and Subcommittee Descriptions, 2005-2006</b>	1.3
<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>Acronyms</b>	1.4
 <b><u>SUBCOMMITTEE DESCRIPTIONS</u></b>	
Academic Planning and Development	
Administrative (Waterhouse)	
Courses and Bylaws	
Bylaws (Watkins)	
Courses	
Educational Policy (de la Peña)	
Program Review (Mechling)	
Support and Welfare	
 <b><u>ANNOUNCEMENTS</u></b>	
Announcements from the Chair (Waterhouse)	
Announcements from the Dean (Gibeling)	
Announcements from the Associate Dean (Caswell-Chen)	
Coordinating Committee on Graduate Affairs (Upadhyaya)	
Graduate Student Association (Karpel)	
Postdoctoral Scholars Association (Breslin/Cole)	
 <b><u>ACTION ITEM</u></b>	
<b>UCAAD proposal for a Systemwide Statement on Diversity</b> (Waterhouse)	1.5
 <b><u>DISCUSSION ITEM</u></b>	
<b>Graduate Council goals and topics for 2005-2006</b> (Waterhouse)	
 <b><u>INFORMATIONAL ITEM</u></b>	
<b>Graduate Studies at UC Davis – Graduate program directory</b>	Handout

Andrew Waterhouse, Chair

*Members:*

N. Baumgarth	A. Britt	J. Cadden	C. de la Peña	M. Farrens
J. Gibeling	T. Kuhl	W. Leal	J. Mechling	H. Mueller
S. Upadhyaya	E. Watkins	R. Wu		

**MINUTES  
GRADUATE COUNCIL  
Friday, September 23, 2005**

**PRESENT:** *Members:* N. Baumgarth, A. Britt, J. Cadden, C. de la Peña, M. Farrens, J. Gibeling, T. Kuhl, J. Mechling, H. Mueller, S. Upadhyaya, A. Waterhouse, E. Watkins, R. Wu

*Representatives:* J. Breslin, E. Caswell-Chen, A. Cole, C. Hom, J. Karpel, A. Kelleher, S. O'Neill

*Graduate Studies:* S. Albrecht, H. Cuevas, C. Jurado, Y. Shi, L. Wilce

**ABSENT:** *Members:* W. Leal

*Representatives:* C. Bates, A. Sheets, H. Wylie

**Welcome and Introductions**

Graduate Council Chair Andrew Waterhouse welcomed everyone to Graduate Council and thanked everybody for coming. Everyone introduced himself or herself.

**Graduate Council 2005-2006 Membership List, Draft**

Chair Waterhouse requested that any corrections to the information on the membership list be given to the Graduate Council Assistant. The list will be updated.

**Confidentiality of Graduate Council discussions**

Chair Waterhouse informed everyone that Graduate Council discussions are confidential. The meeting minutes also are confidential until they are approved.

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

**Audio taping Graduate Council meetings**

Chair Waterhouse informed Council that future meetings would be audio taped in order to provide a backup for the meeting notes for the minutes. The tapes would be listened to only if necessary.

**Graduate Council Handbooks, electronic version**

Chair Waterhouse recommended that everyone look through the Graduate Council Handbook of Guidelines for Members, which includes a wide range of relevant information.

**Acronyms**

Chair Waterhouse also suggested that Council look at the list of acronyms.

**Impact of our Deliberations**

Chair Waterhouse said that the Council's important work was in support of the quality of graduate education at UCD. The faculty at UC had a key role in establishing and maintaining that quality due to their responsibility under our system of shared governance. He stated that the Council's decisions have a wide impact across campus, these are often difficult decisions, and that the work load is not trivial, especially at end of the year when it receives the program reviews.

## **ANNOUNCEMENT**

### **Graduate Studies Dean**

Dean Jeffery Gibeling re-iterated the importance of **shared governance**. He has served on the Academic Senate and the administration sides of this shared governance. Both sides have been working recently to ensure that committees have the time to think about the big picture and that Graduate Studies can deal with the day-to-day items, to ensure graduate programs of high quality.

Dean Gibeling announced that there have been several projects underway in the Office of Graduate Studies over the summer. One of them is **Grad SMAART** [Graduate System for Management of Admissions, Alumni and Records Tracking] – an electronic application process, which would allow faculty who are spread across campus and even in Sacramento to review admission applications on line. Grad SMAART also will include a way to update applications, tracking systems for students and alumni, and a way of managing the data for each graduate student. He reported that Graduate Council would probably be asked to look at a few pieces of this system. For example, the letters of recommendation will be one of the first items. A prototype of the electronic review process will be instituted, working with some graduate program faculty and coordinators, with the goal of being in place for all the programs in fall 2006. Professor Tonya Kuhl asked which system would be used. Dean Gibeling responded that the admission application and review portions would be out sourced and that each program could tailor them to include its own application and admission requirements. The portions for tracking students and tracking alumni would be developed in house.

Dean Gibeling announced that strategic **planning for graduate education** would be one of Graduate Studies and Graduate Council's goals this year. Typically, Council has been asked to review graduate programs one by one. Council has not had an academic or strategic plan for graduate education as a whole since 1991.

Dean Gibeling announced that the **fall 2005 graduate student admissions** were approximately 1,200. There was a decrease in applications from international students but an increase in offers to them so their enrollments should be up. He expected that overall enrollments probably would be up between 100 and 200 students for a total of 4,200 graduate students. He reported that better predictions would be beneficial, as Graduate Studies needs enrollment data for budget reasons. This would be a part of strategic planning.

Dean Gibeling reported on **two initiatives between the Offices of Graduate Studies and the Office of Research**. One is a laboratory management program for postdoctoral scholars. The second is a Responsible Conduct of Research (RCR) series, for which he distributed a flyer. The series will address five topics. The NIH Guidelines for training grants include nine topics plus two more. The two offices plan to include more of the NIH topics in the future. There will be brown bag lunchtime seminars; each one will be offered three times, twice on campus and once in Sacramento. There also will be two keynote symposia later in the year. Dean Gibeling requested that Council make this RCR series known to colleagues.

### **Graduate Council – DD Bylaw 80, Structure, and Subcommittee Descriptions 2005-2206**

These documents describe Graduate Council, its structure and its subcommittees.

## **SUBCOMMITTEE DESCRIPTIONS**

Chair Waterhouse said he and those subcommittee chairs already appointed would describe what the subcommittees do.

### **Academic Planning and Development (APD)**

Chair Waterhouse reported that last year this committee reviewed proposals for new graduate degree programs. This year proposals for new programs will go back to the Educational Policy Committee, which traditionally has reviewed them. This year APD will really be addressing policy issues, especially the strategic planning for graduate education. [After the meeting, Professor Nicole Baumgarth agreed to chair the committee.]

### **Administrative**

Chair Waterhouse reported that the Administrative Committee deals with student appeals. It is a small committee of five, which will include Professor de la Peña, as Vice Chair of Council. Examples of student appeals are denial of admission and disqualification from a graduate program. The committee meets irregularly, on an as-needed basis.

### **Courses and Bylaws**

Chair Waterhouse reported that the Courses and Bylaws Committee was divided into two committees last year.

### **Bylaws**

Bylaws Chair Evan Watkins reported that this committee reviews bylaws for proposed programs and revised bylaws for existing programs. He thanked Associate Dean Edward Caswell-Chen and Committee Analyst Kathy Garcia for their work on the bylaws. There is a Web site for the bylaws guidelines and approved bylaws. Professor Watkins reported that there are currently approximately 15 programs' bylaws that are in various stages of review.

### **Courses**

Courses Chair Tonya Kuhl reported that the committee reviews new courses and changes to courses.

### **Educational Policy (EPC)**

EPC Chair Carolyn de la Peña reported that this committee reviews proposed changes to degree requirements by comparing them against the approved requirements and stated guidelines developed by Graduate Council and Graduate Studies. The committee members work in dyads and report back to the committee. The bigger job this year will be reviewing proposals for new programs.

### **Program Review**

PRC Chair Jay Mechling reported that the program review system was more rational and orderly thanks to Committee Analyst Kathy Garcia. Currently, he and Ms Garcia are examining the call to programs and the information that is requested in their self-reviews with the goal of retaining only information that is really needed. They also are recruiting the campus ad hoc review committees and external reviewers for this year's 10 graduate program reviews. Professor Mechling reported that he was aware of the large number of reviews presented to Council at the end of last year and will try to spread out this year's reviews. He hopes to receive more of the reviews sooner in the spring. He also indicated that he would like to be able to recruit next year's ad hoc review committees sooner. Professor Mechling will present the list of programs that PRC has selected to be reviewed in 2006-2007 at the October meeting.

Chair Waterhouse reported that several faculty members have told him that preparing the program's self-review document has made them examine what their program does. Professor Mechling thought that the most important part of the review was making a unit sit down and look

at themselves. He also reported that research has shown that program review processes have proven to be good. Professor Kuhl said that her graduate group, Biomedical Engineering, would be under review this year and that she could comment on the process.

### **Support and Welfare**

Chair Waterhouse reported that this committee basically focused on awards and scholarships to students. Organizing the review of applications requires a big effort. This year Graduate Council will add another charge to the committee chair. Currently, on campus there is tremendous concern and interest in graduate student support and the effect on students of the increases in fees. The Graduate Studies Dean is organizing a task force and Council's most logical representative on it would be the Chair of Support and Welfare. [After the meeting Professor Matthew Farrens agreed to chair the committee.]

## **ANNOUNCEMENTS**

### **Graduate Council Chair**

Chair Waterhouse reported that the topic of this year's Chancellor's Fall Conference was internationalizing the curriculum at UCD. A breakout group on graduate education examined two main topics: (1) how to send graduate students abroad, and (2) creating international research collaborations. He said that Council would be asked to get involved. He also reported that a number of students were at the conference and there was resistance from them to the proposals to internationalize. They felt that the campus should get its own cultural house in order first. We may find a similar reluctance from students in the future. One of issues that came up at the conference was the high cost of nonresident tuition (NRT), which is a barrier to this goal to internationalize.

### **Graduate Student Association**

GSA Vice Chair Ann Kelleher reported that she was recruiting graduate student representatives for Council's subcommittees and asked the chairs to let her know if they needed a student immediately.

GSA Chair Jonathan Karpel reported that this year was GSA's thirty-year anniversary of the administration's recognition of the association in 1975. Also, he is in the process of posting a new GSA Web site.

### **Associate Dean for Programs**

Associate Dean Edward Caswell-Chen thanked everyone for his and her willingness to serve on Graduate Council.

### **Associate Dean for Students**

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

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

CCGA Representative Shrinivasa Upadhyaya and CCGA Vice Chair Reen Wu had nothing to report. CCGA's first meeting will be on October 11, 2005.

### **Postdoctoral Scholars Association**

PSA Co-Chair Dr. Alison Cole reported that she has recruited a postdoctoral scholar representative for the Academic Planning and Development Committee position and is the process of recruiting someone for the Support and Welfare Committee position. She and PSA Co-Chair Dr. Jerry Breslin are working on the PSA Web site.

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

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

### **Graduate Council Chair (continued)**

Chair Waterhouse announced that this morning there was a meeting of the Academic Senate committee chairs and that the Academic Senate's new Web site MySenate was presented. He reported that he was really pleased with it. The Web site came out of UC Santa Barbara and has been used there awhile before it was brought here. He indicated that Council's committees would be trained on how to use this Web site, which is very well attuned to facilitating committee work. With it, you can calendar, post agendas, post minutes, review items, and create a report for committee work. Also, you can find out what committees you have been on. It was not clear how or when Graduate Studies staff, who support Council subcommittees, would be trained to use it.

### **DISCUSSION ITEM**

#### **Graduate Council goals and topics for 2005-2006**

Chair Waterhouse presented his primary goal for the academic year: strategic planning in graduate education. He presented some background to the discussion item. Currently, creating new graduate programs is really a grassroots process. Faculty get together and propose new programs and Council reviews and decides whether to approve them based on the quality and value of the program and on the enthusiasm of the faculty. Last year when Council reviewed existing programs, particular recommendations recurred, primarily that the program needed more faculty members. If Council makes that recommendation for every program, it does not have much meaning. Council needs a different way to look at the need for FTE. It could look at many programs at once. Council would need some faculty-driven process to review programs more than one at a time. However, Council needs a committee to develop a proposal to accomplish this. Chair Waterhouse asked last year's members to comment on this topic. He thought that if Council does not address this issue that it was abdicating the future direction of graduate education to the administration, which is where faculty hires take place. He pointed out that there was not much assessment of graduate education's needs and that Council should make some statements to guide resource allocations on campus.

Professor Carolyn de la Peña said that there are limited campus resources and much faculty effort goes into the program self reviews and into Council's program review process. However, there is no input on how a particular program is doing in relation to others on this campus or to its peers nationally. Professor Sharman O'Neill commented that the impact of training grants should be taken into account for strategic planning for graduate education, especially the impact of interdisciplinary training grant programs. These types of training grants are even more interdisciplinary, or multidisciplinary, than the campus' already interdisciplinary graduate groups. They are usually comprised of faculty trainers from a number of different graduate groups and disciplines. This kind of training environment will have a significant impact on the development of new directions in graduate education for the future and the development of formal graduate programs. Also, the federal funding climate for graduate education is emphasizing interdisciplinarity in its funding priorities, so considerations about the influence of training grants and interdisciplinary programs on the future of graduate education should be an important part of the strategic planning process.

Professor O'Neill also said that the interdisciplinary training grants often led to a stimulation of new fields and were associated with Centers and ORUs. In some cases, the ORU formed around

the training grant, which in these cases served as a catalyst for the formation of such a research center.

Professor Matthew Farrens, who was last year's Undergraduate Council Chair, reported that this type of strategic planning does not happen at the undergraduate level. Chair Waterhouse presented an example regarding the many biological science graduate programs on campus. Some of these programs are small and some are large; perhaps some of them should be combined. Also, there may be a hole, but no faculty to come together with a program to fill it. Professor Farrens presented another example: sometimes two groups of faculty from different disciplines or different schools are working on similar proposals (for example, tools to analyze large amounts of data) and are unaware of each other's efforts.

Some Council members suggested that looking at the whole might be easier at the graduate than undergraduate level because of graduate groups, which by their nature are interdisciplinary. Other members pointed out that graduate groups have difficulty in obtaining resources and are rarely considered in faculty hires. One member expressed concern about having many small graduate groups because they may dilute already scarce resources. Professor Watkins suggested that Council could consider what resources would be most beneficial for graduate education and present its findings to the Provost and Deans to take into consideration when they are making allocations. Chair Waterhouse pointed out that campus initiatives are often in fundable research areas.

Professor Joan Cadden thought that the impulse to create graduate groups has laudable motives that could be satisfied in other ways. Sometimes support for a new graduate education goal can be provided by a unit that already exists. Professor Hans Mueller suggested that campus centers often have resources for graduate education. Council members discussed bioinformatics as an example. The Graduate Group in Biomedical Engineering has a sub-specialization in bioinformatics and applicants do not have to be engineers if they have the relevant prerequisites. Council members discussed how disciplines change over time, sometimes so fast that new names are more attractive to students and funding agencies than the programs' old names. One Council member thought that students could often gain the appropriate knowledge they wanted without the campus having to create more new little units or graduate programs.

Chair Waterhouse returned the discussion to the topic of strategic planning for graduate education and of reviewing graduate programs in a systematic way. In the past, there have been attempts to align reviews of graduate programs in the same disciplines. There is the problem of timing; the program review cycle is typically every seven years. Programs in the same areas may not be on the same review schedule. Then there are interdisciplinary connections, which are more important.

Professor O'Neill followed up on comments made by Professors Mueller, Baumgarth and Wu. She said multidisciplinary training grants are tied to ORUs and this needs to be examined in strategic planning for graduate education. Often a research center's infrastructure or a training grant can strengthen the other. Council briefly discussed the relationship of ORUs and FTEs and their relationship with graduate students. Professor O'Neill reported that at the University of Washington a precedent had been established in assigning FTEs based on the needs of graduate education (rather than departments) in that when an ORU wanted an FTE, and it could not be agreed upon in which department to house the FTE, the FTE was given to the Graduate School to manage as their FTE. Thus a new type of campus-wide FTE was established at the U of W that reflects the changing needs of graduate education driven by interdisciplinary graduate training programs.

Professor Cadden reported that when Professor de la Peña raised this issue last year, Council did not have time to discuss it because it was the end of the year and Council had many program reviews, proposals for new programs and policy issues to complete. She thought that today's discussion underscores the need to make time for the issue of strategic planning for graduate education.

### **ACTION ITEM**

#### **University Committee on Affirmative Action and Diversity (UCAAD) Proposal for a System-wide Statement on Diversity**

Chair Waterhouse pointed out that Council had just one action item on today's agenda. Council is often asked by the Academic Senate Chair to comment on items. Sometimes Council is required to comment, but in this case, Council has a choice; it can respond or not. Chair Waterhouse indicated that if Council sent a strong letter, Academic Senate Chair Daniel Simmons would probably provide a response to the systemwide Academic Senate. The statement on diversity is a response to Proposition 209. UC has a commitment to diversity and this is a policy statement regarding that commitment. Professor Anne Britt pointed out that this is not a statement about diversity but about affirmative action. Hector Cuevas, Director of the Recruitment, Retention and Outreach unit of Graduate Studies, thought that it was an incomplete statement, that it was just an acknowledgement of the need for diversity, and that it was not strong enough. He pointed out that the statement does not talk about amelioration and resolution of the need to increase diversity. One member suggested that reversing the last two sentences of the statement would improve it.

Council discussed its options regarding the proposed statement: to endorse it, not to endorse it, not to comment on it, or to suggest revisions to it. Professor de la Peña wanted to clarify Council's role regarding the statement.

Further discussion revealed that Council members strongly supported the intents and goal of the statement but had serious reservations regarding the way the statement was written. Council felt that the current statement does a disservice to the goal of diversity. Professor Britt suggested the substitution of "international and national origin" for "geographic context" in the first paragraph. Another suggestion was to change "academic diversity" to "diversity" in the statement's title **Proposed UC Academic Diversity Statement.**

Chair Waterhouse pointed out that Council should respond in November 2005 and that Council could discuss the statement again at its October meeting. Professor O'Neill requested including Director Cuevas' point about more resolution. In response to Chair Waterhouse's request, Professors de la Peña and Mechling agreed to serve as an *ad hoc* committee to draft a response to the proposed UC Statement on Diversity for Council's consideration at its next meeting.

### **INFORMATIONAL ITEM**

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

The new directory is at the printer and will be distributed before the next meeting if it is available.

Chair Waterhouse concluded the meeting by saying he has found that when people get to know one another, they work better together. He brought food and drinks to the meeting and asked everyone to stay awhile and talk with one another.

The formal meeting was adjourned at 3:40 p.m.