

**GRADUATE COUNCIL  
AGENDA  
Monday, October 9, 2006  
2:00 – 4:00 p.m.  
912 Sproul Hall**

**AGENDA ITEM****ATTACHMENT**

<b>Welcome and Introductions from the Chair</b> (Upadhyaya)	
<b>Graduate Council 2006-2007 Membership List, Draft</b>	1.1
<b>Confidentiality of Graduate Council discussions</b>	
<b>Graduate Council Handbook of Guidelines for Members, electronic version</b> <a href="http://gradstudies.ucdavis.edu/gradcouncil/handbook.html">http://gradstudies.ucdavis.edu/gradcouncil/handbook.html</a>	
<b>Graduate Council – DD Bylaw 80, Structure, and Subcommittee Descriptions</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>Acronyms</b>	1.3
<b>MySenate Presentation – Academic Senate Office</b> (Marci Buell and Diane Howard)	
<b>Enhancing Graduate Education at UC Davis</b> (Baumgarth)	1.4

**SUBCOMMITTEE DESCRIPTIONS**

Academic Planning and Development  
 Administrative (Upadhyaya)  
 Bylaws (Leal)  
 Courses (Kuhl)  
 Educational Policy (Hunter)  
 Program Review (Mechling)  
 Support and Welfare (Britt)

**ANNOUNCEMENTS**

Announcements from the Chair (Upadhyaya)  
 Announcements from the Dean (Gibeling)  
 Announcements from the Associate Dean (Caswell-Chen)  
 Coordinating Committee on Graduate Affairs (Upadhyaya)  
 Graduate Student Association (Aguilar)  
 Postdoctoral Scholars Association (Breslin)

**ACTION ITEMS**

<b>Membership and Service on Advanced Degree Committees</b> (Gibeling)	1.5
<b>Agricultural History Center ORU</b> (Shrini)	1.6
<b>Notation to Place on Law School Transcript – a) Completed Public Service Law Program, and b) Completed Pro Bono Program</b> (Upadhyaya)	1.7

**DISCUSSION ITEMS**

<b>Graduate Council goals and topics for 2006-2007</b> (Upadhyaya)	
<b>Graduate Academic Certificate Program Policy and Proposed Guidelines</b> (Gibeling)	1.8
<b>Graduate Student Writing – University Writing Program</b> (Upadhyaya)	1.9
<b>Professors for the Future (PFTF) Project Report</b> (Upadhyaya)	1.10

**CONSENT ITEMS**

<b>Closure of Graduate Program Reviews</b> (Mechling)	1.11
<b>Agricultural and Environmental Chemistry Graduate Group</b>	
<b>Applied Science Graduate Program</b>	
<b>DE in Biotechnology</b>	
<b>DE in Second Language Acquisition</b>	
<b>Dramatic Art and Performance Studies Graduate Programs</b>	
<b>Forensic Science Graduate Group</b>	
<b>International Agricultural Development Graduate Group (to be sent electronically)</b>	
<b>Joint Doctoral Program in Ecology</b>	
<b>Philosophy Graduate Program</b>	
<b>Statistics Graduate Program</b>	
<b>Transportation Technology and Policy Graduate Group</b>	

Shrini Upadhyaya, Chair

Minutes  
Graduate Council  
Monday, October 9, 2006  
2:00 – 4:00 p.m.

**Present:** *Members:* N. Baumgarth, A. Britt, M. Farrens, J. Gibeling, J. Gunion, L. Hunter, T. Kuhl, W. Leal, M. Macri, J. Mechling, H. Mueller, J. Schank, S. Upadhyaya, R. Wu  
*Representatives:* T. Aguilar, M. Golub, C. Hom, S. O'Neill, B. Pande  
*Graduate Studies attendees:* H. Cuevas, K. Garcia, A. Hirshen, C. Jurado, C. Lacey, Y. Shi, M. Thomson

**Guests:** Marci Buell, Academic Senate Office

**Absent:** *Representatives:* J. Breslin, E. Caswell-Chen, J. Hodgson, K. Thompson

**Welcome and Introductions from the Chair** (Upadhyaya)

Chair Upadhyaya welcomed everyone to the first meeting of Graduate Council for the Fall quarter, 2006. Attendees introduced themselves and their affiliation with Graduate Council.

**Graduate Council 2006-2007 Membership List, Draft**

Chair Upadhyaya noted the 2006-2007 Graduate Council membership list (attachment 1.1) stating that it would be updated as additions and/or corrections are received. [Please note a correction of title for Sharman O'Neill. Her title should be corrected to read, Associate Dean for Research Programs.]

**Confidentiality of Graduate Council discussions**

Chair Upadhyaya called attention to the importance of confidentiality of Graduate Council discussions. He said confidentiality is extremely important and that what is said in Council discussions is to remain within the confines of the Graduate Council membership. He stated that public information transpiring from Graduate Council discussions will be put on the Graduate Council web-site but that all other discussions are completely confidential.

**Graduate Council Handbook of Guidelines for members**

Chair Upadhyaya briefly mentioned the Graduate Council Handbook of Guidelines for members noting that an electronic version is on the Graduate Council website (<http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm>). He encouraged everyone to review this handbook.

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

Chair Upadhyaya conducted a brief presentation outlining Graduate Council responsibilities (Davis Division Bylaw 80). He noted that the Graduate Council, succinctly stated, is responsible for all policies and procedures related to graduate education on the UC Davis campus. Graduate Council structure includes working closely with the Dean, Graduate Studies through the Administrative Committee and also the Chair's Advisory Committee (this group includes former and current Graduate Council chairs.) The Chair is acting as the liaison with the Executive Council of the Davis Division Academic Senate, the Provost/Senate Chairs group, the Dean's Council of Graduate Affairs, and the Coordinating Committee on Graduate Affairs (systemwide).

He then referred to the descriptions of the subcommittees of the Graduate Council stating that the majority of the work of Graduate Council is carried out by the subcommittees. He said he would not detail the duties of the subcommittees (attachment 1.1) but that he did want to call member's attention to them.

He reported that the Academic Planning and Development subcommittee is chaired by Nicole Baumgarth, Bylaws is chaired by Walter Leal, Courses is chaired by Tonya Kuhl with Martha Macri as an additional member from Graduate Council; Educational Policy is chaired by Lynette Hunter with Jeffrey Schank as an additional member from Graduate Council; Program Review is chaired by Jay Mechling with John Gunion as an additional member from Graduate Council; Support and Welfare is chaired by Anne Britt.

Chair Upadhyaya said the Chairs of the subcommittees are in the process of recruiting members and that it was a time consuming process. He suggested that perhaps it would be easier for the chairs of the subcommittees if Council agreed to 2-3 year appointments for subcommittee members, rather than appointing members on a yearly basis. He said perhaps this could be discussed later in today's meeting or at a future meeting.

Before moving on, Chair Upadhyaya asked if there were any comments or questions. Dean Gibeling noted that as indicated in the composition of the Support and Welfare Subcommittee 30-45 faculty members are needed to accomplish the duties. He said he would very much like to see this process stream-lined; it requires too much faculty time.

### **Minutes**

Chair Upadhyaya reported that the minutes of the June 22 and July 6 meetings are posted on the web at <http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm>

### **Acronyms**

He called member's attention to the list of frequently referred to acronyms (attachment 1.3).

**MySenate Presentation – Academic Senate Office – Marci Buell**

M. Buell distributed a handout, Faculty Guide for MySenate. She said that MySenate is a portal, available through the Academic Senate website or through MyUCDavis and that it allows Senate members to maintain and view committee documents, and conduct Senate business on line.

She demonstrated how to get started, which requires user's Kerberos login and password. MyCommittees (accessible by all MySenate users) allows public access to agendas, approved minutes, committee membership, and a link to email all committee members. She noted that member's specific committee pages will provide access to both public as well as confidential information, such as items posted for review on the Whiteboard and pending minutes. She also explained a variety of other features such as MyActionItems, MyInformation, and MyCalendar.

She noted that Senate staff can run various reports from the data contained in MySenate such as a report of all committees a Senate member has served on.

Chair Upadhyaya thanked her for the presentation and said he hoped this tool is something Graduate Council can consider phasing in gradually and start using it on a regular basis during the Winter quarter.

Dean Gibeling suggested that Council needs to decide how it wants to "do business". For example, the idea of agenda packets going out electronically and then each person having to print the entire packet may not, in the end, be cost effective or time efficient.

**Enhancing Graduate Education at UC Davis – N. Baumgarth**

APD Chair Baumgarth reported that this report is the work of the APD Subcommittee last year. The committee decided that there needed to be a better way of judging where we are right now with graduate education. The way APD went about it was to take a closer look at graduate program reviews and then it identified some issues that needed to be addressed. The report was based on two data sets, one qualitative and one quantitative. The qualitative data were taken from the recent Program Review Committee report for each graduate program. APD collected 77 of the 84 graduate programs and identified eighteen recurring challenges facing graduate programs. The top five issues were related to core courses, vision/cohesiveness, multi-year fellowships, student advising and access to graduate program information, and nonresident tuition support.

Overall, graduate groups and department based programs faced very similar challenges but not to the same degree. Professor Baumbarth said that APD now needs to come up with some solutions and identify groups that are facing the same kinds of problems/issues that could work together to identify solutions. An example is the need for more technical support.

H. Mueller opined that the reviews seem to be all internal and he suggested that external ratings also be used. N. Baumgarth noted that periodic review by Graduate Council does take external ratings into consideration. Furthermore, it was suggested that departments should be consulted to see if they agree with the findings. N. Baumgarth said departments were already asked if they thought the weaknesses cited were correct.

She said the quality is reflective of the strength each group has. It is not about identifying where we stand but rather how we can fix areas that need to be fixed.

A member asked if it was okay to share this document (“Enhancing Graduate Education at UC Davis”) with colleagues and the answer was affirmative.

### **SUBCOMMITTEE DESCRIPTIONS**

Chair Upadhyaya asked subcommittee chairs to report on the status of the recruitment process and noted that as a follow-up to his e-mail to program and graduate group chairs soliciting nominations for service on the subcommittees, the Associate Dean can send out a reminder e-mail encouraging program and graduate group chairs to nominate faculty members to serve. He then asked subcommittee chairs to provide a status report as to where they were in the recruitment process. As Chair of the Administrative Subcommittee he reported that with the Chair and Vice Chair of Graduate Council plus two Graduate Studies Associate Deans and one graduate student, this subcommittee basically is in place. Nicole Baumgarth said she was trying to recruit one more member from the Humanities and then the committee will be complete. Bylaws Chair, Walter Leal, reported Chris Calvert has agreed to serve and that they met with Kathy Garcia last week to determine what needs to be done in the near term. Courses Chair, Tonya Kuhl, reported that the subcommittee is coming together. Educational Policy Chair, Lynette Hunter said she is still putting the subcommittee together. Three more people are needed and she has been given some suggestions. They have four action items and plan to have their first meeting in late October. Jay Mechling, Chair of the Program Review Committee reported that membership recruitment is in process. They have 8 reviews to do this year. He then asked permission to move to the end of the agenda, to the **Consent Calendar** items from the Program Review Closure Committee. He said the program review closure committee is a committee that when a review has been done, recommendations have gone out, programs have responded to those recommendations, the closure committee concludes the follow-up phase of the review, concludes the review of the graduate program, and puts it on the calendar for the next review. This set of closure letters on the consent calendar brings the committee up to date. He asked if any member wished to remove any of the closure letters from the Consent Calendar. None were voiced; they were all **approved**. Anne Britt, Chair of the Support and Welfare Committee, said this subcommittee was comprised of a core committee of 10 to 12 members and a fellowship committee with very large membership (50 to 60) and that she needed to meet with Steven Albrecht to determine exactly what needs to be done. She said that in late January to early February they would be ranking students for the

awarding of fellowships. There are two kinds of fellowships – a large general fellowship and a smaller, specific fellowship available only, for instance, if you went to a certain high school. She, too, noted the desire to simplify the process so that each student is reviewed by only two faculty members rather than four which would simplify the process considerably. She said she thinks some progress is being made in this regard.

## **ACTION ITEMS**

### **Membership and Service on Advanced Degree Committees**

Dean Gibeling reported that this issue was discussed at meetings of the Graduate Council Chairs Advisory Committee. Graduate Council policy outlines who can be a member of graduate programs and it permits appointees in the Professional Researcher and Cooperative Extension Specialist series to be elected to graduate program membership. However, this situation has raised concerns for several years. Davis Division Academic Senate Regulation (DDR 531) limits the ability of individuals in these categories to serve as major professors because they are not eligible to teach 299 courses since they do not hold instructional titles. One simple way to make Graduate Council policy conform to DDR 531 is to require all members serving on advanced degree committees to hold an instructional title. Recently, he said, Vice Provost – Academic Personnel Barbara Horwitz determined that Professional Researchers, like Cooperative Extension Specialists, are eligible to also hold the title Lecturer Without Salary. This means that these individuals can teach 299 courses. If you are in one of those titles (Professional Researcher or Cooperative Extension Specialist), all you need is a Lecturer Without Salary title and you can then participate fully in the graduate program. Also, if you are a member you are a full member; no limited membership.

Dean Gibeling stated that he has revised the Guidelines for Membership in Graduate Programs to reflect the need for individuals holding either of these two titles to also have a Lecturer Without Salary appointment in order to be eligible for graduate program membership. Additionally, he changed “Guidelines” to “Policies” He noted that there are no other changes in that document.

Regarding Guidelines for Service on Advanced Degree Committees he said he had removed the statement concerning a person not otherwise a member of a graduate program having blanket approval to serve on advanced degree committees because in his view they should be reviewed each time. More importantly, he added a statement that at least one member of every advanced degree committee must be an Academic Senate member. This change was prompted by requests he had received to appoint committees that would have no Senate members. He said he believed the Senate should be protective of its oversight of graduate education.

Discussion ensued regarding the requirement of at least one member of every advanced degree committee being a member of the Davis Division of the Academic Senate. M. Farrens opined that he believed graduate education was a specific responsibility of Senate members and Dean Gibeling confirmed that technically, according to The Standing Orders of the Regents, Academic Senate members must vote and certify the degree list.

It was also mentioned that sometimes it can be an issue of availability of Academic Senate members in certain areas. The question was then posed, “If we do not have a Senate member in that area, why do we have the program?” Perhaps that is an issue that needs to be addressed. We ought not be guiding students in research with no Academic Senate member in that research area.

A **motion** was made and seconded to approve the Policy on Membership in Graduate Programs. The motion was carried with one person casting an opposing vote.

A **motion** was made by M. Farrens, and seconded, to approve the Policy on Service on Advanced Degree Committees as written except leave the word “should” and delete the proposed word “must” in 1.3. The motion carried with one opposed.

#### **Agricultural History Center ORU –**

A proposal to disestablish AHC as an ORU and consolidate it with Institute of Governmental Affairs (IGA) was presented by Chair Upadhyaya. He noted that AHC will run as a “small center” or a program of IGA. The Ad Hoc committee, which proposed the disestablishment of AHC, has interacted with the dean of CA&ES, L&S, and Graduate Studies. It also considered Graduate Council Guidelines for review of ORUs. The Committee’s main conclusion with respect to graduate education was:

“There has not been noticeable activity in designing and teaching innovative, interdisciplinary courses. Any overt contribution to graduate education directly attributable to this ORU is not detectable, although through seminars and All-UC Group conferences there is a positive influence on doctoral students.”

Brief discussion ensued and a **motion** was made to accept the review and support the ad hoc review committee’s recommendation of disestablishment of the Agricultural History Center as an ORU and its consolidation with the Institute of Governmental Affairs (IGA) over the next two or three years. The motion carried unanimously.

#### **Notation to Place on Law School Transcript – a) Completed Public Service Law Program, and b) Completed Pro Bono Program**

Chair Upadhyaya reported that this request is to separate current practice of a single transcript notation on Law School transcripts irrespective of whether a student has gone through the Pro Bono Program or Public Service Program. The Law School is requesting

the approval to separate the two programs and have two separate notations – Completed Public Service Law Program and Completed Pro Bono Program. He noted that the Pro Bono Program is a voluntary program with no academic credit and no pay; in which students complete at least 50 hours of service on projects or cases related to Government or a public interest agency under the supervision of a legal employer. The Public Service Law Program, on the other hand, requires a minimum of 175 hours of service under the supervision of a legal employer on projects or cases related to a Government Public Service Agency. However, students can receive pay as well as up to 15 hours of academic credit under the Public Service Law Program.

Dean Gibeling mentioned that Graduate Council generally has very little oversight over the Law School and that the only reason the request came to Graduate Council is because it is an advanced degree.

A **motion** was made by (Nicole Baumgarth) to allow the Law School to separate its two Public Service Law Programs, as per their request, and have two separate notations on Law School transcripts. The **motion** was seconded and carried unanimously.

### **DISCUSSION ITEMS**

#### **Graduate Council goals and topics for 2006-2007 (Upadhyaya)**

Chair Upadhyaya reported that the Chancellor's Fall Conference focused on graduate education and as a result he would like to wait until the report from the Conference is available before formulating the 2006-2007 Graduate Council goals and topics. He mentioned two major issues: Streamlining the Fellowship Evaluation and APD's main finding "Issues with Core Course Development and offering by graduate programs." He said Linda Bisson, Chair, Davis Division of the Academic Senate is willing to approve the Graduate Council to form a Task Force to deal with this important problem affecting graduate programs on our campus.

#### **Graduate Academic Certificate Program Policy and Proposed Guidelines – Deferred**

**Graduate Student Writing – University Writing Program – Deferred.** Gary Sue Goodman to be invited to the November or December Graduate Council meeting.

**Professors for the Future (PFTF) Project Report –** Chair Upadhyaya briefly reported that Foreign Language TAs are overwhelmed because of workload. The report also contained some concerns that are much broader in scope (i.e., affecting graduate students throughout the campus). He mentioned that some of these concerns such as the one on "core courses" are similar to those contained in the APD report and needs further discussion. Due to time constraints, this item will be carried over to the next meeting.

**CONSENT ITEMS** – See under Subcommittee Descriptions.

Prior to adjourning, Dean Gibeling announced that a National Research Council (NRC) survey will be going out, on line, to faculty in the near future. He said it was important that faculty members respond to this survey. It will be sent to every faculty member participating in doctoral education who has served on or chaired in the last five years on a dissertation committee or during the past year on an admissions, curriculum, or executive committee. He said Graduate Studies is working with all of the graduate programs for help in developing the list of who will receive the survey. He noted that an individual will receive only 1 questionnaire even if they are members of multiple graduate programs.

The meeting adjourned at 4:00 p.m.

OGS/mt

