

Minutes
GRADUATE COUNCIL
January 25, 2007

PRESENT: *Members:* N. Baumgarth, M. Farrens, J. Gibeling, J. Gunion, L. Hunter, W. Leal
J. Mechling, S. Upadhyaya, R. Wu, M. Martha, J. Schank

Representatives: T. Aguilar, E. Caswell-Chen, M. Golub, C. Hom, S. O'Neill, B. Pande,
K. Thompson, C. Simmons

Graduate Studies attendees: H. Cuevas, K. Garcia, C. Jurado, A. Hirshen

ABSENT: *Members:* T. Kuhl, H. Mueller
Representatives: J. Breslin, J. Hodgson

ANNOUNCEMENTS

Announcements from the Chair (Upadhyaya)

Chair Upadhyaya talked about several items in regards to the Executive Council meeting. He told the Graduate Council that Dissertation plans A, B, and C (DDR 520C) will not go forward for a vote and said the plans have been moved to the Spring Representative Assembly meeting due to some questions raised by the CERJ. He mentioned that he will not be available to attend the February 5th Representative Assembly meetings and asked Vice Chair Baumgarth if she would attend in his place. He also said that he has requested Professor Andrew Waterhouse, past chair of the Graduate Council Chair to attend the RA meeting.

Chair Upadhyaya handed out information describing the University Extension certificate. He informed the Council that the University Extension certificate topic was discussed during the January meeting of the Executive Council and Extension certificates are governed by Senate Regulation 811. The guidelines state: The new proposals are reviewed by the Committee on Public Service. Courses are reviewed by departments or school or college in accordance with general policies established by the Committee on Courses of Instruction of DDAS. The Committee on Courses of Instruction may have opted not to review these courses since they may not be as "rigorous." The Chair said that the Executive Council will contact the Committee on Courses and ask them why University Extension courses are not reviewed. Once Graduate Council receives this information, it will be discussed with the Dean of University Extension.

Chair Upadhyaya was asked by the Academic Senate Office whether or not we award graduate posthumous degrees. He told Council that although we have a policy in place for undergraduates we do not have a policy for graduates. He contacted CERJ in order to see if a policy exists and if one doesn't he would like the Graduate Council to formulate one. Dean Gibeling told Council that we have given out at least one degree posthumously, after a thesis was submitted, but we do not have a policy for graduate students.

Announcements from the Dean (Gibeling)

Dean Gibeling reported that the Office of Graduate Studies is currently receiving graduate applications. As of January 22nd, the office has 10% more applications this year than last year. The increase is mainly from the number of applications received from international students.

Dean Gibeling said an invitation to participate in the National Research Council Assessment of doctoral programs questionnaire was sent out via-email. He told Council that if faculty respond by February 15th, they will be eligible to become a rater of programs in their field. He asked Council to encourage their colleagues to

participate in this assessment. If members have not yet received an invitation to participate via e-mail, please contact the Office of Graduate Studies and a hard copy will be sent.

Dean Gibeling said for the last three to four years he's been talking to past Graduate Council Chairs in regards to offering graduate courses that pertain to ethics through the Office of Graduate Studies. Associate Dean O'Neill is going to send a proposal to Professor Kuhl, Chair of Course Committee. Associate Dean O'Neill said that if there's a cross listing with the academic home of the faculty member teaching the course, the credit will go back to whoever is teaching the course. Professor Mechling asked if we could have an umbrella certificate system. The Dean responded and said that we have the courses; we just need to collect them and make the courses visible to the entire campus. Also, if one person isn't available to teach a course we would draw an instructor from a group of people who are able to teach the courses.

Finally, although the Nonresident Tuition for undergraduates is going to increase, the NRT for graduates is not going to increase in 2007-08 according to the Governor's proposed budget. Fees are expected to increase by 7%. We will not know the exact amount of the increase until the budget is approved.

Announcements from the Associate Dean for Graduate Programs (Caswell-Chen)

Associate Dean Caswell-Chen informed Graduate Council that Postdoctoral scholar appointments are limited to five years. If a faculty member wants to hire a postdoc beyond the fifth year, a written request for exception must be submitted. This is a system wide policy and not just a UC Davis policy. If faculty member wants to keep the person for a longer period, the position must be posted and he or she can be hired under the title of Project Scientist. Vice Provost Barbara Horowitz plans to discontinue allowing search waivers, which will also create a delay in the hiring process. It's important that faculty check the postdoc's eligibility before they are hired.

Announcements from the Associate Dean for Research Programs (O'Neill)

The office of Graduate Studies will continue its collaboration with the Office of Research through 06-07. The training grant support services completed its basic test phase. The test proved to be very successful in helping faculty submit their training grants. A "Smartsite" will be in place for faculty to use. This site will assist faculty in applying for training grants.

Graduate Student Assistant to the Dean and Chancellor (Thompson)

Ms. Thompson attended a UCOP meeting, and fees were the main topic of discussion. They also discussed the concerns that they have about mental health across the UC system. On March 1st there will be a discussion of this issue with the Dean and Assistant Dean Hirshen. All graduate students will be invited to attend. An announcement will go out to Graduate Council.

Graduate Student Association (Aguilar/Hodgson) No announcements

Postdoctoral Scholars Association (Breslin/Pande) No announcements

SUBCOMMITTEE REPORTS

Academic Planning and Development (Baumgarth)

Vice Chair Baumgarth talked about the Challenges to Graduate Education at UC Davis and indicated that Graduate Council should make sure the message goes up to a higher authority. The document identifies the weaknesses of the programs and they should be addressed. The Chair reported that he has talked to Dean Gibeling about Nonresident Tuition and Provost Virginia Hinshaw would like to attend a Graduate Council meeting either in February or March to discuss NRT. He mentioned that faculty salaries and NRT are very important issues to UCOP and Graduate Council should work on a proposal to address the NRT issue and present it to the Provost. It may be possible to formulate a proposal that can eliminate NRT during the second year for all graduate students in-lieu of the current buy-down plan for GSR fees and tuition.

The Chair told Graduate Council that faculty time spent on graduate education is another concern and Graduate Council should also address this topic.

Vice Chair Baumgarth said we need to encourage programs to work together and share their resources. This would be a big project and we will have to see which graduate programs could be combined. Most of the programs chairs are aware of the importance of graduate education, and Graduate Council should continue to address this topic. Professor Wu said UCOP is putting in additional \$10 million for funding NRT and at the meeting on Feb. 27th, NRT will be discussed. He would like to propose to CCGA an incentive program for the payment of NRT. If you have any suggestions regarding this topic please let Professor Wu know before the meeting takes place.

Administrative (Upadhyaya) - deferred

Coordinating Committee on Graduate Affairs (Upadhyaya). This was included in the Chair's announcements.

Bylaws (Leal)

Professor Leal reported that the Bylaws committee is trying to speed up the process but it is difficult since they have to go back and forth to gather information. Professor Leal said that some of the programs mix up their bylaws with academic procedures and this tends to slow the process down. A template will be developed and available soon to programs.

Courses (Kuhl) – absent

Chair Upadhyaya did report that there are a few courses awaiting approval at the Senate level.

Educational Policy (Hunter)

Professor Hunter reported that EPC met on Monday and although they're reviewing several proposals, they are waiting for several responses. She reported that EPC is expecting quite a few proposals to come forward for review.

Program Review (Mechling)

Professor Mechling said they just finished conducting an orientation to all of the programs who are up for review in 2007/2008. The Program Review committee is working on getting this year's reviews completed in a timely manner so Graduate Council will not have to look at so many reviews at once towards the end of the year.

Support and Welfare (Britt)

Professor Britt reported that the Support and Welfare committee is responsible for the review of fellowships and travel awards and they are currently trying to streamline the review process. They would like to review the application from each student once rather than multiple times as has been the case up until now. They would like to give every student a single score. The programs will not have to write a letter for each student. Next year the committee hopes to eliminate ranking of students for individual fellowships. Instead the program will provide a single ranking for the whole program. Professor Britt told Graduate Council that they need more reviewers to review fellowships. This is a challenge since everyone is so busy, and maybe the chairs should look for faculty who haven't participated on a committee. Instructions on how to rank the fellowships have been sent to the programs.

CONSENT ITEMS

Minutes of the December 11, 2006 meeting – DRAFT

(Approved Minutes are posted on the Web at

<http://gradstudies.ucdavis.edu/gradcouncil/gradcouncil.htm>)

Approved

Graduate Academic Certificate Program Policy and Proposal Guidelines

Approved

MCIP affiliation with DE Biophotonics (Upadhyaya)
Approved

Bylaws: (Leal)

Education MA – information was not provided at today's meeting

Master of Public Health

Approved

ACTION ITEMS

Concurrent DE in Critical Theory and Feminist Theory and Research (Hunter)

Professor Hunter reported that after the review of the Concurrent DE in Critical Theory and Feminist Theory and Research proposal, the Educational Policy Committee had some concerns regarding the request therefore, EPC sent questions back to the programs for clarification. The Chair told Council that he felt that a lot of the programs might start to ask for concurrent DEs if this one is approved and Council will need to have a policy in place. Professor Hunter responded and said that we can address those requests as they come forward. The Dean told Council that it's very hard to track student participation in DE's and he's concerned about trying to track a concurrent DE. We would have to know which DE the student is in and which faculty member is on the committee. In addition, it will add workload to Graduate Studies staff. On behalf of Professor Mechling who had to leave early, Kathy Garcia told Council that he wanted to know how the DEs will be reviewed. Professor Hunter said that they suggested that the program will have to be reviewed with both of the DEs. Kathy Garcia said that PRC will actually make the decision on how and when the reviews will take place. The Chair asked Professor Hunter to discuss the review process with Professor Mechling. This item was tabled for the February meeting.

TOEFL iBT (Baumgarth)

Professor Baumgarth said the Academic Planning and Development Committee completed the review of the TOEFL iBT standards for admission to graduate programs at UC Davis. The review was conducted with the help of Janet Lane from the Linguistics Department. After reviewing UC Berkeley's process, APD would like to adopt their plan. UC Berkeley's minimum score is 68. Council decided to have a minimum score of 68 for UC Davis and if the program wants to select a higher score they can make that decision. Janet Lane is willing to be the liaison in seeking collaboration with UC Berkeley in devising additional strategies to comprehensively assess the impact of the TOEFL iBT test on the quality of admitted graduate students. Council agreed to ask for her to continue as a liaison between UC Berkeley study and the Graduate Council through APD. It was voted and approved with all but one in favor, one opposed. This policy will go into effect starting fall, 2008

DISCUSSION/ACTION ITEMS

UCD Masters' Thesis Definition (Hunter) Chair Upadhyaya asked Professor Hunter to bring this proposal back to the Council in February. He also asked Professor Gunion if he would work on this proposal with her and bring back any necessary wording changes in its final form. Moreover, he requested the Council that the members should let Professor Hunter know of any concerns or questions they might have regarding this proposal.

Doctoral Qualifying Examinations (Upadhyaya) deferred

Satisfactory/Unsatisfactory Grading Option (Upadhyaya) deferred

Personal History Statement (Upadhyaya and Gibeling)

Chair Upadhyaya said that Dean Gibeling's proposal to include a personal history statement on the graduate admission applications was well written. The model that the Dean proposed is very similar to UC Berkeley's.

The intent for this statement is to have applicants think about how they will contribute to the diversity of the campus and their field and hopefully they'll be able to include their experience in their personal statement. Professor Gunion asked if this is a requirement. The Dean said it would be left up to the student to decide what to write about. Professor Hunter wanted to know how this personal history statement would be used. Some students might not find it easy to talk about their personal history. The Dean said that the essay doesn't need to be only about diversity; some ideas can be from an inspiration. The Dean said that the student can write about what inspired them to become a graduate student. Hector Cuevas told Council that the two statements in the Dean's proposal, which students would respond to; "Personal Statement" and "Personal History Statement" are much better than what they've seen other campuses use. Requesting this information from the applicants will help us diversify our campus. Professor Baumgarth suggested a page limit for the personal statement and Council agreed. Cathy Jurado said that we should not consider the number of pages, but the number of words that will fill up one page. She will gather this information and let Council know. Council agreed to adopt this proposal and limit the two essays to one page each. It was approved unanimously.

MPH2 proposal (Upadhyaya/Gibeling)

Chair Upadhyaya told Council that Steven McCurdy responded to the questions raised by Graduate Council. Professor McCurdy provided information regarding their admissions requirements and bylaws. Professor Wu said that the proposal should now go forward. In response to concerns about proposed biology courses (Bio Sci 1 A and B), the Chair said he will have Dr. McCurdy get in touch with Professor Britt to discuss their biology course requirements. Moreover, he will ask MPH to include the 3.0 GPA and 12 unit requirements in the proposal. He indicated that the proposal may have to go to CCGA. The proposal was approved contingent on the program making proposed changes.

INFORMATIONAL ITEMS

Graduate Council letter to Academic Senate on:
"Role of Graduate Students in University Instruction."

Following items were not discussed because of lack of time:

*Senate-wide review: Senate Regulations 694 and (proposed) 695 (Upadhyaya)

Foreign Language TA (Britt)

Graduate Student Writing (Gibeling)

Nonresident Tuition (Upadhyaya)

Meeting adjourned.

