

**MINUTES
GRADUATE COUNCIL
April 19, 2007**

PRESENT: *Members:* N. Baumgarth, A. Britt, J. Gibeling, J. Gunion, L. Hunter, T. Kuhl, M. Macri, S. Upadhyaya, R. Wu

ABSENT: W. Leal, J. Mechling, H. Mueller, M. Farrens

REPRESENTATIVES: M. Golub, C. Hom, B. Pande, C. Simmons, K. Thompson

ABSENT: E. Caswell-Chen, T. Aguilar, J. Breslin, J. Hodgson

ANNOUNCEMENTS

Announcements from the Chair (Upadhyaya)

Chair Upadhyaya made the following announcements:

- ⌚ Provoost Hinshaw will be attending the May 17th Council meeting. The Chair and Dean Gibeling will have a pre-meeting with Provoost Hinshaw.
- ⌚ At the CCGA meeting, Chair Reen Wu announced that Provoost Hume met with the Chancellors of all campuses and updated them on the share of \$10 million each campus will be getting to address the NRT issue. The plan to establish a new position of Vice President of Research at UCOP, who would oversee both Research and Graduate Education, was discussed and approved by CCGA. CCGA also discussed the program review process at various campuses and noted that the review of graduate programs, particularly graduate groups or interdisciplinary programs, is not consistent from campus to campus. Moreover, it was mentioned that there are no bylaws for graduate groups at most campuses, unlike UC Davis. CCGA decided to require bylaws for all Graduate Groups from now on. However, this requirement does not apply to departmentally based programs. Chair Upadhyaya noted that we are ahead in this regard since we require bylaws for all our Graduate Programs.
- ⌚ The diversity report was given to Hector Cuevas, Director Outreach, Recruitment and Retention, and he will present the results to Council at the June 21st meeting.
- ⌚ A thank you to Council for responding so quickly to the request for awarding the posthumous degree.
- ⌚ Professor Britt and the Chair composed a thank you letter and sent it to Cristina Ballester for the work she did on the PFTF Report. The Chair asked Dean Gibeling to bring up the TA workload issue at the Spring DCOGA meeting. A copy of the TA worksheet was also sent to GSA president, Tom Aguilar.
- ⌚ Last year Council discussed and responded to CCGA on the System-wide Senate Review of the Proposed Open Access Policy. Because of this prior review, it may be unnecessary to spend much

of Council's time on this issue this year. However, Council was encouraged to review the policy and provide comments to the Chair by the deadline date of May 10, 2007. The information can be found the Academic Senate website under "In the Spotlight".

Announcements from the Dean (Gibeling)

The Office of Graduate Studies will receive some funding from UCOP for graduate education as part of the \$10 million total, although most of the funds have already been distributed. The challenging aspect is the matching requirement. The Provost has also stabilized administrative dollars for graduate groups. Whenever we propose a new graduate group, a budget for administrative support will need to be included and it must be based on realistic enrollment projections. Council and the Planning and Budget Committee will review the budget part of the proposal.

The Office of Graduate Studies has completed the NRC assessment and received a 70% response to the faculty questionnaires. The office is now waiting to receive the data back from NRC.

Admissions applications are still high, especially for international students. We are expecting an increase in graduate student enrollment next year.

The Dean informed Council that we have confirmed our commencement speaker and his name is Dr. Sundeep Dugar. He is the President/Chief Scientific Officer at Sai, Advantium, Phrama Ltd and an alumnus of Chemistry.

CCGA approved the Joint Doctoral program in Forensic and Behavioral Sciences with Fresno State.

CONSENT ITEMS

Minutes of the March 15, 2007 – approved

Minutes were updated and provided to Council. The Chair asked Council if they would like more details in the minutes or if they prefer the shorter version? Council agreed that the shorter version was acceptable.

Bylaws for Philosophy - approved

MPH 2 – The final version of MPH 2 proposal that contains approval of Library committee, and Planning and Budget Committee was approved along with a letter to CCGA informing of Council's review process for phase 2 of the MPH proposal.

DISCUSSION ITEMS

Designated Emphasis Policy - "How to Monitor the Policy" (Baumgarth/Upadhyaya): Vice Chair Baumgarth reported that a program was allowing a student to take her Qualifying Exams (QE) before completing her Designated Emphasis (DE) classes which is against the current QE policy. Vice Chair Baumgrath is also the chair of this particular student's graduate group and was not aware that the student hadn't completed the DE classes. It was recommended that Council contact the Chair of the DE and inform him of the process. Chair Upadhyaya told Council that he had talked to Dr. Dandekar and explained the process. Professor Kuhl suggested that we check to see the number of students who are

completing their DE requirements as per the policy. Students are supposed to complete their DE classes before they take their qualifying exam. Dean Gibeling suggested that if a DE program would like to allow students to obtain additional training in a specific area without fulfilling all the DE requirements, it should consider the newly approved “Certificate Program.” The Chair said all new graduate program chairs and advisers should go through an orientation in order to fully understand all policies and procedures of the Graduate Council and advise students properly. The Dean informed Council that Associate Dean Caswell-Chen is working on a graduate adviser and chair training session and all chairs will be invited to attend.

Professor Wu recommended that Council write a letter to Dr. Dandekar, the Chair of the Designated Emphasis in Biotechnology regarding the policy. The Chair agreed to do this and will cc: Mary Ann Hunter and Judith Kjelstrom in Biotechnology.

QE decision making process (Upadhyaya): The Administrative Committee discussed the voting process for the Qualifying Exam (QE), particularly in the case of a split decision. This issue came up in response to a 4:1 (four passes and one fail) split decision for a student in one of the Graduate programs. The Administrative Committee did not have sufficient data to make an informed decision. Therefore, the Administrative Committee asked for additional information from each of the QE committee members. The responses from these members indicated that two of them were strongly in favor of passing the candidate and one was opposed it. The other two members expressed concerns about the candidate and yet passed the student for reasons that were not consistent with QE policy. So the chair expressed a concern about the QE evaluation process and wondered if it should be revised to avoid such outcomes. He thought that a secret ballot might be a solution. The Dean said that whatever the voting process is, it should to be a consistent process for all programs. However, the Council felt that the process of developing consensus among QE committee members is a very important step in the QE evaluation process and the current process works quite well in general. Only in rare circumstances does the committee not reach a consensus and in such cases the Administrative Committee can look into the process as it does now. The Chair informed Council that the current policy will remain in place.

*Graduate Studies courses/Responsible conduct of research (Kuhl/Gibeling): This topic was not discussed and will be tabled for the next meeting.

Fellowship Process – Update (Britt & Albrecht): Steven Albrecht, Director of Student Financial Support in the Office of Graduate Studies and who is also a member of the Support and Welfare committee presented a report on the 2007-08 internal fellowship process. This year they changed the review process in order to streamline it. The aims of this process were to reduce the number of faculty reviewers per application and the number of hours each faculty spends reviewing application. The main change was the way the applicants were ranked by each program. With the assistance of Council member Hans Mueller, Support and Welfare Committee Chair, Anne Britt, Associate Dean for Students, Ed Caswell-Chen, and Council Chair, Shrini Upadhyaya a formula was devised that would normalize the rank to Graduate Program size so that the program size did not unduly influence the applicant rank when applicants from different programs were compared for various fellowships. The results of this year’s fellowship review process indicated that the outcome was not much different than that from the previous method, while the number of faculty members involved in the review process was reduced almost by a factor of two and the number of hours each faculty spent reviewing applications was reduced substantially. The Chair thanked the Support and Welfare Committee and its Chair, Anne Britt for implementing what turned out to be a very efficient and streamlined fellowship review process.

ACTION/DISCUSSION ITEMS

School of Public Health (Upadhyaya): Professor Mueller, who was the Graduate Council representative to the Committee that developed the proposal to establish the School of Public Health (SPH) at UC Davis, prepared a report that was initially presented to the Council last year. He further revised the report taking into accounts several meetings and discussions he has had with Chair Upadhyaya and Dean Gibeling. The oversight of the graduate degrees and how they will be administered were the main concerns. The Chair said that we should forward Professor Mueller's recommendations to the Academic Senate Office and include these three points:

- ⌚ The graduate degrees (MPH, Ph.D etc.) should be under purview of the Graduate Council and Graduate Studies. They should follow the existing graduate group or departmentally-based graduate program concept. Proposers should look at the successful model used by the SPH at UC Berkeley as they proceed with this proposal.
- ⌚ The proposers should work closely with faculty in the relevant graduate groups – Epidemiology, Biostatistics, and Pharmacology and Toxicology – as they go ahead with this proposal.
- ⌚ Appropriate credit is given to the graduate group members outside of School of Public Health for teaching and advising graduate students.

The Chair reported that Dr. McCurdy has assured him that the proposers have consulted members from all relevant Graduate Groups, although they did not necessarily consult those Graduate Group chairs. He promised that Director Marc Schenker will write a letter to the Council clarifying the oversight issue. The Chair mentioned that he will write a letter to the Academic Senate Chair taking into account the concerns expressed in Council Member Mueller's report and circulate it to the Council by e-mail. He reminded that the comments are due by April 30, 2007.

Communication Proposal for a Ph.D program – Professor Hunter, Chair of EPC informed Council that the Communication Proposal has been reviewed and returned to the program for changes. Council found the following inconsistencies in the proposal such as:

- ⌚ Clarity on their QE procedure– They should use the terminology and the procedure used in the QE policy;
- ⌚ Change the wording: instead of “qualifying paper” use the words “qualifying exam”;
- ⌚ Clarify how many students will be enrolled;
- ⌚ There needs to be a letter from their lead Dean stating that necessary resources such as promised two new FTEs in the coming year and one more FTE in the near future will be guaranteed;
- ⌚ Provide a four year budget showing how students will be supported;
- ⌚ They should mention that this is a departmentally-based program and therefore staff and other support already exist.

Council gave a preliminary approval to the proposal subject to satisfactory answers to these concerns and questions and agreed to forward it to the Planning and Budget and Library Committees for their review and approval.

Meeting was adjourned.