

**MINUTES
GRADUATE COUNCIL
June 21, 2007**

PRESENT: *Members:* N. Baumgarth, J. Gibeling, J. Gunion, W. Leal, J. Mechling, M. Macri, M. Farrens, L. Hunter, J. Schank, S. Upadhyaya, R. Wu,
Representatives: E. Caswell-Chen, C. Hom, C. Simmons, K. Thompson
Graduate Studies Attendees: Kathy Garcia, Annik Hirshen, Cathy Jurado,

GUESTS: Bob Smiley, Valerie Williamson and Dallas Hyde

ABSENT: *Members:* A. Britt, M. Golub, T. Kuhl, H. Mueller,
Representatives: B. Pande, J. Hodgson

ANNOUNCEMENTS

Announcements from the Chair (Upadhyaya)

Chair Upadhyaya called the meeting to order at 12 PM and made the following announcements:

- Rewording of DDR 520C to enhance clarifications was discussed at the Representative Assembly (RA) meeting very briefly and was deferred to the Fall meeting of RA due to lack of quorum and an issue raised by a member, Professor Charles Hunt. He stated that he was the member of the Graduate Council when Plan B of the Dissertation plan was changed so that dissertation committee members could not require a final oral examination for students, if the program subscribed to dissertation Plan B. However, DDR 520C as it stands now on the web does not indicate any such modifications. Because of this uncertainty, Executive Director, Gina Anderson and Graduate Council were asked to go back and review the minutes and annual reports to see if any changes were made during the period of Dr. Hunt's tenure in the Graduate Council. Dean Gibeling has gone back and reviewed the records and there is no evidence showing such a change. Gina Anderson also reviewed Academic Senate records and wasn't able to locate any change. Records indicate that when the Graduate Council introduced plan C in 2005, Plan B was modified so that if the graduate

program wanted it they could have an exit seminar and the defense part was left alone. This matter will have to be reconsidered by the Representative Assembly in Fall, 2007.

- The Design proposal for a simple name change for its MFA degree program from “Textile Art and Costume Design” to “Design” was not accepted by CCGA once again in spite of Council’s arguments that addition of two new tracks did not constitute a major change in the direction of the program since the core requirements remained the same for all tracks and no new resources were necessary because of these changes. Chair will get together with the Associate Dean for Programs, Ed Caswell-Chen and the program chair, Professor Patricia Harrison to formulate a response. Much to GC’s dismay, this item will most likely carry forward to the next academic year.

Announcements from the Dean (Gibeling)

- The Dean thanked Council members for attending this year’s commencement. He said that there was an increase in the number of students and some changes were made to shorten the time of the ceremony.
- The Dean announced that over the course of the years, Graduate Group administrative support has been a budgetary challenge for the Office of Graduate Studies as more and more new graduate groups were created. The Provost agreed to fund the money that we need for administrative support for graduate groups with an understanding that when we create new graduate groups there will be a discussion of budgetary needs and a reliable budget will have to be included in the proposal. Graduate Groups will no longer just be created and we will have to be more realistic about some of the cost. We had the money built in for Graduate student support, and as the number of students increases, the block grant budget increases, but the administrative support fell behind. This year the Provost made a commitment to cover the cost of administrative support for new graduate groups. This was an important contribution from the Provost.
- The Dean informed Council that energy is a major budget drain right now and the campus has a ten million dollar short fall.
- In the fall the Office of Graduate Studies will have a new admissions application that will be entirely electronic. Faculty will be able to review

the applications on line. Graduate Studies received their first dissertation submitted electronically and we're still trying to gain some experience with this before it's launched campus-wide. Before electronic submission is made mandatory Graduate Studies will consult with Council regarding an appropriate policy. The request to Council will be to make this process mandatory. Once it becomes mandatory, there will not be a hard copy of the student's dissertation on campus. Master's theses will also be submitted electronically. Students will still be able to print their dissertations and theses. Cathy Jurado informed Council that students are allowed to choose the option to embargo their dissertation or thesis for a period of time. Council will be asked to consider the appropriate length of time that such an embargo should be in place.

Announcements from the Associate Dean (Caswell-Chen)

The Associate Dean announced that he's been working on graduate group chair appointments. This year 29 of the groups came up for new Chair appointments. Graduate Studies will be offering a "Chair and Adviser Orientation" this fall. Hopefully Chairs of DE's will be included. This will be an opportunity to discuss Council's policies and procedures and also make them aware of some of the recent changes. The orientation will also provide the Chairs with some of the ideas that have come from APD in terms of graduate groups discussing ways to enhance interactions and collaborations between graduate groups, ultimately to better utilize existing resources. Graduate Studies also wanted to start a post doc scholar orientation this spring and tried to synchronize it with SISS but it wasn't successful. Hopefully, this fall we can have an orientation so post docs understand what it means to be a post doctoral scholar at UC Davis. A lot of our post docs are international scholars and we want this group of students to feel welcomed. We also want to improve the cultural norms for communication.

Academic Planning and Development (Baumgarth)

The APD Chair referred to discussion of the final APD report on solutions to challenges to graduate education, later in this meeting. With regard to unfinished business, APD was asked to look into a graduate writing program for the campus but did not receive the necessary information from the Office of Graduate Studies on comparable programs at other UC campuses. This topic will be deferred to next year. The GC Chair told Council that Gary Sue Goodman's office is trying to gather data to find out what the needs of various programs are in terms of writing requirements. Office of Graduate Studies is

expected to collect data from other UC campuses in terms of support available for graduate student writing and provide it to APD.

Educational Policy Committee (Hunter)

- Many of proposals have been on hold awaiting a response from the program and she wondered if there's a way to disregard old proposals and asked Council for some recommendations. If a program submits a request and they do not reply after several months, is there a mechanism for discarding the proposal? EPC currently has several pending proposals. Council agreed that if programs do not respond within a certain amount of time, then we should notify them that their proposal will not go forward. Council also said that the letter that goes back to the program should have timeframe for responding. Professor Hunter, suggested that EPC discuss the process next year, come up with a timeframe for programs to submit additional information, and to make sure that the program sends a written response back to EPC in order to act on the proposal. If they need additional time, they could request an extension. EPC will write up a policy and submit it to Council next year.

Bylaws Committee (Leal)

- Professor Leal said that the bylaws committee will be working through December; Professor Chris Calvert will schedule the meetings. The fall quarter will have many sets of bylaws on the table.

Program Review Committee (Mechling)

- Professor Mechling announced that there are four PRC reports for today. PRC is in the process of looking at the self reviews for the next cycle. They will have people working on ad hoc committees for next year. They would like to have some of the reviews in the fall instead of waiting until winter. They are trying to accelerate the process in order to avoid having to review so many programs in the spring. He announced that the Geography review will come to Council in the fall.

Support & Welfare (Britt)

- In Professor Britt's absence, the Chair announced that the committee will be working on the maternity leave policy, and it will be presented to Council in the fall. Another item that the committee may review will be

the graduate student retention document. Kara Thompson will present this topic today.

Courses (Kuhl)

- In Professor Kuhl's absence, the Chair announced that graduate course approvals are having problems and he isn't sure what is causing this. The Academic Senate office informed the Chair that graduate courses are being stalled. The Chair said he may have to work with Professor Kuhl and the Academic Senate office to resolve this problem over the summer. He's not sure why the courses are not being approved or going forward to the Senate Committee on Courses. The Executive Council informed the Chair that this has been a long standing problem and the Chair is concerned and would like to resolve this problem.

CCGA – Chair (Wu)

- CCGA Chair, Professor Reen WU announced that Tuesday, June 19th was the last day of this year's CCGA meetings. They completed a lot of business. The next CCGA chair will be Bruce Schumm, from UCSC and the Vice Chair will be Farid Chehab from UCSF. There were several issues that CCGA reviewed this year, they were:
- Graduate Student instructor. They decided that a graduate student can not be a sole person in charge of course as a course instructor. However, many campuses including UC Davis opposed this change. Consequently, they modified the proposed policy to allow the graduate students retain the title of "Instructor of record" while satisfactorily resolving the issue of how the faculty will oversee instruction. This will again go to the Academic Senate for review.
- They are in the process of reviewing the certificate issue and it is still not resolved. It will be discussed next year.
- The issue of NRT was discussed at length and CCGA will continue to review the NRT issue to see how they can assist graduate education.
- International teaching where you can take classes abroad and receive a UC degree is also being discussed.

- CCGA reviewed the letter from UC Davis for a simple name change for “Textile Arts and Costume Design.” The committee reviewed the proposal and said there are two additional tracks. There were only 4 faculty in the area of the original track; with the two new tracks and several new faculty members with expertise relevant to those tracks, it look like a new program. So CCGA did not accept the simple name change. They recommended having one internal and one external reviewer for this proposal. The Chair of the Council and the Associate Dean for programs informed CCGA Chair, Wu, that this matter was carefully reviewed by the our Educational Policy Committee, Graduate Council, Office of Graduate Studies, and the campus administration prior to approving it as a simple name change. The Chair informed Professor Wu that he has just received the letter from CCGA last night and he will review the letter with the Ed Caswell-Chen, Associate Dean for programs, and Professor Patricia Harrison, Program Chair, and decide the best way to proceed.

Student Representatives

- Kara Thompson announced that she is working on the fall Week of Orientation and Welcome. The dates are September 18 – 21. She is working with campus members to solidify panels and resources. She told Council if they have attended events that they found worthwhile and would like to see them continued to let her know because she’s still in the planning stage.

Post Doctoral Representatives – non comments

Federation Representatives – no comments

CONSENT ITEMS

Minutes of the June 13 (will be sent out at a later date)

(Approved Minutes are posted on the Web at

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

June 13th and June 21st minutes will be sent out at a later date for your review and approval.

Art History Graduate Program – Bylaws – unanimously approved pending the edits.

Biology of Vector-Born Diseases –DE Bylaws – approved unanimously pending the edits.

Ecology –Degree Requirements – removed from the consent calendar. Council said that the written exam seems to be a part of the qualifying exam process and yet it is administered similar to a preliminary examination. The committee members were not specified and Graduate Council guidelines say that if there's a written portion of the QE, it has to be administered by the same committee as the one that administers the oral portion of the QE. The evaluation is incorrect because on QE it is Pass, Not Pass or Fail. GGE should separate preliminary exam and qualifying exam processes. This could be accomplished by separating Section 7 into "preliminary" component and "qualifying exam" component. In Appendix A, it states that prior to the QE, the student must supply the committee members with a written copy of the GGE QE guidelines. Council felt that the faculty should be responsible for providing this information. One of the members said that this was added to make sure that the students are communicating with faculty members. The students and the faculty should discuss the QE guidelines, but the student shouldn't have to make sure that the faculty is educated about the QE process. Perhaps, the Chair of the QE committee should provide this information to the committee members and the student. Council decided that a significant amount of wording needs to be changed and asked the Chair of EPC to write to the program. Updated document will be reviewed by the Graduate Council next year.

JDPE in Ecology – Degree requirements – Council agreed to remove this item also off of the consent calendar. The Dean and the Chair of EPC will work on the content along the same lines as the ones discussed for GGE.

Electrical and Computer Engineering – Graduate Council had serious concerns about their requirements, and will ask the program to explain (1) why they're having the major professor write a letter of commitment after the preliminary exam instead of before the exam (2) what's the purpose of the letter (3) how it is used? (4) What happens if the student passes the exam and the professor's letter is weak? (5) Will the major professor be on the committee? They didn't indicate if the major professor is on the committee. Under residence for the MS degree, they state MS residency cannot be used to satisfy residency requirements for the doctoral degree, 6 quarters. This is not correct; once you're a graduate student, if you're here 6 quarters you satisfy residency requirements for the doctoral degree. Council agreed that the Chair of EPC would write a letter to the program.

Forensic Science – Degree Requirements – Council discussed this proposal and had some concerns about the capstone project. The Program will need to give an example of what their capstone project is about. Is it a

written report or an oral presentation? They also need to correct the wording for their plans. The Chair of EPC will contact them and ask for clarification but Council agreed that it should be approved since most of the issues were simply clarifications. Professor Gunion made the motion to approve this proposal subject to clarifications and it was seconded and carried unanimously.

Philosophy – Degree Requirements This proposal was discussed and Council agreed that some editing is necessary to enhance clarity. The Chair of EPC will write to the program and ask for clarifications on their grading process. Professor Gunion moved to approve the requirements subject to these clarifications. The motion was seconded and carried unanimously.

Graduate Academic Certificate Program in Second Language Acquisition – Council agreed that it is not necessary for the proposal to include wording about QE. It was decided that since this is the first proposal for the Certificate program, we should be very careful and make sure that the new guidelines for certificate proposals are properly followed. The Chair of EPC agreed to contact the program and ask them to change the wording and bring it back to the Council in the fall. The subject of review of the Certificate program should also be discussed by the Council and procedures must be formalized.

Soils and Biogeochemistry – Degree Requirements

Council discussed this proposal and made some suggestions regarding the content. Council noted that the program doesn't require many units. It states that the GRE general test is not required, however, it should say that the subject matter test is not required. The units for the 299 courses should indicate that you can only take a maximum of 6 units of 299 courses under MS Plan II on page 4 item D. The Chair of EPC will ask for clarification of the units and Council agreed to approve the degree requirements with these changes. Professor Gunion moved to approve this proposal; it was seconded and approved unanimously.

ACTION/ITEMS

International Commercial Law – PRC Report

PRC Chair Jay Mechling introduced Professor Robert Smiley, the PRC liaison for the review of International Commercial Law. Professor Smiley reported that he initially had some concerns about International Commercial Law, but they were addressed by the review. The program is strong and unusual with good academic content. All the faculty members in the Law School who are knowledgeable in this subject matter are involved in the program and everyone who could teach in the area is already teaching. They also

have a faculty member from UCLA and an emeritus faculty from UCB. However, total number of Law School faculty members in this program is still small. Council members asked if it is a viable program. If one or two people leave or retire will the program fall apart because there's not enough critical mass to keep it going? Professor Smiley stated that it is a viable program and it is not falling apart. Until someone leaves or when someone leaves they will be replaced immediately or after a year by another faculty member. Reviewers did have some concerns about the potential retirement of chair, Dan Simmons. They were not sure when he's going to retire. So the selection of the next chair could be an issue. The reviewers suggested that the executive committee get a little more involved than they have been up until now, because its time to start thinking about developing plans for the next program chair. Moreover, participating in this program doesn't pay particularly well and the faculty members are backing away from it and the review team suggested that they look at the pay structure. Council suggested that the name of the program is not very well understood and maybe they should consider changing the name. However, it turns out that the degree name has been changed, from Master of Arts and International Commercial Law to Master of Laws or LIM. The later is the much more common designation.

Council suggested that on page 3 recommendation # 3 it says: "allows students who otherwise would not be unable to attend" this should say "not be able" or "would be unable" and on page 3 number 7, the word "breath" should be changed to "breadth". Members raised the questions about the role of the director, Beth Greenwood, who is not a faculty member and she seems to run the program. Professor Smiley informed the Council that two people run the program, Dan Simmons and Beth Greenwood. Ms. Greenwood is a lawyer and a graduate of King Hall, and her primary job is that of advising. The reviewers had a concern about her not being a faculty member (she has since been appointed as an Adjunct Professor) but her title wasn't clear and Kathy Garcia informed Council that she would verify this information. The reviewers spoke with faculty and especially with students to find out whether or not they were getting good advice and good leadership from Ms. Greenwood and they are extremely happy with her efforts. Council wanted to know if the faculty members are really overseeing the program or have they delegated this to the "Director". The Chair is closely involved in the program and Professor Smiley couldn't say whether or not he's over delegating.

PRC Chair Mechling asked Council to note the recommendation to the Council. Members raised questions about whether or not there are faculty members who could potentially step up and take over, if Professor Simmons retires. There's concern that no one is prepared to step into his shoes. The reviewers did address this concern and it is an issue. Professor Smiley summed it up and said that he went into this review with questions of his own, but now he thinks it's a strong program. The number of applicants isn't what it should be but the change in degree name may remedy that. He also mentioned that raising pay may assist in getting more faculty involved. He talked to the

faculty from UCLA and UCB who teach in the program and they said that the students are every bit as good as their full time students.

Professor Gunion made the motion to accept the PRC Report. The motion was seconded and the vote in favor was unanimous.

Reproductive Biology- DE – PRC Report

PRC Chair Jay Mechling introduced Professor Valerie Williamson, the PRC liaison for the review of the Reproductive Biology – Designated Emphasis. Professor Williamson reported that this is the first review for the Reproductive Biology – DE. The group has some problems and the main problem is that the senior faculty members have all retired. Three of the original leaders had been championing the program for the whole review period; two of them have retired and the third one, who became the chair, is at Bodega Marine Laboratory. No one, who is serving on the executive committee, is on the Davis campus. The students do value this DE. Professor Williamson suggested to Council that faculty need to decide if they want to continue having this DE and get new people involved. Council members asked who would do the outreach in order to bring in new faculty members? Professor Williamson said that the existing faculty members need to decide amongst themselves.

Council wanted to know when the next review would take place. They were informed that the Program Review Closure Committee (PRCC) will make a recommendation to Council on the deadline dates and to go another seven years or sooner before the next review. The Chair knows there's a lot that needs to be fixed and he wants guidance from Council. A member suggested that Trish Berger would be a good chair and bring a lot of energy to the DE and she would be able to tell Council whether or not this is an essential DE. Council would have to ask her if she would do this. Professor Williamson informed Council that one of the problems is that Animal Biology has recently affiliated with this DE and there are students who are interested but have no connection and are not getting support. Professor Williamson told Council that the executive committee has not met in a long time, and if the program can not provide service to students then they should be told that they will be discontinued. Members said that the letter to the DE in Reproductive Biology should state that Graduate Council will recommend discontinuation if Program Review Closure Committee does not see satisfactory progress on all of these matters. Vice Chair Baumgarth moved to approve the report with the edits. The motion was seconded and the vote in favor was unanimous.

Graduate Education at UCD (Baumgarth) Vice Chair Baumgarth told Council that there are three major recommendations in the final APD report submitted to Graduate Council that provide a pragmatic approach to some of the most important underlying challenges that graduate programs on this campus currently face. One of the recommendations suggests that every graduate program should be asked to obtain MOU

from the associated department Chair(s) to ensure that the core curriculum would be taught consistently. The lead Dean should be responsible for making sure that graduate groups have faculty to teach. APD recommended that each new graduate group should have MOU'S in place before they start. Vice Chair Baumgarth and Chair Upadhyaya met with Dean Gibeling and he promised them that he would take all recommendations back to the Deans, and Council suggested that these recommendations be included in the Dean's strategic planning process. The Chair will send the proposal to Dean Gibeling and ask him to present it to the Dean's Council of Graduate Affairs. Council approved the motion to endorse the recommendations of the report.

Membership in Graduate Programs (Upadhyaya)

In response to a question raised by the Provost's office, Chair's Advisory Committee (CAC) suggested a slight modification to the wording that requires that every graduate group member must have an instructional title. The proposal was to let people who hold instructional titles or are eligible to do so (i.e., those who are eligible to hold Lecturer Without Salary (LWOS) title), can become graduate group members. This is because the Provost's office was concerned that those who become members to assist in the administration of the graduate group or those who read theses and/or dissertations are merely providing a service and do not require LWOS appointment. Only those people who are actually involved in teaching courses including 299s should hold LWOS, if they do not hold an instructional title. However, Council was concerned that this change will result in two-tiered memberships – those who can be major professors as well as participate in administration of the group and those who just do administration. The Council decided not to alter the current policy and felt that all members of a graduate group should be full participants and that no one should be a member solely to serve in an administrative capacity. The Chair will contact the Provost's office and convey the decision of the Council.

Certificates (Upadhyaya)

The Chair mentioned that back in the Fall quarter the Council had approached the Executive Council (EC) for clarifications on the University Extension Certificate issue upon the recommendations of the Graduate Council and the Chair's Advisory Committee (CAC). EC gave the charge to the Executive Director, Gina Anderson, to research the Certificate Program issue on the UC Davis campus. According to her report the University Extension is not offering graduate certificates. They offer undergraduate, professional and post-baccalaureate certificates. Theoretically, the Committee on Courses of Instruction is responsible for approving all courses. However, the course approval process for certificates is unclear. It appears that the Public Service Committee (PSC) approves their courses. It is not clear who gave the authority to this committee. The Dean of Extension provided a document that contains policies and guidelines for Extension Certificates. This document was supposed to have been presented to the Academic Planning Council back in 1998.

However, there are no records of approval of this document by the Academic Council. The EC report recommended that CERJ should review the practice followed by the Extension Certificate Program to assure its compliance with Senate Regulations. Chair Upadhyaya suggested that the incoming chair, Professor Gunion should pursue this issue with CERJ.

Immunology – PRC Report

PRC Chair Jay Mechling introduced Professor Jim MacLachlan, the PRC liaison for the review of the Immunology Graduate Group, as soon as the Vice Chair Baumgarth, who is also the chair of the Immunology Graduate Group, left the room. Professor MacLachlan pointed out that this program has been on the campus for over 30 years; it has bounced around in terms of its administrative home and in terms of its focus. There are reasons for optimism because of new administration and integrated philosophy, but there's a major structural problem with this graduate group. The problem is that it is heavily based in the Health Sciences; there is no general campus support. The Health Sciences do not get faculty assigned based on graduate programs nor do they get TA's. There's a real need for this program to better enfranchise themselves with their various contingences. Council asked if the current chair can address these issues. Professor MacLachlan said there's a lot of frustration, but when you have so many faculty members on soft money positions there's friction in terms of how they're allocating their time. He further pointed out that the Chair can not change this situation by herself.

PRC Chair told Council that the program is going to have a retreat to address many of these issues and the closure committee will do a follow-up to find out the outcome of the retreat. They will have one year to show improvements.

Professor Gunion moved to approve the report. The motion was seconded and accepted unanimously.

Biostatistics - PRC Report

PRC Chair Jay Mechling introduced Professor Dallas Hyde, the PRC liaison for the review of the Biostatistics Graduate Group. Professor Hyde mentioned that this program has done very well since its inception under the able leadership of Dr. Hans Mueller. However, the group needs to position itself to take advantage of the proposed new School of Public Health (SPH) and widen its scope by attracting more faculty from applied fields such as Medicine and Veterinary Medicine. Council concurred with Professor Hyde and felt strongly that the group needs to become more applied and have increased representation not only from the School of Medicine and Vet. Medicine, but also Food Science and Biological Sciences. Council emphasized the need to select a new chair as Dr. Mueller steps down, who will seek out members from outside the Statistics Department so that the group is well positioned to take best advantage of proposed SPH. Council was also concerned that students in the fourth and fifth year of the program are not receiving GSR support from their major professors, although faculty members appear

to be well supported by extramural funding. There were also some discussions about the possibility of bringing an external candidate to chair this group. Council asked Dean Gibeling, Chair Upadhyaya, and Associate Dean, Ed Caswell-Chen to keep this possibility in mind as they interview candidates for the new chair. Council felt that there is no need to ask the program to submit a report except to respond to PRC recommendations by the regular deadline of November 1, 2007.

Professor Gunion moved to accept the report and Professor Wu seconded. The motion was carried unanimously.

- **Graduate diversity/retention/health/mentoring issues (Thompson):** Ms. Thompson reported to Council on current efforts involving Graduate Studies, Student Affairs, and GSA to understand retention and the related issue of graduate student mental health. She told Council that we don't have a good sense as to why graduate students leave their programs and once data is gathered it will be easier to recognize the problem and provide some solutions. She also said that they will be looking at the campus climate to see if this could be one of the reasons. She wanted to make Council aware that this is just the beginning of the process and more information will be forthcoming as information becomes available.

Chair Upadhyaya thanked the Graduate Council for their dedicated service this year. The meeting was adjourned at 5 PM.

Shrini Upadhyaya, Chair

Distribution:

Members:

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| N. Baumgarth | | M. Farrens | J. Gibeling | J. Gunion |
| L. Hunter | T. Kuhl | W. Leal | M. Macri | J. Mechling |
| H. Mueller | J. Schank | R. Wu | | |

Representatives:

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|--------|-----------------|-------------|--|--|
| C. Hom | E. Caswell-Chen | | | |
| | C. Simmons | K. Thompson | | |

Graduate Studies attendees:

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| C. Lacey | K. Garcia | A. Hirshen | C. Jurado | |
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c: Academic Senate Chair L. Bisson

electronic copy w/o encl:

G. Anderson

Chairs of Faculties of Colleges and Schools

Chairs of the Academic Program Departments, UC Davis Extension

Deans

GPL'S/SAO's