

Minutes
GRADUATE COUNCIL
March 15, 2007

PRESENT: *Members:* N. Baumgarth, A. Britt, J. Gibeling, J. Gunion, L. Hunter, T. Kuhl, W. Leal, M. Macri, H. Mueller, J. Mechling, H. Mueller, J. Schank, S. Upadhyaya, R. Wu

Representatives: E. Caswell-Chen, B. Pande, S. O'Neill, C. Simmons, K. Thompson

Graduate Studies attendee: K. Garcia

ABSENT: *Members:* M. Farrens

Representatives: T. Aguilar, J. Breslin, M. Golub, J. Hodgson, C. Hom

ANNOUNCEMENTS

Announcements from the Chair (Upadhyaya)

Chair Upadhyaya made following announcements:

- Provost Hinshaw will be attending the April 19th Council meeting. (Update – the Provost will not be able to attend the April 19th meeting, but will attend the May 17th Council meeting).
- The Office of the President has provided a detailed analysis of the diversity data to the Academic Senate and CCGA, and it may be available to Divisional Senates in the near future.
- Spring quarter meetings have been scheduled on the following dates; April 19th, May 17th and June 21st and one of the lead reviewers in charge of program review may not be available to attend on these dates. Council may have to schedule another meeting during the first week of June to accommodate this reviewer.
- The comments on the proposal on “Role of graduate students in university instruction” have all been complied by various Divisional and Systemwide Senate Committees and forwarded to CCGA and UCEP. CCGA and UCEP will review all of the comments and revise the proposal.
- Although, Council discussed the posthumous degree in January and referred the issue to CERJ for guidance on formulating a policy (i.e., a Graduate Council Policy or Davis Divisional Policy), CERJ has decided that it will make a decision on a case by case basis and Graduate Council may not need to address the issue.

Announcements from the Dean (Gibeling)

The Office of Graduate Studies is still working on the NRC assessment. The response rate from the UC Davis faculty is low. April 1st, is the final deadline for faculty to fill out their questionnaires and we need a high response rate.

Kara Thompson assisted in starting a new meeting called Dialog with the Dean. This is where students can come and talk to the Dean. They had their first conversation which was about graduate student mental health.

There is an active recruitment now for the Associate Dean of students. If Council members would like to nominate someone please let the Dean know. The Dean is looking for someone with a background in Humanities and Social Sciences to ensure academic balance within the office.

Graduate Council recommended having a graduate student speaker at the commencements, but it has been challenging to identify willing and capable volunteers. If Council knows of any inspirational colleagues or alumni who are available to speak at the June 14th commencement let the Dean know right away.

CONSENT ITEMS

February 15, 2007 minutes were not available. The Chair will circulate them by e-mail within the next week or so.

Bylaws for the Education Graduate Program - approved

S/U policy was approved with some changes. The “M” on master’s should be in lower case and a line should be added; “and the Dean of Graduate Studies”. Council agreed on these changes and approved the revised policy.

Designated Emphasis Policy and proposal guidelines. The following sections were discussed – one on page 5 and the other on page 6. On Page 5, the wording was changed to say “Will the DE assign a DE advisor who will work with the student?” Page 6, the section corresponding to Graduate Council Approval was changed to; “Council’s bylaws” and the word “courses” was deleted. Council agreed on these changes and approved the revised policy.

DISCUSSION ITEMS

Graduate Student Writing – The Dean and Graduate Studies staff had a follow-up meeting with University Writing Program Assistant Director, Gary Sue Goodman and Director Chris Thaiss. They discussed their ideas for a graduate student writing program. He told Council that when the writing program was created, graduate students were not included and it was only for undergraduates. The Office of Graduate Studies does not

have the funding to support this program. Council discussed the need for a writing program for graduate students. Professor Baumgarth told Council that APD would be willing to take the charge and find out what other campuses are doing. Alternately, she suggested the formation of an ad hoc committee. The Dean said that someone in the Office of Graduate Studies could help do the research to find out what other campuses are doing and supply the information to GC. Chair Upadhyaya said that he will discuss this matter with the APD Chair and the Vice Chair of GC, Professor Baumgarth, and decide either to give this charge to APD or appoint an ad hoc committee.

ACTION/DISCUSSION ITEMS

PFTF Report – Professor Britt said a graduate student by the name of Cristina Ballester conducted a survey regarding the workload of graduate student teaching assistants on campus as her PFTF project. The survey was provided to Graduate Council last year and Council needs to provide a response. One of the concerns was the number of hours a TA works, especially in foreign language courses. Some departments use a worksheet to estimate time required for specific tasks. A copy of the worksheet will go to the GSA for distribution to students so that they are aware of it. Council said a reminder should go out to the departments suggesting that they use the worksheet. In addition Dean Gibeling could bring this issue up with other Deans as they can remind the department chairs that TA workload is subject to collective bargaining and each department should abide by the collective bargaining agreement. Dean Gibeling agreed to bring this issue to the attention of other Deans at the meeting of DCOGA. The Chair and Professor Britt will compose a thank you letter to Ms. Ballester.

Masters thesis definition - Professor Hunter lead the discussion on the masters thesis definition and Council approved the following wording:

“A masters’ thesis is either a written scholarly study of a significant and/or novel problem or a significant undertaking appropriate to the fine and applied arts or to professional fields”. It was voted on and all agreed. Dean Gibeling told Council that the definition will appear in the Office of Graduate Studies web page.

Second DE – Professor Hunter presented the topic and Council discussed the process and also who would be responsible for monitoring the student. Council discussed the following wording:

Students are permitted to earn a second Designated Emphasis (DE) if the Graduate Adviser and the Graduate Dean determine that there is not a substantial overlap between two Designated Emphases. The student must have at least one member from each DE on his/her qualifying examination committee and the dissertation committee. Moreover, the dissertation topic will be relevant to both DEs. Students are allowed to share up to two courses from one DE with the other with the permission of the Graduate Adviser and the Graduate Dean. A vote was taken – ten members supported the proposed second DE policy that allows a maximum of two courses overlap, none voted against the policy and three abstained.

Privacy and Disclosure Information from Student Records (PPM320-21): Representative Kara Thompson and Support and Welfare Committee Chair Anne Britt both felt that the document was very detailed and well done. A couple of minor editorial errors were pointed out. The Council felt that there is a need to bring this policy to the attention to all the faculty and TAs since most people are unaware that graded assignments with information related to a student's identity should not be left in a box outside the Professor or TA's office.

School of Public Health – Professor Mueller informed the Council that the proposal did not include accurate information and it should not be passed at this time. There are some serious concerns and the proposal is not very clear in terms of oversight of graduate education. The chair said that it is in the best interest of the campus to have the School of Public Health here rather than lose it to one of our sister campuses. So we should try to support Provost's effort in this regard. However, we should make sure that the Graduate Council and the Office of Graduate Studies have the oversight on all academic graduate degree programs (Ph. D. in Epidemiology, Biostatistics, and Environmental Health). The deadline for submitting Council's comments is March 30th. The Chair said he would ask for an extension in order to give Council more time to review the proposal.

Meeting adjourned.