

UC DAVIS GRADUATE COUNCIL
Meeting Minutes
Monday, October 8, 2007
1:00 – 3:00 p.m.
Room 430 Physics/Geology Building

ATTENDEES: Nicole Baumgarth, Toby Beauchamp, Abhinav Bhushan, Anne Britt, Ed Caswell-Chen, Hector Cuevas, Mari Golub, Peggy Farnham, Matthew Farrens, Kathy Garcia, Jeffery Gibeling, Rachael Goodhue, Annik Hirshen, James Hodgson, Andre Knoesen, Walter Leal, Hans-Georg Mueller, Jeffrey Schank, Lenora Timm

NOT IN ATTENDANCE: Thomas Aguilar, Steven Albrecht, Lynette Hunter, Cathy Jurado, Tonya Kuhl, Martha Macri, Rita Mehta, Yuhang Shi

INTRODUCTORY COMMENTS

- A. **Welcome and Introductions** – Graduate Council Chair Jack Gunion welcomed everyone to the 2007-08 Graduate Council. He brought the attention of Council members to a number of reference items listed on the agenda (see below). The reference items are available on the MySenate website (<http://mysenate.ucdavis.edu>).
1. Graduate Council Members List 2007-2008.
 2. Web link to the Graduate Council Handbook.
 3. Bylaws for Graduate Council (DDR 080).
 4. Graduate Council Structure Chart.
 5. Subcommittee Members List and Subcommittee Descriptions.
 6. Minutes for the June 21, 2007 meeting of the Graduate Council.
- B. **Confidentiality of Discussions** – Chair Gunion reminded Council members that discussions of the Council are confidential. The minutes of each meeting are the only public record of the discussions.

ANNOUNCEMENTS

- A. **Graduate Council Chair** – Chair Gunion provided an update on the following items:
1. **Graduate Council Annual Report** – The 2006-2007 Annual Report of the Graduate Council will be available later this week on the MySenate website.
 2. **Graduate Council Priorities** – A listing of active Graduate Council issues and priorities is being developed to track the progress on Council actions.
- B. **Graduate Studies Dean** – The Dean of the Office of Graduate Studies, Jeffery Gibeling, discussed several items:
1. **New Associate Dean for Students.** Dean Gibeling introduced Professor Lenora Timm, Linguistics, who has joined Graduate Studies as the Associate Dean for Students.
 2. **Long Range Enrollment Plan.** The University of California system is putting together an enrollment plan that extends to the year 2021. Campus input to the plan is due in December, 2007. Since undergraduate demand is expected to plateau in the next few years, it may be possible to increase the percentage of enrolled students at UC Davis who are at the graduate level. Dean Gibeling contacted all UC Davis graduate program chairs to solicit opinions on the “right sizes” for programs.
 3. **Meetings with Groups of Graduate Program Chairs.** The Dean will be meeting with small groups of graduate program chairs with similar disciplines to discuss issues related to graduate education, including enrollment planning, program limitations, and the recommendations in the report, “Overcoming Challenges to Graduate Education at UC

- Davis". The report was developed last year by the Academic Planning & Development Committee of the Graduate Council.
4. **New Technology for Graduate Education.** The Office of Graduate Studies implemented a new online graduate student application system, "Embark". An associated system, "GARD" is in the final stages of development. GARD will enable staff and faculty to review applications and to make admissions decisions online.
 5. **Commencement.** Dean Gibeling noted that some individuals on campus have suggested that the June graduate student commencement be shorter, and that it perhaps begin at 3:00 in the afternoon, rather than at 6:00 p.m. Several Council members suggested that a 3:00 start time might conflict with classes and examinations. Others believed that an earlier start time might allow more students and faculty to be involved. Dean Gibeling will take their comments under advisement.
 6. **Delegation of Graduate Council responsibilities to the Graduate Studies Dean.** Some of the Graduate Council responsibilities delineated in Davis Division Academic Senate Regulation 80 (DDR080) have been either officially or implicitly delegated to the Dean of Graduate Studies. Most of the actions taken by the Dean are routine. Dean Gibeling said that when he is not comfortable with a decision, he refers it to the Administrative Committee of the Graduate Council. He is also in the process of designing a database that will tally the types of actions taken by the Office of Graduate Studies on behalf of the Council. Data will be provided once the database is completed.
- C. **Graduate Studies Associate Dean for Programs.** Associate Dean for Programs Ed Caswell-Chen mentioned several items:
1. **Postdoctoral Scholar appointments.** Currently, all postdoctoral scholar appointments are handled by Graduate Studies. In an attempt to make the process better and more efficient, a pilot program has been developed to delegate the authority for making the appointments to several of the undergraduate colleges. The colleges already are responsible for similar appointments, such as for Research Associates (RAs). If the pilot is successful, it will be extended.
 2. **Orientations.** Orientation sessions are currently being offered for graduate program chairs. An orientation for postdoctoral scholars is also being considered.
 3. **Graduate Group Adviser Handbook.** A new handbook is being prepared and will be available online.
- D. **Graduate Studies Associate Dean for Students.** Associate Dean for Students Lenora Timm is new in Graduate Studies and is getting familiar with the types of petitions that are submitted by graduate students. She is also working with Hector Cuevas, Director of Outreach, Recruitment and Retention in the Office of Graduate Studies, who is forming a task force on graduate student retention and perseverance.
- E. **CCGA – Coordinating Committee on Graduate Affairs.** The UC Davis CCGA representative, Professor Matthew Farrens, said that nothing is being considered by the committee that is of immediate interest to our campus. He briefly mentioned the discussion being held by the Office of the President (OP) about nonresident tuition. At the current time, OP collects nonresident tuition at the systemwide level, then distributes it to campuses using a special formula. In the future, OP may allow campuses to keep the nonresident tuition on campus. This would be a disadvantage to UC Davis, since we currently do not collect enough revenue to cover the nonresident tuition expenses.
- F. **GSA – Graduate Student Association.** The Chair of GSA, James Hodgson, discussed two items:

1. **Dependant Health Care.** GSA is investigating the possibility of improving graduate student dependant health care by negotiating an insurance policy at the systemwide level.
 2. **Graduate Student Direct Action Association.** UC Davis' GSA has pulled out of the association that lobbies on behalf of graduate students. The UC Davis GSA believes it can better serve the interest of graduate students by doing its own lobbying.
- G. **PSA – Postdoctoral Scholars Association.** The Chair of PSA, Abhinav Bhushan, has only been in his position a month. He hopes to meet with the Dean of Graduate Studies to discuss priorities for the year. At a recent meeting of UC postdoctoral scholars, three needs were identified:
1. Teaching experience.
 2. More seminars / workshops (The GSA Chair hopes to attract more postdoctoral scholars to assist in developing workshops.).
 3. Office support.

Council members discussed the positives and negatives of allowing postdoctoral scholars to teach. Chair Gunion said he would refer the issue to the Academic Planning & Development Committee for further discussion.

SUBCOMMITTEE REPORTS

- A. **Academic Planning & Development Committee (APD).** Committee Chair, Hans-Georg Mueller told the Council that the Davis Divisional Academic Senate is very interested in obtaining input from the Graduate Council for an upcoming report to the UC Regents about graduate education. Last year's Chair of APD, Nicole Baumgarth met with Linda Bisson, Chair of the Davis Academic Senate, to discuss a survey conducted by APD last year. The survey identified the "challenges" faced by graduate education at UC Davis, and offered recommendations for addressing those challenges.
- The Council agreed that it should approach the Senate request thoughtfully and carefully. Chair Mueller will provide a response for the Senate, and will review it with the full Graduate Council before submitting it to Professor Bisson.
- B. **Administrative Committee.** The Administrative Committee already has one item to review. Chair Gunion asked the Council members if they want to provide an opinion on administrative cases, or if they would prefer that the Administrative Committee handle the cases itself. Council members should submit their opinions to Chair Gunion.
- C. **Bylaws Committee.** Professor Walter Leal reported that good progress was made over the summer with the backlog of requests for changes to graduate program bylaws. He will be submitting several more bylaws change requests for the November meeting of the Graduate Council.
- D. **Courses Committee.** The Chair of the Courses Committee, Rachael Goodhue, asked about the process used for selecting subcommittee members. Chair Gunion briefly explained the process, and mentioned that the subcommittee chairs could recruit additional members for their committees if they wanted more members or members from a greater breadth of disciplines.
- E. **Educational Policy Committee (EPC).** EPC Chair, Peggy Farnham, told the Council that she was filling the slots in her committee membership and was gearing up for the first meeting.

- F. **Program Review Committee (PRC).** PRC Chair, Andre Knoesen, distributed a list of the current and upcoming reviews of graduate programs. He reminded Council members that the list is confidential. Professor Knoesen gave a quick status of the current reviews, and said that PRC is updating its guidelines for conducting graduate program reviews at UC Davis. He also asked for an appointment of a graduate student representative and a postdoctoral scholar representative to the PRC. The Graduate Council Analyst will discuss the appointments with the Vice Chair of the Graduate Student Association.
- G. **Support & Welfare Committee (S&W).** Anne Britt, Chair of the S&W Committee, said that the committee has received 100s of fellowship applications and requests for travel awards. In addition to working on these applications and awards, the S&W Committee will address other issues this year, such as a written maternity leave policy and summer salaries for Teaching Assistants. Dean Gibeling noted that the new TA contract provides for the same per-hour compensation for school year TA appointments and summer TA appointments.

ACTION ITEM

“Role of Graduate Students in University Instruction”. Feedback on this report needs to be provided to the Davis Divisional Academic Senate by December 3, 2007. Chair Gunion noted that the newest version of this report has addressed all of the problems previously identified by the Graduate Council. EPC Chair, Peggy Farnham said that the report appears to be clear and consistent.

CONSENT ITEMS

- A. **Second Language Acquisition – New Certificate Program.** EPC Chair, Peggy Farnham, told the Council that the authors of this proposal made all the revisions recommended by the EPC. Professor Nicole Baumgarth suggested that an email be sent to the proposers of the certificate program reminding them that the Designated Emphasis in Second Language Acquisition, which is charged with administering the certificate, has a “sunset” clause. If the designated emphasis ends (in accordance with the sunset clause), then the certificate program also ends.
- In addition, Analyst Kathy Garcia recommended that lines be added to the certificate program’s application form to include “printed names” in addition to “signatures”.
- Professor Baumgarth made a motion to approve the certificate program with an agreement to alert the program to the “sunset clause” in the designated emphasis. The motion was seconded, and was approved without opposition.
- B. **Bylaws Changes.** Chair Gunion identified small errors in three of the four Bylaws documents submitted as Consent Items. The Council agreed to approve all four of the Bylaws documents, with the changes suggested by Chair Gunion. Any additional comments by Council members should be submitted to Chair Gunion in the next week.
1. **Biotechnology Designated Emphasis – Bylaw Changes.** Chair Gunion noted that he found small typographical errors in the document. He also questioned the wording on the voting process (Page 5, Article IX). The Chair of the Bylaws Committee, Walter Leal, said that wording for the voting process conformed to the Bylaws policy, as approved by Graduate Council. The Courses Committee will clarify this Article the next time the Guidelines are reviewed.
 2. **Linguistics Graduate Group – Bylaw Changes.** Chair Gunion raised a question about the word “plurality” on page 3 of the document. He also mentioned a typographical error on page 4.

3. **Mechanical & Aeronautical Engineering Graduate Program – Bylaw Changes.** No Council member had revisions for this document.
4. **Spanish Graduate Program Graduate Program – Bylaw Changes.** Chair Gunion identified a few typographical errors in these Bylaws. He also pointed out an incomplete sentence (Page 5, Article V, Point 5).

DISCUSSION ITEMS

- A. **“Consent” items added to “Discussion” Items.** All Consent Items were considered for discussion. See comments above.
- B. **Electronic Submission of Theses and Dissertations; Embargo Time.** Dean Gibeling told the Council that when theses and dissertations are filed electronically in the future, they will be instantaneously available for others to see. The Office of Graduate Studies (OGS) will be proposing a voluntary “embargo” on these documents. The embargo would allow students to put a hold on the release of their theses or dissertations for a proposed 3 to 6 months. OGS will bring the proposal to the next meeting of the Council.
- C. **Distributing Agendas to Council Members – Electronic or Paper?** Council members agreed that it is easier to read most documents on paper. It may be appropriate to distribute very long documents as electronic copies. In addition, Consent Items could be sent to Council members as email attachments.
- D. **Handling of Academic Senate Whiteboard/Action Items.** Chair Gunion told the Council about the whiteboard/action items distributed by the Academic Senate (AS). Many issues – both from campus and from the UC Office of the President – are submitted to the Academic Senate for its consideration. Only some are relevant to graduate education. Chair Gunion suggested that he will alert Council members to the appearance of items on the AS whiteboard/action list, and if anyone would like to comment on the items he/she can let him know.

GSA Chair Hodgson said that he would be interested in reviewing the whiteboard item about “Campus Based Student Fees”. He will check to see if and how it will impact graduate students. This may be something he will bring up for discussion with Dean Gibeling.
- E. **Appropriate Number of Members on Council Subcommittees.** Chair Gunion brought up the subject of recruiting the “appropriate” number of members for Graduate Council subcommittees. The current documents describing the committees are confusing, and the numbers may not reflect the real needs of the committees. Council members noted that it is important to have graduate students on the committees. In addition, Chair Gunion said that it would be beneficial if appointments to the committees could be made for two years at a time, or possibly three. He said the letter sent by the Graduate Council chair to graduate program chairs requesting nominations for committees should indicate that a 2 year appointment is preferred. Chair Gunion also offered to send out an additional recruitment letter if committee chairs feel they need more members.
- F. **Standard Monthly Meeting Time for Council.** Chair Gunion recommended that Graduate Council meetings be scheduled for the second Wednesday of each month from 1:00-3:00 p.m. The Council agreed that this day and time would work for the majority of meetings.

The meeting adjourned at approximately 5:00 p.m.