

UC DAVIS GRADUATE COUNCIL

Meeting Minutes

Wednesday, November 14, 2007

3:00 – 5:00 p.m.

Room 203 Mrak Hall

ATTENDEES: Nicole Baumgarth, Thomas Aguilar, Anne Britt, Ed Caswell-Chen, Hector Cuevas, Mari Golub , Peggy Farnham, Jeffery Gibeling, Rachael Goodhue, Jack Gunion, Annik Hirshen, Lynette Hunter, Cathy Jurado, Andre Knoesen, Tonya Kuhl, Walter Leal, Martha Macri, Rita Mehta, Hans-Georg Mueller, Jeffrey Schank, Lenora Timm

NOT IN ATTENDANCE: Steven Albrecht, Toby Beauchamp, Abhinav Bhushan, Matthew Farrens, James Hodgson, Yuhang Shi

ANNOUNCEMENTS

- A. **Graduate Council Chair** – Chair Jack Gunion directed the attention of Graduate Council members to Attachment I, “Thoughts from the Chair”. Chair Gunion briefly discussed the following issues:
1. **DDR 520 – Dissertation Plans A, B and C.** The Graduate Council’s Educational Policy Committee (EPC) will review this Davis Division Regulation (DDR) at its meeting in December. The EPC needs to make a recommendation to the full Council about whether or not proposed revisions to DDR520 (made by last year’s EPC) should be forwarded to the Davis Division Representative Assembly.
 2. **Graduate Student Retention.** Graduate Studies Dean, Jeffery Gibeling, said that he would like to form a task force to investigate problems with graduate student retention. He will work with his Associate Deans and the Graduate Council’s Support & Welfare (S&W) Committee to identify important retention issues. One possible retention issue relates to “child-bearing/maternity” leaves of absence. Chair of S&W, Anne Britt, obtained copies of “child-bearing/maternity” policies from UC Berkeley and M.I.T. The policies appear to be well written. She will share the policies with her Committee members.
 3. **Non-Resident Tuition.** Chair Gunion noted that Dean Gibeling will present a proposal later in the meeting about 2008-2009 graduate student support.
 4. **Graduate Program Support.** The Graduate Council’s Academic Planning & Development (APD) Committee will meet with the Chair of the Academic Senate, Linda Bisson, in December to discuss support for UC Davis’ graduate programs. Chair Bisson has specific questions stemming from a universitywide survey being conducted by the Office of the President. Chair Gunion noted that the APD Committee made three recommendations last year regarding this topic.
 5. **Academic Senate Whiteboard Items.** The Academic Senate office periodically posts campus issues on its whiteboard (“MySenate” Action Items), and asks for comments from its subcommittees, including the Graduate Council. Chair Gunion distributed a letter that he sent to Gina Anderson, the Executive Director of the Academic Senate, with Graduate Council opinions about a number of the issues. Chair Gunion noted that additional, new items will be forthcoming, and that some will need to be addressed by the Graduate Council’s subcommittees.

- B. **Graduate Studies Dean** – The Dean of the Office of Graduate Studies, Jeffery Gibeling, gave updates on the following items:
1. **UC Davis Long Range Enrollment Plan.** As part of enrollment planning, Dean Gibeling asked each graduate program to identify what it feels is its “right size”, i.e. the appropriate number of graduate students for the program. He received a good response from the programs, and hopes to share the information at a future Council meeting. Dean Gibeling said that the results from the survey lend some support to a figure of 5,000-6,000 for the future graduate student population on the UC Davis campus.
 2. **Graduate Student Health Insurance Plan.** A systemwide task force is being formed to identify an affordable dependent care health alternative for graduate students.
 3. **In-Absentia Fees.** The UC Council of Graduate Deans (COGD) supports a decrease in the fees being charged to in-absentia graduate students. The proposed decrease to 15% of fees will be presented to decision-makers.
 4. **Child-Bearing Leave Policy.** The COGD also agreed that the campuses should establish a set of principles regarding graduate student leaves-of-absence for child-bearing (formerly called maternity leave). An appropriate policy may increase the attractiveness of the UC campuses to potential graduate students.
 5. **Change in Staff for Graduate Program Review.** Kathy Garcia, the Office of Graduate Studies analyst who supports the process for the Graduate Council’s review of graduate programs, is moving to the School of Education. She will be replaced on a temporary basis by Lee Wilce, who has agreed to return from retirement to help out the office.
 6. **Budget for UC.** The UC Regents are reviewing a proposed budget today that was prepared by the UC Office of the President (UCOP). The proposed budget may be affected by the downturn in state revenues. Dean Gibeling expressed concern that the \$10 million for graduate student support is vulnerable.
 7. **New Vice President for Research and Graduate Studies.** The UC Regents approved the appointment of Steven V.W. Beckwith as the new UC Systemwide Vice President for Research and Graduate Studies.
- C. **Graduate Studies Associate Dean for Programs.** No report.
- D. **Graduate Studies Associate Dean for Students.** No report.
- E. **CCGA – Coordinating Committee on Graduate Affairs.** No report.
- F. **GSA – Graduate Student Association.**
1. The Vice Chair of GSA, Thomas Aguilar, reported that the biggest issues with graduate students are: retention, maternity leave, non-resident tuition, and dependent health care.
 2. Vice Chair Aguilar invited everyone to a GSA coffee event on Friday morning.
 3. Vice Chair Aguilar told the Council that the UC Davis GSA has withdrawn from the University of California Student Association (UCSA). The UCSA provides systemwide student association input to UCOP and the UC Regents. The Davis GSA feels that UCSA’s approach does not mesh with our campus’ graduate student goals.

- G. **PSA – Postdoctoral Scholars Association.** The Vice Chair of PSA, Rita Mehta, said that she is new to PSA, but that she hopes to make the association more active on campus. She mentioned that PSA may consider a barbeque, a cross-campus research presentation day, and/or a symposium for women in science, in an attempt to generate interest among campus postdoctoral scholars. She would also like to reach out to undergraduate students and to stimulate their interest in obtaining a higher education.

Professor Anne Britt noted that most postdoctoral scholars are very busy and that they limit their network to others in their discipline. But she believes it would be a worthwhile effort to make PSA more active.

SUBCOMMITTEE REPORTS

- A. **Academic Planning & Development Committee (APD).** APD Committee Chair, Hans-Georg Mueller, said that he is determining the agenda for the December APD meeting.

- B. **Administrative Committee.** A couple of items are on the agenda for the Administrative Committee. A meeting date needs to be set.

- C. **Bylaws Committee.** Bylaws Committee Chair, Walter Leal, said that he would miss the support of Kathy Garcia, who has been of great assistance to the Committee. Chair Leal also said that he has an article to distribute about mentoring.

- D. **Courses Committee.** The Chair of the Courses Committee, Rachael Goodhue, reported that the first meeting of the Committee was held on Friday, November 9.

Professor Nicole Baumgarth expressed concern about the amount of time that it takes for courses to be approved. Professor Tonya Kuhl, former Chair of the Courses Committee, said that courses are initially approved by the Graduate Council's Courses Committee, and then must be approved by the Academic Senate's Committee on Courses. Council members questioned the need for a review of courses beyond the Graduate Council level. Dean Gibeling noted that Linda Bisson, the Chair of the Academic Senate, was looking at this issue.

Chair Gunion recommended that Chair Goodhue take a look at the course approval process, and prepare a letter to the Academic Senate regarding the process.

- E. **Educational Policy Committee (EPC).** EPC Chair, Peggy Farnham, reported that the EPC had its first meeting, at which it discussed two items and made additional assignments of items to EPC members for their evaluations. EPC items consist primarily of changes to graduate degree requirements, but will also include at least two new graduate programs this year.

- F. **Program Review Committee (PRC).** PRC Chair, Andre Knoesen, gave a status of graduate program reviews:

1. **Reviews initiated in 2006-2007.** Only one review is still outstanding. (The chair of the *ad hoc* committee that is reviewing the Geography graduate program has been ill. The *ad hoc* committee may step in to finish the review.)
2. **Reviews initiated in 2007-2008.** Two graduate programs are late in submitting their internal reviews, but are expected to submit them this week. The chairs for the *ad hoc* committees have all been appointed.
3. **Reviews to be initiated in 2008-2009.** The guideline for graduate program reviews has been updated and is available online. All of the graduate programs that will be reviewed

beginning in 2008-2009 have been notified. The PRC will meet with the chairs of the graduate programs in December.

Several Graduate Council members asked about the completion of graduate program reviews. Chair Gunion told the Council, that – yes – the final reviews are seen by Graduate Council, usually during its May and June Council meetings. Associate Dean Caswell-Chen said that a “Program Review Closure Committee” also follows up on the recommendations made in program reviews. PRC Chair Knoesen informed the Council that the closure of graduate program reviews is occurring on schedule.

- G. **Support & Welfare Committee (S&W).** Anne Britt, Chair of the S&W Committee, reported that the S&W Committee has not yet had a meeting, but that the Committee members were asked for their comments about the UC Berkeley and M.I.T. child-bearing leaves of absence policies for graduate students. Council Chair Gunion said that he has a few items on which he would like S&W to provide feedback.

CONSENT ITEMS

- A. **Move Items to Discussion/Action.** Dean Gibeling asked to have two items moved to the discussion section of the meeting: the bylaws for the Education M.A./Credential graduate program, and the degree requirement changes for the Agricultural & Environmental Chemistry graduate program. Professor Baumgarth also asked to have the bylaws for the Communications graduate program moved to discussion.

Dean Gibeling clarified the difference between “consent” and “discussion/action” items on the agenda. **Consent items** are *assumed to be approved* if they are not moved to the discussion/action portion of the meeting. *No motion needs to be made* regarding these items and no discussion is necessary.

B. Bylaws Committee Items.

1. **Classics & the Classical Tradition – Designated Emphasis** (Attachment II). The bylaws are considered approved by Graduate Council.
2. **Communications Graduate Program** (Attachment III). Moved to discussion/action items.
3. **Education M.A. / Credential Graduate Program** (Attachment IV). Moved to discussion/action items.
4. **Education Ph.D. Graduate Program** (Attachment V). The bylaws are considered approved by Graduate Council.
5. **Geography Graduate Program** (Attachment VI). The bylaws are considered approved by Graduate Council.

C. Educational Policy Committee Items.

1. **Agricultural & Environmental Chemistry – Degree Requirement Changes** (Attachment VII). Moved to discussion/action items.
2. **Air Quality & Health – New Graduate Academic Certificate** (Attachment VIII). The certificate is considered approved by Graduate Council.

Chair Gunion asked if there were any questions about this new “graduate academic certificate”. The Council discussed the differences between the new certificate concept and the already established “designated emphasis” concept. The graduate academic certificate does not require that a student include his/her dissertation topic as part of the qualifying examination or dissertation. In addition, the graduate academic certificate can

be awarded to master's degree students. However, in contrast with the designated emphasis, the title of the certificate does not appear on a graduate student's diploma. A "certification" only implies that specific requirements have been completed, not that a discipline has been mastered, as with the designated emphasis.

- D. **ORU Reviews – Letter Gunion to Klein** (Attachment IX). This letter is considered approved by Graduate Council and can be sent to Vice Chancellor Barry Klein, Office of Research.

Chair Gunion explained the contents of the letter to Council members and concluded that it should be forwarded to Vice Chancellor Klein.

- E. **ORU: Bodega Marine Laboratory – Ten-Year Review** (Attachment X). The evaluation prepared by Professor Andre Knoesen is considered approved by Graduate Council, and will be forwarded to Vice Chancellor Klein for his inclusion in the Bodega Marine Laboratory review process.
- F. **Number of Members on Subcommittees**. The recommendations made by Chair Gunion in Attachment I, Item 9j, are considered approved by the Graduate Council. The Council documentation will be revised to show that the number of members on the Educational Policy Committee, the Courses Committee and Support & Welfare Committee should be 6-8 each. The number of members on the Academic Planning & Development Committee should be 4-8. These ranges will provide a more realistic number of committee members for the volume of activity addressed by the committees each year. The APD Committee has a lower minimum number because in some years, fewer members may be necessary (the workload may be more modest).

DISCUSSION / ACTION ITEMS

- A. **Minutes from October 8, 2007 Meeting**. The minutes will be available for the December meeting of the Graduate Council.
- B. **Thoughts from the Chair**. See Announcements-Graduate Council Chair above. Also see Consent Item F, above.
- C. **Consent Items Moved to Discussion/Action Items**.
1. **Communication Graduate Program – Bylaws**. Several revisions were recommended for the Communication Bylaws (see below). The suggested revisions should be forwarded to the program for consideration.
 - a. Page 1, Item II.A.3. This statement appears to be in contradiction to point 1 above it. It should be rephrased.
 - b. Page 3, Item IV.C. The sentence should be, "The normal term is for three years, ~~and~~ however the graduate program chair may be reappointed".
 - c. Page 3, Item IV.E. The following suggestions for rephrasing were made:
 - ⌚ Point 2. Call and preside at meetings of the Executive Committee at least once a quarter.
 - ⌚ Point 3. Represent the program to the Office of Graduate Studies, the administration and ~~with~~ other campus units.
 - ⌚ Point 5. Provide ... highest academic standards for ~~Communication~~ graduate education in Communication.
 - d. Page 4, Item A.2.c. The wording conflicts with VI.A. below. It should read, "The non-voting student representative is appointed by the Chair of the Department of Communication, upon the recommendation of the Graduate Student Organization".

2. **Education M.A. / Credential Graduate Program - Bylaws.** Several revisions were also recommended for the Education M.A./Credential Bylaws (see below). The suggested revisions should be forwarded to the program for consideration.
 - a. Page 3, Item IV.A. The Associate Dean may *delegate* responsibilities for the day-to-day administration of the program to the program chair, but cannot *designate* the chair.
 - b. Page 3, Item V.A. Since the Associate Director of Teacher Education may not be a faculty member, the sentence should indicate that *at least two academic senate members and two academic federation members* should be on the Executive Committee.
 - c. Page 4, Item V.C. According to Academic Senate Regulations, any changes to curriculum requirements must receive final approval by the Graduate Council. The Executive Committee should *recommend* the changes to the Council.
 - d. Page 5, Item V.D. The term “Credential Graduate group” should be “Credential Graduate program”.
 - e. Page 6, Item VII. The last sentence accidentally references the Philosophy Department, not Education.

3. **Agricultural & Environmental Chemistry – Degree Requirement Changes.** The Council recommended a number of minor changes to the requirements, including: a replacement of the words “academic advisor” with “graduate advisor”, the removal of unnecessary question mark punctuation, and the rephrasing of several sentences. (For specific changes, see the “pending degree requirements” document that is included with the December 2007 Graduate Council agenda packet.)

A significant discussion arose over the requirement for an exit seminar as a final requirement for a PhD dissertation. Dean Gibeling noted that, according to policy, a graduate student may not be held to additional “requirements” after the student has advanced to candidacy for a degree. However, several faculty members made compelling cases for having students present their completed dissertation work in a seminar-type format. The Council agreed to recommend the following revisions to the degree requirements. First, the subtitle “Seminars” under Item 8 (Dissertation requirements – Plan B) should be changed to “Presentations”. Second, the word “required” should be changed to “expected”.

The Chair of the Educational Policy Committee, Peggy Farnham, will collect comments from the Council members, and will relay them to the graduate program for consideration.

D. **Graduate Student Support Proposal 2008-2009** (Attachment XII).

The Dean of Graduate Studies, Jeffery Gibeling, presented his 2008-09 priorities for providing financial support to graduate students. The proposal identifies key areas in which funding needs to be either maintained or strengthened. Dean Gibeling brought the proposal before the Graduate Council for the Council’s endorsement. He will then submit the proposal to the Provost. The six priorities identified by Dean Gibeling are:

1. Goal: Maintain the Purchasing Power of the Existing Block Grant
2. Goal: Formalize the Special Non-resident Tuition Fellowship Program
3. Goal: Maintain the Purchasing Power of Internal Fellowship Funds
4. Goal: Strengthen Matching Program for External Fellowships
5. Goal: Maintain Deans’ Graduate Support Allocation

6. Goal: Revise Work-study Commitments

The Council commented on several of the priorities.

Goal #2 – Special non-resident tuition fellowship. Chair Gunion questioned the benefits of the current non-resident tuition fellowship program to programs such as his, Physics. Dean Gibeling explained that Goal #2 refers to a *special* non-resident tuition fellowship (SNRT) program, which is a small amount of funding that is intended to assist in recruiting international students who bring their own external funding. It will also be used to augment block grant allocations in academic areas, such as the humanities, that have not benefited from the GSR (Graduate Student Researcher) buy-down program.

Goal #4 – Matching Program for External Fellowships. This matching program provides 4th year matching funds for graduate students who apply to UC Davis with three-year external fellowships (such as NIH, NSF, or EPA). Council members briefly discussed whether or not these matching funds provide a sufficient incentive for students, and whether the program might encourage students to apply for external funding. Chair Gunion suggested that the program might be a good recruiting tool.

Overall, Council members were interested in the various opportunities that would be made available with the proposed funding. They suggested that graduate staff and faculty be made fully aware of the opportunities, as well. An additional conversation ensued about the amount of money under consideration, the number of fellowships that would be available, and about the need for 1st year versus 2nd year student funding. Chair Gunion again expressed his concern about the SNRT fellowships and whether or not they would be fairly distributed. Dean Gibeling responded that 30 of the fellowships would, indeed, be set aside for programs in such areas as the humanities and social sciences. But 10 of the fellowships will be available for international students from any of the graduate programs on campus.

Professor Baumgarth made a motion to support the proposal; Professor Goodhue seconded the motion. The vote was 10 for the proposal and one abstention.

The meeting adjourned at approximately 5:10 p.m.