

UC DAVIS GRADUATE COUNCIL
Meeting Minutes
Wednesday, February 20, 2008
3:00 – 5:00 p.m.
Room 203 Mrak Hall

ATTENDEES: Nicole Baumgarth, Toby Beauchamp, Anne Britt, Ed Caswell-Chen, Peggy Farnham, Matthew Farrens, Jeffery Gibeling, Rachael Goodhue, Jack Gunion, Annik Hirshen, James Hodgson, Lynette Hunter, Cathy Jurado, Andre Knoesen, Walter Leal, Martha Macri, Rita Mehta, Jeffrey Schank, Lenora Timm

NOT IN ATTENDANCE: Thomas Aguilar, Steven Albrecht, Abhinav Bhushan, Hector Cuevas, Mari Golub, Tonya Kuhl, Hans-Georg Mueller, Yuhang Shi

The Graduate Council meeting began at 3:05 p.m.

ANNOUNCEMENTS

- A. **Graduate Council Chair** – Chair Jack Gunion directed the Council’s attention to Attachment 5.0, the “Chair’s Announcements Regarding Ongoing Issues and Needed Actions for February Meeting”. In particular, he mentioned Item 8.0 on page 2 regarding the delegation of responsibilities/authorities to various graduate academic degree programs housed in UC Davis’ professional schools, and Item 10(c) on page 4 related to Remote/Online Instruction.
- B. **Graduate Studies Dean** – Dean Jeffery Gibeling gave updates on five items:
1. **Delegation of responsibilities/authorities to graduate academic degree program in professional schools.** Dean Gibeling agreed with Chair Gunion’s concern about this issue. He said that the Graduate Council needs to make a rational decision about whether or not it wants to delegate authority for graduate program actions (such as admissions) to graduate academic degree program housed in professional schools. The Council then needs to make its decision clear to graduate programs. Chair Gunion and Dean Gibeling will develop a white paper for the Council’s consideration.
 2. **Applications for 2008-09.** Dean Gibeling reported that the pool of applicants for UC Davis’ graduate academic programs looks more diverse this year, with more women and international students than last year. The new electronic application system appears to be effective.
 3. **Graduate Student Support.** The proposal for graduate student support presented by the Dean to the Graduate Council at its November, 2007 meeting was submitted to the Provost for her consideration. Dean Gibeling noted that this will be a challenging budgetary year for the Provost and the University. He noted that one of the primary goals of the graduate student support budget is to maintain the purchasing power of “block” grants (grants provided as a “block” of funds to graduate programs). The UC campuses as a whole have requested \$10 million to cover non-resident tuition costs.
 4. **NRT (non-resident tuition) changes.** Dean Gibeling reminded Council members that NRT funds will now be budgeted by campus. Unfortunately, UC Davis is not currently bringing in a sufficient amount of NRT funds to cover associated expenses.

5. **Council of Graduate Deans (COGD).** Dean Gibeling provided an update on the Regents Task Force on Diversity, as presented to COGD. The Regents have accepted the diversity statement proposed by the task force, and will be looking to campuses to make improvements in the composition of student populations. The Office of Graduate Studies is currently involved in several programs intended to attract underrepresented minorities to graduate studies at UC Davis, including the McNair Scholars Program, UC Leads (Leadership Excellence through Advanced Degrees) and AGEP (Alliances for Graduate Education and the Professoriate).
- 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.** CCGA Representative Matthew Farrens said he had no critical information to pass along to the Graduate Council. Associate Dean Ed Caswell-Chen noted that the name change for UC Davis’ “Design” graduate program was approved by CCGA. Dean Gibeling added that the revised program should be in place for fall 2009 admissions. Dean Gibeling also noted that UC Davis has a proposal for a graduate program in “Environmental Policy and Management” under consideration by CCGA.
 - F. **GSADC – Graduate Student Assistant to the Dean & Chancellor.** Toby Beauchamp reminded the Council that applications are being accepted for his replacement – the 2008-09 GSADC. Council members should encourage graduate students who want leadership experience to apply.
 - G. **GSA – Graduate Student Association.** Chair of the GSA, James Hodgson, said he just got back from an NAGPS (National Association of Graduate-Professional Students) meeting. A retention study based on exit surveys from MIT (Massachusetts Institute of Technology) is available for review.
 - H. **PSA – Postdoctoral Scholars Association.** Vice Chair of the PSA, Rita Mehta, told the Council that her organization is putting together a handbook, which will be a central source of information for postdoctoral scholars. Support & Welfare Committee Chair, Anne Britt, commended PSA for doing a good job this year.

SUBCOMMITTEE REPORTS

- A. **Academic Planning & Development Committee (APD).** Tonya Kuhl, a member of APD, provided an update to Council members on behalf of Hans-Georg Mueller, APD’s Chair. APD is considering several ideas for improving the quality of graduate programs at UC Davis, including (1) establishing MOUs (memoranda of understanding) between graduate programs and departments to ensure that graduate courses are taught; (2) using graduate program reviews as a way to evaluate the comparative quality of programs, and to reward those that excel; (3) modifying the academic merit and promotion process to include an emphasis on the support of graduate education; and (4) putting faculty in control of 25% of their teaching assignments, so that they can choose to teach graduate-level courses.

Council members briefly discussed these ideas, agreeing with APD that the campus needs to find a way to ensure that graduate courses are taught in a timely manner. The Council

also expressed concern about the viability of allowing faculty to determine up to 25% of their teaching assignments. GSA Chair Hodgson suggested that we identify programs that are “doing this well” (for example, successfully teaching graduate-level seminars), and establish models. He also noted that the graduate group concept is one of UC Davis’ strengths, and that we should continue to support new interdisciplinary programs.

Professor Kuhl told Council members that it will be ever-increasingly important to “think” about how graduate education grows on the UC Davis campus. If we are to absorb new graduate programs in the future, we need to focus on the impacts of both the new programs and existing programs.

- B. **Administrative Committee.** The Administrative Committee has undertaken a few student-related cases.
- C. **Bylaws Committee.** No report.
- D. **Courses Committee.** The Chair of the Courses Committee, Rachael Goodhue, reported that another group of course requests are making its way through the approval process.
- E. **Educational Policy Committee (EPC).** Chair Peggy Farnham said that a number of EPC-related items are on the agenda and will be brought up for consideration in the Discussion/Action portion of the meeting.
- F. **Program Review Committee (PRC).** No report.
- G. **Support & Welfare Committee (S&W).** No report.

CONSENT ITEMS

- A. **Move “Consent Items” to “Discussion/Action”.** The following consent items were moved to the Discussion/Action section of the meeting: Epidemiology program review closure Animal Behavior degree requirement changes, and Linguistics degree requirement changes.
- B. **Minutes – December 12, 2007 Meeting.** Approved by consent.
- C. **Chemical Engineering Graduate Program – Program Review Closure.** Approved by consent.
- D. **Ecology Graduate Program – Program Review Closure.** Approved by consent.
- E. **Entomology Graduate Program – Program Review Closure.** Approved by consent.
- F. **Epidemiology Graduate Program – Program Review Closure.** See Discussion/Action Items below.
- G. **Viticulture & Enology Graduate Program – Program Review Closure.** Approved by consent.
- H. **Animal Behavior Graduate Program – Degree Requirement Changes.** See Discussion/Action Items below.

- I. **Classics & Classical Tradition DE** – Affiliation with Philosophy. Approved by consent.
- J. **Linguistics Graduate Program** – Degree Requirement Changes. See Discussion/Action Items below.
- K. **School of Nursing Proposal** – Additional Comments re: Proposal. Chair Gunion found several typographical errors in the proposal document. The Council agreed to approve the School of Nursing Proposal and to inform the Academic Senate about the typographical errors.
- L. **Translational Research** – New Designated Emphasis. Dean Gibeling noted that the proposal for a DE in Translational Research indicates that the DE will “begin in 2006”. While the DE received its initial funding in 2006, it will not “begin” until it receives approval from the Graduate Council. The Council agreed to approve the DE without further discussion.

DISCUSSION / ACTION ITEMS

- A. **Geography Graduate Program** – Program Review Report. The Chair of the Program Review Committee, Andre Knoesen, told the Council that – based on the Council’s discussion at its January 8, 2008 meeting – he and GC Chair Gunion prepared and sent a letter to Stephen Brush, the Chair of the Geography graduate program. The letter included strong wording about immediate actions that must be taken by the Geography graduate program to ensure future admissions to the program. (See attachment 5.12 for a copy of the letter and of the program’s “correction of facts”.)

Key points in the letter are: (1) Rather than suspending admissions for the 2008-09 academic year, the Graduate Council agreed to allow the Geography program to offer admissions to no more than 15 students with a goal of enrolling approximately 5 new students. (2) Major Professors and first-year funding should be in place for all new students. (3) Core courses 200B and 200C must be taught during the 2008-09 academic year. (4) Both new students and current students should be advised that the program is in a state of flux, and that improvements in the program and curriculum are needed. (5) A clearly defined curriculum must be developed by September 1, 2008, with at least two core courses, and group seminar and identified tracks. (6) A sound strategic plan should also be developed by September 1. (7) The Geography graduate program must respond to the Council in a satisfactory way by September 1, 2008, or admissions for the 2009-2010 academic year may be suspended or closed.

The Council unanimously approved the direction being taken with regards to the Geography graduate program.

- B. **Educational Policy Committee: Degree Requirement Policy.** EPC Chair Peggy Farnham introduced the policy document developed by the Educational Policy Committee. (Attachment 5.13). The document is a compilation of new and existing policies related to graduate program degree requirements. Chair Farnham and the EPC requested that this document be distributed to all graduate programs, and that it be added as an “executive summary” to the existing Graduate Council-approved guidelines for degree requirement changes.

The Council agreed that the policy document would be of benefit to both graduate programs and graduate students. The document was approved, with a request to mesh this with the existing degree requirement guidelines, and to post this on the web so that it is assessable to students and faculty.

- C. **Procedures – Establishment of New Graduate Degree Program.** EPC Chair Peggy Farnham introduced this new, improved procedure for establishing graduate academic degree programs on the UC Davis campus. The procedure is a compilation of policies from on-campus and from the UC systemwide office, which provides step-by-step directions for: (1) forming a new graduate group, (2) preparing a proposal for a new graduate program, (3) obtaining appropriate approvals from the UC Davis campus, and (4) following the proposal through the off-campus OP (Office of the President) and CCGA (Coordinating Committee on Graduate Affairs) processes.

The Council briefly discussed the administration of new graduate programs on campus, showing interest in the concepts of “core complexes” for administrative support, and “umbrella” graduate groups, such as the ones currently be considered by HARCS (Humanities, Arts and Cultural Studies).

The new procedure was approved by Council, contingent on one wording change and the correction of typographical errors.

- D. **“Dialectic” Paper on Remote/Online Instruction.** The Chair of the UC Academic Council, Michael Brown, distributed a “white paper” to the Academic Senates of all UC campuses to solicit opinions on the “use of remote and online instruction for the delivery of university curriculum”. Two specific issues for consideration are the maintenance of UC quality in remote/online instruction, and questions of student residency. The Academic Council noted that this is a complex issue and that there will be variation in campus outlooks, but that UC needs to “foster a focused dialog that can inform the later development of both system-wide and campus-specific guidelines and regulations.

GC Chair Gunion raised the issue for discussion by Graduate Council members. Several Council members cited positive experiences with online coursework. The computer software available these days facilitates interaction between faculty and students (online “blackboards”), and even between students (real-time “chat” sessions). Other Council members expressed concern that UC is “behind the times” in implementing online coursework.

Chair Gunion brought up concerns about controlling the remote/online instruction, and about the lack of interaction between faculty, students, and peers. The question of how resources would be allocated for online courses and how tuition would be assessed was also raised.

Council members suggested that we respond saying that the UC Davis Graduate Council is strongly in favor of the remote/online instruction concept, but that coursework and online programs would need to be administered at the campus level, and reviewed – as appropriate – by the Graduate Council. Council members also suggested that we collect examples of how online instruction has been successfully implemented elsewhere.

Chair Gunion said that he would draft a letter indicating that the Council expressed a diversity of opinions, that remote/online instruction might be appropriate in some fields, and that the Council needs more experience with the issue.

E. **Epidemiology Graduate Program** – Program Review Closure. Professor Andre Knoesen, Chair of the Program Review Committee, told the Graduate Council that the Epidemiology graduate program has been offering its 204A/B courses for more than a year, even though the courses have never been officially approved. Professor Goodhue will determine the status of the course approvals. The Council agreed to close the program review of Epidemiology with a follow-up on the course approval situation.

F. **Animal Behavior Graduate Program** – Degree Requirement Changes. EPC Chair Peggy Farnham told the Council that the Animal Behavior faculty did a good job in overhauling the graduate program's degree requirements, and that they reformatted the requirements using Graduate Council's approved guidelines for degree requirement changes.

Chair Farnham noted one concern about the degree requirements. An Animal Behavior graduate student will often work with a faculty member or an "expert in the field" who is located off-campus. The student would like to include the off-campus person on his/her dissertation committee. However, in certain situations, the off-campus person cannot physically attend the student's final oral examination (defense of the dissertation). Graduate Council policy states that all members of the dissertation committee must attend the final oral examination. Chair Farnham suggested several alternatives for resolving this issue. The Council agreed that the program must either: (1) not allow a fourth, off-campus person on the dissertation committee, or (2) require that the off-campus faculty/expert be either physically present at the final oral examination, or in attendance via an interactive video or audio link. It is important for all committee members to interact with each other and with the student.

Finally, Dean Gibeling suggested several minor wording changes to the Animal Behavior degree requirements: (1) Section 5.d., page 5, the Graduate Advising Committee does not "approve" the QE member names, it "recommends approval" to the Dean of Graduate Studies, who then appoints the QE committee. (2) Section 5.e., page 5, students do not "nominate" members to serve on their Dissertation Committees; they "suggest" individuals to the program's graduate adviser, who submits the nomination to the Dean of Graduate Studies. (3) Section 6, page 5, the ABGG Chair does not appoint graduate advisers; he/she nominates the advisers for approval by the Office of Graduate Studies.

The Council agreed to approve the Animal Behavior degree requirements with the above mentioned changes. Since the Animal Behavior graduate program is currently under review by the Council's Program Review Committee, the actual changes to the requirements cannot be implemented until after the PRC's report is approved by Council.

G. **Linguistics Graduate Program** – Degree Requirement Changes. The Council requested that two revisions be made to the degree requirements: (1) page numbers should be added to both the M.A. and Ph.D. degree requirement documents, and (2) wording changes need to be made regarding Ph.D. committee membership. EPC Chair Farnham agreed to make the revisions to the electronic copy of the degree requirements, and to send them to the Linguistics graduate program faculty for approval. Once the revisions are accepted by the program, the degree requirements will be approved pending the completion of the review by the Council's Program Review Committee.

The meeting adjourned at 5:12 p.m.