

## GRADUATE COUNCIL MINUTES

Wednesday, December 3, 2008

**ATTENDEES:** Buckpitt, Degnan, Farnham, Gunion, Goodhue, Knoesen, Martin, Nincic, O'Donnell, Schank, Singleton, Stott, Weare

**NOT IN ATTENDANCE:** Friesner, Gibeling, Hodgson, May, Stimson, Tassone, Watts,

**GUESTS:** Caswell-Chen (OGS), Jurado (OGS), Timm (OGS)

Meeting began at 3:10 p.m.

**Special Presentation: Online Learning from Dr. Peter Yellowlees (Health Informatics), Dean Dennis Pendleton (Extension), Director Linda Behrens (Extension), and Director Susan Catron (Extension).**

Dr. Yellowlees guided the Council through a course offered through UC Davis Extension. He highlighted the online discussions possible, the assignments and timing, and all the presenters answered Council questions regarding residency and peer-to-peer interactions. Council and Dr. Yellowlees affirmed that for now, it would seem that the current Council position of requiring at least half the courses in a graduate program be in-residence seems reasonable.

**Special Guest: Dr. Robert Powell, Chair, Davis Division Academic Senate.**

Chair Powell thanked the members of Graduate Council for their service this year, and opened discussion regarding any issues Council would suggest Chair Powell address. Council discussed with him the June 2008 APD Report on Graduate Education (which will be presented to Executive Council); Council asked Chair Powell to give due consideration to the recommendations put forth in that report.

Council also discussed the formation of an Academic Senate committee to discuss and recommend FTE allocations during these tight budgetary times. Chair Powell announced that all faculty positions subject to resignations and retirements will revert back to the Provost, on to a three year average; he discussed that this model of positions deriving from the Provost necessitates a committee to ensure faculty have input. Chair Powell affirmed that if there is to be any growth in the next ten years, most of it should be in graduate education. Council discussed that faculty retirements will heavily weigh on graduate education. Also, Council brought up the many academic plans under review, and to what purpose will the plans be used; Council will comment on FTE allocations in responses to these plans. Council discussed shared governance regarding the fiscal reality, namely, whether it was the Council's responsibility to make decisions, or opine on graduate education in regards to their resource issues. Chair Powell stated that Council should absolutely opine on matters regarding resources, using an example of a newly approved graduate group in which Council may state that the group should be approved, *should* there be resources in hand to support it. Chair Powell stated that the Academic Senate is advisory on the budget, and Council should assert this authority. Council discussed that CCGA has also affirmed Graduate Council's role in budget and resource decisions. Council discussed that it was difficult for graduate groups and programs are having a difficult time planning for admissions, etc. without knowing the future budget situation.

Council suggested that it might be important for all programs and groups to be on the same page, and make a good faith effort to make cuts, so that no program or group is unequally affected. Council discussed whether to instruct Dean Gibeling to make changes in allocations. Council discussed that perhaps the Dean could lay out a plan for all

programs/groups to follow so that all operate “in the black” so that those programs/groups that voluntarily restrict admissions are not essentially paying for those who go “into the red” or getting less allocation for responsible planning.

Council also discussed that the level of detail for merits and promotions could also have room for revision to cut resources. Chair Powell announced that he had just formed a small ad hoc committee to see if the *intent* of previous reforms in personnel policy (from 1999-2000) has been carried out.

Council thanked Chair Powell for attending.

Chair Gunion then reminded the Council members about the special Monday Council meeting to discuss resource priorities. Dean Gibeling will provide an overview of the budget picture for graduate education. CCGA has asked Council to provide a response on how allocations are made on each campus, and the priorities of each Council.

### **Announcements**

**Chair Gunion** discussed the Chair Notes which included:

The academic plans reviewed by Council will include some standard language about the lack of information on graduate education, and any comments should be directed to Chair Gunion.

Also, Chair Gunion asked PRC to review the consultation request from the ORU in Institute for Data Analysis and Visualization (IDAV) posted on ASIS and report back to Council January 2009.

A proposed change in the Endowed Chairs policy is also posted on ASIS. Chair Gunion asked that Professor Goodhue draft a response for the Council to consider.

The Dean of Graduate Studies is delegated certain tasks (2005 memo/Bylaw 80), and the Dean should give a brief summary each year on the following delegations:

1. Letters of Admission
2. Petitions to admits students not meeting minimum criteria
3. Committee memberships
4. Petitions for Change of Major, Change of Degree Objective, and Reconstitution of Committees
5. Advancement to Candidacy
6. Transfer of units requests
7. Residency exceptions

Dean Gibeling is asked to add to this list, and report back to Council on these decisions.

**Dean Gibeling** was not in attendance so Associate Dean Caswell-Chen announced that OGS staff Lisa Marquez will be supporting the PRC. He also announced that the NRC listings should be out in December or early January, and that the Dean is working on an increase in student funding to at least maintain the purchasing power of the block grant. Dean Gibeling was asked to submit an administrative need assessment and will be sharing his thoughts on this with Council in January.

**Coordinating Committee on Graduate Affairs (CCGA) Representative Knoesen** reiterated the request that will be discussed at the special Monday, December 8 Council meeting.

**The Graduate Student Association (GSA)** representative Singleton announced that they have been active in the Chancellor search process, and in the early voting initiative for Yolo County. Also, GSA representatives have been attending the national GSA meetings, serving on various boards, and will host the Western GSA conference in April 2009. GSA hosted a Graduate Coordinators breakfast to inform them about the role and function of GSA and initiate discussions on working more effectively together. GSA will also be presenting at a financial aid conference to discuss issues that affect graduate students, such as short length of time to receive financial aid in relation to educational objectives (can only receive aid for four years), and that grad students pay higher interest rates than undergrads.

**The Postdoctoral Scholar Association (PSA)** representative announced that the postdoc orientation's are going well, and encouraged Council members to send postdoc's who have also been working previously on campus. Departments will be emailed this, as well. Separate orientations were necessary for Postdocs because their benefits are different from other staff on campus; for example: medical plans, retirement, etc. Council suggested that department staff also be given an orientation. Associate Dean Caswell-Chen affirmed that Tracey Pereida in OGS has regular contact with the staff and is the point person for postdoc questions. (Tracey can be contacted at [tgpereida@ucdavis.edu](mailto:tgpereida@ucdavis.edu) or 754-6447) More support and outreach for postdoc students is underway, including a handbook which OGS is currently reviewing and adding to. Associate Dean Caswell-Chen congratulated Chair Joanna Friesner for her hard work this year, and for doing an excellent job in reinvigorating PSA, which was echoed by Chair Gunion.

## **SUBCOMMITTEE REPORTS**

- **Academic Planning and Development** (Knoesen)  
No new announcements.
- **Administrative** (Gunion)  
No new announcements.
- **Bylaws** (Caswell-Chen)  
Associate Dean Caswell-Chen announced that many will be brought forth in January.
- **Courses** (Goodhue)  
No new announcements.
- **Educational Policy** (Farnham)  
Chair Farnham announced that the proposal for a new Energy graduate group will be sent to the Library and Planning and Budget Committee's for comment, and then to Council for review.
- **Program Review** (Buckpitt)  
Chair Buckpitt announced that responses to last year's reviews are in, and the Program Review Closure Committee (PRCC) will be meeting.
- **Support and Welfare** (Martin)  
No new announcements.

**CONSENT ITEMS**

- A. **Minutes of the Graduate Council meeting of November 19** were approved by consent.
- B. **Chemical Engineering and Materials Science request to synchronize program reviews beginning 2011** was approved by consent.
- C. **Computer Science on-site program review was moved from Fall 2009 to Winter 2010** by consent.

**DISCUSSION / ACTION ITEMS**

- **Responses to Academic Senate re: Academic Plans**  
Council members were assigned particular plans to review regarding issues related to graduate education. Each member will prepare a draft response to Academic Senate.
  - **College of Agricultural and Environmental Sciences (CAES) (Stott)**  
Professor Stott enumerated the plans of the College, but that there was not an explicit description of how graduate education fits into the long-term mission. This would be essential for evaluating the needs for future FTE and support based on graduate program needs. Relative to graduate education, the College reports a graduate to faculty ratio of 5.77; 3.27 if the AES FTE's are added in (UC-Berkeley is at 7.3). The college wants to maintain the number and quality of its graduate students through graduate tuition relief (reduce fees and increase support), more teaching assistantships, faculty rewards for teaching grad-level classes (suggest revision of faculty workload calculations) and reviewing the effectiveness of existing Graduate programs. They also suggest looking into new programs to increase grad enrollments such as Masters of Professional/Advanced Studies (would generate revenue and be at least self-supporting) directed at professionals; could be taught through evening classes or on-line. Graduate Council is still of the opinion that online graduate education programs need to have a residency requirement of at least half the courses.
  - **Still to come:** School of Law (Weare) (January meeting; due 1-20-09)
- **Comparative Pathology degree requirements revisions (Farnham)**  
Graduate Council provided some revisions to the wording in the Admissions sections of the document. Approval of the degree requirements was affirmed once the wording is revised. *\*Note:* program revised according to Graduate Council suggestions, and the requirements are now officially approved. (Wonhof, 12/16/08)
- **Proposal for an Integrative BS/MS Chemistry (Farnham)**  
Graduate Council discussed that there was only one graded course required, which did not seem to meet standards for an MS degree. Council will go back to the proposers and ask for additional graded courses to be added as requirements and discuss again at the January 2009 meeting.
- **Proposal for a New Integrated Curriculum System (Goodhue)**  
Courses Committee Chair Goodhue summarized the presentation from the University Registrar regarding a new course approval system, and after the meeting adjourned, the presented powerpoint and a charge letter from former Academic Senate Chair Linda Bisson were circulated to the members for review and comment. From these discussions, Council identified three areas of concern:
  1. The process by which the proposed vendor and software were identified;
  2. The

proposed software is being used by only one other university, making UCD an "early adopter"; 3. Council discussed that going to an interim "paper" course approval form is both unnecessary and inappropriate should the new system not be adopted. Council will share these concerns with the Academic Senate, as requested.

- **MAE Consultation Request for a Simple Name Change from Mechanical and Aeronautical Engineering to Mechanical and Aerospace Engineering (Gunion/Knoesen)**

Graduate Council discussed that the proposal signals a fundamental change in the nature of the graduate degree program. A degree in the MAE Department at UC Davis that involves a significant component of Aerospace Engineering will require substantial new resources and modifications of its graduate curriculum. Therefore, in the opinion of the UC Davis Graduate Council the request is not a "simple" name change following CCGA guidelines. Prior to requesting a name change, a comprehensive graduate curriculum that includes a substantial aerospace component and associated guarantees of adequate supporting resources (FTEs and infrastructure) should be in place. If the program does choose to resubmit the proposal for a change of name, the guidelines for a new program proposal should be used.

#### **POSTPONED ITEMS**

- A. **Graduate Writing Resources Proposal** (postponed to February or March 2009 pending a rewrite).

The meeting adjourned at 5:45 p.m.