

## GRADUATE COUNCIL MINUTES

Wednesday, September 24, 2008

**ATTENDEES:** Degnan, Farnham, Friesner, Gibeling, Gunion, Hodgson, Martin, Nincic, O'Donnell, Schank, Singleton, Stimson, Stott, Watts, Weare

**NOT IN ATTENDANCE:** Buckpitt, Goodhue, Knoesen, May, Tassone

**GUESTS:** Ed Caswell-Chen (OGS), Helen Fraiser (OGS), Cathy Jurado (OGS), Lenora Timm (OGS)

Meeting began at 3:00 p.m.

### INTRODUCTORY COMMENTS

**Chair Gunion** highlighted the links, documents, and reports listed on the agenda and available on ASIS (Academic Senate Information System, <http://asis.ucdavis.edu/>). ASIS is the receptacle for all attachments and documents relating to the Council.

Chair Gunion stated that all Council business is confidential. He also implored members to review the acronyms and linked reports in the agenda in order to be familiar with issues relating to graduate education and students on campus. Some of the issues in these reports will be further discussed this year; especially improving the status of graduate group TA's. All policies and procedures pertaining to Graduate Council can be found at the Grad Council site at: <http://www.gradstudies.ucdavis.edu/gradcouncil/>

**Dean Gibeling** discussed how the Office of Graduate Studies works with the Graduate Council and delineated responsibilities. He stated that he views Graduate Council as the arm that makes educational policy and the Office of Graduate Studies (OGS) is responsible for the implementation of those policies. OGS also creates some administrative policy in consultation with Council. It is also the responsibility of OGS to inform Council of any decisions that may be difficult (or very expensive) to implement if passed. OGS reviews: admissions for most graduate programs, student petitions, appointments of membership on various degree committees, handles change of major/degree objectives, advancement to candidacy, and transfer of units requests. Any requests that would be an exception to policy go to the Administrative Committee of the Council. The delegation of responsibilities is designed so that Council can focus on the important theoretical/policy discussions and not get bogged down in the details of day-to-day operations.

Dean Gibeling expects an announcement from the Office of President regarding the recent signing of the CA state budget and what that will mean to UCD, but he expects funding to be flat, which is really a budget cut considering increased enrollment and costs. Dean Gibeling related that the OGS is recruiting a new Assistant Dean to replace Annik Hirshen, who left for the UC Berkeley School of Law. He also announced that the UAW contract will be renegotiated this year since the current contract ends in 2009. UAW represents graduate students in teaching titles (TA's) and Postdoctoral Scholars. The Dean will be sending out notification to the faculty once he receives more information. Graduate admissions are starting to come in already for Fall 2009, and 1,200 or so new graduate students will be entering this year. Numbers will be official soon.

**Associate Dean Timm** announced that she and Council member Jeff Schank will be chairing a committee on graduate student retention. The average national completion Ph.D. rate after 10 years is less than 60%. The committee will be considering the impact of health care, financial constraints, and dependent care issues, amongst others, on retention. The committee will also consider what kind of interventions will be helpful at UCD. She will update the Council as work progresses, and hope for a report in winter. A question was asked about whether or not the committee would be looking at the qualifications of students admitted, and AD Timm affirmed that yes, that would be a consideration.

**Associate Dean Caswell-Chen** announced that the Communications PhD has been tentatively approved by Council contingent on the Library Committee submitting an approval letter; hopefully an upcoming meeting will resolve the issue. A concern was raised that with the eroding Library budget, proposals may be held up. Council discussed that because of the budgetary uncertainty, perhaps the Library Committee will need to be the "first stop" in the review of new program proposals, and that proposals will have to be more specific regarding the library materials needed. With the budgetary climate, it may be that if considerable new resources are needed, the proposal may not be approved.

AD Caswell-Chen also announced that he will research whether the procedure of nominating two faculty members to be Chair of a graduate group is a necessary process, or if it was prudent to put forth just one nominee. He will be bringing the issue forward to Council in the future.

**Coordinating Committee on Graduate Affairs (CCGA) Representative Knoesen** was not in attendance, so Chair Gunion announced that the School of Public Health and School of Nursing have not been approved at CCGA, so these proposals will most likely be back around for Council review. Chair Gunion also explained that CCGA will resume responsibility for approving new professional programs and Council will need to make some decisions about what will be under its purview (this is also discussed later in this meeting). A question was asked as to what had become of the Environmental Policy and Management proposal that was under review at CCGA, and awaiting approval. Dean Gibeling stated that this will hopefully be discussed on September 25 at a meeting with the past CCGA Chair and Dean Gibeling. EPM was approved with four FTE's associated with it in 2007-08, but it is not clear how exactly these will be allocated.

**Graduate Student Association (GSA) Chair Hodgson** announced that there were many social events this summer offered by the GSA, and that lobbying has been extensive through National Association of Graduate Professionals. Particular lobbying efforts concern access to VISA's for international students; regarding retention, international students in STEM fields complete degrees at higher rate, so GSA is interested in helping those students study here. Chair Hodgson expects progress on this initiative once the presidential administration turns over. He also stated that the four years of funds available in legislation does not cover the normative time to degree, and he would like to propose a change in that legislation. Chair Hodgson also announced that there are not as many UC educated politicians serving the state. He mentioned that the UCD-DC program is a good opportunity for graduate students to take advantage of, and that GSA would be considering hosting an internship opportunity in their organization.

**Postdoctoral Scholar Association Chair (PSA) Friesner** announced that there are about 800 Postdoctoral Scholars, and that the PSA has three leaders at this time: Heather Watts (also present at Council) is the Secretary/Treasurer, and Mark Belmonte is the Vice

Chair. There are two main issues that PSA is interested in, mostly concerning information management. She stated that misinformation and outdated information about the benefits for postdoctoral scholars have led to much confusion. To correct this, PSA submitted a letter to Council in June 2008 for support in two major efforts: 1. the development of a revised postdoctoral scholar handbook (similar to the graduate student handbook), and; 2. the creation of a postdoctoral orientation, a shortened, but similar to new employee orientation (which currently postdoc's have to attend, but which has little to do with their work). Chair Friesner stated that she hopes to have a handbook draft online in a month, and is working with the benefits coordinator to arrange for the orientation. PSA asks for support to implement these resources in a timely manner.

## SUBCOMMITTEE REPORTS

- **Academic Planning and Development** (Knoesen)

About the Committee:

**Time commitment:** This committee meets on an as-needed basis, usually for 1-2 hours, a month, depending on the number or nature of the agenda items.

**Committee description:** The Subcommittee on Academic Planning and Development shall consist of 5-7 Academic Senate members, 1 Graduate Student, 1 Postdoctoral Scholar, 1 Academic Federation Representative, the Graduate Dean or Dean's designee. The Committee shall advise on matters related to the:

1. Future needs and directions in graduate education,
2. General policy issues related to graduate education,
3. Reports and recommendations to the Representative Assembly on matters pertaining to graduate work,
4. Reports to the Council on needs and procedures for coordination of various departments, graduate programs and schools for conferring of degrees higher than the Bachelor's degree including fund raising and enrollments,
5. Postdoctoral Scholar issues.

Chair's Notes: Chair Knoesen was absent from the meeting due to a professional commitment, but Chair Gunion gave a synopsis of the activities of the Committee.

- **Administrative** (Gunion)

About the Committee:

The Administrative Committee meets as needed, and reviews student appeals and policy exceptions. The Committee consists of the Graduate Council Chair and Vice Chair, the Associate Deans of the Office of Graduate Studies, and the Graduate Student Assistant to the Dean and Vice Chancellor.

- **Bylaws** (Caswell-Chen)

About the Committee:

The Committee reviews graduate program and group bylaws according to Graduate Council policy and submits them for approval by the Council. The Committee consists of the Associate Dean for Graduate Programs (OGS) and the Graduate Council Analyst.

Chair's Notes: AD Caswell-Chen stated that this is the first year that the Bylaws Committee was not chaired by a faculty member from the Council, which is meant to relieve the Council of some of the burden of revising bylaws requests, as it can be a tedious administrative task. Should Council find it would like to reinstate a

Council faculty member as Chair, that certainly will be it's prerogative. Currently, the reviews are going well, and have moved through many of the pending requests, thanks to a standard template.

Chair Gunion brought up that in the future, Council will have to discuss a question about membership of graduate programs and groups; namely, that some programs would like to restrict membership to those faculty within one department. This could be discussed in the next few meetings.

- **Courses** (Goodhue)

About the Committee:

**Time commitment:** This committee meets regularly for 1-2 hours, once or twice a month, depending on the number of agenda items.

**Committee description:** The subcommittee on Courses shall consist of 6-8 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, 1 Graduate Dean or Deans designee when possible. The committee shall advise the Council on the following:

1. Recommendation and supervision of all new, changed or deleted graduate courses of instruction,
2. Assurance that all recommendations of the Graduate Council in matters related to instruction will be conducted in liaison with the Davis Divisional Academic Senate Committee on Courses of Instruction.

Chair's Notes: Chair Goodhue was absent from the meeting, but Chair Gunion gave a synopsis of the activities of the Committee.

- **Educational Policy** (Farnham)

About the Committee:

**Time commitment:** This committee meets usually for 1-2 hours, once a month, depending on the number of agenda items.

**Committee description:** The subcommittee on Educational Policy shall consist of 4-7 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, 1 Graduate Dean or Dean's designee. The subcommittee shall advise the Council on the following:

1. Review and evaluation of all proposals, using Graduate Council guidelines, for modification in existing or in new graduate programs and designated emphases. This charge will include all degree requirements, changes in existing programs and designated emphases, and changes in program descriptions.
2. Recommendations to or from the Representative Assembly and Statewide Coordinating Committee on Graduate Affairs relating to the establishment of new graduate degrees,
3. Policies and standards for admission to full- and part-time graduate status,
4. Establishment of rules governing the form of presentation and the disposition of dissertations.
5. Evaluation and recommendations to the UC systemwide Coordinating Committee on Graduate Affairs (CCGA) concerning the qualifications of departments and graduate groups for initiating new programs and for making changes in existing programs.

Chair's Notes:

Chair Farnham discussed the new and improved guidelines for degree requirements which should help programs/groups with wording. She stated that this is a busy committee which already has four new requests to review at the first meeting on October 1, 2008. Chair Gunion stated that EPC would probably be taking on additional tasks (see discussion on CCGA authority below for details).

- **Program Review** (Buckpitt)

About the Committee:

**Time commitment:** The Committee meets regularly once a month for 2 hours and the PRC members typically are assigned a program review.

**Committee description:** The subcommittee on Program Review shall consist of 12-15 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, 1 Graduate Dean or Dean's designee. The committee has three main functions:

1. Review of procedures for graduate programs reviews,
2. Regular reviews of current graduate and designated emphasis programs for their quality and appropriateness using Graduate Council guidelines,
3. Recommend to Graduate Council and APD new initiatives appropriate for addressing recurring issues for graduate education that emerge from program reviews.

Chair's Notes: Chair Buckpitt was absent from the meeting, but Chair Gunion gave a synopsis of the activities of the Committee.

- **Support and Welfare** (Martin)

About the Committee:

**Time commitment:** The primary workload period is during Winter Quarter, **mainly** during the last three weeks of February, when all committee members will assist with the review of student fellowship applications. This core committee also reviews applications for travel awards in November and again in April.

**Committee description:** The subcommittee on Support and Welfare shall consist of a core committee made up of 6 to 8 Academic Senate members (including the committee chair), 1 Graduate Student, 1 Postdoctoral Scholar, 1 Academic Federation Representative, and 1 Graduate Dean or Dean's designee. The core committee meets as needed to accomplish all five charges listed below.

A Fellowship Committee consisting of an additional 30 Academic Senate members is recruited to assist the core committee with the responsibility of evaluating Internal Fellowship applications (charge #2 below). The members of the Fellowship Committee should be recruited and confirmed as early as possible in the Fall quarter. This committee meets once in late January for a 2-hour orientation. The committee shall advise the Council on the following:

1. Review and provide advice to the Graduate Dean on the allocation of block grants funds,
2. Awards of fellowships and graduate scholarships, including honorary travel fellowships and other designated fellowships in accordance with the terms of the donors of the fellowship funds,

3. Establishment of standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships,
4. Establishment of standards or policies for the limitation of study lists of students who are employed,
5. Establishment of standards for appointment of postdoctoral scholars or their academic equivalent and for their appointment by the Office of Graduate Studies,
6. Issues arising with regard to the welfare of graduate students and postdoctoral scholars in areas such as medical plans, maternal leave and so forth.

Chair's Notes: Chair Martin discussed that the committee awards graduate fellowships and scholarships and will need at least 30 other faculty members in February to review these fellowships. S&W will also participate in PSA and GSA welfare issues, and has started meeting with the PSA to provide support towards the issues stated in the announcements by Chair Friesner.

## CONSENT ITEMS

### A. **Move "Consent Items" to "Discussion/Action".**

Chair Gunion moved to discussion: the bylaws of Art (Studio), DE in Writing, Rhetoric & Composition Studies, and Forensic Science; and the degree requirement changes in Education PhD, and Electrical & Computer Engineering BS/MS-Integrated degrees.

### B. **Bylaws Changes. (Caswell-Chen/Wonhof)**

- Plant Pathology – **approved by consent.**

### C. **Degree Requirement Changes. (Farnham)**

- German M.A. and Ph.D. – **approved by consent.**

### D. **Designated Emphasis Programs (Farnham)**

- Biotechnology: New Affiliations with Animal Biology, Electrical & Computer Engineering, and Soils and Biogeochemistry – **approved by consent.**

## DISCUSSION / ACTION ITEMS

### A. As moved from Consent:

- **Art (Studio)**

Council questioned whether the program meant to include the entire Art Department faculty as automatic members of the program. There were some other minor editing issues.

**MOTION UNANIMOUSLY PASSED:** Table approval until revised bylaws are received resolving whether Art (Studio) wants only the Art (Studio) faculty to be automatic members.

- **DE Writing, Rhetoric & Composition Studies (WRaCS)**  
**MOTION UNANIMOUSLY PASSED:** **Approve** contingent on striking the language referring to the US News and World Report in the first page, and some minor editing errors.
- **Forensic Science**  
Council was concerned that non-faculty members would be part of the Educational Policy Committee of any group/program. Council felt non-faculty could have an advisory role on other committees, or a specific Advisory Committee. Also, in the administration section, Council stated that the home should be Extension and not an academic program, as this is a self-supporting program. There were some other minor editing issues.  
**MOTION UNANIMOUSLY PASSED:** **Table** approval until the group resolves the issue of outside membership on the Educational Policy Committee, and places Extension as the administrative home.
- **Education Ph.D**  
Council expressed concern that the program has a dissertation prospectus required of student after passing the qualifying exam. Per policy, there can be no requirements placed on the student after passing the QE. Education should include the prospectus as part of its QE; there can be both a written and oral component of the QE.  
**MOTION UNANIMOUSLY PASSED:** **Table** approval until a revised document includes the changes suggested by Council.
- **Electrical and Computer Engineering B.S./M.S.**  
**MOTION UNANIMOUSLY PASSED:** **Approve** contingent on striking the language regarding the Dean of Graduate Studies approving comprehensive examination committees (OGS does appoint thesis committees, but not exam committees).

## B. Chair Notes

In addition to the items discussed in the announcements section, Chair Gunion brought up non-resident tuition (**NRT**) as an issue the Council will have to devote some energy or time on this year. Other sections of the Chair Notes were deferred due to the large amount of discussion items.

## C. Proposed Involuntary Psychiatric Withdrawal (response to Senate Oct. 15)

Support & Welfare Committee Chair Adrienne Martin and S&W member Dennis Waring reviewed the systemwide proposal. This proposal was in response to the Virginia Tech incidents. Chair Martin relayed that this proposal did not appear to assist the UCD campus, which already has a policy on involuntary withdrawal that has only been used once in 25 years (according to Student Judicial Affairs). The problem was defined as behavior not psychiatric or medical, and this document seems to leave the campus open for legal action. It was agreed by Council that these cases are too rare and too complicated to encompass a policy like this. **Chair Martin will write up a response for Grad Council to consider and approve** as a response to Academic Senate before October 15. This will circulate by email for consent approval. **UNANIMOUSLY PASSED OCTOBER 8, 2008 BY EMAIL, AND BY CONSENT OCTOBER 15, 2008 AT COUNCIL MEETING.**

**D. Consolidation of the Graduate Groups in Biochemistry & Molecular Biology and Cell and Developmental Biology (BMB/CDB):** Combining the Program Review and Consolidation Proposal (Buckpitt/Farnham)  
**MOTION UNANIMOUSLY PASSED:** Table approval until BMB Chair Joann Engebrecht is consulted and responds with comments.

**E. CCGA resumption of plenary authority to approve new professional school degree programs (Gunion)**

**1. CCGA resumption of authority of oversight of professional degree programs: D.V.M., M.D. and J.D. programs.** Chair Gunion advised all to review attachment 1.14, especially table labeled "Graduate Degrees Offered at UC Davis." D.V.M., M.D. and J.D. programs are entirely run by those programs without Graduate Council and Graduate Studies involvement in admissions, graduation, courses, curriculum, and program review. Because the CCGA letter dated July 8, 2008 "leaves the discretion of oversight of established [professional] degree programs to their campus Graduate Councils", Grad Council at UCD must determine what level of involvement to have over these professional programs. Council affirmed that it would continue to review any new proposals, but Council questioned whether or not there have been any problems with the status quo of *not* directing managing the D.V.M., M.D., and J.D. programs. One idea from Council was to obtain the external professional review documents, or to be informed of the findings; concern was expressed about the role of Grad Council in reviewing those materials, and whether there is a value-added to that action. Overall, Council determined that it would be silent for now on the authority over existing D.V.M., M.D. and J.D. programs with the openness to returning to this conversation when need be.

**MOTION UNANIMOUSLY PASSED:** Council will reconsider it's authority over existing D.V.M, M.D. and J.D. programs when the need arises.

**2. CCGA resumption of authority of oversight of professional degree programs: L.L.M., M.P.V.M., M.P.H., and M.B.A.**

LLM and MPH went through Graduate Council approval when they were established, but have not been back involved with Grad Council since. The worry is that with additional professional degrees coming in, Council doesn't know how these degree programs are managed and which body has authority. Council was concerned that without oversight of admissions processes, etc. that Council couldn't be assured of the consistency of practice and policies. Council compared these degrees to other pseudo-professional degrees like M.Engr. and M.A.T. which do have Council oversight. Council discussed whether a program having an outside accrediting agency would make the Council more comfortable with less oversight. Regarding *only* the program review process, the Program Review Committee has already requested that the programs with outside accrediting agencies to submit their reviews to Graduate Council for acceptance; these are: L.L.M, M.P.H, and M.B.A. But Council has no control over admissions, and cannot control standards on these programs, like course approval, graduation, etc. (see table in 1.14, also stated above). Council affirmed that it should have authority over master's level programs, which these are. Council also was concerned that outside accreditation reviews might not be taking into account how students are admitted, whether the programs follow UC Davis policies and standards, and how the students are fairing and their welfare. **Chair Gunion requested that the Educational Policy Committee form an ad hoc committee** to study this dilemma and come forward with some ideas on how to resolve the issue of authority of the Graduate Council

over these master's degree programs. The ad hoc committee will collect the most recent program reviews, degree requirements, and examination policies as research. Council members were encouraged to contact EPC Chair Farnham if they are interested in serving on this ad hoc committee. Council affirmed that by default, the authorities the Graduate Council assumes, the Office of Graduate Studies will also assume.

#### **F. Preliminary Analysis of UC Davis Ph.D. Completion Data (Gibeling)**

Dean Gibeling presented the documents in attachment 1.15 regarding UCD doctorate completion rates survey by National Research Council (NRC), as compiled by OGS Analyst Helen Fraiser. Dean Gibeling is beginning to consider how to talk about the results on campus, which will most likely be December-January. This release usually causes a big stir in the media and in campus about rankings, etc. Although the NRC report is not released, Analyst Fraiser has used common methodology to produce the tables included in this attachment.

Some surprising results the Dean commented on include the information in table 1. The data is divided into two cohorts, 'A' (up to 10 years of data) and 'B' (7 years of data only):

*Note that the table headers indicate the following:*

- i. 7 Yr – Enroll = The percentage of students who initially enrolled and then completed their Ph.D. after 7 years
  - ii. 7 Yr – Cand = The percentage of students who advanced candidacy and then completed their Ph.D. after 7 years
  - iii. 10 Yr – Enroll = The percentage of students who initially enrolled and then completed their Ph.D. after 10 years
  - iv. 10 Yr – Cand = The percentage of students who advanced candidacy and then completed their Ph.D. after 10 years
- In 'B' cohort, just under 50% of those enrolled got their Ph.D. in 7 years; of those who advanced to candidacy, the number jumps to 75% completed their Ph.D. in 7 years.
  - In 'A' cohort, the number is just about 55% of those enrolled got their Ph.D. in 7 years; of those who advanced to candidacy, the number jumps to 89% completed their Ph.D. in 7 years.
  - Social Sciences: Of all the students who enrolled, only 41% finished their Ph.D. in 10 years. Overall campus number is 60%.
  - The 'A' cohort completing at a higher rate than 'B' cohort (undeterminable why at this point).
  - Program level data is available, and will be available when officially released.
  - Gender differences exist in most programs; mostly in time to degree. By 8<sup>th</sup> year or so, most programs balance out and completion rates equalize.

Use of this data will be discussed further, as will whether or not this data should be used in making resource allocations.

#### **G. Animal Behavior Program Review:** request to delay response to Council from November 2008 to January 2009 (Buckpitt)

**MOTION UNANIMOUSLY PASSED: Approve** delay of response.

The meeting adjourned at 5:30 p.m.