TO: THE REPRESENTATIVE ASSEMBLY OF THE
DAVIS DIVISION OF THE ACADEMIC SENATE

ANNUAL REPORT OF THE GRADUATE COUNCIL
2008-09

The Graduate Council is a standing committee of the Divisional Academic Senate and is responsible for regulating and making recommendations on matters pertaining to graduate education and postdoctoral scholar issues. The Graduate Council met on 12 occasions during the 2008-2009 academic year. All of the meetings were two hours except for the June meeting which was five hours.

The Council is supported by a structure which includes the following subcommittees: (1) the Academic Planning and Development (APD) Committee, (2) the Administrative Committee, (3) the Bylaws Committee, (4) the Chair's Advisory Committee, (5) the Courses Committee, (6) the Educational Policy Committee (EPC), (7) the Program Review Committee (PRC), and (8) the Support and Welfare Committee (S&W).

GRADUATE COUNCIL GOALS and ACTIONS
Below we present a summary in two parts. The first part discusses from a broad perspective the GC actions and accomplishments during 2008-2009, and the issues and policies that it is already clear will concern the GC during the coming 2009-2010 academic year. The second part is a detailed listing of the actions of the Council in 2008-09.

Graduate Council Goals and Overview of Issues and Actions: 2008-2009

This section provides an overview of the goals, issues and actions that are detailed later. In particular, the focus here is on implications and motivations of the various actions and discussions by Council during the course of the year.

- MOUs related to graduate groups:
  For many years the non-departmentally based graduate groups have struggled with support for administrative needs, FTEs, core courses and block grant student support. An important goal was to construct MOUs between graduate groups, the Dean of Graduate Studies, Departments and Divisional Deans that spelled out support sufficient for each group's needs. Considerable progress on this was made. In particular, Council decided to implement a policy whereby new groups will only be approved once appropriate MOUs in support of administrative needs, core course teaching and new block grant allocations are in place. Our recommendations in this area were endorsed by Executive Council and other subcommittees thereof. Further, Council recommends that such MOUs be developed for existing graduate groups.

  However, an MOU whereby graduate groups would have some influence on the allocation of new FTEs to departments was not agreed to. This remains an outstanding issue. There is no direct mechanism whereby the needs of graduate groups will receive attention during the FTE allocation process.

- Student funding within Graduate Groups:
  A related issue is the fact that graduate students in many graduate groups must struggle to find full support once they are past their first year or two of course work (during which time they are often supported by the above-mentioned block grant funds). In some disciplines, students move into labs
and obtain support from grants, but in other disciplines they must scout around for TAships and similar positions, a time consuming and uncertain process. GC was unable to develop a mechanism for addressing this problem. Ideas were discussed, but all are currently impractical given the current budget situation. Nonetheless, this is a source of frequently-expressed student dissatisfaction with graduate groups and should be addressed should the budget situation eventually improve.

- Due to the budget situation faced by UC Davis, it could prove necessary to eliminate or partially remove funding from some graduate programs. A goal for Council was to develop metrics for evaluating and ultimately ranking graduate groups and to determine the best means for obtaining the data needed to implement said criteria. During the course of the year, a provisional list of metrics was developed and ultimately approved. The next step will be to develop techniques for obtaining the needed quantitative and qualitative data.

At the same time, there are several pending and in-the-pipe-line proposals for new graduate groups, such as the energy graduate group, EEG, and a number of graduate groups designed to increase the graduate education component of HArCS, that seem to be very excellent initiatives. EEG, for instance, by consolidating efforts in that area might enhance prospects for very substantial federal support. In a flat or decreasing budget situation, what should one do? Again metrics are needed to evaluate existing graduate groups relative to possibly highly-meritorious ongoing and forthcoming graduate group proposals. Every effort should be made to not miss out on some golden opportunity without harming existing graduate groups that deserve continued support.

- A third goal was to clarify Graduate Council authority over a number of professional masters degree programs (notably L.LM, MPVM, MPH and MBA). The systemwide CCGA strongly recommended reassertion of Council authority, but left final decisions to Graduate Councils of individual campuses. Council developed a policy that will need to be implemented during the next year.

- Council had a goal of increasing its official roles in formulating graduate student rights and ensuring excellent graduate student and postdoc mentoring, as well as providing a base for the general support and welfare of these two groups. For example, in the postdoc area there was a need for general assistance in the areas of orientation upon arrival and in developing training related to job hunting skills. While Council discussed these issues it was the Graduate Student Association and Postdoctoral Scholars Association that made real progress in these areas, albeit with strong support and some guidance from the Council and Graduate Studies. In particular, social/community building activities were held by both groups and both groups developed web pages that provided crucial guidance and support.

- At a more specific level, Council had an urgent goal of bringing the School of Nursing proposal to the level needed for approval. During the year, Council's subcommittees worked diligently to make this happen, and the SON has now been approved.

- Graduate student diversity was an area in which Council felt that it could have a real impact. A concerted effort was mounted by its APD subcommittee to make sure that all graduate programs were not only paying attention to the rules and expectations in this regard but also being maximally proactive in ensuring the greatest possible diversity in their programs.

- At the beginning of the year, Council foresaw the need to comprehensively review the many five year plans that were in fact submitted. Reviewers for each five-year plan were established and each Council member presented at least one such review. Of course, the optimistic courses plotted for the various divisions have mostly become irrelevant for the immediate future due to the budget situation.
From the five-year plans reviewed, it became apparent that graduate groups received very short shrift during the five-year planning process. Graduate Council hopes to find ways of ensuring that the concerns and future plans of graduate groups will be better represented during this kind of planning process in the future. Graduate Council will also need to find mechanisms whereby said concerns and plans receive proper consideration by the Provost and Chancellor as they confront the current situation.

- During the course of the year, the importance of asking OGS to provide details to Council about allocation of funds became apparent. This came to a head when the systemwide CCGA asked Council to provide a prioritized list of key areas of graduate student education that needed increased support at our campus. Dean Gibeling provided a detailed report at a special meeting that greatly increased Council's understanding of allocations, which in turn was very valuable to making informed decisions and recommendations.

- This year, Council asked for increased detail and input regarding future OGS requests for funding increases in support of graduate education requested from the Provost. Dean Gibeling was anxious to have such increased input and Council became fully involved in the process. Council concluded that it would be valuable to have this information on a yearly basis, despite the very considerable extra effort required by OGS and Council members.

- An early priority was to move forward with the long-recommended (by two consecutive program reviews) consolidation for BMB and CDB. Council approved said consolidation early in the year. Unfortunately, CCGA concluded that a full review of this consolidation was required at the systemwide level, even though the degree requirements and courses and so forth for the two groups were identical. Council concluded that CCGA should be more flexible in cases such as this and has directed a request to CCGA to provide streamlined approval in situations of this kind where there are very minimal changes relative to either of the consolidating programs.

- During the course of the year, Council reviewed a number of issues related to ORUs and Institutes that are reviewed within the context of OVCR. Council was frustrated by the lack of information in these reviews concerning impacts on graduate education and developed an MOU with OVCR regarding exactly what information needed to be provided to Council. Council will probably need to remind OVCR of this MOU on a yearly basis.

- Improved support for graduate student writing is clearly needed. Council reviewed the proposal from the writing program in this area and voted to recommend support. However, Council also recognized that the needed funding was not currently available. Council recommended that this issue receive attention in coming years with the goal of finding the needed funding.

- One means of possibly increasing efficiency in the teaching of graduate students is increased use of on-line teaching tools. Several presentations were made to Council on this subject and Council concluded that on-line teaching with a very significant interactive component could be of sufficient quality to replace normal classroom teaching. Council will require that requests for an on-line course be reviewed in detail by its Courses subcommittee to see if a given proposal contains the needed technology and detailed implementation that would ensure said quality.

- A general goal for this (and every) year is to provide cogent and useful responses to the many ASIS white-board items for which Council input/advice was either necessary or highly desirable. During the 2008-2009 year, we were nearly overwhelmed by the need to formulate responses regarding
many truly important issues. Most recently, these included the new Regents Standing Order for Emergencies and the choice between furloughs and pay cuts (and the implications of each).

Graduate Council Future Goals: 2009-2010

Many future goals are implicit in the discussion just above. Below we highlight the most important of these and a few additional ones.

- It will be important to move forward on graduate program metrics and rankings, especially with regard to implementing web based data collection.

- Given the probability that a new collective bargaining agreement will be in place for postdocs, Council will need to determine its responsibilities given the agreement and decide upon the most efficacious way for fulfilling them. The possibility of a new Council subcommittee related to postdocs will need to be discussed vs. the possibility of retaining postdoc issues as a responsibility of the existing Support and Welfare subcommittee.

- The severity of the budget situation is such that means of streamlining Graduate Council processes must be urgently studied. One of the most resource intensive functions of GC is Program Review. A number of suggestions of ways to simplify program reviews have been informally discussed. These and other ideas to be developed must be carefully examined as to the extent to which they might either degrade or enhance Council’s ability to ensure continued quality of graduate programs, especially with regard to graduate student training and mentoring.

- Budget cuts to OVCR required some drastic cutbacks in funding to a number of ORUs and Institutes, including sudden and complete elimination of funding for IDAV, which rather negatively impacted a significant number of graduate students. While Council understood the need by OVCR to make cuts, it felt that OVCR should have consulted with Council regarding the exact cuts to be made and their impact on graduate education (and research, which rather directly influences graduate education). Council will need to work with OVCR to establish better lines of communication.

- It is likely that cuts and/or reorganization will be on the table as part of cost cutting measures considered by the Provost and Chancellor. Council will have to work diligently to make the case for the importance of the many roles played by Council and OGS, emphasizing that in many respects OGS is the policy and process implementation arm of Council. Council will need to examine whether student affairs and related administrative areas are indeed best done by a single unit such as OGS rather than in piece-meal fashion by individual departments. Council will need to detail the need for an OGS or similar organization in order to support its oversight role, especially as regards maintenance of consistency of requirements across all programs and program quality. As part of the process, it will probably be advisable to employ the historical perspectives and experience of the Chairs Advisory Committee. This committee has already played an important role during summer 2009 in informing the Executive Council and Provost of the implications of sharply curtailing or eliminating the functions of the OGS.

- It is hoped that Council will be able to influence systemwide CCGA to take a less hard line approach to program changes such as the BMB/CDB consolidation that have almost no impact on graduate education, but rather are simple administrative changes.
Council will work to increase its lines of communication with the higher administration through the Executive Council. As discussed in several places in the previous section, Council became very concerned that graduate education was not being given adequate attention when it came to future planning (especially with regard to budget cuts). Council also hopes that future FTE allocations will take into account the needs of graduate groups and that committees making recommendations in this area will have Council representation. This will need to be reemphasized in Executive Council and perhaps through direct discussions with the Provost.

**Graduate Council Detailed Summary of Actions and Accomplishments: 2008-2009**

A summary of the Council’s actions for the year is provided below. In addition, annual reports for the subcommittees are provided in the appendices. The item dates are typically those of Council’s meetings.

**A. UC systemwide items.** Graduate Council reviewed and commented on:
- Proposed Involuntary Psychiatric Withdrawal policy (9/24/08 & 10/15/08)
- CCGA resumption of professional degree authority (9/24/08, 4/15/09 & 6/9/09)
- CCGA request for strategic funding investments from each campus (12/8/08)
- SOR 100.4: Proposed Systemwide Policy on Furloughs/Salary Cuts (5/6/09)
- BOARS Guidelines for Non-Resident Enrollment (5/20/09)
- UC Seminar Network Proposal (6/9/09)
- Review of the UC Division of Agricultural and Natural Resources (6/9/09)
- Remote and Online Instruction Request for Course Offerings & Policies (6/9/09)
- Proposed Options for Furloughs/Salary Cuts (by email: 6/26/09)

**B. UCD campus items.** Graduate Council reviewed and commented on:
- Preliminary Analysis of UC Davis Ph.D. Completion Data (9/24/08)
- Proposed Departmental Status for Asian American Studies Program (10/15/08)
- Proposed Departmental Status for Chicana/o Studies Program (10/15/08)
- Integrated Curriculum System Proposal (12/3/08)
- University Writing Program Charge revision to include graduate writing (12/3/08 & 6/9/09)
- MAE request for a name change (12/3/08 & 1/14/09)
- Review of Five Year Academic Plans
  - Graduate School of Management (10/15/08 & 12/3/08)
  - College of Biological Sciences (10/15/08 & 12/3/08)
  - Division of Humanities, Arts and Cultural Studies (10/15/08 & 12/3/08)
  - College of Agricultural and Environmental Sciences (11/19/08 & 12/3/08)
  - Division of Mathematical and Physical Sciences (11/19/08 & 12/3/08)
  - Division of Social Sciences (11/19/08 & 12/3/08)
  - School of Veterinary Medicine (11/19/08 & 12/3/08)
  - School of Education (11/19/08 & 12/3/08)
  - College of Engineering (11/19/08 & 12/3/08)
  - School of Law (1/14/09)
- Consultation Request: ORU for the Institute for Data Analysis and Visualization (IDAV) (1/14/09)
- Reconstitution of the Department of Spanish and Classics (2/18/09)
- Review of the ORU for Nanomaterials in the Environment, Agriculture and Technology (NEAT) (2/18/09)
- PPM 390: Emergency Management (2/18/09)
- Review of the ORU for the Institute of Governmental Affairs (IGA) (3/18/09)
- 10-Year Review of the ORU for the CA Primate Research Center (3/18/09)
• 10-Year Review of the ORU for the Institute of Transportation Studies (3/18/09)
• Graduate Student Bill of Rights (5/20/09)

C. Current Items related to Graduate Studies and Graduate Council in 2008-2009.
   Graduate Council proposed, addressed, or received reports and updates on the following:
   • Presentation on Online Learning from Dr. Peter Yellowlees, Health Informatics (12/3/08)
   • Graduate Student Diversity Memo (3/18/09)
   • Professional Degrees Oversight (4/15/09 & 6/9/09)
   • Program Evaluation Criteria (4/15/09 & 5/20/09)
   • Recommendation to raise the TOEFL IBT admission score requirement to 80 (6/9/09)

D. Graduate Council Guidelines and Policies, approved or revised in 2007-2008
   • MOU’s required for new graduate program proposals (1/14/09)
   • GC2009-01: Oversight of Graduate Degree Programs in Professional Schools (5/6/09)

E. New Graduate Program Proposals
   • Communication Ph.D. (10/15/08)
   • Energy Science and Technology (3/18/09, 5/6/09, & 5/20/09)
   • Nursing Science and Health-Care Leadership (5/6/09)

F. Designated Emphasis (DE) programs
   New Affiliations of Ph.D. Programs with DE programs approved:
   • DE in Biotechnology affiliation with Animal Biology, Electrical & Computer Engineering, and Soils & Biogeochemistry (9/14/08)
   • DE in Native American Studies affiliation with English (1/14/09)

   Changes to Existing DE Programs approved:
   • DE in Classics and Classical Traditions - name change and requirement revisions (5/6/09)

   Proposed DE programs approved:
   • There were no new DE programs approved this year

G. Graduate Academic Certificates
   • There were no GAC actions or proposals this year.

H. Degree Requirement and Curriculum Changes for Graduate Programs forwarded by the Educational Policy Committee and approved:
   • Electrical and Computer Engineering (9/24/08)
   • German (9/24/08; again on 2/18/09)
   • Pharmacology and Toxicology (June 2008; final approval by EPC in Nov. 2008)
   • Education PhD (9/24/08, 10/15/08, & 11/19/08)
   • Comparative Pathology (12/3/08)
   • Integrated BS/MS Chemistry (12/3/08 & 1/14/09)
   • Performance Studies – change from department-based to graduate group (3/18/09 & 4/15/09)
   • Health Informatics (4/15/09)
   • MCIP (5/20/09)
   • Cultural Studies (5/20/09)
• Energy Science and Technology (5/20/09)
• Economics (6/9/09)
• Animal Behavior (6/9/09)
• Education MA & Credential (5/20/09)
• Political Science (6/9/09)
• DE in Classics and Classical Traditions - name change and requirement revisions (5/6/09)
• Materials Science and Engineering – removal of the D.Engr. degree (10/15/08)
• Chemical Engineering – removal of the M.Engr. and D.Engr. degree (10/15/08)
• Nursing Science and Health Care Leadership (5/6/09)

I. Administrative Committee actions
The Administrative Committee met eight times during the 2008-2009 academic year and the following summer. The 13 appeals considered include:
• 3 requests for blanket exceptions to the QE policy (Education & Horticulture and Agronomy, 11/5/08; Microbiology, 6/5/09)
• 1 request for a blanket exception to the S/U policy (Food Science, 11/5/08)
• 1 request to waive the GRE requirement for Admission (Comparative Pathology, 11/5/08)
• 1 request to review student file documents regarding a previous Administrative Committee decision concerning a split decision by a dissertation committee (11/5/08)
• 4 appeals of disqualification (3/9/2009, 7/6/09, 7/27/09)
• 1 request to review the “not pass” decision made by a QE committee (2/5/09)
• 1 appeal of denial of admission (7/6/09)
• 1 split decision by a QE committee (7/29/09)

J. Program Bylaws, revised or new, approved
• Art (Studio) (9/24/08 & 10/15/08)
• DE in Writing, Rhetoric, & Composition Studies (9/24/08)
• Forensic Science (9/24/08 & 10/15/08)
• Plant Pathology (9/24/08)
• DE in Translational Research (10/15/08)
• Health Informatics (1/14/09)
• Mathematics (1/14/09 & 3/18/09)
• Neuroscience (1/14/09)
• Anthropology (3/18/09)
• Comparative Pathology (3/18/09)
• English (3/18/09)
• Animal Behavior (6/9/09)
• Chemical Engineering (6/9/09)
• Materials Science and Engineering (6/9/09)
• Dramatic Art MFA (6/9/09)
• Performance Studies (4/15/09)
• Nursing Science and Health Care Leadership (5/6/09)
• Energy Science and Technology (5/20/09)

K. Name Changes or Consolidations of Graduate Programs approved
• There were no name changes approved
• Biochemistry and Molecular Biology consolidation with Cell and Developmental Biology (4/15/09)
L. Graduate Program Review

One of the major responsibilities of the Graduate Council is the review of graduate programs on a regularly scheduled basis. Please see the Program Review Committee (PRC) report in the appendices. The following actions related to program reviews were taken by Council during 2008-2009.

Program Reviews initiated in 2010-2011. Programs selected by PRC, approved 6/9/09:
- Anthropology; Applied Science Engineering; Biological Systems Engineering; Communication MA; Geology; Political Science; Population Biology; Sociology; Soils and Biogeochemistry; Transportation Technology Policy; and DE Native American Studies.

Program Review Reports approved; transmittal letters approved: Programs and administrators will respond to Council’s recommendations.
- DE Critical Theory (2/18/09)
- Education Ph.D. (2/18/09 and 3/18/09)
- Avian Sciences (2/18/09)
- Microbiology (5/6/09)
- Agricultural & Resource Economics (5/6/09)
- Mathematics (5/6/09)
- Physics (by email 7/7/09)
- Linguistics (6/9/09)
- Pharmacology & Toxicology (6/9/09)

Program review closures:
- Art History (2/18/09)
- English (2/18/09)
- Art (Studio) (5/6/09)
- Biophysics (5/6/09)
- Immunology (5/6/09)
- MAE (5/20/09)
- MCIP (5/20/09)
- Psychology (5/20/09)
- Animal Behavior (6/9/09)
- DE Classics (6/9/09)
- Economics (6/9/09)
- Human Development (6/9/09)
- Plant Pathology (6/9/09)
- Spanish (6/9/09)

M. Course Approvals

The subcommittee on graduate Courses received 209 course requests, of which:
- 145 were new courses
- 26 were courses changes
- 13 were canceled courses

There are a total of 39 outstanding course requests waiting in the GCCS queue that carryover into the next academic year. These are from the period of May 22—August 31, 2009 (most were submitted in August).

N. Student Support and Welfare
The Support and Welfare Committee, which consisted of nearly 60 faculty and graduate students across disciplines, reviewed 3,761 fellowship applications, awarding 215 fellowships for a total of $2,288,962.84. These consisted of internal fellowships, fellowships to support campus diversity, travel awards, and summer GSR awards.

In addition, the S&W committee reviewed 31 nominations for the Outstanding Graduate Teaching Award, awarding 12 students a total of $3,000.

O. Academic Planning & Development

During the 2008-2009 academic year, the Committee met six times. The action items were:

1. Performed fact finding for Graduate Council on the impact on graduate education for the proposals to establish a Department of Asian American and a Department of Chicana/o Studies - see Graduate Council Minutes 10/15/2008.

2. Reviewed and made recommendations to Graduate Council on the proposal to reconstitute Spanish and Classics Department into the Department of Spanish and Portuguese and the Department of Classics and Mediterranean Studies - see Graduate Council Minutes 2/18/2009.

3. Prepared a draft correspondence on the importance of Graduate Student Diversity Education at UC Davis, a version of which was subsequently distributed to graduate programs by Graduate Council, Dean of Graduate Studies and Committee on Affirmative Action and Diversity - see Graduate Council Minutes 3/18/2009.

4. Drafted a policy on the principles of authority of Graduate Council over professional degree programs – see Graduate Council Minutes 5/6/2009.


6. Prepared sample of program specific MOUs to cover administrative, instructional and student support resources.

Closing

In closing, Graduate Council wishes to thank all of those who have given of their time in support of graduate education and postdoctoral scholar issues during the past year. In particular, the contributions of the members of subcommittees and of the ad hoc review committees have been extremely valuable and are deeply appreciated by the Council.

Respectfully submitted,

John F. Gunion, Chair
2007-2009 Graduate Council

Members: John F. Gunion, Chair; André Knoesen, Vice Chair and CCGA Representative; Alan Buckpitt; Peggy Farnham; Jeffery Gibeling, Dean, ex officio and non-voting; Rachael Goodhue; Adrienne Martin; Miroslav Nincic; Martha O'Donnell; Jeffrey Schank; Blake Stimson; Jeffrey Stott; Bryan Weare.

Academic Federation Representatives: Pauline Holmes (replacing F. Tassone) and Bernie May.

Graduate Studies Representatives: Associate Deans Edward Caswell-Chen and Lenora Timm.
Graduate Student Representatives: Malaika Singleton, GSA Chair; Karinna Hurley, GSA Vice Chair; and Cynthia Degnan, Graduate Student Assistant to the Dean and Chancellor.

Postdoctoral Scholar Representatives: PSA Chair Joanna Friesner, and PSA Treasurer/Secretary Heather Watts.

Graduate Studies Attendees: Steven Albrecht, Hector Cuevas, Helen Fraiser, Cathy Jurado, and Richard Shintaku.

Council and Committee Analysts: Diana Howard, Lisa Marquez, and Adrienne Wonhof.

This report was prepared by the Graduate Council Analyst and the subcommittee chairs and staff. The report was reviewed and approved by the 2008-2009 Graduate Council during the period of August 18-27, 2009. No revisions were requested.
APPENDIX 1. SUBCOMMITTEE REPORTS
ACADEMIC PLANNING AND DEVELOPMENT (APD) COMMITTEE

The Academic Planning & Development (APD) Committee’s charge includes advising Graduate Council on matters related to the:

1. Future needs and directions in graduate education,
2. General 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, and
5. Postdoctoral Scholar issues.

Committee Membership: The APD Committee usually consists of 3-7 Academic Senate members, 1 Graduate Student, 1 Postdoctoral Scholar, 1 Academic Federation Representative, and the Graduate Dean or Dean’s designee. In 2008-2009, the committee members were: André Knoesen (APD Chair, ECE), Martha O’Donnell (Med: Human Phsiology), Kyaw Paw U (LAWR), Wolfgang Polonik (Statistics), Blake Stimson (Art), Kazuo Yamazaki (MAE), Kathleen Ward (Linguistics), Heather Watts (Postdoc Assoc.), and Lenora Timm (Associate Dean for Students, Graduate Studies). Staff Analyst: Adrienne Wonhof.

During the 2008-2009 academic year, the Committee met six times. The action items were:

1. Performed fact finding for Graduate Council on the impact on graduate education for the proposals to established a Department of Asian American and a Department of Chicana/o Studies - see Graduate Council Minutes 10/15/2008.
2. Reviewed and made recommendations to Graduate Council on the proposal to reconstitute Spanish and Classics Department into the Department of Spanish and Portuguese and the Department of Classics and Mediterranean Studies - see Graduate Council Minutes 2/18/2009.
3. Prepared a draft correspondence on the importance of Graduate Student Diversity Education at UC Davis, a version of which was subsequently distributed to graduate programs by Graduate Council, Dean of Graduate Studies and Committee on Affirmative Action and Diversity - see Graduate Council Minutes 3/18/2009.
4. Drafted a policy on the principles of authority of Graduate Council over professional degree programs – see Graduate Council Minutes 5/6/2009.
6. Prepared sample of program specific MOUs to cover administrative, instructional and student support resources.
APPENDIX 2. SUBCOMMITTEE REPORTS
ADMINISTRATIVE COMMITTEE

The Administrative Committee reviews student petitions, requests, and appeals concerning such issues as examinations, residency and degree requirements. In addition, the committee also reviews program requests for blanket exceptions to Council policies.

Committee members in 2008-2009: John F. Gunion, Chair of Graduate Council and Committee; André Knoesen, Vice Chair of Graduate Council; Edward Caswell-Chen, Associate Dean for Graduate Programs; Lenora Timm, Associate Dean for Students; Cynthia Degnan, Graduate Student Assistant to the Dean and Chancellor; and by invitation, Cathy Jurado, Director of Graduate Admissions and Academic Services. Staff Analyst: Adrienne Wonhof.

The Administrative Committee met eight times during the 2008-2009 academic year and the following summer. The 13 appeals considered include:

- 3 requests for blanket exceptions to the QE policy (Education & Horticulture and Agronomy, 11/5/08; Microbiology, 6/5/09)
- 1 request for a blanket exception to the S/U policy (Food Science, 11/5/08)
- 1 request to waive the GRE requirement for Admission (Comparative Pathology, 11/5/08)
- 1 request to review student file documents regarding a previous Administrative Committee decision concerning a split decision by a dissertation committee (11/5/08)
- 1 request to review the “not pass” decision made by a QE committee (2/5/09)
- 1 appeal of denial of admission (7/6/09)
- 1 split decision by a QE committee (7/29/09)
APPENDIX 3. SUBCOMMITTEE REPORTS
BYLAWS COMMITTEE

The Bylaws Committee reviews bylaws for new programs and revised bylaws for existing programs.

Committee Membership: Associate Dean Caswell-Chen and Staff Analyst Adrienne Wonhof.

For the 2008-2009 academic year, the Committee had 23 bylaws in various stages of review with 18 approved and 5 currently in the review process.

Bylaws approved by Council:
- Art (Studio) (9/24/08 & 10/15/08)
- DE in Writing, Rhetoric, & Composition Studies (9/24/08)
- Forensic Science (9/24/08 & 10/15/08)
- Plant Pathology (9/24/08)
- DE in Translational Research (10/15/08)
- Health Informatics (1/14/09)
- Mathematics (1/14/09 & 3/18/09)
- Neuroscience (1/14/09)
- Anthropology (3/18/09)
- Comparative Pathology (3/18/09)
- English (3/18/09)
- Animal Behavior (6/9/09)
- Chemical Engineering (6/9/09)
- Materials Science and Engineering (6/9/09)
- Dramatic Art MFA (6/9/09)
- Performance Studies (4/15/09)
- Nursing Science and Health-Care Leadership (5/6/09)
- Energy Science and Technology (5/20/09)

Bylaws in the review phase:
- Joint Doctorate in Ecology
- Joint Doctorate Forensic & Behavioral Science
- Avian Sciences
- Chemistry
- Geology
APPENDIX 4. SUBCOMMITTEE REPORTS
CHAIR’S ADVISORY COMMITTEE (CAC)

The Chair’s Advisory Committee, a subcommittee established in 1999-2000, met monthly. The committee is comprised of the current and recent past Chairs of Graduate Council. Its charge is to advise Council on long-range planning and policy issues regarding graduate education on the UCD campus.

- CAC was consulted regarding the MOU proposals being considered by Council. Some of their suggestions were very useful and were incorporated in the final version of the MOU requirements.
- CAC discussed various postdoctoral issues, most particularly the likely implications of the forthcoming union contract. While CAC and Council still do not know full details, it is clear that many adjustments in Council’s oversight of postdoctoral issues will be needed.
- CAC was asked for input on the metrics and methods that should be used to evaluate graduate groups. Their suggestions were incorporated into the final metric/method list approved by Council.
- CAC held a special summer meeting to consider a response to the report by the Budget Subcommittee on Administration, in which one item was the possible elimination of OGS. In response, CAC wrote a letter to Bob Powell and Provost Lavernia outlining why this idea should be withdrawn from consideration. In particular, the CAC letter pointed out that it would be essentially impossible for Council to fulfill its duties to oversee the maintenance of quality in graduate education (and research) without an organization that duplicated a large fraction of what OGS currently does. CAC felt that the fraction of the OGS budget that was not devoted to either direct support of graduate education (e.g. block grants, graduate group administrative support, travel awards, etc.) or direct support of Council activities was rather small. CAC recognized that both OGS and Graduate Council need to work on streamlining labor-intensive processes (such as program review) and plans to provide ideas, suggestions and comments on any proposals.
APPENDIX 5. SUBCOMMITTEE REPORTS
COURSES COMMITTEE

The Graduate Council Courses Subcommittee’s (GCCS) primary function is to review new course requests, changes to existing courses, and requests for deleting existing graduate courses. Approved course requests are forwarded to the Academic Senate’s Committee on Courses of Instruction (COCI) for review and final approval prior to the Registrar’s Office. The Chair of the Graduate Council’s Courses Subcommittee also serves as an ex officio on the Academic Senate Committee on Courses of Instruction.

Chair: Rachael Goodhue (Agricultural & Resource Economics)

Members: Enoch Baldwin (Molecular & Cellular Biology), Gretchen Casazza (UCDMC APM Appointments), Ian Kennedy (Mechanical & Aeronautical Engineering), Su Hao Lo (Med: Biological Chemistry), Miroslav Nincic (Political Science), Eric Webb (French & Italian), Nesrin Sarigul-Klijn (Mechanical & Aeronautical Engineering), Colleen Sweeny (Med: Biological Chemistry), Jan Szaif (Philosophy), Christopher Thaiss (University Writing Program), Erwin Bautista (Academic Federation Representative, Neurology, Physiology, & Behavior), and Edward Caswell-Chen (Ex-Officio, Nematology)

Committee Analyst: Diana Howard (Academic Senate Office)

The Courses Subcommittee met at the beginning of the academic year for training and discussion, and conducted the large majority of business via the Course Approval System, the Academic Senate Information System (ASIS), email, and the telephone. One additional meeting was held early December in order to specifically review the proposed New Integrated Curriculum Management System. A presentation was given by University Registrar, Frank Wada, and Chair Goodhue provided a verbal report providing GCCS’s thoughts and concerns to Graduate Council. For a more detailed account of the Committee’s review items, discussions, processes, and actions, please request information from the Academic Senate analyst, and/or locate the information on the Academic Senate Information System (ASIS).

During the service period between September 1, 2008 to August 31, 2009, 209 courses were submitted for GCCS’s review. The subcommittee reviewed 184 course requests in 2008-09 (39 course requests are pending in the review process). Of the 184 reviewed course requests: 145 were new courses, 26 were course changes, and 13 were cancelled courses. There are a total of 39 outstanding course requests as carry-over for the 2009-2010 academic year, which were submitted to the GCCS queue between May 22, 2009 – August 31, 2009 (most submitted in August).
APPENDIX 6. SUBCOMMITTEE REPORTS
EDUCATIONAL POLICY COMMITTEE (EPC)

The Educational Policy Committee (EPC) typically reviews proposals for new graduate programs, designated emphases, and graduate academic certificates. EPC also reviews proposed changes to degree requirements for existing graduate programs. In addition, the EPC is asked for its recommendations regarding miscellaneous academic and programmatic issues and policies.

Committee members in 2008-2009: Committee Chair: Peggy Farnham; Graduate Studies Representative: Edward Caswell-Chen, Associate Dean for Programs; Academic Senate Members: Yannis Dafalias (CEE), Judy Callis (MCB), Jeffrey Schank (Psychology), Jennifer Schultens (Math), Patrick Farrell (Linguistics), Hildegard Heymann (Vit/Enology), Sheldon Lu (Comp Lit), Jay Stachowicz (Evol/Ecol), Bryan Weare (LAWR). Academic Federation Member: Gene Crumley (UNEX). Student Representative: Alison Keenan (Nutrition). Staff Analyst: Adrienne Wonhof.

During the academic year 2008-2009, the Educational Policy Committee met 8 times. However, much of the work was conducted via electronic communication in between the face-to-face meetings. The EPC review process begins with each document being examined by the Staff Analyst to ensure that it is in the correct format. Then, the document is assigned to one committee member who works with the relevant program or department to address points of confusion and to help modify the document such that it meets all Graduate Studies requirements. After several rounds of revision, the document is then read by the entire committee and discussed at a face-to-face meeting. Using this method of review, EPC considered numerous proposals and actions in 2008-2009, as detailed below.

EPC Action for 2008-2009

1. Administrative Issues
   Revising TOEFL requirements. Made suggestions to adjust the minimal TOEFL scores for admission. Approved by Graduate Council on June 9, 2009 and letter sent to Dean Gibeling on June 10, 2009.

   Policy on thesis chapters. Discussed policy concerning thesis chapters in response to a request from the Rapid Environmental Change (REACH) IGERT. EPC agreed that allowing students to use publications arising from their work as part of their dissertation was consistent with current policy and suggested that a “statement of contribution” be included in the dissertation. Response sent to REACH on May 27, 2009.

   Degree Oversight. Discussed issue of Graduate Council oversight of several degree programs. EPC decided that they could not approve degree requirements that did not meet the policy standards and recommended that a program either be completely under the oversight of Graduate Council or be administered completely separate from Graduate Council. This was further discussed at Graduate Council on April 15, 2009 and May 6, 2009.

2. Degree Requirement Changes
   Electrical and Computer Engineering (approved by GC on 9/24/08)
   German (approved by GC on 9/24/08)
   Pharmacology and Toxicology (approved with required changes by GC in June, 2008; final approval by EPC in Nov. 2008)
   Education (approved by GC 11/19/08)
   Comparative Pathology (approved by GC 12/3/08)
   Integrated BS/MS Chemistry (approved by GC 1/14/09)
German (revision approved by GC Feb 2009)
Performance Studies (approved by GC April 2009)
Health Informatics (approved by GC April 2009)
MCIP (approved by GC May 2009)
Cultural Studies (approved by GC May 2009)
Energy Science and Technology (approved by GC May 2009)
Economics (approved by GC June 2009)
Animal Behavior (approved by GC June 2009)
Education MA (approved by GC May 2009)
Political Science (approved by GC June 2009)

3. Designated Emphases
   Classics degree revisions and name change (approved by GC May 2009)
   Biotechnology new affiliations (approved by GC Sept 2008)
   Native American Studies new affiliations (approved by GC Jan 2009)

4. New Graduate Groups
   Energy Science and Technology (approved by GC upon guarantee of block
   funding by Provost)
   Nursing (approved by GC May 2009)

5. Other Items:
   ChemE/Material Science degree removal (D.Engr. & M.Engr., approved by GC
   Oct 2008)
   BMB and CDB consolidation (approved by GC April 2009)
   Spanish and Classics reconstitution (letter forwarded to Academic Senate in Feb
   2009)

Active Items:
   Anthropology Degree Requirements: Many rounds of revision; expect final
   review in EPC in Fall 09.
   Geography: Discussed at May 2009 EPC meeting; sent back to program and
   expect next review in Fall 09
   Master of Public Health: sent back to program requesting that they conform to
   policy guidelines
   Study of Religion: first round of EPC revisions in June 2009; sent back to
   program and expect next review in Fall 09
APPENDIX 7. SUBCOMMITTEE REPORTS
PROGRAM REVIEW COMMITTEE

The Program Review Committee (PRC) has the primary function of conducting reviews of graduate programs on a regularly scheduled, periodic basis (Graduate programs include graduate groups, departmentally-based graduate programs and designated emphasis programs.) At the completion of a review the PRC recommends action to the Graduate Council.

During the 2008-2009 academic year, the Committee met 9 times. The Committee members are: Alan Buckpitt, Chair; Trish J. Berger, Nathan Brown, Joann Cannon, Joanne Engebrecht, Lynn Epstein, Rida T Farouki, M. L. Kavvas, Tonya Kuhl, Marion G. Miller, Alexandra Navrotsky, Douglas C. Nelson, Debbie A. Niemeier, Warren E. Pickett, David M. Rizzo, Richard T. Scalettar, Donald R. Strong, Alan M. Taylor, Stefan Wuertz, Academic Federation Representative Michel Winter, and Associate Dean for Graduate Programs, Edward Caswell-Chen. Graduate Programs Assistant: Lisa Marquez.

Graduate Program Reviews: The PRC began the year with 9 graduate programs to be reviewed. All of the reviews were initiated in the 2007-2008 academic year. All 9 of the reviews have been completed and 7 reviews have been presented to Graduate Council for consideration and approval. The reviews of the Genetics and Plant Biology Graduate Programs will be presented to PRC and to Graduate Council in Fall 2009.

Graduate Program Reviews and PRC Liaison Assignments for 2008-09:

Agricultural and Resource Economics: Alan Taylor (Chair), Brad Barber, Colin Cameron
Avian Sciences: Lynn Epstein (Chair)
Genetics: Marion Miller (Chair), Richard Grosberg, Shirley Luckhart
Mathematics: Richard Scaletar (Chair), Mark Asta, Bernard Levy
Microbiology: JoAnne Engebrecht (Chair), Scott Simon, Valerie Williamson
Pharmacology and Toxicology: Trish Berger (Chair), Nicole Baumgarth, Satya Dandekar
Physics: Alexandra Navrotsky (Chair), Sabyasachi Sen, Ann Orel
Plant Biology: David Rizzo (Chair), George Bruening, Tom Famula

The DE in Critical Theory: Joanne Cannon (Chair)

Reviews Initiated for the 2010-2011 Academic Year: The Committee recommended and Graduate Council approved the initiation of ten graduate program reviews and one designated emphasis:

- Anthropology
- Applied Science Engineering
- Biological Systems Engineering
- Communication MA
- Geology
- Political Science
- Population Biology
- Sociology
- Soils and Biogeochemistry
- Transportation Technology Policy
- DE Native American Studies
Other Business: Upon request of Graduate Council Chair, PRC reviewed and commented on interim reports of the NEAT, IGA, Institute for Transportation Studies, and Primate Center ORU.

Common Issues of Concern that Emerged During the Reviews of the Year:

1) The high cost of supporting graduate students and issues associated with non-resident tuition/fees continues to be a source of serious concern for programs and review teams alike.

Program Review Closure Committee (PRCC)
The members of the PRCC for the 2008-2009 academic year were: Chair: Alan Buckpitt; Members: André Knoesen, Joann Cannon, and Edward Caswell-Chen; and Committee Assistants: Lisa Marquez and Adrienne Wonhof.

The PRCC’s recommendations to Graduate Council for the closure of the following reviews were considered and approved:

- Agricultural and Resource Economics Graduate Program - closed (6/9/09)
- Animal Behavior Graduate program – closed (6/9/09)
- Art (Studio) MFA Graduate Program – closed (5/6/09)
- Art History MA Graduate Program – closed (2/18/09)
- Biophysics Graduate Program- closed (5/6/09)
- DE in Classics and the Classical Tradition – closed (6/9/09)
- English Graduate Program – closed (2/18/09)
- Human Development Graduate Program-closed (6/9/09)
- Immunology Graduate Program-closed (5/6/09)
- Mechanical and Aeronautical Engineering Graduate Program – closed (5/20/09)
- Molecular, Cellular and Integrative Physiology Graduate Program – closed (5/20/09)
- Plant Pathology Graduate Program – closed (6/9/09)
- Psychology Graduate Program – closed (5/20/09)
- Spanish Graduate Program – closed (6/9/09)

The responses of the Nutritional Biology Graduate Group to Graduate Council were deemed inadequate and PRC recommended that the review remain open until appropriate responses were obtained from the graduate program. Likewise, there are still concerns about the Geography graduate program in this review you will remain open until such time as the corrections are made or the program is closed.

Graduate Program Reviews and PRC Liaison Assignments for 2009-10:

Civil and Environmental Engineering: Doug Nelson (Chair), Case Van Dam, Gerry Puckett
Comparative Pathology: John Voss (chair), Martin Privalsky, Hsien Jien kung
Computer Sciences: Rida Farouki (Chair), Steve Lewis, Richard Plant
Electrical and Computer Engineering: Warren Pickett (Chair), Ahmet Palazoglu, Steven Velinski
Forensic Sciences: David Gilchrist (chair), Susan Kauzlarich, Jerry Hedrick
Neurosciences: Richard Tucker (chair), Tonya Kuhl, Reen Wu

The DE in Feminist Theory will be reviewed in 2010-2011. No assignments have been made for the DE in Social Theory and Comparative History.
APPENDIX 8. SUBCOMMITTEE REPORTS
SUPPORT AND WELFARE (S&W) COMMITTEE REPORT

The Support and Welfare Committee reviews applications for a variety of fellowships, including those from private and public sources. These fellowships cover research expenses, travel to present papers at national and international scholarly meetings, as well as full academic year support in designated fields. It also considers a variety of welfare issues related to the academic lives of graduate students and postdoctoral scholars. Committee members review applications for Graduate Student Travel Awards in November and April, for the Outstanding Graduate Student Teaching Award, and for Summer GSR awards.

Core Committee members in 2008-2009: Adrienne Martín (Chair, Spanish), Christopher Cappa (Civil & Environmental Engineering), Linda Egan (Spanish), Joanna Friesner (Postdoc Assn.), Peter Green (Civil & Environmental Engineering), Gregory Herek (Psychology), Elisabetta Lambertini (Civil & Environmental Engineering), Francisco Samaniego (Statistics), Rachel Steckley (Psychology), Jeffrey Stott (VM: Pathology, Micro, & Immun.), Johnny Terning (Physics), D.W. Waring (Academic Federation Rep, Med: Div Of Internal Med), and staff support provided by Steven Albrecht, Ruth Lee, and Melissa Baldwin (Office of Graduate Studies).

Fellowship Reviewers

Core Members

<table>
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<tr>
<th>Core Members</th>
<th>Grad Program</th>
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<tbody>
<tr>
<td>Adrienne Martin (Chair)</td>
<td>Spanish and Classics</td>
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<tr>
<td>Chris Cappa</td>
<td>Civil &amp; Environmental Eng.</td>
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<td>Linda Egan</td>
<td>Spanish and Classics</td>
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<td>Peter Green</td>
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<td>Gregory Herek</td>
<td>Psychology</td>
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<td>Frank Samaniego</td>
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<td>Jeffery Stott</td>
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<td>Johnny Terning</td>
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<td>Dennis Waring</td>
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Students:

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<th>Students</th>
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<tr>
<td>Joanna Friesner</td>
<td>Molecular &amp; Cellular Bio</td>
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<td>Elisabetta Lambertini</td>
<td>Civil &amp; Environmental Eng.</td>
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<td>Malaika Singleton</td>
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<td>Rachel Steckley</td>
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Add’l Faculty Reviewers

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<tr>
<td>Albert Schwarz</td>
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<td>Alexander Soshnikov</td>
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<td>Barbara Byrne</td>
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<td>Beth Levy</td>
<td>Music</td>
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<td>Brian Trainor</td>
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<td>Bruno Pypendop</td>
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<td>Chris Miller</td>
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<td>Christopher Meissner</td>
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### Internal Fellowships Awarded

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<td>Golden International Agriculture, William G. and Kathleen</td>
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<td>McArthur, Frank</td>
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<td>McKeehan, Beatrice Oberly and S. Atwood</td>
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### Fellowships to support Campus Diversity

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<th>Number Awards</th>
<th>Award Amount Total</th>
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Total: 321 20  $780,087.50

Travel Awards:
For professional meetings held July 1, 2008, to June 30, 2009: 136 39  $24,500.00
For professional meetings held Jan 1 to Dec 30, 2009: 115 40  $24,800.00
Total: 251 79  $49,300.00

Summer GSR Awards:
Summer Graduate Student Researcher Award Engineering or Computer-related Applications and Methods: 87 24  $194,544.00
Total: 87 24  $194,544.00

Grand Total All Awards: 3,761 215  $2,288,962.84

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<th>Outstanding Graduate Teaching Award</th>
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<td>Maria Cetto, Spanish</td>
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<td>Jennie Luna, Native American Studies</td>
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<td>Cassandra Paul, Physics</td>
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<td>Jennifer Plasse, Forensic Science</td>
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<td>Andrea Lucky, Entomology</td>
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<td>Kim Stackhouse, Animal Biology</td>
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<td>Shannon Still, Plant Biology</td>
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