In attendance: Annabelle Yu; Beth Levy; Chris Cappa; Denneal Jamison-McClung; Duncan Temple Lang; Greta Hsu; Jeffrey Schank; JP Delplanque; Margie Longo; Pauline Holmes; Prabir Burman; Rena Zieve; Roy Taggueg; William Horwath; Nicole Baumgarth; Fabian Bombardelli (Proxy for Carlee Arnett).

I. Announcements 2:00 pm
   a. Graduate Council Chair (Baumgarth)
      • An additional GC meeting has been scheduled for May 25th.
      • The graduate group chair interviews are currently ongoing.
      • There was a planning meeting to discuss Aggie Square and to determine what can be done to have a presence in Sacramento. There were concerns raised regarding where the budget for Aggie Square would come from.
      • Undergraduate Council (UGC) is working on issues related to how ESL learners complete writing requirements. A meeting will be scheduled with UGC Chair Dan Potter to determine if there is any overlap with graduate education.
   b. Vice Provost and Dean Graduate Studies (Mohapatra) – not in attendance
   c. Graduate Studies Associate Deans (Waterhouse & Delplanque)
      • Overall admissions numbers are currently up compared to last year and those for Underrepresented Minorities (URM) are up by by 10%, which is significant.
      • The online Student Progress Reports are currently being submitted. The Office of Graduate Studies (OGS) is working on aggregating all feedback received regarding the new online process. Process will be completed by June 30th. OGS will provide the feedback to GC. It was recommended by the GSA President that a reminder email will be send out to the students and that instructions on how the new system works will be provided.
   d. CCGA – Coordinating Committee on Graduate Affairs (Hsu)
      • A successful Graduate Student “Grad Slam” was completed on May 3rd, 2018.
      • The chair of the Library Committee is working to achieve consensus on open access for scholarly communications. The document discussed at the last CCGA meeting will be posted to the ASIS Whiteboard as an informational item for GC members.
      • Governor Brown may fill 5 vacancies on UC Board of Regents (12-year appointments) before the end of his term.
      • NSF is asking for comments on campus rules regarding sexual misconduct investigation, potentially requiring all investigations be reported (upon initiation, not when concluded and outcomes are determined). People are encouraged to submit their comments.
   Action Item: Post open access document to the whiteboard.
   e. GSA – Graduate Student Association (Taggueg)
• GSA Elections were held on Wednesday. Jonathan Minnick has been elected President, his term will begin July 1st.
• 4 resolutions were approved at the last meeting:
  a. Resolution regarding student housing.
  b. 2 resolutions regarding endorsements of local election candidates.
  c. Resolution to urge the Administration to disarm campus police.
  f. PSA – Postdoctoral Scholars Association (Abdelfattah) – not in attendance.
  g. GSADC – Graduate Student Assistant to the Dean and Chancellor (Hope) – not in attendance.

II. Consent Calendar 2:25 pm
a. Meeting Summary from April 19, 2018
b. Response on SR A546 S/U Grading
c. Civil and Environmental Engineering GC Transmittal Letter
d. DE Guidelines and DE Reviewer Template
e. Affiliation Request: Plant Pathology with DE in Biology of Vector-Borne Disease

Motion to approve consent (CEE letter pulled from consent): unanimously approved.
Motion to approve CEE Letter: Approved.
Chris Cappa recused from discussion and voting on CEE transmittal letter.

III. New Business

a. PROGRAM REVIEW (Zieve) 2:30 pm
  • Computer Science
    • John Bolander, AHC Chair
    Brief overview of the Computer Science review provided by the Ad Hoc Committee Chair John Bolander.

The last review for this program took place in 2008. There is increasing demand for the various areas in this field of study. There were 2,000 student applicants in the last admissions cycle. Graduates tend to have diverse career opportunities after graduation. Up until this year, a balance between PhD and Master’s students was kept. However, in 2018 the program admitted over twice as many Masters students than PhD’s (80/36). Review revealed concern by some that the program might lose its traditional focus of PhDs. The program is aware of this concern and is currently discussing the issue. There are large undergraduate teaching needs, which are impacting graduate teaching. The Department hired 7 additional faculty to address the teaching needs. Program’s core curriculum is not up to date, and it was noted that there are not enough core courses, particularly relating to data analysis. The review team noted that, given the range in course offerings and its deficiencies, the program should be clear in their marketing when reaching out to potential students.
Given the large student numbers, it is not surprising that the program struggles with staffing issues, the coordinator is overworked. Space is also an issue, the program needs space to hold TA office hours. About half of faculty members are actively attending meetings, while the other half contribute in some ways, but are not involved in the decision making process.

**Motion to approve PRC report:** unanimously approved.

**Recommendations for the GC Transmittal Letter**
Include a recommendation to the Dean to hire additional faculty.

**Action item:** Nicole Baumgarth will draft the GC transmittal letter.

- **Plant Biology**
  - **Linda Bisson, AHC Chair**
  Brief overview of the Plant Biology review provided by the Ad Hoc Committee Chair Linda Bisson.

Advising was one of the major issues that stood out to the Ad Hoc Committee. There is an informal vocation program, which students tend to find out through their academic advisor. It seems that not all students receive the same information through their advisors. It was also noted that there are no quarterly meetings held. The continuing downgrade of the administration’s valuing of graduate teaching is another issue that stood out. The program struggles with the typical issues that other graduate groups on campus have.

The average time to degree seemed normal, however, there is a concern with the number of PhD students opting to pursue a Master’s degrees instead of finishing their PhD. The reason for this seems to be that students view a Master’s as a better alternative when looking at careers in industry. Graduates with a Master’s degree seem to be more employable than PhD students. Students cited the DE in Biotechnology as a valuable option for students interested in careers in industry. Something to consider is whether there is something that can be set up on campus that mirrors what the students get out of the DE.

The program is considering opening courses to undergraduate students. The Ad Hoc Committee was not in agreement with this idea.

Overall the graduate student meetings went well. Students were aware of all the issues and challenges the program faces, and they understand the limitations the faculty have.

**Recommendations for the GC Transmittal Letter**
The issue with advising should be included in the letter. It should also be noted that graduate level courses should not be opened up to undergraduate students.

**Motion to approve PRC report:** unanimously approved.

- Electrical and Computer Engineering 3:10 pm
  
  Brief overview of the ECE review provided by the PRC Chair Rena Zieve.

  There were serious issues raised regarding student mentoring. The Office of Graduate Studies is currently working with the program to address the issues raised by the review team.

  The program has a Master’s and a PhD program. The Master’s program has been growing over the last few years. There is a problem with a significant number of senior faculty who are not actively conducting research or seeking funding. In this field, that should not be the norm. This in turn is affecting student morale. The program noted that faculty advanced at the same rate, PRC recommends that the merit and promotion process be used as an incentive for faculty.

**Recommendations for the PRC report**

- Add a recommendation relating to student mentoring by some faculty.
- Add a recommendation relating to the toxic work environment.
- Recommend to rephrase the comments regarding time to degree. Recommend citing that the Ad Hoc Committee and External reviewer voiced concerns on the time to degree and the program should look into this issue.
- Add a recommendation to the Lead-Dean to consider having a mediator attend faculty meetings.

**Recommendations for the GC transmittal Letter**

- No new students should be mentored by faculty cited as not following currently approved mentoring guidelines, and those that appear to violate the faculty code of conduct.

**Action item:** PRC report to be updated as recommended and be brought back to GC for brief discussion.

### B. ONLINE MBA GRADUATE PROGRAM PROPOSAL

- Proposal and Degree Requirements (Cappa) 3:30 pm

**GC concerns/recommendations:**

1. Pan II Masters includes a capstone requirement. If the student fails that exam there is a proposed comprehensive exam at the end. However, Senate rule 507
does not demand a comprehensive exam, simply a capstone requirement. Which
description will be followed – that of the MBA (Senate rule 507) or that of the
Masters Plan II?
2. **Description of the capstone element:** this section cites “Students who receive a
grade of B- or better in the IMP course have satisfied the capstone requirement”
a. GC recommends that they change the language to “satisfactory” instead
of “B-”.
3. **Section 2.12 Normative Time to Degree**
a. Specify what the expectations are for the students to complete.
4. Who teaches the classes as it grows to scale?
5. The proposal cites an initial review by GC after 4 years. Should this be conducted
sooner?
6. **Can you mix and match MBA and Master II regulations?**
a. The language should make it clear which regulation they are using.
7. **Section 3.2 Opportunities for Placements of Graduates (pg. 12):** This section
cites a career management team developing a mandatory 0 credit course. Are
they allowed to make 0 credit courses mandatory?
8. The course schedule cites 10 units for full time students, this is not in line with
regulation requiring 12 units for full time students.
9. **Section 7.1 Return to Aid, Awards, and Fellowships:** This section cites 2.5% of
fees set aside for scholarships. This number seems too low, what is the required
percentage for SSD’s?

**Action Item:** Further revisions required, EPC will reach out to the program. To be brought
back for further discussion at the next meeting.

**• Bylaws (Burman) 3:45 pm**

The initial bylaws have now been updated to conform to the rules and regulations. The
section regarding program advisers has been updated to include a sentence that ensures
that the number of available advisers will be sufficient to effectively assist students. The
Bylaws Committee recommends approval.

**Action Item:** Appendix G should be replaced with the GC approved bylaws.

**Motion to approve the bylaws:** unanimously approved.