In attendance: Andy Waterhouse; Beth Levy; Kimber Stanhope (Proxy for Carlee Arnett); Chris Cappa; Denneal Jamison-McClung; Elyssa Fogleman; Jeannelle Hope; Jeffrey Schank; JP Delplanque; Kyoungmi Kim; Margie Longo; Nicole Baumgarth; Prabir Burman; Prasant Mohapatra; Rena Zieve; Roy Taggueg; William Horwath.

I. Subcommittee Reports

a. Academic Planning and Development (Schank)
   - Met and discussed the Capstone Requirements for Master’s Degrees Policy Revisions.
   - Continued discussion of the APD Survey.

b. Administrative (Baumgarth)
   - No backlog.

c. Bylaws (Burman)
   - 3 bylaws in the queue.
   
   **Action Item:** Prioritize the Bylaws for the Online MBA Program Proposal so that GC can vote on this at the May 4th meeting.

 d. Courses (Longo)
    - 30 courses expected in the next review batch.
    - GSM proposal for virtual courses. Proposals will end up in COCI for review over the Summer.

e. Educational Policy (Cappa)
   
   Recommendations to deal with pending items:
   - Set a deadline for the programs to address any EPC comments. Indicate that if the program does not respond by the deadline provided, the item will have to be resubmitted and considered as a new submission.
   - Meet in person to address any complex issues.

   **Action Item:** Prioritize the Proposal for Online MBA Program so that GC can vote on this at the May 4th meeting.

f. Program Review (Zieve)
   - 9 reviews pending.
   - DE Guidelines and DE Reviewer Template have been updated and are pending GC approval.

g. Program Review Closure (Temple)
   - Not in attendance

h. Support (Arnett)
   - No updates.

i. Welfare (Levy)
   
   The committee will be meeting later in the month. Disability accommodations for graduate students continues to be a topic of discussion.
   Letters of support for CAP regarding mentoring.
II. Consent Calendar – Posted on the ASIS Whiteboard

- Meeting Summary from April 6, 2018
- GC Subcommittee Internal Guidelines Approval GC Letter
- Linguistics Proposal Approval GC Letter
- Affiliation Request: Animal Biology Graduate Group (ABGG) with DE in Host-Microbe Interactions

Motion to approve: unanimously approved.

III. New Business Items

a. FUTURE GRAD ESL CLASSES

- Director of Admissions and Academic Services Brian Gallagher and Associate Director for ESL Dana Ferris

The Office of Graduate Studies issued an email stating that English for International /ESL Graduate Students (LIN 25) and Writing for International Graduate Students (LIN 26) are no longer required courses for new students, who in prior years would have been required to take them. Neither Graduate Council nor the Writing Program, who is administering the program was informed. The decision to make the courses optional was made in consultation with the OGS leadership. In the past there has never been an enforcement mechanism to ensure students take the courses. It is also worth noting that the Test of English as a Foreign Language (TOEFL) score changes from year to year.

The Graduate ESL program (LIN 25, 26 & 391) was previously housed in Linguistics and has now been transferred to the University Writing Program. Enrollment in the courses is down by 25%, if enrollment continues to decline there won’t be a need for these classes. In the past there has been a subgroup of students who have benefited from LIN 25. It may be worth thinking of LIN 25 as a prerequisite for LIN 391 for the students that need it.

Programs that require LIN 391 typically include it as part of their degree requirements and in the student handbook. Requirements for graduate students are program based, so if a program has these courses included in their degree requirements, than there is a mechanism for enforcement.

Council members felt strongly that these courses should be a requirement and that there should be a campus wide policy for this. The policy should include:

- The courses be required if a student falls below a certain TOEFL or speaking test score.
- A timeframe for when students should take the courses.
- The program degree requirements should clearly state what the ESL requirements are.

Action Item: Nicole Baumgarth will draft a proposed policy for further discussion.

b. PROGRAM REVIEW COMMITTEE (Zieve)

- Civil and Environmental Engineering

Chris Cappa recused from discussion and voting.

The program was asked to provide additional information with a breakdown by technical area. Based on the information provided, it seems that Ph.D. students are divided evenly across the technical areas, the funding and the Master students was not
as evenly divided. Graduation rates by technical area are not tracked, PRC included a recommendation that this information be tracked by the program. Alumni tracking also seems to be an issue, only those in teaching positions were listed, but there is not much information from alumni in other fields. The GSR compensation was not quite as low as the committee initially thought, however, the funding should still be higher for Ph.D. students.

Recommendation for the GC Transmittal Letter:

- There should be a memo specifically to the department chair stating that funding of Ph.D. students is an issue that he should be taking a closer look at.
- The letter should state that it is should be expected that the program only take in the number of Ph.D. students that it can adequately support. Funding has a tremendous impact on students, particularly given the housing situation in Davis. Mental health is also an issue of concern for students, and funding factors into this.
- Request a follow up report be submitted prior to program review closure being considered.
- Send an email to Dean of the College directly to ensure that the issues outlined in the Program Review Report are addressed.

Motion to approve PRC report: approved.

DE Guidelines and DE Reviewer Report Template Revisions

DE Guidelines Document GC recommended edits:

- Indicate that the appendices are in addition to the 2-4 page self-review documentation.
- Section II. Bullet point A: Change to “What is the need for graduates from this DE on a local and global basis?”
- Review and Evaluation Process Section: Include a sentence to indicate that an optional 1 hour meeting with the DE Chair can be scheduled.
- Section II. Bullet Point G: Change to “Are alumni in the program actively engaged or employed in work associated with the DE?”
- Review Outcomes: Remove bullet point a. Change bullet point b. to “Excellent or Good Review”

DE Reviewer Template Document GC recommended edits:

- Header: Change to Reviewer Report Template.
- Introduction: Remove reference/instructions to review committee.
- Grey box: add name of DE chair, college and lead dean.

Action Item: The entire policy along with the suggested edit will be posted to the consent calendar.

IV. Continuing Business

a. POLICY ON ONLINE GRADUATE PROGRAMS (Baumgarth)

- No further concerns or suggestions from Council. A separate Guidelines document will need to be created to provide more detail and guidance to the programs. It was noted that there are ideas in the policy that could be useful for program reviews, GC should consider incorporating these in the program review process.
Motion to approve: unanimously approved.

b. APD SURVEY (Schank) 11:30 AM

GC Recommends:

- Allow everyone to answer the conditional questions.
- Include the disclaimer referenced in the previous sample Survey II.
- The questions should be provided as an attachment with the message to complete the survey.
- The survey should be sent to Chairs of Graduate Programs, Graduate Groups and Departments.

Motion to approve survey: approved.

a. EDUCATIONAL POLICY (Cappa) 11:45 AM

GC Recommended Edits:

- "...a graduate student in good standing or who receives approval from the Office of Graduate Studies is authorized to undertake," add comma after graduate studies or put parenthesis around the section in red.

Action Item: The entire policy along with the suggested edit will be posted to the consent calendar.