GRADUATE COUNCIL
MEETING SUMMARY
June 1, 2018
2:00 – 4:00 PM
203 Mrak Hall

In attendance: Greta Hsu; Jeanelle Hope; Pauline Holmes; Carlee Arnett; Duncan Temple Lang; Nicole Baumgarth; Elyssa Fogleman; William Horwath; Margie Longo; JP Delplanque; Rena Zieve; Denneal Jamison-McClung; Prabir Burman.

I. Announcements 2:00 pm
   a. Graduate Council Chair (Baumgarth)
      • Andy Waterhouse is stepping down as Associate Dean – call for applications.
      • The draft revisions for the Office of Graduate Studies policies have been uploaded to the ASIS Whiteboard. Members are asked to provide feedback via the comments no later than June 7th. Policies that require discussion will be placed on the June 15th GC meeting agenda for discussion. All other policies will be placed on the consent calendar for approval, if no major revisions are required.
      • Interviews for Graduate Group Chairs are still ongoing.
      • There has been no response from the leadership team regarding the Graduate Council Proposal for Equitable Graduate Teaching Allocations in the Current Budget Model. The Office of Budget and Institutional Analysis (BIA) is in the process of providing additional information regarding the numbers shown in the Budget Allocation Assessment Report. A follow up letter will be sent to the leadership team to follow up on the status of the proposal.
   b. Vice Provost and Dean Graduate Studies (Mohapatra) not in attendance
   c. Graduate Studies Associate Deans (Waterhouse & Delplanque)
      • (Delplanque) June 01 was the deadline for admissions applications.
   d. CCGA – Coordinating Committee on Graduate Affairs (Hsu) – no updates
   e. GSA – Graduate Student Association (Taggueg)
      • The last assembly meeting is scheduled for next Wednesday. The Award for Excellence in Service will be presented by the Chancellor.
      • Student Association subcommittees are currently being formed.
   f. PSA – Postdoctoral Scholars Association (Abdelfattah) not in attendance
   g. GSADC – Graduate Student Assistant to the Dean and Chancellor (Hope) – no announcements

II. Consent Calendar 2:25 pm
   a. Meeting Summary from May 25, 2018
   b. Biostatistics Degree Requirements
   c. Policy on Master’s Degree Capstone Requirements & Transmittal Letter
   d. ESL Policy GC_2018-02 transmittal letter
      It was confirmed that there is no examination by which ESL students could test out of the ESL coursework.
Motion to approve: unanimously approved.

III. Continuing Business
   a. Policy on Time to Degree 2:30 pm
      The policy is being revised in order to clarify the policy. GC members offered various amendments to the policy and recommended that pronouns be changed to gender neutral.
      Action item: Amended Policy placed on whiteboard for final comments – vote at next GC meeting

IV. New Business
   a. PROGRAM REVIEW 2:40 pm
      i. Integrative Pathobiology
         - Presented by Rena Zieve, PRC Chair
         This graduate group was previously known as the Graduate Group in Comparative Pathology. It has over 100 faculty from 28 different departments across campus. Many faculty are from the SVM and SOM. The number of graduate students admitted each year have seemed to have shrunk significantly since the last review. No reason for this reduction was provided in the review. The number of students currently in the program is 42. There is room for improvement with regards to enrollment, in particular in comparison to comparative programs at other institutions.

         The graduate group developed a one-quarter course on Experimental Design and Data Analysis, which replaced the previous three quarters statistics course that was no longer offered after the retirement of a faculty member from the SVM teaching it. While students complained at the last review about the extensive nature of the statistics courses, now the seems to feel that they do not have enough instructions in Statistics (similar to other programs in the biomedical sciences).

         Another issue that came up in the last review is mixing the students who have a professional degree (mostly DVM) with those who do not, it was recommended that the program should consider offering separate tracks to address this issue.

         It was recommended that the graduate group should move toward enhancing the number of rotations offered to allow students who so desire have this option.

         It was also recommended that the graduate group reach out more to the Medical School for support.

      Recommendations for the PRC report:
         - Include the recommendation concerning the SOM in the PRC report
         - Change Graduate Program to Graduate Group throughout the document.
         - GGIP not the correct acronym, it should be changed to IPB.
- VSTP (dual degree DVM/PhD) should be explained.
- There are various references to the previous name of Pathology, ensure that the appropriate name of Pathobiology is referenced in the report.

**Recommendations for the GC transmittal letter:**
- Include in the GC letter that the program should form closer ties to the Medical School.

**Motion to approve the PRC report with amendments as listed above included:** unanimously approved.

ii. **Pharmaceutical Chemistry**

- Presented by Rena Zieve, PRC Chair

This is the first review for this graduate program. The program does not seem to function as a separate from that of the Chemistry program. The Pharmaceutical Chemistry program does not have separate bylaws, or separate administrators. There was no strategic plan submitted with the review documents. PRC recommends that the program determine whether it should be incorporated into the Chemistry program or submit separate bylaws and a strategic plan to become its own separate program. In addition, PRC recommends that GC consider reviewing the Pharmaceutical Chemistry and the Chemistry program at the same time in the future.

**Transmittal Letter recommendation:**
- It should be noted that, given the size of the Chemistry Program, the Pharmaceutical Program does not seem to be well served. The program should consider whether the Pharmaceutical Chemistry program as it currently stands is viable.
- The program should consider converting it to a track under the Chemistry program, or submit separate bylaws and a strategic plan for the Pharmaceutical Chemistry program.

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

b. **PROGRAM REVIEW CLOSURE**

i. **Plant Pathology**

- Presented by Duncan Temple Lang

The program is considered to be a top 5 national ranked program. In one of the transmittal letters it was referred to as stellar. The program was asked to provide a follow-up response to the program review recommendations after their first was not deemed to provide a sufficient response. One of the big issues with this program is the lack of facilities. With regards to graduate teaching, the program stated that this has increased. Due to retirements, some of the undergraduate teaching has also been reassigned to graduate teaching. The program was asked and had stated that they would convert their
298 classes to properly approved graduate level courses. The program has not addressed the issue yet. Graduate Council was somewhat perplexed by the statements that some issues brought up in the review were departmental issues, rather than graduate program issues. Given that this is a departmental program it is unclear why these issues are not considered together. The recommendation to reduce the time to degree for MS students was adequately addressed. The Dean of Graduate Studies was asked to consider enforcing bylaws to include and engage non-departmental faculty. The response from the Dean was that this is an issue for the program itself.

Recommendations for the GC transmittal Letter:

- It will be useful to incorporate in the response who enforces the bylaws.
- Include that GC hopes that the recommendations are not considered as separate issues for the department and the program.

Motion to approve recommendation of PRCC to close program review in Plant Pathology: unanimously approved.

ii. Nutritional Biology

- Presented by Duncan Temple Lang

The program had an issue with recruitment of Underrepresented Minority (URM) students. In their initial response, the graduate group mentioned they were creating materials to advertise to URM students. In the follow up response, it was noted that several members of the group took training to take a more holistic approach to doing recruitment. It was noted that 30% of students visiting are URM. The graduate group noted that it will be pursuing domestic students to increase URM recruitment. Other concerns were with curriculum delivery. Particularly they seemed to be too few 250 courses offered for students. The graduate group indicated that this was a visibility/advertisement issue and that they actually have more courses in this series than other programs. The graduate group mentioned that they are in the process of updating their degree requirements. The program has now overhauled the preliminary exam and is revamping their 290 course. The offer letter, regarding student funding, has been updated to be clearer. The graduate group has also made significant changes with the way that they interact with the department.

One issue that the graduate group did not address, was whether they are taking too many students. Based on the follow up responses, it seems the graduate group administration was not involved in responding to the recommendations. Additionally, it was noted that the graduate group has a proposed new compensation plan under consideration by the Office of Graduate Studies that would increase the compensation of their students.

Recommended edits for the PRCC letter:
Motion to accept PRCC recommendation for program review closure of Nutritional Biology: unanimously approved.

c. BYLAWS
   i. Material Science and Engineering

   The Bylaws Committee reviewed the revisions to the Material Science and Engineering bylaws, the committee recommends approval of the bylaws.

   Motion to approve: unanimously approved.

d. BUDGET ALLOCATION ASSESSMENT REPORT

   GC members thought it was good that the report elevated the issue of graduate education. However, there seemed to be discrepancies between the data shown in the report and the issues that have been brought up by graduate groups in the program reviews. It was noted that it would be helpful to see information regarding how many units of graduate and undergraduate level courses are taught in a given year. BIA is currently working on gathering data on graduate courses taught in the last 15 years, the data will not include 299 or 298 units. Action item: Nicole Baumgarth to respond for Graduate Council to RFA by June 11th, incorporating these comments.