

**NOTICE – CHANGE OF MEETING LOCATION****REPRESENTATIVE ASSEMBLY  
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE**

To: Representative Assembly Members of the Davis Division of the Academic Senate

From: Davis Division of the Academic Senate Office

Re: Change of Meeting Location

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The location of the 2009-2010 Representative Assembly meetings has been changed to the Walter A. Buehler Alumni & Visitors Center, AGR Hall. The reason for this change is due to the work being done in the Memorial Union. The Buehler Alumni & Visitor Center is located across from the Robert and Margrit Mondavi Center. Directions to the Alumni Center can be located at <http://www.alumnicenter.ucdavis.edu/>. All meetings are still scheduled to begin at 2:10pm.

MEETING CALL  
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY  
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

*Thursday, October 15, 2009*

2:10 – 4:00 p.m.

Walter A. Buehler Alumni & Visitors Center, AGR Hall

(Updated 10/14/09)

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3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
5. Announcements by the Deans, Directors or other Executive Officers – None	
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\*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

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Don C. Price, Secretary  
Representative Assembly of the  
Davis Division of the Academic Senate

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Friday, June 5, 2009  
2:10 – 4:00 p.m.  
Memorial Union, MU II  
Updated 5/29/09

**DRAFT UNTIL APPROVED**

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1. Transcript of the May 7, 2009 Meeting

**Action: Motion to approve 5/7/09 RA transcript and seconded. Opened for discussion; proposed change of the word “amended” to “appended” (bottom of page 1). No further discussion.**

**Vote: Unanimously approved the amended transcript (2 abstentions).**

**Motion passes.**

2. Announcements by the President - None
3. Announcements by the Vice Presidents - None
4. Announcements by the Chancellor - None
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders

**Chair Powell requested a reordering of the remarks below to the following: Academic Federation Chair Blank first, Staff Assembly Vice Chair Kerner second, and Academic Senate Chair Powell third. General consent given; no objections.**

- a. Remarks by the Academic Federation Chair – Steve Blank

**Academic Federation Chair Steve Blank spoke of the cooperation between the Senate and the Federation. He reported very few, if any, areas of disagreement during the 2008-09 academic year. Specific areas of teamwork and unity, such as the Senate’s attention to Library issues and Senate Chair Powell attending an AF Executive Council meeting, were highlighted and appreciated. Chair Blank explained that recruitment, promotion, and retention of Federation members continues to be a high priority for the Federation. No further discussion.**

- b. Remarks by the Staff Assembly Vice Chair – Rob Kerner

**Staff Assembly Vice Chair Rob Kerner provided a brief overview of Staff Assembly’s role and representation on campus, benefits provided for staff, morale/team building events, and the focus of budget cuts/furloughs on staff during the 2008-09 academic**

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year. He reviewed the general results from a recent survey taken by Staff Assembly regarding furloughs/pay cuts (information available at <http://staff.ucdavis.edu>). Vice Chair Kerner requested that the Senate serve as advocates for the staff and encourage the staff to continue to volunteer for Staff Assembly and other events on campus. No further discussion.

- c. Remarks by the Divisional Chair – Bob Powell

Chair Robert Powell noted/reviewed the following:

**-Discussed the worsening budget gap: possibly \$80-90 million for UC Davis. He noted the expectation that the Regents will grant the UC President authority to implement pay cuts/furloughs in July. Noted the bigger issue of the CA Governor's proposal to cut Cal Grants.**

**-Discussed issues with the University of California Retirement System (UCRS); including future retirement contributions. Since UCRP is in an explicit crisis, it is being recommended that contributions are provided at a higher rate. He moved to call a town hall meeting to provide the faculty an opportunity to express their views regarding budget issues broadly.**

**Action: Motioned and seconded to call a town hall meeting. Opened for discussion; no discussion.**

**Vote: 54 – 0, 0 abstentions**

**Motion passes.**

**-Thanked many Academic Senate Committee Chairs and the Vice Chair of the Senate for their service and contributions. No further discussion.**

7. Reports of standing committees
- a. Committee on Committees
    - i. Confirmation of 2009-2010 standing committee appointments

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**Action: Motion to approve the 2009-2010 standing committee appointments. Moved and seconded. Opened for discussion; no discussion.**

**Vote: 54 – 0, 1 abstention**

**Motion passes.**

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b. Committee on Elections, Rules & Jurisdiction

**Committee on Elections, Rules & Jurisdiction Chair G.J. Matthey presented all of the proposed changes.**

i. Bylaw Changes

1. DDB 76: Proposed Revision of Davis Division Bylaw 76 (Faculty Research Lecture Committee) **[discussed first]** 10

**Briefly reviewed proposed changes to DDB 76. Opened for discussion, no discussion.**

**Action: Motioned and seconded to accept proposed changes. No further discussion.**

**Vote: 54 – 0**

**Motion passes.**

2. DDB 111: Proposed Deletion of Davis Division Bylaw 111 (Proposal to disband the Student Faculty Relationships Committee) **[discussed third]** 11

**Briefly reviewed the deletion of DDB 111 and reasoning behind the Student-Faculty Relationships Committee's request to disband. Highlighted the proposed delegation of functions.**

**Discussion ensued: The 2009-10 Chair of SFR Raul Piedrahita reinforced the proposed points to disband; noted the Grade Change Committee's jurisdiction over all grade changes items and the lack of business for SFR. The concern of the Senate removing itself from this role was voiced; however, it was noted that SFR was not an empowered body.**

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**Action: Motion to approve the proposed deletion of DDB 111. Seconded. Opened for discussion. Discussion ensued regarding the origination of the committee from the free speech movement. Noted that SFR's role as providing routing advice to other committees/areas on campus could be served by a single contact, and that most other UCs do not have a SFR Committee. Clarified that cases of misconduct are routed directly to the Chancellor.**

**Vote: 39 – 5, 7 abstentions**

**Motion passes.**

- |  |    |
|--|----|
| 3. DDB 121: Proposed Revision of Davis Division Bylaw 121  | 13 |
| (Proposal to increase the membership of the Undergraduate Instruction and Program Review Committee) [discussed fourth] |    |

**Briefly reviewed proposed changes to DDB 121. Opened for discussion, no discussion.**

**Action: Motioned and seconded to accept proposed changes. No further discussion.**

**Vote: 54 – 0**

**Motion passes.**

- |  |    |
|--|----|
| 4. DDB 123: Proposed Revision of Davis Division Bylaw 123  | 15 |
| (Proposal to increase the membership of the Undergraduate Scholarships, Honors, and Prizes Committee) [discussed second] |    |

**Briefly reviewed proposed changes to DDB 123 driven by heavy workload. Opened for discussion, no discussion.**

**Action: Motioned and seconded to accept proposed changes. No further discussion.**

**Vote: 54 – 0**

**Motion passes.**

- c. Distinguished Teaching Award Committee
  - i. Confirmation of the 2009 Distinguished Teaching Award recipients

**Distinguished Teaching Award Committee Chair John Harada briefly reviewed the 2009 Distinguished Teaching Award recipients:**

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*Undergraduate Category*

- Liz Applegate, Department of Nutrition
- Judy Callis, Department of Molecular and Cellular Biology
- Motohico Mulase, Department of Mathematics

*Graduate/Professional Category*

- Marc Blanchard, Department of Comparative Literature
- Ines Hernandez-Avila, Department of Native American Studies
- Mark Lee, M.D., Department of Orthopedic Surgery, School of Medicine

**Action: Motion to accept the recommendations. Moved and seconded. No discussion.  
Approved by applause.  
Motion passes (no vote taken).**

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8. Petitions of Students - **none**
9. Unfinished Business - **none**
10. University and Faculty Welfare - **none**
11. New Business
  - a. Resolution on Hiring Practices and Faculty Searches

**Committee on Academic Personnel Chair William Casey presented the reasons for the proposed resolution for hiring practices and faculty searches. He shared the deep concern of CAP regarding egregious cases witnessed by the Committee (lacking information, conflicts of interest, suspect searches, etc). He explained that the Senate is disenfranchised in the hiring process unless transparent information is provided. Noted that in the cases when CAP has rejected the candidate, CAP's recommendation has been overturned by the administration without fail.**

**The resolution was reviewed and discussed. Motioned to pass the resolution. Seconded. Opened for discussion. Discussion ensued.**

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**Jim Chalfant suggested an amendment in a friendly spirit, in support of item 2 (page 22 on the agenda) in the CAP resolution:**

**“copies of all relevant documents, including the approved position description, search plan, and interim and final recruitment reports.”**

**Action: Moved to accept. Seconded. Accepted as a friendly amendment. (no vote taken)**

**Discussion continued; several members from the School of Medicine voiced opposition regarding the mandate including all series, since urgent clinical faculty often need to hire from within. The Clinical X series was discussed; Dan Simmons motioned to add paragraph #4 and remunerate, stating:**

**“Paragraphs 2 and 3 of this resolution do not apply to appointments described in APM 275 (Professor of Clinical (e.g. Medicine) Series).”**

**Action: Moved and seconded to add friendly amendment. No further discussion.**

**Vote: 51-0, 2 abstentions**

**Motion passes.**

**Continued discussion urging the need to pass the resolution. SOM faculty voiced concerns regarding the process and possible delays for expedited requests. It was argued that the resolution would not slow the process and instead clarify the requirements. The destruction of collegiality in departments because of suspicious searches/appointments was also mentioned. The resolution was argued as a tool used to support the integrity of the faculty. Suggestion to change the resolution to ladder ranked faculty only due to differences in interpretations of the resolution; however, it was agreed that additional consideration needed to be given to the resolution, especially considering the concerns raised by the SOM faculty.**

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**Action: Motion to table discussion/resolution to the Fall Quarter meeting of Representative Assembly, 2009.**

**Vote: 37-7, 1 abstention**

**Motion passes.**

**Chair Powell requested that the School of Medicine speak with him further after the meeting. Motioned and seconded to adjourn. Meeting adjourned.**

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**ANNUAL REPORT**  
**COMMITTEE ON ACADEMIC PERSONNEL – OVERSIGHT COMMITTEE**  
2008-09

The Committee of Academic Personnel – Oversight Committee (CAP) advises the Vice Provost for Academic Personnel on matters that affect the personnel process. These include promotions, appointments, terminations, multiyear accelerations within rank that involve skipping a step, high-level merit actions, third-year deferrals, five year reviews, and appraisals. CAP also recommends membership on ad hoc committees and these are then appointed by the Vice Provost. CAP advises both the Academic Senate and the Vice Provost on academic personnel matters as they arise. CAP appoints and directs the Faculty Personnel Committees (FPCs) that advise the Deans on redelegated personnel actions (Appendix E). Appendix F provides a list of CAP's principal tasks.

**Faculty Advancement Criteria:** CAP evaluates candidate files according to guidelines established in the Academic Personnel Manual (APM-210). CAP's mandate is to assure fair and equitable treatment of all faculty while ensuring that high standards of scholarship are maintained across the campus. Its goal is to apply fair, objective, and uniform standards of evaluation across the disciplines, recognizing the variability of measures of accomplishment and success from one discipline to another. Teaching, research or creative activity, service, and professional competence are evaluated.

CAP bases its judgments on documents provided in the formal personnel evaluation process, including documents contained in each candidate's dossier, evaluations by departmental faculty and the chair, commentaries from the dean, and when appropriate, assessments from external evaluators. CAP may also get input from a three-person ad hoc committee appointed by the Vice Provost--Academic Personnel following CAP's recommendations.

CAP's judgments are guided by the wording of the APM, according to which the "indispensable qualification" for advancement at all levels is "superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement." CAP typically recommends advancement of a faculty member after the normal period at rank and step on the basis of a record of balanced accomplishment in research and/or creative activity, teaching, and service. Alternatively, CAP might make a favorable recommendation when it judges the performance to be well above expectations in one category although it was below expectations in another, as appropriate to rank and step. Time spent on an activity is not considered to be a substitute for accomplishment. CAP does not use time in service (except for deferrals) or health or personal issues in judging merit advancements.

CAP's evaluation of research reported in peer-reviewed publications (and in other venues) and of creative work presented in many forms and venues is based principally on the originality, creativity, and impact of the work as judged by peers. CAP's primary criteria for the evaluation of teaching are effectiveness and impact, as well as the candidate's command of his or her subject, scholarly growth, and presentation of material in ways that help students to think critically, independently, and creatively. Advising and mentoring activities as well as student evaluations are given substantial weight in judging teaching performance. CAP is also

influenced by the amount, variety, and difficulty of teaching. In evaluating service, CAP assesses the effort, impact and outcome.

**Academic Personnel Actions:** During the 2008-09 academic year (September through August), CAP met 44 times out of 52 weeks. CAP also provided advice on numerous other issues related to academic personnel. These include eight 'Change-of-Title actions, eleven Endowed Chair actions, review of ten Academic Plans, eight Third-Year Deferrals, twenty Five-Year Reviews, five Emeritus actions, two reviews of proposals for Departmental Status and five appointments or reappointments as Chairs or Directors. CAP also spent two meetings reviewing files for Chancellor's Fellows recommendations and evaluated twelve Initial Continuing Appointments for Lecturers. Of the 545 total actions, the Vice Provost—Academic Personnel disagreed with CAP eleven times.

The agenda for CAP actions is determined by a priority list that treats appointments and tenure cases as high priorities and other actions variously less so (e.g., accelerations in the Above Scale Ranks). Once an item is on the CAP agenda, the normal completion time was two weeks. Appendices A and B provide a summary of CAP's deliberations by category for the past academic year. Thirteen actions were referred to ad hoc committees (see below). Appendices A and B distinguish between actions involving faculty from the General Campus and the Schools of Medicine and Veterinary Medicine. This separation makes it possible to identify some differences between the general campus and the medical schools and also to indicate the extent to which CAP's deliberations involve important areas of the university that most faculty on the general campus seldom encounter.

**Promotions:** For promotions to Associate Professor and Professor, CAP recommended promotion in **114** of **152** cases; a further **23** cases were modifications from what had been proposed. Fifteen cases were recommended against.

**Accelerated Actions:** About one-quarter of the merit or promotion cases for members of the Academic Senate involved requests for accelerations. (These totals do not count the requests for accelerations evaluated by the FPCs). Appendix C lists the cases for accelerations that came to CAP (accelerations involving a promotion, a merit advancement to Professor, Step VI, and to Above Scale, as well as all accelerations that entailed skipping a step). Appendix C demonstrates that the overwhelming majority of cases that involved an acceleration received favorable recommendations from CAP.

Faculty who received favorable recommendations for a multi-year acceleration generally had received some major recognition nationally or internationally, had superior scholarly achievements, and were excellent teachers and active with service. At the upper levels of the professoriate the expectation of excellence in all areas grows with each step. In most cases in which CAP did not recommend the full proposed acceleration, CAP instead recommended a smaller acceleration (e.g., a one-year retroactive acceleration instead of a two-year acceleration). CAP understands that pressure for multi-year accelerations is increasing, in part, due to the pay cuts, furloughs and the absence of normal pay raises for several years. Salary and retention are completely beyond the charge of CAP. CAP is proscribed from considering them.

**Advancement to Associate Professor, Step IV:** Requests for advancement to Associate Professor, Step IV are seen by CAP because for faculty promoted to Associate Professor, Step I, such a merit would typically involve more than six years at rank. (However, if promotion or appointment was to a higher step, this is not the case). In addition, even if a faculty member has spent six years at rank, a merit advance rather than promotion may be appropriate if, for example, a submitted book manuscript only requires minor revision before it would be considered “in press.” These advancements to an overlapping step are extraordinary in the Associate ranks.

**Retroactive Merit Actions:** Retroactive merit actions may be requested by Deans and/or Faculty Personnel Committees. When considering a retroactive action, the review period ends the year before the proposed merit date (e.g., for an action retroactive to July 1, 2008, the creative work/research publications are counted to December 31, 2007, and teaching/service until June 30, 2007). Thus, retroactive recommendations should specifically discuss the record for this review period, and why it supports the retroactive merit.

**Career Equity Reviews:** To address potential inequities at both the point of hire and/or during a faculty member’s advancement, *Career Equity Reviews* are conducted. Career equity reviews consider the entire career record of the individual to determine if current placement on the academic ladder is consistent with faculty at equal and higher rank and step. In 2008-09 CAP conducted 9 career equity reviews that were initiated at a lower level of review. CAP also conducts career reviews for every major advancement.

**Five-Year Reviews:** CAP carried out 20 five-year reviews, recommending “no advancement, performance satisfactory” in 11 cases and recommending “no advancement, performance unsatisfactory” in 7 cases. There was also one tie vote and an additional case that was recommended for merit advancement, although it was not requested.

**Initial Continuing Appointments:** CAP reviewed and made recommendations on 12 initial continuing non-Senate appointments in 2008-09. CAP made favorable recommendations for an initial continuing appointment in all of these cases. Teaching excellence is the overriding requirement for a continuing appointment.

**Ad Hoc Committees:** Review by an ad hoc committee may be required in cases of major advancements (promotions to the Associate Professor and full Professor rank, and merit advancements to Professor, Step VI and Above Scale) and for appointments with tenure. CAP’s membership reflects the variety of disciplines represented on campus and is guided by external reviewers’ evaluations, but CAP looks to campus ad hoc committees for highly specialized expertise. CAP proposed ad hoc committees in 13 cases, and agreed with the recommendation of these committees in all but a single case, where CAP reached a tie vote. CAP thanks the faculty members who served on these committees for giving so generously of their time and for the high quality and objectivity of their evaluations and reports. Further, to acquaint new faculty with the personnel process, it has long been policy to appoint Assistant Professors (Steps III and IV) as observers to ad hoc committees on promotions to Associate Professor or Professor.

**Faculty Personnel Committees:** Faculty Personnel Committees (FPCs) advise the deans on personnel actions redelegated to the deans (except, in most cases, first actions after a promotion or appointment). In 2008-09, these actions included appointment of Assistant Professor, Steps I-III; most normal and accelerated merit actions that do not skip a step (up to and including Professor, Step IX, with the exception of merit increases to Professor, Step VI); most normal merit actions for Lecturers and Senior Lecturers with Security of Employment; and Unit 18 actions (including appointments and reappointments of Lecturers and Senior Lecturers without Security of Employment).

The FPCs reviewed 378 cases (Appendix D) out of 522 actions. Of these 522 actions, 144 were first actions after a faculty appointment or a promotion, which are handled by the Deans without FPC input. In the remaining cases, the FPCs recommended advancement or acceleration in 348 cases and against the action in 30 cases; the Deans agreed in all but six cases (354 approvals, 24 denials). Post-factum audits of these recommendations and files by CAP indicated broad agreement with the FPC recommendations, with a handful of exceptions. Among the School of Medicine, the FPC actions totaled 178, but were almost evenly split between Academic Senate (85) and Academic Federation (93) titles.

FPCs are appointed by CAP upon recommendation of the various Executive Committees of the colleges and schools (Appendix E). CAP appreciates the dedicated efforts and hard work of the members of these committees.

### **Rate of advancement and salaries**

Statistical data compiled by UCSC indicates that UCD is advancing faculty at a similar rate as other campuses [Figure 1]. This subject has been presented and discussed at the UC Systemwide CAP and will continue to be analyzed at this level.

### **Concerns about Faculty Searches and Internal-UCD Appointments**

The 2008-2009 CAP is alarmed about the undermining of fair search procedures in a few cases. The APM requires that a fair and open search be conducted for most academic positions. Cases where CAP became alarmed fall into two broad categories: (1) Cases where the search was conducted but clearly engineered to identify an internal candidate; and (2) Cases where a search was waived to hire an internal candidate, commonly from the Adjunct ranks.

These cases are not subtle. In one case, the winning candidate was identified in a search where the Search Committee was discovered to include the PhD research director and close collaborators. Outside letters were solicited only from other collaborators. In another case, an administrator was switched from the Adjunct to Professorial ranks over the unanimous objections of CAP who considered the record unqualified, as did much of the targeted academic department. In a third case, an internal candidate was hired over the unanimous vote of 'unqualified' by the Faculty Personnel Committee and input from the Academic Senate was initially skipped.

CAP's recommendations about suspect appointments were overturned by the Vice Provost—Academic Personnel and comprise less than one percent of the 545 actions.

The threat to the quality of the institution by undermined hiring procedures is pernicious. In general, these hirings are possible only because the process is confidential and CAP urges the Academic Senate to become more fully involved.

### **Acknowledgments**

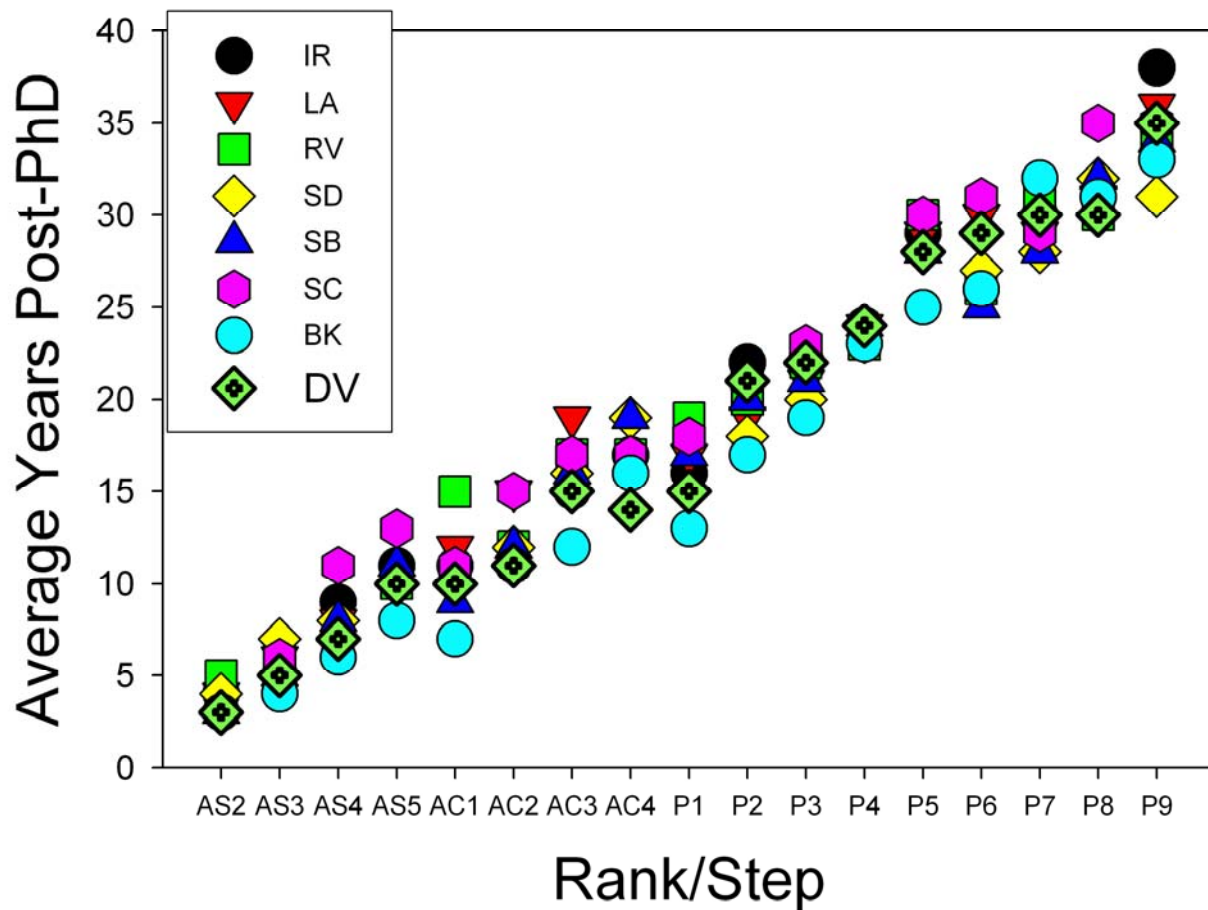
CAP would like to express appreciation to the Academic Senate staff, in particular Solomon Bekele for his efficient and professional service and support and Shelley Lopez-Emerson for her efforts on behalf of ad hoc committees. CAP would also like to thank Vice Provost Barbara Horwitz and her staff. They have been a pleasure to work with.

Respectfully submitted,

William H. Casey, Chair

### **CAP's Membership 2008-09**

William H. Casey, Chair  
Xiaomei Chen  
Robert Feenstra  
Laurel Gershwin  
Hung Ho  
Ahmet Palazoglu  
Gregg Recanzone  
Scott Simmon  
Jonathan Widdicombe



**Figure 1:** UCD does not advance faculty significantly differently than any sister campus. Please note that these data are current to 2007 and were generated by Prof. Lori Kletzer at UCSC. On this diagram, a lower position indicates more rapid progress through the merit system. Full reports are available at: [http://academicsenate.ucdavis.edu/documents/UCD\\_UC\\_salaries.pdf](http://academicsenate.ucdavis.edu/documents/UCD_UC_salaries.pdf) and <http://senate.ucsc.edu/JointTaskForce/FacultySalary%20TaskForce%20Final%20ReportwCharts.pdf>.



## APPENDIX A: ACTIONS<sup>1,2</sup> ON GENERAL CAMPUS

	Recommended Positive	Modified	Recommended Negative
<b>Appointments</b>			
Assistant Professor (11)	9	1	1
Associate Professor (4)	4	0	0
Professor (20)	17	2	1
Via Change in Title (2)	2	0	0
Initial Continuing Non-Senate (12)	12	0	0
Endowed Chair (5)	5	0	0
Department Chair Reappointment (2)	2	0	0
University Professor (1)	1	0	0
<b>Promotions</b>			
Associate Professor (52)	34	10	8
Professor (38)	31	7	0
<b>Merit Increases</b>			
Assistant Professor (1)	1	0	0
Associate Professor (18)	15	1	2
Professor (84)	57	7	20
Professor, Step V to VI (41)	32	0	9
Professor, Step IX to Above Scale (12)	7	0	5
Professor, Above Scale (11)	9	0	2
Proposed Retroactive Actions (6)	5	0	1
<b>Miscellaneous Actions</b>			
Senior Lecturer, SOE (1)	0	0	1
Career Equity Reviews (7)	3	0	4
TOE Screenings (1)	1	0	0
POP Screenings (1)	1	0	0

<sup>1</sup>numbers may not reflect actions that are still pending. <sup>2</sup>The numbers include faculty in the Adjunct Series, those with split appointments and Ladder-rank faculty.

APPENDIX B: ACTIONS<sup>1,2</sup> ON SCHOOL OF MEDICINE AND SCHOOL OF VETERINARY MEDICINE FILES

	Recommended Positive	Modified	Recommended Negative
<b>Appointments</b>			
Assistant Professor (3)	2	1	0
Associate Professor (5)	4	1	0
Professor (11)	8	3	0
Via Change in Title (6)	5	0	1
Endowed Chair (6)	5	0	1
Department Chair Reappointment (3)	3	0	0
<b>Promotions</b>			
Associate Professor (31)	25	5	1
Professor (31)	24	1	6
<b>Merit Increases</b>			
Assistant Professor (5)	5	0	0
Associate Professor (5)	5	0	0
Professor (42)	30	1	11
Professor, Step V to VI (15)	10	0	5
Professor, Step IX to Above Scale (3)	2	0	1
Professor, Above Scale (2)	1	0	1
Proposed Retroactive Actions (4)	4	0	0
<b>Miscellaneous Actions</b>			
Career Equity Reviews (2)	2	0	0
TOE Screenings (2)	0	2	0
POP Screenings (1)	1	0	0

<b>Other Actions, all colleges</b>
Appraisals (34)
Non-Personnel Actions (43)
Five-year reviews (20)
Third year deferrals (8)

<sup>1</sup>numbers may not reflect actions that are still pending. <sup>2</sup>The numbers include faculty in the Adjunct Series, Clinical-X Series, Professor In-Residence, those with split appointments and Ladder-rank faculty.

## APPENDIX C: SUMMARY OF ACCELERATED ACTIONS

<b>Type of Acceleration Proposed</b>	<b>Total Proposed</b>	<b>CAP Rec in Favor<sup>#</sup></b>	<b>CAP Rec Against</b>	<b>% Rec in favor</b>
1-yr acceleration (General Campus) <sup>1</sup>	31	21 + 3 adjustments	7	77%
1-yr acceleration (SOM + VM) <sup>2</sup>	9	5 + 1 adjustment	3	66%
2-yr acceleration (General Campus) <sup>3</sup>	14	7 + 6 adjustments	1	93%
2-yr acceleration (SOM and VM) <sup>2</sup>	3	2 + 1 adjustment	0	100%
3-yr acceleration (General Campus) <sup>2</sup>	15	5 + 10 adjustments	0	100%
3-yr acceleration (SOM and VM) <sup>2</sup>	4	2 + 2 adjustments	0	100%
3+-yr acceleration (General Campus) <sup>2</sup>	1	1 adjustment	0	100%
3+-yr acceleration (SOM and VM) <sup>2</sup>	1	0	1	0%
<b>Total Proposed Accelerations (General Campus)</b>	<b>61</b>	<b>53</b>	<b>8</b>	<b>87%</b>
<b>Total Proposed Accelerations (SOM and VM)</b>	<b>17</b>	<b>13</b>	<b>4</b>	<b>76%</b>
<b>Total</b>	<b>78</b>	<b>66</b>	<b>12</b>	<b>85%</b>

<sup>1</sup>Vice Provost disagreed with two CAP recommendations; <sup>2</sup>Vice Provost agreed with all recommendations; <sup>3</sup>VP disagreed once; <sup>#</sup>adjustments are most often for a smaller acceleration, but are sometimes recommendations for greater advancement than requested.

APPENDIX D: REDELEGATED MERIT ACTIONS

College/Div/School	FPC Recommendation		Dean's Decision		1 <sup>st</sup> Actions w/o FPC Input
	Yes (+tie vote)	No	Yes	No	
CAES	57+1	2	58	2	11
CBS	12	1	12	1	6
EDU	1	0	1	0	5
ENG	39+3	6	44	4	0
GSM	1	0	1	0	3
HArCS	40+1	3	43	1	14
MPS	19	1	19	1	18
SS	36	4	37	3	15
LAW	4	0	4	0	1
SOM	96	11	97	10	71
VM	38	2	38	2	0
<b>Total</b>	<b>348</b>	<b>30</b>	<b>354</b>	<b>24</b>	<b>144</b>

APPENDIX E:  
FACULTY PERSONNEL COMMITTEES  
2008 – 09

COLLEGE OF AG. & ENVIRONMENTAL SCIENCES

Chris Calvert (Animal Science) - Chair  
Eliska Rejmankova (Env. Sci. and Policy)  
Terry Nathan (LAWR)  
Dina St. Clair (Plant Sciences)  
Jim Chalfant (Ag & Resource Economics)  
Martin Kenney (H&CD)

COLLEGE OF ENGINEERING

Greg Miller (Applied Science) - Chair  
Joanna Groza (Chem Eng & Materials Science)  
David Slaughter (Biol. & Ag Eng)  
Rob Chai (Civil & Env. Eng)  
Abdul Barakat (Mech. and Aero. Eng.)  
Matthew Franklin (Computer Science)

COLLEGE OF LETTERS & SCIENCE

Ross Thompson (Psychology) - Chair  
Mark Kurth (Chemistry)  
Michael Kapovich (Mathematics)  
Hilary Hoynes (Economics)  
Blake Stimson (Art and Art History)  
Lynette Hunter (Theatre & Dance)

COLLEGE OF BIOLOGICAL SCIENCES

John Meeks (Microbiology) - Chair  
Charles Gasser (MCB)  
\*\*\*Peter Wainwright (Evolution & Ecology)\*\*\*  
\*\*Neelima Sinha - (Plant Biology)  
Dave Furlow - NP&B  
\*\*\*Replacement for Charles Langley who is on sabbatic leave 2008-09  
\*\*Replacement for Anne Britt who is on sabbatical leave 2008-09

## GRADUATE SCHOOL OF MANAGEMENT

Kim Elsbach (GSM) - Chair

Klaus Nehring - Economics

Prasad Naik (GSM)

## SCHOOL OF LAW

Michael Maher - (GSM) - Chair

Lisa Ikemoto

Holly Doremus

Gail Goodman (Psychology)

Keith Aoki

## SCHOOL OF MEDICINE

Vijay Khatri (Surgery) - Chair

David Fyhrie (Orthopaedic Surgery)

Regina Gandour-Edwards (Pathology & Lab Med)

Dennis Styne (Pediatrics)

Nipavan Chiamvimonvat (Internal Medicine)

Andrew Vaughan (Radiation Oncology)

John Payne (Physiology and Mem Biology)

Richard Tucker (Cell Biology and Human Anatomy)

## SCHOOL OF VETERINARY MEDICINE

Alan Conley (PHR) - Chair

Mark Kittleson - Medicine & Epidemiology

Lisa Tell - Medicine & Epidemiology

Linda Lowenstine (PMI)

Robert Poppenga - CAHFS

## SCHOOL OF EDUCATION

Robert Blake - (Spanish) - Chair

Jon Wagner (Education)

Thomas Timar (Education)

APPENDIX F: PRINCIPAL TASKS OF THE  
COMMITTEE ON ACADEMIC PERSONNEL – OVERSIGHT COMMITTEE

1. Nominating faculty to serve on ad hoc committees which make recommendations for promotions, appointments, and upper level merit increases.
2. Reviewing the reports of ad hoc committees and independently evaluating the dossiers of the candidate under consideration.
3. Reviewing proposed accelerated merit increases, terminations, reconsiderations, third-year deferrals, five-year reviews, Chancellor Fellow and Endowed Chair appointments, and reappointments of department chairs.
4. Reviewing merit actions for department chairs, program chairs, associate deans, members of Faculty Personnel Committees (and their near relatives) and other individuals for whom such action has not been redelegated to deans.
5. Appointing faculty to serve on Faculty Personnel Committees.
6. Reviewing policy matters referred by the administration and by the chair or committee of the Academic Senate, as well as initiating new policies and changes in existing policies when appropriate.
7. Conducting an annual post-audit of the recommendations from the Faculty Personnel Committees.
8. Reviewing summaries of confidential files of individual faculty prepared at individual's request by the Vice Provost—Academic Personnel.
9. Approving departmental voting procedures.
10. Reviewing requests for Target of Excellence and Partner Opportunity Program positions.
11. Reviewing cases to ensure equity in the application of criteria for appointments, merits, and promotion actions.
12. Conducting career equity reviews and reviewing continuing appointments for Unit 18 Lecturers.

## Annual Report: Academic Year 2008-09

### Davis Division: Academic Senate

Committee on Academic Personnel, Appellate Subcommittee (CAPAC)
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Total Meetings: 10	Meeting frequency: upon receipt of appeal(s)	Average hours of committee work each week: 2-3 hours per committee member per appeal
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Total appeals reviewed: 35	Total of reviewed appeals deferred from the previous year: 3	Total appeals deferred to the coming academic year: 12 (not included in this report)
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Listing of bylaw changes proposed: None.
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Listing of committee policies established or revised: None
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Issues considered by the committee: None
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### **Committee's narrative:**

The 2008-2009 Committee on Academic Personnel, Appellate Subcommittee (CAPAC) reviewed 35 cases during this academic year (Table 1) in response to requests from the Office of the Vice Provost – Academic Personnel (Table 2) and individual Dean's offices (Table 3). CAPAC met 10 times, averaging 2 hours per meeting, to discuss these appeals.

CAPAC recommended granting 11 of 35 appeals reviewed. Table 4 shows the Vice-Provost's or Dean's decisions on these appeals, in relation to CAPAC's recommendations.



<b>Table 1: Origin of Appeals</b>	
<b>College/School</b>	<b># Appeals</b>
College of Agricultural & Environmental Sciences	4
College of Engineering	6
College of Letters and Science	15
School of Law	0
School of Medicine	6
School of Veterinary Medicine	3
College of Biological Sciences	1
Graduate School of Management	0
<b>Grand Total</b>	<b>35</b>

<b>Table 2: CAPAC Recommendations to the Vice Provost – Academic Personnel</b>				
		<b>GRANT APPEAL</b>		<b>DENY APPEAL</b>
<b>Action</b>	<b># Cases</b>	<b>Grounds of Procedure</b>	<b>Grounds of Merit</b>	<b>Grounds of Merit</b>
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	3	0	1	2
Accelerated Promotion (1, 2, 3 Yr)	6	0	0	6
Merit	4	0	1	3
Regular Merit, Above Scale	0	0	0	0
Promotion	8	0	5	3
CER Appeals ( <i>*1 appeal pending</i> )	2	0	0	1
Appointment by Change in Series	1	0	1	0
5 Year Review	1	0	0	1
<b>TOTALS</b>	<b>25</b>	<b>0</b>	<b>8</b>	<b>16*</b>

<b>Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Appeals)</b>				
		<b>GRANT APPEAL</b>		<b>DENY APPEAL</b>
<b>Action</b>	<b># Cases</b>	<b>Grounds of Procedure</b>	<b>Grounds of Merit</b>	<b>Grounds of Merit</b>
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	6	0	2	4
Accelerated Promotion (1, 2, 3 Yr)	0	0	0	0
Merit	4	0	1	3
Regular Merit, Above Scale	0	0	0	0
Promotion	0	0	0	0
<b>TOTALS</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>7</b>

<b>Table 4: CAPAC Recommendation vs. Final Decision</b>							
		<b>CAPAC Recommendation</b>		<b>FINAL DECISION</b>			
<b>ACTION</b>	<b># CASES</b>	<b>GRANT</b>	<b>DENY</b>	<b>GRANT</b>	<b>DENY</b>	<b>PENDING</b>	<b>OTHER</b>
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	9	3	6	4	5	0	0
Accelerated Promotion (1, 2, 3 Yr)	6	0	6	0	3	0	3
Merit	8	2	6	3	5	0	0
Promotion	8	5	3	6	2	0	0
Regular Merit, Above Scale	0	0	0	0	0	0	0
CER Appeals *(1 appeal pending)	2	0	1	0	1	1	0
Appointment by Change in Series	1	1	0	1	0	0	0
5 Year Review	1	0	1	0	1	0	0
<b>TOTAL</b>	<b>35</b>	<b>11</b>	<b>23*</b>	<b>14</b>	<b>17</b>	<b>1</b>	<b>3</b>

Respectfully submitted,

Stuart Cohen, Chair  
Judy Callis, Bryce Falk, Biswanath Mukherjee, Walter Stone  
Edwin M. Arevalo (Assistant Director, Academic Senate Office)

## Committee on Elections, Rules and Jurisdiction Annual Report 2008-2009

Total Meetings: 14	Meeting Frequency: 4-5 per quarter	Average Hours of Committee Work Per Week: 10
Total bylaw and regulation proposals, other advice matters, and elections supervised: 55	Total matters deferred from previous year: 6	Total matters deferred to coming academic year: 10

CERJ took the following actions during 2008-2009.

### **Proposed Amendments to Bylaws and Regulations**

*The Committee is authorized "To prepare and report for action by the Representative Assembly such changes and additions to the Bylaws and Regulations as it may deem advisable." (Davis Division Bylaw 71(B)(1)). The following changes were recommended during the academic year 2008-2009:*

(1) Davis Division Bylaw 99: Representation on the Committee on Research. The Committee on Research proposed that Davis Division Bylaw 99 be amended to add to Section B a provision for a representative of the Academic Federation to the Subcommittee on Research Policy. This proposal was adopted by the Representative Assembly on February 24, 2009.

(2) Davis Division Bylaws 39 and 40: Election To, and Term of Office of, the Committee on Committees. The Committee on Committees submitted a proposal which would change the beginning of the term of newly-elected members of the Committee on Committees to the September 1 following the election by removing the special provision for the beginning of term from Bylaw 39, so that Bylaw 30(G) would govern the term of service, as it does for all other committees. The amendment would also make each member of the Committee on Committees represent a specific constituency of faculty members rather than being "at-large" representatives of the entire faculty. This proposal was adopted by the Representative Assembly on February 24, 2009.

(3) Davis Division Bylaw 141: Change in Membership of College of Letters & Science Faculty. With the establishment of the University Writing Program (UWP), three faculty members in the professor series were appointed in the UWP. However, Davis Division Bylaw 141 and Bylaw 2(A) of the College of Letters and Science have both required Senate faculty in the College to hold appointments in "departments in which students in the College of Letters and Science may elect their major work," and UWP does not offer a major. CERJ, therefore, proposed that Davis Division Bylaw 141 be amended to grant membership in the Faculty of Letters and Science to faculty holding appointments in the UWP. After the Faculty of the College of Letters and Science made a corresponding change to its Bylaws, this proposal was adopted by the Representative Assembly on May 7, 2009.

(4) Davis Division Bylaw 56: Membership on Committee on Courses of Instruction. Before the creation of the College of Biological Sciences, there were three undergraduate colleges, each of which are represented by two members of the Committee on Courses of Instruction (COCI). There are now four undergraduate colleges, and equity requires that the newly-established fourth college should have the same level of representation as do the three older colleges. Since each of the three older colleges have two members, independently of their size, CBS should also have two members as in order to be equitably represented. An additional reason for this proposal was that COCI itself will be coming under significant strain due to the implementation of the new General Education Regulations. The addition of two members would be helpful in the implementation process. The proposal was adopted by the Representative Assembly on May 7, 2009.

(5) Davis Division Bylaw 148: Faculty of the School of Nursing. The Board of Regents has established a School of Nursing on the Davis campus. This proposal would establish a Davis Division Faculty of the School of Nursing. When the faculty is in place, steps may be taken toward establishing Bylaws for the Faculty of the School of Nursing, which in turn is necessary for the establishment of degree programs in the School. The proposal was adopted by the Representative Assembly on May 7, 2009.

(6) Davis Division Bylaw 123: Change in Membership of the Committee on Undergraduate Scholarship, Honors, and Prizes. It was proposed that the membership on the Davis Division Committee on Undergraduate Scholarship, Honors, and Prizes (CUSHP) be expanded from 16 to 20, in order to accommodate a heavy workload during a short period of time. The primary workload of the committee is reading undergraduate scholarship applications, which is done entirely in the Winter Quarter. In the other quarters, there are a few committee meetings, a few social events relating to certain scholarships, and an interview process to determine the university medalist. The proposal was adopted by the Representative Assembly on June 5, 2009.

(7) Davis Division Bylaw 121: Change in Membership of the Undergraduate Instruction and Program Review Committee. It was proposed that the membership on the Davis Division Undergraduate Instruction and Program Review Committee (UIPR) be clarified and re-constituted. Bylaw 121 (F) is unclear with respect to the number of members of UIPR. With the formation of the College of Biological Sciences (CBS), there are now four undergraduate colleges. The Bylaw would specify that the four members are to be drawn from CBS, College of Agricultural and Environmental Sciences, the College of Engineering, and the College of Letters and Science. The number of non-ex officio members of the UIPR not representing a college would be reduced from three to two. The proposal was adopted by the Representative Assembly on June 5, 2009.

(8) Davis Division Bylaw 76: Faculty Research Lecture Committee. Davis Division Bylaw 76 states that the term of office of members of the Faculty Research Lecture Committee is from April 1 to March 31 of the following year. By removing from the Bylaw the reference to a specific term of office, this proposal would bring the term of office of the Committee under Davis Division Bylaw 29(E). As a result, the term of office would be September 1 to August 31 of the following year. The timing of the nomination of the recipient to the Davis Division

Representative Assembly would be changed by the proposal from Fall Quarter to Winter Quarter. The proposal would also remove the specification that the Faculty Research Lecture be given during "Charter Week." Permitting the lecture to be given at any point in the spring quarter would allow flexibility in scheduling. The proposal was adopted by the Representative Assembly on June 5, 2009.

(9) Davis Division Bylaw 111: Elimination of the Committee on Student-Faculty Relationships. The 2008-2009 Committee on Student-Faculty Relationships requested that the committee be disbanded. This proposal would remove Bylaw 111, which establishes the existence of the committee. This proposal is the result of a self-study conducted by the Student-Faculty Relationships Committee. The Committee unanimously believes that conflicts or disagreements between faculty and students are most appropriately resolved at the department level. The number of cases that came to the Student-Faculty Relationships Committee over the last few years does not justify the existence of an Academic Senate Committee. The proposal was adopted by the Representative Assembly on June 5, 2009.

## **Editorial Amendments to Bylaws**

*The Committee is authorized "To make editorial and conforming non-substantive changes in Bylaws and Regulations with regard to numbering, headings, cross-references, organizational titles, details of style, and similar items." (Davis Division Bylaw 71(B)(1)).*

The editorial Bylaw amendments include conforming revisions regarding ex officio committee membership and representation. The two Bylaws to which the amendments would conform are:

(1) DDB 28(C). "No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Provost, Vice Provost, Dean, Associate Dean or titles with equivalent levels of administrative responsibility may serve as a member of a divisional committee or as a representative of the Davis Division to any taskforce, committee, or agency (except in a non-voting, ex officio capacity.)"

(2) DDB 29(A). "Regular standing committees shall consist of members of the Academic Senate or of such members in combination with student representatives and/or other non-Senate representatives."

The descriptions of these conforming Bylaw revisions are appended to this report.

## **Proposed Resolutions**

(1) Davis Division Regulations 522 and 523: Proposed Change in Effective Date. At the June 6, 2008 regular meeting of the Representative Assembly, Davis Division Regulations 522 (Baccalaureate Degree Requirement in General Education) and 523 (Criteria for General Education Certification) were adopted by the Assembly. Concurrent with the adoption of these Regulations, the Assembly approved an effective date of September 1, 2010. It was

proposed that the effective date be delayed by one year, with a new effective date of September 1, 2011. In order to meet the September 2010 implementation, all current courses (estimated at 1200-1600) would have to be updated to designate the appropriate "Literacy" by November, 2009, or at the latest by the end of the Fall Quarter 2009. Meeting this target was not feasible, for the following reasons:

- The colleges, departments, Academic Senate Office and administrative offices would need additional time to assure appropriate classification of courses and entry into the course database and the General Catalog.
- The current electronic Course Approval Form (CAF) system is sorely inadequate for the purposes of managing the workload associated with the revision of existing courses and any new course proposals.
- Campus departments and advisers need additional time to become knowledgeable about the new requirements in order to advise students under the old GE requirements and the revised GE requirements during the period in which the revised requirements are being phased in.

The proposal was endorsed by the General Education Committee and adopted by the Representative Assembly on February 24, 2009.

### **Formal Advice Issued**

*Most of the work of the Committee involves advising Senate officers, Senate committees, and individual members when questions or conflicts arise. Such advice is not formally binding but suggests the likely outcome should a formal Legislative Ruling be requested. Advice of a recurring nature and/or of general importance is listed below and is also published in CERJ's online Archive of Advice.*

(1) Appointment of Graduate Students to Teach Upper-Division Courses. A problem regarding the appointment of graduate students to teach upper-division courses was brought to CERJ's attention. The complete Advice dated October 13, 2008, including background and rationale, is appended to this report.

(2) Faculty Conferring on Personnel Actions. CERJ was asked whether department members have the right to confer among themselves before voting on personnel matters. The complete Advice dated November 7, 2008, including background and rationale, is appended to this report.

(3) Faculty Consultation in Appointment of Department Chairs. The Divisional Chair solicited CERJ advice regarding the question of the role opinion of faculty has in determining the chair of a department. The complete Advice dated December 15, 2008 is appended to this report.

(4) Representative Assembly Meeting Call: CERJ asked by the Executive Director whether paper versions of the Meeting Calls of the Representative Assembly (RA) are required to satisfy the conditions laid down in Davis Division Bylaw 19 for notification of RA meetings. The complete Advice dated December 16, 2008 is appended to this report.

(5) Department Chairs on CAP: CERJ was asked by the Divisional Chair whether any legislation which prohibits a department Chair from service on the Committee on Academic Personnel. The complete Advice dated January 13, 2009 is appended to this report.

(6) Ex Officio Voting Rights: A Divisional committee inquired of CERJ whether ex officio members on standing committees have the right to vote on committee business. The complete Advice dated January 22, 2009, including background, rationale, and examples, is appended to this report. A further question considered by CERJ in connection with this issue was whether the Librarian, Registrar and Admissions Officer (all of whom are Senate members) are covered by DDB 28(C), which states, "No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Provost, Vice Provost, Dean, Associate Dean or titles with equivalent levels of administrative responsibility may serve as a member of a divisional committee or as a representative of the Davis Division to any taskforce, committee, or agency (except in a non-voting, ex officio capacity.)" The Chairs of the relevant committees were surveyed, and there was no support for applying DDB 28(C) to those holding the titles mentioned above. CERJ did not pursue this issue any further.

### **Other Advice/Responses Provided**

*The following advice relates to matters which are of a one-time nature or of less general applicability than the formal advice listed above. Only selected matters are reported here.*

CA&ES Special Review Committee. A special review committee was created by the Executive Council to investigate various complaints by departments of improper actions by the administration of the College of Agricultural and Environmental Sciences (CA&ES). CERJ was asked to provide advice on which part of the special review committee report should be made public. CERJ advised that the entire report should be made public. The report was received by the Representative Assembly on February 24, 2009.

Petition from a Graduate Student. The Executive Director received a communication from a student who has been dismissed from his graduate program and whose appeal to Graduate Studies has been denied. CERJ gave advice on how to answer this student's request for information about how to submit a student petition to the Division.

Housing of Majors in CA&ES. Informal advice was sent to a faculty member requesting advice about procedures for establishing a new major in the College of Agricultural and Environmental Sciences (CA&ES). It was advised that majors are governed by colleges, and that the only formal procedure required in the CA&ES Bylaws is approval by the college Undergraduate Majors and Curriculum Committee. It was further advised that the faculty member refer questions about procedures within the college to the college's Rules and Jurisdiction Committee.

Information Technology Committee. Advice was sent to the Divisional Chair regarding the appointment of Senate representatives to three campus informational technology committees. The advice was that it would be in the best interests of the Senate to make these appointments. The Chair accepted the advice and stated that he would move forward with the process of appointing representatives.

Secret Ballots on Personnel Votes. A faculty member inquired about what constitutes a "secret ballot," to which faculty are entitled in voting on personnel actions by Academic Senate Bylaw 55. His question was answered by another source before CERJ could provide advice.

Ph.D. Appeal Letter. A graduate student has been trying to appeal to the Senate the denial of his Ph.D. Advice was sought by the Executive Director about who should sign a letter regarding the Senate's position on the status of his petition. CERJ advised that the letter should be signed by the Chair of the Senate.

University Librarian on the Library Committee. The Executive Director inquired as to whether the University Librarian of the Davis campus is an ex officio member of the Library committee, since Davis Division Bylaw 83(B) did not state that this was the case. In consultation with the Library Committee, CERJ determined that the Librarian is an ex officio member, and this status was added to the Bylaw in an editorial revision that is a part of the revisions appended to this report.

HArCS Special Review Committee. The Divisional Chair sought the advice of CERJ regarding setting up a Special Review Committee to investigate complaints by Senate members in the College of Humanities, Arts and Cultural Studies (HarCS), specifically with respect to the role of the opinion of faculty in the appointment of the Chair of a department. CERJ provided advice on the creation of the committee.

Vote on Faculty Transfer. A situation arose in which a faculty member in a program wished to transfer to a department outside the current college. A question arose as to whether the department that would lose the faculty member had any recourse with the college Dean regarding replacement of the position that would be lost. CERJ advised that the department has no such recourse.

Disestablishment of Organized Research Units. The Chair of the Committee on Research asked about what should be done when the policy of the Office of the President and the Davis Division Policies and Procedures Manual are in conflict. This conflict was relevant to the process of the disestablishment of an Organized Research Unit. The Chair reported shortly thereafter that the matter had been resolved, and there was no need for CERJ advice.

Special Committee on Student Evaluations. CERJ was consulted in the process of drafting a possible resolution for the February 24, 2009 Representative Assembly meeting. This resolution, which was ultimately not brought forward, would have established a special committee devoted to student evaluations. This committee would have been in response to the possible movement to an on-line course evaluation system.



Minimum Department Size. There was a proposal endorsed by a college Executive Committee to split an existing department into two departments. The Committee on Planning and Budget (CPB) objected to the establishment of one of the departments on the grounds that with only four members, it would be too small. The Executive Director asked for advice from CERJ as to whether there is Senate rules regarding the minimum number of faculty required for the formation of a department. CERJ advised that there are no such rules.

Distinguished Public Service Award Recipients. The Committee on Public Service wished to recommend five faculty members for the 2008-2009 Distinguished Public Service Award. Davis Division Bylaw 88(B)(2)(c) allows “up to four” “faculty members” to be nominated for the award in any given year. CERJ advised Senate staff that only four faculty members could receive awards. One award was given jointly to two faculty members and two others were given singly.

School of Medicine Bylaws. CERJ was asked to review proposed changes to the School of Medicine Bylaws. CERJ reviewed the changes and determined that they were consistent with divisional and systemwide legislation. The Bylaw changes will be placed on the October 2009 Representative Assembly agenda.

Replacement of a Committee Member. A member of a standing committee could not attend a committee meeting and asked that a member of her department attend in her place. CERJ advised that only the Committee on Committees has the authority to appoint a temporary replacement for absent committee members, and that the attendance of the fellow department member is at the discretion of the committee.

College of Engineering Bylaws. CERJ was asked to review proposed changes to the College of Engineering Bylaws. CERJ reviewed the changes and determined that they are consistent with divisional and systemwide legislation. The Bylaw changes will be placed on the October 2009 Representative Assembly agenda.

Committee on Committees Election Ballot & Extension Request. The Executive Director requested that CERJ review a draft of the Call for Nominations to Committee on Committees. CERJ approved the call, and it was distributed on April 3. CERJ was also asked for advice regarding an extension of the due date request from the College of Biological Sciences. The advice from CERJ was that the Bylaws are explicit about the time-period for nominations, and that they do not make any provision for an extension. CERJ also advised that the use of electronic signatures in lieu of handwritten signatures is not acceptable without a policy for their use, which does not exist at present.

Academic Personnel Process Review Task Force. The Chair of the Committee on Committees (COC) was concerned that the forthcoming report of the Academic Personnel Process Review Task Force might affect the nomination process for the Committee on Academic Personnel Oversight Committee (CAPOC). It was not known at that point whether the Task Force would recommend changing the size or composition of CAPOC. The Divisional Chair sought the advice of CERJ regarding the Committee on Committees' slate of nominees for 2009-2010. CERJ advised that COC may need to have two slates of nominees

ready in case the Representative Assembly were to adopt a change in the composition of CAPOC in response to the Task Force report. Because that report was not yet available when nominations were due, one slate of nominees was put forward by COC.

Representation of the Committee on Information Technology on CCFIT. The Executive Director inquired of CERJ whether the Committee on Information Technology (CIT) could appoint one of its non-Senate representatives to the Campus Council on Information Technology (CCFIT). CERJ advised that only Senate members may represent the Senate on external committees.

Registrar Membership on the Grade Change Committee. CERJ learned that the Grade Change Committee (GCC) was unaware of the ex officio membership of the Registrar, who has been sending a staff member to GCC meetings. CERJ apprised the Executive Director of the situation, and she said she would inform all parties of the Registrar's membership on GCC.

Systemwide Undergraduate Admissions Regulations. The Board of Regents approved substantial changes to admissions procedures. CERJ was asked to review revisions to the systemwide Regulations that would bring Senate policy into line with the Regents' action, as well as clarify other regulations. CERJ reviewed the revised Regulations and made some minor suggestions for changes to them.

Officers of the Division. CERJ was asked by the Executive Director for advice as to whether Divisional Representatives to the Senate Assembly are officers of the Division. CERJ advised that according to Davis Division Bylaw 10, they are not officers of the Division.

Divisional Representatives to the Assembly. The Executive Director referred to CERJ a request for interpretation of DDB 14(B), which empowers the Committee on Committees (COC) to fill vacancies when the number of nominations to COC is less than the number of positions to be filled. CERJ advised that COC has discretion to nominate between two persons (the actual number of vacancies) and five persons (the number that would be needed for a full election of six members were to be held).

Grade Change Guidelines. CERJ reviewed and approved revisions to the Grade Change Committee Guidelines.

Criteria for Faculty Hires. An inquiry was received from an emeritus Senate member concerning his department's criteria for evaluating potential faculty recruits. CERJ directed the inquirer to the previous advice on the use of collegiality in personnel actions.

Policy on the Grade "Incomplete". An inquiry was received from a program that wishes to place a time expiration limit on the completion of course in which the grade "incomplete" was received, a limit intended to apply to students not in residence. The program had been advised by the Office of the Registrar that this would conflict with Davis Division Regulation A540. CERJ advised that a time limit applies to students only during the period in which they are in residence.

UCD Health System Procedures. An inquiry was received from a faculty member questioning whether Hospital Policies and Procedures 1701, concerning the procedure for allocating individual responsibility in professional liability cases in which there has been a judgment, is consistent with the Code of the Senate. CERJ advised that nothing in the Code of the Senate conflicts with the policy in question.

## **Pending Matters for 2009-2010**

(1) Composition of the Joint Personnel Committee. Members of the Academic Senate/Academic Federation Joint Personnel Committee are appointed by the Senate and the Federation under provisions of the Bylaws of both entities. Davis Division Bylaw 129 specifies that the committee shall consist of 3 Senate members and 4 Federation members, with the Chair rotating between membership categories. Until May 2003 Academic Federation Bylaw XI(A) was consistent with the provisions of the Senate Bylaw. However, in May 2003 the Federation revised their Bylaw to specify that the Committee consists of 2 Senate members and 5 Federation members, with the Chair being a Federation member. As a result, the Senate and Federation Bylaws are inconsistent. Resolution of this inconsistency is pending.

(2) Graduate Program MOUs. Due to a recent action by the Executive Council, the Graduate Council now requires certain memoranda of understanding (MOUs) concerning administration, instruction, and student support for new and existing graduate programs. CERJ was directed by the Divisional Chair about how the MOUs could be enforced. The issue is still pending.

(3) Monitoring Performance of Senate Committees. The Chair of the Committee on Committees (COC) and the Divisional Chair raised the question of how the performance of Senate committee is monitored. The COC Chair, working with Divisional Chair, has formulated a proposal which has been sent to CERJ for advice regarding Bylaw interpretation and possible revision.

(4) Library Committee Reorganization. The Library Committee is drafting a proposal to change its composition significantly, which would require a Bylaws amendment as well as action by the college Faculties. If a final proposal emerges from the Library Committee, CERJ will review it in 2009-2010 to ensure its consistency with systemwide and divisional legislation and will also determine the necessary Bylaws and Regulations amendments.

(5) Authority for Transfer Credit. CERJ was asked to request a ruling by the systemwide Committee on Rules & Jurisdiction concerning whether the Admissions Officer on the Davis campus has the sole authority to rule on transfer credit for courses taken abroad but not under the auspices of the Education Abroad Program. CERJ is in the process of formulating a request for a ruling.

(6) Divisional Representatives to the Assembly. CERJ is considering revisions to the wording of DDB 14(C) to clarify the procedure for nominating Divisional Representatives to the

Assembly. The need for such clarification became apparent when CERJ was advising COC regarding the nomination of Divisional Representatives by COC due to an insufficient number of nominations during the nominating process. The advice is described in the previous section.

(7) Appellate Subcommittee of the Committee on Academic Personnel. The Divisional Chair requested advice on whether the Appellate Subcommittee of the Committee on Academic Personnel (CAPAC) has the authority to review negative recommendations by the Oversight Subcommittee of the Committee on Academic Personnel (CAPOC) on faculty appointments. CERJ is formulating a response and may recommend Bylaws amendments for clarification.

(8) CA&ES Bylaws Conformity. The College of Agricultural and Environmental Sciences (CA&ES) proposed amendments to its Bylaws in the past academic year. These amended Bylaws are being examined for conformity to systemwide and Divisional Senate Bylaws. Preliminary work on this issue has been done by CERJ.

(9) CA&ES Voting Rights. As a result of a recommendation of the Special Committee reviewing actions on personnel matters by the College of Agricultural and Environmental Sciences (CA&ES), CERJ was directed by the Representative Assembly to provide, after consultation with the Committee on Academic Personnel Oversight Subcommittee (CAPOC), advice to the Division concerning the role of Academic Federation members in personnel actions. A large number of unsolicited messages from CA&ES faculty were received and a listing of the relevant documents has been compiled. CERJ will shortly submit a draft of its advice to CAPOC.

(10) At CERJ's request, the Grade Change Committee has submitted a draft of guidelines for the use of the grade "N" (No Grade). CERJ provided some comments on the draft. The Grade Change Committee will discuss the guidelines for the use of the grade "N" in 2009-10.

Respectfully Submitted,

G.J. Matthey, Chair  
Thomas Farver  
Donna Shestowsky  
Kimberly Pulliam, Analyst

**Committee on Elections, Rules and Jurisdiction Advice**  
**Appointment of Graduate Students to Teach Upper-Division Courses**  
**October 13, 2008**

A problem regarding the appointment of graduate students to teach upper-division courses was brought to CERJ's attention. At present, approval is given by the Committee on Courses of Instruction (CoCI). There are times when the Chair of that committee is vacant and appointments need to be made under time constraints, and for this reason there should be a backup mechanism in place so that appointments can be made when the Chair of CoCI is vacant.

CERJ believes that there is an existing backup mechanism that can be used in these situations. Senate Regulation 750(B) regulates the appointment of non-faculty to teach courses above the lower division:

"Professors, professors in residence, professors of clinical \_\_\_\_ (e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. "

The Graduate Council (GC) thus has authority to authorize the appointments in question. Davis Division Regulations are silent on this point.

CoCI has stated in its published Policies and Procedures document that all applications must be approved by it.

[http://academicsenate.ucdavis.edu/committee\\_cci\\_policies.cfm#Als](http://academicsenate.ucdavis.edu/committee_cci_policies.cfm#Als)

CERJ believes it is clear that CoCI shares this authority with the Graduate Council, given that there are no Divisional rules to the contrary.

Therefore, CERJ advises that at times when the Chair of CoCI is vacant, approval be obtained from the Graduate Council. It is very unlikely that both Chairs would be vacant at the same time. No Bylaws or Regulations change would be needed under this arrangement. The Senate might wish to adopt a Divisional Regulation which spells out the authority to approve these requests. (Irvine is the only campus that has a Regulation. 450 which is virtually the same as SR 750(B).) But since the problem arises infrequently, it does not seem that any new Regulation is really needed.

It seems reasonable that the form used by CoCI should be used by GC in these circumstances.

[http://academicsenate.ucdavis.edu/coci/associate\\_instructor\\_form.doc](http://academicsenate.ucdavis.edu/coci/associate_instructor_form.doc)

The form should be signed by the Chair of the Graduate Council, though the evaluation of the applications could be delegated to the GC Courses Committee.

**Committee on Elections, Rules and Jurisdiction Advice**  
**Faculty Conferring on Personnel Actions**  
**November 7, 2008**

The following is advice from the Committee on Elections, Rules and Jurisdiction regarding a question about whether department members have the right to confer among themselves before voting on personnel matters.

Academic Senate Bylaw 55 spells out departmental voting rights in the cases of appointment, promotion, and advancement in rank, but it makes no reference to any activities prior to voting. Section 55(B)(7) states that "the actual method of voting shall be determined by the eligible voters," but it is not clear that prior conferring is a part of the "method of voting." Davis Division Bylaws make no reference to voting on the personnel cases covered by ASB 55.

The Academic Personnel Manual describes administration policies in these matters. Section APM-220 contains systemwide rules governing appointments, merit increases, and promotions. Section 220-80 concerns "Recommendations and Review: General Procedures." Clause c. states that "Each campus shall develop its own guidelines and checklists to instruct chairs about their duties and responsibilities in connection with personnel reviews. The chair has an obligation to consider the interests of both the candidate and the University, and to see to it that the departmental review is fair to the candidate and rigorous in maintaining University standards." Clause e. states that "The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) and present any significant evidence and differences of opinion which would support a contrary recommendation." This language refers to "consultation" generically and in no way restricts the kind of consultation. Thus, it is consistent with consultation among members of the department prior to a vote.

As noted, it is up to each campus to develop its own guidelines to instruct chairs in the process. Section UCD-220 covers personnel actions in the professor series. Of particular interest in that document is item IV.F.4.a.5), which states that Academic Senate Bylaw 55 "Does not allow constraints to be placed on those eligible to vote (e.g., attendance at meetings)." Denial of the opportunity to confer with other colleagues might be construed as a constraint on those eligible to vote. Also, IV.F.4.c states that "the process of consultation (APM 220-80-e) requires that the department chair report the consultative process used within the department in the departmental letter . . . ." There is no mention of any restrictions on the consultative process. APM 220-80-a states that "Formal considerations of appointments and reappointments, merit increases, non-reappointments, and promotions are normally initiated by the department chair, after appropriate consultation with members of the faculty." This indicates that at least the chair may consult with individual faculty members. APM 220-80-e states that "The chair shall report the nature and extent of consultation on the matter within the department (including any vote taken) . . ." (my emphasis). This seems to indicate that the consultation may include more than solicitation of opinions by the chair.

Most important is UCD-220, Procedure 1, "Appraisal, Merit, Promotion and Preliminary Assessment." Procedure 4 of the department chair is: "Consults with faculty, who meet, discuss candidate's record, and subsequently vote." Since part of the procedure is to meet and discuss

the candidate's record, it is absolutely clear that the Administration's procedures provide the right of faculty members to confer with one another prior to a vote. This Procedure does not state explicitly that all conferring take place within any particular meeting, though there seems to be a presumption that the discussion of the candidate's record be in the meeting at which a vote is taken. Again, there is no specific prohibition against prior conferring.

A final consideration is based on UCD-220 Exhibit A, "Consultation and Voting on Academic Senate Personnel Actions." This document states: "Within the limits of Bylaw 55, departments must decide upon their own voting procedures and submit those procedures in writing, through their dean, to the Oversight Subcommittee of the Committee on Academic Personnel (CAP) for review." If a department has any concern about whether and how pre-voting conferring among department members is permitted, it might be wise for a department to include a reference to prior consultation in its submitted procedures.

**Committee on Elections, Rules and Jurisdiction Advice**  
**Faculty Consultation in Appointment of Department Chairs**  
**December 15, 2008**

A question raised by Divisional Chair Powell for CERJ consideration is the following: What role does opinion of faculty have in determining the chair of a department?

CERJ's response is that the only role the opinion of the faculty has in the appointment of its departmental chair is that it represents fulfillment of an obligation of the administration to consult with the tenured members of its faculty. Nothing binds the Dean or Chancellor to follow the advice of the tenured members of the departmental faculty.

The Standing Orders of the Regents and the Academic Personnel Manual are relevant here.

SOR 100.6. "The Chancellor shall be responsible for the organization and operation of the campus, its internal administration, and its discipline."

We interpret "internal administration" to include appointments of department chairs.

APM-245-24(a) Authority: "The Chancellor has the authority to appoint department chairs upon the recommendation of the Dean or equivalent officer and after consultation with the tenured faculty in the department concerned."

The only action required with respect to tenured faculty is "consultation."

APM-245A, Appointment and Review of Departmental Chairpersons: II(A)(1)(b): "The Chancellor shall appoint the chairs of departments upon the recommendation of the appropriate dean; the dean shall consult with the tenured members of the departmental faculty prior to offering a formal recommendation."

Once again, the only action required is consultation. The only substantive difference between the Davis campus version of the APM in this regard is that it delegates the consultation process to the dean.



**Committee on Elections, Rules and Jurisdiction Advice**  
**Representative Assembly Meeting Call**  
**December 16, 2008**

The Committee on Elections, Rules and Jurisdiction (CERJ) was asked by Executive Director Anderson whether paper versions of the Meeting Calls of the Representative Assembly (RA) are required to meet satisfy the conditions laid down in Davis Division Bylaw (DDB) 19 for notification of RA meetings.

CERJ's advice is that paper versions are not necessary, and that it is sufficient that the Meeting Calls be distributed as attachments in electronic mail messages to the relevant parties. This advice is contrary to the advice given by CERJ on November 11, 2005. The relevant portions of that advice are quoted, and an analysis is given, below.

“(2) Does DDB 19 require the continued paper distribution of the RA meeting calls?”

DDB 19 requires the paper distribution of RA Meeting Calls. Neither web posting nor sending as an email attachment suffices for "sending" paper documents to the people specified in DDB 19, since the distinction the Bylaw draws between distribution to RA members and to other Senate members would then make no sense.

“(3) If a modification of DDB 19 is required for electronic distribution, what modification, if any, is recommended?”

We feel that paper copies should still be distributed to RA members and most or all of the other individuals specified in the first sentence of DDB 19 because (a) people are not likely to read the relevant material online; (b) RA members really need to have paper copies for reference at the meeting itself; and (c) if they printed it themselves, this would largely represent a cost shifting from the Senate office to individual faculty rather than a true cost saving.”

The present CERJ notes that DDB 19 makes no mention of paper distribution. Therefore, if paper distribution is to be required, there must be a compelling argument in favor of that requirement. The previous CERJ advice contains four arguments. As will be seen, the present CERJ finds none of them compelling. Only the first one addresses the question of whether paper documents are required. The other three address only the question of whether distribution by paper documents is advisable.

(1) “Neither web posting nor sending as an email attachment suffices for "sending" paper documents to the people specified in DDB 19, since the distinction the Bylaw draws between distribution to RA members and to other Senate members would then make no sense.” The distinction specifically is between two different modes of distribution of the Meeting Calls, corresponding to two different groups of individuals. The agenda and all documents pertinent to it are to be distributed to all RA members and a number of other individuals. The agenda only is to be distributed to all members of the Division. The issue is whether this distinction would be preserved without the use of paper documents. While CERJ agrees that distribution

by Web posting alone would blur the distinction, sending by electronic mail attachment does not. Two different attachments would be sent to the two different groups.

(2) "People are not likely to read the relevant material online." The culture of the campus at this time is such that nearly everyone is quite accustomed to reading documents attached to electronic mail messages.

(3) "RA members really need to have paper copies for reference at the meeting itself." Paper copies are available at the door. The relevant documents are projected onto a screen for each agenda item, and anyone on the floor can request that any passage in any document be shown.

Many members bring to the meeting laptop computers that can display the documents either as the attachment or on-line via a wireless Internet connection. Those receiving the Meeting Call by attachment can print those portions to which they think they need to make reference.

(4) "If they printed it themselves, this would largely represent a cost shifting from the Senate office to individual faculty rather than a true cost saving." This is true, but as the rebuttal to (3) notes, it is not likely that a great deal of printing will be done, in which case the antecedent of the conditional would not hold. Also, the cost-shifting mentioned has become part of the culture of the campus.

**Committee on Elections, Rules and Jurisdiction Advice**  
**Department Chairs on CAP**  
**January 13, 2009**

It is the unanimous opinion of CERJ that there is no legislation which would prohibit a department Chair from service on the Committee on Academic Personnel. Consequently, the appointment of a member of CAP to the position department Chair may be made without disqualifying the continuing service of that member.

**Committee on Elections, Rules and Jurisdiction Advice**  
**Ex Officio Voting Rights**  
**January 22, 2009**

Ex officio members may be divided between members of the Senate and non-members of the Senate, and separate rules apply to each group.

***Non-Senate Ex Officio Members***

Voting rights are governed by systemwide Bylaw 35(C).

<http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl35>

Clause 2 states the following:

“Only members of the Academic Senate may vote in Senate agencies and their committees when those agencies or committees are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions. [See Legislative Ruling 12.75]”

Davis Division Bylaw 28(F) duplicates the language of 35(C), except that it precludes voting when advice is given in the name of the Davis Division.

[http://academicsenate.ucdavis.edu/ceri/manual/dd\\_bylaws.cfm#28-](http://academicsenate.ucdavis.edu/ceri/manual/dd_bylaws.cfm#28-)

There are no explicit Bylaw provisions that give the right to vote on “other questions,” so non-Senate members do not have the right to vote on any issue.

***Senate Ex Officio Members***

Davis Division Bylaw 28(C) contains a restriction on voting by some ex officio Senate members (members of the Davis Division) of standing committees.

[http://academicsenate.ucdavis.edu/ceri/manual/dd\\_bylaws.cfm#28-](http://academicsenate.ucdavis.edu/ceri/manual/dd_bylaws.cfm#28-)

“No member of the Division holding an administrative title of Chancellor, Vice Chancellor, Provost, Vice Provost, Dean, Associate Dean or titles with equivalent levels of administrative responsibility may serve as a member of a divisional committee or as a representative of the Davis Division to any taskforce, committee, or agency (except in a non-voting, ex officio capacity.) These restrictions do not apply to chairs of academic departments or programs. (Am. 06/01/06)”

Any Divisional member of a standing committee holding one of the above titles may not vote on any issue.

***Representatives***

Davis Division Bylaw 29(F) denies voting rights to representatives on standing committees:

“Student representatives shall be appointed by the appropriate student government organization under procedures agreed to by the Executive Council. Non-student representatives shall be appointed in the manner designated in the Bylaw pertaining to the committee on which they are to serve. Representatives on a committee do not have voting privileges . . . .”

## **Other Rights**

### ***Ex Officio Members***

Universitywide Bylaw 39(C) grants to ex officio members the right to participate equally with regular members in all matters other than the prohibition against voting by non-Senate members.

“Except for the provision of Article C.2 of this Bylaw, ex officio members have the same powers as other members unless otherwise specified.”

The voting prohibition applies to Senate ex officio members by virtue of Davis Division Bylaw 28(C), where a limitation on the powers of ex officio members is “otherwise specified.”

### ***Representatives***

The other rights of representatives are governed by the remainder of Davis Division Bylaw 29(F):

“Representatives on a committee do not have voting privileges but they have the right to participate in committee deliberations, except as specified otherwise in the Bylaw pertaining to the specific committee involved, and they may have their opinions recorded. (En. 4/21/80; Am. 1/27/81)”

### **Ranked Nominees**

A final issue concerns a specific procedure for the selection of recipients of public service awards. The current process is to solicit rankings of nominees from all committee members and then to use these rankings as the basis of further actions.

Since ex officio members have the same powers, save for the power to vote, as all other members, these members are entitled to rank nominees for awards. However, the role of these rankings must be strictly advisory. CERJ interprets any action which is taken on the basis of these rankings which would eliminate any candidate as being a vote, and therefore such action may be undertaken only by a vote of the members who are not ex officio.

## Editorial Changes Made to Bylaws August 2009

Additions are indicated by **bold face** and deletions by ~~strike through~~.

38. Committee on Committees. The committee shall consist of the Chief Campus Officer of the Davis campus **non-voting** ex officio and nine members to be elected by the Division.

52. Affirmative Action and Diversity. This committee shall consist of seven members of the Academic Senate, the Vice Provost -- Faculty Relations **non-voting** ex officio, one undergraduate student representative, one graduate student representative, and three representatives appointed by the Davis Academic Federation.

63. Information Technology. This committee shall consist of 5 members and the Vice Provost for Information and Educational Technology **non-voting** ex officio. In addition, there shall be one undergraduate student representative, one graduate student representative, and one representative from the Academic Federation.

64. International Studies and Exchanges. This committee shall consist of seven members, one undergraduate student representative, one graduate student representative, and one Academic Federation representative. The seven regular members shall include at least one faculty from each Division of the College of Letters and Science and at least one faculty from each of the Colleges of Biological Sciences, Engineering, and Agricultural and Environmental Sciences. The Committee shall include as an ex officio member the campus representative to the University Committee on International Education, unless that individual is already a regular member of the committee. In addition, the committee shall include as ex officio members **when also members of the Senate and as representatives when not** the Directors of the Education Abroad Program, the Quarter Abroad Program, the Summer Abroad Program, Services for International Students and Scholars, and the International House. (Am. 1/27/81; 6/10/86; 6/8/98; 2/5/07)

80. Graduate Council. This council shall consist of thirteen Senate members (including a chair, a vice chair, and the Dean of Graduate Studies **non-voting** ex officio),

88. Public Service. This Committee shall consist of five Academic Senate members, two representatives appointed by the Davis Academic Federation, one undergraduate student representative, one graduate student representative, ~~and~~ as **non-voting** ex officio members, the Vice Chancellor of Research, Vice Provost for University Outreach and International Programs, the Dean of University Extension, and the Director of the Public Service Research Program **as an ex officio member when also a member of the Senate and as a representative when not**. (Am. 3/16/93; 11/2/92; 10/20/97; 6/8/98)

99. Research, Subcommittee on Research Policy. The Subcommittee on Research Policy shall consist of a chairperson who will chair both subcommittees, 10 members, the Vice Chancellor for Research **non-voting** ex officio, one member of the Subcommittee for the Faculty Grants Program ex officio and one representative of the Academic Federation.

113. Transportation and Parking. This committee shall consist of a Chairperson, four additional Senate members, and four ex officio ~~members~~ **representatives**: one ~~representative~~ each from the Davis Academic Federation, the Staff Assembly, the Graduate Student Association, and Associated Students.

121. Undergraduate Council. This council shall consist of twelve members, three undergraduate student representatives, one graduate student representative and two representatives appointed by the Davis Academic Federation. The members shall include a chairperson and vice-chairperson, a member of the Committee on Admissions and Enrollment, ex officio, the Davis campus Vice Provost - Undergraduate Studies, **non-voting** ex officio, the Registrar of the Davis campus, ex officio and the chairpersons of the four committees of the council.

83. Library. This committee shall consist of at least ten members, including the following: one undergraduate student representative; one graduate student representative; one representative appointed by the Davis Academic Federation; the chairperson of the library committee of each college or school having a library committee on the Davis campus; a faculty member from each college or school on the Davis campus that does not have a library committee but does have a committee with responsibility for library matters; and the University Librarian of the Davis campus **ex officio**.

**Annual Report: Academic Year 2008-09  
Davis Division: Academic Senate**

**Committee on General Education/GE  
Implementation Task Force**

Total Meetings <b>5 meetings (all joint meetings with the GE Implementation Task Force)</b>	Meeting frequency <b>~2 times per quarter</b>	Average hours of committee work each week: <b>~1 hr per week, but work came in large clusters. Co-chairs worked many hours each week through the year.</b>
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One proposal reviewed: <b>Revised GE requirement</b>	Review of revised GE proposal was ongoing from the previous year.	Proposals deferred to the coming academic year: <b>None</b>
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**Listing of Regulation changes proposed: None.**

**Listing of committee policies established or revised: None.**

**Committee activities:**

Met jointly five times with the GE Implementation Task Force to discuss implementation. Conducted addition business via frequent email discussions.

Developed resolution to delay implementation until September 2011 due to staff resources, development of an adequate system, and significant course workload.

Provided materials and revised General Education Web Site.

Prepared sample assignments and course justifications for Writing, Oral, and Visual literacies.

Prepared checklists for each core literacy.

Revised course approval descriptions based on conversations with implementation task force members.

Worked with Registrar's office to create advisory course listings to be used by departments when designating courses for GE credit.

Worked with the Registrar's Office, the Committee on Courses of Instruction, and Student Affairs to develop the General Education Tracking System (GETS).

Worked with the Registrar's Office to develop the "How To" and Training documents for the GETS system.

Held a meeting on the topic of General Education for all department chairs on May 5, 2009.

Sent out two campus directives related to GE Implementation including timelines and information regarding where to get more information, and how to access the GETS system.

**Recommended procedural or policy changes for the coming year: None.**



## **Committee's narrative:**

The highlight of the General Education committee during the 2008-2009 academic year was the implementation of the revised General Education Requirements on campus. A joint Senate/administrative implementation task force was appointed by Committee on Committees in December 2008, which includes faculty from across campus, administrators, and representatives from the Academic Federation. The GE Implementation Task Force is co-chaired by Chris Thaiss (University Writing Program) and Liz Constable (French & Italian and Women and Gender Studies). The charge of the task force is to work with the General Education Committee on implementation of the new General Education requirements. This includes working with the Committee on Courses of Instruction and the Registrar's Office on developing an interim system to be used for tracking and designating courses on campus to meet the new core literacies. This new requirement has a direct impact on the campus general education program and student time to degree. The new General Education Requirements were approved by the Davis Division Representative Assembly in June 2008. Implementation took place throughout the 2008-2009 academic year and will continue into the 2009-2010 academic year with all GE courses being approved by November 2010 for final campus implementation in Fall 2011. Please see below for the final (approved) version of the New General Education Requirement.

## **Final General Education Requirements – approved by the Davis Division Representative Assembly June 2008:**

### **General Education Requirement June 2008**

The General Education (GE) requirement reflects the faculty's image of "the well-educated person." All students have the opportunity to develop expertise in depth in their majors, minors, or a combination of these. The GE requirement adds to that depth a breadth of knowledge and experiences represented by coursework outside of the area of the student's major. The GE requirement also trains the student in four core "literacies" that the faculty considers crucial for success in one's profession but also crucial to thoughtful, engaged participation in the community, nation, and world.

The GE requirement has two components: **Topical Breadth**, and **Core Literacies**.

The GE requirement is defined in terms of units, not courses. The units of every course at UCD (with very few exceptions) are assigned to one of the three **Topical Breadth Areas** or are certified as interdisciplinary. *Unless otherwise restricted, every course unit that a student takes, including courses for major and minor requirements, will be counted toward the required minimum number of units in each Topical Breadth Area.* In the case of a course that has been certified as interdisciplinary, a student may count the units of the course in only one of the areas in which it has been certified.

With the exception of units used to satisfy the English Composition element (1a) of the four **Core Literacies** (see below), units approved for a **Core Literacy** will be accepted toward satisfaction of the appropriate **Topical Breadth** component. *However, units may be counted toward satisfaction of only one Core Literacy.*

Students may take courses P/NP to fulfill their GE requirements, up to the limits set by college and campus regulations. Students may not present Advanced Placement or International Baccalaureate credit in satisfaction of GE requirements.

**A. Topical Breadth Component ..... 52 units**

- Arts and Humanities .....12-20
- Science and Engineering ..... 12-20
- Social Sciences .....12-20

**B. Core Literacies Component ..... 35 units**

**1. Literacy with Words and Images ..... at least 20 units**

The ability to form, organize, and communicate one's ideas is at the center of the faculty's notion of what it means to be an educated person. The objective of this core literacy is to help create graduates who can communicate their ideas effectively in written, oral, and visual forms. The requirement also seeks to enhance students' critical judgment of oral, written, and visual messages created by others.

**a. English Composition (8 units)**

(College of A&ES, College of L&S, College of Biological Sciences, College of Engineering)

**b. Writing experience coursework in the student's major or elsewhere (at least 6 units)**

Writing experience coursework provides students instruction on how to communicate ideas in the subject matter of a course. Students write in appropriate forms under the guidance of faculty and graduate students. The opportunity to improve writing after having received careful commentary is crucial to this requirement.

**c. Oral skills coursework or additional writing experience coursework (at least 3 units)**

The skills involved in the effective communication of ideas through oral

presentation build on and strengthen the critical thinking skills exercised through writing. As an alternative to developing oral communication skills, the student may take additional coursework certified as writing experience (see requirement b).

**d. Visual literacy coursework (at least 3 units)**

The objective of this requirement is to provide graduates with the analytical skills they need to understand how still and moving images, art and architecture, illustrations accompanying written text, graphs and charts, and other visual embodiments of ideas inform and persuade people. Coursework may stress the skills needed to communicate through visual means as well as the analytical skills needed to be a thoughtful consumer of visual messages.

**NOTE: A student must have completed the Entry Level Writing Requirement (formerly known as the Subject A requirement) before receiving credit for coursework satisfying requirements a, b, and c.**

**2. Civic and Cultural Literacy . . . . . at least 9 units**

The objective of this core literacy is to prepare people for thoughtful, active participation in civic society. Such graduates think analytically about American institutions and social relations, understand the diversity of American cultures, and see the relationships between the national and local cultures and the world.

**a. American Cultures, Governance, and History  
(at least 6 units, of which at least 3 units must  
be in a course certified as focusing on issues  
of domestic diversity)**

The objective is to create graduates who have an understanding and appreciation of the social and cultural diversity of the United States and of the relationships between these diverse cultures and larger patterns of national history and institutions. Such graduates are able to bring historical understanding and analytical skills to their participation in the civic spheres of society and are able to think analytically about the nature of citizenship, government, and social relations in the United States.

**b. World Cultures (at least 3 units)**

The objective is to create graduates with a global perspective, graduates who can live comfortably and productively in a world where communication technologies, economic relationships, and the flow of people across national borders increasingly challenge national identities and create transnational cultures. Students can satisfy this requirement through coursework or through certified study abroad.

**3. Quantitative Literacy ..... at least 3 units**

The objective is to create graduates who understand quantitative reasoning and who are capable of evaluating claims and knowledge generated through quantitative methods.

**4. Scientific Literacy ..... at least 3 units**

The objective is to create graduates who understand the fundamental ways scientists approach problems and generate new knowledge, and who understand how scientific findings relate to other disciplines and to public policy.

## **General Education Web Site**

During the 2008-2009 academic year, the GE Committee analyst worked extensively with the Academic Senate programmer to re-design the web site devoted to General Education. This was a large project that involved meeting with several committees, individual faculty members, and members of the administration. The committee analyst worked with the programmer on designing the web site so the information would be more easily accessible and the important information including regulations and course listings so these items would be more convenient for staff in faculty in departments. The web site went through several revisions, but overall faculty appreciated the web site because all the information, including historical documents related to the process of GE revision, was all contained in one place. Development of the web site had significant impact on the entire campus and provided assistance by educating faculty and staff on the GE proposal and revision. All information pertaining to the General Education revision including advisory course listings and course approval descriptions can be found at: <http://ge.ucdavis.edu>.

## **General Education Tracking System (GETS)**

One of the highlights during the 2008-2009 academic year was the development and implementation of the General Education Tracking System (GETS). The GETS system was put into production on July 1, 2009 and departments/units will have through Fall quarter 2009 to conduct course reviews on all courses designated as general education. The UGC analyst was the lead analyst

assigned to work and support the GE Implementation Task Force. This included working extensively with the GE Implementation Task Force membership, the Committee on Courses of Instruction (COCI), the University Registrar's office, and the programmer from Student Affairs to design and implement an online system for existing courses that require only GE designation to meet the new general education requirement. The web-based GETS system will allow departments/units to view/edit/review courses which have been pre-designated as a GE course. Revisions to these courses are reviewed, routed and approved through GETS. All departments/units will be required to follow the proposed procedures in the GETS system to ensure courses are in compliance with the new GE regulations. All GE course review should be finalized in November 2010 for full campus implementation in Fall Quarter 2011.

### **General Education Resolution (Delay in Implementation to Fall 2011)**

In February 2009, a resolution to delay implementation of the revised General Education requirements to Fall 2011 was presented and approved by the Davis Division Representative Assembly. This resolution was endorsed by the General Education Committee and the Executive Council of the Davis Division.

Rationale: In order to meet the September, 2010 implementation, all current courses (estimated at 1200-1600) would have to be updated to designate the appropriate "Literacy" by November, 2009, or at the latest by the end of Fall Quarter, 2009). This is not advisable, for the following reasons:

- The colleges, departments, Academic Senate office and administrative offices would need additional time to assure appropriate classification of courses and entry into the course database and the General Catalog.
- The current electronic Course Approval Form (CAF) system is sorely inadequate for the purposes of managing the workload associated with the revision of existing courses and any new course proposals. The system's failings cause unacceptable delays, and heavy traffic causes sub-par performance, which slows review and approval of courses. Therefore, approval of more than 1000 courses using the current CAF would demand a tremendous staff commitment due to the slowness of the system alone, which would be exacerbated by the quantity of courses being reviewed at each level.
- Campus departments and advisers need additional time to become knowledgeable about the new requirements in order to advise students under the old GE requirements and the revised GE requirements during the period in which the revised requirements are being phased in.

### **General Education Meeting with Department Chairs**

On May 5, 2009 a meeting was held for all department chairs. The purpose of the meeting was to provide as much information as possible regarding the implementation of the new general education requirements. The revised GE web

site was shown including showing the faculty how to access the advisory course listings and course approval descriptions. The GETS system was still in development at the time of the meeting. Most faculty left the meeting with a better understanding of the new requirements and how to get started reviewing courses and certifying them into the core literacies.

## **GE Implementation Directives and Proposed Timeline**

Two campus directives were sent out in May and June regarding GE Implementation. The May 1, 2009 directive included basic information on how to access the GE web site and how to view the advisory course listings. This directive also provided a section on GE changes to existing courses and how these courses would be reviewed and routed through the GE Tracking System (GETS). A section including new course requests was also provided including information on how to submit new courses through the normal Course Approval Form (CAF) process. The directive also stated that the implementation timeline allocated spring and summer 2009 for review of the advisory departmental course listings and encouraged departments to contact GE staff with any questions during spring and summer 2009 when courses are being reviewed.

The June 26, 2009 directive provided information pertaining to the General Education Tracking System (GETS) rollout. The system was released on July 1, 2009. The directive included directions stating that existing courses that only require GE designation are to be reviewed, routed, and approved through the GETS system. New courses or existing courses requiring more than just a GE designation revision must be routed through the current online CAF system. The following proposed course review and action timeline was also provided:

### **Proposed Course Review and Action Timeline**

Summer and Fall 2009:	Departments review, modify and submit courses into GETS or CAF.
Winter 2010:	GE Implementation Task Force, College and Senate course review.
Spring 2010:	Review and action on courses continues.
November 2010:	All GE course review is finalized.
<i>Fall 2011:</i>	<i>The new GE requirements go into effect for incoming students.</i>

### **GE Implementation Task Force Membership, 2008-2009**

Elizabeth Constable, Chair  
Christopher Thaiss, Chair  
Rebecca Ambrose, School of Education  
Margherita Heyer-Caput, French and Italian  
Seeta Chaganti, English  
Joe Kiskis, Physics  
Kathryn Radke, Animal Science  
Jim Shackelford, Chemical Engineering and Materials Science  
Peter Wainwright, Evolution and Ecology  
Marcel Holyoak, Chair, Committee on Courses of Instruction  
Carole Hom, Academic Federation Representative  
Jim McClain, Associate Dean, College of Letters and Science  
Dann Trask, Assistant Dean, College of Letters and Science  
Gail Martinez, Assistant Vice Provost, Undergraduate Studies  
Pat Turner, Vice Provost, Undergraduate Studies  
Frank Wada, University Registrar  
Keitha Hunter, Associate University Registrar  
Edwin Arevalo, Assistant Director, Academic Senate Office

### **General Education Tracking System (GETS) Project Participants**

Frank Wada, University Registrar  
Keith Hunter, Associate University Registrar  
Patrick Turner, Programmer, Office of Undergraduate Admissions  
Chris Redder, Programmer, Office of the University Registrar  
Randall Larson-Maynard, Catalog Editor, Office of the University Registrar  
Edwin Arevalo, Assistant Director, Academic Senate Office  
Kimberly Pulliam, GE Committee Analyst, Academic Senate Office  
Marcel Holyoak, Chair, Committee on Courses of Instruction  
Chris Thaiss, Chair, GE Implementation Task Force and GE Committee  
Liz Constable, Chair, GE Implementation Task Force and GE Committee

GE Committee Annual Report

Respectfully submitted,

Elizabeth Constable (Chair)  
Christopher Thaiss (Chair)  
Patricia Boeshaar  
Ron Hess  
Ted Margadant  
Allan Bellman (AF Representative)  
Sara Krause (ASUCD Representative)  
Kimberly Pulliam (GE Committee Analyst)

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Academic Freedom and Responsibility**

Total Meetings - 3	Meeting frequency	Average hours of committee work each week - .05

Total Reviewed - 7 (courses, proposals, cases, etc.)	Total of reviewed deferred from the previous year - 0	Total deferred to the coming academic year - 1

Listing of Bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee
1) APM 028 (Disclosure of Financial Interest in Private Sponsors of Research)
2) Proposed Endowed Chair Policy
3) Furlough/Salary Cut Options
4) Online Administrative Information Module for Principal Investigators
5) Proposed Amendment to Senate By-laws 125, 128, & 130
6) Student Freedom of Speech footnote to APM 010
7) First Amendment and APM 010/15

Recommended procedural or policy changes for the coming year: 1

**Committee's narrative:**

The committee met three times during the 2008-2009 academic year; November 19, 2008, April 15, 2009, and June 9, 2009. The committee reviewed seven policy and three reports were submitted to the Chair of the Academic Senate regarding Academic Freedom and Responsibility.

- APM 028 Disclosure of Financial Interest in Private Sponsor of Research – Committee reviewed the proposed changes and did not see anything that suggests a problem related to academic freedom.
- Proposed Endowed Chair Policy – The chair asked for current holders of endowed chairs and professorship to comment if the proposed change would violate their academic freedom the committee had a 71% respondent to the question.



- Student Freedom of Speech APM 010 - Overall the committee supported the proposal but had two editorial suggestions that were sent to the Chair of Academic Senate.
- Furlough/Salary cut Options – the committee felt this was a systemwide issue and had no response.
- Online Administrative Information Module for Principal Investigators – the committee felt overall not a freedom violation.
- Proposed Amendment to Senate By-laws 125, 128, & 130 –committee was in favor of the change to the By-laws.
- First Amendment and APM 010/15 protections of faculty speech when participating in shared governance. Delivered letter to faculty warning of lack of protections under current policies. Plan to expand dialogue to change policies to enhance protections.

Gregory Pasternack, Chair

James Beaumont, Carlton Larson, Nelson Max & Joan Dean Rowe, members

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Admissions & Enrollment**

Total Meetings: 2	Meeting frequency: 2-3 meetings per quarter or as needed	Average hours of committee work each week: Variable

Listing of bylaw changes proposed: None

Listing of committee policies established or revised:

Issues considered by the committee:
Augmented Review of Freshman Applications
Holistic Review
Eligibility in the Local Context (ELC)
Approval of UC Eligibility Reform to be implemented in fall 2012: What changes should be made to UC Davis's Comprehensive Review?
a. Planning schedule
b. Adjusting UC Davis policies
c. Learning from other UC campus procedures
d. Automatic admission via ELC: 4% vs 9%

Recommended procedural or policy changes for the coming year:

## **Committee's Charge**

This committee considers matters involving undergraduate admissions and enrollment at UC Davis.

## **Committee Narrative (2008-09)**

The Admissions & Enrollment Committee (A&E) met twice in academic year 2008-09. The committee provided a positive but qualified support to the *Proposal to Reform UC's Freshman Eligibility Policy*, which was approved by the Regents on February 5, 2009. The new rules will take effect for the fall 2012 entering class.

## **Discussion**

A & E committee members devoted discussion to current state of undergraduate admissions, projections for the 2009-2010 admissions cycle, and the coming changes in 2012 (see below). At present, most UC Davis freshman applicants come from the Bay Area and Northern California. Tidal Wave 2 has now reached its peak and the number of high school graduates is stabilizing or tapering off slightly. The mean grade point average for UC Davis applicants increased from 3.69 last year to 3.72 in 2009, but underrepresented students remain chronically underrepresented. The transfer path is less costly to families and the admit rate is 70% for transfer students. A record number of high school seniors have applied to study at UC Davis, numbering 43,374, which is a 4.3% increase over fall 2008. Systemwide, unduplicated applications went up 4.7% and transfer applications saw an increase of 11.2%. UC Davis is second to UC Riverside in terms of the largest gains in freshman applications among UC's nine undergraduate campuses. The Undergraduate Admissions staff provided the committee with an overview of the Fall '08 admissions cycle, targets and applications for Fall '09, and plans for the cycle. It was indicated that the overall freshman enrollment target was being lowered by 8% from 5,000 to 4,600. However, due to the campus's guarantee of admission to all applicants who are

Eligible in the Local Context (ELC), a decrease in the measure of diversity was not anticipated. It was commented that increased diversity was the intent of the ELC guarantee when it was approved by the Admissions & Enrollment Committee some 10 years ago.

The freshman eligibility proposal and its final passage dominated the committee's agenda for most of the year. The new policy will take effect in 2012 (meaning the class applying in November 2011 for admission the following year). The main element of the policy is the *Entitled To Review* (ETR) concept, which includes more students who might otherwise be excluded. California students who complete 11 of 15 a-g required college preparatory courses by the end of their junior year in high school, achieve a weighted GPA of at least 3.0 in their a-g courses, and take either the ACT with writing or the SAT reasoning examination, will be entitled to a full and comprehensive review of their applications at each UC campus to which they apply. Within this Entitled to Review pool, two categories of applicants will be guaranteed admission somewhere within the UC system: those who fall in the top 9% of all high school graduates statewide, based on their ACT/SAT test scores and GPA in UC-approved courses; and those who rank in the top 9% of their own high school graduating class, based on their GPA in UC-approved courses. Together, these students will make up about 10% of the state's high school graduates. If not admitted to any campus to which they applied, these students will be referred, as eligible students are currently, to a campus with remaining space and offered admission there (currently UC Riverside or UC Merced). The remaining admissions needed to make up the full 12.5% pool of top students will be drawn from the broader "entitled to review" pool. The new eligibility policy further specifies that prospective students will no longer be required to take the SAT subject examinations, thus aligning UC's test requirements more closely with those of other public universities.

These new eligibility requirements will have wide-ranging effects. An estimated 21.7% of California high school graduates will be entitled to a full review of their

applications under the new eligibility proposal, compared to 13.4% of graduates estimated to be UC eligible in 2007. The new policy is expected to expand the pool of UC applicants significantly, by as much as 30,000 students. Almost all students who would be eligible under current policy will still be entitled to review under the new policy. More students (from 4% today to 9% under the new policy) will be guaranteed admission. This improves UC's reach among high schools. Although the impact on diversity of the freshman class is difficult to project, the broader pool of students entitled to review should be more diverse with respect to race/ethnicity, geography and socioeconomic status than the current pool. A guarantee of UC admission for 10% of public high school graduates should go a long way to ensuring greater consistency with the Master Plan's initiatives.

The committee noted that the new eligibility policy will necessitate continued work in 2009-2010 in reassessing existing UCD comprehensive review guidelines and philosophies, and possibly developing new or revised procedures and policies in order to implement the changed requirements. In particular, the committee discussed the implications of the new eligibility policy for UCD's current practice of guaranteeing admission to all students who are identified as Eligible in the Local Context (ELC) (ranked in top 4% of their high school class by the end of their junior year]. The committee also considered necessary adjustments to the current Comprehensive Review practices in light of the coming elimination of the SAT Subject Test requirement.

Questions such as the following were discussed:

*Why make these changes?*

*What impact will the new policy have on UC's academic standards?*

*What is the impact on UC's diversity?*

*How does the new policy differ from current eligibility rules?*

*How does this policy fit with the California Master Plan for Higher Education?*

Where should UC Davis go from here? What is the cost to the institution to move from a points-based to a holistic review system? From weighted versus un-weighted GPA scoring system? What changes should be made to UC Davis's Comprehensive Review? These questions will continue to be discussed in the coming year by the 2009-2010 committee.

## **Terms**

Augmented Review: An additional review of an applicant's file, conducted by an experienced reviewer. This additional review is useful in cases where the applicant's background, experiences, and/or qualifications are sufficiently unusual that the standard comprehensive-review process alone has a high likelihood of rendering an inappropriate selection decision. Augmented review may result in reversal of the selection decision rendered by the standard process, and/or in admission of an applicant "by exception." Admission by exception is defined as admission of an applicant who is technically ineligible for UC. University-wide policy provides that up to 6% of each freshman class may be admitted by exception.

Holistic Review: This term is used to describe the comprehensive-review processes in place at the Berkeley and Los Angeles campuses, in which highly-trained readers evaluate each applicant on the basis of a one-page quantitative abstract of the applicant's academic performance and school context, the applicant's essay responses, and other information available from the application. The readers assign a single score to the entire application. Each file is read by more than one reader, and the read outcomes are subject to rigorous monitoring for consistency and alignment with reader norming protocols. The holistic approach to application evaluation is particularly appropriate at campuses where very high levels of selectivity require that the read process make meaningful distinctions among large numbers of applicants who have similarly high GPAs and test scores. This approach may be contrasted with the more formula-driven

selection process in use at UC Davis, in which points are assigned in a number of well-defined categories.

Eligibility in the Local Context: The ELC pathway to UC eligibility holds that any California high-school student who has completed UC's required college-preparatory curriculum and pattern of standardized admissions exams is "UC eligible" if they are in the top 4% of their school's graduating class. Such students need not meet the GPA/test-score index which is required for UC-eligibility by the statewide pathway. The ELC program is about 10 years old. The original rationale for the ELC program was to give UC a presence in every high school in the state, including those that have historically sent very few students to UC. However, experience has shown that the 4% threshold sets a very high mark, so that essentially all ELC-eligible students are also eligible via the statewide index. The ELC program has proven valuable nonetheless, as it gives top students at schools with weak college-going cultures a strong incentive to complete UC's course and test requirements, thereby making themselves UC-eligible. UC Davis is one of the UC campuses which automatically admits all ELC applicants. This practice gives UCD a powerful tool with which to attract top students from all over the state: seniors who receive the letter from UC notifying them that they will be ELC-eligible if they remain on-track, know with certainty that they will be admitted to UC Davis if they apply. Prior to instituting this practice a few years ago, upward of 95% of all ELC-eligible applicants to UC Davis were admitted anyway.

## Annual Report: Academic Year 2008-09 Davis Division: Academic Senate

### Committee on Affirmative Action & Diversity (includes Academic Senate Mentoring Task Force)

Total Meetings: 9 (AA&D: 8, Mentoring Task Force: 1)	Meeting frequency: as needed; approximately once per month	Average hours of committee work each week: 2 Average hours of Chair work each week: 3
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Total policy/procedure/misc. items reviewed: 22	Total of reviewed policy/procedure/misc. items deferred from the previous year: 0	Total policy/procedure/misc. items deferred to the coming academic year: 0
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**Listing of bylaw changes proposed:** None.

**Listing of committee policies established or revised:** None.

**Issues considered by the committee:** See narrative below.

#### **Recommended procedural or policy changes, and carry-over items for the coming year:**

##### *Implemented recommendations from 2008-09 to 2009-10:*

- In 2007-08, UCAAD encouraged all individual campus AA&D committees to invite administrators to attend AA&D meetings, and AA&D members agreed to the benefits of dialoging with Deans/Vice Chancellors in upcoming years. In 2008-09, AA&D met with Interim Provost Barbara Horwitz to solicit her thoughts and direction, and then began meeting with the Deans to discuss diversity statistics/approaches and best practices, all while encouraging individual interest and accountability in diversity matters. In 2009-10, AA&D would like to continue meeting with the remaining Deans.
- In 2007-08, via the AEVC of Campus Community Relations, AA&D considered asking a representative to report to AA&D in the future on President Dynes' "Status of Women Advisory Committee" (membership includes staff, Senate, Federation, students, etc. – each campus has a faculty and staff representative). In 2008-09, it was found that this committee has ample representatives and concluded that an AA&D representative was not needed at this time.
- In 2007-08, it was recommended that AA&D participate in the Academic Senate's effort to expand communication between Department Chairs and the Senate Committees during reoccurring meetings. In 2008-09, AA&D Chair Jon Rossini attended meetings and reported back to the Committee.

##### *Continuing recommendations/business items for 2009-10 (see narrative from 08-09 below for further detail):*

- **Internal Process:** *In an effort to streamline committee work and research/resolved situations that arise during the year, AA&D would like to continue to delegate work to individuals or small team assignments to Committee members in order to investigate specific items, gather information, and recommend action for the committee.*



- **Deans Meetings** *AA&D would like to continue meeting with the remaining Deans, and make an effort to pair up a few Deans together (such as the Law and HARCS Deans, the Social Sciences and Education Deans, and the Engineering Dean) to discuss diversity matters, share best practices, and help maintain accountability. It was recommended by AS Davis Division Chair Bob Powell that AA&D make an effort to meet with the Deans every five years. For new Deans coming on board, it was recommended that a meeting occur around the latter portion of their first year.*
- **CAP Chair and Sample Department Chair Letters:** *AA&D plans to continue working on the sample statements/letters alongside the CAP Chair and Vice Provost's Office in 2009-10. AA&D would like to continue to invite the Committee on Academic Personnel Chair (as an annual tradition) to discuss application and implementation of the APM for diversity service as well.*
- **Mentoring Task Force (MTF):** *AA&D agreed to continue to help improve communication for mentoring information and resources available across campus, as well as encourage additional faculty training, etc.*
- **Discussion with Binnie Singh:** *AA&D made several recommendations regarding additions and changes to faculty training, resources, mentoring, information available (work/life balance, brown bags, etc), and plans to follow up with Binnie in 2009-10 to assist with implementation. AA&D may also work with the AS Faculty Welfare Committee regarding faculty development.*
- **NSF ADVANCE Program:** *AA&D plans to follow-up on the ADVANCE proposal status in 2009-10. In addition, AA&D may look into NSF as a possible funding source for outreach opportunities on campus alongside the Committee on Research.*
- **Budget Cuts:** *AA&D will continue to monitor that budget cuts made on campus do not disproportionately affect URM groups.*
- **Disability Resources:** *AA&D will continue to consider the disability resources on available on campus, especially for faculty members.*
- **Admissions Updates:** *AA&D would like to continue meeting with Admissions as an annual tradition to review and discuss admissions and diversity. It was noted that the Director Pamela Burnett retired in 2009 and that the Registrars and Admissions Offices plan to merge.*
- **Faculty Exit Survey:** *AA&D will follow-up with the questions used and status of the exit survey.*
- **Police Perception:** *AA&D will review the results in the Fall 2009 from the SARI UCUES to see if additional action is necessary.*

### **Committee's Narrative:**

This Committee considers matters involving diversity according to Davis Division Bylaw 52 ([http://academicsenate.ucdavis.edu/cerj/manual/dd\\_bylaws.htm#VI52](http://academicsenate.ucdavis.edu/cerj/manual/dd_bylaws.htm#VI52)). The AA&D Chair, Jon Rossini, served in four additional roles: 1) AA&D's representative to Representative Assembly, 2) a member on Executive Council, 3) a member of the Provost/Academic Senate Chairs quarterly meeting group, and 4) a member on the Council on the Community & Diversity. Member Ann Orel served in two additional roles: 1) the Davis campus Senate representative to the UC Systemwide Affirmative Action & Diversity Committee (UCAAD), and 2) AA&D's representative to the Transfer Student Task Force. For a more detailed account of the Committee's documents, discussions, and actions, please request information from the Academic Senate analyst, and/or locate the information on the Academic Senate Information System (ASIS).

*AA&D met with the following guests during 2008-09:*

- Interim Provost Barbara Horwitz
- A&ES Deans Van Alfen and MacDonald, 1/26/09
- SOM Deans Pomeroy, Callahan, and Joad, 2/23/09
- MPS Dean Ko, 2/23/09
- CBS Dean Ken Burtis, 4/8/09
- VM Dean John Pascoe, 5/6/09
- Bill Casey, Chair of the Committee on Academic Personnel
- Pam Burnett, Director of Admissions
- Kimberlee Shauman, NSF ADVANCE Program Discussion and Professor
- Binnie Singh, Director of Faculty Relations, Academic Personnel

*The following policies/procedures were reviewed as requested from Davis Division Academic Senate Chair and/or Systemwide Academic Senate:*

- Reviewed the "Proposed Furlough and Salary Cut Policy"; no comments were received or submitted.
- Reviewed "Non-resident Enrollment Guidelines Proposed by BOARS"; no clear consensus was obtained and therefore no formal comments were submitted.

*In addition to the reviews listed above, the Affirmative Action & Diversity Committee also considered the following key items during the 2008-09 academic year:*

- **Deans Meetings:** AA&D met with Interim Provost Barbara Horwitz to discuss administrative best practices for attaining diversity in searches, to obtain recommendations how AA&D can be a helpful body for accountability of diverse faculty, and to better understand how diversity is approached from the Academic Personnel Office and then communicated to the Deans and Chairs. Barbara supported AA&D talking with the Deans as a helpful, educational, and interesting exercise. AA&D then met with Deans to discuss thoughts, successes, strategies, suggestions and issues with recruitment and faculty diversity. AA&D obtained ideas/suggestions across disciplines and colleges, and reviewed the memo from CA&ES Executive Committee Chair Richard Grotjahn to Dean Van Alfen dated March 12, 2009, titled "Diversity-related recommendations (FEA and 'Diversity Access' committee)". The committee received other experiences and recommendations for AA&D's future involvement and best practices as well. A summary of the key points of the discussions are noted in Appendix A.  
*AA&D would like to continue meeting with the remaining Deans, and make an effort to pair up a few Deans together (such as the Law and HARCS Deans, the Social Sciences and Education Deans, and the Engineering Dean) to discuss diversity matters, share best practices, and help maintain accountability. It was recommended by AS Davis Division Chair Bob Powell that AA&D make an effort to meet with the Deans every five years. For new Deans coming on board, it was recommended that a meeting occur around the latter portion of their first year.*
- **CAP Chair and Sample Department Chair Letters:** In 2007-08, AA&D met with the Committee on Academic Personnel Chair and discussed CAP's view and involvement in the value of diversity. AA&D reviewed how diversity is weighed in light of APM 210d, and commended CAP for highlighting diversity/service opportunities in their letters. In 2008-09, AA&D reviewed APM updates to the Appointment and Promotion section (including 210, 220-18, 240, 245A), and discussed the integration of these guidelines with the Committee on Academic Personnel Chair William Casey. AA&D endeavored to better understand CAP's viewpoint, role, and advice regarding the language and service needed to warrant merit in the Department Chairs' letters. AA&D reviewed the sample Department Chair's letters and wrote sample statements of diversity service that would be significant enough to result in a merit. The Committee also discussed the letters with Binnie Singh, who agreed to provide AA&D with the list of sample letters that the Vice Provost Office's has previously provided to the departments and Deans offices listing items that would qualify under APM 210.

*AA&D plans to continue working on the sample statements/letters alongside the CAP Chair and Vice Provost's Office in 2009-10. AA&D would like to continue to invite the Committee on Academic Personnel Chair (as an annual tradition) to discuss application and implementation of the APM for diversity service as well.*

- **Mentoring Task Force (MTF):** The MTF worked towards recommending a centralized campus mentoring resource for underrepresented minority students (URMs) via the Senate Mentoring Task Force. Background: Executive Council approved the task force for a one-year term in 2007-08, which was extended to 2008-09. The MTF membership consisted of faculty, students, and administrative members. Monica Vazirani served as Chair to the task force which met several times; the majority of the work was completed by a group of Davis Honors Challenge students, supervised by Chair Vazirani. Supporting data from various sources was gathered, non-Senate funding sources were explored, a presentation of the DHC students' proposal was heard by AA&D, and the drafted report with recommendations and information was distributed to AA&D (no comments were received). The website information has been gathered and given to the Academic Senate programmer for CMS publication (Math Department Chair is agree to house the website if other resources if other commitments were not secured). MTF is waiting for the website to be completed. The MTF's work was concluded in 2008-09, and AA&D decided to not seek an extension of the group since AA&D can follow-up on the implementation and updates to the website via a subgroup of members. As requested, a "faculty field of interest" was added to the database in order to help identify/track faculty service.

*AA&D agreed to continue to help improve communication for mentoring information and resources available across campus, as well as encourage additional faculty training, etc.*

- **Discussion with Binnie Singh:** AA&D invited Binnie Singh to attend a meeting and discuss the following main topics: 1) Sample Department Chairs, 2) Women/child care issues (AA&D considered proposing a Wiki for "Graduate Students with Kids", networking together for child care services, and other notes from member Sharon Strauss' informal survey of graduate student parents.), and 3) Accommodations for disabled persons.

*AA&D made several recommendations regarding additions and changes to faculty training, resources, mentoring, information available (work/life balance, brown bags, etc), and plans to follow up with Binnie in 2009-10 to assist with implementation. AA&D may also work with the AS Faculty Welfare Committee regarding faculty development.*

- **NSF ADVANCE Program:** Reviewed and supported the NSF ADVANCE proposal presented by Professor Kimberlee Shauman and supported by Vice Provost Horwitz. More information on the ADVANCE program can be found at [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5383](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5383)). AA&D orally provided their support for the NSF ADVANCE proposal/program and implementation if the grant is received. This item was also brought forward to Executive Council on their June agenda as an informational item. (also see information under "Graduate Student Diversity and NSF "outreach" requirements" below)

*AA&D plans to follow-up on the ADVANCE proposal status in 2009-10. In addition, AA&D may look into NSF as a possible funding source for outreach opportunities on campus alongside the Committee on Research.*

- **Budget Cuts:** AA&D researched the budget crisis' possible affect on URM groups. Data regarding URM and gender information from a poll SARI completed will be shared with AA&D, when available. It was noted that the university must provide disability resources per laws and therefore are protected from budget cuts. It was found that the impact of fee increases & Cal Grant cancelation is a concern for URMs and that the Consortium Research for Women, which is funded through Office of Research. It was highlighted that although historical reference shows that URMs generally suffer during budget cuts, that has not necessarily been the case at UCD.

*AA&D will continue to monitor that budget cuts made on campus do not disproportionately affect URM groups.*

- **Disability Resources:** AA&D researched current services for disabled students, faculty, and staff; AA&D recommended that members encourage all faculty to list the Disability Resources Center as a resource for all students on their syllabus, as well as include the information in the New Faculty Orientation.

*AA&D will continue to consider the disability resources on available on campus, especially for faculty members.*

- **Admissions Updates:** AA&D met with Admissions Director Pamela Burnett as an annual tradition to review and discuss admissions and diversity. The number of URMs on campus was noted as the highest number since 1993; however, it is still not representative of California's population. Numerous documents and statistics were reviewed, and highlighted that UCD's focus will shift to increasing transfer students in the future, which could be a barrier for URMs. Pam Burnett suggested the following ideas how AA&D could assist:

- Spread awareness of transferring to UCD as an option (since is difficult to get into as freshman)
- Provide support through tutoring, learning skills, etc. for UCD students
- Promote alumni transfer students returning back to their community colleges in order to represent the UCD transfer option
- Inform students that transfer students do not have to go through a comprehensive review at UCD unless needed

*AA&D would like to continue meeting with Admissions as an annual tradition to review and discuss admissions and diversity. It was noted that the Director Pamela Burnett retired in 2009 and that the Registrars and Admissions Offices plan to merge.*

- **Faculty Exit Survey:** AA&D followed up with AEVC Rahim Reed regarding the Faculty Exit Survey Status that has been on AA&D's task list since 2006-07. Background: A set of questions previously formulated for faculty who separated from the campus was going to be used by Rahim Reed in Fall 2008 (he planned on personally calling the separated faculty members); however, Human Resources began researching an exit interview system for all campus employees leaving the campus in order to better understand climate issues (through vendor Health Stream Research). Rahim provided the questions specifically meant for faculty to the vendor and encouraged two different questioning segments for faculty and staff. The vendor agreed to a three year contract, implementing the two segments and interviewing via phone within 30 days of an employee leaving campus. Inventory is currently being developed; Rahim hoped to present the interview questions for AA&D to review in 2008-09; however, the questions were not received by AA&D until August 2009.

*AA&D will follow-up with the questions used and status of the exit survey.*

- **Police Perception:** AA&D followed up on a letter sent the previous year to the UCD and City of Davis Police. Marjorie M. Dickinson, Assistant Vice Chancellor in Government and Community Relations, was contacted, and reported that UCD Chief Spicuzza and AEVC Reed have provided able leadership on this issue in the past, including facilitating dialogue among UC Davis students, faculty and staff and City of Davis police leadership. No additional stories or reports regarding issues with the police have been heard by AA&D; however, *AA&D will review the results in the Fall 2009 from the SARI UCUES to see if additional action is necessary.*
- **Recruitment and selection of positions:** AA&D discussed and wrote a letter to the Chancellor's Selection Advisory Committee via Academic Senate Chair Robert Powell. The letter included reminders regarding the UC commitment to considering the broadest pool of diverse candidates, the UC Diversity Statement, and the importance on potential candidates demonstrating a record of personally valuing diversity. The statement also encouraged members of the committee to consider candidates who reflect the broad diversity of the state of California when selecting a new UCD Chancellor. In addition, AA&D reviewed and broadly distributed the announcements and considerations for the open positions of Dean of GSM and Dean of Social Sciences.
- **Graduate Student Diversity and NSF "outreach" requirements:** AA&D reviewed and supported a letter from the Graduate Council Academic Planning & Development Committee (APD) regarding the need to improve graduate student diversity graduate student diversity, which was distributed to all Graduate Chairs. AA&D also reviewed the NSF "outreach" requirements and campus wide coordination alongside APD Committee. It was discovered that many new NSF grants to have an outreach component to help

deal with pipeline issues, and that UCD could take advantage of that funding if an effective infrastructure to sustain it was created and supported. (Also see information under "NSF ADVANCE")

- **Utilization data and Career Equity Review results:** AA&D reviewed diversity comparison data, online statistics, and utilization data (NORC) with consultant Everett Wilson. AA&D found the information helpful and encouraged the inclusion of "offer made" category in the pool/recruitment information. AA&D also reviewed the Career Equity Review (CER) results, various metrics used, the last five years of faculty hires, the URM numbers for faculty merits/promotions, and academic retirements and separations. AA&D would like to see more encouragement/mentorship from department chairs to their faculty for negotiations and the personnel process.
- **President's Post Doctoral Fellow Program:** AA&D researched the President's Post Doctoral Fellow Program, specifically information about campus practices/increased awareness of utility. It was found that the program is advertised very well on Office of President's website (the incentives are even clearer in the "Minority Post Doctoral Summit of 2004" document) and briefly covered in the Chair training. Noted that the cost-saving incentive of 5 years of provided funding. AA&D recommended that this be added to the search plans.
- **Diversity Accountability Framework document/President's Accountability Report::** Reviewed the Diversity Accountability Framework document; AA&D suggested that departmental and dean reviews should highlight diversity/APM matters in order to keep the diversity discussion on the table. Chair Jon Rossini individually stressed the importance of asserting specific points that must be addressed by the policies and practices rather than merely asking for a list of policies and practices.
- **UCUES Reports:** Reviewed the UCUES reports from SARI, which included three reports focusing on campus climate based on religious orientation, political orientation, and race & ethnicity available at <http://www.sariweb.ucdavis.edu/>. Members did not provide any comments or feedback regarding the survey results.
- **UC Davis Campus Security Report:** Reviewed the UC Davis Campus Security Report, which includes information about UC Davis safety and security policies implemented to protect the welfare of the campus community, as well as crime statistics for the campus and UC Davis Medical Center. The report is available at <http://police.ucdavis.edu/clery.htm>.
- **Diversity for Senate Committees:** Chair Rossini wrote a letter to the Academic Senate Committee on Committees Chair reminding the Committee on Committees of the importance of diverse committee membership and chairs, especially in regards to gender, across the Senate. AA&D offered to assist with helping facilitate diverse committee membership.
- **LGBTI students:** Discussed issues unique to LGBTI students; noted that the federal law does not currently protect LGBTI groups. It was noted that the Status of Women at Davis Administrative Advisory Committee is considering staff/faculty LGBTI issues.
- **Effects of Gender Mix at UC Davis:** Reviewed the article regarding Sexx Shift, the increasing proportion of women at university. See the news release at: [http://www.news.ucdavis.edu/search/news\\_detail.lasso?id=8906](http://www.news.ucdavis.edu/search/news_detail.lasso?id=8906). Noted that the Status of Women Advisory Committee has discussed the item, and also noted that Admissions Office may be considering the item.

Respectfully Submitted,

Jon Rossini, Chair of Affirmative Action & Diversity Committee  
Elizabeth Miller, Ann Orel, Susan Rivera, Sharon Strauss, Eddy U, Monica Vazirani, Carissa Adams (Academic Federation Representative), Barbara Hegenbart (Academic Federation Representative), Nona Richardson (Academic Federation Representative), Amir Kalani (ASUCD Representative), Rahim Reed (ex-officio), Sabrina Sewell (consultant), and Everett Wilson (consultant)

## **AA&D 2008-09 Annual Report, Appendix A**

### **Affirmative Action & Diversity Meetings with Deans: Summary of 2008-09 Conversations**

In 2007-08, the Academic Senate Systemwide Affirmative Action & Diversity committee (UCAAD) encouraged all individual campus AA&D committees to invite administrators to attend AA&D meetings. AA&D members agreed to the benefits of dialoging with Deans/Vice Chancellors in upcoming years. In 2008-09, AA&D met with Interim Provost Barbara Horwitz to solicit her thoughts and recommendations regarding how AA&D can be a helpful body for accountability of diverse faculty. Provost Horwitz supported AA&D's broad commitment to diversity as well as AA&D's desire to dialog with the Deans. She suggested meeting with a few Deans at a time to discuss problems in recruiting, the school's major issues, and how AA&D can assist.

After receiving Provost Horwitz's support, AA&D began meeting with the Deans to discuss diversity statistics/approaches and best practices, all while encouraging individual interest and accountability in diversity matters. In 2009-10, AA&D would like to continue meeting with the remaining Deans, and make an effort to pair up a few Deans together (such as the Law and HARCS Deans, the Social Sciences and Education Deans, and the Engineering Dean) to discuss diversity matters, share best practices, and help maintain accountability. It was recommended by AS Davis Division Chair Bob Powell that AA&D make an effort to meet with the Deans every five years. For new Deans coming on board, it was recommended that a meeting occur around the latter portion of their first year.

AA&D met with the following guests during 2008-09:

- Interim Provost Barbara Horwitz, 12/8/08
- A&ES Deans Van Alfen and MacDonald, 1/26/09
- SOM Deans Pomeroy, Callahan, and Joad, 2/23/09
- MPS Dean Ko, 2/23/09
- CBS Dean Ken Burtis, 4/8/09
- VM Dean John Pascoe, 5/6/09

Below are summaries of the conversations with the individual Deans. The purpose of each meeting was communicated as an avenue to discuss thoughts, successes, strategies, suggestions and issues regarding recruitment and faculty diversity. AA&D reiterated their desire to obtain ideas/suggestions across disciplines and colleges, and receive experiences and recommendations for AA&D's involvement.

For more detailed notes, please review the action items from individual meetings (documents are available on the Academic Senate Information System, or via the Academic Senate Office analyst).

#### **Diversity Discussion with Agriculture & Environmental Science Deans Van Alfen and MacDonald**

Dean Van Alfen recognized that women are underrepresented in Agriculture and was serving as a member of a national committee working on the issue. He highlighted that the pipeline was reasonable; however, CA&ES needed to improve the environment for recruitment and retention (environment was cited as a main concern). He explained that CA&ES's high ranking permitted little turnover, but that he wanted the faculty to thrive. Susan Kaiser recommended an advisory committee regarding all diversity issues, which prompted Dean Van Alfen to ask the CA&ES Executive Committee to implement training of faculty by faculty. AA&D reviewed a copy of the memo from CA&ES Executive Committee Chair Richard Grotjahn to Dean Van Alfen dated March 12, 2009 titled "Diversity-related recommendations (FEA and 'Diversity Access' committee)". AA&D questioned how to ensure participation by faculty members, but no answer was provided. AA&D emphasized the importance of communicating diversity as a top priority of senior leadership.

Executive Associate Dean Jim MacDonald highlighted that the search committees are treated as a proactive process, and viewed networking and engagement with personal contacts as important. He explained his close involvement in searches and Chairs, and how he has checked on searches early-to-mid-process to review the applications being considered, in order to be able to extend, stop, or recruit further if a more diverse pool is needed. He viewed this process as fairly successful over the last few years. He stated that getting top candidates to consider/come to UCD is not a problem; roughly 95% of candidates come to campus. He recommended Kevin Johnson, Law Dean, as having an innovative process. He cited "academic arrogance" as an issue (based on the use of the word "excellence" as a definition of faculty qualification).

Dean Van Alfen stated that AA&D could assist A&ES by helping to improve the environment, faculty mentoring, and the diversity statements used in the department template letters. AA&D suggested using template resources for letters and broadening the definition of excellence in CA&ES. AA&D's questioned the university's faculty training and CA&ES's diversity statistics, recommended that CA&ES Deans show more engagement and/or be more involved in specific issues and suggested inviting the Dean and a Department Chair to meetings for further accountability.

### **Diversity Discussion with School of Medicine Deans Pomeroy, Callahan, and Joad**

Dean Claire Pomeroy stated that the Five Guiding Principles at SOM has started changing the culture of SOM, and believed that leadership must inspire the diversity principles and goals in order for the culture to change. Several areas that were making great strides in diversity were the Center for Health Disparities, as well as the newly established SOM Office of Diversity (Dr. Joad's position). The SOM Office of Diversity was clearly supported by SOM and UC leadership to review faculty development opportunities, meet with every hiring chair to review diversity issues and needs, and create/support events for URMs. Dr. Callahan (Academic Personnel) explained that SOM is recovering from the changes in 1990s and has come a long way, but still has a long way to go. SOM is currently teaching students that very encounter with the patient is a cross-cultural experience, is reviewing reports of unfair treatment, and working towards a more positive and safe environment.

### **Diversity Discussion with Math & Physical Sciences Dean Ko**

Dean Ko provided handouts indicating an imbalance of faculty gender. He stated that they were working to improve the numbers. Pipeline issues were discussed, and the Partner Opportunity Program was cited as a very useful tool for MPS. Dean Ko stated that more than half of female scientists are married to a scientist, so use of UCD Davis' family-friendly policies were beneficial. He discussed ethnic diversity and cited that Hispanic/Latino/a searches were more successful than searches for African American candidates (he was working with Campus Community Relations on this issue). Efforts were said to have improved the graduate student pipeline (especially in the area of gender), but noted that the undergraduate pipeline less easy to control. He noted that MPS is utilizing MURPS to help attract URMs. AA&D suggested that, if funds are available for the sciences from NSF, then units need to have a centralized office on campus that can help organize funds for outreach.

### **Diversity Discussion with College of Biological Sciences Dean Ken Burtis**

Dean Burtis supported the continuation of this dialog between AA&D and Deans. He cited multiple external variables out of the CBS's control that impact their diversity success, such as campus and community environments and Davis' lacks a vibrant community/urban social scene desired by some faculty. AA&D highlighted the opportunity to become more flexible and offer alternative commute options from the bay area to help meet such needs. Dean Burtis stated that more statistics on faculty hire offers that were not accepted, as well as failed retentions, would help him understand more about the problem, view trends, etc. AA&D agreed with the need for more data, and added that data should be gathered for all offers and short-listed recruitments. Dean Burtis mentioned Professor Kimberlee Shauman's gender diversity research, as it points to larger societal roles, norms, and factors influencing the pipeline. Dean Burtis noted diversity improvement in the last few years, and attributed the success to more external influences. He stated that some departments in CBS do not agree to the diversity need as excellence. AA&D encouraged the further use of the Partner Opportunity Program and the President's Doctoral Fellow Program, and discussed potential long-term issues. Challenges related to meeting specific scientific fields/specialties in order to attract candidates prompted AA&D to suggest a "student swap" with other UC campuses as a possible solution, and Dean Burtis agreed to consider the idea. AA&D questioned how work/life balance was working in CBS, and Dean Burtis commented that most junior faculty do not balance work and outside life well in that they work too much. The Dean and AA&D discussed the disappearing trend of doctoral women as well as the impacts of graduate students having families earlier in life. Generally, AA&D was concerned that the lack of diversity was displaced largely on society as a whole and questioned how much UCD is targeting specific groups, which would increase UCD's visibility.

### **Diversity Discussion with Veterinary Medicine Dean John Pascoe**

Dean Pascoe discussed the challenges of student diversity and subsequent pipeline issues for URM faculty as there is a high number of female veterinary students (about 80%) and high number of Caucasian students (about 90%). He reviewed the lack of underrepresented minority (URMs) groups across almost all SVM in the nation. He discussed the toll of the financial differential in recruitment and retention; and cited recruitment for Specialists as extremely challenging since Specialists make up 3% of the entire pool. Dean Pascoe discussed the "Association of American Veterinary Medical Colleges (AAVMC) DVM: Diversity Matters National Initiative" to help recruit URM students. He explained that women faculty members in VM are the "most vocal against AA&D matters". He noted that faculty and hiring committees are aware of the diversity targets and issues. AA&D has several ideas how to improve the pipeline for VM:

- expanding outreach
- discussing available resources
- identifying and overcoming issues like education misperceptions, cultural differences, and financial barriers,
- increasing UCD's own URM students in Vet Med since Vet Med hires from within their own UCD graduate pool
- implementing mentoring, incentive programs, and financial assistance from the ground up

AA&D discussed how UCD could be the premier group to help improve the pipeline via scholarships, programs, freshmen seminars, and promoting the suggestions noted above.

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**  
**Committee on Committees**

Total Meetings: <b>29</b>	Meeting frequency: <b>Bi-Weekly &amp; Weekly</b>	Average hours of committee work each week: <b>4-6</b>
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Total Appts/Nominations: <b>University Acad. Senate: 4</b> <b>Administrative Comm: 27</b> <b>Committee Appointments:</b> -Replacement: 4 -09-10 Chairs/Members: 212 -Universitywide Reps: 13	Total requests deferred from the previous year <b>5</b>	Total requests deferred to the coming academic year <b>7</b>
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Listing of bylaw changes proposed:
Two bylaw amendments were requested:
1. DDB 39: clarification/revision of COC membership and election process
2. DDB 56: amend required membership of Courses of Instruction, UGC: Undergraduate Instruction and Program Review Committee and Undergraduate Scholarships Honors and Prizes Committee to include members of the faculty from College of Biological Sciences

Listing of committee policies established or revised:
Reached agreement with the Provost about an effective policy of compensation for members of CAP (see narrative for details)

Issues considered by the committee
- The problem of effective oversight of Senate committees.
- Given the increase in the numbers of Senate faculty in the last decade, and the retreat from using ad hoc committees for most promotions, is the current structure of CAP optimal?

Recommended procedural or policy changes for the coming year:



### **Committee's narrative:**

The Committee on Committees (COC) traditionally meets bi-weekly during fall quarter and weekly during winter and spring quarters.

During the past year COC was asked to provide a variety of nominees or appointments to system-wide Academic Senate and administration committees/task forces, campus administrative committees and task forces as well as provide membership for Davis Divisional Academic Senate task forces and special committees.

Type of Committee	Total Requests
Dean Review or Recruitment Advisory Committee	9
Administrative Advisory Committees	16
Administrative Unit Review Committee	1
Joint Senate/Administration Task Force or Committee	1
Universitywide Task Force	2
Universitywide Chancellor Recruitment Advisory Committee	1
Universitywide Committee or Commission	1

CoC meets each year with several selected committee chairs to assess committee effectiveness and discuss any issues concerning committee role and function. In addition, the committee meets with select administrators who routinely interact with Senate committees. During this past year, COC interviewed:

Committee on Academic Personnel Oversight Chair, Bill Casey  
Committee on Academic Personnel Appellate Chair, Stuart Cohen  
Committee on Research Policy and Grants Chair, Robert Berman  
Committee on Planning and Budget Chair, Bruno Nachtergaele  
Undergraduate Council Chair, Tom Famula  
Davis Division Chair, Robert Powell  
Provost and Executive Vice Chancellor, Enrique Lavernia  
Vice Chancellor Student Affairs, Fred Wood

These discussions were very helpful during formation of the 2009-10 standing committee memberships.

The 2008-2009 academic year brought several pressing matters to which COC responded:

- Search for a UC Davis Chancellor: COC nominated several Academic Senate members to the Universitywide Academic Senate. Three of the

members nominated served on the UC Davis Chancellor Recruitment Advisory Committee: Linda F. Bisson, Viticulture and Enology, Margaret Ferguson, English and Robert L. Powell, Chemical Engineering and Materials Science.

- The campus formed a series of budgetary advisory committees to which a Davis Division of the Academic Senate Chair or members was appointed to co-chair and members were asked to participate on specific committees. The Committee on Committees was provided with a short turn around for submitting a list of nominations. In turn those selected participated in a process with an aggressive timeline for review of issues and submittal of recommendations to the Provost and Executive Vice Chancellor.
- A General Education Task Force was formed and the positions filled by members of the Academic Senate. The Task Force will work with members of the General Education Committee to reach out to campus departments during this coming academic year to categorize courses eligible for general education credit and submit them through the course approval process for publication in the catalog and implementation of the revised general education requirements for the freshman class of 2011.
- COC worked with the Committee on Elections Rules and Jurisdiction to clarify the bylaw language associated with managing COC membership when the nomination process fails to yield sufficient nominees to fill all of the COC vacancies.
- In addition, membership of CoC was restructured to allot specific COC seats to particular colleges or schools. This change assures better and more predictable representation on CoC from the spectrum of the Academic Senate's membership.

The committee reached an agreement with Provost Lavernia that resolves what has been a persistent headache for CoC and source of discontent for faculty, the issue of compensation for members of CAP-Oversight. Until now, each member received a stipend, and the Chair of CAP-Oversight also received a course release. In addition, individual members sometimes negotiated course-releases with their own department's Chair or with their Dean, but these were unreliable, subject to budgetary stringencies, and not uniform across colleges. Under the agreement reached with the provost, each member of CAP-Oversight can elect either a release for one course (funded by the Provost's office) or a stipend of \$3000.

The Committee's main responsibility is to fill over 200 standing committee positions annually. In carrying out this responsibility, members contact current members and chair (all current members/chairs are considered for continuing service) to assess committee and membership effectiveness and willingness to continue serving. The outcome of these contacts along with the length of service (the committee strives to rotate members and chairs after 3 consecutive years of service) determines the position's to be filled each year.

Once the vacancies are determined for each committee, COC members seek out replacements with consideration for the list of faculty that expressed interest in serving and committee balance with respect to college/school, gender, and ethnicity representation.

Submitted by:

Brian C. Mulloney, Chair  
2008-2009 Committee on Committees

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Committee on Courses of Instruction (COCI)**

Total Meetings: 2	Meeting frequency: As needed	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: <u>409</u> Courses Reviewed	Total # of reviewed or deferred from the previous year: <u>0</u>	Total deferred to the coming academic year: <u>115 (at the senate level)</u>
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**Listing of bylaw changes proposed:**

none

**Issues considered by the committee**

1) **GE Implementation:**

This past year, COCI was involved in discussing the GE Implementation that is due to be in place by Fall 2011. The COCI Chair and committee were consulted on a possible implementation system and process. 2500 GE courses are slated to come to COCI during the 2009-2010 academic year.

The system that was developed by Student Affairs is called the General Education Tracking System. The system was created as an interim system to streamline the approval (at various levels) of the designated GE courses.

2) **New Integrated Curriculum Management System (ICMS).** COCI viewed a presentation by the Academic Registrar's Office about the new ICMS, scheduled for implementation in Spring 2010. COCI collated comments on behalf of college curriculum committees and gave feedback to the Academic Registrar about the potential new system.

**Recommended procedural or policy changes for the coming year: (none)**

## **Committee's narrative:**

### **Course Requests**

The primary duty of the Committee is to review and act upon requests to add new courses and change or cancel existing courses. The following table summarizes our actions from September 1, 2008 through August 31, 2009.

	<b>New</b>	<b>Change</b>	<b>Cancel</b>	<b>Total</b>
undergraduate	71	92	35	198
graduate	107	24	13	144
professional	28	29	10	67
Total	206	145	58	409

### **Associate Instructors**

The Committee also is required to approve/reject requests from departments to use advanced graduate students to teach upper-division courses. The Chair normally does this without consulting with the Committee (except as needed) and by following explicit Committee policy on this matter. This year the Committee received and approved 118 Associate Instructors from 27 different departments.

### **Nonstudent Teaching Assistants**

The Committee is required to approve/reject requests from departments to use teaching assistants who are not UCD students. Normally, this task is delegated to the chair. The Committee received and approved 11 requests from 4 departments.

### **Undergraduate Teaching Assistants**

The Committee is required to approve/reject petitions for the use of undergraduates as teaching assistants (this is an exception to policy). The Committee received and approved 6 petitions from 5 departments.

### **Undergraduate Readers**

Like undergraduate teaching assistants, undergraduate readers are to be used only in exceptional circumstances. The Committee has written and maintains policy for the hiring of undergraduate readers. However, the Committee does not receive and review petitions for undergraduate readers.

### **Grading Variances**

The Committee must approve requests to change course grading from Pass/No-Pass or Satisfactory/Unsatisfactory to letter grade or vice-versa. Normally this task is delegated to the Chair. Following the process described in the Committee web page, the Committee granted grading variances in 29 classes.

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**ACADEMIC SENATE**  
**Committee Membership 2008-2009**

At-large Members

Marcel Holyoak, Chair  
Julian Alston  
Robert Bell  
Matthew Bishop  
Benjamin Shaw

Ex-officio Members

Matthew Augustine  
Beth Bechky  
Rachael Goodhue  
James Holcroft  
Angelique Louie  
Jeanette Natzle  
Patricia Pesavento  
Kenneth Schackel  
Frank Wada  
Tobin White

Academic Federation Representative

Gail Martinez

ASCUD Representative

Marcus Tang

Staff Consultant (Registrars Office)

Randall Larson-Maynard, Senior Editor/Curriculum Coordinator

Academic Senate Analyst

Edwin M. Arevalo, Assistant Director of the Academic Senate Office

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Committee on Distinguished Teaching Award**

Total Meetings: Three 2-hour meetings.	Meeting frequency: three times/year	Average hours of committee work each week: Approximately 3-6 hours for review of the nominations for each meeting.
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A total of 15 initial nominations were received and reviewed. Six finalists were selected. Of those, three undergraduate and three graduate/professional recipients were selected.	No nominations were deferred from the previous year.	No nominations will automatically be carried forward.
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Listing of bylaw changes proposed: No new bylaw changes were proposed.

Listing of committee policies established or revised: Due to budget constraints, the presentation of Distinguished Teaching Awards was combined with other Academic Senate and Academic Federation awards in a spring quarter reception and ceremony. Previously these Awards were presented at a formal dinner in the winter quarter.

Issues considered by the committee: None submitted.

Recommended procedural or policy changes for the coming year: Review the timeline for the award cycle and possibly make adjustments.

**Committee's narrative:**

The primary charge to this committee is to select up to six members of the Academic Senate for a Distinguished Teaching Award in either the category of Undergraduate Teaching or Graduate and Professional Teaching. A Call for Nominations was sent to all faculty members on November 14, 2008. The committee received a total of fifteen nomination packets for review – with nine in the Undergraduate Teaching category and six in the Graduate/Professional Teaching category. A total of six finalists were selected at a meeting on February 3, 2009. Finalists were asked to submit dossiers by March 9. Upon deliberation and discussion at a meeting on April 17, 2009 six recipients were selected to be submitted to the Representative Assembly for confirmation.

**Distinguished Teaching Award Recipients – Undergraduate Category:**

- Liz Applegate, Nutrition
- Judy Callis, Molecular and Cellular Biology
- Motohico Mulase, Mathematics

**Distinguished Teaching Award Recipients – Graduate/Professional Category:**

- Marc Blanchard, Comparative Literature
- Ines-Hernandez Avila, Native American Studies
- Marc Lee, Orthopaedic Surgery, School of Medicine

In accordance with the bylaws, the above names were presented for confirmation at the Representative Assembly meeting on June 5, 2009. All nominations were unanimously confirmed.

The recipients are scheduled to receive their awards at a ceremony held in their honor during Spring Quarter 2010.

The committee will review the timeline for the award cycle and may possibly make adjustments. Currently awards are approved by the Academic Senate in the spring quarter. Because of the new combined awards ceremony, recipients receive their awards the following spring, i.e., one year later. This caused confusion for the 2009 nominators because the reception for 2008 recipients was held during the nomination and selection period for 2009 recipients.

On April 16, 2009, five recipients selected in April 2008 were presented with awards during a ceremony that combined award presentations of several Academic Senate and Academic Federation Awards. In the Undergraduate Category they were David Block, Viticulture & Enology and Chemical Engineering; Randy Dahlgren, Land, Air & Water Resources; and Peter Wainwright, Evolution and Ecology. In the Graduate/Professional Category they were Roi Doy, Molecular and Cellular Biology and Bruce Hammock, Entomology.

Respectfully submitted,

John Harada, Chair: Spring  
Gina Werfel, Chair: Fall & Winter  
Norman Matloff  
Kent Pinkerton  
James Wilen  
Nancy Kilpatrick, Analyst, Academic Senate Office



**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Committee on Emeriti**

Total Meetings 2; correspondence by email	Meeting frequency Typically one meeting per quarter or as needed	Average hours of committee work each week: Variable
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Listing of bylaw changes proposed: None

Listing of committee policies established or revised: primarily continue to  
conduct business via email.

Issues considered by the committee: Emeriti Committee Website; Process for  
emeriti for gift and grant accounts; Emeriti parking permits; In Memoriam process

Recommended procedural or policy changes for the coming year: None

**Committee Charge**

This committee maintains current centralized records of emeriti/ae, maintains communication with emeriti/ae to facilitate their continued contributions to the University and to make known to the Academic Senate and the administration their interests and needs.

## **Committee Narrative**

Emeriti Committee Website - The committee discussed the content for the Emeriti Committee website now on line via the UC Davis content management system. The following web site possible content and links are suggested:

1. Agendas for Emeriti Committee meetings.
2. Minutes of previous meetings.
3. How to get Emeriti ID cards
4. Information of free parking permits
5. Information of Committee on Research grants + Link
6. Link to Emeriti Center.
7. Link to I-House.
8. Link to Emeriti Association.
9. Link to HR
10. Link to retirement Benefits office and Medicare information
11. Link to Academic Senate
12. Link to local Social Security office

Process for Emeriti gift and grant accounts – A case was brought to the committees attention where an Emeritus Professor's gift and grant accounts were taken over and used by a department without any discussion with the Emeritus Professor. The committee researched and discussed the university rules and regulations regarding accounts left behind by retired faculty. There are various rules, but they then to be rather vague. Our conclusion was that it is very important for faculty to discuss their plans for various accounts left behind upon retirement so that department chairs know your intentions for each account. In the case brought to our attention, we recommended that the Emeritus Professor bring his case to the faculty welfare committee.

Emeriti Parking Permits – Free parking permits for retired faculty and staff were once again discussed by the committee. A meeting was held with administration and the Executive Committee of the Emeriti Association resulting in a letter from the Provost granting free parking permits for retired faculty and staff through June 2011. The policy will be revisited in January 2011.

In Memoriam process – The committee discussed instances where retired faculty or staff have passed on without notice to the University. The issue is usually that communication about the deceased fails to come to the attention of the academic senate. There is no clear answer to improving the process, but academic departments play a key role in informing the senate.

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**  
**Executive Council**

<b>16</b>	<b>Monthly</b>	<b>4</b>
Total Meetings	Meeting frequency	Average hours of committee work each week

<b>49</b>	<b>1</b>	<b>4</b>
Total <b>Proposals/Issues</b> Reviewed (courses, proposals, cases, etc.)	Total of reviewed <b>Proposals/Issues</b> deferred from the previous year	Total <b>Proposals/Issues</b> deferred to the coming academic year

**Listing of bylaw changes proposed:**


**Listing of committee policies established or revised:**

Executive Council will review degree lists electronically rather than during a meeting. This change increased time available for Colleges, Schools, and Registrar's Office to review and prepare degree lists for review.


**Issues considered by the committee:**

- Davis Division Position on the Integrated Curriculum Management System
- UC Davis Chancellor Search and Faculty Recruitment Advisory Committee
- Executive Council Subcommittee on Student Petitions
- Appointment of a Task Force to Review the Academic Personnel Process
- Implementation of the Revised General Education Requirements
- Interim Appointment of Senior Administrators (Dean, Provost/EVC) for a Three Year Period
- Committee on Academic Personnel Oversight (CAPOC) concerns about hiring practices and adherence to APM-500
- Meetings with Department Chairs two times each quarter to review a particular Senate committee and its impact on campus shared governance and general academic operation.
- Library Committee's Report "Library in Crisis"
- Faculty Participation in the state-mandated Sexual Harassment Training
- Graduate Council Report: Strengthening Graduate Education

- Endowed Chairs Proposal (proposal to alter the financial distribution associated with endowed chair appointments)
- Review and committee commentary on Academic Plans from each college and professional school.
- Reappointment of the Interim Dean of College of Biological Sciences
- Davis Division review of budget reduction proposals...a process?
- Report Issued by the Special Review Committee: College of Agricultural and Environmental Sciences (CA&ES)
- CIT report to Executive Council concerning information technology on campus
- Graduate Council Proposal to Require Memorandum of Understanding for Graduate Programs and Groups
- Davis Division Bylaw (DDB) 39: COC Election/Term
- Davis Division Bylaw (DDB) 99: Amendment COR Membership
- Davis Division Bylaw (DDB) 141: University Writing Program
- Campus Budget Subcommittees Process and Implementation
- Name Change Request: Mechanical and Aeronautical Engineering
- Davis Division Bylaw (DDB) 56: Courses of Instruction bylaw amendment
- On-line Administrative Information Module for Principal Investigators
- Library Committee's Letter Advocating for Library Resources
- Reconstitution of Spanish and Classics
- Davis Division Bylaw to Establish the School of Nursing
- Updates from Faculty Executive Committees: College & School Budget Reduction and Academic Planning
- Transition between Chancellors
- Post Doc Collective Bargaining
- Emergency planning: H1N1 Outbreak
- Davis Division Bylaw (DDB) 111: Student Faculty Relations Committee Disestablishment
- Davis Division Bylaw (DDB) 76: Faculty Research Lecture Amendment
- Davis Division Bylaw (DDB) 121: Undergraduate Instruction and Program Review Committee membership amendment
- Davis Division Bylaw (DDB) 123: Undergraduate Scholarships, Honors and Prizes membership amendment

Proposals/Issues Carried Forward into 2009-10: the HArCS Special Review Committee, Student Evaluation of Teaching, 2007-08 Privilege and Tenure case and Academic Personnel Process Review Task Force.

During 2008-09 Executive Council managed a significant number of issues. In order to manage these issues effectively, several special committee meetings were conducted:

- October 23, 2009 the Executive Council met with the Search Advisory Committee for the UC Davis Chancellor.
- March 30, 2009, special meeting of the Executive Council was conducted to develop an agenda for the upcoming meeting with President Yudof.
- April 6, 2009 a special meeting of the Executive Council was held. The guest was President Mark Yudof. The Council raised issues such as the UC Davis Chancellor Search, stratification/tiering of UC campuses, health of the UC Retirement System, streamlining of administrative processes, legal and regulatory compliance measures that do not cripple operational performance, discussion of UC Davis strengths and opportunities for growth and creating the UC Davis of the Future.
- July 2, 2009 the Executive Council met to discuss a response to President Yudof's Furlough/Salary Reduction Plan Options
- July 15, 2009 the Executive Council met to discuss the Furlough Plan implementation and strategy for communicating with the Davis Division Membership.
- August 6, 2009 the Executive Council met to prepare for a meeting with Chancellor Katehi on her second day at UC Davis as well as H1N1 planning and a request for posthumous degree.
- August 18, 2009, the Executive Council met with the new Chancellor, Linda Katehi, to welcome her and begin discussing shared governance at UC and UC Davis.

### **Committee's narrative:**

During academic year 2008-09 the campus experienced an unprecedented reduction in state funding. State revenue fell sharply and swiftly leading to many unprecedented requests and issues. The Executive Council worked diligently to keep Academic Senate members well informed. The Executive Council was called upon to prepare positions during the summer months when many faculty are not scheduled to be on campus or available for Senate service.

The Academic Senate reviewed Academic Plans, provided feedback during recruitment of our next Chancellor, expended tremendous time and effort on joint senate/administration budget advisory committees, advised the campus and UC President concerning reduction in pay / furloughs for all staff and faculty.

Submitted by:

Robert L. Powell, Chair

Davis Division of the Academic Senate

Chair and Professor: Department of Chemical Engineering and Materials Science

Professor: Food Science and Technology

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**  
**Committee on Faculty Privilege and**  
**Academic Personnel Advisers**

Total Meetings: <b>1</b>	Meeting frequency: <b>Committee does not meet</b>	Average hours of committee work each week: <b>2-4</b>
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Total Inquiry Responses: <b>25</b>	Total of responses deferred from the previous year <b>0</b>	Total responses deferred to the coming academic year <b>0</b>
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Listing of bylaw changes proposed:
None

Listing of committee policies established or revised:
The committee agreed to distribute the workload by discipline in contrast to allowing faculty to randomly select which adviser to contact. The members agreed to advise specific colleges/professional schools. Faculty seeking advice was referred to the analyst assigned to the committee. The analyst facilitated contact between the adviser assigned or to the chair when the adviser was not available.

Issues considered by the committee

Recommended procedural or policy changes for the coming year:
Continue distributing workload by discipline. While the change increased the analyst's workload, it allowed the committee to focus advice within a college/school rather than receiving random contacts. It also allowed tracking of total committee contacts.

**Committee's narrative:**

The Faculty Privilege and Academic Personnel Advisers Committee is not assigned issues to review. The Advisers respond to contact from faculty concerning matters of privilege, academic freedom, potential for filing a grievance with Privilege and Tenure as well as the merit and promotion review process.

This past year there was not a focus on issues from faculty. The issues were varied including denial of tenure, use of campus donation, space allocation, distribution of work by the instructor of record and violation of academic freedom in general.

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Faculty Research Lecture Award**

Total Meetings: 1	Meeting frequency: Typically one or two meetings a year.	Average hours of committee work each week: Approximately .5 – 1.5 hours per nomination file. This year, 4.5 – 13.5 hours total to review thirteen nominations.
Total of nine nomination packets were reviewed.	No nominations were deferred from the previous year.	No nominations were carried forward to the coming academic year.

Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee: The effect of the 2008-09 budget cuts on the Faculty Research Lecture Award, especially the delivery of the lecture by the selected award recipient; and the combining of the presentations of the Academic Senate awards and the Academic Federation awards into a single event.

Recommended procedural or policy changes for the coming year: None.

**Committee's narrative:**

The charge of this Committee is to nominate for election by the Representative Assembly a member of the faculty or staff at UC Davis who has established a distinguished record in research, for the purpose of delivering a lecture on a topic of their choice. Over the course of the 2008-09 academic year, this charge was fulfilled. A Call for Nominations was updated, and the Call distributed to all members of the Academic Senate on October 24, 2008. Nine nomination packets were received and reviewed by the committee. Professor Charles H. Langley, from the Department of Evolution and Ecology, was selected for nomination as the 2009 Faculty Research Lecture Award recipient, and he was elected as such by the Representative Assembly at their Winter Quarter meeting on February 24, 2009. Professor Langley was then honored on April 16, 2009, at a combined Academic Senate and Academic Federation academic awards event. On May 6, 2009, Professor Langley delivered a lecture entitled "Population Genomics: Challenges and Promise."

At the combined awards event, Professor Langley was presented with an honorarium and a medallion. The College of Biological Sciences hosted the lecture and a reception that followed the lecture.



A challenge for the committee and the campus is to continue to be able to honor the recipient in an appropriate manner and provide an appropriate venue for the lecture given financial constraints.

Respectfully submitted,

Alan Hastings, Chair

Anna Busse Berger

J. Clark Lagarias

Zuhair Munir

Alan Taylor

Bryan Rodman, Analyst, Academic Senate Office

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Faculty Welfare Committee**

Total Meetings: 4	Meeting frequency: 1 / Qtr Always as needed	Average hours of committee work each week: 4
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Total items reviewed: 15	Total number of items carried over from the previous year: 3	Total items carried over to the coming academic year: None
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee:

Fee waiver for university employees (carried over from previous year)  
 Childcare availability  
 Davis salary scale (carried over from previous year)  
 Proposed State law to create reporting of students placed on psychiatric hold (carried over from previous year) (Round 2 discussion initiated in September, 2008)  
 Proposed UC Policy Restricting Rehire of Retirees  
 Status of University of California Retirement System  
 Outsourcing University of California Retirement Plan administration  
 Proposed amendments to APM sections 110, 230, 279, 360, 520 and 710  
 Proposed new APM policy 765  
 Various and diverse academic plans  
 Proposal to amend APM 240 – Deans covered by APM rather than SMG policy  
 Proposal for Principal Investigator Online Administration Information Module  
 Proposed technical amendments to APM 028 – State of California conflict of interest codes  
 Budget cuts  
 Revisions to original amendment of APM 240 – Dean's review  
 Proposed furlough and salary cut policy  
 Proposed furlough and salary cut options

Recommended procedural or policy changes for the coming year: None.

## **Committee's narrative:**

The committee met four times during the 2008-09 academic year. Committee Chair Joel Hass extended a standing invitation to Professor Charles Hess to attend all committee meetings as a guest. Professor Hess represents emeriti at the system-wide UCFW Committee. At its first meeting, the committee decided to discuss business items electronically and in parallel and to limit business items to those that were faculty welfare issues or for which comments were requested from the committee.

At the beginning of the academic year, the committee was asked to respond to a Sexual Harassment Policy (PPM 380-12) review, but had no comments to forward.

Also at the beginning of the year, the committee discussed having a representative from Employee Benefits provide information about available retirement benefits and the status of the university retirement program. When it was determined that the scope of what such a representative could provide was limited, it was decided that it was more appropriate to refer this to the systemwide UCFW.

In October, the committee formulated and forwarded to the Davis Division Academic Senate Chair a resolution to the effect that the University of California shall waive 50% of undergraduate fees for dependents of UC faculty attending a University of California school. The resolution was conveyed to the UC Davis Academic Senate Executive Council and was discussed subsequently at the systemwide Academic Council and the systemwide UC Faculty Welfare Committee. The Davis Division committee's proposal was found to be not feasible for implementation at this period of financial stress.

During the course of the year, the committee responded to requests for input on: a proposed State law to create reporting of students placed on psychiatric hold, a proposal to regulate the rehire of retirees, proposed amendments to the Academic Personnel Manual (sections 110, 230, 279, 360, 520, and 710), new APM policy 765, a proposed amendment to APM 240, a proposal to develop an online administrative information module for principal investigators, proposed technical amendments to APM 28, a proposed furlough and salary cut policy, revisions to the original proposed amendment to APM 240, and furlough/salary cut options. In each case committee comments were forwarded to the UC Davis Academic Senate Executive Council.

The committee's response to UC President Mark Yudof's various furlough and salary cut plans included the following recommendations: 1) retirement benefits should be held harmless; 2) there should be cuts in non-salary compensation (housing allowances, car allowances, etc) equal to the cuts in standard compensation; 3) pay cuts should be termed "temporary," just as furloughs are, and both should have a sunset period; 4) progressive furloughs and salary cuts are more appropriate than an arbitrary \$46,000 point for an increase; 5) all administrative and non-academic units need to be reevaluated for necessity, efficiency and cost savings; and 6) the UC President, campus chancellors and senior administrators should take significantly greater cuts.

The committee was asked to review Academic Plans submitted by the Graduate School of Management, the College of Biological Sciences, the Division of Humanities Arts and

Cultural Studies, the College of Agricultural and Environmental Sciences, the School of Veterinary Medicine, the Department of Mathematical and Physical Sciences, the School of Education, the Department of Social Sciences, the College of Engineering, and the Law School. The committee did not find items within its purview requiring comment on these plans.

Of the three separate issues that carried over from the previous year, two were considered and discussed during 2008-09. These two issues concerned the tuition fee waiver for university employees and the Davis salary scale. The third issue that was carried over from 2007-08, the proposed State law to create reporting of students placed on psychiatric hold, was deemed by the committee to be outside its purview, and as mentioned above, the committee responded as such.

After discussion of the Davis salary scale, the consensus of the committee was that this issue was addressed by the campus and required no further action by the committee.

Committee discussion of the tuition fee waiver issue resulted in a resolution that, on October 20, 2008, Committee Chair Hass brought to the attention of Davis Division Academic Senate Chair Robert Powell. (See above.) By February, 2009 it became clear that this was not likely to be approved in the current economic environment. A pre-tax funding approach in support of tuition waivers was then brought up. Discussions about a pretax tuition waiver at the systemwide level led to the conclusion that this was not a realistic option under current tax law.

All of the 2008-09 UCFW monthly meetings were attended by the Davis Division representative or an approved alternate. Committee member Lisa Tell continued to be the DD representative for 2008-09. Committee Chair Joel Hass attended the April and June, 2009, UCFW meetings as the DD's approved alternate.

Of the topics that were discussed at the UCFW meetings, the committee discussed the following: the briefings by Sheryl Vacca, Sr. VP – Office of Ethics, Compliance and Audit Services, and by Marie Berggren, UC Treasurer; the requested input from campuses on their current childcare needs; the compensation committee that was formed by Provost Grey revising the APM with regards to stipends of deans and other administrators; the status of the UC Retirement Program; the revamping of the UC Retirement System; and the revised rehiring mechanism for retirees.

Following up on requested input by UCFW from all campuses on their current childcare needs, Davis Division representative Lisa Tell and Committee Chair Joel Hass discussed childcare availability with the UCFW and the local childcare offices.

The committee began a discussion of academic calendar dates—particularly the sometimes short intervals between the end of finals and the subsequent beginning of instruction and the constraints of a systemwide calendar. Further evaluation of the academic calendar is occurring in conjunction with discussion of the furlough implementation. The committee also discussed the unionization of postdoctoral scholars and possible effects on research at UC Davis.

Email updates that provide substantive information regarding implementation procedures of the new policy on reemployment of UC retired employees and UC furloughs and

salary cuts were circulated electronically to the committee membership and resulted in extensive email discussions.

Finally, the committee discussed the role of the UCFW within the UC system, the role of the Divisional Academic Senate committee chairs and how they are informed of systemwide issues; the roles of Divisional representatives and the limits placed on them; the UC Office of the President Task Force on Post Retirement Benefits, the START program, and the flow and circulation of issues and information within the UC system.

Respectfully submitted,

Joel Hass, Chair  
Michael Dahmas  
Alan Jackman  
Norma Landau  
Saul Schaefer  
Lisa Tell, UCFW DD Representative  
Chih-Ling Tsai  
John Stenzel, Academic Federation Representative

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Grade Changes**

Total Meetings <b>8</b>	Meeting frequency <b><i>Once per month during academic year</i></b>	Average hours of committee work each week <b><i>2-3 hours meeting and 6-8 hours additional review time.</i></b>
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Total <i>Retroactive/Grade Change Petitions</i> Reviewed: <b><i>337 petitions reviewed, 159 approved</i></b>	Total of reviewed <i>Retroactive/Grade Change Petitions</i> deferred from the previous year: <b><i>1</i></b>	Total <i>Retroactive/Grade Change Petitions</i> deferred to the coming academic year: <b><i>1</i></b>
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Listing of bylaw changes proposed:

Listing of committee policies established or revised:

**Revised committee guidelines: 2, 4, 5, 7, 8, 9, 12, 13**

**Added committee guidelines: *Preamble, 15, 16, 17***

**See updated committee guidelines (attached) for details.**

**Current committee guidelines posted at <http://academicsenate.ucdavis.edu/GCC>**

Issues considered by the committee

Recommended procedural or policy changes for the coming year:

**Committee's narrative:**

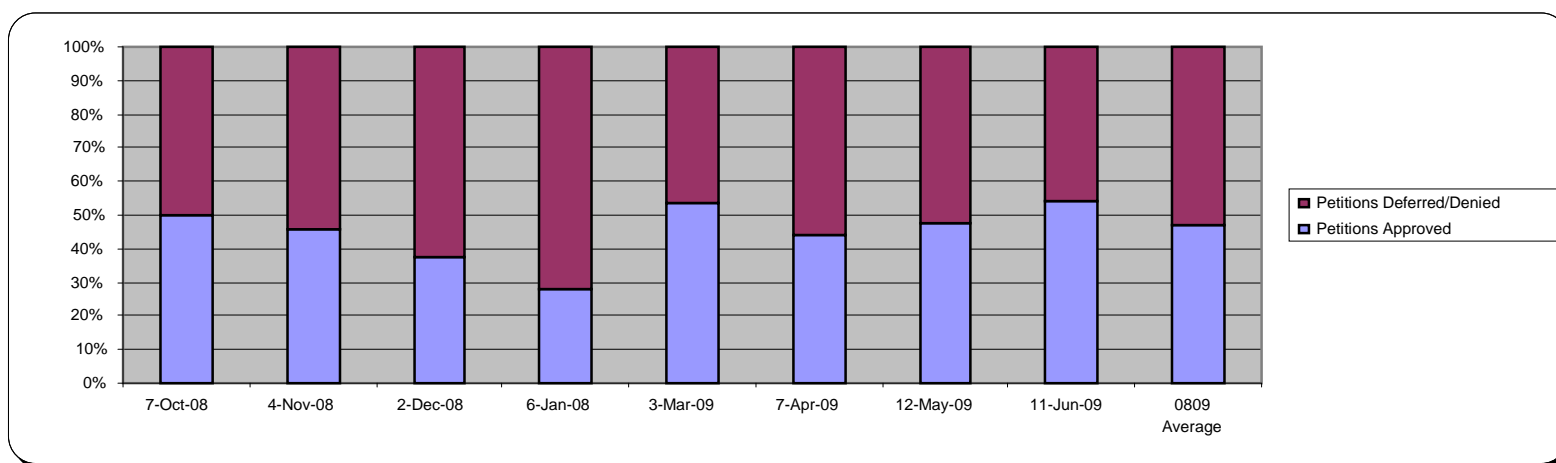
See attached

## 2008-2009 Overview of Petitions Considered by the Committee on Grade Changes

Meeting Date	# Petitions	A/D	GC	RA	UC	RD	RW	P/NP	Total
1. October 7, 2008	80 Petitions	3/5	5/9	7/13	0/1	5/19	16/24	4/9	40/80
2. November 4, 2008	46 Petitions	3/7	0/4	4/4	0/2	2/10	11/15	1/4	21/46
3. December 2, 2008	24 Petitions	1/3	0/3	2/2	0/0	1/2	5/13	0/1	9/24
4. January 6, 2008	25 Petitions	0/0	1/2	1/4	0/1	3/8	2/9	0/1	7/25
5. February 20, 2009	0 Petitions	FEBRUARY MEETING CANCELLED							
6. March 3, 2009	60 Petitions	5/6	2/5	0/0	0/1	12/23	13/18	0/7	32/60
7. April 7, 2009	25 Petitions	1/1	0/2	1/1	0/0	1/6	8/11	0/4	11/25
8. May 12, 2009	40 Petitions	2/5	0/4	1/1	0/0	1/6	14/20	1/4	19/40
9. June 11, 2009	37 Petitions	6/7	0/4	1/1	0/0	3/5	10/18	0/2	20/37
<b>0809 Total</b>	<b>337 Petitions</b>	<b>21/34</b>	<b>8/33</b>	<b>17/26</b>	<b>0/5</b>	<b>28/79</b>	<b>79/128</b>	<b>6/32</b>	<b>159/337</b>
<b>Key:</b> A/D = Appeals/Deferrals; GC = Grade Changes; RA = Retro-Adds; UC = Unit Changes; RD = Retro-Drops; RW = Retro-Withdrawals; P/NP = Retro-Grade Mode Option Changes.									

The above table indicates the number of petitions that are referred to the Grade Change Committee, as well as the number approved or deferred/denied by the Committee. The Committee met 8 times in the 2008-2009 academic year and approved 47.1% of the petitions they considered. 1 petition was deferred from the previous year; 1 was petition deferred to the next year. The chart below illustrates the percentages of petitions approved at each meeting.

**Petitions  
Approved** / **Petitions  
Reviewed**



## **Grade Change Committee Guidelines**

<http://academicsenate.ucdavis.edu/GCC/>

**PREAMBLE:** The Grade Change Committee (hereafter, “the Committee”), reviews all retroactive and grade change requests not unambiguously justified by the Regulations of the Academic Senate and of the Davis Division; the Committee is governed by Davis Division Bylaw 79. The Committee is dedicated to the academic standards, educational mission, and Principles of Community of UC Davis, and will review all petitions on a case-by-case basis to determine appropriate action. Petitioners to the Committee should understand that even in cases when the Committee may be sympathetic, the Committee is still required to abide by their own published Guidelines (below) and the Regulations of the Academic Senate. Approval authority to make certain determinations on the behalf of the Committee is delegated to the Deputy to the Committee in the Office of the University Registrar (hereafter, “Grade Change Deputy”), as noted below. The Committee reserves the right to determine when a petition warrants an exception to the below Guidelines.

Questions regarding the Committee or the Retroactive/Grade Change process should be directed to the Grade Change Deputy, who may be contacted at [GradeChanges@ucdavis.edu](mailto:GradeChanges@ucdavis.edu).

- 1) Any retroactive petition must be submitted within 3 academic quarters in residence. Petitions submitted after this time period must explain and document why the retroactive action being sought was delayed.
- 2) If a petition is denied by the Committee, a student may appeal one time, **within one academic quarter of residence**, with **substantial** and **new** information. A second appeal will ordinarily not be considered by the Committee.
  1. Bona fide appeals of final decisions made by the Committee may be referred to the Student Petitions Subcommittee of the Executive Council of the Academic Senate. However, appeals are limited to confirming that the Committee did not act in an arbitrary or capricious manner in making its determination and that the final decision was based on substantial evidence. The Student Petitions Subcommittee will not substitute its judgment on the substantive merits of the case for the judgment of the Committee.
- 3) After a student is awarded their degree his or her record is closed. The Committee will consider requests only when they concern clerical or procedural error. The Committee will not consider retroactive drops or withdrawals after a degree has been awarded. Petitions made outside of the timeline specified in paragraph 1 will not be considered.
- 4) **Clerical or Procedural Errors.** The Grade Change Deputy may approve all petitions that involve clerical or procedural errors. Such petitions must meet all other standards set forth by the Committee and the Academic Senate.
  1. “Clerical or Procedural Error” is generally interpreted by the Committee to mean an error made by someone other than the student (e.g. instructor or staff adviser).
- 5) Petitions to change grade modes retroactively (i.e., to or from P/NP or S/U grading) will not be approved by the Committee except in cases of clerical or procedural error, even if based on student need.



- 6) All requests for a change of grade involving “Incomplete,” must be accompanied by a copy of the Incomplete form filed with the original grade report or documentation that the Incomplete grade agreement was made during the quarter.
- 7) If a student petitions to drop or withdraw retroactively because of a **disability**, the Committee will consider the disability aspect of the petition only if the student has first contacted the Student Disability Center (“SDC,” <http://sdc.ucdavis.edu>) and the SDC has determined that the student has a qualifying disability and is eligible to receive reasonable accommodations. The Committee will consider only the time period (generally, no more than one quarter) before the SDC disability determination. Once SDC has determined that a student is eligible to receive reasonable accommodation, the Committee assumes that such accommodations have been sought by the student and provided through SDC. **Retroactive action requested by the student of the Committee is not considered reasonable accommodation.** However, the Committee will work with SDC and a student to implement any reasonable accommodations that are necessary to allow the student equitable opportunity to participate in the petition process.
- 8) The Grade Change Deputy may approve the following petitions to add courses retroactively, without referring the petition to the Committee:
  1. If the student was on the waitlist for the course and this can be documented; if the student was issued a Permission-to-Add (“PTA”) number for the course; if it can be reasonably verified that the student intended to add the course to his or her schedule during the quarter. Such petitions must meet all other standards set forth by the Committee and the Academic Senate.
  2. For the following courses, even if the conditions above are not met: PE Activity courses (PHE 1 and 6); music rehearsal courses; internship units; and research units. Such petitions must meet all other standards set forth by the Committee and the Academic Senate.
- 9) Petitions to drop or withdraw retroactively are the most difficult cases for the Committee to evaluate. In general, the Committee will be very reluctant to grant any retroactive action for more than one quarter. All petitions to drop or withdraw retroactively must show evidence that a hardship occurred at a crucial time in the academic calendar (e.g., the week of final examinations), extended over a significant period, or offer sufficient justification as to why action was not taken to drop petitioned course during the quarter. The majority of requests for retroactive drops and withdrawals will offer as justification one of the following reasons:
  1. **Financial Hardship.** Ordinarily the Committee will grant such a petition only if there has been a sudden change in the student’s financial situation during the quarter. The student must provide documentation of the financial hardship, and/or documentation that his or her employer **required** an increase in work hours.
  2. **Health problems**, including mental illness. These must be well documented. If a student believes that he or she may have a disability and is need of auxiliary aids or services in order to have an equal opportunity to participate in the Committee’s petition process, the student must contact the Student Disability Center in order to determine eligibility for reasonable accommodation. See paragraph 7, above.

3. **Family Hardship.** The death or severe illness of an immediate family member may be considered grounds for retroactive drop or withdrawal.
  4. **Problems with drugs, alcohol, or violent behavior.** Generally, these are not considered sufficient justification for a retroactive drop or withdrawal.
  5. **Sexual Trauma.** Events such as rape or abortion may justify a retroactive drop or withdrawal.
  6. **Personal Problems.** Breaking up with a romantic partner will not generally be considered sufficient justification for a retroactive drop or withdrawal. Difficulties with landlords or roommates will not generally be considered sufficient justification for a retroactive drop or withdrawal. The Committee will consider legal entanglements or other time consuming procedures that may arise from such problems, but these must be well documented.
  7. **Academic Need.** Retroactive action will not be taken by the Committee for reasons of academic need.
- 10) Requests to retroactively drop one or two courses, but not the entire quarter, will ordinarily be regarded as “selective” and will not be granted. The Committee will consider the possibility that one particular course was adversely affected more than other courses by situations as described in paragraph 9, but the Committee will require strong evidence.
  - 11) The Committee will not make decisions relating to admission or readmission. Statements regarding these matters should not be made in petitions to the Committee. Students should meet with an Academic Adviser in their College Dean’s Office regarding these matters.
  - 12) If a petition to add a course retroactively is approved by the Committee for a course in the regular quarter or during summer session, the student will be required to pay all necessary fees.
  - 13) For retroactive petitions that concern the Education Abroad Program (EAP), a recommendation from the Committee on International Studies and Exchanges may be sought. In most situations the Grade Change Committee will support those recommendations. Because of the time involved for routing EAP petitions, said petitions are first on the agenda.
  - 14) The Committee will review all retroactive petitions, also including grade changes for UC Davis Extension students enrolled in UC Davis classes. The UC Davis Extension student should provide a copy of her or his Extension transcript along with the petition.
  - 15) **Challenging an instructor’s grade.** If the Grade Change Committee finds that a clerical or procedural error has resulted in a student receiving an incorrect grade, it may authorize a change even if the faculty member who awarded the grade is opposed, if an appropriate grade can be determined. Generally, the GCC will require the student to have discussed the matter with the faculty member and the department chairperson. The Committee, like the instructor, has no authority to reassess or re-evaluate student work; only if it can be documented that a clerical or procedural error was made will the Committee have authority to alter the grade. The student will be expected to bear the burden of proving that a clerical or procedural error occurred and caused the incorrect grade to be assigned.

- 16)** If a student cites an advising error by a university staff or faculty adviser in his or her petition to the Committee, the student should provide documentation of the advising error with the petition. The Committee cannot make a determination regarding advising errors without appropriate documentation. Even in cases of documented advising errors, the Committee may deem it more appropriate that an exception be made by the adviser than for retroactive action to be taken by the Committee.
- 17)** The Committee reserves the right to deny a petition, even if good cause for granting such a petition exists, if it determines that the petition represents a likely abuse of the retroactive petition process or attempt to circumvent other university rules and procedures.

*Revised 6/11/09*

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 TAs 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.L.M., M.P.V.M., M.P.H. and M.B.A.). 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 class room 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 Tradition Receptions - 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 Tradition Receptions - 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/?/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**

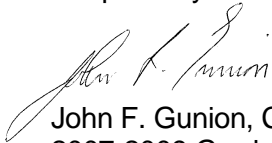
During the 2008-2009 academic year, the Committee met six times. The action items were:

1. Performed fact finding for Graduate Council on the impact on graduate education for the proposals to 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.
5. Prepared a response to Graduate Program Evaluation Criteria memorandum prepared by Dean of Graduate Studies in response to a request by Graduate Council - 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 Physiology), 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.
5. Prepared a response to Graduate Program Evaluation Criteria memorandum prepared by Dean of Graduate Studies in response to a request by Graduate Council - 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)
- 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)

### **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)
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- 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 Scalettar (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), Jeffery 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

Adrienne Martin (Chair)  
Chris Cappa  
Linda Egan  
Peter Green  
Gregory Herek  
Frank Samaniego  
Jeffery Stott  
Johnny Terning  
Dennis Waring

##### Grad Program

Spanish and Classics  
Civil & Environmental Eng.  
Spanish and Classics  
Ag & Environmental Chem  
Psychology  
Statistics  
Immunology  
Physics  
Endocrinology

##### Students:

Joanna Friesner  
Elisabetta Lambertini  
Malaika Singleton  
Rachel Steckley

Molecular & Cellular Bio  
Civil & Environmental Eng.  
Neuroscience  
Psychology

##### Add'l Faculty Reviewers

Albert Schwarz  
Alexander Soshnikov  
Anh-Vu Pham  
Barbara Byrne

##### Grad Program

Mathematics  
Mathematics  
Electrical & Computer Engineering  
Comparative Pathology

Beth Levy  
Brian Trainor  
Bruno Pypendop  
Chris Miller  
Christopher Meissner  
Daniel Ferenc

Music  
Psychology (Animal Behavior Grad Group)  
Pharmacology & Toxicology  
Microbiology  
Economics  
Physics

##### Discipline

HumSocSci  
HumSocSci  
ScienceEngr  
BioSciAg  
HumSocSci  
HumSocSci  
BioSciAg  
BioSciAg  
HumSocSci  
ScienceEngr

##### Lead Dean

L&S MPS  
L&S MPS  
Engr  
Vet Med  
L&S:  
HARCS  
L&S: SS  
CA&ES  
SOM  
L&S: SS  
L&S: MPS

Daniel Kono	Political Science	HumSocSci	L&S: SS
Darshan Kelley	Nutritional Biology	BioSciAg	CA&ES
David Horsley	Mechanical & Aeronautical Engineering	ScienceEngr	Engr
Edward Caswell-Chen	Nemotology	BioSciAg	CA&ES
Fred Block	Sociology	HumSocSci	L&S: SS
Gabrielle Nevitt	Ecology	BioSciAg	CA&ES
Gerhard Richter	German	HumSocSci	L&S: HARCS
Grace Rosenquist	Immunology	BioSciAg	Vet Med
Greg Miller	Applied Science Engineering	ScienceEngr	Engr
Hsin-Chia Cheng	Physics	ScienceEngr	L&S: MPS
Jade McCutcheon	Theatre and Dance	HumSocSci	L&S: HARCS
Jeffrey Ruda	Art History	HumSocSci	L&S: HARCS
Jie Zheng	Molecular, Cellular & Integrative Physiology	BioSciAg	CBS
Julia Fan	Biological & Agricultural Engineering	BioSciAg	Engr
Karen Watson-Gegeo	Education	HumSocSci	Educ
Ken Loh	Civil & Environmental Engineering	ScienceEngr	Engr
Kevin Laugero	Nutritional Biology	BioSciAg	CA&ES
Klaus Nehring	Economics	HumSocSci	L&S: SS
Krishnana Nambiar	Chemistry	BioSciAg	L&S: MPS
Lihong Qi	Statistics	HumSocSci	L&S MPS
Martina Newell-McGloughlin	Plant Pathology	BioSciAg	CA&ES
Matthew Stratton	English	HumSocSci	L&S: HARCS
Nelson Max	Computer Science	ScienceEngr	Engr
Ning Pan	Biological Systems Engineering	BioSciAg	Engr
Paramita Ghosh	Biochemistry and Molecular Biology	BioSciAg	CBS
Prem Devanbu	Computer Science	ScienceEngr	Engr
Qing-zhu Yin	Geology	ScienceEngr	L&S: MPS
Rachael Goodhue	International Agricultural Development	HumSocSci	CA&ES
Rao Vemuri	Applied Science Engineering	ScienceEngr	Engr
Ryan Galt	Community Development	HumSocSci	CA&ES
Sally McKee	History	HumSocSci	L&S: SS
Stephen Noctor	Neuroscience	BioSciAg	CBS
Steve Boucher	Agricultural & Resource Economics	HumSocSci	CA&ES
Tingrui Pan	Biomedical Engineering	ScienceEngr	Engr
Trish Berger	Animal Science	HumSocSci	CA&ES
Tsung-Yu Chen	Comparative Pathology	BioSciAg	Vet Med



## Internal Fellowships Awarded

<b>Fellowship Name</b>	<b>Number of Applicants</b>	<b>Number Awards</b>	<b>Award Amount Total</b>
Crosby, Donald	189	2	\$32,500.00
Elliott, Marjorie and Charles	675	1	\$22,500.00
Faulkner, Richard and Kate	11		
Golden International Agriculture, William G. and Kathleen	37	7	\$42,000.00
Graduate Scholars Fellowship	0	15	\$550,705.50
Graduate Student Researcher in the Humanities	26	2	\$48,701.00
Jones, Fletcher	565	1	\$1,800.00
Kraft, Herbert	44	2	\$22,500.00
Krantz, Bert and Nell	48	1	\$1,275.00
Lee, George	32	0	\$0.00
Lyons, Austin Eugene	23	5	\$126,653.84
Mahan, Laura Perrott	4		
McArthur, Frank	4		
McKeehan, Beatrice Oberly and S. Atwood	49		
President's Predoctoral Fellowship in the Humanities	74	1	\$24,008.50
Richards, Lillie May	19	1	\$11,250.00
Schwalen, Emily	41	0	\$0.00
Schwall Dissertation Year Fellowship, Floyd and Mary	24	6	\$30,000.00
Schwall Medical Fellowship, Floyd and Mary	46	1	\$78,017.00
Stacey, Malcolm	14		
Steindler, John F	49	1	\$78,395.00
Tryon, Herbert	6		
UCD & Humanities Graduate Research	183	39	\$58,500.00
UCD Dissertation Year Fellowship	95	3	\$97,525.50
Velez, Miguel	30		
Walker, Frank and Carolan	7		
Wood, Elizabeth P.	11		
Wright, Jarena	9	1	\$7,650.00
Zolk, George and Dorothy	787	3	\$31,050.00
<b>Total</b>	<b>3102</b>	<b>92</b>	<b>\$1,265,031.34</b>

## Fellowships to support Campus Diversity

Cota Robles, Eugene	189	7	\$345,841.00
Dissertation Year Fellowship	54	6	\$195,051.00
Graduate Research Mentorship	62	6	\$192,651.00
McNair	16	1	\$46,544.50
<b>Total</b>	<b>321</b>	<b>20</b>	<b>\$780,087.50</b>

**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**

<b>Outstanding Graduate Teaching Award</b>	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Award Amount Total</b>
<b>Recipients:</b> Shannon Cannon, English Maria Cetto, Spanish Jennie Luna, Native American Studies Cassandra Paul, Physics Jennifer Plasse, Forensic Science Baba Jallow, History Vanessa Rapatz, English Elisabeth Testa, Music Tiffany Gilmore, English Andrea Lucky, Entomology Kim Stackhouse, Animal Biology Shannon Still, Plant Biology	31	12	\$3,000.00

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Committee on International Studies and Exchanges (CISE)**

Total Meetings: 6	Meeting frequency: Two meetings per Quarter.	Average hours of committee work each week: 4
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Reviewed a total 65 GE Petitions, 1 appeal, 1 Task Force report (EAP) and 3 issues (EAP, GE credit review and authority for transfer credit).	0 GE Petitions, 0 reports and 1 issue (EAP) continued from the previous year.	0 GE Petitions, 0 reports and 2 issues (EAP and authority for transfer credit) continue to the coming academic year.
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee

Business Action Plan for the Education Abroad Program

Funding for Study Abroad Programs - Campus-Based Fees

CISE's role in determining General Education Credit

Authority for determining Transfer Credit of non-UC courses

NUCSA – Leave Policy

Agreements of Association

Davis Division Representation at Systemwide UCIE Meetings

Recommended procedural or policy changes for the coming year: None.

**Committee's narrative:**

Over the course of the 2008-09 academic year, the committee spent most of its time addressing and responding to proposed changes to the Education Abroad Program. While doing so, the committee discussed multiple revisions of the EAP business action plan, the character/nature of the EAP (e.g. is it a program or a service), various funding methodologies (e.g. campus based fees, student fees, user/participation fees, and taxes), and considered the EAP from both an academic plan perspective and from a business plan perspective and the shifting of the financial and administrative

responsibility for EAP from UCOP to the campuses. During the discussions and considerations, the committee touched upon the topics of reciprocity, the Campus Administration commitment to increasing internationality of the campus while cutting international programs and funding to such programs, the creation of a website at UC Santa Barbara that would allow faculty from all UC campuses to add their names to a systemwide petition and to read and review relevant documentation on the proposed EAP business plan, and how campuses are not being informed of what is going on at the UC level.

In addition to the EAP, the committee reviewed sixty-five General Education Petitions for EAP Coursework and the criteria and function of the committee in this regard, as well as transfer credit authority, access to programs versus access to services, the Provost directive to increase campus based fees for UC Study Abroad Programs, the status of the Quarter Abroad Program, the potential management of study abroad programs by third-party providers (e.g. the benefits, the costs, the consequences of such management, and the lack of academic oversight), the long distance communication of subject matter instead of subject matter presented by local teachers, the huge marketing promotion of faculty led programs, and the current budget crisis.

The year began with the circulation of the announcement of the 4<sup>th</sup> Annual UC Davis International Education Week (IEW).

### **Review of the Proposed Business Plan for EAP**

At the end of October, 2008, a response was requested from CISE by Mary Croughan, Chair of the Assembly of the Academic Senate, Academic Council, on a proposed business plan submitted by Michael Cowan, Acting Executive Director of the Education Abroad Program. The CISE membership reviewed the EAP business plan and provided comments that were incorporated into a response written on behalf of the Davis Division of the Academic Senate by Division Chair Robert Powell and sent to Universitywide Chair Mary Croughan.

CISE submitted its comments on and response to the proposed business plan for EAP by the December 1, 2008, deadline, as requested. Davis Division Academic Senate Chair Robert Powell sent his divisional response to Universitywide Chair Mary Croughan on December 8, 2008. In January, 2009, on behalf of the Assembly of the Academic Senate, Chair Croughan wrote in a letter to UC President Mark Yudof, that "After careful consideration, the Academic Council concluded that the draft business plan is not acceptable," and enclosed DD Academic Senate Chair Powell's response on behalf of CISE and other UC Davis campus units. In February, 2009, CISE considered UOEAP Acting Director Michael Cowan's new strategic plan for UOEAP and the responsive memo of concerned UC Faculty sent to the Regents and courtesy copied to each UC campus chancellor. In May, 2009, UC Davis Provost Enrique Lavernia asked for comments on the draft report of the Office of the President task force charged with reshaping the systemwide administration of the EAP. Eight days later, CISE Chair Frank Verstraete provided comments to DD Academic Senate Chair Powell for forwarding to Provost Lavernia. Also in May, CISE committee member Philip Rogaway drafted a Resolution Regarding the Threat to the University of California's Education Abroad Program.

Discussions and research revealed the differences between the UC campuses that made deciding what aspects of the EAP to support and what aspects to discard difficult. Academic, political and private programs were considered.

Various methods and strategies for disseminating information regarding the EAP business plans and for engaging UC Davis faculty were considered (e.g. campus directives, various campus list servers, and the lining up of departmental representatives as points of contact). The effective and informative distribution of a systemwide faculty petition across campus was discussed with particularity. As regards the Academic Senate list servers, the committee was informed that the standard practice was to avoid distributing messages associated with a general concern, as it would lead to a mass of email being distributed concerning similar important issues. The open forum section of the Academic Senate website was brought to the attention of the committee as an alternative vehicle for the dissemination of information regarding the EAP business plan.

### **Committee Resolution Regarding the Threat to the UC EAP**

In May, 2009, on behalf of the committee, committee member Philip Rogaway drafted a resolution in response to the EAP business plan, its revision and its impact on the EAP. By extension, the business plan's impact on the Summer Abroad and Quarter Abroad Programs was implied. The thrust of the resolution was to underscore the proposed business plan's threat to undermine the EAP's operational capabilities and educational mission. The resolution stated the resolve of the UC Davis faculty to support the action of the Academic Council and UCIE in rejecting UOEAP Acting Director Michael Cowan's business plan; to remind the UC administration that EAP is an *academic program* that must be treated in accordance with the principles of shared governance; to express concern over changes that make study abroad drastically less affordable for our students; to question the decision to remove UC faculty from study-center positions abroad, thereby compromising academic oversight and possibly student well-being; and to disagree with the dismantling of EAP's infrastructure in such a way that its institutional memory will be lost and remain unrecoverable after our funding situation improves.

The resolution was finalized, and an electronic committee vote was initialized. Committee voting did not achieve a quorum, so the resolution stayed with the committee.

### **Campus-based Fees**

Campus based fees became a topic of discussion at the end of January, 2009, subsequent to Interim Provost Barbara Horwitz's December 29, 2008, letter announcing that "all registered students should pay all applicable campus-based fees." The October 15, 2008, report by the Office of Resource Management and Planning, which addressed inconsistent current practices for charging campus-based fees, was discussed, as were the consequences and the impacts of campus-based fees on the EAP and the Summer Abroad and the Quarter Abroad Programs.

The committee informed itself on how student fees were broken out. The writing of a memo of concern on the impact that increasing campus-based fees would have on UC study abroad programs was considered. Although it was universally understood that the

current budget situation would greatly influence the response to the memo, it was understood that the Campus Administration needed to receive such a memo. The consensus of the committee was that the memo should notice the December 29, 2008, Barbara Horwitz letter and address the topics of FTEs, fees (campus based access fees and student services fees), taxes, and reciprocity. The consensus was also that the memo should question how the Campus Administration expects to fulfill its commitment to increase the internationality of the campus by cutting international programs. At the time of the writing of this annual report, the above described memo of concern had not been circulated to the committee.

In response to Interim Provost Barbara Horwitz's letter regarding campus-based fees, the Quarter Abroad Program put together a restructuring proposal that presented a self-supporting model. The committee discussed this proposal.

### **Review of Petitions for General Education Credit for EAP Coursework**

At the inaugural committee meeting for the 2008-09 academic year, the committee was informed that the only GE Petitions that would be presented for review by CISE would be those singling out new EAP courses or EAP courses that had undergone a change. The consensus of the committee was that these petitions would be scanned and posted to the committee's whiteboard in ASIS and the committee membership would be notified and invited to provide comments electronically and in parallel for the Committee Chair's benefit.

Ex-officio committee member Charles Leshner, Director of the Education Abroad Center (the UC Davis campus unit of the UC Systemwide EAP), presented the committee with a description of the General Education graduation requirement and provided an explanatory breakdown of the components of the requirement.

After hearing ex-officio committee member Leshner's presentation, the committee desired clarification of 1) its charge with respect to approving GE Petitions for EAP Coursework; 2) its purpose in reviewing the requests for GE credit in the form of the GE petitions; and 3) justification of its qualifications to perform this charge. In clarifying that the committee's charge was "To designate approved Education Abroad Program Courses for General Education credit," the committee was made aware that the courses it would be reviewing would have already been approved by EAP and that the committee was "designating" that it had reviewed the petitioner's request for GE credit and, in its estimation, based on its member's expertise as faculty of UC Davis, had justifiably approved or denied the request as part of the campus oversight in such matters.

The first 2008-09 GE Petitions for EAP Coursework to be reviewed and commented on were received at the end of September, 2008. The last of the 2008-09 petitions were received at the end of July, 2009. Fifty-nine petitions were approved. Two of these were re-submitted petitions. Four petitions were denied. Two petitions were not reviewable: one because the course had not been taken yet by the petitioner; one because review authority resided with the petitioner's department (this was a Petition for Retroactive Change and the issue concerned the student's responsibility to secure the approval of their department before taking the course they were petitioning for acceptance).

After close review and careful consideration, the committee recommended nonsupport of an appeal of a disapproved Retroactive Drop to the Grade Change Committee of the Office of the Registrar.

### **Evaluation of Courses taken Abroad for UC Transfer Credit**

In February, 2009, the committee discussed the issue of who is the authority for determining whether or not a non-University of California course is to be granted transfer credit. The issue was brought to the attention of the committee during its discussion of students participating in non-University of California study abroad (NUCSA) programs.

In March, 2009, CISE Chair Verstraete discussed the matter with Davis Division Academic Senate Chair Robert Powell, Davis Division Academic Senate Executive Director Gina Anderson, Vice-Chancellor for Student Affairs Fred Wood, Undergraduate Council Chair Thomas Famula, and Director of Undergraduate Admissions Pamela Burnett. Discussion led to the matter being turned over to the Academic Senate Committee on Elections, Rules and Jurisdiction (CERJ). At the time of the writing of this annual report, the Davis Division CERJ was in the process of drafting a recommendation with justification to ask for a Systemwide ruling from the UC Rules and Jurisdiction Committee.

Subsequent to the meeting referenced in the foregoing paragraph, Chair Verstraete informed the CISE membership that cites regarding the authority for determining transferability of credit are being investigated, that the Admissions Office is well-organized and very capable of managing transfer credit, while CISE does not have the infrastructure to do so, and that, in the case of dispute, the Admissions Office will involve the Department involved or CISE, if applicable, to resolve the problem.

The next steps/requirements depend upon the outcome of the UC Rules and Jurisdiction Committee's review, which will not occur swiftly.

### **Non-University of California Student Abroad (NUCSA) Leave Policy**

It is this issue that generated the discussion of the evaluation of courses taken abroad for UC transfer credit and focused attention on the authority for determining transferability of credit.

Following up on his meeting with Davis Division Academic Senate Chair Robert Powell, Davis Division Academic Senate Executive Director Gina Anderson, Vice-Chancellor for Student Affairs Fred Wood, Undergraduate Council Chair Thomas Famula, and Director of Undergraduate Admissions Pamela Burnett, Chair Verstraete related that Director Burnett made a strong case in support of her unit's managing NUCSA, especially her unit's having transfer credit authority. He related that the Undergraduate Admissions Office knows what it is doing, has been fully trained and has the expertise and administrative infrastructure in place.

After the foregoing had been related to the committee, the question arose: Is the Academic Senate delegating authority to another unit on campus; and it was remarked: If this is the course that is taken, then there should be a mechanism set up for appeals.

## **Davis Division, Academic Senate Chair Linda Bisson Response to Non-University of California Student Abroad Leave Policy**

This response was made following a request that the Davis Division Academic Senate Undergraduate Council evaluate reducing the barriers for students to participate in Non-University of California Study Abroad (NUCSA) programs.

Although this response was not a 2008-09 CISE meeting agenda item, the response is mentioned in this annual report, as it was in the 2007-08 annual report, because the response contains the following excerpt which led to the aforementioned discussion on transfer credit authority.

“CISE is presently involved in the evaluation of General Education credit. It would seem that extending their [CISE’s] role to include the evaluation, and equivalence, of coursework across universities is a natural expansion of their duties.”

CISE’s review of GE Petitions was clarified in November, 2008, and, in February, 2009, the authority for granting transfer credit was called to issue.

## **Study Abroad Agreements of Association**

These agreements were brought before the committee for consideration in March, 2009. Upon hearing an explanation of the purport of the agreements, the committee consensus was that Chair Verstraete should consult with DD Academic Senate Chair Robert Powell and Executive Director of the Academic Senate, DD, Gina Anderson and provide feedback. After consulting with Chair Powell and Executive Director Gina Anderson, Chair Verstraete shared with the committee that Agreements of Association are non-academic and are to be considered the business items and the purview of the Campus Administration.

## **DD representation at UCIE meetings**

Robert Flocchini, the 2007-08 Davis Division, Academic Senate representative to University Committee on International Education (UCIE), continued in this role for the 2008-09 academic year. However, other professional commitments conflicted with scheduled UCIE meetings and prevented him from attending the 2008-09 UCIE meetings. CISE member Robert Borgen attended the November 20, 2008, UCIE meeting in Robert Flocchini’s place, as an approved alternate. CISE was not represented at the March 12, 2009, UCIE meeting or the May 14, 2009, UCIE meeting. Due to Robert Flocchini’s unavailability to attend UCIE meetings, the importance of the issues discussed at these meetings and of having someone report back to CISE on what transpires at these meetings, CISE Chair Verstraete explored the possibility of installing someone else as the Davis Division Academic Senate representative to UCIE and suggested that the next CISE Chair be this representative, unless an interested Academic Senate standing member of the committee wishes to assume this responsibility. Replacing the DD representative at UCIE was considered in May, 2009, but the installation of someone else was discovered to be ineffective and inappropriate.



## **UCIE Report**

During the 2008-09 academic year, UCIE had three meetings: November 20, 2008; March 12, 2009; and May 14, 2009.

Minutes of the 2008-09 UCIE meetings are available by way of the UC Davis Academic Senate web-site.

Per Beverly Bossler, the 2006-07 Davis Division, Academic Senate representative to UCIE, as provided in her overview of her first UCIE meeting, UCIE is an advisory committee only; they cannot make policy revisions.

Respectfully submitted,

Frank Verstraete, Chair  
Robert Borgen  
Robert Flocchini, UCIE DD Representative  
Carlson Arnett  
Cristina Martinez-Carazo  
Phillip Rogaway  
Xiaoling Shu  
Masoud Kayhanian, Academic Federation Representative  
Yvette Flores, ex-officio  
Charles Leshner, ex-officio  
Eric Schroeder, ex-officio  
Wesley Young, ex-officio

Diane Adams, EAC Associate Director and Committee Guest  
Zachary Frieders, EAC Program Manager, and Committee Advisor  
Bryan Rodman, Committee Resource Analyst

September 22, 2009

**MIKE JOHNSON**, Chair  
Academic Federation

**ROBERT POWELL**, Chair  
Academic Senate

**BARBARA HORWITZ**, Vice Provost  
Academic Personnel

**RE: 2008-2009 Annual Report of the Joint Academic Federation/Senate Personnel Committee (JPC)**

Please find enclosed the 2008-2009 Annual Report submitted by the Joint Academic Federation/Senate Personnel Committee (JPC). The JPC finished another challenging and productive year. The 2008-2009 JPC reviewed 208 personnel actions and four departmental voting group and peer review plans.

The workload of the JPC is extensive, and as such, the time commitment from all members is significant. I offer my sincere appreciation to the following members:

Diane Barrett – Specialist in Cooperative Extension (Food Science and Technology)  
Joseph DiTomaso – Specialist in Cooperative Extension (Plant Sciences)  
Judy Jernstedt – Professor (Plant Sciences)  
Peter Klavins – Specialist (Physics)  
Bernard Levy – Professor (Electrical and Computer Engineering)  
Christophe Morisseau – Associate Researcher (Entomology)  
Phillip Shaver – Professor (Psychology)

Each member significantly contributed to the success of the committee. I am very grateful to them for their dedication, commitment and participation in the committee. As Chair, I am honored to have worked with such outstanding colleagues.

Sincerely,



Daniel Wilson, Chair 2008-2009

Enclosure

cc: Jo-Anne Boorkman, Academic Personnel  
2008-2009 Joint Academic Federation/Senate Personnel Committee Members  
Deans – Schools and Colleges

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Joint Academic Federation/Senate  
Personnel Committee (JPC)**

Total Meetings: 32	Meeting frequency: <b>weekly</b>	Average hours of committee work each meeting week: <b>4-5</b>
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Total: <u>208</u> Actions Reviewed	Total # of reviewed or deferred from the previous year: <u>0</u>	Total deferred to the coming academic year: <u>0</u>
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**Listing of bylaw changes proposed:**

Academic Federation Bylaw XI. – Proposed change to the number of members appointed to JPC. The Academic Senate will also propose a Bylaw to Davis Division Bylaw 126 change so the two are consistent since the committee is a joint committee.

**Listing of committee policies established or revised:**

none

**Issues considered by the committee**

- **Appointments and Appointments Via Change in Title**

Proposed appointments were generally supported by the JPC at the level proposed or higher. The JPC supported 62% of appointments as proposed (56 of 90). In 25 of the 34 appointments not supported (75% of those not supported, 28% overall), the JPC recommended a higher step than proposed. The JPC recommended a lower step appointment in only 10% (9 of 90) of the proposed appointments.

- **Position Descriptions**

A number of Position Descriptions (PDs) were inappropriate for the proposed title. This has been a continuing problem. Most often the PDs lacked information, percent time assigned to each category evaluated, or contained inconsistent expectations regarding independent research and publishing requirements for the specified series. For example, there would be wording such as “the candidate will assist the PI in research projects related to...” in the PD of a Professional Researcher, which is inappropriate for this series. Improved training of the academic staff at the departmental level would help address this problem. The position

description is intended to reflect expectations and activities for the entire review period, in advance, rather than being developed at the end of the review period, as would be indicated by the signature date on the included description. The JPC also found that several actions were for candidates who seemed to have been appointed in the wrong series. This is problematic when the candidate seeks advancement, as the series criteria are inappropriate and irrelevant. The Committee spent a considerable amount of time discussing proper placement of candidates and comparing research titles.

- **Late appointments**

Several times JPC was asked to review a request for an appointment with either a retroactive effective date or a date that would necessarily be retroactive after the approval process was finally concluded. The process takes time, and the effective dates requested by departments/deans often are highly unrealistic. Clearly the candidate should not be working in the proposed title before the appointment is approved. Retroactive appointments undermine the process and can lead to unnecessary conflict if the Committee and/or Vice Provost do not support the appointment. The JPC is committed to acting promptly so as not to delay the process, but we request that steps be taken to avoid this situation in the future. The largest source of late actions seems to reside at the Department level, which could mean that the appointment process at the Department level is overly burdensome. The JPC provided data and statistics regarding late appointments to Interim Vice Provost, Bruce White in October 2008 and also proposed the following recommendations:

- Reducing the number of extramural letters required for campus review and approval of appointments for Assistant Specialist in CE, Assistant Agronomist (in the AES), Assistant Professional Researcher, Assistant Project Scientist, and Assistant and Associate Specialist (i.e., all titles reviewed by JPC where possessing a PhD or its equivalent is the basic campus requirement for appointment). In many cases, the letters, which probably took some time to acquire, were from UCD faculty or the candidate's past mentors, and they were always positive. These types of letters add little value to the appointment review process. The JPC found letters of recommendation to be more influential for appointments at higher steps within these ranks (i.e., step III and above).
- Streamlined departmental voting procedures for Assistant Specialist in CE, Assistant in AES, Assistant Professional Researcher, Assistant Project Scientist, and Assistant and Associate Specialist. For example, it may be appropriate for a department to form an ad-hoc committee of Senate and Federation members to vote on an appointment to one of these ranks rather than forming a peer group

and voting group that might consist of the entire department faculty. Departments could submit a simple amendment to departmental voting procedures for review covering only appointments at these ranks rather than revising their entire voting procedure.

- Development of a more complete series of example Position Description documents and templates for use by departments. The JPC hopes these examples will be helpful in improving the quality of position descriptions and their use in the review process.
- **AF Streamlining Workgroup**

The Vice Provost-Academic Personnel formed a workgroup to look for streamlining opportunities in Academic Federation personnel processes. The charge to the workgroup was to review the appointment and advancement process for AF series titles and identify opportunities for streamlining the administrative process, while maintaining the integrity of academic review of these actions in order to achieve efficiencies in the process without undermining the advantage that peer review brings to the academic personnel review in general. The workgroup recommendations and the VP's plan to implement the recommendations are currently being reviewed by the Academic Federation.
- **Late Merit Actions**

The JPC received several merit actions this year after their effective date of July 1st, with the actions coming almost exclusively from a single college. The JPC recommends the VP's office discuss this issue with the college to ensure that these late actions remain a one year aberration. Future late merit actions should trigger the VP's office to reevaluate the campus deadlines in the merit review process as practiced by the offending college.
- **Communication of Vice Provost Decisions in reviews**

An issue was raised regarding confusion over how the merit review results are ultimately communicated back to the candidate. It has been common recent practice on merits and promotions for the candidate to receive a copy of the personnel committee's recommendation letter along with a notice from the department as to the final action. At least one department indicated that they receive a copy of the AF Personnel Committee letter for each candidate from the Dean's office, and once a month they receive a summary letter from the Dean's office updating them as to the final decision on multiple candidates. This process has led to some confusion, as candidates often believe that the personnel committee is making the final decision on their review packages rather than the Vice Provost. Departments have also expressed confusion over just what the final decision was. This appears to be a common frustration in departments, and with senate and federation reviews.

This issue was raised with the Vice Provost Horwitz through the AF Executive Council and this is a summary of the current process for all three AF personnel committees. The committee reviews the personnel file and writes a letter of recommendation. The letter will be either to Vice Provost Horowitz or to the appropriate Dean (on redelegated actions). Where the letter is sent to Vice Provost Horowitz for her decision, she makes note of her action on the letter and signs it. The AF Personnel Committee letter with Vice Provost Horowitz's decision and signature is sent back to the Dean's office. The Vice Provost does not send any information directly to the candidate. Apparently, when the letter hits the Dean's office, at least in some colleges, the Vice Provost's comments are redacted and a copy of the original AF Personnel Committee letter is forwarded on to the department. The JPC recommends that the VP's office request the departments not redact the letter in this manner to avoid confusion.

- **Researcher to Project Scientist Appointments via Change in Title**

In some typical recent actions an Assistant Professional Researcher denied promotion might have received a recommendation from JPC to transition to the Project Scientist series. In matching salaries the department recommendation often came back to JPC requesting appointment at either a high level Associate or Full title. On second review at JPC, only a partial packet was reviewed, since JPC already reviewed and recommended the change in title. However, the initial JPC review didn't include recommendation of level of appointment in the Project Scientist series, and the new appointment recommendation package doesn't include typical appointment material to review such as extramural letters, biography, or CV. The JPC inquired from the Vice Provost as to whether the prior promotion package could simply be included with the new appointment package. The Vice Provost requested that JPC state the level of Project Scientist for Appointments via Change in Title in the initial review. This would prevent packages from coming back twice. The JPC has recently been recommending a rank and step when making such recommendations.

- **Feedback from AF Members Regarding Independence**

Several concerns and issues were raised to the JPC Chair during the 2008-09 academic year regarding expectations for advancement, PI status, and salary scales. Some Academic Federation members are concerned about the expectation of independence for Professional Researchers equivalent to Professorial series when they typically don't have assigned lab space and may not be members of the graduate group (and thus cannot chair a thesis committee), for example. Typically, a Lecturer Without Salary appointment is required for a Professional Researcher to join a graduate group. Another concern among AF

members is how the campus interprets and identifies independence in a large lab, noting that currently the lab PI is perhaps given too much credit for independently leading a large collaborative lab while other researchers are assumed to be dependent on a singular PI. The frustration, at least anecdotally, seems common in both federation and senate members. Current merit review practices appear to favor small independent research over large collaborative research (for Professional Researcher series especially). Anecdotally, the Davis campus appears to take a strict interpretation of the issue of independence and the AF membership questions whether this really benefits the campus. There may be an opportunity to better achieve the goals of the campus through more directly acknowledging successful research collaborations in the merit review process.

- **Project Scientist/Specialist Salary Scales**

There continues to be many concerns and frustrations over the project scientist/specialist salary scales among both federation and senate members. While expectations for the project scientist series are higher than for Specialist, the Project Scientist salary scale is approximately equivalent to the Specialist salary scale at comparable levels. That is, the salary at the entry point for PhD level appointments (i.e. Asst. Proj. Sci. Step I and Assoc. Spec. Step I) are approximately equal. Meanwhile, the Professional Researcher salary scale is more than 25% higher than Project Scientist at comparable rank and step. The appointment and merit review process is markedly shifting personnel from the professional research series to the project scientist series. That is, the number of professional researchers employed at UC Davis is decreasing while the number of project scientist appointments has grown substantially. The shifting demographics are leading to frustration among AF and AS members. After meeting with the Vice Provost, the JPC suggested one possible improvement would be adding salary ranges for Project Scientists, much like the Professional Researcher salary scale ranges. JPC realizes that salary scales are system wide so making such a change would be a considerable challenge.

- **ANR Review**

The JPC was asked by Academic Senate Chair Bob Powell to comment on the Division of Agriculture and Natural Resources (DANR) review. The purpose of the review was to arrive at a contemporary and pragmatic vision of the Division of Agriculture and Natural Resources' (ANR) structure and mission, and how it might best serve the agricultural, human, environmental and natural resource interests of the State of California in the decades ahead. The JPC reviewed the external reviews of the Division of Agriculture and Natural Resources and of the Cooperative Extension Program. The JPC found both reviews to be thorough and insightful. The Committee agreed with the findings and recommendations

contained in both reports.

- **Equity Reviews**

The JPC discussed the issue of equity reviews or five year reviews for Academic Federation titles. Many Academic Federation members on campus believe that these reviews would be helpful to ensure that faculty standards are being met. The JPC agrees that every Federation member should be evaluated at least once every five years, but is unsure how this system would be incorporated into the Academic Federation personnel review process. One possible way will be to do an equity reviews when an AF member goes for promotion in his/her title.

**Recommended procedural or policy changes for the coming year:**

none

**Committee's narrative:**

**(Period covering September 1, 2008 – August 31, 2009)**

The Joint Academic Federation/Senate Personnel Committee (JPC) met 32 times during this period to review packets. Of the 208 personnel actions reviewed, information on the corresponding final decision was available for 181 actions. The JPC also reviewed 4 departmental voting group and peer review plans. Table 1 in the Appendix provides a summary of all actions per title series and the corresponding committee recommendation.

The total number of actions (208) is 25 more than the caseload from the previous year (183). Table 2 below summarizes the number of actions reviewed by the JPC and the corresponding recommendation.

<b>TABLE 2</b>	<b>JPC Recommendations</b>			
<b>Actions</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>	<b>TOTAL</b>
Appointments	51	34	0	<b>85</b>
Appointments via Change in Title	4	1	0	<b>5</b>
Appeals <sup>1</sup>	0	0	1	<b>1</b>
Conferral of Emeritus/a Status <sup>2</sup>	3	0	0	<b>3</b>



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Accelerated Merits	2	2	0	<b>4</b>
Redelegated Merits	78	4	1	<b>83</b>
Normal Merits	7	1	0	<b>8</b>
Accelerated Promotions	3	1	0	<b>4</b>
Promotions	13	2	0	<b>15</b>
Appraisals	0	0	0	<b>0</b>
5-Year Reviews	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>161</b>	<b>45</b>	<b>2</b>	<b>208</b>

<sup>1</sup>The JPC recommended an ad-hoc committee for one appeal action.

<sup>2</sup>The JPC recommended Conferral of Emeritus/a Status to one Specialist in CE and two Professional Researchers.

### **APPOINTMENTS and APPOINTMENTS VIA CHANGE IN TITLE** (referred to as "appointments" collectively in this section)

Once again, most of the actions reviewed were for the relatively new Project Scientist series (effective July 1, 2004) – with 44 proposed appointments plus 2 appointments via change in title. The combined appointments to this series accounted for 51% of all appointments reviewed by the JPC.

The JPC supported 55 of 90 (61%) of all proposed appointments as submitted. Table 3 below shows the percentage of proposed appointments on which the JPC and the final authority agreed on the appointment level.

TABLE 3: Breakdown of Recommendations on Appointments							
		FINAL DECISION					Percent Agreement between JPC & Final Authority
Title Series/ JPC Recommendation		Agree w/ JPC	Higher	Lower	Agree with Original Proposal	*Other	
Agronomist & ---in the AES							
Yes	0	0	0	0	0	0	N/A
NO: Higher	0	0	0	0	0	0	N/A
NO: Lower	0	0	0	0	0	0	N/A
Other	0	0	0	0	0	0	N/A
Professional Research							

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Yes	18	16	0	0	0	2	100%
NO: Higher	3	2	0	0	0	1	100%
NO: Lower	3	3	0	0	0	0	100%
Other	0	0	0	0	0	0	N/A
<b>Project Scientist</b>							
Yes	26	17	0	0	0	9	100%
NO: Higher	14	10	0	0	0	4	100%
NO: Lower	5	4	0	0	0	1	100%
Other	1	0	0	0	0	1	N/A
<b>Specialist</b>							
Yes	10	8	0	0	0	2	100%
NO: Higher	8	7	0	0	0	1	100%
NO: Lower	1	0	0	0	0	1	N/A
Other	0	0	0	0	0	0	N/A
<b>Specialist in Cooperative Extension</b>							
Yes	1	1	0	0	0	0	100%
NO: Higher	0	0	0	0	0	0	N/A
NO: Lower	0	0	0	0	0	0	N/A
Other	0	0	0	0	0	0	N/A
<b>Overall Percent Agreement</b>							<b>100%</b>

\*Includes actions where the final decision has not been made or the data is unavailable. Not reflected in agreement percentage.

For proposed appointments not supported by the JPC, Table 3 breaks down these cases to three distinct possibilities:

1. NO: Higher – This means the JPC recommended a higher step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 100% of these cases.
2. NO: Lower – This means the JPC recommended a lower step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 100% of these cases.
3. Other: On one Project Scientist case, the JPC voted against appointment in the Project Scientist series. The JPC recommended the candidate be appointed in the Specialist series. The final decision has not been reported on this case.

### **MERITS (including Accelerated Merits)**

The JPC supported 87 of 95 (92%) proposed merits. Table 4 below shows the breakdown of the JPC's recommendations regarding these merits:

<b>TABLE 4: ACCELERATED AND NORMAL MERITS</b>				
<b>Title Series/ JPC Recommendation</b>	<b>FINAL DECISION</b>			<b>Percent Agreement between JPC &amp; Final Authority</b>
	<b>Agree w/ JPC</b>	<b>Agree with Original Proposal</b>	<b>*Other</b>	

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Agronomist or ___ in the AES					
Yes	0	0	0	0	N/A
No	0	0	0	0	N/A
Split Appointment					
Yes	10	10	0	0	100%
No	0	0	0	0	N/A
Project Scientist					
Yes	26	21	0	5	100%
No	0	0	0	0	N/A
Professional Researcher					
Yes	24	21	0	3	100%
No	4	3	1	0	75%
Specialist					
Yes	8	7	0	1	100%
No	0	0	0	0	N/A
Other**	2	0	2	0	0%
Specialist in Cooperative Extension					
Yes	17	17	0	0	100%
No	4	4	0	0	100%
<b>Overall Percent Agreement</b>					<b>96%</b>

\*Includes actions where the final decision has not been made or the data is not available. Not reflected in agreement percentage.

Of the 8 merits which the JPC did not support, the final authority agreed with the JPC in 88% of the cases.

\*\*Other: On two Specialist merit cases, the JPC voted in favor of retroactive merits due to administrative errors. The final authority did not agree in either case.

## PROMOTIONS (including Accelerated Promotions)

The JPC supported 16 of 19 (84%) proposed promotions; the final authority agreed with the JPC on all promotions (100%). In the two cases where the JPC voted against the promotion and the one case where the JPC voted against the accelerated promotion; the final authority agreed with the JPC on all three (100%). Table 5 below summarizes the JPC's recommendations on these promotions:

TABLE 5: ACCELERATED AND NORMAL PROMOTIONS					
Title Series/ JPC Recommendation		FINAL DECISION			Percent Agreement between JPC & Final Authority
		Agree w/ JPC	Agree with Original Proposal	Other*	
Agronomist & ---in the AES					
Yes	2	2	0	0	100%

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No	0	0	0	0	N/A
<b>Project Scientist</b>					
Yes	5	5	0	0	100%
No	0	0	0	0	100%
<b>Professional Researcher</b>					
Yes	6	6	0	0	100%
No	3	3	0	0	100%
<b>Specialist</b>					
Yes	1	1	0	0	100%
No	0	0	0	0	N/A
<b>Specialist in Cooperative Extension</b>					
Yes	2	2	0	0	100%
No	0	0	0	0	N/A
<b>Overall Percent Agreement</b>					<b>100%</b>

\*Includes actions where the final decision has not been made or the data is not available. Not reflected in agreement percentage.

### CONFERRAL OF EMERITUS/A STATUS

The JPC received 3 requests for conferral of Emeritus status actions. One action was for a Specialist in Cooperative Extension and the other two actions were for Professional Researchers. The JPC supported all three requests and the final authority agreed.

### POSITION DESCRIPTIONS

In general, position descriptions have improved. The primary problem this year was unclear definition of research responsibilities in the Professional Research series and the Project Scientist series. Another problem was the breakdown of categories evaluated into percent time devoted to each. Table 6 below shows the breakdown of recommended position description revisions per title. In requesting the updated PD the JPC is looking for confirmation that the candidate and department have reviewed the expectations and they are still appropriate or they have been updated as necessary.

<b>Title Series</b>	<b>Revisions Recommended</b>	<b>% of Total Actions per Title</b>
Split Appointments	1	Less than 1%

Professional Researcher	17	27%
Project Scientist	25	32%
Specialists	12	40%
Specialists in CE	3	12%

#### **VOTING GROUP & PEER REVIEW PLANS**

The JPC reviewed a total of 4 voting group and peer review plans. The JPC's recommendations are summarized below:

Accepted	3
Accepted with Recommended Revisions	0
Rejected; requiring revisions	1

The JPC found that 3 of 4 (75%) submitted plans were acceptable without the need for revision, and 1 of 4 (25%) was rejected requiring revisions. The rejected plan was resubmitted twice with revisions and eventually was approved by the JPC.

**APPENDIX - TABLE 1: Committee Recommendations per Title and Action 2008-2009**

Action Type	--in AES (Agronomist)			Split Appointments*			Professional Researcher				Project Scientist				Specialist in Cooperative Extension				Specialist			TOTAL
	Yes	No	Total	Yes	No	Total	Yes	No	Other	Total	Yes	No	Other	Total	Yes	No	Other	Total	Yes	No	Total	
Appointment	0	0	0	1	0	1	16	5	0	21	24	20	0	44	0	0	0	0	10	9	19	<b>85</b>
Appointment via Change in Title	0	0	0	0	0	0	2	1	0	3	2	0	0	2	0	0	0	0	0	0	0	<b>5</b>
Appeals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	<b>1</b>
Conferral of Emeritus Status	0	0	0	0	0	0	2	0	0	2	0	0	0	0	1	0	0	1	0	0	0	<b>3</b>
Accelerated Merits	0	0	0	0	0	0	2	2	0	4	0	0	0	0	0	0	0	0	0	0	0	<b>4</b>
Redelegated Merit	0	0	0	8	0	8	21	2	0	23	25	0	0	25	14	3	0	17	10	0	10	<b>83</b>
Normal Merits	0	0	0	2	0	2	1	0	0	1	1	0	0	1	3	1	0	4	0	0	0	<b>8</b>
Accelerated Promotions	0	0	0	1	0	1	0	1	0	1	2	0	0	2	0	0	0	0	0	0	0	<b>4</b>
Promotions	0	0	0	1	0	1	6	2	0	8	3	0	0	3	2	0	0	2	1	0	1	<b>15</b>
Appraisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
5-Year Review	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>13</b>	<b>50</b>	<b>13</b>	<b>0</b>	<b>63</b>	<b>57</b>	<b>20</b>	<b>0</b>	<b>77</b>	<b>20</b>	<b>4</b>	<b>1</b>	<b>25</b>	<b>21</b>	<b>9</b>	<b>30</b>	<b>208</b>

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Library Committee**

Total Meetings: 5	Meeting frequency: As needed	Average hours of committee work each week: 4
Total number of issues presented for review: 9	Total number of issues for review that were deferred from the previous year: 1	Total number of issues deferred to the coming academic year: 4

Listing of bylaw changes proposed:

Reorganization of the Library Committee

Re-composition of committee membership (appointed membership and ex-officio membership) so that more faculty can be added to the membership

Restructuring the Library Committee so that more campus departments are involved

Listing of committee policies established or revised: None

Issues considered by the committee:

Library Task Force Report and accuracy of information presented (last year item)

General Library's budget and how it should be used to best advantage

General Library's status and how to improve it to regain its former standing

Campus budget crisis and the constraints that are engulfing the General Library

Library Committee reorganization

Library Committee advocacy letter to Provost, on behalf of the General Library

Open Access versus restricted access of research information

The non-voting status of the Librarian, who is an ex-officio committee member

Response Requests regarding various and diverse academic plans

Recommended procedural or policy changes for the coming year: None.

**Committee's narrative:**

Throughout the 2008-09 academic year, the Library Committee focused on the current status of UC Davis' General Library and a reorganization of the Library Committee. The purpose of the reorganization of the LC was to increase faculty participation in GL matters and to provide greater faculty oversight of the GL in order to help it deal with its budgetary constraints, to improve its status and national ranking and to reverse its decline.

The two major issues addressed by the LC were the poor state of the GL budget and the restructuring of the LC. These concerns stemmed from the Library Task Force Report that was produced the previous year (2007-08). The report presented the case that the LC should, in some capacity, watch over the General Library's budget and should coordinate faculty effort and garner help from campus units and departments. To this end, the LC produced the Library Committee Reorganization Proposal. (See Appendix A to this report.)

The Library Task Force Report was on the agenda of the September 23, 2008, Academic Senate Committee Chair's Meeting in order to receive Executive Council endorsement by the October 16, 2008, Representative Assembly Meeting.

Subsequent to the Academic Senate Committee Chair's Meeting, LC Chair Waldron contacted Dateline and the Cal Aggie regarding the publication of an article on the LTF Report.

The importance of stopping the decline of the General Library, discovering the best expenditures for the General Library to be making, stemming the General Library budget cuts being considered by the Campus Administration and renewing the status of the General Library, drove LC Chair Waldron to have several meetings, on behalf of the LC, with the Campus Librarians and the Chair of the Davis Division of the Academic Senate, Robert Powell.

Chair Waldron met with Campus Librarians Gail Yokote, AUL for Sciences, and Helen Henry, AUL for Administrative Services, as University Librarian Marilyn Sharrow was on medical leave and Gail and Helen agreed to share the responsibilities of Marilyn's position (per an email letter from UC Davis Chancellor Larry Vanderhoef dated January 8, 2009, on which Provost Enrique Lavernia was courtesy copied).

The structure of the GL and the channels that faculty use to interact with the GL were discussed with the aim of restructuring the LC to provide better faculty oversight of the GL, especially its budget. Also discussed were digitized materials, electronic journals and online databases. The aim of these discussions was to determine the best use of available budgetary funds in the provision of needed research materials.

On March 31, 2009, Lisa Spagnolo, on behalf of the Davis Division of the Librarians Association of the University of California (LAUC-D), wrote that the LTF "presents issues with which we [LAUC-D] are intimately familiar" and "We [LAUC-D] are encouraged by the report's recommendations to advocate for funding for the library, to restructure and revitalize communications between the Academic Senate Library Committee and the Library, and to continue to improve our abilities to assist faculty in their research." The letter goes on to say, "We [LAUC-D] support the changes proposed within the Academic Senate Library and Executive Committees, and encourage open channels between Senate



Committees and library representatives, as well as between academic departments and the subject librarians.”

On behalf of the GL, early in April, 2009, the LC drafted an advocacy letter addressed to Provost Lavernia. As this letter addressed funding issues and was intended to be sent to a campus administrative unit, the letter needed to be presented to the Academic Senate Executive Council for vetting. The letter was placed on the Executive Council’s April agenda.

On April 16, 2009, committee member Norma Landau presented the committee advocacy letter that was crafted by herself, Chair Waldron and committee member JaRue Manning and previously reviewed by the committee. Norma presented the letter in Chair Waldron’s stead because he was out of town. Upon discussion by the Executive Council, edits were suggested and a vote taken on adopting the edited letter. The edited letter was adopted.

Subsequent to the April meeting of the Executive Council, Norma incorporated the edits to the letter that were suggested by the Executive Council. On May 1, 2009, the Chair Waldron emailed the letter to Provost Lavernia.

The Library Committee Reorganization Proposal was vetted through the Committee on Elections, Rules and Jurisdiction. Then it was submitted as an agenda item for the May 21, 2009, Academic Senate Executive Council meeting so that it could be considered for inclusion on the agenda for the June 5, 2009, Representative Assembly meeting.

A copy of the Library Committee Reorganization Proposal was provided to G. J. Matthey, Chair of the Committee on Elections, Rules and Jurisdiction. The proposal was made an agenda item for the April 21, 2009, meeting of CERJ. The following comments are excerpted from an email from Chair Matthey to LC Chair Waldron, dated April 9, 2009:

Implementing the changes proposed will be tricky due to the cross-college nature of the Disciplinary Committees [described in the reorganization proposal]\*. Legislation establishing these committees will need to be enacted before legislation that would make representatives of those committees members of the Senate Library Committee.

\*The bracketed information was added for clarity.

On May 7, 2009, G. J. Matthey made a guest appearance during the LC meeting that was scheduled on this date. He advised the LC on the procedural steps that were necessary in order to move forward with the Library Committee Reorganization Proposal. He suggested that the campus colleges and schools be written to and invited to participate in the

reorganization of the LC. He informed the LC that it would not be possible to complete legislation of the proposal by the end of the 2008-09 academic year.

On May 26, 2009, the LC Chair was provided with the email addresses of the Deans and Executive Committee Chairs of the various campus colleges and schools. On June 5, 2009, per instructions from the LC Chair, the Library Committee Reorganization Proposal was distributed to the Dean of each of campus colleges and schools, with a cover letter appropriately tailored to each addressee. There have already been several positive responses. The LC is looking forward to incorporating the comments in a 2009-10 robust response to the crisis facing the GL.

The LC's focus on the current status of the GL and the reorganization of the LC did not allow time for a presentation by the California Digital Library. The hope is that there will be time and greater faculty interest in a CDL presentation during the 2009-10 academic year.

The LC responded to a proposal to create a new Ph.D. program in Communications, a proposal to create a Chicana/o Studies Department, a proposal to reconstitute the Department of Spanish and Classics, a proposal to establish a new Graduate Group in Energy, a proposal to raise the Asian American Studies Program to the status of a Department, and a proposal to establish a new Graduate Group in Nursing .

The LC reviewed and considered Academic Plans submitted by the Graduate School of Management, the College of Biological Sciences, the Division of Humanities Arts and Cultural Studies, the College of Agricultural and Environmental Sciences, the School of Veterinary Medicine, the Department of Mathematical and Physical Sciences, the School of Education, the Department of Social Sciences, the College of Engineering, and the Law School.

The LC continued its research and discussion of Open Access versus Restricted Access to Research Information.

In accordance with the agreement of her appointment, Antonella Bassi left the committee at the end of the 2008-09 Winter Quarter. During the Spring Quarter, Pamela Demory was appointed to the committee.

The last accomplishment of the LC for the 2008-09 academic year was helping to organize a town hall meeting of faculty on June 16, 2009. The purpose of the town hall meeting was to gather ideas from faculty given the GL's budget reduction targets.

Next year, the discussion of open access to research information will be continued, additional town hall meetings will be organized, the budget crisis will be revisited, follow up on the advocacy letter to the Provost will be made, the Library Committee Reorganization Proposal pursued and legislative changes to the committee bylaws undertaken.

On August 25, 2009, LC Chair Waldron received the following acknowledgment regarding the Library Committee Reorganization Proposal.

Davis Division Academic Senate Committee on Elections, Rules, and Jurisdiction has received the Library Committee Reorganization Proposal, however, CERJ will not discuss it formally as a committee until this Fall [2009]. The proposal will require several bylaw changes and CERJ will advise the Library Committee Chair on what steps to take next once they have had a chance to review the entire report and discuss it as a committee. Bylaw changes typically take a while because they must be reviewed and endorsed by CERJ and the Executive Council, and then voted on by the Representative Assembly.

\*The bracketed information was added for clarity.

Respectfully submitted,

Andrew Waldron, Chair  
Norma Landau  
Antonella Bassi  
JaRue Manning, ex-officio  
Arturo Gandara, ex-officio  
Rachel Chen, ex-officio  
Warren Pickett, ex-officio  
Brian Kolner, ex-officio  
Kyaw Tau Paw U, ex-officio  
Marilyn Sharrow, ex-officio  
William Vernau, ex-officio  
Pamela Demory, Academic Federation Representative

Helen Henry, Assistant University Librarian – Administrative Services Guest  
Amy Kautzman, Assistant University Librarian – Humanities and Soc. Sci. Guest  
Gail Yokote, Assistant University Librarian – Sciences Guest  
Mary Page, Assistant University Librarian – Technical Services  
Bryan Rodman, Committee Resource Analyst

APPENDIX A

LIBRARY COMMITTEE REORGANIZATION PROPOSAL

DISTRIBUTED TO DEANS OF UC DAVIS COLLEGES AND SCHOOLS  
JUNE 5, 2009

## **PROPOSED REVISION OF DAVIS DIVISION BYLAWS CHANGE IN MEMBERSHIP AND DUTIES OF LIBRARY COMMITTEE**

Davis Division Bylaw 83 defines the membership and duties of the Senate Library Committee. A recent Academic Senate task force report, “The Library in Crisis,” pointed out the need for change in the structure of the Senate Library Committee. The proposed revision would expand the representation of the Senate Library Committee, create five disciplinary library committees and define their duties and responsibilities to the Senate Library Committee and their constituent faculties and would redefine duties of the Senate Library Committee.

### **Rationale:**

Recently the Academic Senate commissioned a task force to investigate University Library budgetary and operations issues. A key finding of that group was long-term anemic library funding. It was also suggested that improved faculty library overview would be key to ensuring the Library's ability to serve a diverse campus. We also note that the benefits of improved faculty overview will require the Library Administration to adopt a renewed sense of shared governance.

Subsequent to the task force report, more detailed investigations by the Senate Library Committee have found that the current system of college library committees and representatives yield a pastiche of results, ranging from efficient faculty input into library decisions to the complete absence of oversight into library budget and operations. In particular, key library users such as the humanities and agricultural sciences are currently extremely poorly represented. This proposal aims to integrate those existing faculty overview mechanisms that function well into a comprehensive system of five discipline-based committees that interact directly with librarians and Library Administration, and whose chairs comprise the bulk of the Senate Library Committee membership.

What faculty and students need in the Library resources would be best identified by discipline-oriented library committees. We propose replacing the current College-based system with five disciplinary library committees with leadership chosen by Colleges and Schools.

These five new committees shall be composed of the faculty representing the relevant departments. Membership in each of the disciplinary committees is open to any department or school that considers such membership appropriate. A department can have representation on as many disciplinary committees as it considers appropriate. Each committee as well as the Senate Library Committee shall have one undergraduate and one graduate student representative respectively chosen by the Associated Students of the University of California Davis and the Graduate Student Association.

The five disciplinary committees shall be:

### **SCIENCE/ENGINEERING**

Membership: Faculty serving on this committee shall be nominated by the relevant departments of the College of Engineering and the College of Letters and Science—Mathematical and Physical Science division—and shall be approved by the Executive Committee of the respective College.

This committee will have a chair appointed in even years by the Executive Committee of the College of Letters and Science and in odd years by the Executive Committee of the College of Engineering. This committee will have a vice chair appointed in odd years by the Executive Committee of the College of Letters and Science and in even years by the Executive Committee of the College of Engineering. The Chair of the committee will be a member of the Senate Library Committee with full voting rights.

This committee represents disciplines whose faculty needs are, in the main, served by the Physical Sciences and Engineering Library.

#### BIOLOGICAL/AGRICULTURAL SCIENCES

Membership: Faculty serving on this committee shall be nominated by the relevant departments of the College of Biological Sciences and non-social science disciplines in College of Agricultural and Environmental Sciences and shall be approved by the Executive Committee of the appropriate College.

This committee will have a chair appointed in even years by the Executive Committee of the College of Biological Sciences and in odd years by the Executive Committee of the College of Agriculture and Environmental Sciences. This committee will have a vice-chair appointed in odd years by the Executive Committee of the College of Biological Sciences and in even years by the Executive Committee of the College of Agriculture and Environmental Sciences. The Chair of the committee will be a regular member of the Senate Library Committee with full voting rights.

Disciplines served by this committee rely for the most part on the Biology/Agriculture and Maps departments of Shields Library.

#### HUMANITIES

Membership: Faculty serving on this committee shall be nominated by the relevant departments of the College of Letters and Science—Humanities, Arts and Cultural Studies division—and shall be approved by its Executive Committee.

This committee will have a Chair appointed by the College of Letters and Sciences Executive Committee. It will pay particular attention to: publications, including databases, relevant to communication and literature, including literatures in foreign languages; and to materials important for the study of communication in formats that do not focus on the written word, especially art, architecture, music, and drama. The Chair of the committee will be a member of the Senate Library Committee with full voting rights.

#### SOCIAL SCIENCES

Membership: Faculty serving on this committee shall be nominated by the relevant departments of the College of Letters and Science—Social Sciences division, as well as social science disciplines in the College of Agricultural and Environmental Sciences, the Graduate School of Management and the School of Education. Membership will be approved by the Executive Committee of the relevant College or School.

This committee will have a Chair appointed by the College of Letters and Sciences Executive Committee. This committee will pay particular attention to: publications, including databases that are either or both numeric and verbal, relevant to the study of the individual and of society; government publications; and surveys. The Chair of the committee will be a member of the Senate Library Committee with full voting rights.

## HEALTH SCIENCES

Membership: Faculty serving on this committee shall be nominated by the relevant departments of the School of Medicine and School of Veterinary Medicine, and shall be approved by their respective Executive Committee.

This committee will have a chair appointed in even years by the Executive Committee of the School of Medicine and in odd years by the Executive Committee of the School of Veterinary Medicine. This committee will have a vice chair appointed in odd years by the Executive Committee of the School of Medicine and in even years by the Executive Committee of the School of Veterinary Medicine. The Chair of the committee will be a regular member of the Senate Library Committee with full voting rights.

Since the School of Law has its own essentially independent library and library committee, we have not included it in the above list or this reorganization. Its representation on the Senate Library Committee will be maintained, however.

## DISCIPLINARY COMMITTEE DUTIES AND RESPONSIBILITIES

It shall be the primary responsibility of the disciplinary committees to ensure that both the teaching and research needs of students and faculty are being met by the relevant library unit.

These disciplinary committees shall interact directly with librarians in their disciplines and provide direct faculty oversight of budgets and operations in each of the respective library units. Although these committees shall be presented annually with budgets for their disciplines, it may be necessary for a disciplinary committee to request budget and/or operational information from Library Administration in order to evaluate the status of critical print and electronic resource acquisitions. The chairs of the disciplinary committees should in general expect a timely response from the Library Administration to any reasonable and relevant request for library information impacting their discipline.

In addition, these committees shall be regularly informed by the responsible librarian as to the distribution of funds among: "automatically ordered books" (Approval plan ordered books); books ordered on discretion (Firm order plan books); journals (divided between electronic and non-electronic); and electronic and print databases.

As a means of accessing the dramatic decline in Library expenditures/allocations over the past twenty years, the committees shall be provided with the detailed expenditure of funds in the disciplines for each of the past five years, and then general budgets for every fifth year of the past six to twenty years. Likewise, they should be given information showing how funds were distributed in each of the past five years among "automatically ordered books;" books ordered on discretion; journals (divided between electronic and non-electronic); and other databases.

The results of disciplinary committee findings/deliberations shall be provided to the Senate Library Committee for further deliberation and action.

## THE SENATE LIBRARY COMMITTEE: MEMBERSHIP

Suggested Legislation:

The membership of the Senate Library Committee will consist of: (I) A chairperson and two additional faculty members chosen from disparate disciplines by the Senate Committee on Committees. These three members will be jointly responsible for representing the Senate Library Committee on (A) Academic Senate Executive Council, (B) The Systemwide University Committee on Library and Scholarly Communication and (C) The Systemwide Library and Scholarly Information Advisory Committee. (II) The chairs of each of the new disciplinary committees. (III) The University Librarian. (IV) One graduate student representative and one undergraduate student representative. (V) One representative appointed by the Davis Academic Federation. (VI) A representative from the School of Law.

#### THE SENATE LIBRARY COMMITTEE: DUTIES

Enhanced direct faculty overview at the level of the five disciplinary committees shall allow the Senate Library Committee to perform four main functions: (i) ensuring the overall health of the University Library, in particular with regards to its budget, and its ability to service new campus programs whenever they are created; (ii) ensuring that as new technologies appear and the nature of scholarly communication evolves the Library, faculty and students are made aware of and allowed to shape that communication; (iii) evaluating from a campus-wide perspective the Library's budget and its operations and informing the Davis Division of the Academic Senate and the Chief Campus Officer of issues that affect the Library's provision of services to faculty and students; (iv) assisting the disciplinary committees.

A major proportion of the business of the Senate Library Committee shall be inspection of the budget, operation and of the ranking of the Library. This shall include a comparison of the ranking of our Library to that of other UC libraries. Inspection of the budget and of ranking shall include the relation of each to that in each of the past five years, and then to that of every fifth year of the past six to twenty years. To accomplish this, the committee shall be provided with the detailed budgetary materials presented to each disciplinary committee, including tables showing the proportion of the budget individually devoted to both electronic and print materials and other library expenditures for each of the five disciplinary groups for each of the past five years as well as historical data for the past twenty years. The committee will aim to maintain a comprehensive budgetary record for future years.

The Senate Library Committee shall review issues such as scholarly communication. Successful navigation of the opportunities and challenges faced by the Library as technology transforms scholarly communication depends on faculty overview and direct involvement. In particular, faculty need to be ready to respond to (and even innovate) system and nationwide developments in the ways scholars communicate.

#### Suggested Legislation:

It shall be the duty of this committee: To advise the Chief Campus Officer regarding the administration of the Library on the Davis campus, in accordance with the Standing Orders of the Regents; to inspect the current and proposed budgets of the Library and to compare them with those of the past; to ensure that the disciplinary committees receive current, projected and past budgetary information about acquisitions relevant to their disciplines; and to advise the University Librarian regarding removal and storage of library holdings, acquisition and selection of both print and electronic resources as well as the general operation of the Library; and to advise both the Library and the Academic Senate on scholarly communications; and to report to the Academic Senate and the Chief Campus Officer on issues affecting the Library's provision of services and to perform such other duties relative to the Library as may be committed to the Academic Senate by proper authority. The committee shall report at least once a year to the Representative Assembly. (Am. 6/10/93; effective 1/1/94.)



## Annual Report: Academic Year 2008-09 Davis Division: Academic Senate

### Committee on Planning & Budget

Total Meetings: 20	Meeting frequency: biweekly; as needed	Average hours of committee work each week: members: varies. Chair: 5-8 hrs/week
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Total proposals/items reviewed: 85 (TOEs-1, POPs-2, Endowments-7, others-75)	Total deferred proposals from the previous year: none	Total proposals deferred to the coming academic year: none
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**Listing of bylaw changes proposed:** none

**Listing of committee policies established or revised:** none

**Issues considered by the committee:** see Committee's Narrative below

#### **Recommended procedural or policy changes for the coming year, or general carry-over items:**

CPB recommendations for 2009-10:

- In 2008-09, CPB continued to implement their role of providing oversight, as opposed to reviewing small details, when considering planning and budget items. The Committee continues urge that this philosophy be carried forward for the future years. CPB may consider conducting routine business items electronically in order to focus on proactive and urgent discussion items during their meetings. The incoming CPB Chair may solicit members' interests and concerns in order to set a proactive agenda for the year.
- The Committee would like to hold the Fall Retreat with ORMP and the Provost early in the Fall Quarter (as done in 2008-09) in order to facilitate an early dialogue with the Administration and improve the flow of campus information to the Committee. CPB would like the Retreat to include a presentation from ORMP providing a briefing of the campus budget and processes for newer members. In addition to the Retreat, CPB would like to have a more casual time of conversation time and refreshments after the formal meeting.
- CPB plans to apply information learned from discussions with the Deans and Faculty Executive Chairs in 2008-09 to planning processes and prompt the continued need for transparent budget information and practices across campus. CPB will consider reviewing the budgets for many units on campus in order for CPB and the campus community to better understand UCD's financial situation. A small, core group of Senate and Administrative members may be brought together in order to focus and implement bigger budgetary issues/items on campus.
- As encouraged by AS DD Chair Bob Powell, CPB may document their thoughts, questions, ideas, and discussions over the last year (or few years) to pass along to future CPB members.
- Other recommended discussion items: review the FTE allocations process and past consultation with the Senate (a FTE Allocation Review Work Group may be formed), assessment/recommend programmatic changes in regards to shrinking/cutting academic programs; review and discuss ORU Policy with guests, consider the affect and special needs of increasing transfer student numbers, review possible proposed changes to endowment

funds, participate in review of SmartSite (Jim Chalfant will serve if needed), and consider solutions to the increased need for large classroom space, which may be delegated to the Instructional Space Advisory Subcommittee.

## **COMMITTEE'S NARRATIVE:**

The Academic Senate Davis Division Planning and Budget Committee (CPB) considered matters regarding policy on academic planning, budget, and resource allocations according to Davis Division Bylaw 48 ([click here](#)). Bruno Nachtergaele, the Chair of CPB, also served as CPB's representative to Representative Assembly and as a member on Executive Council. CPB member Jim Chalfant served as the Committee's representative on the UC Systemwide Planning and Budget Committee (UCPB) and provided regular updates to the Committee. CPB members also served on the five Provost's Five Budget Advisory Committees/subcommittees, and provided regular reports, as well as took recommendations and questions back to their respective groups, for consideration/action. CPB member Julia Simon served on the Task Force on Transfer Student Admissions for CPB, which was an administrative task force formed by Fred Wood and Davis Division Academic Senate Chair Linda Bisson (in 2007-08) in order to address the impending shortage of freshmen and campus policy for the admission of transfer students. CPB's Instructional Space Advisory Subcommittee (ISAS) was chaired by CPB member Zhi Ding, and CPB member Phil Shaver served as the other member on ISAS. Please see the Instructional Space Advisory Subcommittee's annual report for details regarding the subcommittee's business. For a more detailed account of the Committee's discussion, actions, and review items, please request the information from the Academic Senate analyst and/or review the posted information on the Academic Senate Information System (ASIS).

This section outlines the Committee's activity in 2008-2009 regarding the following review items:

- I. GUESTS WHO ATTENDED CPB MEETINGS**
- II. ENDOWMENT, PARTNER OPPORTUNITY PROGRAM, AND TARGET OF EXCELLENCE PROPOSALS**
- III. BUSINESS ACTION REVIEW ITEMS FROM AS CHAIR AND/OR SYSTEMWIDE**
- IV. OTHER CONSIDERATIONS AND TOPICS OF DISCUSSION**

### **I. GUESTS WHO ATTENDED CPB 2008-09 MEETINGS:**

- Enrique Lavernia, Provost and Executive Vice Chancellor
- Barbara Horwitz, Interim Provost and Executive Vice Chancellor
- Kelly Ratliff, Associate Vice Chancellor of Resource Management and Planning
- John Meyer, Vice Chancellor of Resource Management and Planning
- Karl Mohr, Assistant Vice Chancellor of Resource Management and Planning
- Ian Blake, Academic Units Budget Analyst, Resource Management and Planning
- Rick Catalano, Internal Audit Services Director
- Deans and Faculty Executive Chairs:
  - 5/1: College of Biological Sciences Dean Ken Burtis and FEC Chair Sue Bodine
  - 5/15: Letters & Science Division of Social Science Dean George Mangun; and School of Education Dean Harold Levine and FEC Chair Carter Ching
  - 5/29: CA&ES Dean Neal Van Alfen and FEC Chair Richard Grotjahn; Librarians Gail Yokote and Helen Henry and AS Library Chair Andrew Waldron; Veterinary Medicine Dean Bennie Osburn and FEC Chair Jonna Mazet; Engineering Dean Bruce White and Chair Katherine Ferrara
  - 6/12: Letters & Science MPS Division Dean Winston Ko, HARCS Division Dean Jesse Ann Owens, and FEC Chair Debra Long

## **II. ENDOWMENT, PARTNER OPPORTUNITY PROGRAM, AND TARGET OF EXCELLENCE PROPOSALS (10)**

### **Endowment Proposals Reviewed (7 reviewed):**

- Dean's Professorship in Pediatric Endocrinology Research (SOM)
- Rustici Endowed Chair in Rangeland Watershed Science (CA&ES)
- Rustici Endowed Specialist in CE, Rangeland Watershed Science (CA&ES)
- Chevron Endowed Chair in Energy Efficiency (Energy Efficiency Center)
- Charlie J. Soderquist Chair in Entrepreneurship (GSM)
- Dean's Professorship in Pediatric Endocrinology Research (SOM)
- Bucher Family Chair in Computer Science (School of Engineering)

### **Partner Opportunity Program Proposals (2 reviewed)**

- Ye Chen-Izu and Leighton Izu, Department of Pharmacology
- Carey Seal, Classics Program in L&S, HARCS

### **Target of Excellence Proposals Reviewed (1 reviewed)**

- Edward Pugh, Physiology Department, SOM

Ten total reviews were completed for endowments, POPs, and TOEs in 2008-09 by CPB. In 2007-08, CPB reviewed 21 proposals. The decrease in the number of proposals received and reviewed was attributed to the state/campus budget crisis. There were no items to carry forward to the next academic year.

## **III. BUSINESS ACTION REVIEW ITEMS FROM AS CHAIR AND/OR SYSTEMWIDE (65)**

### **1. Academic Plans:**

- a. School of Law Academic Plan
- b. HARCS Academic Plan
- c. College of Engineering Academic Plan
- d. Graduate School of Management Academic Plan
- e. College of Biological Sciences Academic Plan
- f. College of Agricultural & Environmental Sciences Academic Plan
- g. Division of Mathematics and Physical Sciences Academic Plan
- h. Division of Social Sciences Academic Plan
- i. School of Education Academic Plan
- j. School of Veterinary Medicine Academic Plan
- k. School of Medicine Academic Plan – not received or reviewed

Summary of Academic Plan Reviews: CPB evaluated the academic plans against specific criterion in order to help the members consider the information and impact on an individual-unit level, as well as on a campus-wide level, while keeping in mind the goal of excellence in teaching, research, and service. CPB noted that the academic plans were written in widely different styles, and provided varying types of information and detail. It was suggested that future calls for academic plans should provide a simple template for each college to utilize. The members agreed that none of the plans addressed the full set of information they were hoping to review in the plans. Given that the plans were designed for no growth or small growth scenarios rather than cuts, the plans were not viewed as an effective tool for the current budget situation as well. After CPB and the other Senate Committees provided their feedback regarding the academic plans, the Provost proposed a timeline to collect additional information with Deans, based on five main questions provided by the Senate.

### **2. Organized Research Units (ORU) Reviewed (and Additional ORU Budgetary Data for ITS, NEAT, IGA, CNPRC)**

- a. Nanomaterials in the Environment, Agriculture and Technology (5-year)
- b. California National Primate Research Center (10-year)

- c. Institute of Transportation Studies (10-year)
  - d. Institute for Governmental Affairs (5-year)
  - e. Air Quality Research Center (3-year)
- 3. Review requests from Graduate Council:
  - a. Nursing Graduate Group in School of Nursing Proposal
  - b. Energy Graduate Group Proposal
  - c. Graduate Council's Guidelines for Review of Proposed and Existing ORUs
- 4. Division of Agriculture and Natural Resources Review (including supplemental documents)
- 5. Proposed Furlough and Salary Cut Policy
- 6. Furlough/Salary Cut Options Systemwide
- 7. Non-resident Enrollment Guidelines Proposed by BOARS
- 8. Proposal to Change UC Financial Aid - Regents Blue & Gold
- 9. Institute for Data Analysis and Visualization Consultation
- 10. Proposed Business Plan: Education Abroad Program
- 11. Endowed Chair Policy Options Report
- 12. Proposed UC Policy Restricting Rehire of Retirees
- 13. Regents Items- Proposal to Sell Revenue Bonds University-wide
- 14. Name Change Request: Mechanical and Aeronautical Engineering
- 15. Online Administrative Information Module for Principal Investigators Proposal
- 16. Proposal to Establish Department Status for Asian American Studies Program
- 17. Proposal to Establish Department Status for Chicana/o Studies Program
- 18. Reconstitution Proposal: Spanish and Classics
- 19. Miscellaneous Reviewed Items (includes UCPB communication and state/campus budget information -- not an all-inclusive list)
  - a. President's Recommendations to the Regents, 7/10/09
  - b. Proposal to Take Faculty FTE's from the Colleges and Give to the Provost
  - c. Chapter 13 Re: ICR Discussion from Chris Newfield (UCSB, former chair of UCPB)
  - d. National Association of State Universities and Land-Grant Colleges Paper
  - e. Budget & Institutional Analyst Information at <http://budget.ucdavis.edu/budget-planning>
  - f. Provost Lavernia's Midyear Reduction Letter to CODVC, 2/10/09
  - g. Internal Audit Services PowerPoint Presentation, Rick Catalano
  - h. Higher Ed Investment Act to President Obama & Administration
  - i. UCD Chancellor Candidate Linda Katehi's Information & CV
  - j. President Yudof's State Budget Update After May Revise, 5/14/09
  - k. Provost Lavernia to CODVC: 09-10 and 10-11 Budget Planning, 3/20/09
  - l. Executive Council adopted this Senate policy to guide Senate ORU reviews, June 2009
  - m. ALAP Response to Academic Plan. 4/3/09
  - n. ORMP - Academic Unit Data Review Information, distributed on 3/10/09 by K. Ratliff
  - o. Academic Planning: Senate Review and Consultation Process, distributed on 2/13/09 by Provost
  - p. Five Questions for Deans (Academic Planning, 3 - 5 page report)
  - q. President Yudof's Budget Reduction Memo, 5/27/09
  - r. Coordination of Budget Planning and UC's Future, 6/3/09 (letter from AS Chair Croughan to President Yudof)
  - s. Academic Council Recommendation to Yudof to Ensure Adequate Funding for UCRP, 6/3/2009
  - t. UC Regents: Long-Term Budget Planning Model & University Funding Outlook, 9/22/08
  - u. UC Long-Term Budget Planning Model Assumptions, 10/17/08
  - v. President Yudof's Mid-Year Cuts Update, 10/14/08
  - w. Interim Provost Horwitz Letter to Chair Nachtergaele, 10/3/08
  - x. Interim Provost Horwitz's Call for Academic Plans, 11/8/07
  - y. Yudof's Letter to the Regents Re: Revenue & Expenses, 9/12/08
  - z. Chancellors Letter to Yudof Re: 09-10 Budget Priorities, 8/14/08
  - aa. 2008-09 Committee on Planning & Budget Expectations
  - bb. President Yudof's State Budget Update, 8/20/08
  - cc. 2008-09 Salary Information
  - dd. Incoming Chancellor Katehi's Search Committee and Appointment

- ee. Accountability Report initiated by President Yudof at <http://www.universityofcalifornia.edu/accountability/>
- ff. Higher Education Investment Act Letter to President-Elect Obama

#### IV. OTHER CONSIDERATIONS AND TOPICS OF DISCUSSION (10):

- a. **Deans and Faculty Executive Chairs:** CPB met with all Deans and FEC Chairs in the winter and spring quarters (with the exception of the Graduate School of Management, School of Medicine, and School of Law Deans/FECs due to their unique positions). In order for CPB to better understand the approaches and impacts that the different colleges took when dealing with the ongoing series of budget cuts ("7% cut", mid-year cut, 2009-10 cuts), guests were asked to present how their college budgets were organized and to what extent the departments in the colleges gained input and/or insight in their budget. The effect of these reductions in departments and programs, their plan for next steps, their thoughts in the long term to downsize their college, and what they would to reduce or discontinue in a hypothetical scenario where major cuts are required, were discussed. The information gathered during the discussion was (and will be) used to provide feedback to the Administration and pull best practices for future consideration. CPB also met with the UCD Librarians and Library Committee Chair Waldron to discuss the decline of the library's quality and budget issues.
- b. **Fall Retreat:** CPB held the annual Fall Retreat with ORMP and the Provost early in the Fall Quarter on October 22, 2008, instead of late in the Fall Quarter. Making this change helped facilitate an early dialogue with the Administration and improve the flow of campus information to the Committee, which helped the members of CPB to make more educated, strategic, and proactive planning decisions/feedback on review items earlier in the year. CPB and ORMP discussed the campus operating budget, budget planning, long-term strategies, endowment chair options, and an infrastructure proposal to help external researchers cover costs. The Committee understood that the budget situation for the foreseeable future was dismal, but also stated that the university's strategy, or lack thereof, in addressing it, was equally dismal. In addition to the Fall Retreat, a follow-up meeting was also held on November 12, 2008 to discuss remaining items and address CPB's questions/concerns. During the Fall Retreat Follow-up meeting, the group discussed midyear budget cuts, academic plan reviews, the Provost's Budget Advisory Committees, Proposed Endowed Chair Policy, start-up costs, TA information, sources of funding for the various allocations, and overhead distribution.
- c. **Provost's Budget Advisory Committees:** The Committee received updates from CPB members serving on the Provost's various Budget Administrative Committees/subcommittees, and passed along feedback/recommendations through their representatives. Julia Simon served on the Self-Supporting Subcommittee, Zhi Ding served on the Instruction & Research Subcommittee, Bob Powell and Michael Turelli served on the Administrative Subcommittee, Jim Chalfant served on the Student Services Subcommittee, and Steve Tharratt and Bruno Nachtergaele served on the Capital and Space Subcommittee.
- d. **Metrics to Help Assess Excellence:** CPB strongly encouraged the use of metrics in order to help assess units of excellence on campus. The Committee agreed that all areas on campus, including the Administration, needed to be reviewed (not just the academic areas), since doing so could send the incorrect message that the key mission of UC of teaching, research, and service are the areas that can be cut. CPB determined a lack of planning and leadership from the administration, and discussed the Senate's need to take on more responsibility. CPB provided specific data needed from ORMP for each unit on campus in order to help compare units (ranking, funding, ratios, admin dollars per student, grad student information, future trajectory information, etc).
- e. **Discussions with AVC Ratliff and Provost Lavernia:** CPB discussed budget/planning with AVC Kelly Ratliff and Provost Enrique Lavernia several times throughout the year. Discussion items included, but were not limited to, the following:
  - Discussed academic planning and reviewed the "Academic Planning – Senate Review and Consultation Process" handout; reviewed the proposed timeline for academic planning report

- process. CPB encouraged clear, direct prompts in order to obtain specific information that can be used for decision making (cores to preserve, redundancies across campus, etc.)
- Reviewed the financial and workload indicators suggested for comparing/determining excellence (see “Selected Financial and Workload Indicators” handout); CPB was concerned regarding the lack of value indicator as they were based on numbers only
  - Reviewed the areas and amounts to be targeted for budget cuts in the “2008-09 Budget Reduction Actions” handout
  - Outlined next years’ and long-term planning process; noted that recommendations from the Budget Advisory Committees/Subcommittees were provided in June 2009. After review and consultation, implementation of recommendations were projected to be implemented July 2010
  - Distributed and reviewed the “Academic Unit Data Review: Recommended differential budget reductions for 2009-10” handout and appendixes. Noted that ORMP took a qualitative approach, not statistical, and significantly reduced the number of indicators used. CPB noted the data as financially-centric only; separated academic units into those that could have a higher and lower capacities for cuts. ORMP stated that administrative units will be reviewed next.
- f. **Internal Audit Services:** CPB met with Internal Audit Services Director, Rick Catalano, and discussed Audit’s advisory role to management. Statistics and information were reviewed; and areas that have more routine auditing, such as Purchasing, Cashier’s Office, the Health System, and the Senior Executive salaries (to Regents) were discussed. Rick Catalano invited CPB to recommend areas/units that would be beneficial for Audit to look into further, which includes efficiencies and effectiveness.
- g. **Transfer Student Task Force:** CPB received regular updates and provided feedback regarding the Student Transfer Task Force via Representative Julia Simon. CPB voiced concerns regarding the additional funding needed to support more transfer students and if the big picture of higher education was fully being evaluated and considered. The Committee agreed that if the shift for the first two years is now the community colleges’ responsibility, then all universities and community colleges need to be restructured to accommodate this change. CPB questioned if community colleges are less expensive in the long run, and what number of UC eligible students who attend a two-year college end up at a university.
- h. **Endowments:** CPB discussed the guidelines the members should use when reviewing and providing advice and guidance for endowment proposals, including the financial/intentions and implications of the gift, the process/conducts of the search, and the collaboration of departments in multidepartment proposals. CPB noted their strong effect on endowment proposals since the Office of the President reviews the proposal documents to ensure that Senate approval was obtained. Because of this influence, CPB strongly agreed and recommended that the Senate should not allow the Administration remove the Office of the President’s involvement in the endowment approval process.
- i. **Office of Research:** CPB received an ORU funding update from the Committee on Research Meeting and OVCR AVC Bernd Hamman via member Jim Chalfant. CPB stated concern regarding the Committee on Research’s main focus was currently on advising Vice Chancellor Barry Klein. It was clarified that base funding is supplemented with general funds. CPB agreed that receiving the full budget information will be required before meeting again with OVCR folks.
- j. **Mondavi Center:** CPB obtained and reviewed Mondavi Center budget/financial information; questioned the decision making behind Mondavi continuing to receive increased financial support from the campus when core items at the university are being cut/reduced.

Respectfully Submitted,

Bruno Nachtergaele, Committee on Planning & Budget Chair

James Chalfant (member), Zhi Ding (member), Jeannette Money (member), Alexandra Navrotsky (member), Phillips Shaver (member), Julia Simon (member), Steve Tharratt (member), Michael Turelli (member), Bob Powell (advisor), Pablo Ortiz (advisor), and Dag Yasui (Academic Federation Representative)

## Annual Report: Academic Year 2008-09

### Davis Division: Academic Senate

#### Instructional Space Advisory Subcommittee

(Committee on Planning & Budget)

Total Meetings: 0	Meeting frequency: as needed	Average hours of committee work each week: 0
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Total issues reviewed/discussed: 1	Total issues reviewed - deferred from the previous year: 0	Total issues deferred to the coming academic year: 0
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee: See Committee's narrative below.

Recommended procedural or policy changes for the coming year: None.

#### **Committee's Narrative:**

This subcommittee considered matters involving instructional space according to Davis Division Bylaw 48 C (click [here](#)). Committee Planning & Budget (CPB) member Zhi Ding chaired the subcommittee and was tasked to report ISAS discussions/information to CPB. The subcommittee meets when there are agenda items for discussion and/or review. Although discussion items and/or topics of concern were requested from members several times during the academic year, no responses were received and therefore the subcommittee did not meet. There were no prior business items from 2007-08 to review.

The first call for agenda items was sent on November 25, 2008, which included an introduction to the committee, information regarding ISAS's charge and business items, and the request to review specific sections pertaining to space within the President's Accountability Report posted at <http://www.universityofcalifornia.edu/accountability/>.

No responses or comments were received from subcommittee members to the first agenda call and review request. A second call for agenda items was sent on February 9<sup>th</sup> -- again receiving no responses from the subcommittee. The ISAS Chair and support analyst, as well as the Chair of the Committee on Planning and Budget, anticipated that business for ISAS might arise from the Provost's Budgetary Capital Budget and Space Planning Subcommittee; however, no business was received.

Please see previous years' annual reports and/or contact the Academic Senate analyst for information regarding the subcommittee's past business items (such as lecture space, general assignment classrooms, classroom size, classroom configuration, utilization reports, etc).

Sincerely,

Zhi Ding, Chair

Patricia Boeshaar (member), Phillip Shaver (CPB member), Joseph Sorenson (member), Jon Wagner (member/Teaching Resource Center Director), Dag Yasui (Academic Federation Representative), Janis Dickens (Classroom Technology Services), Maria Miglas (Registrars Office), Frank Wada (University Registrar), Julie Nola (Office of Architects and Engineers), and Cynthia Bachman (Office of Resource Management and Planning)

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**  
**Committee on Privilege and Tenure**

Total Meetings <b><u>Investigative:</u> 5</b> <b><u>Hearings:</u> 1</b>	Meeting frequency <b><u>Investigative:</u> quarterly</b> <b><u>Hearings:</u> As Needed</b>	Average hours of committee work each week <b><u>Investigative:</u> 6 hours</b> <b><u>Hearings:</u> dependent on workload</b>
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<b><u>Investigative:</u> Total grievances: 8</b> <b><u>Hearings:</u> Total Hearings: 0;</b> <b>Total Disciplinary Matters Referred: 1</b>	<b><u>Investigative:</u> Total grievances deferred from previous year: 3</b> <b><u>Hearings:</u> Total hearings/matters deferred from previous year: 0</b>	<b><u>Investigative:</u> Total grievances continued: 5</b> <b><u>Hearings:</u> Total hearings/matters continued: 1</b>
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Listing of bylaw changes proposed:
None

Listing of committee policies established or revised:
None

Issues considered by the committee
None beyond routine review of matters referred to the Committee on Privilege and Tenure.

Recommended procedural or policy changes for the coming year:
None



**Committee's narrative:**

Investigative:

As of August 31, 2009:

Three active investigations were carried over into 2008-09. An investigation is on-going in one of the three cases.

One grievance did not Prima Facie.

There are four active investigations and one new grievance pending.

Hearing:

One disciplinary matter was referred to the Hearings Subcommittee.

## Annual Report: Academic Year 2008-09

### Davis Division: Academic Senate

#### Committee on Public Service

Total Meetings: 3	Meeting frequency: as needed; UCDE proposals reviewed electronically	Average hours of committee work each week: 4
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Total UCDE Proposals Reviewed: 2 (See below.)	Total reviewed items deferred from the previous year: None	Total items deferred to the coming academic year: 2
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#### Listing of bylaw changes proposed:

Change bylaw 88 so that the Director of the Public Service Research Program is no longer designated as an ex-officio member of the committee. The change would reflect the current status of the Public Service Research Program. The committee considers that it would be more appropriate to have the position rotate among outreach/public service units.

#### Listing of committee policies established or revised:

Issues considered by the committee: Proper procedure for committee sign-off on UCDE proposals; voting privileges of the diverse members of the committee; advisory roles of committee members; the composition of the committee membership; the method of committee review and comment on Distinguished Scholarly Public Service Award nominations and UCDE proposals; the criteria to be used when selecting DSPSA recipients; the expansion and enhancing of awareness of public service performed by faculty and UC Davis; the combining of the presentation of Academic Senate and Academic Federation awards into a single event; and increasing the DSPSA honorarium.

Recommended procedural or policy changes for the coming year: None.

#### **Committee's narrative:**

During the 2008-09 academic year, the Public Service Committee, reviewed nine nominations for the Distinguished Scholarly Public Service Award (DSPSA), selected four finalists for further review and dispensed three awards. The committee succeeded in submitting for approval by the Representative Assembly, prior to the assembly's February 24, 2009, meeting, the names of those whom it selected as award recipients. The April 10, 2009, publication of Dateline announced the recipients. Gail Goodman, in the Department of Psychology, and Marc Schenker, in the Department of Health Sciences: MED, each received an award. Monique Borgerhoff Mulder, in the Department of Anthropology, and Timothy Caro, in the Wildlife, Fish, and Conservation Biology Department, shared the third award. The recipients were publically recognized in the Academic Senate and Academic Federation University Awards brochure, and they will be publically recognized on the DSPSA website ([click here](#)) and on the DSPSA list at the Walter A. Buehler Alumni & Visitors Center.

One nominee was disqualified as a past recipient of the Distinguished Scholarly Public Service Award. The nominee's nominator was notified by email and the following text from the Call for Nominations for the 2008-09 academic year was cited in the email: "All tenured members of the

Academic Senate ..., provided they have not previously won the award, are eligible for nomination by other members of the Academic Senate.”

As regards the selection criteria for the DSPSA, after considerable discussion, the committee agreed that the public service contributions of Scholarly Public Service awardees should show a strong connection to their scholarly activities. The committee considers that significant *pro bono* work is more in the spirit of scholarly public service than activities for which there is financial remuneration, although this should not be interpreted to exclude remunerated contributions from consideration.

During the voting stage of the selection process, the voting privilege was revisited. George Matthey, Chair of the Committee on Elections, Rules and Jurisdiction, was asked for guidance, and he provided a definitive explanation of the Academic Senate voting privilege and the role of ex-officio members in the process.

The proposed bylaw change referenced on the first page of this report centered around ex-officio member Joyce Gutstein’s suggestion that the position she has held as Director of the Public Service Research Program of the John Muir Institute of the Environment may no longer be appropriate for permanent ex-officio status on the committee. The Public Service Research Program had been an independent unit, but it is now a program within the John Muir Institute of the Environment. Because comparable positions exist in other units on campus, it seems reasonable to rotate this ex-officio position among them. This will require a bylaw revision. The committee expects to propose such a revision next year.

The committee conducted reviews and provided comment on UCDE proposals for two new programs. A revised proposal for a Health Informatics program was recommended for approval, with reservations. A proposal for a certificate program in Autism Spectrum Disorders was endorsed.

The committee also responded in a timely manner to a Systemwide request regarding remote/online course offerings and policies.

The following topics were also discussed over the course of the three committee meetings: increasing the Distinguished Scholarly Public Service Award honorarium using the gifted funds for this purpose; capitalizing on DSPSA recipients’ ability to give presentations at spring talks, seminars, fund raising events, UC Foundations, alumni centers, etc.; and increasing the number of Academic Senate members on the committee and reducing the number of ex-officio members. Representation from ORU’s, Cooperative Extension and other centers and programs was considered, too.

For 2008-09, the DSPSA honorarium was increased to \$500.

Respectfully submitted,

Vito Polito, Chair  
Rachael Goodhue  
Carlton Larson  
Norman Matloff  
Cynthia Passmore  
Michele Fortes, Academic Federation Representative  
Janis Williamson, Academic Federation Representative  
Joyce Gutstein, ex-officio  
Bernd Hamann, ex-officio  
William Lacy, ex-officio  
Dennis Pendleton, ex-officio  
Bryan Rodman, Committee Resource Analyst

**Annual Report: Academic Year 2008-09**  
**Davis Division: Academic Senate**

**Committee on Research**

Total Meetings <b>COR Policy: 9</b> <b>COR Grants: 5</b>	Meeting frequency <b>COR Policy: Approx. 3 meetings/quarter</b>  <b>COR Grants: 1-2 meetings in fall quarter and 2-3 meetings in the spring quarter</b>	Average hours of committee work each week: 4 hours
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Total Grant Proposals Reviewed: <b>Small Grants (2K): 169</b> <b>Large Grants (10-25K)</b> <b>New Initiative/Collaborative Interdisciplinary: 66</b> <b>Travel Grants (\$800): 409</b>  Research Grant Proposals Approved for Funding in 2009-10: <b>Small Grants (2K): 152</b> <b>Large Grants (10-25K)</b> <b>New Initiative/Collaborative Interdisciplinary: 24</b> <b>Travel Grants (\$800): 409</b>	Total of reviewed grant proposals deferred from the previous year: <b>0</b>	Total projects deferred to the coming academic year: <b>1 (Review of Office of Research-Sponsored Programs, web based open forum)</b>
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Listing of bylaw changes proposed: **Davis Division Bylaw 99:** Proposal to add an Academic Federation Representative to the Academic Senate Committee on Research Policy. Bylaw change reviewed and approved at the Academic Senate Assembly meeting on February 24, 2009.

Listing of committee policies established or revised: ***Funding cutoffs for all programs will be determined by availability of funds. The committee will examine the policies again during the 2009-2010 academic year and will consider other revisions.***

Issues considered by the committee:

COR received and discussed the following reports and proposals from other

Academic Senate or administrative committees and provided comments and responses for each of them as appropriate:

1. Air Quality Research Center ORU Additional Information
2. COR Budget
3. Sponsored Programs Reorganization
4. Web Open Forum/Customer Satisfaction Survey
5. Institute for Data Analysis and Visualization (IDAV) ORU: Consultation Request
6. Endowed Chairs Policy Options Report from ORMP
7. NEAT 5-Year ORU Review
8. Primate Center 10-Year ORU Review
9. Institute for Transportation Studies (ITS) 10-Year ORU Review
10. Institute for Governmental Affairs (IGA) 5-Year ORU Review
11. MRU-MRPI Reviewer Recommendation Request
12. Online Administrative Information Module for Principal Investigators
13. Graduate Council MOU Proposals
14. ORU Budgets
15. Request for travel grant exception to policy
16. Input on budgetary issues from COR to the Office of Research
17. APM 028: Request for Systemwide Review
18. Office of Research Search Committee
19. Post Award Extramural Accounting Issues

Recommended procedural or policy changes for the coming year: None.

### **Committee's narrative:**

The Committee on Research Policy subcommittee dealt with a number of issues of substantial importance to the campus during the 2008-2009 academic year. The Committee on Research Chair attended Senate Executive Council meetings, Representative Assembly meetings, Provost Senate Chair's meetings, and had frequent updates with VC Klein and the Office of Research. The Chair of the Committee on Research, Robert Berman also served as Co-chair of the Instruction and Research (I&R) Budget subcommittee, which was formed by Interim Provost Horwitz to focus on instruction, research, and core academic support functions such as the library, sponsored programs, and educational technology. This budget subcommittee was charged with considering a broad range of ideas to change, improve, and streamline current processes related to research and instruction on the UC Davis campus.

The Vice Chancellor for Research (or a representative from his office) regularly attended the Committee on Research Policy meetings and provided information and updates on campus and systemwide issues, including the ongoing reorganization of Sponsored Programs. The committee routinely invited various faculty members and officials from the campus for discussion and advice on policy issues important to research, including the review of ORU's, effort reporting, PI ledger review reports, extramural accounting, graduate programs,

the performance and reorganization of the office of research, and campus-wide budget issues that affect research programs at UC Davis.

### **Revision of Davis Division Bylaw 99: Representation on Committee on Research**

The committee discussed and approved a bylaw change allowing an Academic Federation representative to be a permanent non-voting member of the Committee on Research Policy (Davis Division Bylaw 99). Although a member of the Academic Federation was invited by the Chair of Committee on Research Policy to attend meetings on a year-to-year basis, the Bylaw governing service on COR Policy did not include representation by the Academic Federation. The members of COR Policy believed that many of the research policy issues discussed by the committee were critical to members of the Academic Federation as well as to members of the Academic Senate, and that input from the Academic Federation would be extremely valuable and beneficial to both the Academic Senate and the Federation. This bylaw change was approved by the Davis Division Representative Assembly on February 24, 2009.

### **2009-2010 COR Grant Awards**

The Committee on Research Grants (CoRG) subcommittee awarded 152 (2K) Small Grants in Aid and 24 New Initiative/Collaborative Interdisciplinary Grants to Promote Extramural Funding. The committee also awarded 409 Research Travel Grants during the 2008-2009 academic year. The relative distribution of monies across campus remained consistent with an approximately 50/50 distribution between the “hard” and “soft” disciplines. Travel grants remain the first priority of the grants program. Due to the large number of applications submitted for the New Initiative/Collaborative Interdisciplinary Grants, *ad hoc* reviewers were recruited to assist COR Grants in the proposal review. The following individuals served in that capacity: Neal El-Farra, Simona Ghatti, Tessa Hill, Noelle L’Etoile, Rebecca Paraless, and Rena Zieve.

### **Committee on Research Budget**

As a result of reductions in the UC Davis budget, the budget for the Committee on Research was reduced mid-year by 7% by the Office of Research. This resulted in a \$72,000 reduction in the COR Grants budget for 2008-2009. Due to the continuing budget crisis the Committee on Research budget also received an additional one-time reduction of \$69,000.00 for 2009-2010. The budget of COR was able to absorb these cuts this year due to a reduction in the number of travel awards submitted by senate faculty. This anomaly was due to cancellation of conferences and faculty's reluctance to travel, resulting in a current year savings to the COR travel grant program. This is undoubtedly a temporary situation, and travel grant applications are expected to be up again next year. Overall, the Committee on Research grants program was able to stay within budget and the system of awarding the grants has become much more efficient. The committee

continues to receive positive feedback on the new system from faculty, staff, and administration.

### **Organized Research Unit (ORU) Reviews**

During the 2008-09 academic year the Committee on Research Policy was asked to comment on five ORU reviews. These reviews included the following ORUs: Institute for Data Analysis and Visualization (IDAV), Nanomaterials in the Environment, Agriculture & Technology (NEAT), California National Primate Center, Institute of Transportation Studies (ITS), and Institute for Governmental Affairs (IGA). Among the documents was a request from VCR Klein for Academic Senate input and advice on the status and future of IDAV. COR was informed that the OR had terminated funding for IDAV based on their assessment that IDAV was no longer viable as an ORU. After a series of discussions by COR and meetings with VCR Klein, COR forwarded a recommendation to the Executive Council that (1) appropriate Academic Senate Committees' be consulted in the future before funding to an ORU was withdrawn, (2) that policies and procedures for such actions be clarified and used in the future, and (3) that if IDAV was disestablished it be retained in some other structure (e.g., center or institute) to maintain its national visibility and to allow it to continue to function at some level. However, the appropriate procedures for disestablishing an ORU remain unclear and this situation needs to be resolved. Vice Chancellor Klein has agreed to meet with the appropriate Senate committees prior to any future decisions to termination funding or to disestablish an ORU, and to ensure that such actions are carried out according to applicable UC Policies. Overall, COR Policy and the Davis Division of the Academic Senate's academic review of the Primate Center, IGA, ITS, and NEAT were favorable.

### **Online Administrative Information Module for Principal Investigators**

The Assistant Executive Vice Chancellor requested that several Academic Senate committees review the development of an online administrative information module for Principal Investigators (PIs) at UC Davis. The purpose of the tool is to inform PIs of their administrative responsibilities under federal regulations and University policy. The Committee on Research Policy reviewed the module and did not support the proposal for an online information module for principal investigators. The majority of the committee felt that it failed to address important issues concerning responsibilities of the University and the administration in managing research funds and awards that should have been addressed along with PI responsibilities. The proposal to require faculty to complete the PI module was generally felt by COR to be unrealistic, unworkable and offensive to many faculty. Overall, COR Policy felt that the University should support its research mission by helping PIs be more productive, not by filling their time with administrative tasks that can be carried out more efficiently by specialized staff members.

## **Endowed Chairs Policy Options Report**

COR Policy was asked to review a proposed new policy for allocating the income from endowed chairs and professorships, with the intent of providing more campus flexibility in utilizing the endowment payout and based on the new policy adopted by UC Berkeley. The committee pointed out the following problems with the proposal:

- The monies disbursed from endowments are very often used to directly support research activities and the proposed policy would weaken such activities.
- The Proposal fails to provide evidence that the distribution of income from endowed chairs is not currently being use wisely or appropriately, or that there needs to be any change in how income from endowed chairs is allocated.
- An endowed Chair is intended to provide a means for carefully selected faculty to choose *for themselves* how to best support and promote research and scholarship in their personal area of expertise.
- The Proposal is in violation of the UC Davis Academic Senate Personnel Manual (UCD-191, Endowed Chairs; rev 9/05/08) and University of California APM-191.D.2 that state that "Income from an endowed chair is to be made available to the faculty member appointed to the chair in support of teaching and research".

COR Policy strongly and unanimously opposed the Proposal. The arguments put forth in favor of the changes were not convincing and the committee concluded that it would have a very negative impact on research at UCD. COR Policy recommended a formal retraction of this Proposal. The committee felt that efforts should be made to bring more endowed chairs to UC Davis, rather than to enact policies that are likely to have the opposite effect.

## **Committee on Research Department Chair Meeting**

A meeting was held for all department chairs on January 21, 2009 regarding Committee on Research programs. COR Chair Berman discussed issues ranging from the Committee on Research budget, eligibility for the grant programs COR offers to the types of issues and proposals that COR Policy reviews. The Department Chairs came prepared with questions related to approving travel grant applications, eligibility and budget for small and large grant programs, and issues/problems encountered when working with Office of Research-Sponsored Programs. Comments from those attending the meeting indicated that the meeting was useful, and that it provided Department Chairs with a better understanding of the COR grant programs and the research-related issues that were under consideration by COR. It is intended that COR will hold similar meetings with Department Chairs in the near future.



## **Review of Office of Research-Sponsored Programs**

The Office of Research-Sponsored Programs is currently undergoing a major reorganization. COR Policy agreed that a review of the office should be conducted, and that COR should have an input. A UC Davis web open forum is planned to obtain user comments on the performance of Sponsored Programs and Extramural accounting. The forum will be available to all Academic Senate members and Academic Federation members. It will be developed in the Academic Senate Information System (ASIS) and will be accessible through a Kerberos login. The hope is that the open forum will be available in Fall 2009 and will provide a continuous collection of comments from faculty concerning the quality of service provided by the OVCR and Sponsored Programs. This information will be reviewed by COR Policy and will be used to advise the Office of Research. COR also worked with the OR to develop a customer satisfaction survey that is now operational. The purpose of the survey is to obtain and provide comments and input from the faculty and staff regarding their experience working with Sponsored Programs and Extramural Accounting. The survey is similar to the IACUC customer satisfaction survey that is used by faculty when requesting the use of animals for their research. The responses to the survey questions will be reviewed by COR along with the OR to evaluate the overall functioning of the OR, the effects of reorganization, and to assist in improving the operation of the OR.

Respectfully submitted,

### CoR Grants Subcommittee

Robert Berman, Chair  
Katharine Burnett  
Gino Cortopassi  
Daniel Ferenc  
David Fyhrie  
David Hwang  
Suad Joseph  
M. Levent Kavvas  
Guido Kuersteiner  
Gerhard Richter  
Reen Wu  
Kimberly Pulliam, Analyst

### CoR Policy Subcommittee

Robert Berman, Chair  
David Fyhrie, Vice Chair  
Raul Aranovich  
Eduardo Blumwald  
Carolyn De La Pena  
Adela De La Torre  
Russell Hovey  
Lynn Kimsey  
Julie Leary  
Gregory Miller  
Jon Ramsey  
Rena Zieve  
Joachim Schnier, AF Representative  
Barry Klein, VC for Research, Ex-Officio  
Kimberly Pulliam, Analyst

## Annual Report: Academic Year 2008-09 Davis Division: Academic Senate

### Committee on Student-Faculty Relationships

Total Meetings: 2	Meeting frequency: as needed	Average hours of committee work each week: 2-3 when meeting or reviewing items
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Total Items Reviewed: 5	Total items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
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**Listing of bylaw changes proposed:** Deletion of Davis Division Bylaw 111 and disbandment of the Student Faculty Relationships Committee was approved in the Representative Assembly meeting on June 5, 2009 See narrative and appendices below for more information.

**Listing of committee policies established or revised:** See narrative and appendices below for more information.

**Issues considered by the committee:** Please see narrative below.

**Recommended procedural, policy changes, and/or carryover items for the coming year:** See narrative and appendices below for more information.

#### **COMMITTEE'S NARRATIVE:**

This Committee considered matters involving student-faculty relations according to Davis Division Bylaw 111 (click [here](#)). SFR Chair Raul Piedrahita served as SFR's representative to Representative Assembly. Per the bylaw, the Committee provided Senate representation on the Athletic Administrative Advisory Committee (<http://far.ucdavis.edu/?q=node/29>) via Chair Raul Piedrahita. For a more detailed account of the Committee's discussion and actions, please request the information from the Academic Senate analyst in order to review the action items from each meeting. In addition to the items implemented above, the Student-Faculty Relationships Committee also considered the following items during the 2008-09 academic year:

- SFR reviewed the proposed policy for the Involuntary Psychiatric Hold Withdrawal, and submitted the following response: "The Student-Faculty Relationships Committee has reviewed the Involuntary Psychiatric Hold Withdrawal Proposed Policy and has no further comments at this time."
- Per the request of a faculty member, the Athletics Administrative Advisory Committee (AAAC) Chair, SFR Chair, and SFR analyst worked together to review and clarify the use and purpose of the "Missed Class Form" (created by AAAC). Background: The missed class form was designed by AAAC and the Athletic Academic Services office to provide

student athletes and professors with information within the first 5 days of a quarter about scheduled competitions that would cause student athletes to miss classes during that quarter. SFR helped clarify that faculty members are not under any obligation to provide special treatment to the student, and encouraged the faculty members to work with AAAC with future revisions of the form. No further action was needed.

- The SFR analyst referred four student inquiries related to grade change issues directly to the Grade Change Committee in accordance with the Committee on Elections, Rules and Jurisdiction advice provided on July 20, 2007. It was ruled that "SFR has no authority to consider grading inquiries or to make recommendations arising from allegation of grading irregularities, regardless of the nature of those allegations. Such allegations are considered solely by GCC, which alone has authority to take remedial action if procedural errors have been made."
- **APPROVED DELETION OF DAVIS DIVISION BYLAW 111 AND DISBANDMENT OF THE STUDENT FACULTY RELATIONSHIPS COMMITTEE:**

In June 2007, the Davis Division Rules, Elections, and Jurisdiction Committee made a ruling regarding the responsibilities of the Student Faculty Relationships Committee (referred to above). Since that time, the Committee has had a lack of business and questioned their role and responsibilities. The Committee also recognizes that there is widespread confusion about its name and role.

The large majority of SFR's effort during 2008-09 was dedicated to requesting information, evaluating the information gathered, discussing options with various groups such as Student Judicial Affairs and ASUCD, and ultimately recommending disbanding the Student Faculty Relationship's Committee.

SFR members voted in unanimous favor of the final report, which contains background information, data, recommendations, and ultimate disbandment of SFR (attached as Appendix A). The report and proposal to disband was reviewed and approved by the Committee on Elections, Rules, and Jurisdiction, as well as Executive Council. The proposal was then put forward to Representative Assembly, which contained the legislation to abolish the Student-Faculty Relationships Committee, delete DDB 111, and provide advisable actions. The Representative Assembly approved the proposal by a vote of 39 in favor, 5 opposed, and 7 abstentions during the Representative Assembly meeting held on June 5, 2009 (attached approved proposal as Appendix B).

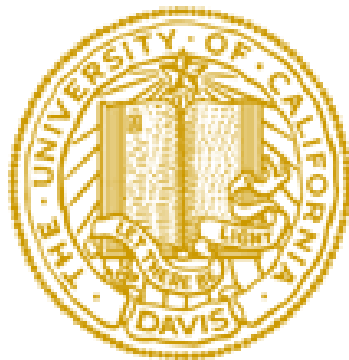
The Student Faculty Relationships Committee has been disbanded, and DDB 111 has been deleted.

Sincerely,

Raul Piedrahita, Chair

Gail Goodman (member), Lori Lubin (member) Richard Vulliet (member), Christoph Vogel (Academic Federation Representative), Mandeep Pooni (SJA Student Representative), Erick Loomis (Graduate Student Association Representative), Christopher Jew (ASUCD Representative), Joemar Clemente (ASUCD Representative), Jennifer Chow (SJA ex-officio), and Robert Becker (Grade Change Committee Chair, ex-officio)

# Davis Division of the Academic Senate



## Student-Faculty Relationships Committee: Committee Function Analysis

Prepared by:  
Diana Howard, Resource Analyst

Fall & Spring Quarters, 2009

# Student-Faculty Relationships Committee: Role/Responsibilities Information

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## BACKGROUND AND PURPOSE

In June 2007, the Davis Division Rules, Elections, and Jurisdiction Committee made a ruling regarding the responsibilities of the Student Faculty Relationships Committee (attached). Since that time, the Committee has questioned their role and responsibilities. This year, we have completed research in an effort to analyze and propose a few options for SFR to best serve the Academic Senate, Davis Division. The following document contains background information, data, and recommendations/proposed action for SFR in order to help SFR serve UCD in an effective, manageable, sustainable, and resourceful way.

The following are the current [bylaws](#) for SFR and GCC:

### **Student-Faculty Relationships**

A. This committee shall consist of four members, three undergraduate student representatives, two graduate student representatives, one representative appointed by the Davis Academic Federation, the chair of the Committee on Grade Changes as an ex officio member, and as ex officio representatives, the Director of Student Judicial Affairs (Davis campus) and a student representative from the campus Judicial Board. One member shall be designated by the Committee on Committees as Faculty Representative to the Legislative Assembly of the Associated Students (ASUCD), a second shall be designated as an alternate in that position, and a third (who can be one of two preceding persons) shall be designated as Faculty Representative to the Athletic Administrative Advisory Committee. It is presumed that the latter member will be chosen with regard to his or her knowledge of, and interest in, athletics. (effective 3/12/1991)

B. The committee shall consider all information submitted to it, relative to student-faculty relations that are not the responsibility of other committees, and may make comments and recommendations to the group or individual having specific authority regarding resolution of any problems involved. (Am. 10/19/71, effective 12/21/71; Am. 4/26/82)

C. This committee is responsible for promoting awareness of the Code of Academic Conduct among faculty and students, and for developing explicit recommendations and technical advice for instructors and students intended to improve its implementation and effectiveness. Periodic appraisals and reports on the effectiveness of the system and any suggestions the committee deems necessary for improving it, including adjudication procedures, are to be made to the Chief Campus Officer and the ASUCD. (Am. 2/9/77, effective 2/22/77)

### **Grade Changes**

A. This committee shall consist of five members, one representative appointed by the Davis Academic Federation, and two undergraduate student representatives. The members shall include the Registrar ex officio. (Am. 2/27/89)

B. It shall be the duty of this committee to advise the Registrar on matters of grade change policy and to adjudicate grade change requests which are not unambiguously justified by the Regulations of the Academic Senate and of the Davis Division.

## SFR INQUIRIES AND DATA RESULTS

SFR met on October 28, 2008 to discuss the future of the committee. The following five inquiries/data were requested by the membership:

1. **Inquiry:** What are the other UC Senate structures? Is Davis unique in having an SFR and GC committee? How do other Senates work with student/faculty and grading issues?

**Results:** Each UC campus is unique. Four campuses do not have Senate committees established to attend to grade or student-faculty relationship issues. The remaining UC campuses do not have stand alone SFR committees, but instead weave their related business items under other committees/structures on campus (i.e. a Charges Committee is similar to UCD's Privilege and Tenure Investigative subcommittee). These structures do not serve equivalent functions envisioned by/for SFR in facilitating communication/relations between students and faculty.

2. **Inquiry:** What are the last three years of SFR business to the committee, along with an analysis of responsibilities that could have been delegated to different Senate Committees?

**Results:** Based on the information in the SFR annual reports from 1992-2008, there were 3-7 cases heard annually by SFR (zero in 2002-03), and the large majority of cases involved grade changes. According to the 1992-93 annual report, AS Chair Dan Simmons recommended that SFR combine forces with Grade Changes, but no other information was found regarding the discussion or outcome.

The majority of business action items reviewed by the comment included only a few comments, or comments that they reviewed the item but didn't have any further comments. The following are abbreviated issues/topics reviewed by SFR for the last three academic years:

### 2005-06 SFR Annual Report:

- Faculty release form
- Proposed amendments from the UC Systemwide Policy on Registered Student Organizations
- Universitywide Committee on Academic Freedom Proposal of Student Freedom of Scholarly Inquiry Principles
- DDR 141
- Contacted by 12 students requesting assistance with individual situations. Four situations were investigated further (3 pertaining to a grade, one regarding a text book situation – the textbook situation was investigated further by SFR)

### 2006-07 SFR Annual Report:

- Student Judicial Affairs to provide a cover letter for the Grade Changes Committee in order to improve communication between the two groups.
- Faculty release form (from 05-06)
- Student petitions: approximately ten people contacted either the SFR Chair or analyst requesting assistance. After the Chair/analyst listened to their situation and requested the situation/request in writing (SFR procedures), four contacts resulted in investigations (3 pertaining to a grade, one regarding a student who requested SFR's involvement in investigating a case, and SFR helped ensure that the situation was reconciled between the school and the Office of the Provost (who was initially contacted)).
- Undergraduate Student Sounding Board (USSB) proposal and met with three student promoters from the Davis Honors Challenge. Overall, SFR endorsed the idea and encouraged USSB to work with ASUCD in the future.
- "Textbook Costs Endorsement/Resolution" proposed by a student

- Privacy/Disclosure of Student Records Updated Policy Draft
- Reviewed RE89 (the Regents Request to Ban Acceptance of Tobacco Funding)
- SFR's historical purpose and involvement in Athletic Administrative Advisory Committee and suggested SFR bylaw change to remove SFR's involvement. After consulting with the NCAA Faculty Athletics Representative in GSM, and the Academic Senate Chair, SFR agreed to continue with the appointment in order to ensure compliance with Senate regulations, specifically in advising athletic students (especially due to new Division I ranking).
- Resolution on High School Exit Exam
- SJA Conflict Management Program (SCMP)
- Event sponsored by Student Judicial Affairs to recognize and celebrate the Code of Academic Conduct's 30th Anniversary

### **2007-08 SFR Annual Report:**

- "Proposed Amendment to State Law re 5150 Psychiatric Holds"
- Informal Proposed UC Undergrad Mission Statement
- "Student Conduct and Discipline Proposal Regarding Copyright Infringement"
- "Proposed Information Technology Road Map"
- SFR [bylaw](#) regarding the directive that one member of SFR shall be designated by the Committee on Committees as Faculty Representative to the Legislative Assembly of the Associated Students (ASUCD). The ASUCD President was contacted regarding this bylaw mandate and was asked to write to the Academic Senate Committee on Committees Chair in order to fill this faculty appointment. No response was received; therefore, SFR may consider a bylaw change in 08-09 to address this situation.
- The SFR Chair, Grade Change Chair, Student Judicial Affairs ex-officio, and Senate analyst met to discuss how grade changes are currently processed according to policy and the adverse affect on students when grades are not changed by the faculty member within a reasonable timeframe after disciplinary action is resolved
- Faculty Release Form
- Information/service provided by the Student Crisis Response Team (SCRT)
- Three students contacted either the SFR Chair or analyst requesting assistance. After the Chair/analyst listened to their situation and requested the situation/request in writing (SFR procedures), zero resulted in investigations (one carry-over item pertained to grades was completed)
- A faculty member contacted SFR in order to obtain campus wide or systemwide policy/procedure that outlined the proper way in which students should voice their complaints.
- A faculty member contacted SFR regarding a potential violation of a basic principle of the Student-Teacher relationship. Academic Personnel Manual 015 was reviewed, and the faculty member was referred to follow the procedures outlined at <http://manuals.ucdavis.edu/APM/015.htm>.
- Reviewed the available Student-Faculty Relationship Committee records for information regarding gender discrimination complaints beginning 1999 to present. No record of gender discrimination complaints received or reviewed by the committee were found. This request was per Student Judicial Affairs for a court request in relationship to a lawsuit.

**3. Inquiry:** If SFR was to help the GCC investigate cases that needed additional follow-up/information, how many cases per year would SFR possibly investigate?

**Results:** Per the Committee's request, the analysts for the SFR and GCC informally met on November 24, 2008 and discussed the possibility of SFR assisting Grade Changes in various capacities. One possibility is that SFR could possibly become a subcommittee of Grade Changes (i.e.: "Grade Change Investigative Subcommittee") who would research the more involved cases received by Grade Changes. Currently, there are approximately 1-2 disputes received per month that may require more investigation. GCC does not currently investigate disputes; the information that is provided is what is reviewed and therefore there may be a need for additional faculty assistance in addition to the procedural assistance that staff already provides. Another possibility is if SFR assists



in educating the campus community regarding grade change procedures and policies. This possibility could also tie into SFR's current charge regarding raising awareness for the Code of Academic Conduct.

**4. Inquiry:** What is the history/origination of SFR? Jennifer Chow will check with SJA Director Jeanne Wilson for institutional memory regarding the history/beginning of SFR.

**Results:** Please see the following section titled "Comments and recommendations from Student Judicial Affairs."

## COMMENTS FROM STUDENT JUDICIAL AFFAIRS

Director Jeanne Wilson, January 2009

Although the Student Faculty Relationships Committee may not continue to play a role as a venue for student grievances (other processes are preferable under law and policy), there are two very important functions that it continues to have:

### I. Promoting the Code of Academic Conduct

The Committee's responsibilities include "promoting awareness of the Code of Academic Conduct among faculty and students, and for developing explicit recommendations and technical advice for instructors and students intended to improve its implementation and effectiveness."

In the past, the Committee has fulfilled this responsibility by undertaking at least one outreach effort each year, such as sending letters to faculty with copies of the Code and explaining its purpose, developing and distributing handouts to assist faculty in preventing and confronting cheating, considering and recommending changes to the Code of Academic Conduct, and similar projects.

The UC Davis Code of Academic Conduct is unique in the UC system; it was created at UC Davis by the efforts of faculty and students, under the leadership of Professor Charles Nash. Adopted in 1976, the Code is a continuation of a previous student-run honor system dating from 1911. Under the Code, UC Davis students and faculty share responsibility for academic integrity. The student responsibilities for education and outreach are carried out by the Campus Judicial Board, while the corresponding faculty responsibilities rest with the Student-Faculty Relationships Committee.

Unfortunately, many faculty and students are not aware of this UC Davis tradition. The SFRC can do much to "promote awareness of the Code," particularly among faculty. For example, there could be a brief description of the Code on the Academic Senate and Academic Federation webpages with links to the Code itself, to the SJA pages for faculty, and to the CJB. The Committee could review the Code and consider whether revisions are needed in light of changes such as new technologies. As stated in the Bylaws:

*This committee is responsible for promoting awareness of the Code of Academic Conduct among faculty and students, and for developing explicit recommendations and technical advice for instructors and students intended to improve its implementation and effectiveness. Periodic appraisals and reports on the effectiveness of the system and any suggestions the committee deems necessary for improving it, including adjudication procedures, are to be made to the Chief Campus Officer and the ASUCD."*

If the SFRC is disbanded, this function needs to be assigned to another Academic Senate Committee.

### II. Reviewing general issues of concern to faculty and students, e.g., regarding the implementation of Academic Senate Regulations regarding courses and teaching.

Historically, a number of issues have been raised in the context of individual student grievances that would have been better addressed as a matter of outreach and education to faculty and students. For example, there have been questions and concerns about faculty failing to distribute a syllabus, or scheduling final exams for a time other than finals week, or assigning take-home exams that take more than three hours to complete, etc. All of these are covered by Academic Senate regulations, but most faculty, and most students, are unaware of them. In addition, there are other issues, such as medical or emergency excuses for missing papers or exams, and procedures for collecting student course evaluations, that the committee could review and then make recommendations regarding policy.

Having a committee that can look at these issues of student-faculty relationships more generally, rather than just in the context of individual grievances, is a valuable resource that benefits both faculty and students. See attached for additional information re: regulations and issues that have arisen in the past.

## POLICIES AND ISSUES THAT COULD BE ADDRESSED BY SFR FROM SJA

ATTACHMENT from Student Judicial Affairs:

\* Requirement that faculty distribute a "course outline" and make office hours available:

Davis Division Academic Senate Regulation 537:

*"537. Undergraduate Course Outline Requirement*

*(A) By the end of the first week of instruction, the instructor will provide students with a course outline containing information regarding the anticipated: topical content of the course, amount and kind of work expected, and examination and grading procedures.*

*(B) By the end of the first week of instruction, the office hours of the instructor will be made available to the students. (En. 3/13/95 and effective 9/1/95)"*

*[http://academicsenate.ucdavis.edu/cerj/manual/dd\\_regs.cfm#537](http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#537)*

Student grievances have included complaints that faculty never distributed a written syllabus at all, or distributed it late, or what was distributed was inconsistent with the actual class content, dates of exams, or grading procedures, etc. The SFRC could develop and make available a model syllabus and encouraging faculty to have a current syllabus for their courses.

\* Issues regarding final examinations – all of the underlined sections have been the subject of student complaints, including changing final exam times without student consent, scheduling midterms or finals at unpermitted times (e.g., before the beginning of finals week), holding exams longer than 3 hours (or assigning take-homes that are expected to take more than 3 hours to complete), etc. Many faculty are not aware of these requirements and restrictions. More education and outreach might help, or the Committee might review these regulations and recommend changes.

Academic Senate Regulation 538 states.

*(A) Except under certain specified circumstances, [UC systemwide] Senate Regulation (SR) 772 requires that final examinations be given in all undergraduate courses. ...*

*(B) At the instructor's option, a final examination in any course other than an on-line course may be wholly or in part of the take-home type. All examinations for on-line courses must be proctored to ensure that the person taking the examination is the student receiving credit. In accordance with SR 772(A) in undergraduate courses, the writing time of a take-home final examination and an in-class final examination together may not exceed three hours. (Am. 5/4/04)*

*(C) In each course for which a final examination is required, each student shall have the right to take a final examination (or, when the instructor has so opted, to submit a take-home examination) at the time and on the date published in the Class Schedule. For on-line courses, the University Registrar will offer to the instructor of each on-line class the option to have the final in the last time slot on the last day of finals or at a time on dead day to be negotiated between the University Registrar and the instructor. Students shall be notified of the time and place of the final on or before the first day of instruction. (Am. 5/4/04)*

*(D) In each course (other than in an on-line course) for which a midterm examination is required, each student shall have the right to take a midterm examination (or, when the instructor has so opted, to submit a take-home examination) during one of the scheduled meetings of the class published in the Class Schedule. (Am. 4/26/82; 5/4/04)*

*(E) Holding a final or midterm examination (or setting a deadline for submission of a take-home examination) at a time not specified in (C) or (D) requires the mutual consent of the instructor and all students involved in the change (other than in an on-line course). Any student who does not consent in writing to the different time must be permitted to take an examination (and/or submit a take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right cited in (C) or (D). (Am. 3/13/95 and effective 9/1/95; 5/4/04)*

*(F) Any departures from the published examination schedule should be carried out so as not to disadvantage students who are unable to accept the alternative examination schedule. An in-class final*

examination may not be rescheduled for a date earlier than the first day of final week. The due date for a take-home final examination may not be rescheduled for a date earlier than the first day of finals week. In the case of on-line courses, the published examination schedule is that announced no later than the first day of class in accordance with 538(C), and finals may be scheduled or rescheduled to occur on dead day. (Am. 10/26/87 and effective 9/1/88) (Am. 3/13/95 and effective 9/1/95; 5/4/04)

(G) A student who is improperly denied the right cited in (C) or (D) may file a petition with the Executive Council by the end of the next regular term, for appropriate action.

(H) In accordance with current law, students with documented disabilities may be entitled to in-class accommodations. The student shall provide a letter from the campus Disability Resource Center Student Disability Center (SDC) with a recommendation for those academic accommodations that the instructor is responsible for providing. It is the student's responsibility to request accommodations as soon as possible; this notification must be made within a period of time which allows the university a reasonable opportunity to evaluate the request and offer necessary adjustments. No accommodations shall alter the nature of the academic demands made of the student nor decrease the standards and types of academic performance. No accommodation shall require facilities or personnel that cannot reasonably be provided. The instructor should consult with the student and the SDC if there are any questions or concerns. If the instructor and the SDC cannot arrive at a mutually agreeable accommodation, the matter shall be resolved by a committee convened by the Vice-Chancellor—Student Affairs that includes the instructor, the department chair, and a representative from the SDC. (En. 6/8/87; Am 11/25/96; Am 4/14/08)

(I) An instructor may release to individual students their original final examinations (or copies thereof) at any time. Otherwise the instructor shall retain final examination materials, or a copy thereof, until the end of the next regular term, during which period students shall have access to their examinations. (En. 5/25/77; Renum. 6/8/87)

[http://academicsenate.ucdavis.edu/cerj/manual/dd\\_regs.cfm#538-](http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#538-)

Systemwide Academic Senate Regulations:

770. No student shall be excused from assigned final examinations, except as provided in SR 772(D).

772. Examinations

1. Final examinations are required in all undergraduate courses, except as provided elsewhere in this Regulation. Whenever practicable each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.

...

Finally, there have been issues regarding documentation and handling of medical and other excuses, including the type of documentation needed to verify illness and unforeseen emergencies, who checks and verifies the excuse, can faculty refuse to accept excuses (or accept some excuses but not others), should faculty have written policies on excuses, etc.

## OVERALL RECOMMENDATIONS FOR ACTION

A draft of this report was circulated to members of SFR prior to the March 17, 2009 meeting of the committee. Following the meeting, the following recommendations are made on the future of SFR:

**Disband SFR, ensure any responsibilities previously covered by SFR are delegated to other committees (update the bylaws, structure, role, etc. to fit the Senate's identified needs). Specifically (from the current SFR charge):**

*"One member shall be designated by the Committee on Committees as Faculty Representative to the Legislative Assembly of the Associated Students (ASUCD), a second shall be designated as an alternate in that position,": this representation should be discontinued.*

*" and a third (who can be one of two preceding persons) shall be designated as Faculty Representative to the Athletic Administrative Advisory Committee. It is presumed that the latter member will be chosen with regard to his or her knowledge of, and interest in, athletics. (effec 3/12/1991)": the number of other Academic Senate representatives to the AAAC can be increased by one to maintain the current total membership breakdown.*

*"B. The committee shall consider all information submitted to it, relative to student-faculty relations that are not the responsibility of other committees, and may make comments and recommendations to the group or individual having specific authority regarding resolution of any problems involved. (Am. 10/19/71, effective 12/21/71; Am. 4/26/82)": there could be a widely advertised single point of contact for students with questions/concerns/grievances. The point of contact could be an Academic Senate analyst familiar with campus regulations, and/or a faculty "ombudsperson" for students.*

*"C. This committee is responsible for promoting awareness of the Code of Academic Conduct among faculty and students, and for developing explicit recommendations and technical advice for instructors and students intended to improve its implementation and effectiveness. Periodic appraisals and reports on the effectiveness of the system and any suggestions the committee deems necessary for improving it, including adjudication procedures, are to be made to the Chief Campus Officer and the ASUCD. (Am. 2/9/77, effective 2/22/77)."Promotion can be carried out through the Smartsite and other venues. Other issues can be covered by Judicial Affairs, Undergraduate and Graduate Councils, etc.*

Additional comments:

- a. Conflicts or disagreements between faculty and students are most appropriately resolved at the department level. When that fails, there should be a well-identified point of contact that could help resolve the situation. The number of cases that came to SFR over the last few years does not justify the existence of an Academic Senate Committee. The proposed ombudsperson could serve that role.
- b. The proportion of Academic Senate members in the AAAC is apparently mandated by NCAA Division I rules. The Committee on Committees would need to appoint one more member than it currently does, so as to maintain the overall makeup of AAAC.
- c. The Code of Academic Conduct is clearly available (e.g. it is printed in exam blue books and in the Schedule of Courses under a section on Integrity) but there is low awareness of the code on campus. More information should be provided to new faculty and in Smartsite. SJA has taken the lead in promoting the Code of Academic Conduct, and this was viewed as appropriate and logical.
- d. SJA noted that they receive a number of complains regarding faculty failing to provide course syllabi, changing exam dates without the necessary approvals, etc. These problems appear to be due in large part to faculty's ignorance of relevant rules and guidelines. SJA mailings to department chairs could promote awareness and respect for these rules and guidelines.

**CERJ LEGISLATIVE RULING 7.07**  
Committee on Elections, Rules, & Jurisdiction  
July 20, 2007

**Committee Authority Over Student Petitions and Appeals.** The Committee on Elections, Rules and Jurisdiction (CERJ) is the Divisional committee with exclusive jurisdiction to interpret Senate legislation, and it may do so by issuing Advice or Legislative Rulings. But it does not make findings of fact on individual student petitions or consider appeals of such findings of fact.

The Grade Change Committee (GCC) has exclusive jurisdiction over all grade change requests. In exercising this authority it is fully bound by the Guidelines which it is required to issue on behalf of the Division. And it has no authority to change a grade on the basis of a reassessment of the quality of a student's work, even with the concurrence of the student and the faculty member involved.

The Student-Faculty Relationships Committee (SFRC) may make appropriate recommendations on matters relating to student-faculty relations which are not the responsibility of other committees. But it has no authority to consider or to make recommendations arising out of inquiries or allegations about grading irregularities of any kind.

Bona fide appeals of committee decisions on student matters are generally referred (at the discretion of the Secretary) to the Student Petitions Subcommittee of the Executive Council. However, under Executive Council procedures appeals are limited to confirming that the committee did not act in an arbitrary or capricious manner in making its determination and that the decision was based on substantial evidence.

**Background**

Members of the Division have raised questions regarding the handling of student petitions and appeals. These issues have now been raised with five Senate committees: the Committee on Elections, Rules and Jurisdiction, the Grade Change Committee, the Student-Faculty Relationships Committee, the Committee on Privilege and Tenure, and the Student Petitions Subcommittee of the Executive Council.

This Legislative Ruling clarifies the authority of the several committees over student petitions (including appeals).

**Discussion of Committee Jurisdiction and Authority**

**The Committee on Elections, Rules and Jurisdiction (CERJ)** is the committee charged

To advise the Division, its officers, committees, faculties, and members in all matters of organization, jurisdiction and interpretation of legislation of the Academic Senate and its agencies. (DDB 71(B)(5))

CERJ also has the authority to publish binding Page 2.

legislative rulings interpreting the Code of the Davis Division of the Academic Senate. Such rulings shall remain in effect until modified by legislative or Regental action. (DDB 71(B)(6))

In most cases CERJ provides interpretations of legislation by rendering Advice, and formal Advice of general applicability is published on the CERJ web site ([academicsenate.ucdavis.edu/cerj](http://academicsenate.ucdavis.edu/cerj)). Such Advice, while not binding, “should nevertheless be considered authoritative” and “suggest[s] the likely outcome should...a Legislative Ruling be requested on the issues involved.” (Systemwide Legislative Ruling 12.93B.) When a Legislative Ruling is issued it is formally binding on the Division and its committees.

Therefore, CERJ is the Divisional committee with exclusive jurisdiction to interpret Senate legislation, including Bylaws and Regulations dealing with the handling of student petitions and appeals. CERJ is also authorized to resolve jurisdictional questions within the Senate. But it does not make findings of fact on individual student petitions or consider appeals of such findings of fact.

**The Grade Change Committee (GCC)** has the authority to

adjudicate grade change requests which are not unambiguously justified by the Regulations of the Academic Senate and of the Davis Division.. (DDB 78(B))

Thus GCC has exclusive jurisdiction over all grade change requests. (Professional school courses covered by Davis Division Regulation 549(D) are not considered in this Ruling.)

Guidelines governing the administration of grade changes are issued by GCC on behalf of the Davis Division. They are published on a regular basis in the Class Schedule and Registration Guide’s section on Grade Change Guidelines. The adoption of these Guidelines is mandated by Davis Division Regulation 549(D), which states that “Approval or denial shall be governed by working guidelines that are consistent with the provisions of Davis Division Regulation A540.”

These Guidelines are promulgated under a specific grant of authority under Davis Division Regulation 549(D) and thus have greater legislative authority than the usual procedural rules which a committee might adopt under general parliamentary principles. In particular, because the Regulation specifies that GCC decisions “shall be governed” by those Guidelines, the Guidelines are fully binding on GCC itself. Of course, GCC may modify its Guidelines from time to time and provide notice of these changes by appropriate publication. But if GCC were able to ignore or waive the Guidelines on a case-by-case basis then Davis Division Regulation 549(D) would be rendered meaningless.

Furthermore, the Guidelines note that “A grade can be changed only if a ‘clerical’ or ‘procedural’ error can be documented.” This is consistent with Divisional Regulations:

All grades except Incomplete or In Progress are final when filed by the instructor in the end-of-term course report. The correction of clerical and procedural errors shall be governed by guidelines established by the Davis Division and shall be under the supervision of the Davis Division Grade Changes Committee. No change of grade may be made on the basis of reassessment of the quality of a student’s work or, with the exception of Incomplete or In Progress grades, the Page 3.

completion of additional work. No term grade except Incomplete may be revised by re-examination. (Davis Division Regulation A540(E).)

In the face of this clear prohibition in the Regulations, GCC has no authority to change a grade on the basis of a reassessment of the quality of a student's work, even with the agreement of both the student and the faculty member involved and even if it were believed that doing so would not disadvantage other students in a particular case.

**The Student-Faculty Relationships Committee (SFRC)** has the authority to

consider all information submitted to it, relative to student-faculty relations that are not the responsibility of other committees, and may make comments and recommendations to the group or individual having specific authority regarding resolution of any problems involved. (DDB 111(B))

Thus, while SFRC has no specific decision-making authority, it has broad authority to consider issues relating to student-faculty relations and to make appropriate recommendations. However, because questions about grades are the responsibility of GCC, SFRC has no authority to consider grading inquiries or to make recommendations arising from allegation of grading irregularities, regardless of the nature of those allegations. Such allegations are considered solely by GCC, which alone has authority to take remedial action if procedural errors have been made.

#### **Discussion of Appeals of Committee Decisions**

Student petitions not covered explicitly by the Bylaws, including appeals of final decisions by a standing committee, are referred to an appropriate committee at the discretion of the Secretary as provided by Davis Division Legislative Ruling 11.05. The Secretary generally refers *bona fide* appeals to the Student Petitions Subcommittee of the Executive Council, which has been established for this purpose.

The Executive Council may establish policies and procedures for the operation of this subcommittee. On January 17, 2006 the Executive Council approved the following criteria for the evaluation of student appeals: The role of the Student Petitions Subcommittee in reviewing a student petition appealing the action of a standing committee is to assure that the standing committee did not act in an arbitrary or capricious manner in making its determination and that the decision of the standing committee is based on substantial evidence. The Student Petitions subcommittee does not believe that it should substitute its judgment on the substantive merits of the petition for the judgment of the reviewing committee that is more directly informed of the facts and issues of the case, and to which Senate bylaws assign primary responsibility in the matter. (December 7, 2005 Report of the Student Petitions Subcommittee of the Executive Council, unanimously endorsed by the Executive Council per the Approved Minutes of its January 17, 2006 meeting.)



**PROPOSED DELETION OF DAVIS DIVISION BYLAW**  
**ELIMINATION OF THE COMMITTEE ON STUDENT-FACULTY RELATIONSHIPS**  
DRAFT 2 – April 30, 2009

Submitted by the Committee on Student-Faculty Relationships.

Endorsed by the Committee on Committees.

The 2008-2009 Committee on Student-Faculty Relationships has requested that the committee be disbanded. This proposal would remove Bylaw 111, which establishes the existence of the committee.

The Committee on Elections, Rules and Jurisdiction has determined that no further changes to the Bylaws would be required given the deletion of Bylaw 111. However, there would be administrative consequences if no other Bylaws changes are made. (1) The Division would no longer have representation on the Legislative Assembly of the Associated Students of UC Davis (ASUCD). (2) The Committee on Committees would have to appoint an at-large faculty member in place of a member of the Student-Faculty Relations Committee on the Athletic Administrative Advisory Committee (AAAC). (3) No Divisional committee would serve as a liaison between students with problems, not within the purview of other committees, and the faculty that have authority to resolve them. (4) The Division would no longer be responsible for promoting awareness of and providing assistance in implementing, the Academic Code of Conduct.

Rationale: This proposal is the result of a self-study conducted by the Student-Faculty Relations Committee. The Committee unanimously believes that conflicts or disagreements between faculty and students are most appropriately resolved at the department level. The number of cases that came to the Student-Faculty Relationships Committee over the last few years does not justify the existence of an Academic Senate Committee.

The Committee believes that these consequences are acceptable or ~~can~~ shall be mitigated in the following ways.

(1) There is no need for representation on the ASUCD Legislative Assembly.

(2) The proportion of Academic Senate members in the AAAC is apparently mandated by NCAA Division I rules. The Committee on Committees ~~would need to~~ shall appoint one more member than it currently does, so as to maintain the overall makeup of AAAC.

(3) There ~~could~~ shall be a widely advertised single point of contact for students with questions/concerns/grievances. The point of contact could be an Academic Senate analyst familiar with campus regulations, and/or a faculty “ombudsperson” for students.

(4) Promotion of the Academic Code ~~can~~ shall be carried out by other means, such as through the campus Web tool SmartSite and other venues. Other issues can be covered by Student Judicial Affairs (SJA), Undergraduate and Graduate Councils, etc. The Code of Academic Conduct is clearly available (e.g. it is printed in exam blue books and in the Schedule of Courses under a section on Integrity) but there is low awareness of the code on campus. More information should be provided to new faculty and in SmartSite. SJA has taken the lead in promoting the Code of Academic Conduct, and this was viewed as appropriate and logical. SJA notes that they receive a number of complaints regarding faculty failing to provide course syllabi, changing exam dates without the necessary approvals, etc. These problems appear to be

due in large part to faculty's ignorance of relevant rules and guidelines. SJA mailings to department chairs could promote awareness and respect for these rules and guidelines.

Proposed Revision: Davis Division Bylaw 111 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

#### ~~111. Student-Faculty Relationships~~

~~A. This committee shall consist of four members, three undergraduate student representatives, two graduate student representatives, one representative appointed by the Davis Academic Federation, the chair of the Committee on Grade Changes as an ex-officio member, and as ex-officio representatives, the Director of Student Judicial Affairs (Davis campus) and a student representative from the campus Judicial Board. One member shall be designated by the Committee on Committees as Faculty Representative to the Legislative Assembly of the Associated Students (ASUCD), a second shall be designated as an alternate in that position, and a third (who can be one of two preceding persons) shall be designated as Faculty Representative to the Athletic Administrative Advisory Committee. It is presumed that the latter member will be chosen with regard to his or her knowledge of, and interest in, athletics. (effce 3/12/1991)~~

~~B. The committee shall consider all information submitted to it, relative to student-faculty relations that are not the responsibility of other committees, and may make comments and recommendations to the group or individual having specific authority regarding resolution of any problems involved. (Am. 10/19/71, effective 12/21/71; Am. 4/26/82)~~

~~C. This committee is responsible for promoting awareness of the Code of Academic Conduct among faculty and students, and for developing explicit recommendations and technical advice for instructors and students intended to improve its implementation and effectiveness. Periodic appraisals and reports on the effectiveness of the system and any suggestions the committee deems necessary for improving it, including adjudication procedures, are to be made to the Chief Campus Officer and the ASUCD. (Am. 2/9/77, effective 2/22/77)~~

# **Annual Report: Academic Year 2008-09** **Davis Division: Academic Senate**

## **Undergraduate Council**

Total Meetings: <b>11</b>	Meeting frequency: <b>Meetings are scheduled once or twice a month during each quarter.</b>	Average hours of committee work each week: <b>Chair can expect to put in 4-5 hours/week; committee members no more than 1 per week.</b>
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Total Proposals Reviewed: <b>37</b>	Total projects deferred from the previous year: <b>Two</b>	Total projects deferred/continued to the coming academic year: <b>1</b> (Emergency Preparedness, Pandemic Planning Guidelines)
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

### Issues considered by the committee:

1. Proposed Policy: Involuntary Psychiatric Hold Withdrawal
2. General Education Implementation
3. Academic Standing Display on Official Transcripts for Undergraduate Students in File to Graduate Studies
4. Proposal to Establish Department Status for Asian American Studies
5. Departmental Status Proposal: Chicana/o Studies
6. Graduate School of Management Academic Plan
7. College of Biological Sciences Academic Plan
8. L&S: Division of Humanities, Arts, and Cultural Studies Academic Plan
9. College of Agricultural and Environmental Sciences Academic Plan
10. L&S: Division of Mathematical and Physical Sciences Academic Plan
11. L&S: Division of Social Sciences Academic Plan
12. School of Education Academic Plan
13. School of Veterinary Medicine Academic Plan
14. College of Engineering Academic Plan
15. Integrated Curriculum Management Proposal
16. Academic Standing Minimum Progress Report
17. Law School Academic Plan
18. Mechanical and Aeronautical Engineering Name Change Request
19. Mechanical and Aeronautical Engineering – Change to Undergraduate

#### Curriculum

20. Spanish and Classics Reconstitution Proposal
  21. NEAT ORU 5-Year Report
  22. PPM 390-10: Emergency Management & campus Security Policy
  23. Programs for students that would use philanthropic support
  24. Institute of Transportation Studies 10-Year ORU Review
  25. Institute of Governmental Affairs 5-Year ORU Review
  26. Primate Center 10-Year ORU Review
  27. Campus Furloughs/Pay Reduction
  28. Proposed Amendment to Davis Division Bylaw 121
  29. Pandemic Planning: Academic Senate Emergency Preparedness
- #### Legislation
30. UC Davis D-1 (2009) Athletics Report
  31. UC Davis D-1 (2008) Athletics Report – additional information requested
  32. Guidelines for Non-Resident Enrollment Proposed by BOARS
  33. ANR Review: Systemwide consultation
  34. Undergraduate Drop for Non-Payment of Fees
  35. Listing of Online or Remote Course Offerings and Policies: Systemwide Request
  36. 2009-2010 Faculty Guide
  37. APM 010: Academic Freedom, Appendix B

Recommended procedural or policy changes for the coming year: None.

#### **Committee's narrative:**

The Chair of the Undergraduate Council attends the Provost/Senate Chairs meetings, Quarterly Briefing Meetings with the Chancellor and Provost, Academic Senate Executive Council meetings, and Davis Division Representative Assembly meetings. The Chair also serves on several task forces including the Pandemic Planning/Emergency Management task force and Transfer Student Task Force. John Yoder served as the representative to the University of California Educational Policy (UCEP) committee during the 2008-2009 and provided regular updates to the Undergraduate Council regarding systemwide issues pertaining to undergraduate education on all UC campuses.

The Undergraduate Council dealt with a number of issues of great importance to the campus during the 2008-2009 academic year. One of the most important issues was the implementation of the revised General Education Requirements on campus. A joint Senate/administrative implementation task force was appointed by Committee on Committees in December 2008, which includes faculty from across campus, administrators, and representatives from the Academic Federation. The GE Implementation Task Force is co-chaired by Chris Thaiss (University Writing Program) and Liz Constable (French & Italian and Women and Gender Studies). The charge of the task force is to work with the General Education Committee on implementation of the new General Education requirements. This will include working with the Committee on

Courses of Instruction and the Registrar's Office on developing an interim system to be used for tracking and designating courses on campus to meet the new core literacies.

The new General Education Requirements were approved by the Davis Division Representative Assembly in June 2008. Implementation took place throughout the 2008-2009 academic year and will continue into the 2009-2010 academic year with all GE courses being approved by November 2010 for final campus implementation in Fall 2011. Please see below for the final (approved) version of the New General Education Requirement.

## **Final General Education Proposal – approved by the Davis Division Representative Assembly June 2008:**

### **Revised General Education Requirement June 2008**

The General Education (GE) requirement reflects the faculty's image of "the well-educated person." All students have the opportunity to develop expertise in depth in their majors, minors, or a combination of these. The GE requirement adds to that depth a breadth of knowledge and experiences represented by coursework outside of the area of the student's major. The GE requirement also trains the student in four core "literacies" that the faculty considers crucial for success in one's profession but also crucial to thoughtful, engaged participation in the community, nation, and world.

The GE requirement has two components: **Topical Breadth**, and **Core Literacies**.

The GE requirement is defined in terms of units, not courses. The units of every course at UCD (with very few exceptions) are assigned to one of the three **Topical Breadth Areas** or are certified as interdisciplinary. *Unless otherwise restricted, every course unit that a student takes, including courses for major and minor requirements, will be counted toward the required minimum number of units in each Topical Breadth Area.* In the case of a course that has been certified as interdisciplinary, a student may count the units of the course in only one of the areas in which it has been certified.

With the exception of units used to satisfy the English Composition element (1a) of the four **Core Literacies** (see below), units approved for a **Core Literacy** will be accepted toward satisfaction of the appropriate **Topical Breadth** component. *However, units may be counted toward satisfaction of only one Core Literacy.*

Students may take courses P/NP to fulfill their GE requirements, up to the limits set by college and campus regulations. Students may not present Advanced Placement or International Baccalaureate credit in satisfaction of GE requirements.

#### **A. Topical Breadth Component ..... 52 units**

- Arts and Humanities .....12-20

- Science and Engineering ..... 12-20
- Social Sciences .....12-20

**B. Core Literacies Component ..... 35 units**

**1. Literacy with Words and Images ..... at least 20 units**

The ability to form, organize, and communicate one's ideas is at the center of the faculty's notion of what it means to be an educated person. The objective of this core literacy is to help create graduates who can communicate their ideas effectively in written, oral, and visual forms. The requirement also seeks to enhance students' critical judgment of oral, written, and visual messages created by others.

**a. English Composition (8 units)**

(College of A&ES, College of L&S, College of Biological Sciences, College of Engineering)

**b. Writing experience coursework in the student's major or elsewhere (at least 6 units)**

Writing experience coursework provides students instruction on how to communicate ideas in the subject matter of a course. Students write in appropriate forms under the guidance of faculty and graduate students. The opportunity to improve writing after having received careful commentary is crucial to this requirement.

**c. Oral skills coursework or additional writing experience coursework (at least 3 units)**

The skills involved in the effective communication of ideas through oral presentation build on and strengthen the critical thinking skills exercised through writing. As an alternative to developing oral communication skills, the student may take additional coursework certified as writing experience (see requirement b).

**d. Visual literacy coursework (at least 3 units)**

The objective of this requirement is to provide graduates with the analytical skills they need to

understand how still and moving images, art and architecture, illustrations accompanying written text, graphs and charts, and other visual embodiments of ideas inform and persuade people. Coursework may stress the skills needed to communicate through visual means as well as the analytical skills needed to be a thoughtful consumer of visual messages.

**NOTE: A student must have completed the Entry Level Writing Requirement (formerly known as the Subject A requirement) before receiving credit for coursework satisfying requirements a, b, and c.**

**2. Civic and Cultural Literacy . . . . . at least 9 units**

The objective of this core literacy is to prepare people for thoughtful, active participation in civic society. Such graduates think analytically about American institutions and social relations, understand the diversity of American cultures, and see the relationships between the national and local cultures and the world.

**a. American Cultures, Governance, and History  
(at least 6 units, of which at least 3 units must  
be in a course certified as focusing on issues  
of domestic diversity)**

The objective is to create graduates who have an understanding and appreciation of the social and cultural diversity of the United States and of the relationships between these diverse cultures and larger patterns of national history and institutions. Such graduates are able to bring historical understanding and analytical skills to their participation in the civic spheres of society and are able to think analytically about the nature of citizenship, government, and social relations in the United States.

**b. World Cultures (at least 3 units)**

The objective is to create graduates with a global perspective, graduates who can live comfortably and productively in a world where communication technologies, economic relationships, and the flow of people across national borders increasingly challenge national identities and create transnational cultures.

Students can satisfy this requirement through coursework or through certified study abroad.

**3. Quantitative Literacy . . . . . at least 3 units**

The objective is to create graduates who understand quantitative reasoning and who are capable of evaluating claims and knowledge generated through quantitative methods.

**4. Scientific Literacy . . . . . at least 3 units**

The objective is to create graduates who understand the fundamental ways scientists approach problems and generate new knowledge, and who understand how scientific findings relate to other disciplines and to public policy.

## **General Education Web Site**

During the 2008-2009 academic year, the UGC analyst worked extensively with the Academic Senate programmer to re-design the web site devoted to General Education. This was a large project that involved meeting with several committees, individual faculty members, and members of the administration. The UGC analyst worked with the programmer on designing the web site so the information would be more easily accessible and the important information including regulations and course listings so these items would be more convenient for staff in faculty in departments. The web site went through several revisions, but overall faculty appreciated the web site because all the information, including historical documents related to the process of GE revision, was all contained in one place. Development of the web site had significant impact on the entire campus and provided assistance by educating faculty and staff on the GE proposal and revision. All information pertaining to the General Education revision including advisory course listings and course approval descriptions can be found at: <http://ge.ucdavis.edu>.

## **General Education Tracking System (GETS)**

One of the highlights during the 2008-2009 academic year was the development and implementation of the General Education Tracking System (GETS). The GETS system was put into production on July 1, 2009 and departments/units will have through Fall quarter 2009 to conduct course reviews on all courses designated as general education. The UGC analyst was the lead analyst assigned to work and support the GE Implementation Task Force. This included working extensively with the GE Implementation Task Force membership, the Committee on Courses of Instruction (COCI), the University Registrar's office, and the programmer from Student Affairs to design and implement an online system for existing courses that require only GE designation to meet the new general education requirement. The web-based GETS system will allow departments/units to view/edit/review courses which have been pre-designated as a GE course. Revisions to these courses are reviewed, routed and approved



through GETS. All departments/units will be required to follow the proposed procedures in the GETS system to ensure courses are in compliance with the new GE regulations. All GE course review should be finalized in November 2010 for full campus implementation in Fall Quarter 2011.

### **General Education Resolution (Delay in Implementation to Fall 2011)**

In February 2009, a resolution to delay implementation of the revised General Education requirements to Fall 2011 was presented and approved by the Davis Division Representative Assembly. This resolution was endorsed by the General Education Committee and the Executive Council of the Davis Division.

Rationale: In order to meet the September, 2010 implementation, all current courses (estimated at 1200-1600) would have to be updated to designate the appropriate "Literacy" by November, 2009, or at the latest by the end of Fall Quarter, 2009). This is not advisable, for the following reasons:

- The colleges, departments, Academic Senate office and administrative offices would need additional time to assure appropriate classification of courses and entry into the course database and the General Catalog.
- The current electronic Course Approval Form (CAF) system is sorely inadequate for the purposes of managing the workload associated with the revision of existing courses and any new course proposals. The system's failings cause unacceptable delays, and heavy traffic causes sub-par performance, which slows review and approval of courses. Therefore, approval of more than 1000 courses using the current CAF would demand a tremendous staff commitment due to the slowness of the system alone, which would be exacerbated by the quantity of courses being reviewed at each level.
- Campus departments and advisers need additional time to become knowledgeable about the new requirements in order to advise students under the old GE requirements and the revised GE requirements during the period in which the revised requirements are being phased in.

### **Other important UGC Business Items Reviewed During 2008-09:**

#### **Academic Plans**

The Undergraduate Council was asked to evaluate academic plans for the College of Engineering, College of Biological Sciences, Graduate School of Management, School of Veterinary Medicine, School of Law, School of Education, College of Agricultural and Environmental Sciences, and the three divisions in the College of Letters and Science (Humanities, Arts, and Cultural Studies, Social Sciences, and Mathematical and Physical Sciences). The

Council focused on undergraduate education during their review and discussion of the academic plans. Most of the professional schools do not have a formal responsibility for offering undergraduate education. Most of the undergraduate college academic plans did not specifically address the assessment of majors and courses of study. Undergraduate Council would like to suggest a consideration of this important topic in future versions of academic plans. Our accreditation agency, the Western Association of Schools and Colleges, has made it clear that our next accreditation review must involve a serious commitment to the assessment of learning outcomes.

### **Transcript Notation Change Request**

The Undergraduate Council was asked to review a request from the University Registrar Frank Wada regarding transcript notations for undergraduate students.

Request: To remove the official transcript notation of “Not in Good Academic Standing” for undergraduate students who meet the following requirements:

- a) “filed to graduate” status, and;
- b) Probation or subject to disqualification for only quantitative (i.e., minimum progress) reasons.

Situation: There is a three month window from the end of the quarter to the official degree posting where graduating seniors who have officially filed to graduate but are on probation or subject to disqualification for minimum progress requirements will be in “Not in Good Academic Standing.”

- Graduating seniors, particularly those graduating in the Spring or Summer quarters, that are in good standing for qualitative (GPA) academic standards, but have not met minimum progress reasons (since students may opt to enroll in less than 13 units during one of their last three quarters) are impacted since official transcripts sent to graduate and professional schools during this three month window indicate a status that would be normally removed if the campus degree award process was completed closer to the end of the quarter.

The Undergraduate Council voted unanimously to remove the official transcript notation of “Not in Good Academic Standing” for undergraduate students who meet the following criteria: (a) “file to graduate” status and (b) probation or subject to disqualification for only quantitative (i.e., minimum progress) reasons. Removing the “Not in Good Academic Standing” transcript notation will remedy the current situation for graduating seniors who have officially filed to graduate but are on probation or subject to disqualification for minimum progress requirements due to the three month window from the end of the quarter to the official degree posting.

### **UC Davis D-1 Athletics Report**

At the time our campus moved to Division I of the National Collegiate Athletic Association, the Academic Senate believed it was necessary to monitor the

academic performance of our student athletes. As you know, Davis has a long tradition of emphasizing the “student” in the expression student athlete. During the 2007-2008 year, the UGC requested additional information from Student Affairs Research and Information (SARI) regarding information contained in the 2007 report. The Undergraduate Council requested that the final report include a presentation of mean cumulative grade point average, average units completed per quarter and fraction of students subject to dismissal by team. The Council is aware that this may not be possible in all cases given issues of sample size for some of the smaller teams. The additional information was received in May 2009 and the Undergraduate Council reviewed this additional information along with the 2008 Athletics Report. Overall, the Council was satisfied with the additional information and SARI will now include this additional information in the future as part of the full report. Furthermore, the Undergraduate Council would simply like to stay “ahead of the curve” where possible, to insure that the troubles in one program are not the first of several others.

### **Integrated Curriculum Management System**

In December 2008, the University Registrar, Frank Wada, provided the Undergraduate Council with a thorough presentation of the Integrated Curriculum Project. The Council was unanimously supportive of this important project. Properly instituted, the Council anticipates a marked improvement in the management of undergraduate education across the campus. The University Catalog will become a “living document” (at least in its presentation on the Registrar’s website) and the integration of data with Degree Navigator and Banner should also simplify the work of faculty and staff advisors. The Council was also mindful of the considerable costs this effort will require. The hope was that this investment will return itself in time saved and more effective advising of undergraduates.

### **Furlough/Salary Reduction Plan**

The Undergraduate Council was asked to review the proposed furlough and salary reduction plan from President Yudof. The proposed plan included three options for furlough and salary reduction.

**Option 1** was a proposed 8% salary reduction for all faculty and staff. Salaries for faculty and staff earning less than \$46,000 per year would be reduced by 4%. This option would not result in an interruption of teaching, research, medical center operations, or essential services. The option would also be easily administered in the payroll system and this option would impact employee retirement plans unless addressed through Regental action similar to the provisions of the START program. Faculty and staff would not benefit from a reduction in time worked and this option would not present Fair Labor Standard Act concerns.

**Option 2** was a proposed 21 unpaid days plan. Through a combination of certain unpaid holidays and scheduled furlough days totaling 21 days (14 days

for academic year faculty and 19 days for fiscal year faculty), staff and faculty salaries would be reduced by 8%. For staff and faculty earning less than \$46,000 per year, the Plan would include 11 unpaid holidays and scheduled furlough days (7 days for academic year faculty and 10 days for fiscal year faculty). Accrued vacation and/or sick leave could not be applied to unpaid days. This option would present significant operational challenges to the campuses and, in particular to the UC Medical Centers. This option also presents some challenges for implementation in the payroll systems. This option would also impact employee service credit for UCRP unless addressed through Regental action similar to the provisions of the START program. This option, while reducing the earnings of faculty and staff by 8%, would provide some reduction in time worked. Fair Labor Standard Act issues would need to be addressed.

**Option 3** was a proposed 12 unpaid days plus a 3.4% salary reduction plan. Through a combination of unpaid holidays and scheduled furlough days totaling 12 days (8 days for academic year faculty and 11 days for fiscal year faculty), and imposing a 3.4% salary reduction resulting in an overall reduction in salaries of 8%. Faculty and staff earning less than \$46,000 per year would have their salaries reduced by 4% through a combination of 6 unpaid holidays and scheduled furlough days \*4 days for academic year faculty and 5 days for fiscal year faculty) and a 1.7% salary reduction. Accrued vacation and/or sick leave could not be applied to unpaid days. Under this plan, Campus and Medical Center operations would be affected although less than that anticipated under Option 2. This option would also present some challenges for implementation in the payroll system. This option would impact employee UCRP service credit and retirement plan benefits unless addressed by Regental action similar to the provisions in the START program. Measures would need to be implemented to protect benefits and leave accrual levels for faculty and staff. Under this option, faculty and staff earnings reduction is partially mitigated by time away from work. This option also does present Fair Labor Standard Act issues that would need to be addressed.

**UGC Response:** Option 1 (8% Salary Reduction Plan) received overwhelming support from the Council. The comments included terms such as "the most straightforward, practical, and, for the faculty at least, honest". Other members included terms expressing "fairness" and ease of implementation. The Council members were very concerned about protecting retirement benefits and a need for the Regents to also keep this component of compensation viable and equitable. Several council members also mentioned the impact of any furlough/salary reduction plan on staff, including an understanding that though the Council's Senate members seem to point to Option 1, staff are likely to expect a release from time at work along with their reduction in salary (i.e., Option 2, 21 Unpaid Days Plan). Though not an option given us by President Yudof, a member of the Council thought a "two-track plan" (i.e., Option 1 for faculty, Option 2 for Staff) might be more acceptable.

Option 1 should not come as a surprise, given this Council's commitment to "hold the students harmless" and the hope to persuade colleagues to continue teaching in the face of furloughs. The hope of the Council is to minimize the impact this decision has on the quality and delivery of our undergraduate programs.

### **Pandemic Planning/Emergency Preparedness**

The Undergraduate Council was charged with reviewing the recommendations of the Pandemic Planning Task Force, in consultation with the Graduate Council, the Committee on Elections, Rules and Jurisdiction, and the Faculties of the several colleges and schools, to proposed nonbinding guidelines for consideration by the Executive Council and for reporting to the Representative Assembly pursuant to the Davis Division Bylaw 73(C).

Davis Division Bylaw 73 was amended in May 2007 motivated by the prospect of an emergency situation—such as a pandemic or natural disaster—which might disrupt instruction with uncertain consequences for thousands of students. The outbreak of H1N1 (swine flu) virus in May 2009 prompted the Academic Senate Chair and Executive Council to request the development of guidelines for these types of situations on campus. The Yolo County Health Department was concerned that the University community was not taking this health threat seriously.

The Undergraduate Council came up with a draft outline of academic guidelines that will most likely be presented to the Executive Council in Fall 2009. Such emergencies could range from accommodation of ill students where classes will still meet to a suspension of classes and a "closure" of the campus. The plan is to develop three notices or letters for the faculty. The thought behind this process is that in the event of a health emergency or pandemic, some element of the Executive Council will be asked to make decisions/recommendations to the faculty. The three letters would be formed as follows:

1. Inform the faculty of their role and responsibilities in the event of a health emergency. (Introduction of the problem to members of the Academic Senate and Academic Federation)
2. Inform the faculty of a decision by the Department of Public Health and remind the faculty of their role and responsibilities (from Letter 1).
3. Inform the faculty of guidelines for the management of classes in the event of a closure.

Undergraduate Council will continue working on this item during the 2009-2010 academic year. The Council is not expected to draft explicit rules and regulations. Instead, the Council will work to provide a document that prioritizes the regulations of the division and provides the necessary accommodations of the impacted students on campus.

Respectfully submitted,

Thomas Famula, Chair

John Bolander

Elizabeth Constable

Christiana Drake

Timothy Lewis

Douglas Miller

Krishnan Nambiar

Daniel Potter

Diana Strazdes

Christopher Thaiss

Shrinivasa Upadhyaya

Kent Wilken

John Yoder

Cynthia Bates (Academic Federation Rep)

Gary Goodman (Academic Federation Rep)

Sumeet Hayer (ASUCD Rep)

Daniel Stevens (ASUCD Rep)

Gary Ford (Ex-Officio – Associate Vice Provost for Undergraduate Studies)

Patricia Turner (Ex-Officio – Vice Provost for Undergraduate Studies)

Frank Wada (Ex-Officio – University Registrar)

Kimberly Pulliam, Undergraduate Council Analyst

**Annual Report: Academic Year 2008-2009  
Davis Division: Academic Senate**

**Committee on Preparatory Education**

Total Meetings: 0	Meeting frequency: Upon demand.	Average hours of committee work each week: No weekly requirement. Hours dependent on issues that arise.
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Total issues reviewed: 0	Total of reviewed issues deferred from the previous year: None	Total requests to review issues deferred to the coming academic year: None
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee: None

Recommended procedural or policy changes for the coming year: None

**Committee's narrative:**

The Committee on Preparatory Education did not meet during the 2008-09 academic year. Anticipated for 2009-10 are the following activities and potential priorities:

- Review the annual report on Entry Level Writing Program;
- Evaluate the impacts, if any, of changes in freshman eligibility requirements on preparatory education needs;
- Evaluate the impacts, if any, of planned furlough days on preparatory education needs.

Respectfully submitted,

John Bolander, Chair  
Dmitry Fuchs  
Richard Levin  
Alyson Mitchell  
Ning Pan  
Pamela Major, Academic Federation Representative  
Christopher Jew, ASUCD Representative  
Nancy Kilpatrick, Analyst, Academic Senate Office

**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Special Academic  
Programs**

Total Meetings 0	Meeting frequency NA	Average hours of committee work each week NA
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Total Issues Reviewed: 2	Total of reviewed issues deferred from the previous year: 0	Total issues deferred to the coming academic year: 0
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Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee : 2. Please see narrative below.

Recommended procedural or policy changes for the coming year: None

**Committee's narrative:**

The committee did not meet in person during this academic year. Instead, all discussions were conducted through email. We found this to be more efficient. We were concerned about the negative effects of not replacing staff who serve as counselors for students in the Honors Programs. This concern was brought to the attention of the Undergraduate Council and Provost for Undergraduate Affairs. Due to budget constraints, the positions still remain vacant.

The second issue considered was the creation of a full time administrative assistant position to facilitate and assist UCD students in their preparation and application to national and international prestigious scholarships. Such positions exist at every major university and their students are very successful in getting those awards. So far one of the DHC staff has been handling this effort as an over load. We were told that there are no funds available to support our request. This task was subsequently handed over to the staff in the Financial Aid Office. Hopefully creation of such a full time position might happen in better economic times.

Respectfully submitted,

Krishnan Nambiar, Chair

Harry Cheng

Jerold Last

Brenda Schildgen

Diana Strazdes

Robert Randolph, Academic Federation Representative

Avnish Brar, ASUCD Representative

Nancy Kilpatrick, Academic Senate Analyst



**Annual Report: Academic Year 2008-2009**  
**Davis Division: Academic Senate**

**Committee on Undergraduate Instruction and Program Review**

Total Meetings 3	Meeting frequency: as needed.	Average hours of committee work each week
------------------	-------------------------------	---

Total Undergraduate Programs Reviewed	Total of 2 deferred from the previous year	Total of deferred to the coming academic year
---------------------------------------	--	---

Listing of bylaw changes proposed:

None.

Listing of committee policies established or revised:

None.

Issues considered by the committee

Outside reviewers.

Recommended procedural or policy changes for the coming year:

None.

**Committee's narrative:**

Review of the programs in Cluster 1, originally scheduled for spring quarter, 2008, were deferred to the 2008-2009 academic year because only the college of Biological Sciences had completed its Cluster 1 reviews (two programs: Microbiology and Plant Biology) by the end of spring quarter, 2008. The committee members were unanimous in the opinion that it would be best to conduct the Cluster 1 reviews for all three colleges at the same time. It was therefore anticipated that the program reviews for both Cluster 1 as well as the program reviews for Cluster 2 would be completed during this year.

However, due to delays in receiving some of the reports from the colleges, program reviews were limited to the following Cluster 1 reports:

CBS: Microbiology; Plant Biology

CLAS: Art History, Art Studio, Design, Music, Technocultural Studies, Theatre & Dance

For each of these programs, committee members reviewed the following materials: the self-review by the home department of the program, the report on the program by the College's Undergraduate Program Review Committee, and the responses from the

department chair and/or master adviser, the Dean, and the College Executive Committee. For each program, the reviewers prepared a report providing a summary of the program's major strengths and weaknesses and our recommendations on how to address the latter. The reports were then posted for review by all members of the committee. The committee will finalize the reports at the first meeting of the 2009-10 academic year. These reports will then be forwarded for discussion to the Undergraduate Council.

College of Agricultural and Environmental Science is still processing some Cluster 1 program reviews. College of Biological Sciences submitted Cluster 2 reviews, including Biochemistry & Molecular Biology; Cell Biology; and Genetics. It is anticipated that these programs will be reviewed by the committee in the upcoming 2009-10 academic year along with Cluster 2 and Cluster 3 program reviews from College of Agricultural and Environmental Sciences and College of Letters and Science. In addition, the committee will initiate Cluster 4 program reviews by facilitating communication between Cluster 4 programs and SARI / ORMP to determine data needed by the programs prior to commencing their internal reviews.

The committee discussed the option of using outside reviewers. Due to budgetary considerations it was decided to table this idea for possible consideration in the future.

Respectfully submitted,

Daniel Potter, Chair  
Arnold Bloom  
Michele Igo  
Kyu Hyun Kim  
Timothy Patten  
Ronald Phillips  
Aaron David Smith  
Carole L. Hom, AF Representative  
Baryo Dee ASUCD Representative  
Jon Wagner, Ex-Officio  
Nancy Kilpatrick, Academic Senate Analyst

## **COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES 2008-2009 ANNUAL REPORT**

**TO: The Representative Assembly of the Davis Division of the Academic Senate**

The Committee first met on October 29, 2008 during the Fall Quarter to organize for the year. At this meeting, committee members reviewed the 2007-2008 Annual Report and the calendar for 2008-2009. They were also given a presentation/demonstration of the online scholarship application. Additionally, Committee members signed up to participate on the University Medallist Sub-Committee and volunteered to host a Bonnheim Scholar event.

For the 2009-2010 academic year, 51,410 students applied for undergraduate admission: 9,031 new transfers and 42,379 new freshmen. The Committee does not evaluate all freshmen and transfer applicants to the University. Only eligible EOP freshmen are read by the Committee; those not read by the Committee were evaluated on the basis of their grades and test scores alone. Transfer applicants must have submitted a letter of recommendation in order to be evaluated by the Committee; those who did not submit the letter of recommendation are considered for undergraduate scholarships, but are not eligible for bonus points through the review. This was a policy change for 2007-2008, where previously a transfer applicant must have submitted a letter of recommendation to be eligible for any undergraduate scholarship.

A Winter Quarter meeting was held on January 12, 2009 to discuss the reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2009-2010 scholarship applications. In order to be considered, all applicants had to have a minimum 3.25 GPA. The Committee evaluated all complete continuing student applications (941); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (130) and eligible freshmen EOP applications (745). All applications were read twice, and scores were entered by early March, 2009.

A total of 1816 applications needed to be evaluated for the 2009-2010 scholarship award year. Because each application is to be reviewed by at least two Committee members, over 3600 reads needed to be completed within a 5 week period. If all 16 members read equal amounts of applications, they would each need to review over 225 files; this equates to about 30 hours of work, given a 7 – 10 minute/file reading rate. Unfortunately, not all 16 members read their quota, leaving an undue burden on others; specifically, there were 5 members who read 300 applications or more this cycle, and 8 who read about 200 or less. We request the Academic Senate Committee on Committees to increase the membership of CUSHP to 20 members, not including the Chair. Having 4 more members will assist with keeping the workload more manageable and helps when unforeseen leaves (maternity, medical, etc.) impact members' levels of commitment.

The University Medallist Sub-Committee reviewed the nomination packets of and interviewed 4 finalists on May 14, 2009; this was a change from previous practice when 2 candidates from each college were reviewed and interviewed. The group decided upon Tracy Cosgriff, a double major in Classical Civilization and Art History, College of Letters and Science as the 2008-2009 University Medal recipient.

The Committee met again on June 1, 2009 to review the year's activities and make recommendations for any needed changes. The attached table outlines the distribution of recipients and funds allocated to undergraduate scholarships through the CUSHP process for the previous academic year, 2008-2009; these figures do not include the Regents, National Merit or NCAA Scholarships.

Besides the number of University Medal interviews, there were no other policy or practice changes.

Thank you for considering our request to increase the size of the Committee on Undergraduate Scholarships, Honors and Prizes.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rajiv Singh".

Rajiv Singh, Chair

Hussain Al-Asaad

Toby Allen

Raul Aranovich

Patricia Chikotas Boeshaar

Andrew Chan

Joanna Groza

Mark Halperin

Bruce Haynes

Carlos Jackson

Kristin Lagattuta

Richard Levin

Sebastian Schreiber

Ann Stevens

Julie Sze

*Academic Federation Members*

Ramona Carlos

Meredith Saba

*Student Representatives*

None

## **Resolution on Hiring Practices and Faculty Searches**

Whereas, the University of California Academic Personnel Manual (APM) section 500-0 provides that, “The University recruiting program is directed toward obtaining the best qualified person for the position authorized.” And,

Whereas, the UC Davis Academic Personnel Manual (UCD) section 500 Academic Recruitment Guidelines, paragraph I. provides that, “The procedures outlined in this section are intended to help recruiting departments conduct an inclusive search that will identify an outstanding candidate with the promise for continued excellence. These procedures also facilitate consistent review of the recruitment process and systematic documentation of compliance with Universitywide and campus recruitment policies, and Federal equal employment opportunity regulations.” And,

Whereas, UCD section 500, paragraph IV. D, provides that, “A written search plan is required for all recruitments for faculty and other academic positions. . . . The search plan specifies the steps that will be taken by a department or an interdepartmental recruitment committee to ensure that the vacancy will attract the most qualified and diversified pool of applicants and that the selection process is impartial and fair to all applicants.” And,

Whereas, UCD section 500, paragraph IV.C. requires the department chair to recommend and the dean to appoint a recruitment committee “that represents a diverse cross-section of the faculty and includes members who will monitor the affirmative action efforts of the recruitment committee.” And,

Whereas, UCD section 500, Exhibit B. provides that, “A full search as described in this policy is required for each academic appointment that is full-time for one year or longer, and for part-time positions if there is intent to retain the appointee as a regular permanent employee,” but allows a waiver of the requirement for a full search in the event that one of six conditions are met, including among others:

- The appointment is of an individual whose experience and accomplishments make him or her uniquely qualified for a position.
- The appointment of a particular individual would alleviate a critical, ongoing need, particularly in the area of patient care.
- The appointment is of an individual meeting the criteria under the Partner Opportunity Program (POP).

And,

Whereas, UCD section 500, Exhibit B, requires that, “Approval to waive the search plan must be obtained in advance. And,

Whereas, Regents Standing Orders, section 105.2, paragraph (c) provides that, “The Academic Senate shall determine the membership of the several faculties and councils, ...” And,

Whereas, under Title IV of the bylaws of the Davis Division of the Academic Senate, the authority to review and advise the Academic Senate on academic personnel matters is delegated to the Committee on Academic Personnel - Oversight. And,

Whereas, Bylaw 42.B.7 of the of the Davis Division of the Academic Senate provides that the Committee on Academic Personnel - Oversight has the specific duty "[t]o receive and implement within the limits of Senate authority any policy regarding academic personnel adopted by a majority vote of the Representative Assembly or the Division by ballot." And,

Whereas, the Committee on Academic Personnel - Oversight has become alarmed about cases where fair searches have been undermined by including faculty in the search committee with direct and unstated conflicts of interest. For example, the administration has overruled CAPOC in a case where a regular rank appointment was offered to a person already working in the academic unit based on a search committee composed of the individual's co-authors with extramural letters that were solicited only from the individual's co-investigators and co-authors. In another case, the administration overruled a unanimous FPC vote of "unqualified" involving an individual already working in the academic unit. In this case the Dean offered the position to the candidate before review by the FPC in violation of specific requirements of the Academic Personnel Manual.

Whereas, the Committee on Academic Personnel – Oversight is further alarmed by the unjustified granting of Search Waivers to add ladder rank faculty by hiring personnel already within UC Davis and within the academic department, with no justification as required by UCD 500, Exhibit B. For example, the administration recently overruled CAPOC to offer a full professor position to a non-ladder rank person whose scholarly record was deemed poor in comparison to assistant professors. The taint of such a hiring is persistent and discouraging. This undercuts the role of the Academic Senate in maintaining a quality faculty.

And,

Whereas, the Committee has grown suspicious of any proposal to add Regular-Rank faculty by hiring personnel already at UCD in non-Regular Rank positions.

Now be it Resolved by the Representative Assembly of the Davis Division of the Academic Senate, that,

1. The authority of the Committee on Academic Personnel - Oversight its subcommittees, and all Faculty Personnel Committees to review academic appointments includes within the scope of that review a requirement that the Committee be satisfied that any proposed appointment is the result of a full and fair search as required by the policies of the University of California and the Davis campus, unless a search is waived pursuant to the specific requirements of UCD 500, Exhibit B;

2. That the review of the search process by the Committee on Academic Personnel – Oversight be based on information furnished by the department(s) and dean of the school or college that includes:
  - (i) whether a fair and open search was conducted according to the guidelines laid out in APM 500 and UCD 500;
  - (ii) the size of the applicant pool that responded to the search advertisement;
  - (iii) the names of faculty on the search committee;
  - (iv) connections among these faculty that might be interpreted as a conflict-of-interest (such as cooperation on grants or scholarly works, with any of the candidates interviewed);
  - (v) copies of all relevant documents, including the approved position description, search plan, and interim and final recruitment reports.
3. That the Committee on Academic Personnel – Oversight, strictly scrutinize the integrity of the search process in the case of any appointment to regular faculty ranks of a person who is employed at UC Davis at the time an appointment is recommended, or who is closely aligned with UC Davis scholars as a co-author, current or former student, post-doctoral researcher, or other significant relationship based on the information provided in item 2;
4. Paragraphs 2 and 3 of this resolution do not apply to appointments described in APM 275 (Professor of Clinical (e.g. medicine) series);
5. That requests for Search Waivers for Academic Senate positions and that are judged likely to be approved by the Vice Provost-Academic Personnel, be circulated to the Committee on Academic Personnel - Oversight before they are approved in order to permit the Committee to examine the request for consistency with the requirements of UCD 500, Exhibit B; and
6. That the Committee on Academic Personnel – Oversight, its subcommittees and all Faculty Personnel Committees are directed to recommend rejection of any appointment for which they determine that the requirements for a full and fair search have not been met.

**TO:** Faculty of the School of Medicine

**FROM:** Gary Leiserowitz, M.D.  
Secretary of the Faculty

**RE:** **Proposed Bylaws and Regulations Revisions**

The attached proposal was presented at the General Faculty Meeting on May 27, 2009. In accordance with Article 5.1 of the Bylaws, actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations, shall be determined by a mail ballot. Please participate in the voting process and return your ballot by **Friday, June 19, 2009**.

Proposed Regulations Revisions:

1. To require disclosure of grading policies and performance standards on the first day of instruction (see attached).
2. Timely presentation of remediation plans to students going on probation (see attached).

**BALLOT INSTRUCTIONS**

1. Indicate your votes on the motions below.
2. Place your ballot in the enclosed white envelope.
3. Place the white envelope in the larger white envelope and **sign your name on the outside in the top left-hand corner.**
4. **THIS BALLOT MUST BE RETURNED NO LATER THAN Friday, June 19, 2009.**
5. A ballot is invalid if the white envelope is not signed or if it is received after June 19, 2009.

---

**OFFICIAL BALLOT**

**BE IT MOVED THAT:**

1. The regulations shall be revised to reflect changes to require disclosure of grading policies and performance standards on the first day of instruction.

**APPROVE**

☐

**DISAPPROVE**

☐

2. The regulations shall be revised to reflect changes in the timely presentation of remediation plans to students going on probation.

**APPROVE**

☐

**DISAPPROVE**

☐



## PRO STATEMENT

### PROPOSED CHANGES TO THE UC DAVIS SCHOOL OF MEDICINE REGULATIONS

The Faculty Executive Committee and the Preclinical Ombudsman would like the faculty to amend the Regulations of the School of Medicine.

The first recommended change is to Part 70, Section A. This section currently mandates that the IORs provide the students with specific information about grading policies and performance standards by the tenth day of instruction. The problem is the ‘tenth day of instruction’ part. Students have the potential to be penalized for not attending class sessions with mandatory attendance even though they haven’t been told (yet) which sessions have mandatory attendance. To address this potential problem we would like to recommend the following amendment:

#### 70. Grades and Grading.

- (A) The Instructor of Record of each course shall **on or before the first day of instruction** ~~by the tenth day of instruction~~ have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, dependability, communication and English language skills, as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98; Am. 3/26/07)

Most courses already publish the goals, objectives and grading policies in their course syllabus, which is made available to the students on or before the first day of class. However, some IORs don’t do this (and they currently don’t have to). Many courses require attendance at some, but not necessarily all, of their sessions, and these sessions often come during the first ten days of the course. This amendment will require all IORs to communicate these requirements when the class starts. Staff in the Office of Medical Education have agreed to help IORs prepare complete syllabuses by the first day of class. This amendment received unanimous approval by the Faculty Executive Committee.

The second recommended change is to Part 80, Section B. This section concerns the steps that must be taken when a student is placed on probation and is required to remediate a failed course. Currently, after the Committee on Student Progress rules that a student must remediate a course, the student’s advisor and the IOR of the course come up with a written remediation plan. However, the regulations do not state when this plan must be made available to the student, nor does it specify that the written plan include a description of the courses that the student on probation can and cannot take before the failed course is remediated. To address these oversights, the Faculty Executive Committee endorses the following amendment:

#### 80. Remediation, Probation, Dismissal and Appeal.

##### (A) Remediation

##### (B) Academic Probation: (En. 7/1/98)

- (1) A candidate for the degree of Doctor of Medicine must be placed on academic probation by the Committee on Student Progress for the following causes:
- (a) A student receives an F grade. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
- (b) A student in the “Required Clerkship Curriculum/Additional Courses” receives a Y.

(En. 3/26/07; 2/20/08)

- (c) A student fails the United States Medical Licensing Examination, Step I or Step II (either component). (En. 12/31/94; Am. 3/26/07)
- (2) A candidate for the degree of Doctor of Medicine may be placed on academic probation by the Committee on Student Progress for performance deficiencies indicating lack of professional competence.
- (3) Students placed on academic probation will be informed in writing of the specific deficiency(ies) for which probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of probation, **within two weeks of notification of probation. The specific steps will include a plan that delineates the courses in which a student can and cannot enroll before the deficiency is remediated.** (En. 3/20/98)

In an unprecedented case this year a course in the quarter immediately following the course that the student had failed was changed significantly from previous years. However, the course directors had yet to decide on the prerequisites for their new course when the quarter began. They only made their decision several weeks into the quarter, and the student who had enrolled in their course was forced to drop the course after the add deadline for other courses had passed.

To avoid this problem in the future, the Faculty Executive Committee would like to amend the regulations to define 'specific steps' to include the courses that a student can and cannot take. This means that IORs will need to communicate their course prerequisites to the Committee on Student Progress and/or advisors so that a remediation plan can be given to the student in time for them to enroll in courses the following quarter.

Both amendments raise the bar for our IORs, but it seems reasonable for students to know course requirements on the first day of class, and whether or not they can take a particular course before the add deadline passes. The Faculty Executive Committee asks you to vote in favor of both amendments.

# **UCDAVIS** *SCHOOL OF MEDICINE*

## **Bylaws and Regulations**

Revised  
June 19, 2009

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# Bylaws of the School of Medicine

## Article 1.0      Function

The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine, subject to the Bylaws and Regulations of the Academic Senate of the University of California.

## Article 2.0      Membership

- 2.1      The President of the University *ex officio*. (Am. 12/31/94)
- 2.2      The Chancellor of the Davis campus *ex officio*. (Am. 12/31/94)
- 2.3      The Deans of the Schools, Colleges and Divisions of the Davis campus *ex officio*. (Am. 12/31/94)
- 2.4      All Academic Senate Faculty of the School of Medicine. (Am. 12/31/94)
- 2.5      Faculty of the School of Medicine in all other series, without vote. (Am. 12/31/94, 6/22/01)

## Article 3.0      Officers

- 3.1      The officers of the Faculty shall consist of a Chairperson, a Vice Chairperson, and a Secretary.

### 3.11      Chairperson

3.111      The Executive Committee of the Faculty shall elect from its elected membership a Chairperson.

3.112      The Chairperson of the Executive Committee shall serve as the Chairperson of the Faculty.

### 3.12      Vice Chairperson

3.121      The Executive Committee of the Faculty shall elect from its elected membership a Vice Chairperson.

3.122      The Vice Chairperson of the Executive Committee shall serve as the Vice Chairperson of the Faculty, and shall act on behalf of the Chairperson in his/her absence.

3.123      The Vice Chairperson of the Faculty shall serve as an *ex officio* member of the Committee on Student Progress.

### 3.13      Secretary

3.131      The Executive Committee of the Faculty shall elect from its elected membership a Secretary.

3.132      The Secretary of the Executive Committee shall serve as the Secretary of the Faculty.

3.133      The Secretary of the Faculty shall:

3.1331      Maintain minutes of all Faculty and Executive Committee meetings.

3.1332      Maintain a current roster of the membership of the Faculty.

3.1333      Make arrangements for elections and meetings of the Faculty and the Executive Committee.

3.1334      Serve as *ex officio* member of the Admissions Steering Committee. (Am. 3/20/98)

Article 4.0      Organization

- 4.1      The Faculty shall be organized into three/four Groups in order to facilitate Faculty elections and interaction in areas of mutual concern. These Groups and their constituent departments are:

4.11      **The Preclinical Sciences:**

Biological Chemistry and Molecular Medicine  
Cell Biology and Human Anatomy  
Physiology and Membrane Biology  
Medical Microbiology and Immunology  
Pharmacology and Toxicology  
(Am. 12/31/94; 3/1/04)

4.12      **The Medical Clinical Sciences:**

Dermatology  
Emergency Medicine  
Family and Community Medicine  
Internal Medicine  
Neurology  
Pediatrics  
Physical Medicine and Rehabilitation  
Psychiatry and Behavioral Sciences  
Public Health Sciences  
(Am. 12/31/94; 11/22/96, 6/28/04; 7/1/04)

4.13      **The Surgical Clinical Sciences:**

Anesthesiology and Pain Medicine  
Neurological Surgery  
Obstetrics/Gynecology  
Ophthalmology and Visual Sciences  
Orthopaedic Surgery  
Otolaryngology  
Pathology and Laboratory Medicine  
Radiation Oncology  
Radiology  
Surgery  
Urology  
(Am. 10/28/83; 11/22/96; 3/1/04; 8/4/04)

- 4.14      Faculty with appointments in the School of Medicine with Academic Senate titles who also hold appointments in the VA Northern California System of Hospitals and Clinics. (Am. 12/31/94)

- 4.15      Additions or deletions from these groups will be made in accordance with Article 4.22123. (Am. 12/31/94)

4.2      Committees

4.21      Appointments, Tenure, and Quorum.

- 4.211      Except for the Executive Committee or as otherwise indicated in these Bylaws, all Standing Committees of the Faculty shall be appointed annually prior to July 1. (Am. 12/31/94)

- 4.212      Ad hoc Committees may be appointed by the Executive Committee, who shall designate chairpersons for these committees, and the duration of the committees. Non-Academic Senate faculty may serve on such committees without vote. (Am. 12/31/94, 6/22/01)

- 4.213      Except for the Executive Committee, all Committees of the Faculty shall have a quorum defined as a simple majority of the voting members. (En. 6/22/01)

4.22 Standing Committees of the Faculty.

4.221 **Executive Committee**

4.2211 Membership: The Executive Committee of the Faculty shall consist of the following members: (Am. 6/5/78; 7/14/79; 12/31/94)

4.22111 Six faculty, who are members of the Academic Senate and who hold the rank of Associate Professor or above, but do not hold an appointment as dean, shall be elected: two each by the Faculty of the Preclinical Sciences, the Medical Clinical Sciences and the Surgical Clinical Sciences. One member from each group shall be elected each year for a two-year term of office. No individual shall serve more than two consecutive terms. Only one faculty member from a department may represent a Group on the Executive Committee at one time. For the purpose of these elections, organized divisions having three or more faculty members will be considered as departments. (Am. 7/1/83; 12/31/94)

4.22112 The Dean of the School of Medicine *ex officio*, who may delegate his/her proxy, to serve without vote. (Am. 12/31/94; 11/30/07)

4.22113 Two faculty, who are members of the Academic Senate and who do not also hold an appointment as dean, shall be elected at-large from and by the entire faculty. The term of office shall be two years. One at-large member shall be elected each year. (Am. 7/22/80; 7/1/83; 12/31/94)

4.22114 One member of the faculty with appointment in the School of Medicine who also holds an appointment in the VA Northern California System of Hospitals and Clinics at the Associate Professor level or higher, who is a member of the Academic Senate but does not hold an appointment as dean, shall be elected every other year by the members of the faculty who hold appointment in the VA Northern California System of Hospitals and Clinics. (En. 7/1/83; Am. 12/31/94)

4.22115 The Chief of the Medical Staff UCD Medical Center *ex officio*. (En. 6/5/78; Am. 7/14/83)

4.22116 One member from the non-Academic Senate faculty, to be elected by non-Academic Senate faculty every other year, to serve without vote. The term of office shall be two years. (En. 12/31/94)

4.22117 The immediate past Chairperson of the Faculty *ex officio*. (En. 6/5/78; Am. 7/14/83; 12/31/94)

4.22118 Election to the Executive Committee shall be in accord with the following:

4.221181 Each of the constituent groups shall elect one member of the Executive Committee annually. Prior to the last week of April, the Secretary of the Faculty will solicit nominations by mail from all voting members of each group. No nominations will be accepted after May 10. A ballot will be prepared by the Secretary listing all nominees and distributed to voting members of the appropriate group by mail. Ballots shall be returned within 14 working days to be valid. In the event of no nominee gaining a plurality of votes, election shall be determined by a runoff election between the 2 persons receiving the largest number of votes. (Am. 7/1/83; 12/31/94)

4.2212 Duties and Responsibilities. This Committee shall:

4.22121 Consider all matters of general concern to the Faculty.

4.22122 Bring before the Faculty any recommendations generated by it, by the other Standing Committees and by Special Committees of the Faculty.

4.22123 Make recommendations to the Faculty concerning the disposition of existing or new departments and organized divisions into groups defined in Article 4.0.

4.22124 Circulate to the Faculty all important motions at least two days in advance of the regular meeting of the Faculty.

4.22125 Act for the Faculty within the Bylaws and Regulations of the Faculty of the School of Medicine. All actions taken on behalf of the Faculty shall be reported to the Faculty at the next meeting. (En. 6/5/78)

4.22126 Appoint ad hoc committees as necessary. (Am. 12/31/94)

4.2213 The quorum for the Executive Committee shall be one-half plus one of the elected voting members. (En. 6/5/78; 12/31/94; 11/22/96)

#### 4.222 **Committee on Committees**

4.2221 Membership: The members of the Executive Committee.

4.2222 The Chairperson of the Executive Committee shall act as Chairperson of the Committee on Committees.

4.2223 Duties and Responsibilities

4.22231 Appointment of all Standing Committees of the Faculty.

4.22232 Appointment of other committees. (Am. 12/31/94)

4.22233 Selection of chairpersons of all Standing and other committees except as specified otherwise in the Bylaws.

4.22234 Appointment of replacements for the Executive Committee from the appropriate Group and for members elected at-large in the event of a vacancy. (En. 6/5/78; Am. 11/75; 12/31/94)

#### 4.223 **Admissions Committee**

4.2231 Membership

4.22311 Each member of the Admissions Committee will belong to one or more of the subcommittees described below. (Am. 6/5/78; 7/14/79; 12/31/94; 3/20/98; 11/17/06)

4.22312 The Committee and subcommittees shall be chaired by an Academic Senate faculty member, with some of the subcommittees chaired by the Chair of the Admissions Committee (where noted). (Am. 12/31/94; 11/17/06; 11/30/07; 6/25/08)

4.22313 Unless specifically stated otherwise below, membership on the Committee shall be for a term of three years with a renewal option by the Committee on Committees. Members shall represent the diversity of the faculty with participation from both basic and clinical sciences. The subcommittees may include volunteer clinical faculty and other non-Senate faculty.



student terms will be conditional based on feasibility, being one year with the option of renewing twice. (Am. 12/31/94; 3/20/98; 11/17/06; 6/25/08)

- 4.22314 All appointments will be carried out by the Committee on Committees, in consultation with the Dean-level administrative officer with the most appropriate portfolio (hereafter referred to as the “Dean of Admissions”). (Am. 6/25/08)
- 4.22315 A Steering Subcommittee shall include the chairs of all subcommittees described below (Screening, Selection, Interview, and Policy). The Secretary of the Faculty and the Dean of Admissions shall serve ex officio, the latter without vote. The Chair of the Admissions Committee shall chair the Steering Subcommittee. (En. 11/5/85; Am. 12/31/94; 3/20/98; 11/17/06; 11/30/07; 6/25/08)
- 4.22316 A Screening Subcommittee will consist of at least seven faculty, including at least two Academic Senate members. It shall also include, if feasible, one or more senior housestaff officers/fellows and a medical student. (En. 3/20/98; Am. 11/17/06; 6/25/08)
- 4.22317 The Interview Subcommittee will consist of at least seven faculty, including at least two Academic Senate members. It shall include, if feasible, one or more housestaff officers/fellows and a medical student. The subcommittee will be chaired by the Chair of Admissions. (Am. 6/25/08)
- 4.22318 One or more Selection Subcommittees will consist of at least four faculty, including at least two Academic Senate members. The Subcommittees shall also include two student representatives and a housestaff officers/fellow, if feasible. (En. 11/17/06; 6/25/08)
- 4.22319 A Policy Subcommittee with at least four faculty members, two of whom belong to the Academic Senate, shall be convened from Admission Committee members from above, ad hoc. The subcommittee will also have a student and housestaff officer/fellow representative from above, if feasible. The subcommittee will be chaired by the Chair of Admissions. (En. 11/17/06; 6/25/08)
- 4.22320 A Rural-PRIME (Program in Medical Education) Admission Subcommittee will consist of at least four faculty members, two of whom belong to the Academic Senate. It shall also include two student representatives and a housestaff officer/fellow, if feasible. (Am. 6/25/08)
- 4.2232 Duties and Responsibilities
- 4.22321 The Committee shall evaluate the credentials of applicants for admission to the School of Medicine. It will meet at least once each year (a joint meeting of all of the subcommittees) to hear reports from each subcommittee chair. It will also provide an annual report to the Faculty Executive Committee. (Am. 6/5/78; 11/17/06)
- 4.22322 The Steering Subcommittee will provide oversight and integration of the admissions process, inform changes as necessary, and make the final recommendation regarding admissions taking into consideration the advice of the Selection Subcommittee(s) (see 4.22324). Its recommendations for admissions will be submitted to the Dean of Admissions and the Dean of the School of Medicine. It will also provide advice to the Selection Subcommittee(s) on questions raised. The subcommittee shall meet at least quarterly. (Am. 11/17/06)
- 4.22323 The Screening Subcommittee will conduct initial screening of

applications and prioritize applicants for interviews by following the policies and procedures developed by the Policy Subcommittee. (En. 11/17/06)

- 4.22324 The Interview Subcommittee will undergo training on methods, conduct interviews and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. (Am. 6/25/08)
- 4.22325 The Selection Subcommittee(s) will review all data available during the admissions process and assemble a list of applicants whose acceptance is recommended, ranked numerically in order of overall preference, and present this information to the Steering Subcommittee and the Dean of Admissions. (En. 11/17/06; 6/25/08)
- 4.22326 The Policy Subcommittee shall assess, review, and enhance the admissions process in coordination with the other admissions subcommittees. (En. 11/17/06; 6/25/08)
- 4.22327 The Rural-PRIME (Program in Medical Education) Admission Subcommittee will screen, interview and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. Applicants will need to be accepted for MD and Rural-PRIME criteria sets, with the Selection Subcommittees determining the former and the Rural-PRIME Subcommittee determining the latter. (Am. 6/25/08)

#### 4.224 **Committee on Educational Policy**

##### 4.2241 Membership

- 4.22411 The Committee shall consist of at least nine faculty members representative of the courses of all four years. At least two-thirds of the Committee's members, including its chair, shall be members of the Academic Senate. Non-senate members shall serve without vote. At least one member shall also be a member of the Faculty Executive Committee. (Am. 12/31/94; 3/20/98, 6/22/01)
- 4.22412 One or two Dean-level administrative officers whose portfolios include medical education and the curriculum, to serve *ex officio* and without vote. (Am. 1/19/79; 12/31/94; 11/30/07)
- 4.22413 One medical student representative and one alternate from each class, selected by that class and appointed by the Committee on Committees, to serve without vote. (Am. 12/14/76; 11/5/85; 12/31/94, 3/20/98)
- 4.22414 Faculty membership on the Committee shall be for a term of three years. (Am. 12/31/94)
- 4.22415 The Fourth Year Oversight Subcommittee of the Committee shall be composed of at least three Instructors of Record or department representatives of clinical clerkships. Faculty members of the Subcommittee shall be appointed by the Chair of the Committee for a term of three years. One faculty member who serves on the Committee on Student Progress shall be appointed by the Chair of the Committee on Student Progress to serve on the Subcommittee. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee *ex officio* and without vote. The Chair of the Subcommittee shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)

- 4.22416 The Level Two Course Evaluation Subcommittee will be composed of

at least two current Committee faculty members familiar with the curriculum, one from Basic Science and one from Clinical Science courses. Faculty members of the Subcommittee shall be appointed by the Chair of the Committee for a term of three years. The Subcommittee shall include at least one medical student representative from each medical school class, if feasible. The Chair of the Subcommittee shall be a member of the Committee, and shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)

4.22417 The Block Council shall be composed of at least one Instructor of Record from each of the first three curricular years. In addition, the Chair of the Level Two Course Evaluation Subcommittee shall serve on the Block Council. The Block Council is appointed by the Chair of the Committee for a term of three years. The Chair of the Block Council shall be a member of the Committee, and shall be nominated by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09)

#### 4.2242 Duties and Responsibilities

4.22421 To define and implement, with the consent of the Faculty Senate, the goals, objectives, and structure of the curriculum including the competencies, attitudes, skills, and knowledge expected of each student. (En. 3/20/98)

4.22422 To oversee curricula and evaluate course content on the basis of definitions derived per 4.22421, to identify areas of deficiency and redundancy in the curriculum, and to work with instructors to correct these where appropriate. (Am. 12/31/94; 3/20/98)

4.22423 To assign, with the consent of the departments involved, the responsibility for teaching of curricular areas. (En. 3/20/98)

4.22424 To assess teaching and student evaluation methods and to establish teaching and student evaluation guidelines for instructors. (En. 3/20/98)

4.22425 To prepare for the vote of the Faculty pursuant to articles 4.22122 and 5.1 proposals for major changes in the curriculum or course structure involving a change of more than one credit unit of a required course or change of the year a required course is offered, or the addition of a new required course. (En. 3/20/98)

4.22426 To report to the Faculty Executive Committee unresolved problems in the teaching of the curriculum. (En. 3/20/98)

4.22427 To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the Faculty Executive Committee. (Am. 12/31/94)

4.22428 To recommend to appropriate faculty criteria for the evaluation and promotion of students. (Am. 12/14/76; 3/20/98)

4.22429 To recommend to appropriate faculty criteria for student evaluation of faculty teaching performance. (Am. 12/14/76; 12/31/94; 3/20/98)

4.22430 The Fourth Year Oversight Subcommittee is responsible for approval of fourth year curriculum programs submitted by students and their advisors and making recommendations for changes to the Committee in fourth year requirements. (Am. 2/23/09)

4.22431 The Level Two Course Evaluation Subcommittee is an advisory

subcommittee responsible for periodic, in-depth evaluation of courses and clerkships. (Am. 2/23/09)

- 4.22432 The Block Council is an advisory subcommittee responsible for integration of the curriculum for the first three years. (Am. 2/23/09)

4.225 **Committee on Student Progress**

4.2251 Membership

- 4.22511 Eight members of the Academic Senate will be named by the Committee on Committees for four-year-staggered terms, and members may be re-appointed for consecutive terms. Initial appointments shall be for a term of from one to four years to accommodate future four-year staggered terms. Members shall be faculty who have been major contributors to the teaching of medical students. There shall at all times be at least two representatives of basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed to serve without vote. (En. 3/20/98, Am. 6/22/01)

- 4.22512 One or two Dean-level administrative officers whose portfolios include curriculum and student affairs, *ex officio* and without vote, and the Vice Chair of the Faculty, *ex officio*. (Am. 1/19/79; 12/31/94; 3/20/98; 3/26/07; 11/30/07)

- 4.22513 The Chair and Vice Chair of the Committee on Student Progress shall be members who have been members of the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98; 3/26/07)

4.2252 Duties and Responsibilities (Am. 3/20/98)

- 4.22521 The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).

- 4.22522 The Committee shall review the progress of all students and shall certify that each student has met the stated criteria for academic advancement in all phases of the curriculum. Academic advancement must be certified by the Committee for the promotion of students into the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4). (Am. 3/26/07)

- 4.22523 The Committee shall determine, in coordination with Instructors of Record, a course of remediation for each student for whom performance deficiencies have been identified, and shall notify those students with performance deficiencies, in writing, of the required course of remediation. (Am. 3/26/07)

- 4.22524 The Committee, at its discretion, may communicate with the appropriate Instructors of Record about the status of any student who is on academic probation for performance deficiencies and/or professional competence. The Committee shall assist in determining a course of remediation (when appropriate) and monitoring of the students' performance or professional competence. (Am. 11/30/07)

- 4.22525 The Committee shall provide an opportunity for the student with performance deficiencies, and the student's academic advisors and/or College advisor and Director, to meet with the Committee prior to a decision as to remediation or dismissal. (Am. 3/26/07)

- 4.22526 The Committee shall have the authority in accord with Regulation 80 to: place a student on academic probation, establish the duration of probation, prescribe appropriate steps for the remediation of a student's performance deficiencies, remove a student from academic probation, and to recommend dismissal of a student to the Dean of the School of Medicine. (Am. 3/26/07)
- 4.22527 The Committee shall communicate a recommendation to dismiss a student to the Dean who shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the recommendation of the Committee. (Am. 3/26/07)
- 4.22528 The Committee shall consider and may meet with any students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue, and will provide the student guidance as to possible ways to be more successful.
- 4.22529 Annually, the Committee shall recommend to the Faculty the candidates for the degree of Doctor of Medicine.
- 4.22530 In the case of a successful appeal of dismissal from the School of Medicine the Committee shall approve the course of study required of the student in order to graduate from the School of Medicine. (Am. 3/26/07)
- 4.22531 The Committee shall seek to ensure that course grades are reported to the student and to the School of Medicine Registrar in a timely manner. (Am. 3/26/07)

#### 4.226 **Committee for Research Affairs**

##### 4.2261 Membership

- 4.22611 Nine or more individuals of any professorial category and may include individuals in the Professional Research Series. At least two-thirds of the Committee, including its chair, shall be members of the Academic Senate. Only Academic Senate members may vote. The term of office normally shall be for three years. (Am. 12/31/94, 6/22/01)
- 4.22612 The Dean-level administrative officer or officers (up to two) whose portfolios include research affairs *ex officio* and without vote. (Am. 12/31/94; 11/30/07)

##### 4.2262 Duties and Responsibilities

- 4.22621 To review applications for research support awarded within the School of Medicine and UCDMC. (Am. 12/31/94)
- 4.22622 To advise on matters relating to research. (Am. 12/31/94)
- 4.22623 To review and select candidates from any of the medical classes or from the medical faculty for research awards. (Am. 12/31/94)

#### 4.227 **Health Sciences Library Committee** (A joint committee with the School of Veterinary Medicine)

##### 4.2271 Membership

- 4.22711 Six members, of any professorial category, shall be appointed; three from the School of Veterinary Medicine and three from the School of Medicine. Committee members from the School of Medicine shall be members of the Academic Senate. Additionally, two non-Academic

Senate faculty members, one each from the School of Medicine and School of Veterinary Medicine may be appointed to serve without vote. The term of office normally shall be for three years. (Am. 1/19/79, 6/22/01, 11/14/08)

4.22712 One medical student representative from each class, if feasible, who shall be an associate member without vote, selected by that class and appointed by the Committee on Committees. (Am. 12/14/76; 12/31/94, 11/14/08)

4.22713 Up to two UC Davis Medical Center or UC Davis School of Veterinary Medicine housestaff representatives, if feasible, may be appointed by the Committee on Committees. They shall be associate members without vote. The term of office normally shall be for one year. (Am. 11/14/08)

4.22714 The Health Sciences Librarian, *ex officio* and non-voting. (Am. 11/14/08)

4.22715 The Chair shall alternate between the two schools annually. (Am. 11/14/08)

4.2272 Duties and Responsibilities  
To recommend on acquisitions, operating policy, capital improvements and personnel of the Health Science Libraries. (Am. 11/14/08)

4.228 **Committee for Rules, Jurisdiction and Organization**

4.2281 Membership: Three or more members of the Academic Senate. (Am. 12/31/94)

4.2282 Duties and Responsibilities

4.22821 Upon request of the Faculty Executive Committee to view recommendations of Committees of the Faculty in order to assure consistency with existing rules and regulations of the School of Medicine. (Am. 12/31/94)

4.22822 To assure due process for the consideration and adjudication of requests for grade changes in accordance with the provisions of Regulation 540(E) of the Davis Division. (En. 6/5/78; Am. 11/5/85; 12/31/94)

4.22823 To act as a Committee to evaluate and recommend action on formal appeals of dismissal as allowed by Regulation 80(D). (Am. 12/31/94, 3/20/98)

4.229 **Committee for Honors and Awards**

4.2291 Membership

4.22911 Three or more members of the Academic Senate. (Am. 12/31/94)

4.22912 Two student representatives, preferably from the third and fourth year medical classes, to be selected by the Chair and appointed by the Committee on Committees, to serve without vote. (Am. 12/31/94, 6/22/01, 2/23/09)

4.2292 Duties and Responsibilities

4.22921 To develop and maintain an effective system for the distribution of honors and awards to students. (Am. 12/31/94)

4.22922 To select as recipients of awards those students in the senior class who

have demonstrated consistent excellence. To recommend to the Faculty the distribution of such awards. (Am. 12/31/94)

4.22923 To select recipients from any of the medical classes or medical faculty for specifically defined awards.

4.22924 To advise on criteria for the establishment of new awards and guidelines for selecting recipients. (En. 8/22/80)

**4.230 Committee on Faculty Affairs**

4.2301 Membership: At least four faculty at the full Professor rank, with appointment of emeriti faculty encouraged. At least three of the four shall be members of the Academic Senate. Only Academic Senate members may vote. The term of office normally would be three years. (Am. 6/22/01)

**4.2302 Duties and Responsibilities**

4.23021 To act as an ombudsman.

4.23022 To advise on publication matters such as plagiarism, censorship and right of authorship.

4.23023 To advise in matters involving academic freedom, including issues related to discrimination.

4.23024 To consider appeals and special problems relating to faculty appointments and promotions.

4.23025 To consider other matters pertinent to faculty welfare. (Am. 6/14/96; 11/22/96)

**4.231 Research Space Advisory Committee**

**4.2311 Membership**

4.23111 Three or more faculty members with appointments in the School of Medicine with Academic Senate titles or adjunct professor titles at the associate or full professor rank. At least two-thirds of the Committee shall be members of the Academic Senate. Those with adjunct professor titles shall serve without vote. Deans are excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years. (Am. 6/22/01)

4.23112 The Dean-level administrative officer of officers (up to two) whose portfolios include research space, *ex officio* and without vote. (Am. 11/30/07)

**4.2312 Duties and Responsibilities**

4.23121 To advise the Dean or Deans with portfolios including research space on the setting of policy for allocation of research space to the Faculty of the School of Medicine, both preclinical and clinical, and to advise the Dean or Deans with portfolios including research space regarding the implementation of these policies. (En. 11/22/96; 11/30/07)

**4.232 Research Space Allocation Appeals Committee**

4.2321 Membership: Three or more faculty members with appointments in the School of Medicine with Academic Senate titles at the associate or full professor rank as defined in Standing Order of the Regents, 105.1. Department chairs and deans are

excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years.

#### 4.2322 Duties and Responsibilities

4.23221 To hear complaints and appeals of individual faculty members with regard to intradepartmental assignment of research space, and to transmit their findings and recommendations regarding such appeals to the Dean or Deans with portfolios including research space and the department chair. (En. 11/22/96; 11/30/07)

### Article 5.0 Meetings of the Faculty

5.1 Ordinarily, the Faculty will meet quarterly with a minimum of two week's notice prior to each meeting. A meeting can conduct business with 10 percent of the Voting Faculty, but all actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations, shall be determined by a mail ballot of the Faculty. (Am. 12/31/94)

5.2 The agenda of a regular meeting of the Faculty shall include, in the following order:

Consideration of the minutes of the preceding Faculty meeting  
Announcements by the President of the University of California  
Announcements by the Chancellor of the Davis Campus  
Announcements by the Dean of the School of Medicine  
Announcements by the Director of Hospitals and Clinics  
Announcements by the Chairperson of the Faculty  
Reports of Standing Committees  
Reports of Special Committees  
Petitions of Students  
Unfinished Business  
New Business

5.3 The Chairperson of the Faculty shall preside. In the absence of the Chairperson, the Vice Chairperson shall preside. Should the Vice Chairperson also be absent, the Secretary shall preside.

5.4 All Faculty members of the School of Medicine shall have the privilege of the floor. (Am. 12/31/94)

5.5 Robert's Rules of Order shall govern meetings of the Faculty and all meetings and activities of Committees herein allowed or specified. (Am. 12/31/94)

5.6 The Faculty may meet in special session with at least 24 hours notice, under the following circumstances:

5.61 After a call to meeting by the Chairperson.

5.62 After delivery to the Secretary of a written request.  
The request must:

5.621 Include the subject of the meeting and any resolutions proposed by those requesting the meeting.

5.622 Be signed by eight voting members of the Faculty.

5.623 Be acted upon within 48 hours by the scheduling of a meeting to occur within five calendar days from receipt of the request.

5.63 The call to meeting shall include the subject of the meeting and any resolutions proposed by those requesting the meeting.

5.64 The agenda of a special session shall be confined to the subjects announced in the call to meeting and will not follow the provisions of Article 5.2 unless desired by a majority of those present.



Article 6.0 Amendment of Bylaws and Regulations

- 6.1 These Bylaws and Regulations may be amended by a two-thirds vote of the Faculty casting ballots. A written notice of the proposed change must be mailed to each member of the Faculty at least five calendar days before the meeting at which the change is considered. Voting shall be by ballots mailed by the Secretary of the Faculty within ten calendar days after the meeting. Voting shall close 14 calendar days after mailing of the ballot. (En. 6/5/78; Am. 12/31/94)
- 6.2 No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University.

## Regulations of the Faculty of the School of Medicine

50. (A) Admission to Regular Status. To be admitted to the School of Medicine, students must have completed successfully at least three academic years at the university level, and must have met other requirements prescribed by the Faculty of the School of Medicine. The Faculty may recommend to the Dean limiting the enrollment of students to a number consistent with the facilities available for instruction. (Am. 12/31/94)
- (B) Waiver of Academic Criteria for Admission. Waivers of the minimum academic criteria for admission to the School of Medicine are granted only by the Faculty of the School through the action of the Executive Committee. Waivers are considered only for individual applicants, and upon request by the Chairperson of the Admissions Committee.
- (C) Admission to Advanced Standing. A student may be admitted by action of the Admissions Committee at a level more advanced than the regular entering level, but not beyond the beginning of Year Three, provided that the applicant meets the entrance requirements for regular status in the School of Medicine, the applicant has satisfactorily completed courses elsewhere that are substantially equivalent to those offered by the School of Medicine, and has met all other requirements necessary for the advanced status requested. An applicant for advanced standing may be required to pass a special examination to establish his/her qualifications for admission to Advanced Standing.
60. Requirements for the Degree of Doctor of Medicine.

(A) Academic requirements for the degree of Doctor of Medicine are:

- (1) Extension of the time allowed for satisfaction of the requirements for graduation beyond six years from time of matriculation will require specific action by the Committee on Student Progress. (Am. 11/5/85; 12/31/94; 3/26/07)
  - (2) The candidate must have completed and successfully passed the "Pre-Clerkship Curriculum" (formerly years 1 & 2) before beginning the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4). The candidate must have taken and passed Step I of the United States Medical Licensing Examination before continuing the courses of the "Required Clerkship Curriculum/Additional Courses." The candidate must have taken and passed Step II, both Clinical Knowledge and Clinical Skills components, prior to graduation. (Am. 6/22/81; 5/27/92; 6/14/99; 6/27/02; 3/26/07)
  - (3) The candidate must have satisfactorily completed the required clinical clerkships at either the University of California Davis Medical Center (UCDMC) or other training sites in programs approved by the clerkship Instructors of Record and the Committee on Educational Policy. (Am. 8/22/80; 12/31/94; 3/26/07)
  - (4) The candidate must have behaved and performed in a manner consistent with professional standards necessary for the practice of medicine, and must have achieved the general competencies required by the School of Medicine, including established competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning skills, and practice-based learning. (En. 7/1/82; Am. 11/5/85; 3/26/07)
- (B) Prior to graduation the Committee on Student Progress shall present to the Executive Committee of the Faculty the list of recommended candidates for their presentation to the Faculty for action. (Am. 12/31/94)

70. Grades and Grading.

- (A) The Instructor of Record of each course shall on or before the first day of instruction have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, dependability, communication and English language skills, as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98; Am. 3/26/07; Am. 6/19/09)
- (B) The work of all students in any of the required courses in the “Pre-Clerkship Curriculum” for the M.D. degree shall be reported only in terms of two grades, P (Pass) or F (Failure), or as one of three provisional marks: I (incomplete but work of passing quality), Y (provisional, work of non-passing quality), and IP (in progress). For the “Required Clerkship Curriculum/Additional Courses” the work shall be reported in three grades, H (Honors), P, or F, or as one of three provisional marks: I, Y, and IP. (Am. 12/2/88; 1/7/92; 12/31/94; 6/14/99; 11/20/00; 3/26/07; 2/20/08)
- (C) The provisional mark of Incomplete (I) shall be assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Instructor of Record. The student is entitled to replace the I by a P grade and to receive unit credit provided he/she satisfactorily completes the work of the course in a way specified by the Instructor of Record. If course requirements have not been completed within the time limit specified by the Committee on Student Progress, the Instructor of Record will submit an F grade. (Am. 7/1/83; 12/31/94; 3/26/07; 02/20/08)
- (D) The numerical scores for courses in the “Pre-Clerkship Curriculum”, which use quantitative measures of performance, will be retained by the Office of Medical Education for at least as long as a student remains in medical school. This information is for advising purposes, remediation plans, awards and honors, or for IRB-approved educational research purposes, and will not be recorded in official transcripts. (En. 11/20/00; Am. 3/26/07)
- (E) The Y is a provisional mark that will be assigned to allow a student the opportunity to remediate a deficiency and improve a failing grade. A P grade will be awarded with remediation of the Y. Failure to remediate the Y will result in an F grade. (Am. 7/1/83; 12/31/94; 3/20/98; 6/14/99; 11/20/00; 3/26/07; 2/20/08)

Each student during the course of their School of Medicine training may be assigned the Y and given the opportunity to remediate this provisional mark for a maximum total of three courses. After three Ys are accumulated, further non-passing performance according to course criteria must be assigned the F grade. (Am. 6/27/03; 3/26/07; 2/20/08)

For courses in the “Pre-Clerkship Curriculum”, until the maximum number of three Ys allowed per student has been reached, a student will be assigned a Y if they otherwise would have received an F grade following the completion of all required examinations, with the exception of failure of a course taken by Credit by Examination [70(I)(3)]. This student is to be given the opportunity for reexamination within 30 days after grades are available to the student. The Instructor of Record must assign the final grade within 45 days of the original grade. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on some aggregate of all examinations as specified by the Instructor of Record at the beginning of the course. If the student decides not to take the reexamination, the Instructor of Record must submit an F grade. (Am. 6/27/02; 3/26/07; 2/20/08)

For “Required Clerkship Curriculum/Additional Courses”, until the maximum number of three Ys allowed per student has been reached, the student is to be assigned the Y if they otherwise would have received an F grade *and* if the Instructor of Record believes that the student might be able to meet satisfactorily the requirements of the clerkship by repeating part but not all of the clerkship. For “Required Clerkship Curriculum/Additional Courses”, each student assigned the Y must complete the clerkship requirements as specified by the Committee on Student Progress in response to the recommendations of the Instructor of Record of the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student is to be required to repeat the clerkship in its entirety. (Am. 12/31/94; 3/20/98; 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)

(F) For a course extending over more than one quarter, where the evaluation of a student's performance is deferred until the end of the final quarter, the provisional mark of IP (in progress, grade deferred) shall be assigned in the intervening quarters. (Am. 12/31/94; 3/20/98; 2/20/08)

(G) Repetition of courses is subject to the following conditions:

- (1) A student may repeat only those courses in which he/she received a grade of F, except in circumstances of G (3) below regarding students eligible for dismissal. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
- (2) Degree credit for a course may be given only once, but the final grade assigned at each enrollment must be entered into the permanent record.
- (3) The Committee on Student Progress may require that a student, who is eligible for dismissal, to repeat a course or courses for which the student has received a passing grade. (En. 3/20/98; 3/26/07)

(H) All grades are final when filed by the Instructor of Record. A grade may be changed only for the correction of clerical or procedural error. The petition of a student or Instructor of Record seeking to have a grade in a professional course changed must be submitted to the School of Medicine Registrar by the end of the fifth week of instruction of the succeeding quarter after the student has been notified of the grade. Routine, uncontested grade changes requested may be recorded by the School of Medicine Registrar and be reported to the Main Campus Registrar. Contested petitions for grade changes shall be considered by the Rules, Jurisdiction and Organization Committee, who within 30 days will review the matter to ascertain whether clerical or procedural error has occurred. The decision of the Rules, Jurisdiction and Organization Committee shall be final and without appeal within the Faculty of the School of Medicine. The Dean-level administrative officer whose portfolio includes student affairs shall be responsible for reporting the decision to the parties involved and shall report any change in grade to the Main Campus Registrar. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)

The Instructor of Record may establish a course-specific policy that governs the student's option to drop that course. Where a course-specific drop policy is established, it must be made available to the student in the course syllabus or in writing at the time of course enrollment. If a course-specific drop policy has not been established then the drop policy for the course defaults to the School of Medicine drop policy. Exceptions to the course-specific or School of Medicine drop policy may be granted only with the approval of both the Dean-level administrative officer whose portfolio includes curriculum and the Instructor of Record. The default School of Medicine policy allows students to drop a course at or before:

- (1) 40% of the scheduled course hours have been completed (scheduled course hours is defined as the number of all scheduled contact hours for that student, in that course. This includes, but is not limited to laboratory, discussion, and lecture); or,

- (2) 40% of the available course credits have been assigned (e.g., a course that includes ten 5 point quizzes and a 50 point final would permit a drop up to the eighth 5 point quiz), if this occurs before 40% of the scheduled course hours have been completed. (Am. 6/25/08)

(I) Credit by Examination is available to students registered in the School of Medicine under the following rules:

- (1) Students may apply to obtain Credit by Examination in any required course of the medical curriculum in which such credit is offered by the responsible department.
- (2) Application, which must occur prior to any examination that is to be used for assignment of credit, shall be presented on a form obtained from the School of Medicine Registrar and must be approved by the Instructor of Record, the Department Chairperson and the Dean-level administrative officer whose portfolio includes curricular affairs. (Am. 3/26/07; 2/20/08)
- (3) The grade shall be recorded for the academic quarter in which the examination for credit was taken. The Y is not permitted. (Am. 12/31/94; 2/20/08)
- (4) Credit by examination for a course previously taken in which a student received F as the final grade (recorded in the transcript) requires approval of the Instructor of Record and, for students on probation, approval of the Committee on Student Progress. For such students, Credit by Examination is a repetition of the course, for which degree credit will be given only once, but the grade assigned at each enrollment shall be entered into the permanent record. (Am. 12/31/94)

76. Courses and Credit Units.

- (A) For other than clinical clerkships, course credit units shall be assigned at the rate of one unit for 30 hours of programmed work on the part of the student (i.e., faculty-student contact time, time required to acquire professional skills, and additional study time).
- (B) (1) The calculation of credit units for courses other than clinical clerkships shall be based on the formula that one unit shall be awarded for each 10 hours of lecture, or each 20 hours of discussion, or each 30 hours of laboratory. (Am. 12/31/94)  
  
(2) In establishing courses for which student-patient contact is required other than clinical clerkships, additional credit units may be assigned by the Committee on Educational Policy in accordance with Regulation 76(A).
- (C) For clinical clerkships, one week of full-time clerkship shall equal 1.5 credit units.
- (D) Credit for all courses shall be assigned only as integer or half-integer values. If for a course the calculated value in accord with Regulation 76(B) or 76(C) is not an integer or half-integer value, the course is to be assigned the next lowest such value.

80. Remediation, Probation, Dismissal and Appeal.

(A) Remediation

- (1) Remediation of an F grade requires that the course be retaken either at the next time offered in the regular schedule or by means of Credit by Examination or at a time in accord with other recommendations by the Committee on Student Progress. If a student fails United States Medical Licensing Examination Step I or II, he or she must retake it before the end of the following quarter, or at another time as specified by the Committee on Student Progress. (Am. 6/14/99; 3/26/07)

- (2) The term “remediation” shall be taken to mean converting a Y as specified, or retaking and passing a course for which an F grade has been received, correcting other deficiencies as specified by the Committee on Student Progress, or passing previously failed USMLE I or II (either component). (Am. 3/26/07; 2/20/08)
- (3) The Committee on Student Progress may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression. (En. 7/1/98)
- (4) The Committee may recommend assessment and remediation of study skills, test-taking skills, or clinical skills, or may recommend evaluation for a learning disability. The Committee may also recommend psychiatric evaluation and/or counseling/psychotherapy. (En. 7/1/98; Am. 3/26/07)
- (5) A student who has an unremediated F grade or Y in a required clinical course, or who is on probation as described below, may not participate in rotations outside the course catalog unless approved by the Committee on Student Progress. (Am. 12/31/94; 3/20/98; 6/14/99; 3/26/07; 2/20/08)
- (6) Under all circumstances, the deficiencies of a student who otherwise would be subject to dismissal must be removed within one calendar year of being placed on academic probation. (Am. 12/31/94; 3/20/98)

(B) Academic Probation:  
(En. 7/1/98)

- (1) A candidate for the degree of Doctor of Medicine must be placed on academic probation by the Committee on Student Progress for the following causes:
  - (a) A student receives an F grade. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
  - (b) A student in the “Required Clerkship Curriculum/Additional Courses” receives a Y. (En. 3/26/07; 2/20/08)
  - (c) A student fails the United States Medical Licensing Examination, Step I or Step II (either component). (En. 12/31/94; Am. 3/26/07)
- (2) A candidate for the degree of Doctor of Medicine may be placed on academic probation by the Committee on Student Progress for performance deficiencies indicating lack of professional competence.
  - (a) Performance deficiencies indicating a lack of professional competence include, but are not limited to, the following:
    - (i) professional dishonesty;
    - (ii) failure to take adequate responsibility for patient care;
    - (iii) inability to work effectively with patients;
    - (iv) inability to work effectively with classmates or other health professionals;
    - (v) exceeding the authority of a student in matters of patient care;

- (vi) behavior that is disruptive to class or to clinical team performance; or
  - (vii) other behavior of equal gravity sufficient to compromise his/her professional competence. (En. 3/20/98; Am. 3/26/07)
- (b) A student who is deemed to exhibit any of the deficiencies stated in (a) may be considered for placement on academic probation by the following procedures: (Am. 12/31/94; 3/20/98; 3/26/07)
- (i) An Instructor(s) of Record shall, in writing, apprise the Dean-level administrative officer whose portfolio includes student affairs of the student's name and the performance deficiency(ies) indicating a lack of professional competence and/or (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
  - (ii) Two or more members of the faculty or staff may submit to the Dean-level administrative officer whose portfolio includes student affairs a written petition documenting their observations and concerns relative to the student. (Am. 3/20/98; 3/26/07; 2/20/08)
  - (iii) The Dean-level administrative officer whose portfolio includes student affairs shall refer the matter to the Committee on Student Progress. The Committee may place the student on probation and prescribe appropriate remediation to be achieved within a specified period of time, or recommend dismissal of a student if deemed appropriate. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
- (3) Students placed on academic probation will be informed in writing of the specific deficiency(ies) for which probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of probation, within two weeks of notification of probation. The specific steps will include a plan that delineates the courses in which a student can and cannot enroll before the deficiency is remediated. (En. 3/20/98; Am. 06/19/09)
- (4) Removal from Probation (Am. 6/14/99; 3/26/07)
- (a) Any student who has received a single F grade or a Y on a clinical clerkship will be placed on probation at the time of receipt of the deficiency and be removed from probation when that deficiency is remediated. (En. 3/20/98; Am. 11/20/00; 2/20/08)
  - (b) Any student who is placed on probation for defined lack of professional competence, rather than academic deficiency, will have a defined period of probation established by the Committee on Student Progress, and defined methods whereby the deficiency can be demonstrated to have been removed. (En. 3/20/98; 3/26/07)
  - (c) The Committee on Student Progress may remove a student from probation at an earlier time than initially defined but cannot extend probation unless a second circumstance occurs that is alone a sufficient cause for a student to be placed on probation. (En. 3/20/98)
- (5) Promotion While on Probation

If, in the judgment of the Committee on Student Progress, a student on academic probation can remove his/her deficiency while enrolled in the curriculum of the subsequent year, the student may be promoted provisionally on a case-by-case basis, but will remain on academic probation until all deficiencies have been corrected. (Am. 3/26/07)

(C) Academic Dismissal:

Dismissal of a student from the School of Medicine may be recommended to the Dean by the Committee on Student Progress for one or more of the following reasons:

- (1) A student on academic probation has failed to remove his/her deficiency within the specified period of time.
- (2) A student who, while on academic probation, accumulates another deficiency. Receiving a Y in the "Required Clerkship Curriculum/Additional Courses" is considered a deficiency. A student who is placed on probation (see section 80.B.b) because of a Y and subsequently fails to remediate and receives an F grade in that course is considered to have failed a single course and has not accumulated another deficiency. (Am. 3/20/98; 3/26/07; 2/20/08)
- (3) A student receiving a total of two F grades is subject to dismissal whether or not he/she is on probation at the time this criterion is met. (En. 3/20/98; Am. 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)
- (4) A student fails to pass the United States Medical Licensing Examination Step I or Step II (either component) after three attempts. (En. 6/22/81; Am. 5/27/92; 12/31/94; 3/26/07)
- (5) A student on academic probation for defined lack of professional competence, other than failure in a course or clerkship, fails to demonstrate that the conduct has been corrected within the time and by the methods specified by the Committee on Student Progress. (En. 3/20/98; Am. 3/26/07)

(D) Appeal: Any student who has been dismissed may appeal in writing to the Dean of the School of Medicine. The only valid basis of appeal shall be assertion of procedural error, or of failure to have received due process. The student must submit his/her appeal to the Dean of the School of Medicine within 30 days, which is the date of the Dean's letter. Notice of the dismissal will be sent by certified mail to the student. The Dean must, within 14 days of receipt of the appeal, refer the written appeal and any related information to a Board of Appeal composed of the members of the Committee on Rules, Jurisdiction and Organization. This Board will examine the record and will recommend by majority vote of its entire membership, after full and fair evaluation of the appeal and the record, whether the student should remain dismissed or be reinstated. The Board shall take no longer than 60 days after its receipt of the appeal and submit its recommendation directly to the Dean. No dismissed student can be enrolled in School of Medicine courses after receiving the Dean's dismissal letter. The Dean shall act to notify the student in writing of his or her final decision with a copy to the Committee on Student Progress Chair and School of Medicine Registrar. Students readmitted after dismissal must remediate any unsatisfactory grades which led to the dismissal, and their course of study shall be solely determined by the decision of the Committee on Student Progress. (Am. 1/7/82; 7/1/83; 12/31/94; 3/20/98; 3/26/07)

(E) Students are also subject to dismissal as disciplinary action for misconduct in violation of University, Campus, and School of Medicine rules governing student conduct. (En. 3/20/98)



**PROPOSED COLLEGE BYLAW CHANGES TO BE DISCUSSED  
AND VOTED ON AT THE ANNUAL FACULTY MEETING MAY 21,  
2009 @ 3:30 P.M., ROOM 1065 KEMPER HALL.**

The following amendment to bylaw Part III on Officers, modifying numbers 3, 4 and 5 and adding section 7 regarding terms of office and the election of a Vice Chair.

Term of office: Unless otherwise noted, the term of office for all officers specified under Part III of these bylaws shall be one year. Officers shall serve starting from the first day of instruction of the fall term or, in the case of replacement, from the date of appointment until the start of instruction in the following year (AM 5/21/09).

Chair. The Chair of the Executive Committee of the College of Engineering shall serve as Chair of the Faculty of the College of Engineering, shall preside over all meetings of the Faculty of the College of Engineering, and shall have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty. (Am. 10/31/73, 11/10/99, 5/19/04, 5/21/09)

Vice-chair. The Executive Committee shall select a vice-chair annually from among its elected members during the spring term according to the provisions of Bylaw 29. The vice-chair shall automatically assume office as Chair upon the occurrence of a vacancy in that office or the completion of his or her term of service as Vice-Chair. The vice-chair will serve as chair in the absence of the chair (AM. 5/21/09).

The vice-chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, placed in his or her hands for presentation to the Faculty. (Am. 10/9/68, 11/10/99, 5/21/09)

Election. The Executive Committee shall elect the new vice-chair by mail ballot of the committee members following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). All committee members with one year or remaining service will be eligible unless he or she declines to serve. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot (AM. 5/21/09).

The following is an amendment to bylaw Part IV on Meetings, modifying number 8 in reference to Vice-chair.

A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Vice-Chair. In addition, upon written request of five members of the Faculty to the Vice-chair, a special meeting must be called within ten academic days of receipt of the request. (Am. 2/9/00, 5/21/09)

The following is an amendment to bylaw Part VII on Committees, number 16A, regarding a change in terms of service for executive committee members from two years to three years.

The Executive Committee shall consist of one elected member from each department of the College of Engineering and the Dean of the College, *ex officio*. Each elected member shall serve a three-year term, with the election of approximately one-third of the members each year. The respective department shall make temporary appointments to replace those members, who because of sabbatical leaves or for other reasons are unable to serve. Such appointments shall be automatically terminated at the time the regularly appointed member is able to resume service or at the end of the regularly appointed member's term, whichever is sooner (AM. 5/21/09).

Also minor modification to number 16 E and I, adding "Vice Chair" instead of "Chair".

The following is a proposed amendment change to Part VII, Committees, for number 17 for Committee on Undergraduate Educational Policy and number 19 for Committee on Student Petitions.

A proposal to dissolve the Petitions Committee and add charges 19-B and 19-C to the charges for the Committee on Undergraduate Educational Policy. This proposal is based on changes regarding policy for student petitions and the reduced number of student petitions submitted for approval to the college standing committee.

- (F) This Committee shall be responsible for action on individual student petitions, including changes in study lists, courses of study, graduation requirements, dropping courses after normal deadlines, and Change of Major appeals. (Am. 5/13/98, 5/21/09)

- (G) The Committee shall approve the lists of candidates to be recommended for the Bachelor of Science degree and those to be recommended for the award of Honors, High Honors, and Highest Honors at graduation. The Committee shall make recommendations to the Faculty regarding the criteria to be used in selecting the candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123. (Am. 5/13/98, 5/21/09)

# FACULTY OF THE COLLEGE OF ENGINEERING

## BYLAWS

### PART I FUNCTIONS

1. The Faculty of the College of Engineering shall conduct the government of the College of Engineering.

### PART II MEMBERSHIP

2. (A) The Faculty of the College of Engineering shall consist of:
  - (1) The President of the University;
  - (2) The Chancellor of the Davis campus;
  - (3) The Dean of the College of Engineering, the deans, or their designated representatives, of all other colleges and schools at Davis, the Dean of Graduate Studies at Davis, and the Dean of University Extension; (Am. 2/27/74, 11/10/99)
  - (4) The Registrar of the Davis campus;
  - (5) The Librarian of the Davis campus;
  - (6) All other members of the Academic Senate who fall within the following classifications:
    - (a) All members of the departments and divisions under the jurisdiction of the College of Engineering;
    - (b) Such other persons as the Faculty may approve on recommendation of the Dean of the College of Engineering by reason of their contribution, in teaching or in research, to the field of engineering. (Renum. 11/10/99)
- (B) Only a voting member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Engineering or hold the position of Chair. (Academic Senate By-Law 34)

### PART III OFFICERS

3. Chair. The Executive Committee of the College of Engineering shall select a Chair annually from among its elected membership during the spring term. He or she shall take office on the day the fall term officially begins and shall serve until the beginning of the following fall term. The Chair shall serve as Chair of the Executive Committee, as Chair of the Faculty of the College of Engineering, shall preside over all meetings of the Faculty of the College of Engineering, and have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty. (Am. 10/31/73, 11/10/99, 5/19/04)
4. Secretary. The Executive Committee shall select a Secretary annually from among its elected members during the spring term. The Secretary shall take office on the day the fall term officially begins and shall serve until the beginning of the following fall term. The duties of the Secretary shall include, but not be limited to, the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty. The Secretary is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty. (Am. 10/9/68, 11/10/99)

5. Replacements. If either the Chair or the Secretary is unable to complete his or her term of office, the Executive Committee shall select a replacement. In either case the replacement shall serve until the beginning of the next fall term. (En. 10/9/68, Am. 11/10/99)

#### PART IV MEETINGS

6. A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Secretary. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten academic days of receipt of the request. In case of delay in electing the Chair, the immediate Past Chair of the Faculty of the College of Engineering is empowered to call meetings of the Faculty and to serve as Chair *pro tempore*. (Am. 2/9/00)
7. Each standing committee, including the Executive Committee, is required to present an annual report of its actions at the regular annual meeting of the Faculty. (En. 2/9/00)

#### PART V QUORUM

8. Fifteen percent of the voting membership of the Faculty shall constitute a quorum. (Am. 5/8/73, 11/10/99, 5/19/04)

#### PART VI REPRESENTATION ON OTHER FACULTIES

11. When the College of Engineering is entitled to representation on another faculty, selection of the representatives shall be as specified by that faculty. In the absence of such specification, the representative(s) shall be chosen by the Executive Committee. (Renum. 5/8/75; Am. 11/10/99)

#### PART VII COMMITTEES

14. Members of standing committees shall take office on the day the fall term officially begins, or on the date of appointment in the case of a replacement, and shall serve until the beginning of the following fall term. (Am. 10/9/68)
15. Each standing committee shall report its recommendations to the Executive Committee. In addition, each standing committee chair shall fill out a service acknowledgement letter for members of their respective committees. Those letters are due to the Executive Committee chair no later than the last day of Spring Quarter. (En. 5/17/06)
16. Executive Committee (En. 11/10/99, Am. 5/19/04, AM 5/17/06)
- (A) The Executive Committee shall consist of one elected member from each department or division of the College of Engineering and the Dean of the College, *ex officio*. Each elected member shall serve a two-year term, with the election of approximately one-half of the members each year.
  - (B) The Executive Committee shall meet as necessary, but not less than once per academic term.
  - (C) The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
  - (D) The Executive Committee shall have the authority to take final action on behalf of the Faculty except regarding legislation. Alternatively, the Executive Committee may refer any matter that it deems advisable to the Faculty for final action.
  - (E) A majority of the membership, excluding vacancies noted in the records of the Secretary, shall constitute a quorum for the transaction of business by Executive Committee. There shall be no votes by proxy.
  - (F) The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and chairs of all standing committees of the Faculty other than the Executive Committee. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year. (Am. 10/9/68; Renum. and Am. 11/10/99)

- (G) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty. (Renum. and Am. 11/10/99)
- (H) The Executive Committee shall consider administrative matters referred to it by the Dean.
- (I) The Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten academic days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.

17. Committee on Undergraduate Educational Policy

- (A) There shall be a Committee on Undergraduate Educational Policy composed of one representative from each department and division of the College of Engineering offering an undergraduate curriculum. The Associate Dean for Undergraduate Studies shall serve as an *ex officio* member of this Committee. (Am.5/13/98, 2/9/00)
- (B) The Committee shall review and approve or disapprove requests for new courses or changes in existing courses and shall transmit to the Deans those approved for submission to the Davis Division Committee on Courses of Instruction.
- (C) This Committee shall be charged with the examination of existing and proposed engineering curricula and the conduct and content of courses insofar as they affect engineering curricula. The results of such study and proposals from the departments or faculty groups of the College regarding changes in curricula, as well as any other proposed changes in College requirements for the Bachelor of Science degree, shall be submitted with recommendations to the Executive Committee for final action. (Am. 5/23/79, 2/9/00)
- (D) The Committee shall develop and maintain a current list of courses which may be taken in satisfaction of the General Education topical breadth requirements for the degree and shall approve and maintain the lists of suggested technical electives pertinent to the various undergraduate programs of the College.
- (E) The Committee shall advise the Dean of the College of Engineering on matters pertaining to relations with community colleges.

18. Research and Library Committee (En. 5/10/00, Am. 5/19/04)

- (A) There shall be a Research and Library Committee composed of one representative from each department and division of the College of Engineering. The Associate Dean for Research and Graduate Studies and the Head of the Physical Sciences & Engineering Library shall serve as *ex officio* members of this Committee. The Committee shall meet at least once each quarter and provide an annual report to the College faculty meeting.
- (B) The Committee shall seek to identify interdisciplinary research opportunities and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall act to recommend selection of faculty proposals in cases where limited College or University submission is necessary.
- (D) The Committee shall provide advice on matters related to research and library facilities.
- (E) The Committee shall act to provide faculty input on matters related to research.

19. Committee on Student Petitions

- (A) There shall be a Committee on Student Petitions composed of one representative from each department and division of the College of Engineering. (Am. 5/13/98, 2/9/00, 5/19/04)

- (B) This Committee shall be responsible for action on individual student petitions, including changes in study lists, courses of study, graduation requirements, dropping courses after normal deadlines, and Change of Major appeals. (Am. 5/13/98)
- (C) The Committee shall approve the lists of candidates to be recommended for the Bachelor of Science degree and those to be recommended for the award of Honors, High Honors, and Highest Honors at graduation. The Committee shall make recommendations to the Faculty regarding the criteria to be used in selecting the candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123. (Am. 5/13/98)

20. Committee on Graduate Study

- (A) There shall be a Committee on Graduate Study composed of the chairs of each graduate program and/or group of the College. The Associate Dean for Research and Graduate Studies shall be an ex officio member of the Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an ex officio member of the Committee. If more than one member of the College Faculty currently serves on Graduate Council, then the Chair of the Faculty shall appoint one of these faculty members to serve as an ex officio member of the Committee. (Am. 12/5/66, 2/14/96, 5/10/00, 7/20/01, 5/19/04)
- (B) The function of this Committee shall be to coordinate and communicate matters of common interest to all graduate programs in the College of Engineering. Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the review of cross-Departmental graduate curricula issues, and the review and implementation of postdoctoral scholar policies, procedures and programs. (Am. 2/14/96, 2/9/00, 7/20/01, 5/19/04)

21. Committee on Student Recruitment, Development and Welfare (En. 2/9/00, Am. 5/19/04, Am. 5/17/06)

- (A) There shall be a Committee on Student Recruitment, Development and Welfare composed of one representative from each department and division of the College of Engineering offering an undergraduate or graduate curriculum. The Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, the directors of special programs within the College, the Director of Undergraduate Student Services, and the Student Affairs Officer shall serve as permanent *ex officio* members of this Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. Meetings shall be held at least once each quarter and will include an annual update on the College's student development programs.
- (B) The Committee shall provide guidance and recommendations to special student programs, and shall develop and maintain yearly reviews of student progress and activities in each of these programs.
- (C) The Committee shall act as a campus liaison for, and assist in the coordination of new student development programs.
- (D) The Committee will solicit, audition, and select the College of Engineering Commencement Student Speaker to address the graduates. (Am. 5/16/03)
- (E) The Committee shall cooperate with the Dean of the College of Engineering on student problems, and jointly with the Dean, shall have general oversight over the welfare of the students in the College of Engineering. (Am. 5/16/03)
- (F) Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the award of graduate fellowships and scholarships administered by the College; publications and announcements pertaining broadly to graduate studies in engineering; graduate student welfare in the College; and other matters related to graduate study.
- (G) The Committee shall review departmental recommendations for the College and University Medals. The Committee shall forward the names of outstanding candidates for the University Medal to the University

Scholarship Office for further consideration. The Committee shall make the selection of the College Medalist/s. (Am. 5/16/03)

22. Awards Committee (En. 5/19/04, AM 5/17/06)

- (A) There shall be a committee for Awards composed of one representative from each department and division of the College of Engineering. The Associate Dean for Academic Personnel and Planning shall serve as an *ex officio* member of this Committee. The Committee shall meet at least once each quarter.
- (B) The Committee shall seek to identify award opportunities for engineering faculty and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall send out a call to each department and division in the College for nominations to receive an Outstanding Junior Faculty Award, Outstanding Senior and Mid-Career Research Awards, and the Outstanding Teaching Faculty Award. The committee will review all nominations for these awards, and make recommendations to the Dean.
- (D) The Committee shall send out a call to each department and division in the College for nominations to receive the Zuhair A. Munir Award for Best Doctoral Dissertation. Committee members will review all nominations and make the final selection.

23. Special Committees (En. 2/9/00, Am. 5/19/04)

- (A) Special committees of the College of Engineering may be established by the Faculty or by the Executive Committee. Special committees shall be appointed or elected in the manner designated at the time of their creation. If no different method of election or appointment is indicated, the membership and Chair shall be determined by the same procedures as for standing committees.
- (B) Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.
- (C) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee.
- (D) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee. The final reports of special committees shall constitute a special order for a regular meeting of the Faculty.

PART VIII ORDER OF BUSINESS

24. (A) The order of business of any regular or special meeting of the faculty shall be:

- (1) Minutes
- (2) Announcements by the President
- (3) Announcements by the Chair
- (4) Announcements by the Dean (Am. 2/17/71)
- (5) Special orders
- (6) Reports of Special Committees
- (7) Reports of Standing Committees
- (8) Petitions of students
- (9) Unfinished business
- (10) New business

- (C) The regular order of business may be suspended at any meeting of the Faculty by a two-thirds vote of the voting members present.



## PART IX SUSPENSION OF RULES

25. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present object to such suspension. The Chair shall always state the question in a manner similar to the following: "Those who object to a suspension of the rules will raise the right hand."

## PART X RECOMMENDATIONS TO THE ACADEMIC SENATE

26. The Faculty shall not make recommendations to the Academic Senate as to the amendment or repeal of Senate legislation, or as to new legislation in the Senate, unless written notice of the proposed recommendation shall have been sent to each member of the Faculty at least five days previous to the meeting at which the recommendation is to be moved.

## PART XI PROCEDURES

### 27. Definitions

- (A) In these bylaws the term "legislation" shall comprise only Bylaws and Regulations of the Academic Senate and of the agencies of the Academic Senate. (Renum. 2/9/00)
- (B) In all legislation the term "day" shall mean day of instruction unless otherwise specified.
- (C) The term "Memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents; the term "Resolution" shall designate a declaration or petition addressed to the President but not intended for transmission to The Regents.

### 28. Reconsideration of Executive Committee Actions (En. 2/9/00)

Any action taken by the Executive Committee on behalf of the Faculty may be brought to a regular or special meeting of the Faculty for reconsideration if a written request for reconsideration is received with fifteen days after the written minutes describing the Executive Committee decision are distributed. A request for reconsideration must be submitted to the Secretary in writing by five voting members of the Faculty of the College of Engineering. The Executive Committee must act on this request as expeditiously as possible. A simple majority of members present shall be required for the Faculty to override any decision of the Executive Committee.

### 29. Election of Executive Committee Members (En. 2/9/00)

- (A) Each spring term, the chair of a department or division of the College for which the term of the Executive Committee member is expiring shall solicit nominations for Executive Committee membership from the members within that unit.
- (B) The department or division shall elect its member of the Executive Committee by mail ballot following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. Results of the election shall be forwarded to the Secretary not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty.
- (C) A vacancy in an unexpired term of an Executive Committee member shall be filled by special election within the department or division. The member so elected shall fill the remainder of the unexpired term, after which a new election shall be required.

30. The Faculty of the College of Engineering shall not take final action on the addition to, amendment of, or repeal of legislation during the meeting at which proposals are first made unless notice therefore shall have been given to all members at least five days before the meeting.

31. The bylaws of the Faculty of the College of Engineering may be added to, amended, or repealed by a two-third vote of all members present at a meeting of the Faculty, provided written notice shall have been sent to all members as prescribed in Bylaw 34. (Am 5/17/06)

- (A) Regulations of the Faculty of the College of Engineering may be added to, amended, or repealed by a majority vote of all members present at a meeting of the Faculty, provided written notice shall have been sent to all members as prescribed in Bylaw 34.
  - (B) If at a scheduled meeting of the College of Engineering Faculty a motion is discussed, but cannot be voted on (e.g., for want of a quorum or when sufficient advance notice has not been provided), the Executive Committee of the College can call for an electronic vote. The results of an electronic vote will be considered valid if a quorum of the faculty respond.
32. (A) All new legislation proposed to the Faculty for adoption shall be submitted in one or more of the following forms:
- (1) Repeal of Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.
  - (2) The following amendment to Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.
- (C) All such legislation for adoption shall be accompanied by an informal statement concerning its purpose and concerning the important changes which it would make in the existing legislation.
33. All modifications of existing legislation and all newly enacted legislation shall become effective on the first day of instruction of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present.
34. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

# REGULATIONS

## PART I REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

35. The degree of Bachelor of Science in Engineering will be awarded to those candidates who satisfy the general University requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the College of Engineering (Reg. 52). (For an exception relating to withdrawal to enter military service, see Academic Senate Reg. 642.) (Am. and Renum. 5/18/77)
36. College Requirements
- (A) Each candidate must complete a program of study under an approved curriculum in Engineering, totaling at least 180 units. (Renum. 5/18/77)
  - (B) Degree credit in the College of Engineering is not allowed for any course (such as Trigonometry) which is equivalent to a matriculation subject. (Renum. 5/18/77)
  - (C) Of the total units required for the Bachelor of Science degree in Engineering, at least 35 of the final 45 units characteristic of the student's curriculum must be completed while he or she is registered in the College of Engineering. (En. 5/28/80)
  - (D) The Faculty of the College of Engineering may prescribe special or comprehensive examinations or may otherwise test student preparation and achievement, and may specify course-work alternatives to passing such examinations. No student shall be recommended for a degree until he or she shall have fulfilled degree requirements as stated in the General Catalog for the academic year in which degree work is completed, or as in the catalog, for the immediately preceding academic year. (Am. 5/23/79, 2/14/96; Renum. 5/18/77, 5/27/81)
37. Curricula
- (A) Each curriculum shall consist of a specified Lower Division Program (or, for students who transfer into the College with more than 90 quarter units, an equivalent program) and one of several specified Upper Division Programs. (Am. 2/25/70; Am. and Renum. 5/18/77, Am. and Renum 5/10/89. Am. 2/14/96)
  - (B) Each curriculum must include:
    - (1) One year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline.
    - (2) One and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study.
    - (3) A general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.(Am. 11/21/67, 2/1/68, 10/9/68, 2/25/70, 6/3/70, 11/11/70, 11/8/72, 2/16/7; Renum. 5/18/77; Am. 5/27/81, Am. 2/13/85, Renum 5/10/89, Am. 11/11/92, AM 5/16/03)
  - (C) New curricula and changes in existing curricula must be approved by the Faculty of the College and shall subsequently become effective when published in the UC Davis General Catalog, or the College of Engineering Bulletin. (Am. 2/16/77; Renum. 5/18/77, Renum. 5/10/89, AM 5/16/03)
38. Limitation on Credit for University Extension Courses
- (A) Students may apply credit earned in University Extension courses toward the unit requirement of their major only when written approval has been obtained from the dean before registration.

- (B) A maximum of two courses (maximum 10 units) may be applied toward degree requirements.
- (C) Units completed in University Extension may not be applied toward fulfillment of the Residency Requirement.

## PART II STUDY LISTS AND ADVISING

### 39. Advisees

Each undergraduate student shall be assigned to a faculty adviser or staff adviser. Each student will be required to consult his or her adviser regarding his or her proposed program of study. (Am. 5/10/72, 2/14/96; Renum. 5/18/77)

### 40. Passed/Not Passed Option

Students enrolled in any undergraduate major within the College of Engineering may not exercise the Pass/Not Pass option for any coursework used towards satisfaction of course or unit requirements for the degree. Courses offered only on a P/NP basis (e.g., Engineering 199's), are acceptable for specific program area degree requirements. (Am. 4/11/67, 5/16/68, 5/14/69, 6/3/70, 5/12/71, 2/16/77, 5/10/95, 2/14/96; Renum. 5/18/77)

### 41. Academic Probation or Disqualification

Academic probation or disqualification of students in the College shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A552). The Dean of the College is designated by the Faculty as its agent in administering regulations relating to academic probation or disqualification. (Am. 2/16/77; Renum. 5/18/77)

## PART III ADMISSION OR ADVANCEMENT TO UPPER DIVISION

- 42. A student who enters the College of Engineering in Lower Division standing is advanced to Upper Division standing when he or she completes 90 quarter units. (Am. 2/25/70, Am. 2/14/96)
- 43. To qualify for admission to the College of Engineering in Upper Division standing, the applicant must have completed at least 90 quarter units. (Am. 2/25/70, Am. 2/14/96)

## PART IV HONORS AT GRADUATION

- 44. Honors at graduation may be awarded to students who achieve distinguished scholarship records in all courses completed in the University, as attested by recommendation of the College Committee on Student Petitions. Students who display marked superiority may receive High Honors or Highest Honors. The awarding of such honors shall be made in accordance with the minimum standards prescribed by the Davis Division Committee on Undergraduate Scholarships, Honors, and Prizes. (Am. 6/3/70, AM 5/16/03)

## PART V MINORS WITHIN THE COLLEGE OF ENGINEERING

- 45. Minors. Departments may establish optional minors, including interdisciplinary minors. An interdisciplinary minor is defined as one that is sponsored by a single department or program and for which the course requirements are divided approximately equally between two departments or are taken from three or more departments. A student may elect to satisfy the requirements of one or more minors. Completion of a minor shall not be required for the degree. At the request of the student, completion of minors will be certified on the student's undergraduate transcript.
  - (A) A minor shall typically consist of 18 to 24 units of upper division courses specified by the department or curriculum committee offering the minor.
    - (1) When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, a single lower division course may be included as part of the minor in lieu of an equal number of units in upper division courses.

- (2) All minor programs are subject to review and approval by the College of Engineering Committee on Educational Policy.
- (B) Not more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of the minor.
- (C) Minimum GPA required for successful completion of any minor is no less than a 2.000 in all courses counted toward the minor.
- (D) Departments are expected to delineate the requirements for a minor within their department.
  - (1) Students in the college may receive certification of completion of an approved minor offered by another undergraduate college on the Davis campus.
  - (2) Students must request certification of completion of a minor on the transcript by filing a Declaration of Intent to Complete a Minor first within the department offering the minor, and then filing the Declaration with the Office of the Dean no later than the end of the quarter preceding the quarter of graduation.

## **CERJ Advice on CAPAC Authority**

### **October 7, 2009**

The Committee on Elections, Rules and Jurisdiction (CERJ) has been asked by the Chair of the Davis Division for advice on whether the Appellate Subcommittee of the Committee on Academic Personnel (CAPAC) has authority to review the appeal of an appointment that has been recommended against by the Oversight Subcommittee of the Committee on Academic Personnel (CAPOC). CERJ advises that CAPAC does not have such authority.

### **Rationale**

Davis Division Bylaw 42(C) specifies the powers of CAPAC: "This subcommittee shall have the following duties:

1. To provide advice independent of the Oversight Subcommittee to the Chief Campus Officer on any review of a personnel action beyond the original review conducted by the Oversight Subcommittee or the Faculty Personnel Committee subject to the requirements of Davis Division Bylaw 45."

DDB 45(A) specifies only two types of review: reconsideration and appeal. Reconsideration is "undertaken by the same committee that considered the original action," and thus CAPAC would not be able to reconsider any recommendation made by CAPOC. DDB 45(A)(ii) states that: "Appeal is appropriate when a Senate member believes that a personnel committee has failed to apply established standards of merit or has failed to follow established procedures."

According to a literal reading of this Bylaw, all that is required for an appeal is that a single member of the Senate (whether a member of the Davis Division or not) believes that CAPAC has not performed its function in the proper way. There is nothing in the Bylaw that states that this Senate member must be the subject of the personnel action.

However, it is clear that the intention in the creation of CAPAC on October 10, 2002 was to limit the initiation of appeals to those cases where it is the subject of the personnel action who questions the performance of CAPOC in his or her own case. In the October 7, 2002 report of the (special) Committee for Appealing the Recommendations of CAP, it is stated that "The proposed procedure and By-law 45, permits **a candidate** to appeal on the basis of failure to follow 'established' standards of merit or of defects in procedure." CERJ thus advises that the appeals procedure is not intended to permit a review to be initiated by anyone but the candidate, and that no non-member of the Senate is entitled to initiate a review.

To clarify the situation, CERJ advises that appropriate Bylaws changes be made. Some substantive issues that should be addressed in the process of making such changes would include whether appeal may be initiated only by the candidate, or whether it might be made by a third party such as the department chair. Another question is whether appeal may be made only on behalf of a current member of the Davis Division or whether it may be made, e.g. by the department chair, in a judgment by CAPAC concerning an appointment.

UC DAVIS: ACADEMIC SENATE  
Committee on Academic Personnel - Oversight

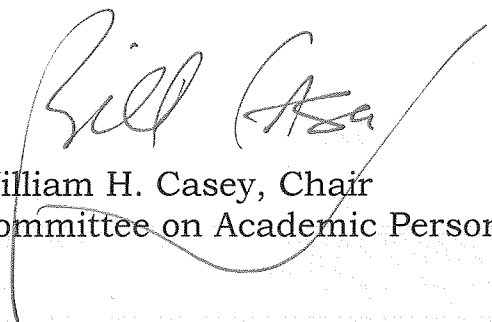
July 29, 2009

**VICE PROVOST BARBARA A. HORWITZ**  
Academic Personnel

**Re: Use of Distinguished Professor Title**

The appellation 'Distinguished Professor' at UC Davis is restricted to the most accomplished professors who have advanced to the Above Scale ranks. Further advancement within these ranks has no set time or schedule, as stated in APM-UCD-220-IV-C-4d: *"Intervals between such salary increases may be indefinitely long, and only in the most strongly justified cases will increases at intervals shorter than four years be approved."*

CAP interprets this language to indicate that above scale faculty can use the "Distinguished Professor" title indefinitely. This interpretation is consistent with practice at UC's sister campuses.



William H. Casey, Chair  
Committee on Academic Personnel

WHC:sb