

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

The location of the **2010-2011** Representative Assembly meetings has been changed to the Activities & Recreation Center (ARC), Ballroom A. Directions to the ARC can be located at

<http://campusrecreation.ucdavis.edu/cms/internal.aspx?uid=0ebe886d-4128-4f81-8922-66301b508950>.

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

Monday, November 1, 2010

2:10 – 4:00 p.m.

Activities & Recreation Center (ARC), Ballroom A

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1. Transcript of the June 4, 2010 Meeting	4
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	
a. Remarks by ASUCD President – Jack Zwald	
b. Remarks by GSA Chair – Brian Riley	
c. Remarks by the Divisional Chair – Robert Powell	
d. Remarks by and Discussion with UC Academic Senate Vice Chair - Robert Anderson	
Annual Reports for Discussion:	
e. Annual Report of the Committee on Academic Personnel:	
i. Oversight Committee – Ahmet Palazoglu	8
ii. Appellate Committee – Bryce Falk	20
f. Annual Report of the Undergraduate Council: General Education – Chris Thaiss	23
<i>Annual Reports on Consent Calendar:</i>	
g. *Annual Report of the Committee on Academic Freedom and Responsibility	28
h. *Annual Report of the Committee on Admissions and Enrollment	30
i. *Annual Report of the Committee on Affirmative Action and Diversity	35
j. *Annual Report of the Committee on Committees (handout)	
k. *Annual Report of the Committee on Courses of Instruction	39
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m. *Annual Report of the Committee on Elections, Rules and Jurisdiction	44
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o. *Annual Report of the Faculty Research Lecture Award Committee	76
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q. *Annual Report of the Grade Changes Committee	84
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s. *Annual Report of the Committee on Information Technology	97
t. *Annual Report of the Committee on International Studies and Exchanges	105
u. *Annual Report of the Joint Academic Federation/Senate Personnel	109
v. *Annual Report of the Library Committee	120

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

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w. *Annual Report of the Committee on Planning and Budget (not available)	
x. *Annual Report of the Committee on Privilege and Tenure	130
y. *Annual Report of the Committee on Public Service	132
z. *Annual Report of the Committee on Research	135
aa. *Annual Report of the Committee on Transportation and Parking	141
bb. *Annual Report of the Undergraduate Council	145
i. Annual Report of the Committee on Preparatory Education	149
ii. Annual Report of the Committee on Special Academic Programs (not available)	
iii. Annual Report of the Committee on Undergraduate Instruction and Program Review	151
cc. *Annual Report of the Committee on Undergraduate Scholarships, Honors and Prizes	153
7. Reports of standing committees	
8. Petitions of Students	
9. Unfinished Business	
10. University and Faculty Welfare	
11. New Business	
12. Informational Item	
a. Special Committee on Student Evaluation of Teaching Report	156
13. Consent Item	
a. External Advisory Committee Guidelines (reporting of action taken by the Divisional Chair in response to Representative Assembly resolution of February 24, 2009).	164

Ines Hernandez-Avila, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

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TRANSCRIPT
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OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Friday, June 4, 2010

2:10 – 4:00 p.m.

Walter A. Buehler Alumni & Visitors Center, AGR Hall

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1. Transcript of the February 11, 2010 Meeting
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
 - a. Remarks by the Divisional Chair – Bob Powell

ACTION: Motion to switch the order of items #6 and #7. Seconded and Passed Unanimously.

7. Reports of standing committees
 - a. Committee on Committees
 - i. Confirmation of 2010-2011 standing committee appointments

ACTION: Motion to accept committee appointments. Seconded and Passed Unanimously

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- ii. Committee on Committee election results

Results of the election were distributed online. The College of Biological Sciences had a sole nominee for the CBS vacancy. In accordance with Davis Division Bylaw 16, approval is requested to declare that nominee elected to fill the vacancy effective September 1, 2010 through August 31, 2012.

ACTION: Motion to approve the election of the nominee for the CBS vacancy by default. Seconded and Passed Unanimously.

40

- b. Committee on Elections, Rules & Jurisdiction
 - i. Legislation Changes

1. DDB 16 (E)(4): Elections By Ballot

This change is proposed by CERJ based on the step of seeking approval by RA is unnecessary. The change will remove the phrase, “*if so instructed by the Representative Assembly*,” in E4. This removes the power to veto a volunteer for an office.

ACTION: Moved to approve the change. Seconded and Passed with 1 abstention.

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| 2. DDB 64: Committee on International Studies and Exchanges
Changes include removing the ex-officio member: Director of International House as an ex-officio member and additional minor changes to the language of the Bylaw. | 41 |
| ACTION: Motion to accept the proposed changes. Seconded and Passed with 1 Abstention. | |
| 3. DDB 113: Disestablishment of the Transportation and Parking Committee. Recommended by Executive Council. Functions of this Committee would be divided between the Committee on Faculty Welfare and the Committee on Planning and Budget. | |
| ACTION: Motion to accept the recommendation. Seconded and Passed by 2/3; 1 opposed and 2 abstentions. | |
| 4. DDR A540: Grades
This proposed change regards incompletes and a limit on time to complete for those students who are not in residence. | |
| ACTION: Motion to accept the proposed changes. Seconded and Passed with 5 abstentions. | |

BACK TO #6 Special Orders

a. Remarks by the Divisional Chair – Bob Powell

- ii. A campus-wide Futures Committee has been formed. The Academic Senate also has a Futures Committee.
- iii. Furloughs will end on August 31, 2010, however continuing budget cuts will affect many.
- iv. Several searches are underway: Provost, Vice Provost for Research, Vice Chancellor for the Comprehensive Plan, University Librarian
- v. Post Employment Benefits (Jim Chalfant): an Executive Summary will be presented to President Yudof by the end of June, Regents will discuss it at the July Regents meeting and a full report will be made by the end of July. This will be followed by a full systemwide review beginning in the fall. Decisions to be made include changing amortization of any shortfall from 15 to 30 years; contributions by employees to URCP next spring; and retiree responsibility for paying

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more of the health premium. Discussion is on-going regarding UCRP and pension proposals.

b. Remarks by the Academic Federation Chair – Michael Johnson

i. Disciplinary action policy has been negotiated with the Vice Provost's office, and will be implemented. The Federation is dissatisfied with the position in which it finds itself compared to the Senate with regard to having a voice in campus decisions.

ii. One-fourth of medical faculty are members of the Federation. This has created a group of disenfranchised faculty who feel they are second class citizens. As an example, they cannot vote on academic issues within the School of Medicine. The Federation is asking the Senate to find ways to increase Academic Federation participation in campus decisions.

(Chair Powell mentioned UC San Diego has also brought up this issue. It was suggested that a Task Force could be formed to review the differences, in areas such as personnel actions and appeals. Chancellor noted that she is aware of a growing unhappiness. Plans for next year include a committee to examine the various issues and make recommendations. She further noted that for the campus to be successful it needs to find a way for Federation members to become successful.)

iii. Michael Johnson is completing his position as Academic Federation Chair at the end of June.

c. Remarks by the Staff Assembly Vice Chair

None – Representative unable to attend.

d. Remarks by NCAA Faculty Athletics Representative – Kim Elsbach provided statistics of athletes and non-athletes regarding admittance, probation, GPA, graduation rates, and health assessments regarding drug & alcohol use. She asked the Senate to recommend clarification of the policy for major decision making in Intercollegiate Athletics with regard to shared governance

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and faculty/student involvement when major decision are made. Upon discussion, the following was composed:

“The Representative Assembly recommends that the Athletics Administrative Advisory Committee develop a clarified version of the major decision process to be considered and approved by the Academic Senate and Chancellor.”

ACTION: Motion to make the recommendation. Seconded and Passed with 18 for; 16 against and 5 abstentions.

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8. Petitions of Students

9. Unfinished Business

10. University and Faculty Welfare

11. New Business

a. *College/School Bylaw and Regulations Updates: School of Veterinary Medicine

ACTION: Motion to take this item off the agenda and ask for a review by CERJ. Seconded and Passed.

52

12. Information Item (no approval required)

a. CERJ Advice on CA&ES Voting Rights on Personnel Actions

96

b. CAPOC Proposal to Streamline the Academic Personnel Review Process
No changes to the Personnel Manual

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Meeting was adjourned at 4:03 pm.

Don Price, Secretary

Davis Division of the Academic Senate

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ANNUAL REPORT

COMMITTEE ON ACADEMIC PERSONNEL – OVERSIGHT COMMITTEE 2009-10

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. The committee appoints and directs the Faculty Personnel Committees (FPCs) that advise the Deans on redelegated personnel actions (Appendix D). Appendix E 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.

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. The committee may also get input from a three-person ad hoc committee appointed by the Vice Provost--Academic Personnel following CAP's recommendations.

CAP's evaluation is 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. The 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 2009-10 academic year (September through August), CAP met 40 times out of 52 weeks. The committee also provided advice on numerous other issues related to academic personnel. These include 11 'Change-of-Title' actions, 17 Endowed Chair actions, 4 Third-Year Deferrals, 9 Five-Year Reviews, 11 Emeritus Status actions, and 3 appointments or reappointments as Department Chair. CAP also spent two meetings reviewing files for Chancellor's Fellows recommendations and evaluated 15 Initial Continuing Appointments for Lecturers. Of the 410 academic personnel actions, the Vice Provost—Academic Personnel disagreed with CAP 12 times (about 2.9%).

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. Appendix A provides a summary of CAP's deliberations by category for the past academic year. Seven actions were referred to ad hoc committees.

Promotions: For promotions to Associate Professor and Professor, CAP recommended promotion in 87 of 124 cases; a further 18 cases were modifications from what had been proposed. Nineteen cases were recommended against.

Accelerated Actions: Appendix B lists the cases for accelerations that came to CAP (accelerations involving a promotion, a merit increase to Professor, Step VI, and to Above Scale or within Above Scale, as well as all accelerations that entailed skipping a step).

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 had meritorious 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 pay cuts, furloughs and the absence of normal pay raises for several years. Salary and retention are beyond the current charge of CAP.

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, 2009, the creative work/research publications are counted to December 31, 2008, and teaching/service until June 30, 2008). Thus, retroactive recommendations should specifically discuss the record for this review period, and why it supports the retroactive merit. CAP reviewed 19 retroactive requests and made favorable recommendations on 14.

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 the current placement on the academic ladder is consistent with faculty at equal and higher rank and step. In 2009-10 CAP conducted 4 career equity reviews that were initiated at a lower level of review. CAP also conducts a career review for every major advancement.

Five-Year Reviews: CAP conducted 9 five-year reviews, recommending “no advancement, performance satisfactory” in 5 cases and recommending “no advancement, performance unsatisfactory” in 4 cases.

Initial Continuing Appointments for Lecturers: CAP reviewed and made recommendations on 15 initial continuing non-Senate appointments in 2009-10. All received favorable recommendations. Teaching excellence is the overriding requirement for a continuing appointment.

Accelerated Merits for Lecturers: CAP considers accelerated merit requests for Lecturers while normal merit advancements are redelegated to the deans. In recommending accelerations (one- or two-step beyond the normal two-step advancement), CAP looks for evidence of teaching accomplishments that go over and beyond teaching excellence, which is the minimum standard for

normal advancement. Such evidence may come in the form of prestigious teaching awards or publication of books (and other creative works) which have substantial pedagogical impact. In 2009-10, CAP considered 4 such requests and made a positive recommendation in 1 case.

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 the committee looks to campus ad hoc committees for highly specialized expertise. CAP proposed ad hoc committees in 7 cases and 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.

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 2009-10, 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 345 cases (Appendix C) out of 474 actions. Of these 474 actions, 129 were first actions after a faculty appointment or promotion, which are handled by the Deans without FPC input. In the remaining cases, the FPCs recommended advancement or acceleration in 301 cases and against the action in 44 cases; the Deans agreed in all but 6 cases (307 approvals, 38 denials). Post-factum audits of these recommendations and files by CAP indicated broad agreement with the FPC recommendations, with a handful of exceptions. FPCs are appointed by CAP upon recommendation of the various Executive Committees of the colleges and schools (Appendix D).

CAP makes appointments of Faculty Personnel Committees based upon recommendations from Faculty Executive Committees. This year, CAP reorganized the College of Letters and Science Faculty Personnel Committee (FPC) to address its workload issues. The new FPC will be effective September 1, 2010. CAP appreciates the dedicated effort and hard work of all FPC members.

Streamlining of Faculty Personnel Actions: In consultation with the Academic Senate, CAP proposed a number of changes to the academic personnel review process with the goal of easing the burden on faculty and staff in preparing and evaluating advancement dossiers. The proposal has been submitted to the Vice Provost–Academic Personnel and will be implemented as a three-year pilot beginning in academic year 2010-11.

Streamlining Endowed Chair Reappointments: To further streamline the personnel process, CAP proposed to no longer review the first reappointments for endowed chairs unless there is disagreement among the recommendations of the reviewing bodies (department, ad hoc committee, and Dean). CAP will continue to review initial appointments of endowed chairs and professors as well as second and subsequent reappointments.

Offscales for UC Davis Faculty: Upon request from the Chancellor, CAP considered the feasibility of expanding the range of options available to faculty for offscale salaries. An analysis and various options have been submitted to the Chancellor and the Provost. A joint Academic Senate/Administrative Task Force will study the analysis and craft a plan for possible implementation in the near future.

Senate Resolution on Faculty Searches: A resolution was considered by the Representative Assembly in Spring 2009 that pointed to a number of problems identified by CAP in faculty searches. The resolution was tabled and was taken up again by the Representative Assembly in Fall 2009. The resolution asked for the inclusion of search plans in appointment packages that are considered by CAP and was endorsed by the Representative Assembly. Following discussions with the Vice Provost, Provost and Deans, it was agreed upon that appointment reviews by CAP will now include full search plans.

University Committee On Academic Personnel (UCAP): Robert Feenstra served as a member of the University Committee on Academic Personnel, and Ahmet Palazoglu as its vice-chair, which held several meetings throughout the academic year. The Office of the President, UCAP members, or other UC Academic Senate committees and officers bring issues to the attention of UCAP. A primary function of this systemwide committee is to facilitate the exchange of information among campuses. Accordingly, CAP was regularly informed of UCAP discussions and through its representative provided input into such discussions, when appropriate. UCAP addressed a broad range of issues, among which were discussions assuring adequate funding for UCRP, reviewing the reports of the Commission on the Future of the University, differential fees for different campuses, peer reviews in publishing and academic promotions, comparison of CAP practices on sister campuses, and various amendments to the APM.

Other Policy Matters: In addition, CAP commented on several campus or Universitywide policy matters, including the following:

- UC Davis: A Vision of Excellence.
- Departmental Status – Comparative Literature
- Disestablishment of Exercise Science
- Proposed amendment to Bylaw 45
- My InfoVault (MIV)

CAP reviewed voting procedures for the following departments:

- Geology
- Medical Microbiology & Immunology
- Pathology, Microbiology & Immunology
- Plant Sciences
- Science & Technology Studies

Acknowledgments

CAP would like to express appreciation to the Academic Senate staff, in particular Solomon Bekele for his efficient and professional service. CAP would also like to thank Vice Provost Barbara Horwitz and her staff. They have been a pleasure to work with.

Respectfully submitted,

Ahmet Palazoglu, Chair

CAP's Membership 2008-09

Shirley Chiang
Joanne Diehl
Robert Feenstra
Hung Ho
Charles Langley
James MacLachlan
Ahmet Palazoglu, Chair
Kyaw Tha Pa U
Jonathan Widdicombe

APPENDIX A: CAP ACTIONS

	Recommended Positive	Modified	Recommended Negative
Appointments (75)			
Assistant Professor (8)	5	3	0
Associate Professor (5)	4	0	1
Professor (16)	11	5	0
Via Change in Title (11)	8	3	0
Initial Continuing Non-Senate (15)	15	0	0
Endowed Chair Appointment/Reappointment (17)	16	1	0
Department Chair Reappointment (3)	3	0	0
Promotions (124)			
Associate Professor (71)	51	7	13
Professor (53)	36	11	6
Merit Increases (117)			
Assistant Professor (1)	0	1	0
Associate Professor (27)	17	1	9
Professor, Step V to VI (35)	23	1	11
Professor, Step IX to Above Scale (14)	10	0	4
Professor, Above Scale (21)	9	1	11
Proposed Retroactive Actions (19)	14	0	5
Miscellaneous Actions (94)			
Senior Lecturer, SOE (4)	4	0	0
Career Equity Reviews (4)	0	0	4
Emeritus (11)	10	0	1
POP Screenings (2)	2	0	0
TOE Screenings (4)	4	0	0
Appraisals (56)	28 ⁺	23 [*]	5 ⁻
Five-Year Reviews (9)	5	N/A	4
Third-Year Deferrals (4)	4	0	0
	279	57	74

⁺Positive ; ^{*}Guarded ; ⁻Negative

APPENDIX B: SUMMARY OF ACCELERATED ACTIONS

Acceleration Proposed	Yes	No	Other
1-yr	31	18	3
2-yr	5	2	5
3-yr	5	0	6
3+-yr	1	2	2

APPENDIX C: REDELEGATED MERIT ACTIONS

College/Div/School	FPC Recommendation		Dean's Decision		1 st Actions w/o FPC Input
	Yes	No	Yes	No	
CAES	70	4	72	2	4
CBS	19	2	19	2	0
EDU	6	0	6	0	3
ENG	43	10	44	9	0
GSM	4	0	4	0	4
HArCS	23	7	23	7	30
MPS	37	2	38	1	16
SS	36	3	37	2	17
LAW	3	0	3	0	5
SOM	30	11	31	10	39
VM	30	5	30	5	11
Total	301	44	307	38	129

APPENDIX D: REDELEGATED MERIT ACTIONS

FACULTY PERSONNEL COMMITTEES 2009 - 2010

COLLEGE OF AG. & ENVIRONMENTAL SCIENCES	TERM
Jim Chalfant (Ag & Resource Economics) - Chair	2007-2010
Chris Calvert (Animal Science)	2008-2011
Eliska Rejmankova (Env. Sci & Policy)	2008-2011
Terry Nathan (LAWR)	2007-2010
David Burger (Plant Sciences)	2009-2012
Martin Kenney (H&CD)	2008-2011
COLLEGE OF ENGINEERING	
Matthew Franklin (Computer Science) - Chair	2007-2010
Joanna Groza (Chem Eng & Materials Science)	2007-2010
David Slaughter (Biol. & Ag Eng)	2007-2010
Rob Chai (Civil & Env. Eng)	2008-2011
Michael Savageau (Biomedical Eng)	2008-2011
Abdul Barakat (Mech & Aero Eng)	2008-2011
Khaled Abdel-Ghaffar (Electrical & Computer Eng)	2009-2012
COLLEGE OF LETTERS & SCIENCE	
Michael Kapovich (Mathematics) - Chair	2007-2010
Mark Kurth (Chemistry)	2007-2010
Hilary Hoynes (Economics)	2008-2011
Blake Stimson (Art & Art History)	2008-2011
Ross Bauer (Music)	2009-2012
Li Zhang (Anthropology)	2009-2012
COLLEGE OF BIOLOGICAL SCIENCES	
Peter Wainwright (Evolution & Ecology) - Chair	2007-2010
Anne Britt (Plant Biology)	2007-2010
Dave Furlow - NP&B	2007-2010
Sean Burgess (MCB)	2009-2012
Kaz Shiozaki (Microbiology)	2009-2012

GRADUATE SCHOOL OF MANAGEMENT	TERM
Martine Quinzii - Economics - Chair	2009-2011
Hemant Bhargava (GSM)	2009-2012
Prasad Naik (GSM)	2007-2010

SCHOOL OF LAW	
Michael Maher - (GSM) - Chair	2006-2010
Lisa Ikemoto	2008-2011
Leslie Kurtz	2009-2012
Gail Goodman (Psychology)	2008-2011
Keith Aoki	2008-2011

SCHOOL OF MEDICINE	
Richard Tucker (Cell Biology & Human Anatomy) - Chair	2008-2011
Vijay Khatri (Surgery)	2007-2010
David Rocke (Public Health Sciences)	2009-2012
Regina Gandour-Edwards (Pathology & Lab Med)	2007-2010
Dennis Styne (Pediatrics)	2007-2010
Janine LaSalle (Medical Micro & Immunology)	2009-2012
John Payne (Physiology & Mem Biology)	2008-2011
Richard White (Internal Medicine)	2008-2011
Andrew Vaughan (Radiation Oncology)	2007-2010

SCHOOL OF VETERINARY MEDICINE	
Mark Kittleson - Medicine & Epidemiology - Chair	2007-2010
Lisa Tell - Medicine & Epidemiology	2007-2010
Robert Poppenga - CAHFS	2006-2010
Bruno Pypendop - Surgical & Radiological Sciences	2009-2012
Jeffrey Stott - Pathology, Microbiology & Immunology	2009-2012

SCHOOL OF EDUCATION

Robert Blake - (Spanish) - Chair	2007-2011
Jon Wagner (Education)	2003-2010
Thomas Timar (Education)	2007-2010

APPENDIX E:

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 2009-10

Davis Division: Academic Senate

Committee on Academic Personnel, Appellate Subcommittee (CAPAC)

Total Meetings: 8	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: 37	Total of reviewed appeals deferred from the previous year: 12	Total appeals deferred to the coming academic year: 14 (not included in this report)
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Listing of bylaw changes proposed: Davis Division Bylaw 45 – Rationale: The existing Bylaw 45(C) is worded extremely broadly. The membership of the Academic Senate stretches across all the ten campuses of the University of California system. Clearly, the appeals process is not intended to apply to all Senate members, but only to members of the Division. The broad wording of DDB 45(C) also leaves open the possibility of appeal of appointments, either by the candidate for appointment or on behalf of the candidate for appointment. This does not seem to be the intention of the original legislation, which was adopted to protect members of the Division from unfairness in their personnel actions. The bylaw change closes these two loopholes by clarifying that the appeals process applies to current Divisional members only, and that recommendations by CAPOC on appointments are not subject to appeal.

Listing of committee policies established or revised: None

Issues considered by the committee: None

Committee's narrative:

The 2009-2010 Committee on Academic Personnel, Appellate Subcommittee (CAPAC) reviewed 37 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 8 times, averaging 2 hours per meeting, to discuss these appeals.

CAPAC recommended granting 15 of 37 appeals reviewed. Table 4 shows the Vice-Provost's or Dean's decisions on these appeals, in relation to CAPAC's recommendations.

Table 1: Origin of Appeals	
College/School	# Appeals
College of Agricultural & Environmental Sciences	6
College of Engineering	4
College of Letters and Science	8
School of Law	1
School of Medicine	12
School of Veterinary Medicine	4
College of Biological Sciences	2
Graduate School of Management	0
Grand Total	37

Table 2: CAPAC Recommendations to the Vice Provost – Academic Personnel				
		GRANT APPEAL		DENY APPEAL
Action	# Cases	Grounds of Procedure	Grounds of Merit	Grounds of Merit
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	0	0	0	0
Accelerated Promotion (1, 2, 3 Yr)	2	0	1	1
Merit	8	0	2	6
Regular Merit, Above Scale	2	0	1	1
Promotion	6	0	2	4
CER Appeals	1	0	0	1
Appointment by Change in Series	0	0	0	0
5 Year Review	1	0	0	1
TOTALS	20	0	6	14

Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Appeals)				
		GRANT APPEAL		DENY APPEAL
Action	# Cases	Grounds of Procedure	Grounds of Merit	Grounds of Merit
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	5	0	2	3
Accelerated Promotion (1, 2, 3 Yr)	0	0	0	0
Merit	12	0	7	5
Regular Merit, Above Scale	0	0	0	0
Promotion	0	0	0	0
TOTALS	17	0	9	8

Table 4: CAPAC Recommendation vs. Final Decision							
		CAPAC Recommendation		FINAL DECISION			
ACTION	# CASES	GRANT	DENY	GRANT	DENY	PENDING	OTHER
Decelerated Merit Advancement (1, 2, 3 Yr)	0	0	0	0	0	0	0
Accelerated Merit (1, 2, 3 Yr)	5	2	3	1	4	0	0
Accelerated Promotion (1, 2, 3 Yr)	2	1	1	1	0	0	1
Merit	20	9	11	6	14	0	0
Promotion	6	2	4	1	4	0	1
Regular Merit, Above Scale	2	1	1	1	1	0	0
CER Appeals	1	0	1	0	1	0	0
Appointment by Change in Series	0	0	0	0	0	0	0
5 Year Review	1	0	1	0	1	0	0
TOTAL	37	15	22	10	25	0	2

Respectfully submitted,

Walter Stone, Chair

Joseph Antognini, Judy Callis, Bryce Falk, Biswanath Mukherjee,
Edwin M. Arevalo (Assistant Director, Academic Senate Office)

**Annual Report: Academic Year 2009-10
Davis Division: Academic Senate**

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

Total Meetings 7 meetings (all joint meetings with the GE Implementation Task Force)	Meeting frequency ~2 times per quarter	Average hours of committee work each week: 1-2 hr per week, but work came in large clusters. Chair worked an average of 10 hours each week through the year.
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One proposal reviewed: Revised GE requirement – approx. 3000 courses and 8000 category proposals reviewed	Review of revised GE proposal was ongoing from the previous year.	Proposals deferred to the coming academic year: None
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Listing of Regulation changes proposed: None.

Listing of committee policies established or revised: None.

Committee activities:

Met jointly seven times with the GE Implementation Task Force to discuss implementation. Conducted additional business via frequent email discussions.
Provided materials and revised General Education Web Site.
Prepared sample assignments and course justifications for Writing, Oral, and Visual literacies.
Worked with the Registrar's Office, the Committee on Courses of Instruction, and Student Affairs to develop the General Education Tracking System (GETS).
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.
Addressed the concerns and queries of departments and programs in regard to course proposals, Senate Regulations, GETS protocols, and the fine points of the new and current GE requirements.
Coordinated necessary enhancements and updated the GE website, always being alert to the needs of the many constituents among faculty, staff, and administration.

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

Committee's narrative:

The highlight of the General Education committee during the 2009-2010 academic year was the implementation of the revised General Education Requirements on campus. The GE Implementation Task Force was chaired by Chris Thaiss (University Writing Program). The charge of the task force was to work with the General Education Committee on implementation of the new General Education requirements. Implementation took place throughout the 2009-2010 academic year and will continue into the 2010-2011 academic year with all GE courses being approved by November 2010 for final campus implementation in Fall 2011.

General Education Web Site

During the 2009-2010 academic year, the GE Committee analyst worked extensively with the Academic Senate programmer to coordinate necessary enhancements and updates to the General Education web site. This includes making information on the web site accessible, including the revised regulations and course approval descriptions. These updates and enhancements were made while always staying alert to the needs of the many constituents among faculty, staff, and administration. Development and enhancements 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)

The GETS system was rolled out on July 1, 2009, after intensive design and revision carried out primarily by the Registrar's office programmer assigned. The programmer also made user-friendly revisions to the system in consultation with the Chair throughout the review process. The GETS system was put into production on July 1, 2009 and departments/units were given through Fall quarter 2009 to conduct course reviews on all courses designated as general education. The web-based GETS system allowed departments/units to view/edit/review courses which were pre-designated as a GE course. Revisions to these courses were reviewed, routed, and approved through GETS. All departments/units were required to follow the proposed procedures in the GETS system to ensure courses were in compliance with the new GE regulations.

Additionally, during the 2009-10 academic year, the GE Committee analyst served as the main point of contact for all queries and concerns from the more than 100 departments and programs on campus. Many of these inquiries were quite difficult and sensitive. The inquiries and concerns were routinely addressed from departments and programs in regard to GE course proposals, Senate Regulations, help with the GETS system, assistance with the proper protocols for submitting courses to meet the new GE requirements, and queries regarding the GE web site. Most inquiries were handled directly by the GE Committee Analyst.

However, some were forwarded to the Chair or to another appropriate GE Committee or GE Implementation task force member.

GETS Training Sessions

The GE Committee Analyst and Chair worked with the Registrar's Office and the GE Implementation Task Force to arrange two GETS training sessions for all faculty and staff at the department level who had responsibility for reviewing/submitting courses for approval under the new general education (GE) requirements that go into effect Fall 2011. These training sessions were designed to help departments navigate the GETS system and answer any questions regarding the new GE requirements. The two training sessions were held in Wednesday October 21, 2009 and Thursday October 22, 2009.

GE Implementation and Proposed Timeline

The GETS system was released on July 1, 2009. The directive included directions stating that existing courses that only require GE designation were to be reviewed, routed, and approved through the GETS 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 Course Review

During the 2009-10 academic year, the GE Implementation Task Force and GE Committee reviewed more than 3000 courses (approximately 8000 proposals in all categories) submitted. Approximately 1600 courses were immediately approved during the "first-phase" review and moved on to the College Courses Committees on February 12, 2010. These were courses to which the GE Implementation Task Force said "YES" in all Core Literacies for which they applied and that proposed Topical Breadth areas the same as those they currently had in GE2 or that only applied in one Topical Breadth category. Approximately 1459 courses were reviewed and identified as needing revisions. These courses were returned to departments and programs for revision and resubmission. The 1459 courses that were sent back needed revision in at least

one category for which they were proposed. In many cases, the course was satisfactory in terms of one or several of the categories proposed but still lacked approval in all categories.

Breakdown of GE Course Approvals During First Phase Review

GE3 Literacy	Total Proposed	Total Approved	Approximate %
Writing Experience	1390	1014	73
Oral	311	63	20
Visual	573	310	54
American History, Governance and Culture	312	110	35
Domestic Diversity	395	66	18
World Cultures	938	465	50
Quantitative	429	403	94
Scientific	588	70	12

Departments were given until Friday February 26 to resubmit all courses that were returned to them. Most departments and programs complied with the deadline and the GE Implementation Task Force was able to re-review the returned courses. The deadline for submitting or re-submitted any courses through the GETS system for review by the GE Implementation Task Force was March 15, 2010. After this date, re-submitted courses were both approved by the GE Implementation Task Force and moved on to the College Courses Committees, or further information was again requested from departments. Departments with further returned courses were told that they would have to resubmit these courses through their College Courses Committee. The GE Implementation Task Force was able to complete most of its work by the March 15 deadline and most of the second wave of approvals was moved to the College Courses Committee queue.

GE Implementation Task Force Membership, 2009-2010

Christopher Thaiss, Chair
 Rebecca Ambrose, School of Education
 Elizabeth Constable, French and Italian
 Margherita Heyer-Caput, French and Italian
 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
Edwin Arevalo, Assistant Director, Academic Senate Office
Gary Goodman, Guest
John Stenzel, Guest

GE Committee Annual Report
Respectfully submitted,

Christopher Thaiss (Chair)
Hossein Farzin
Ron Hess
Harry Kaya
Doug Miller
David Pellett
Gary Goodman (AF Representative)
Maryam Taeb (ASUCD Representative)

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Committee on Academic Freedom and Responsibility

Total Meetings: 3	Meeting frequency: As needed, approximately once per quarter	Average hours of committee work each week: varied
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Total reviewed: 1 (courses, proposals, cases, etc.)	Total of reviewed deferred from the previous year : 0	Total proposals deferred to the coming academic year: 1
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Listing of committee policies established or revised: None
Listing of Bylaw changes proposed: None
Listing of committee policies established or revised: None
Committee Actions: <ul style="list-style-type: none"> •A subcommittee was formed to write a revision to APM 010 •APM sections 241, 245 and 246 subsections -11, -20 and -24 have removed all requirements of consultation with faculty. Recommendation is that these subsections include the phrase “after consultation with faculty”.
Recommended procedural or policy changes for the coming year: 1 Draft change to APM 015–Part I Professional Rights to Faculty–committee suggest some sentence changes.
Issues considered by the committee:
1) Information Technology Efficiencies Report
2) Draft Report: Chancellor's Blue Ribbon Committee on Research
3) Systemwide Review: Area "d" Requirement
4) Proposed Revision: UCD APM 275 and 220I
5) PPM 200-45 Review: MyInfo Vault
6) 200-45 Review of Kualu Rice Project
7) PPM 220-01: Organized Research: Organized Research Units
8) REVIEW HALTED: Proposal to Amend Senate Bylaw (SB) 170: UCEP
9) Departmental Status Request: Comparative Literature
10) Proposed Technical Revisions to the APM
11) Proposal to Repeal Senate Regulation 764
12) Joint Senate/Administration Task Force Report: Education Abroad Program
Issues the committee felt warranted a response:
1) PPM 220-01: Organized Research: Organized Research Units
2) Endowed Chair Recommendation Analysis - I&R Subcommittee
3) UCPB Position Paper on Differential Fees & Non-Resident Tuition
4) Proposed Minors in Engineering
5) PPM 230-05: Individual Conflicts of Interest Involving Research
6) Master Plan at 50: Improving State Oversight of Academic Expansions

Committee's narrative:

The committee met three times during the 2009-2010 academic year; October 9, 2009, January 22, 2010 and April 5, 2010. A subcommittee formed and wrote a revision to APM 010 due to concerns with language at the beginning of each subsection. This revision was agreed upon by the full committee. AMP 015 will be reviewed and revised by the committee next year (2010-11)

Respectfully Submitted,

GREG PASTERNAK, Chair

Members: JAMES J BEAUMONT; MATTHEW BLAIR; ALBERT C. LIN; KWAN-LIU MA; JOAN D ROWE; DAN E PARFITT (Academic Federation Rep); Joshua Garber (GSA Rep)

Annual Report: Academic Year 2009-2010
Davis Division: Academic Senate

Committee on Admissions & Enrollment

Total Meetings: 8	Meeting frequency: 2-3 meetings per quarter or as needed	Average hours of committee work each week: Variable

Listing of bylaw changes proposed:
Vice Chair Position for A&E
BOARS Alternate

Listing of committee policies established or revised:

Issues considered by the committee:
Revision of the Davis Comprehensive Review Process (CR)
Test Scores
Holistic Review
Augmented Review for Native American Applicants
Strategy for Coping with Loss of ELC Notification
Proposal to Explicitly Include Earth, Environmental, and Space Sciences in UC's Laboratory Science Subject Area

Recommended procedural or policy changes for the coming year:

Committee's Charge

The Admissions & Enrollment Committee (A&E) considers matters involving undergraduate admissions and enrollment at UC Davis.

Committee Narrative (2009-10)

The Admissions & Enrollment Committee (A&E) met eight times in academic year 2009-10 and considered a range of issues, some of which are outlined below:

- Revision of the Davis Comprehensive Review Process (CR)
- Test Scores
- Holistic Review
- Augmented Review for Native American Applicants
- Strategy for Coping with Loss of ELC Notification
- Differential Fees and Non-Resident Tuition
- A systemwide proposal to include EESS subjects explicitly in the required Laboratory Science ("d") subject area for freshman applicants

Revision of the Davis Comprehensive Review Process (CR): The freshman eligibility policy 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 committee continued its discussion on reassessing existing UCD comprehensive review guidelines and philosophies, and developing new or revised procedures and policies in order to implement the changed requirements. In particular, the committee continued its discussion about 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. UCD's CR process will need to be adjusted to accommodate the coming eligibility changes.

Test Scores: A&E considered some proposed modifications to better contextualize applicant data and to fairly account for applicants who will submit subject test scores—though they will no longer be required—the proposed modifications would substitute percentile rankings for absolute test scores. The committee discussed possible modifications to the proposal and ramifications of the proposed changes, and requested further study. A change from ranking candidates based on raw test scores to ranking based on percentile scores was approved by majority vote of the committee. This implementation of this change will begin with students applying in November 2011 for fall 2012 admission.

Holistic Review: In a letter dated May 18, 2010, UC President Yudof asked for help from Academic Council and BOARS to implement holistic review at all the campuses. The President's letter reads in part "It is critical to the mission of the University that each of our campuses has in place an admissions system that fully comprehends the complex challenges many of our applicants face and evaluates these students equitably. For this reason, I am asking the Academic Senate to consider a recommendation for holistic review to be used at all of our selective campuses." Holistic review, originally developed, refined, and strengthened at UC Berkeley, was implemented at UCLA in 2007. Holistic review utilizes individualized "full file review" by using a wealth of data about a student's schools and personal circumstances. In holistic review each application is read by one or more reviewers, who then assign a numeric score from among a small set of possible scores. The reader scores are intended to assess the overall merit and strength of the application in relation to other applicants to the campus. An elaborate and extensive reader training program ensures that the process is reliable and repeatable. The question is whether holistic review meets the goal of ensuring a fair and just system that recognizes

and promotes diversity of all kinds. A&E will need to look into what models and structures various institutions use for holistic review and learn from the “read sheets” used by UC Berkeley and UCLA. It is advisable to look into other institutions as well. A presentation on holistic reviews from outside of UC would be helpful. A timeline of about 12 months should be sufficient for the development and implementation of any new proposed practices and procedures consistent with holistic review that are deemed best suited for UC Davis.

Augmented Review for Native American Applicants: A motion was made on the following draft:

The Admissions and Enrollment Committee requests that, effective for the Fall 2010 freshman application cycle, the Office of Admissions subject all applicants identified by UCOP as being affiliated with a federally recognized Native American tribe to the campus’s established Augmented Review process. The Committee further requests that, in the Augmented Review process, no distinction be made nor special preference granted in the case of such applicants, in relation to other applicants subject to Augmented Review.

This motion passed. The vote was four in favor, with one Academic Senate member absent.

Strategy for Coping with Loss of ELC Notification: For the collection and analysis of high school transcripts UCOP has been paying a vendor about \$3 million, and then sending letters to all ELC-eligible (i.e. top 4% based on GPA in UC-approved courses) students informing them that they will be admitted somewhere within the system, provided that they finished their a-g courses by their senior year. With the expansion of ELC from 4% to 9% in 2012, this program is expected to cost an additional \$1-2 million. In the current fiscal environment, this expense is no longer financially feasible and will have to be discontinued. This action will be particularly consequential for the Davis campus, because Davis currently automatically admits all ELC applicants to the campus.

The recruiting effectiveness of this assurance is thought to be critical in the fairly strong diversity outcomes that Davis has achieved in its enrolled classes. A&E members expressed strong concern about this action, but after considerable discussion, no means of mitigating the loss of the ELC program emerged.

Respectfully submitted,

Katie Harris, Co-Chair

Mark M. Rashid, Co-Chair

Ralph C. Aldredge

Katherine J. Florey

Ning Pan

Frank Y. Wada (*Ex-Officio*)

Kenneth L. Hilt (*Acad Fed Rep*)

Ryan Meyerhoff (*ASUCD Rep*)

Joey Kistler (*GSA Rep*)

Gillian Butler (*Consultant*)

Darlene Hunter (*Consultant*)

Greg Sneed (*Consultant*)

Annual Report: Academic Year 2009-2010
Davis Division: Academic Senate

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

Total Meetings: 7	Meeting frequency: as needed;	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:	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: Bylaw 52 was changed to reflect the current office of ex-officio member Rahim Reed rather than the former administrative title that no longer exists.

Listing of committee policies established or revised: None.

Issues considered by the committee: See narrative below.

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). 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 on the Council on the Community & Diversity, 4) AA&D's representative to the Transfer Student Task Force. Member Monica Vazirani served as the Davis campus Senate representative to the UC Systemwide Affirmative Action & Diversity Committee (UCAAD). 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 2009-10:

- LGBTI Director Atkinson
- HArCS Dean Owens
- SOE Dean Levine
- SS Dean Mangum
- GSM Dean Currall
- Engineering Dean White
- Law Dean Johnson
- Ahmed Palazgolu, Chair of the Committee on Academic Personnel
- Greg Sneed, Associate Director of Undergraduate Admissions
- David Grenke, Chair of Theatre and Dance

The Affirmative Action & Diversity Committee also considered the following key items during the 2009-10 academic year:

Change in Bylaw 52: Committee bylaw was changed and change approved by Representative Assembly. Change reflects proper title for ex-officio member Rahim Reed. Previous title was an incorrect hold over from a former administrative structure.

Meeting with Deans re: Faculty Recruitment and Retention: The committee completed their meetings with the Dean (or their representative(s)) from each School and College in order to dialogue about successes, failures, and best practices for recruitment and retention of a diverse faculty. This year's guests included Dean Currall (GSM), Dean Johnson (Law), Dean Levine (SOE), Dean Mangum (SS), Dean Owens (HArCS), and Dean White (Engineering). The intent of these meetings was to provide the committee information about the Deans' perception of hiring practice and climate as well as begin a dialogue about strategies and practices.

The committee intends to repeat this practice every 3-5 years in order to continue the dialogue and disseminate the results of this engagement.

Academic Personnel and APM 210-1-d: As per usual practice the committee met with Chair Palazoglu of CAP to discuss the implementation and use of APM 210 and reference to "diversity" in merit and promotion actions. Discussion of APM 210 and current academic personnel review process including frequency of reference to contributions to diversity. Primary mention is in the context of service although there is an occasional reference to teaching or research. Indication that some colleges use boilerplate language on diversity, but significant mention occurs in approximately 2% of packages. However, when mentioned it is valued by the committee. Continued education at the Dean and department chair level is important. Chair Rossini wrote a letter to Chair Palazoglu asking him to suggest that the University-wide CAP conduct a survey of the use of APM 210-1-d on a university-wide level.

The committee will continue to meet with the UC Davis CAP chair to foster the use of APM 210-1-d in merit and promotion actions and follow up on the status of a university-wide study. The committee will also consider ways of introducing the category of diversity into the MYInfoVault system.

Undergraduate Admissions: As per usual practice the committee met with a representative of Undergraduate Admissions to discuss the demographics of the current class of 1st year and transfer students. Undergraduate Admissions Associate Director Greg Sneed presented documents to the committee to clarify the enrollment figures for UC Davis in relationship to regional and national availability. Figures presented to the committee included: California - Public and Nonpublic High School Graduates 1991-92 through 2021-22. West - Public and Nonpublic High School Graduates 1991-92 through 2021-22. United States - Public and Nonpublic High School Graduates 1991-92 through 2021-22. Freshman Demographic Profile – Fall 2005 – Fall 2009. Transfer Demographic Profile – Fall 2005 – Fall 2009. Demographic Profile of Applications – Fall 2010.

AA&D will continue to meet with a representative of undergraduate admissions on a yearly basis. As the potential exists for an increase in out-of-state undergraduate enrollment, the committee will remain especially vigilant in relation to any impacts on undergraduate diversity.

Budget Cuts: AA&D continued to monitor budget cuts for any sign of disproportionate impact on URM groups. It was determined that the small size of many resource centers exacerbated the impact of cuts but that there was no clear disparity in percentage of fiscal cuts.

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

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. The Mentoring Task Force is still waiting for a final location for its website.

Given the Chancellor's investment in mentoring for URM students, the Mentoring Task Force will share any insights and information with the point people on this process.

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. The exit survey was employed during 2009-2010.

AA&D looks forward to an update from Rahim Reed in Fall 2010

TA arrest in the Dept. of Theatre and Dance Dec. 2009: The committee met with David Grenke, Chair of the Dept. of Theatre and Dance to discuss the arrest of a TA in theater and dance. Concerns that emerged during discussion included the press representation of the incident as well as the choices by police in handling the incident, including a clear path for campus support. This incident brings up three larger issues: 1) The climate for/treatment of African American graduate students. 2) Student/police relations both on and off campus 3) The treatment of student issues by the Yolo County District Attorney.

AA&D will continue to be vigilant in relationship to these issues.

Hate Crimes and Acts of Vandalism on Campus: The committee discussed the acts of hate crime and university responses. It was determined that the Campus Council on Community and Diversity (CCCD) was the primary site at which a response should be addressed. Consequently, the faculty composition of that council was addressed in a letter from Chair Jon Rossini to Provost Lavernia and Executive Vice-Chancellor Reed. As a result of that letter the faculty membership on the Council was increased to include the chair and one additional member from the AA&D committee as well as the vice-chair of the Academic Senate and a member from the Committee on Planning and Budget and the Undergraduate Council. This addition was crucial given that there was historically only 1 faculty member not involved in a substantial administrative position on the council.

AA&D will continue to serve effectively on the Campus Council on Community and Diversity as a primary site of engaging with these incidents.

Effects of Athletic Cuts on URM Students: The committee discussed the cuts in the athletics program and its potential impact on URM students. Nona Richardson indicated that it would impact diversity through the elimination of men's wrestling, but that the process appeared to have been conducted properly.

Cornell Interactive Theater Ensemble (CITE) Training : As Chair of the Committee Jon Rossini participated in a 2 day Cornell Interactive Theater Ensemble Training to demonstrate to faculty, staff and administrators the possibility of conducting faculty and staff development through interactive theater training. Discussions of the possible uses are ongoing.

Diversity Accountability Framework document/President's Accountability Report and Sexuality Statistics:: Continue to review implementation of the diversity accountability framework. Met with LGBTI center director Atkinson to discuss the feasibility of capturing sexuality statistics from faculty, staff and students in order to incorporate sexual orientation/identity statistics into the framework. *This discussion will continue.*

Respectfully Submitted,

Jon Rossini, Chair of Affirmative Action & Diversity Committee

On behalf of

Elizabeth Miller, Susan Rivera, Sharon Strauss, Eddy U, Stefano Varese, Monica Vazirani, Emir Hodzic (Academic Federation Representative), Nona Richardson (Academic Federation Representative), Rosalyn Earl (GSA Representative), Marcus Tang (ASUCD Representative), Rahim Reed (ex-officio), Sabrina Sencil (consultant), and Everett Wilson (consultant)

Annual Report: Academic Year 2009-10
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>407</u> Courses Reviewed	Total # of reviewed or deferred from the previous year: <u>0</u>	Total deferred to the coming academic year: GE Courses: <u>2000+</u> In ICMS: <u>350</u>
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Listing of bylaw changes proposed:

none

Issues considered by the committee

1) GE Implementation:

This past year, COCI was very much involved in the planning and pre-review of GE implementation. The COCI Chair was apart of the GE Task Force which oversaw the review of 2000+ courses with GE designations at the department level. COCI commends the efforts of the GE Task Force chaired by Chris Thaiss. COCI will conduct the final review of GE courses this Fall.

2) Integrated Curriculum Management System (ICMS – Curriculum):

ICMS - Curriculum was released during the summer (2010). The OUR and Academic Senate staff coordinated on the implementation and training of the new system. Curriculum is the first application to be adopted by UCD of the three software applications that make up ICMS.

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, 2009 through August 31, 2010.

	Total
undergraduate	158
graduate	232
professional	17
Total	407

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 116 Associate Instructors from 35 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 10 requests from 2 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 10 petitions from 2 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 28 classes.

ACADEMIC SENATE
Committee Membership 2009-2010

At-large Members

Marcel Holyoak, Chair
Annamaria Amenta
Robert Bell
Yvette Flores
Graham Fogg
Lesilee Rose
Sabyasachi Sen
Benjamin Shaw
Steven Theg

Ex-officio Members

Matthew Augustine
Alan Buckpitt
Jeanette Natzle
Miroslav Nincic
John Rose
Kenneth Schackel
Pieter Stroeve
Frank Wada
Tobin White
Robert Yetman

Academic Federation Representative

Gail Martinez

GSA Representative

John Peterson

ASCUD Representative

Edward Cardman

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 2009-10

Davis Division: Academic Senate

Committee on Distinguished Teaching Awards

Total Meetings: Two 2-hour meetings.	Meeting frequency: Two times a year	Average hours of committee work each week: Approximately 4-8 hours for review of the nominations for each meeting.
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A total of 19 initial nominations were received and reviewed. 9 finalists were identified. Of those, 3 undergraduate and 2 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:

The committee reviewed and adjusted the award cycle timeline to move the Academic Senate confirmation of recipients to the March Representative Assembly meeting, rather than the June meeting.

Issues considered by the committee: None submitted.

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

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.

Due to budget constraints the presentation of Distinguished Teaching Awards, along with other Academic Senate and Academic Federation awards, is made at a combined ceremony and reception in the spring quarter. Previously the Distinguished Teaching Awards were approved by the Academic Senate in the spring quarter and presented at a formal dinner in the winter quarter of the following year. The combined ceremony in the spring resulted in presenting these Awards an entire year after the selections were made. This caused confusion because the nomination/selection period for the current round of nominees coincided with the award presentation to the previous year's recipients.

To remedy this situation, the Committee reviewed and adjusted the award cycle timeline. The Academic Senate confirmation is now part of the March Representative Assembly meeting, rather than the June meeting. This allows recipients to receive the Award in the spring quarter, rather than a year later.

Additionally, the Senate Chair granted the Committee's request to make this a "catch up year" to include both the 2009 and the 2010 recipients in the Spring Awards Ceremony.

A Call for Nominations for the 2010 Awards was sent out on November 16, 2009. The committee received a total of nineteen nomination packets for review; twelve in the Undergraduate Teaching category and seven in the Graduate/Professional Teaching category. A total of nine finalists were selected at a meeting on February 8, 2010. Finalists were asked to submit dossiers by March 3. Upon deliberation and discussion at a meeting on March 17, 2010 five recipients were selected to be submitted to the Representative Assembly meeting on April 15 and were unanimously confirmed.

The **2010** recipients were presented Distinguished Teaching Awards at the combined Academic Senate and Academic Federation Award Ceremony on May 11, 2010:

Undergraduate Category:

- Saif Islam, Electrical and Computer Engineering
- Eric Rauchway, History
- Mark Schwartz, Environmental Science and Policy

Graduate/Professional Category:

- Lynne Isbell, Anthropology d Distinguished Teaching Awards at the same ceremony:
- Abigail Thompson, Mathematics

In addition, the following six **2009** recipients were presented Distinguished Teaching Awards at the same ceremony:

Undergraduate Category:

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

Graduate/Professional Category:

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

Respectfully submitted,

John Harada, Chair
Noah Guynn
Norman Matloff
Kent Pinkerton
James Wilen
Matthew Blair (ASUCD Representative)
Christopher Jew (ASUCD Representative)
Lisa Sperber (GSA Representative)
Nancy Kilpatrick, Analyst, Academic Senate Office

Committee on Elections, Rules and Jurisdiction Annual Report 2009-2010

Total Meetings: 17	Meeting Frequency: 4-5 per quarter	Average Hours of Committee Work Per Week: 10
Total Bylaw and Regulation proposals, advice , and elections supervised: 69	Total matters deferred from previous year: 10	Total matters deferred to coming academic year: 13

CERJ took the following actions during 2009-2010.

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 2009-2010:

(1) Davis Division Bylaw 14: Divisional Representatives to the Assembly. The amendment clarifies the procedure for Committee on Committees (COC) to fill vacancies when the number of nominations is less than the number of open positions. It also gives COC the option of making further nominations, such that the total number of nominees is no more than twice the number of positions to be filled, which would result in an election. This proposal was adopted by the Representative Assembly on February 11, 2010.

(2) Davis Division Bylaws 45: Review of Personnel Actions. The amendment limits the scope of the personnel appeals process by stating that it applies to current Divisional members only, and that recommendations on appointments by the Oversight Subcommittee of the Committee on Academic Personnel are not subject to appeal. This proposal was adopted by the Representative Assembly on February 11, 2010.

(3) Davis Division Bylaw 52: Change in Membership of the Affirmative Action and Diversity Committee. The amendment updates and clarifies the membership of the Affirmative Action and Diversity Committee by removing the Vice Provost – Faculty Relations, since that position no longer exists, and adding the Associate Executive Vice Chancellor for Campus Community Relations. The amendment also removes the committee's duty to recommend persons from its membership to serve on the Student Affirmative Action Administrative Advisory Committee, since that committee no longer exists. The proposal was adopted by the Representative Assembly on February 11, 2010.

(4) Davis Division Bylaw 126: Composition of the Joint Academic Senate/Academic Federation 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 three Senate members and four 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, at that time the Federation revised its Bylaw to specify that the Committee consists of two Senate members and five Federation members, with the Chair being a Federation member. As a result, the Senate and Federation Bylaws were inconsistent. The amendment makes the Senate and Federation Bylaws consistent by setting the membership at three Senate and five Federation members, with the Chair being a Federation member. The proposal was adopted by the Representative Assembly on February 11, 2010.

(5) Davis Division Bylaw 16: Elections by Ballot. Davis Division Bylaw 16, which specifies the procedures for elections by ballot, is amended by striking out a clause in section 16(E)(4). At present, if the number of candidates nominated is not greater than the number of open positions, no election is held, but the candidates are deemed elected by the Secretary “if so instructed by the Representative Assembly.” The amendment removes this condition, so that the candidates are to be deemed elected automatically by the Secretary. The proposal was adopted by the Representative Assembly on June 4, 2010.

(6) Davis Division Bylaw 64: Membership on the Committee on International Studies and Exchanges (CISE). The amendment reduces the membership on the Davis Division Committee on International Studies and Exchanges (CISE) due to an excessive number of ex officio members. The number of members or the number of representatives is reduced by one, by removing the Director of the International House. There is also a change in the description of some of the membership. The word ‘faculty’ is replaced by ‘Senate member’ in reference to members drawn from the undergraduate colleges. A further revision is the insertion of the word ‘regular’ before the first occurrence of ‘member.’ The amendment also changes the name of the committee to “Committee on International Education.” The proposal was adopted by the Representative Assembly on June 4, 2010.

(7) Davis Division Bylaw 113: Dissolution of Transportation and Parking Committee. The Executive Council recommended the dissolution of the Transportation and Parking Committee, with its duties to be handed over to the Faculty Welfare Committee and the Planning and Budget Committee and the list of their respective committee duties amended accordingly. A package of three Bylaws amendments, one pertaining to each of the committees, was adopted by the Representative Assembly on June 4, 2010.

(8) Davis Division Regulation A540: Grades. DDR A540 is amended by imposing a three-year limit on completion of the work receiving the grade Incomplete (I). If the work is not completed by that time, the grade of Incomplete becomes permanent, except that students would be able to remove the I grade after the three-year deadline by repeating the course if it is available. The proposal was adopted by the Representative Assembly on June 4, 2010.

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) No-Confidence Vote Options. An issue regarding options for conducting no-confidence votes was brought to CERJ's attention. Advice was requested regarding the different methods for handling a vote of no-confidence. The complete Advice, dated September 23, 2009, including background and rationale, is appended to this report.

(2) CAPAC Authority. CERJ was asked by the Chair of the 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). The complete Advice, dated October 7, 2009, including background and rationale, is appended to this report.

(3) Enforcement of Graduate Program Proposal Memoranda of Understanding. At its June 10, 2009 meeting, the Executive Council endorsed a procedure which requires three memoranda of understanding (MOUs) between faculty involved with departmental programs and the administration. The MOUs are required for new programs and will be phased in for existing programs. The Graduate Council asked CERJ for advice on enforcement of the memoranda. The complete Advice, dated October 16, 2009 is appended to this report.

(4) Discontinuance of a Graduate Program. CERJ was asked about the role of the Graduate Council in the discontinuance of a graduate program. The complete Advice, dated October 22, 2009 is appended to this report.

(5) Representation of the School of Nursing on the Representative Assembly. CERJ was asked by the Divisional Chair whether the School of Nursing may have representation on the Representative Assembly. The complete Advice, dated November 17, 2009 is appended to this report.

(6) Davis Division Regulation C516: Part Time Study. CERJ was asked by the Executive Director to provide advice to the Office of the Registrar regarding DDR C516, Part Time Study, concerning what qualifies as a "family responsibility" as a justification for part-time study. The complete Advice, dated November 19, 2009, is appended to this report.

(7) Proposed Major in Sustainable Agriculture and Food Systems. CERJ reviewed a proposal from a committee in the College of Agricultural and Environmental Sciences to establish a new interdisciplinary major in Sustainable Agriculture and Food Systems. The complete Advice, dated February 4, 2010, is appended to this report.

(8) Suspension of Undergraduate Majors. CERJ was asked by the Executive Director for advice concerning a proposal by the College of Engineering to suspend further enrollment in the major in Computational Applied Science. The complete Advice, dated March 4, 2010, is appended to this report.

(9) Voting Rights on Personnel Actions. At its February 24, 2009 meeting, the Representative Assembly of the Davis Division of the Academic Senate charged CERJ with providing advice concerning the rights of faculty to vote on academic personnel actions, specifically with respect to departments in the College of Agricultural and Environmental Sciences. The complete Advice, dated March 30, 2010, is appended to this report.

(10) Academic Senate Bylaw 55. CERJ received an inquiry from the Vice Provost for Academic Personnel regarding Academic Senate Bylaw 55 and voting rights. The complete Advice, dated May 26, 2010, is appended to this report.

(11) Grade Change Committee Advice. CERJ received a query from the Grade Change Committee regarding a grade change request from a student. The complete Advice, dated July 2, 2010, is appended to this report.

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.

Voting Procedures in the Department of Pathology, Microbiology and Immunology. The department of Pathology, Microbiology and Immunology, in the School of Veterinary Medicine, asked the Oversight Subcommittee of the Committee on Academic Personnel (CAPOC) to approve voting procedures which restrict Senate members' right to vote on certain personnel matters to faculty in specific "disciplines" within the department. CAPOC asked CERJ for advice on whether this is consistent with Academic Senate Bylaw 55.

Suspension of Regulations: Drop Deadline. At the meeting of the Davis Division committee chairs, it was suggested that one way to avoid problems for students contracting the H1N1 virus would be to suspend the 10-day drop deadline that applies to a large number of courses.

Re-Scheduling Midterm Examinations. A query was received from a faculty member regarding whether the date of a midterm examination could be changed from the one listed in the syllabus.

Ballot for Divisional Representatives to the Assembly. CERJ worked with the Executive Director to develop an electronic ballot for Divisional Representatives to the Universitywide Assembly.

Student Petition. The Divisional Senate office asked CERJ to review a student petition and advise about how it should be handled.

School of Veterinary Medicine Regulations – Academic Misconduct. An inquiry was received from a faculty member in the School of Veterinary Medicine (SVM) regarding the conformity to the Code of the Senate of proposed revisions by SVM to its policy on academic misconduct.

Proposal to Repeal Senate Regulation 764. CERJ was asked to comment on a proposal at the Universitywide level to repeal Academic Senate Regulation 764, which limits undergraduate students to five units of special study courses per term.

Administration Consultation with the Library Committee. A Divisional member asked for advice on the appropriateness of a request by the Library Committee for a moratorium on plans to relocate a substantial portion of the collections on the Davis campus.

College Jurisdiction over Academic Programs. An inquiry was made concerning a new program in the College of Agricultural and Environmental Sciences, which would overlap in curriculum and courses with some programs in the College of Letters and Science (L&S). CERJ was asked to advise as to whether and to what extent L&S has jurisdictional rights regarding the relation between this program and its existing programs.

Outside Attendance at Committee Meetings. CERJ was asked for advice concerning attendance by students at a meeting of a Divisional committee.

Election of Divisional Representatives to the Assembly. CERJ certified the results of an electronic ballot for Divisional Representatives to the Universitywide Assembly after the correction of errors in the electronic report of the results. CERJ tested the reporting procedure for accuracy.

Secret Ballots on Personnel Actions. The Oversight Subcommittee of the Committee on Academic Personnel (CAPOC) asked for advice regarding the voting procedure for an academic unit. The procedure specifies that a secret ballot is by default optional but mandatory if requested by a Senate member, as is stated in ASB 55. CAPOC believed that it is mandatory in all cases.

Proposal to Amend Senate Bylaw 170: UCEP. CERJ was asked to comment on a proposal at the Universitywide level to amend Academic Senate Bylaw 170, which defines the duties of the Committee on Educational Policy (UCEP). The amendment would change a reference to “educational policy” to “undergraduate education and student welfare.”

Academic Guidelines for the Spread of Pandemic Flu. Davis Division Bylaw 73 mandates that CERJ be consulted regarding the issuance of non-binding guidelines to assist decision-makers acting in urgent or emergency situations. The Undergraduate Council drafted guidelines for dealing with a widespread outbreak of flu on campus, and CERJ reviewed the guidelines and provided comments.

Motions Passed by Committees. CERJ received an inquiry from a Divisional committee member asking whether the Chair of the committee has the responsibility of reporting to the Senate office a motion which was passed by the committee.

Faculty Personnel Committee Appointment Process. The Executive Director requested CERJ's review of a document outlining the procedures for nomination and appointment of members of Faculty Personnel Committees. Specifically, CERJ was asked whether the procedures fall within the authority of the Committee on Academic Personnel, given Bylaw 43.

Establishment of Courses and Programs. The Divisional Chair inquired about the role of departments in the establishment of courses and programs. Specifically, there was a concern about a proliferation of courses and programs being proposed at the college level.

Ballots on Personnel Actions. The Chair of the Oversight Subcommittee of the Committee on Academic Personnel inquired as to whether it is possible for departments to submit two separate ballots for personnel actions for the department Chair. The second ballot would be restricted to performance in the role of department Chair.

"Passing Quality" for the Grade "Incomplete". The Chair of the Grade Change Committee inquired about whether a grade of "D" is sufficient for the condition for the grade incomplete that the completed work be of "passing quality." CERJ advised that it is, and this condition has been published in the *General Catalog* and *Class Schedule*.

Appeal of Appointments. In the discussion in the Representative Assembly of the revision of Bylaw 45 governing the Appellate Subcommittee of the Committee on Academic Personnel, two questioners from the floor asked whether there would be a process for appeals of appointment if the amendment passed. The CERJ Chair replied that legislation would be required to allow this type of appeal.

GE Course Review. The Committee on Courses of Instruction requested a temporary augmentation of committee membership to cope with over 4,000 requests for General Education certification that it would receive during Spring Quarter.

Federation Members Chairing Senate Committees. The Chair of the Faculty of the School of Medicine (SOM) inquired of the Divisional office, who referred the inquiry to CERJ, as to whether members of the Academic Federation may serve as chairs of SOM committees.

Election for Committee on Committees. The Executive Director sent to CERJ and the Divisional Secretary a draft ballot for election to the Committee on Committees. CERJ agreed with revisions suggested by the Secretary. After the ballot was distributed, the Executive Director inquired as to how to proceed with the election given that a member had recently resigned from the Committee on Committees.

Executive Sessions of Standing Committee Meetings. An inquiry was received about the procedures for conducting executive sessions, as one of the Divisional committees wished to meet in executive session.

Voting Rights of Ex Officio Members. The Library Committee asked for advice concerning the right to vote of ex officio members who are chairs of the Library Committees of the schools and colleges.

Minimum Progress. The Divisional Chair asked CERJ about a proposal made in the Council of Deans and Vice Chancellors regarding the application of DDR A552, which sets the standard for minimum progress for undergraduate students, to part-time students. CERJ advised that this Regulation specifically exempts part-time students.

Summer Session Final Examination. The Executive Director asked for advice concerning student complaints regarding the administration of a final examination in a Summer Session class.

DDR 528 – Credit by Examination. Student Judicial Affairs inquired about whether credit by examination can be earned during one of the Summer Sessions, rather than during a regular quarter.

Pending Matters for 2010-2011

(1) Authority for Transfer Credit. CERJ was asked to initiate a request for a ruling from the Universitywide Rules and Jurisdiction Committee (UC R&J) concerning the authority to rule on transfer credit for non-EAP courses. A request was made, and UC R&J has unanimously endorsed the Divisional position, as have the Academic Council and Senate Assembly. The Committee on International Studies and Exchanges has been notified about this ruling and asked to formulate plans to take over the process of certifying the courses. The Divisional office will provide guidance for implementation of the authority over certification. The UC R&J legislative ruling is still pending. ***A copy of the request for legislative ruling from the Divisional CERJ to the Systemside UC R&J is appended to the report.***

(2) 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 was sent to CERJ for advice regarding Bylaw interpretation and possible revision. A draft amendment with questions was sent to COC and the Divisional Chair, who indicated that further action on the matter has been deferred until the questions can be resolved.

(3) Library Committee Reorganization. The Chair of the Library Committee has forwarded to CERJ a proposal to change the composition of the Library Committee. A draft Bylaws amendment was written and sent along with some concerns to the Library Committee. The proposal has not been acted upon by the Library Committee.

(4) Special Committee on Student Evaluations. The Executive Council approved by electronic ballot on May 13, 2009 a proposal to form a Special Committee on Student Evaluation of Teaching, which was to carry out its charge from October 1, 2009 through April 30, 2010. Its report was due in May of 2010, but has not been received.

(5) CA&ES Bylaws Conformity. The College of Agricultural and Environmental Sciences proposed amendments to its Bylaws in the past academic year. These amended Bylaws are

being examined for conformity to Universitywide and Divisional Senate Bylaws. Preliminary work on this issue has been done by CERJ.

(6) Establishment of Courses and Programs. As noted above, CERJ has investigated the question of authority of units to offer majors and minors. One outcome of that investigation is proposed amendments of Policy and Procedure Manual (PPM) Section 200-25. The amendments are still pending review.

(7) School of Veterinary Medicine Grading Policy. The Faculty of the School of Veterinary Medicine (SVM) amended its Regulations regarding its grading policies. SVM Regulation 80 provides procedures for the Faculty to establish and amend its grading standards for the Doctor of Veterinary Medicine degree. Some of the standards appended to Regulation 80 are not in conformity with Divisional Regulations. SVM has asked that Divisional Regulations be amended to allow it to implement non-standard grading policies. SVM wished to implement its Regulation 80 in June of 2010 and asked CERJ for advice about further steps needed to be taken at the campus level. CERJ advised that revised SVM Regulations be reported to the Representative Assembly. At the June meeting, the RA removed the item from the consent calendar and remanded it to CERJ. Subsequently, a temporary memorandum of understanding (MOU) was drafted by CERJ and signed by the Divisional Chair and the Chair of the Faculty of the School of Veterinary Medicine. The MOU allows the implementation of Regulation 80 for the 2010-2011 academic year only. CERJ will ask the Universitywide Committee on Rules and Jurisdiction for a Legislative Ruling concerning the authority of the professional schools over grading policy and more generally over authority granted to the Academic Senate. ***A copy of the MOU between the Davis Division of the Academic Senate and the School of Veterinary Medicine is appended to the report.***

(8) Divisional Officer Title "Secretary." The Committee on Committees has suggested to CERJ that the title "Secretary" of the Davis Division be changed. CERJ will review the proposal in 2010-2011.

(9) Membership on the Grants Subcommittee of Committee on Research. The Committee on Committees, with the concurrence of the Chair of the Committee on Research, has suggested the reduction in the number of members of the Grants Subcommittee be reduced from eleven to five. CERJ will draft an appropriate Bylaw amendment in 2010-2011.

(10) Membership on the Graduate Council. The Committee on Committees has suggested that the number of members of the Graduate Council be reduced from twelve to eleven. CERJ will draft an appropriate Bylaw amendment in 2010-2011.

(11) Masters in Preventative Veterinary Medicine. The Graduate Council is concerned that the Bylaws and Regulations of the Faculty of the School of Veterinary Medicine (SVM) abrogate its authority over the degree Masters in Preventative Veterinary Medicine. It asserts that it has authority over this program and has not redelegated it to SVM. CERJ will review the item in 2010-2011.

(12) Review of College and School Bylaws. The Executive Director and the Divisional Chair have requested that CERJ provide advice on how to handle in a systematic way conformity of Bylaws and Regulations of Schools and Colleges to the Code of the Senate.

(13) Bachelor of Science in Veterinary Medicine. The Executive Director has asked for advice whether the Bachelor of Science degree offered by the School of Veterinary Medicine may in fact be awarded by a professional school.

Respectfully Submitted,

G.J. Matthey, Chair
James Fadel
James Rustad
Kimberly Pulliam, Analyst

CERJ Advice on No-Confidence Vote Options

September 23, 2009

CERJ advises that there are two ways to handle a vote of no confidence by a college division's faculty. CERJ believes that the first method is greatly preferable to the second, for several reasons. 1) the general membership of the Davis Division is not familiar at first hand with the actions of the dean. 2) The process involved in the first method is more efficient and less demanding on time and resources. 3) The appropriate recipient of the information that the faculty has voted no confidence is the Chief Campus Officer, rather than the President or Board of Regents.

Method 1

Executive Council to Chief Campus Officer

DDB 73(C)(3) states as one of the powers of the Executive Council: "To advise the Chief Campus Officer on the performance of principal administrative officers such as vice chancellors, deans, and associate deans."

If the college division's faculty voted no confidence in its dean, the Executive Council could then advise the Chief Campus Officer that the dean's performance is unsatisfactory to the faculty of the division of the college.

Method 2

Davis Division to the President or Board of Regents

Standing Order of the Regents (SOR) 105.2.e states: The Academic Senate shall have the right to lay before the Board, but only through the President, its views on any matter pertaining to the conduct and welfare of the University."

This authority is fleshed out in systemwide Bylaw 311:

"B. Resolutions; Memorials

1. Each Division may transmit resolutions on any matter of University concern directly to the President, with copies to the Assembly. Such resolutions may also be transmitted to the Assembly for its consideration and concurrence; or the Assembly may originate and transmit such resolutions.
2. Memorials to The Regents on any matter of University concern may be originated either by a Division or by the Assembly but no memorial shall be transmitted to the President to be laid before The Regents unless it has been approved by a mail ballot submitted to the voting members of the Senate."

Resolutions and Memorials are further defined in Bylaw 90.

At the Divisional level, the relevant Bylaw is I(B), which spells out the authority of the Davis Division:

Subject to the provisions of the Bylaws of the Academic Senate, the Davis Division is authorized to receive and consider reports and recommendations from the Faculties of colleges and schools located wholly or partly on the Davis campus, from its divisional committees, from local administrative officers, and from the other Divisions. It is authorized to originate and take final action on legislation substantially affecting only the Davis Division; to establish Faculties in schools and colleges located wholly on the Davis campus, to transmit directly to the President resolutions on any matter of University concern, subject to the provisions of University Academic Senate Bylaw 311; and to submit reports and recommendations to the Senate or to the Assembly concerning changes in Senate legislation and such other matters as it may deem appropriate.

The mechanism for a vote initiated by faculty members is spelled out in DDB 17, Ballots on Issues, which begins as follows:

"Any issue must be submitted to a ballot of the Division at the request of (1) the President of the Academic Senate or (2) the Chief Campus Officer, acting through the Chair of the Division with the consent of the Executive Council (3) the Executive Council, (4) the Representative Assembly by resolution adopted at a duly called meeting or (5) 50 voting members of the Division presented in a written petition."

The only references to balloting in the College of Letters and Science Bylaws concerns election of representatives to the College Assembly, policy decisions made by the Assembly, and Bylaws and Regulations adopted by the Assembly. There is no apparent mechanism for a ballot by resolution.

Under this method, the appropriate vehicle for a vote of no confidence would be in the form of a resolution or memorial on the part of the Davis Division. Only the Division is empowered to bring a resolution or memorial before the President. Doing so would require a vote of the membership of the Davis Division, which presumably be triggered by a petition of voting members of the Davis Division.

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 clarifying 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.

Advice on Enforcement of Graduate Program Proposal Memoranda of Understanding
Committee on Elections, Rules and Jurisdiction
October 16, 2009

At its June 10, 2009 meeting, the Executive Council endorsed a procedure which requires three memoranda of understanding faculty involved with departmental programs and the administration. These MOUs are required for new programs and would be phased in for existing programs.

The Graduate Council has asked CERJ for advice on enforcement of the memoranda. The three memoranda, and the ways in which they might fail to be carried out, are as follows.

Administrative

This MOU contains commitments by the administration for all administrative and space resource needs, and it would be signed by the lead dean and the head of a faculty unit (if applicable). The the responsibility for fulfilling the commitment might rest with the administration, and neither the Graduate Council nor any other Senate body has authority over the actions of the administration regarding assignment of staff and space. A department or organized research unit that signed the agreement might fail to meet its condition as well.

Instructional

The instructional MOU requires commitment to cover all required core and elective courses, with the proviso that there be faculty in residence capable of teaching them. If a dean fails to provide resources to allow the relevant courses to be taught, then the Graduate Council would have the same options as listed for the Administrative MOU, and the same holds if a department fails to provide the relevant courses.

Student Support

The student support MOU requires the Dean of Graduate Studies to provide sufficient financial support through block grants for new programs and existing programs that project substantial growth in student population, without reducing such support for existing programs. The Graduate Dean may fail to provide such support.

Possible Actions by the Graduate Council

If there were a violation of one or more of the MOUs, the Graduate Council could lodge a protest with the party that failed to meet the conditions of the memorandum, bring the matter to the attention of higher administration officials, publicize the matter, or in the extreme case, take measures leading to the termination the graduate program. If the party is a department acting as a Senate agency, then it could be censured by the Division. In practice, the threat of terminating the program would seem to be the most effective enforcement tool for the Graduate Council.

CERJ Advice on Discontinuance of Graduate Programs

October 22, 2009

CERJ has discussed the issue of the role of the Graduate Council in the discontinuance of a graduate program and provides the following advice.

1. The Graduate Council may recommend to the Coordinating Council on Graduate Affairs (CCGA) that an existing graduate program be discontinued (i.e., permanently closed).
2. The Graduate Council must consult with the CCGA before making any recommendation.
3. The Graduate Council should familiarize itself thoroughly with three documents and follow the procedures laid down in them:

Appendix P of the 2008-2009 *Coordinating Council on Graduate Affairs Handbook*, entitled "Role of CCGA in the Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units."

http://www.universityofcalifornia.edu/senate/committees/ccga/ccgahandbook_current.pdf

Systemwide "Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units."

<http://www.ucop.edu/ucophome/coordrev/policy/9-19-79att.html>

UC Davis Policy and Procedures Manual Chapter 200, Section 25, "Establishment or Revision of Academic Degree Programs."

<http://manuals.ucdavis.edu/PPM/200/200-25.pdf>

4. To avoid any future controversy, a Bylaws amendment should be proposed in order to make explicit that the Graduate Council has the power to recommend discontinuance of programs.

The 2008-2009 *Coordinating Council on Graduate Affairs Handbook*, entitled "Role of CCGA in the Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units" notes that an extensive search of relevant documents reveals that none of them either "explicitly describe nor expressly forbid any particular role for CCGA in transfer, consolidation, disestablishment, or discontinuance" (p. 54). CERJ adds that nothing in the Davis Division Bylaws explicitly describes or expressly forbids any role of the Graduate Council in the discontinuance of graduate programs. The *Handbook* goes on to cite reasons which implicate CCGA in the discontinuance process. It notes that "divisional Graduate Councils are involved in transfer, consolidation, disestablishment, and discontinuance actions (both de jure and de facto actions) involving degree programs."

One of the specific roles claimed by CCGA is that it "review transfer, consolidation, disestablishment, and discontinuance proposals while they are still at the division level *to make certain that the divisional Graduate Council is appropriately involved . . .*" (my emphasis).

The appropriateness of the involvement by the Graduate Council may have one or both of two sources: the Divisional Bylaws and the PPM.

Davis Division Bylaw 80(B)(10) lays down one of the duties of the Graduate Council: "To determine for the Division and to make recommendations to the statewide Coordinating Committee on Graduate Affairs concerning the qualifications of departments and graduate groups for initiating new programs and for making changes in established programs leading to existing graduate degrees." It is reasonable to recognize the discontinuance of an existing graduate program as a change in that program, albeit a drastic change. However, it would be best if this role of the Graduate Council be made explicit. DDB 121(B)(3) charges the Undergraduate Council with approval or disapproval of discontinuance of undergraduate programs.

The PPM is quite clear, and it explicitly covers the discontinuance of graduate programs. (Note that the policy for discontinuance is stated in a document whose title mentions only establishment or revision.) Item D(3) of its procedures states: "The Graduate Council approves or rejects the proposal on behalf of the divisional Academic Senate."

**Advice on Representation of the School of Nursing on the
Representative Assembly**

**Committee on Elections, Rules and Jurisdiction
November 17, 2009**

According to information available to the Committee, at this time the School of Nursing has not been established as an academic unit, and the one Senate member who is overseeing the establishment of the School holds an appointment in the School of Medicine. According to Davis Division Bylaw 34, that Senate member is represented in the Representative Assembly by the department of which she is a member.

Any Senate member has the privileges of attending and speaking in Assembly meetings. However, only representatives may make motions or vote.

In order for the School of Nursing to gain its own representation in the Assembly, it must first be constituted in such a way that it has at least one department (or the School itself may function as a department, as is the case with the School of Law).

Once the administrative structure is in place, there are two possibilities. The first is that the department has at least thirteen members. In that case, the department is entitled to elect its own representative. The second is that the department has fewer than thirteen members. In that case, the department may combine with Senate faculty outside the department to form a “constituency” that would elect a representative.

If there already exists a School of Nursing with faculty appointments in it, or when the School of Nursing is established and Senate faculty are appointed in that School, the Senate office should be notified, and the process of electing a representative may begin. It appears, given the recruitment going on at this time, that the threshold of thirteen Senate members will not be met initially, in which case a constituency would have to be formed. The Senate office will assist in the establishment of a constituency.

CERJ Advice on Davis Division Regulation C516: Part Time Study
November 19, 2009

Background

CERJ was asked by the Executive Director to provide advice to the Office of the Registrar regarding DDR C516, Part Time Study, concerning what qualifies as a “family responsibility” as a justification for part-time study. The specific question was whether the Senate has already specified what qualifies as a “family responsibility.”

Advice

As far as the specific question goes, CERJ is aware of no instance where any agency of the Senate has specified what qualifies as a "family responsibility." Since the Office of the Registrar administers the Regulations established by the Senate, it must determine what specifically qualifies as a "family responsibility" in the absence of any specific guidance from the Senate. In so doing it is not establishing a policy, but only interpreting existing policy.

CERJ advises that the Office of the Registrar may make these determinations on an *ad hoc* basis as the need arises. However, given the fact that questions on the matter have been received, it might be useful for there to be some specific guidelines. Should the Office of the Registrar wish to propose such guidelines, it should do so in consultation with the Undergraduate Council, through the Senate office. Thus would parallel the existing procedure whereby guidelines for grade changes are developed by the Grade Change Committee in consultation with the Office of the Registrar. And should the Office of the Registrar wish to suggest changes to the Regulation, such a suggestion should be submitted to the Senate office.

Advice on the Proposed Major in Sustainable Agriculture and Food Systems
Committee on Elections, Rules and Jurisdiction
February 4, 2010

The Davis Division Committee on Elections, Rules and Jurisdiction (CERJ) has reviewed a proposal from a committee in the College of Agricultural and Environmental Sciences (CA&ES) to establish a new interdisciplinary major in Sustainable Agriculture and Food Systems. This proposal was initiated by the Executive Committee of CA&ES.

CERJ finds two objectionable features of the proposal. The first concerns the academic unit which would offer the program.

“The committee recommends the following administrative personnel:

- a. Master Advisor, who is a faculty member of the Academic Senate to champion the major. (ASI Director, Tom Tomich)
- b. Advising Associate/Internship Coordinator, who will have an appointment in ASI and whose responsibilities include academic advising and coordinating student internships.
- c. Steering Committee, whose responsibilities include oversight of the SAFS major, and is composed of the ASI Director, Master Advisor, Advising Associate, Peer Advisor, three Faculty Representatives (presumably chairs or vice-chairs) with at least one each from a natural science and a social science focused department, and a Student Representative” (page 5).

“Sustainable Agriculture and Food Systems is an interdisciplinary major in the Agricultural Sustainability Institute.” (Appendix B, proposed General Catalog copy).

Standing Order of the Regents 105.2(B) reads in part, “The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board”

According to SOR 105.2(B), curricula are to be offered by “academic agencies approved by the Board” of Regents. The proposal would have the program offered under the jurisdiction of an “institute” which, to our knowledge, has no such academic standing. CERJ advises that interdisciplinary majors within a college must either be based in a department or the college.

The proposed Steering Committee would provide “oversight of the SAFS major.” CERJ advises that oversight is tantamount to supervision, and supervision must be the exclusive function of the

Committee in Charge, which consists entirely of Senate members, in conformity to SOR 105.2(b).

There is no prohibition for a curricular program to be afforded space or staff assistance by a non-Senate entity, but the proposal would reach beyond such material assistance to make the major, in effect, an arm of the Agricultural Sustainability Institute.

The second problem concerns the faculty personnel process.

“Recognition/incentive for faculty involvement will be necessary to elicit long-term engagement. CAES and ASI need to work in concert to provide this incentive. One way for this recognition to be achieved is to have the ASI Director contribute formal input into the merit and promotion actions of the teaching faculty involved with the SAFS major” (page 5).

It is unclear what “formal input” to personnel actions of the teaching faculty might be. Clearly, the ASI Director would have voting rights only for a member of his or her own department. Academic Senate Bylaw 55 confers the right to vote on “certain personnel actions” to members of the department of the faculty member to whom the action applies.

Section 220 of the Academic Personnel Manual makes clear that each department determines its own voting procedures. “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.” Thus, it would be up to the department of any faculty member who teaches in the proposed major to solicit formal input from the ASI Director with respect to any personnel action for that faculty member. A requirement for “formal input” for any department member may not be imposed by an extra-departmental entity.

There is one further technical point worth comment. In Exhibit A of APM 220-25, there is a reference to “Consultation with Affected Parties to Form Complete Proposal.” This appears to be a reference to the first step in the process, in which, “The initiator shall consult with review committees (Undergraduate Council or Graduate Council, Vice Provost--Undergraduate Studies or Dean—Graduate Studies, school or college), and with the dean(s) of affected schools or colleges for input and assistance in proposal preparation and requirements.” Further, APM 220-25 states that in the process of the establishment of new major, a vote shall be taken of the Senate members of the “affected unit” if it is below the college level. As the major would interdisciplinary, it appears that there is no “affected unit.”

CERJ Advice on Suspension of Undergraduate Majors March 4, 2010

Background

The Committee on Elections, Rules and Jurisdiction has been asked by Executive Director Gina Anderson for advice concerning a proposal by the College of Engineering to suspend further enrollment in the major in Computational Applied Science.

Advice

Based on information obtained by CERJ from the Office of the Provost, the administration's policy on suspension of enrollment in majors is based on a document entitled "Universitywide Review Policies for Academic Programs, Academic Units, and Research Units," commonly referred to as the "Compendium."

<http://www.universityofcalifornia.edu/senate/resources/Compendium.pdf>

The relevant section of the Compendium is the following.

"II.A. Undergraduate Degree Programs

With the exception of undergraduate degree programs involving a title unique to the campus, all actions involving undergraduate degree programs are carried out on the nine established campuses. That is, creating a new undergraduate degree program, changing the name of an existing undergraduate degree program, and consolidating, transferring, or discontinuing an existing undergraduate degree program are campus decisions and there is no systemwide review of them. If approved by the responsible divisional Academic Senate committee and supported by the campus administration, a proposed action involving an undergraduate degree program is implemented."

Two points are of note. First, the campus is responsible for "all actions involving undergraduate degree programs." Although suspension of enrollment in a major is not mentioned specifically, it is an action involving an undergraduate degree program and hence is a campus responsibility. Second, the action must be "approved by the responsible divisional Academic committee."

The local implementation of the suspension process is reported by the Office of the Provst as being based on Policy and Procedure Manual 200-25, entitled "Establishment or Revision of Degree Programs." The following is the relevant portion of PPM 200-25.

“4. Approval from the school or college Executive Committee and the recommendation of the dean is forwarded to the divisional Senate office for transmittal to the Undergraduate Council and the Committee on Planning and Budget.

Copies of these approvals and recommendations are also sent to the Vice Provost--Undergraduate Studies and to the chairs of the Executive Committees of the undergraduate colleges to comment on potential effects to programs within their colleges.

5. The Committee on Planning and Budget submits advisory comments to the Undergraduate Council.

6. The Undergraduate Council reviews the proposal and can approve the program on behalf of the Divisional Academic Senate.

7. The Undergraduate Council approval is referred to the Vice Provost--Undergraduate Studies for comment and transmittal to the Council of Deans and Vice Chancellors (CODVC). A copy of the Undergraduate Council approval is sent to the Chair of the Divisional Academic Senate for the information of the Executive Council.”

It is clear that since the Executive Committee and Dean of the College of Engineering have forwarded the proposal to the Senate office, it is the Undergraduate Council (UC) and the Committee on Planning and Budget (CPB) who should evaluate it, with CPB advising UC, which in turn “can approve the program on behalf of the Divisional Academic Senate.” Given what is stated in PPM 200-25 and the Compendium, approval by the Undergraduate Council is required for any action involving undergraduate degree programs.

CERJ is concerned that this procedure may not be followed in all cases. In the case at hand, there is evidence that the major has already been suspended. The following URL points to a Web page posted by the Office of Admissions.

http://admissions.ucdavis.edu/counselors/academic_updates.cfm

It reads: “**Suspended Majors.** In 2008, the College of Agricultural and Environmental Sciences elected to suspend the Individual Major program, and new proposals will not be accepted until further notice. Computational Applied Science, B.S., College of Engineering, remains suspended indefinitely. Nature and Culture, A.B., College of Letters and Science, has been suspended (effective for new applicants fall 2010). Statistics, A.B., College of Letters and Science, is in the process of being discontinued. Bachelor of Science (B.S.) degrees in Statistics will remain available with options in Applied Statistics and Computational Statistics.”

Given that the approval process has not been completed, the statement about the suspension of admissions to the Computational Applied Science major should be corrected. Moreover, it should be ascertained whether the other suspensions were properly approved, and further corrections should be made if needed.

CERJ advises that, given that suspension of admission to majors is governed by PPM 200-25, the Office of the Provost is not entitled to suspend any major until the entire process outlined in PPM 200-25 has been completed.

CERJ also recommends that PPM 200-25 be amended to specify that it applies specifically to the suspension of admission to majors.

CERJ Advice on Voting Rights on Personnel Actions

March 30, 2010

Background

At its February 24, 2009 meeting, the Representative Assembly of the Davis Division of the Academic Senate charged the Divisional Committee on Elections, Rules and Jurisdiction (CERJ) with providing advice concerning the rights of faculty to vote on academic personnel actions, specifically with respect to departments in the College of Agricultural and Environmental Sciences (CA&ES). The resolution reads, in part, "The Committee on Elections Rules and Jurisdiction (CERJ) shall consult with the Committee on Academic Personnel-Oversight Committee and shall provide Advice that clearly defines the role Academic Federation faculty can play in the recruitment of Academic Senate faculty. This Advice shall be widely disseminated to departments within CA&ES."

The charge to CERJ was itself a response to a recommendation made by a Special Committee that investigated certain appointment actions that had been taken within CA&ES. The recommendation was: "The role of Academic Federation faculty in the review and recommendation on faculty hires into Academic Senate positions needs to be clarified with departments in the CA&ES. The culture of placing equal weight on the views of both AS and AF faculty in hiring faculty with AS appointments, while only AS faculty can vote on such appointments, is problematic. When faculty comments are forwarded with the Final Search Report, those comments must be separated to identify those made by AS faculty and those made by AF faculty."

Advice

The role of Academic Federation faculty in the review and recommendation on faculty hires into Academic Senate positions is distinct from that of Senate faculty with respect to voting rights.

CERJ divides the issue of voting rights into three exclusive cases, depending on the title of the position on which a vote is taken: (1) Academic Senate title, as specified in Standing Order of the Regents 105.1(b), (2) non-Senate title, typically Cooperative Extension (CE) or Agricultural Experiment Station (AES), (3) both Senate and non-Senate titles attaching to a single appointment. Those with appointments with non-Senate titles must be distinguished as to whether they (a) are engaged in instruction, or (b) are not engaged in instruction.

Exclusively Senate Titles

CERJ advises that departments should adhere to the rule specified in the Academic Personnel Manual, UCD-220: "As a minimum, Academic Senate faculty members at or above the proposed rank shall have the right to vote on all actions at a level up to and including their own rank. Departments that wish to allow non-Senate academic members of equivalent rank to participate in the review of personnel actions may do so on an informal basis, but may not extend voting rights to non-Senate faculty." The recommendations and/or vote by non-Senate department

members must be identified as such and recorded separately from the Senate vote.

The basis for the exclusion of non-Senate faculty from voting on exclusively Senate appointments lies in systemwide Academic Senate Bylaw 35(C)(2), which states: “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.” In addition, systemwide Senate Legislative Ruling 7.06 states, “In matters delegated to the Academic Senate, an academic department acts as an agency of the Academic Senate.” When voting on appointments that carry Senate membership, as specified by systemwide Senate Bylaw 55, academic departments are acting as an agency of the Senate, and therefore only members of the Senate may vote on such appointments.

Exclusively Non-Senate Titles

Instructional faculty

CERJ advises that departments should adhere to systemwide Senate Legislative Ruling 7.06, which states: “only members of the Academic Senate may vote on the departmental recommendation in a merit action involving non-Senate instructional faculty. A department may solicit a recommendation or vote from non-Senate instructional faculty to be used in its deliberations.” Although this ruling does not concern appointments as such, it clearly applies to recommendations on appointments, which carry more weight than recommendations on merit actions. The recommendations and/or vote from non-Senate instructional faculty must be identified as such and recorded separately from the Senate vote.

Non-Instructional faculty

CERJ advises that the Senate has no authority over voting in personnel actions for appointments for positions whose job responsibilities fall outside those delegated by the Regents to the Senate.

Split Senate/non-Senate Titles

CERJ advises that departments should adhere to the procedure specified by the CA&ES Dean’s Office, which was endorsed by the Executive Committee of the Faculty of CA&ES and the Davis Division Executive Council: “In the case of split appointments with an I&R [Senate] component that also carry a CE and/or AES component, CE Specialists and Agronomists [AES appointees] may participate in the departmental planning, search plan development, and voting on that portion of the position that is not an I&R appointment. The votes and comments of CE Specialist and Agronomists must be recorded in a letter that is separate from the votes and comments of Senate faculty.”

The rationale for this rule is that it combines the exclusion of non-Senate members from the Senate vote on the Senate part of the appointment but allows non-Senate members to vote on the

non-Senate part of the appointment, thus combining the restriction on voting for instructional faculty with the right to vote on non-instructional faculty.

Applicability of This Advice To All Personnel-Related Votes

This advice, which requires separation of votes by Senate members from votes by non-members of the Senate, is applicable to all departmental votes that are taken in the hiring process. Voting at each step of the process constitutes “giving advice to University officers or other non-Senate agencies in the name of the Senate,” in the language of Academic Senate Bylaw 35(C)(2), as discussed above. A further reason for applying the advice to all personnel-related votes is that the consequences of actions taken before the final vote, e.g., the reduction of the candidate pool to a short list, determine the options available to Senate members at the time the final vote is taken. For this reason, those actions constitute an integral part of the appointment process, in which the manner of voting should be uniform.

CERJ Advice on Academic Senate Bylaw 55
May 26, 2010

Background

The Committee on Elections, Rules and Jurisdiction received a query from Vice Provost Horwitz regarding Academic Senate Bylaw 55(D)(2) regarding rights and privileges of Emeritae/I Faculty. The specific question was whether the rights to which Bylaw 55(D)(2) and 55(D)(4) refer to are to be provided (or can be provided) to emeriti faculty who were not Senate members prior to their retirement – e.g., Adjunct professors or Unit 18 lecturers for whom emeritus status has been approved. In other words, does Bylaw 55(D) speak only to the rights and privileges of Senate emeriti faculty, with such rights not being extendable to non-Senate emeriti faculty?

Advice

CERJ advises that no part of Academic Senate Bylaw 55 is applicable to any non-member of the Senate, and no rights granted by it may be extended to non-Senate Emeritae/i.

Bylaw 55 is the first clause under Title VI, "Rights and Authority of Senate Members." So any right granted through Bylaw 55 is a right of a Senate member, and no right is granted to a non-member of the Senate.

ASB 55(D)(1) refers explicitly to "Emeritae/i Members of the Academic Senate" as retaining membership in the department of which they were members upon retirement. 55(D)(2), which was specifically asked about, states: "Emeritae/i members of the department have the right to receive the same notice of meetings as **other** Academic Senate members" (emphasis added). This implies that the reference is to Emeritae/i Senate members. While 55(D)(4), the other clause in question, does refer to "all Emeritae/i as a class of the whole, or to all Emeritae/i recalled to active service," there can be no doubt that in this context it is a shorthand for all Emeritae/i Senate Members. There would be no reason to extend the privileges described therein to non-members of the Senate when the other clauses extend them only to members of the Senate.

CERJ Advice on Student Grade Change Request July 2, 2010

Background

The Committee on Elections, Rules and Jurisdiction has been asked by the Grade Change Committee for advice regarding a grade change request from a student. The basis of the request was a mid-quarter change in the grading procedure that was stated in the syllabus, which may not have been adequately announced, and which apparently resulted in a lowering of the student's grade.

Advice

According to Davis Division Bylaw 79(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."

The relevant Davis Division Regulation 537(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" (emphasis added). Nothing in the regulation requires the instructor to adhere to the anticipated grading procedure.

The student's request for a grade change is therefore not unambiguously justified in his or her grade-change request, and hence it is the responsibility of GCC to adjudicate the request.

It should be noted that GCC's published Guideline 15 asserts GCC's right to make a grade-change that it opposed by the instructor when it finds that a clerical or procedural error has been made. If GCC deems the present case to involve a procedural error, then by its own rules, it may make the grade change.



OFFICE OF THE ACADEMIC SENATE
ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616-8502
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November 10, 2009

I am writing on behalf of the Davis Division Committee on Elections, Rules and Jurisdiction, requesting advice or a ruling from UCRJ on the following matter.

The issue concerns the authority for granting transfer credit for currently-enrolled students. On the Davis Campus, the Education Abroad Program (EAP) has established the Non-UC Study Abroad Program (NUCSA). Students enrolled in this program would wish to obtain credit for some or all of the courses that they take in these non-UC programs. The Director of Undergraduate Admissions on the Davis campus asserts control of the transfer process. We would like UCRJ's opinion about whether the Senate has granted the Admissions officer such control.

The UC Davis Director of Undergraduate Admissions asserts that:

Only Undergraduate Admissions Officers may determine transferability of credit to the University; the authority for determining transferability of credit has been delegated to campus Undergraduate Admissions Officers by the system wide Academic Senate Committee Board of Admissions and Relations with Schools (BOARS). Academic Senate Rule [sic] 474 and BOARS' committee minutes of December, 1960 and May, 1961 specify that credit from other institutions is to be awarded based on conformity with policies and rules established by BOARS and delegating the authority for determining this conformity to Admissions Officers.

The following is the wording of ASR 474, with highlighting added.

474. Applicants may be given advanced standing in the University on the basis of certificates from other colleges and universities, upon the approval of the certificates by the Board of Admissions and Relations with Schools. The Board is empowered to adopt with regard to other collegiate institutions such working rules as may seem proper, to reject the certificates, in whole or in part, to defer the final granting of credit in advanced standing pending the completion, by the applicant, of satisfactory work in residence at the University, and to require examinations in any or all of the subjects offered. Applications for supplementary credit **on the basis of work done before entering the University** should be filed with the appropriate Admissions Officer **at the time of application for admission**.

This Regulation appears in the context of Chapter II, **Admissions**. More specifically, ASR 474 occurs in Chapter III, **Admission to Advanced Standing**. These titles indicate that ASR does not govern the provision of transfer credit to students who are currently enrolled in the University. As the highlighted phrase indicates, the relevant part of ASR 474 applies only to work done by students before entering the University.

While the Meeting Call for the November 2, 1964 Assembly meeting indicates that the (currently-numbered) ASR 474 was amended to change the authority for accepting applications from the Registrar to the "appropriate Admissions officer," we believe that this change is irrelevant because it applies only to pre-admission status of students. It should also be noted that ASB 145, Board of Admissions and Relations with Schools, specifies powers for BOARS that are limited exclusively to admissions matters.

This view is corroborated by the Chair of BOARS, Sylvia Hurtado, who writes in an e-mail message, "Once matriculated, I believe that undergraduate education issue is typically taken up by the Undergraduate Committee on Educational Policy (UCEP). Advanced standing credit issues typically involve the admissions office at matriculation, as stated in the Senate regulations and that is delegated to review by campus admissions committees. In my five years on BOARS we have never dealt with any issues for students once enrolled."

We hope that you will advise that approval of education abroad courses for already-matriculated students does not lie within the purview of the Admissions Officer on the Davis campus, but rather is a matter for the Davis Division of the Academic Senate to decide.

Sincerely,

A handwritten signature in dark ink, appearing to read 'G. J. Matthey', with a long horizontal flourish extending to the right.

G. J. Matthey, Chair
Davis Division Committee on Elections, Rules and Jurisdiction

MOU: Davis Division of the Academic Senate and Faculty of the School of Veterinary Medicine
August 3, 2010

Background

During the 2009-2010 academic year, the Faculty of the School of Veterinary Medicine (SVM) adopted a change to its Regulations, specifically by adding Regulation 80, "Student Performance Standards for the Doctor of Veterinary Medicine." Regulation 80 allows for the Faculty to establish and amend its own performance standards for the DVM. A set of performance standards was adopted in conjunction with Regulation 80.

The performance standards include instructions on grading, and a D grade is not given as an option for instructors. This grading policy conflicts with the grading policies of the Davis Division. More broadly, Regulation 80 itself allows the adoption of other standards which might conflict with grading policies specified in Davis Division Regulation A540. The revised Regulations were presented at the June, 2010 Representative Assembly meeting, but the RA voted to defer consideration of them.

To resolve these actual and potential conflicts, DDR A540 could be amended to provide an exemption, as is currently provided for Regulation 70 of the Faculty of the School of Medicine. Such an amendment cannot, however, be adopted before the Fall 2010 Representative Assembly meeting, which would preclude the application of the performance standards to the 2010-2011 entering class.

It has been a long-standing belief on the part of the Faculty of SVM that its Regulations are not subject to the authority of the Davis Division of the Academic Senate. There is support for this position in advice provided by in 1977 and again in 1995 by the universitywide Committee on Rules and Jurisdiction (UCR&J). This advice was disputed in 1994 by the Davis Division Committee on Elections, Rules and Jurisdiction (CERJ), but no action was taken at that time.

At issue is the interpretation of Standing Order of the Regents 105.2(b), which states that "the Senate shall have no authority over courses in . . . professional schools offering work at the graduate level only." Although UCR&J has issued advice concerning this interpretation, it has not issued a Legislative Ruling, which by ASB 206(A) has "the status of Senate legislation." Concerning the status of advice, Legislative Ruling 12-93B states, in part, "Unless issued as a Legislative Ruling and in accordance with the appropriate procedures, such advice or finding does not have the status of legislation and is therefore not formally binding on the Senate officers and agencies to whom rendered. The advice, opinions, and findings of UCRJ and its counterpart agencies within the Divisions should nevertheless be considered authoritative in the sense in which that term is defined in *Webster's New Collegiate Dictionary*—'entitled to obedience, credit or acceptance.' They represent the considered judgment of a committee charged with preserving the integrity of the Code of the Academic Senate. In addition, they suggest the likely outcome should an action taken contrary to this advice be challenged before the Divisional Committee on Rules and Jurisdiction or before UCR&J, or should a Legislative Ruling be requested on the issues involved."

It is the position of the Davis Division that because the SVM offers a Bachelor of Science degree, the Senate has authority over its courses. The Division intends to ask UCR&J for a Legislative Ruling on the matter. In the interim, the Division shall consider as "authoritative" the advice given by UCR&J.

It is the position of the Faculty of the School of Veterinary Medicine that the Division does not have authority over its grading policies because of its status as a professional school.

Agreement

The Davis Division of the Academic Senate and the Faculty of the School of Veterinary Medicine hereby agree to allow the implementation of Regulation 80 for the 2010-2011 academic year only. Should both parties agree that an extension is desired or necessary, an addendum to this agreement must be created.



Robert Powell, Chair
Davis Division Academic Senate



Peter Pascoe, Chair
School of Veterinary Medicine Faculty Executive Committee

Annual Report: Academic Year 2009-10
Davis Division: Academic Senate

Committee on Emeriti

Total Meetings 1; correspondence by email	Meeting frequency Typically one meeting 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: primarily continue to
conduct business via email.

Issues considered by the committee:

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 Faculty and Grant Funds: It was brought to the attention of the committee where an emeritus professor's PI status on a federal grant was not honored and the funds were redirected and used elsewhere without the knowledge or consent of the faculty member. The situation, after many twists and turns, finally resolved when the faculty member became co-PI and gained access to the grant monies.

Grant Fund and Gift Accounts: When a faculty member retires, he/she needs to inform the department chair of the plan for the money left in the retiring faculty member's account. Otherwise, the money may be re-directed by the department chair.

Video Committee: A member of the Emeriti Committee finds the video program a useful undertaking. Through this program, about 300 videos of retired faculty members were made and archived at the library. Many of these are on VHS and some are on DVD, but they need to be maintained. The Emeriti Committee discussed if the library could be interested in digitizing these videos or if the campus's Information and Technology can be approached to assist in the project. Archiving and digitizing of these videos can be of high value to the history of the campus.

Informal Survey: The Emeriti Committee surveyed campus departments by posing the following question: "What are the rights of Emeriti Faculty in your department, including their voting rights?" The responses were varied and interesting. While many departments acknowledged that emeriti do not have voting rights, a few departments responded that they have full voting rights, participate in faculty meetings, and have space if they are funded, including office and lab space.

Respectfully submitted,

John A. Reitan - Chair
JoAnn Cannon
John H. Crowe
Joel C. Dobris
John F. Fetzer
J. Paul Leigh
Thomas L. Rost
Judy C. Janes (*Acad. Fed Rep*)

**Annual Report: Academic Year 2009-2010
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 1.5
Total of twelve 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 criteria to be used when reviewing nominations for the Faculty Research Lecture Award and the questions to be kept in mind when selecting the 2010 recipient of the award.

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 2009-10 academic year, this charge was fulfilled. The Call for Nominations was updated, and the Call was distributed electronically on November 5, 2009.

Nomination packets were received and reviewed by the committee. The criteria used during the consideration of the nominations, the relative and relevant merits of each nomination and the questions to be kept in mind during deliberations were captured in the minutes of the committee's January 12, 2010, meeting.

Professor Larry Berman, from the Department of Political Science, was selected and recommended as the 2010 Faculty Research Lecture Award recipient. On February 11, 2010, the Representative Assembly unanimously approved the committee's selection and recommendation. Professor Berman was honored on May 11, 2010, at a combined Academic Senate and Academic Federation awards event. On May 26, 2010, he delivered a lecture entitled "The Past has Another Pattern: Lessons Learned, Lessons Lost from Vietnam to Iraq and Afghanistan."

At the combined awards event, Professor Berman was presented with an honorarium, a certificate mounted in a plaque and a medallion. The Department of Political Science hosted the lecture and a reception that followed the lecture.

Respectfully submitted,

Alan S. Taylor, Chair

Anna M. Busse Berger

J. Clark Lagarias

Randy A. Dahlgren

Bruce C. Gates

Bryan Rodman, Analyst, Academic Senate Office

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Faculty Welfare Committee

Total Meetings: 9 2 were joint meetings with the Committee on Planning and Budget	Meeting frequency: 3 / Qtr Always as needed	Average hours of committee work each week: 6
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Total items reviewed: 47 Appendix A and Appendix B list the items.	Total number of items carried over from the previous year: 0 However, 7 topics were revisited.	Total items carried over to the coming academic year: 0 However, discussion of issues that remain unresolved will continue.
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Listing of bylaw changes proposed: None.

However, the disestablishment of the Academic Senate Transportation and Parking Committee will lead to the Faculty Welfare Committee absorbing certain T&PC responsibilities that have yet to be incorporated into the charge of the FWC.

Listing of committee policies established or revised: None.

Issues considered by the committee:

Proposed State law to create reporting of students placed on psychiatric hold (revisited)
Fee waiver for university employees (revisited)
Davis salary scale (revisited)
Status of the University of California Retirement System (revisited)
Status of the University of California Retirement Plan (revisited)
Budget cuts (revisited)
Furloughs (revisited)
The UC Berkeley salary augmentation plan
Oversight of UC President "emergency powers"
The amount of influence that the FWC had
Regular meetings with the Chancellor
The current channels of communication available to the FWC
The actual results of the merger of ORMP and OOA
The size and efficiency of the UCD Administration
New requirement when making changes to personal benefits during open enrollment
Special Committee on Student Evaluations of Teaching
Faculty representation on committees assigned to research and report on the

reorganization of the Administration
Faculty representation on the Committee on the Future (COTF) of the University
COLA increases in pension benefits for current retirees
Financial support via COR for faculty making less than \$88,000
Replacement at the 10% level, and by campus, of all faculty and staff separations
The undertaking of new construction projects
Approval of new academic programs absent commensurate programmatic offsets
The exception of the Merced campus
Campus administrative efficiency studies and reorganization
Salary reductions and pay cuts to faculty and staff
Retention and recruitment of faculty
Performance bonuses to administrative executives
At risk variable incentives:
1) UC Office of the Treasurer Annual Incentive Plan (AIP)
2) UC Clinical Enterprise Management Recognition Plan (CEMRP)
Performance incentive award:
1) Senior Management Group Incentive Awards Policy

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

Committee's narrative:

The committee met nine times during the 2009-10 academic year. Committee meetings were scheduled during the week following the most recent University Committee on Faculty Welfare. Committee Chair Saul Schaefer and Committee Member Lisa Tell shared the responsibility of representing the committee at the systemwide UCFW meetings.

The committee began the year reviewing the issues considered during 2008-09 and the issues that appeared would be the focus for 2009-10. Although there were no items of unfinished committee work that carried over from 2008-09, the faculty welfare issues that were revisited during 2009-10 are marked as such in the "Issues considered" table above.

Revisited Issues

Upon following up on the proposed State law to create reporting of students placed on psychiatric hold, the committee was informed that it had been decided not to move forward with the proposal.

The fee waiver was originally crafted and intended to be an added benefit for faculty and staff and was promoted as an item that would more closely align the UC faculty benefits with those of similar institutions of higher education. In October, 2008, 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. In November, 2009, the issue was raised at the UCFW and a small task force was formed. In May, 2010, the issue was referred to as a fee remission, intended to be a faculty retention stratagem.

The budget crisis and furloughs, which were impending issues in 2008-09, were revisited in terms of the actual equitability, scheduling and duration of salary cuts and variances in salary scales that were being administered. Moving beyond the general discussion of the status of the University of California Retirement System and the University of California Retirement Plan, the 2009-10 committee discussed the UCRS and UCRP in terms of their administration, paid benefits, preservation of medical benefits, solvency and means by which they were to be kept solvent.

Given clearer information and actual numbers to work with, the committee revisited the budget crisis, furloughs and salary cuts and focused on the short term and long term effects that each was having on the UCRS and the UCRP, the short term and long term funding plans for each, Post-Employment benefits and re-institution of employee contributions.

Fee Waiver

The committee researched the legal/tax issues surrounding a program where UC fees for employees and their dependents is paid using pre-tax dollars. UCOP said that the pre-tax fee waiver is against tax law.

2009-10 Priorities

Furloughs; salary cuts; executive administrative compensation; UCRS administration, employee contributions and preservation of medical benefits; oversight of UC President "emergency powers"; faculty representation on the Commission on the Future; and the proposed State law to create reporting of students placed on psychiatric hold were the priorities of the committee, by committee consensus, in the Fall of 2009.

Two Separate Faculty Matters of Concern

The committee also looked into two separate matters of concern that two faculty members brought to its attention. The first matter concerned a department on campus taking funds from two accounts of a retired-on-call principal investigator's research contract, without the PI's knowledge or authorization. The second matter concerned UCOP impending action regarding unsubstantiated charges to a faculty member's Health Care Reimbursement Account (HCRA) account.

Neither matter was deemed the charge of the committee, but the committee did recommend courses of action to be pursued by each faculty member. The Faculty Privilege and Academic Personnel Advisors and the Davis Faculty Association and the Privilege and Tenure process or Campus Mediation were recommended for resolution of the first matter. A Privilege Advisor was recommended for resolution of the second matter. The committee also suggested that the faculty member's submitted records in

support of charges were lost during the transition of the management of the accounting from SHPS to CONEXIS.

Items Reviewed and Responded To

During the course of the 2009-10 academic year, the committee responded to Proposed Technical Revisions to the APM, Chancellor Katehi's Draft UC Davis Vision Document, Proposed Revisions to PPM 230-05, Proposed Revisions to APM 241, 246, 245, 633, 242, 630 and 632, Request for Comment regarding Assuring Adequate Funding for UCRP and the First Recommendations of the Committee on the Future (COTF).

The committee also responded to requests for responses from the Health Care Task Force on end-user/patient concerns, the UCFW on a Fiscal Crisis Mitigation memorandum and the Commission on the Future (COTF) on the Work Group Recommendations form.

Items Not Reviewed and Not Responded To

The committee did not provide a response to the Second Round of Recommendations of the COTF. The Second Round of Recommendations were provided June 18, 2010; they were posted on June 22, 2010; and they were an agenda item for a committee meeting scheduled for July 12, 2010. The purpose of the agenda item was to provide meeting time to formulate a committee response to the Second Round of Recommendations. However, the scheduled committee meeting had to be cancelled due to the unavailability of most committee members.

Committee Motions

The committee passed the following two motions.

1. Approved: Modifications to the pension plan should incorporate more stringent anti-spiking provisions to prevent large increases in salary in the 3 years prior to retirement. For example, salary increase greater than 10% above the prior 2 years will trigger a revised formula to incorporate the previous lower salary.
2. Approved: We oppose the Gould Commission report's recommendations that teaching be delegated to lecturers and graduate students so that professors can devote more of their time to research. This recommendation sunders the connection between teaching and research which UC has always used as a justification of the need to have a first-class research university. Taxpayers send their children to UC so that they can be taught by those most engaged at the forefront of their fields. If their children are to be taught at UC by non-researchers and by graduate students, then they will send their children to CSU, where they will get instruction not from graduate students -- who have neither Ph.D.s nor experience in teaching -- but by people who have done sufficient research to get a Ph.D., and who are sufficiently engaged with their field to design and deliver courses. The Gould report states that professors will "supervise" courses delivered by lecturers and graduate students. Faculty are aware that this transparent fig-leaf does not hide the naked fact that it is next to impossible for professors to supervise instruction in a course that they do not teach.

COLA increases in pension benefits for current retirees and such increases being deferred until salaries of current faculty are restored and furloughs eliminated.

Post-Employment Benefits Survey

The committee discussed this survey and responded to it.

Special Committee on Student Evaluations of Teaching

The committee considered the opportunity to participate on this special committee, but no committee member was available to do so.

Other Topics Discussed by the Committee.

The downsizing and status of the Campus Library; effort reporting and the Federal Demonstration Project; Interim Provost Lawrence Pitts' visit to UC Davis; compensation for lower paid faculty; Administrative changes: Vice Provost, Research Office; Committee on Research (COR) administration of a salary grant program, per request of the Provost and the Chancellor; joint meetings with the Committee on Planning and Budget; and Transportation and Parking Committee disestablishment.

Procedures

The committee decided to continue the 2008-09 practice of discussing business action items electronically and in parallel and to limit such discussion to those business items that were faculty welfare issues or which requested a response from the committee. During the Spring Quarter, the committee also began using the Request for Consultation (RFC) functionality that was added to the Academic Senate Information System (ASIS).

All of the 2009-10 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 2009-10. Committee Chair Saul Schaefer attended the October and December, 2009, UCFW meetings and the March, April, June and July, 2010, meetings, as the DD's approved alternate.

Of the topics that were discussed at the UCFW meetings, the committee discussed the following: Compensation Task Force; survey on retention and recruitment of faculty, APM 670, 015, 241 and 246; the different contracts of Health Systems with insurers; UC request for \$400 million from State; total remuneration; Post-Employment Benefits Task Force; Commission on the Future (a.k.a. the Gould Commission); health care premiums; Task Force on Investment and Retirement; salary scale compensation plan; HR related items; changes in benefits; UC payouts for benefits; UCFW Health Care Task Force subcommittee; Stay Well program; CONEXUS management of access to health care benefits; Post-Employment Benefits Survey; loan program; budget updates; Legislature bill of last year that says that the State is no responsible for UCRP; student fees; the governor's expectation that there will be no increases in student fees; UC Merced's sunset clause; funding for capital outlay projects; Cal Grants; pension reform for state employees; State employee firings and furloughs; compliance issues; Learning Management System; Vice Provost search; faculty administrator titles and policies; restart of contributions to UCRP; and a steering advisory group for optimizing resources.

Chancellor's Briefing Book

For the benefit of the new UC Davis Chancellor, Linda Katehi, and to welcome her to the campus, Academic Senate Chair Robert Powell asked all standing committees of the Senate to prepare a briefing page. The Faculty Welfare Committee graciously complied.

Respectfully submitted,

Saul Schaefer, Chair
Michael Dahmus
Christyann Darwent
Alan Jackman
Norma Landau
Lisa Tell, UCFW DD Representative
Katherina Lin, Academic Federation Representative
Bryan Rodman, Resource Analyst

Annual Report: Academic Year 2009-2010
Davis Division: Academic Senate

Committee on Grade Changes

Total Meetings 9	Meeting frequency <i>Once per month during academic year</i>	Average hours of committee work each week <i>2-3 hours meeting and 6-8 hours additional review time.</i>
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Total <i>Retroactive/Grade Change Petitions</i> Reviewed: <i>396 Petitions reviewed</i> <i>133 approved</i>	Total of reviewed <i>Retroactive/Grade Change Petitions</i> deferred from the previous year: <i>1</i>	Total <i>Retroactive/Grade Change Petitions</i> deferred to the coming academic year: <i>1</i>
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Listing of bylaw changes proposed:

See Attached

Listing of committee policies established or revised:

Committee guidelines revised as of April 2010; revisions pending final approval by Academic Senate office.

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

Issues considered by the committee

See Attached

Recommended procedural or policy changes for the coming year:

See Attached

Committee's narrative:

See Attached

The Academic Senate Committee on Grade Changes (ASCGC) has two recommendations for consideration by the Davis Division of the Academic Senate.

RECCOMENDATION 1:

The ASCGC encourages the discontinuation of the E-NWS (Enrolled-No Work Submitted) grade as defined by DD Reg A540G. The E-NWS grade is associated with multiple problems:

- (1) The E-NWS grade, which does not appear on official transcripts, discourages students from dropping courses in which they have enrolled but do not plan on attending. Students who are enrolled but not attending a course strain already scarce campus resources. With online registration, it is a trivial matter for students to monitor and change their registrations. E-NWS is an anachronism.
- (2) It is the belief of the ASCGC that there is widespread misunderstanding of the E-NWS grade by campus instructors and thus the grade is often assigned when it is inappropriate or impermissible under Senate policy. Many instructors assign E-NWS grades upon request which, whether the grade is warranted or not, indicates a confusion about the purpose and nature of the grade. No doubt a few faculty use E-NWS as an expedient for helping students who performed poorly on say, the first midterm, which is necessarily work that had been submitted. Those faculty may well imagine that they are using E-NWS as a safety valve for students attempting a new subject are, even though such inappropriate assignment of E-NWS grades undermines the late-drop policies of the College Deans' offices.
- (3) Because the E-NWS grade provides the opportunity to enroll and then not attend a class without penalty, it has the potential to be abused. This is a problem for students participating in extracurricular university activities, which require that they be enrolled in a set number of units. For instance, the Intercollegiate Athletic Department has had to implement severe penalties to deter student-athletes from receiving E-NWS grades during competition season.
- (4) The E-NWS grade can cause financial aid to be misallocated, and even the retraction of a student's previously awarded financial aid. That is to say, a number of students use E-NWS as a way of receiving financial aid during that Quarter, although the situation regarding their progress towards the degree only worsens the next Quarter.
- (5) It is the belief of the ASCGC that E-NWS appears disproportionately in the cases that appear before the Committee because of academic trouble (as do Ds and Fs). Perhaps the E-NWS option allows a student in academic trouble to rally, but more often it seems that the student's situation worsens.

The impact of the E-NWS grade is significant: between fall quarter 2008 and winter quarter 2010 (as of May 19, 2010), the E-NWS grade was assigned **4,760** times, that is, at the rate of some 900 times per quarter. It is the view of the ASCGC that the E-NWS grade should be eliminated and that students who enroll but do not attend a course be assigned a failing grade (F, NP, or U). More likely, students will drop the course properly, including using late drops.

The ASCGC knows that it made a similar recommendation in 2003, only to have the Representative Assembly reject the elimination of E-NWS. Perhaps seven more years of experience justify the re-consideration of the recommendation.

RECCOMENDATION 2:

The ASCGC encourages the improved training of instructors regarding the grading process.

Once a final grade is submitted, neither the instructor nor the ASCGC has the authority to change the grade based on a reconsideration or reevaluation a student's work – grades may only be changed in cases of clerical or procedural error. When requesting a change of grade, instructors must provide the ASCGC with a *detailed* explanation for the change.

If an instructor expects a grade to be close, controversial, or subject to more information than is available at the time of final grade assignment, the ASCGC encourages the use of the No-Grade ('NG') or Incomplete ('I') notations, as appropriate.

**2009-2010 Overview of Retroactive Petitions
Received and Processed by the Office of the
University Registrar (OUR)**

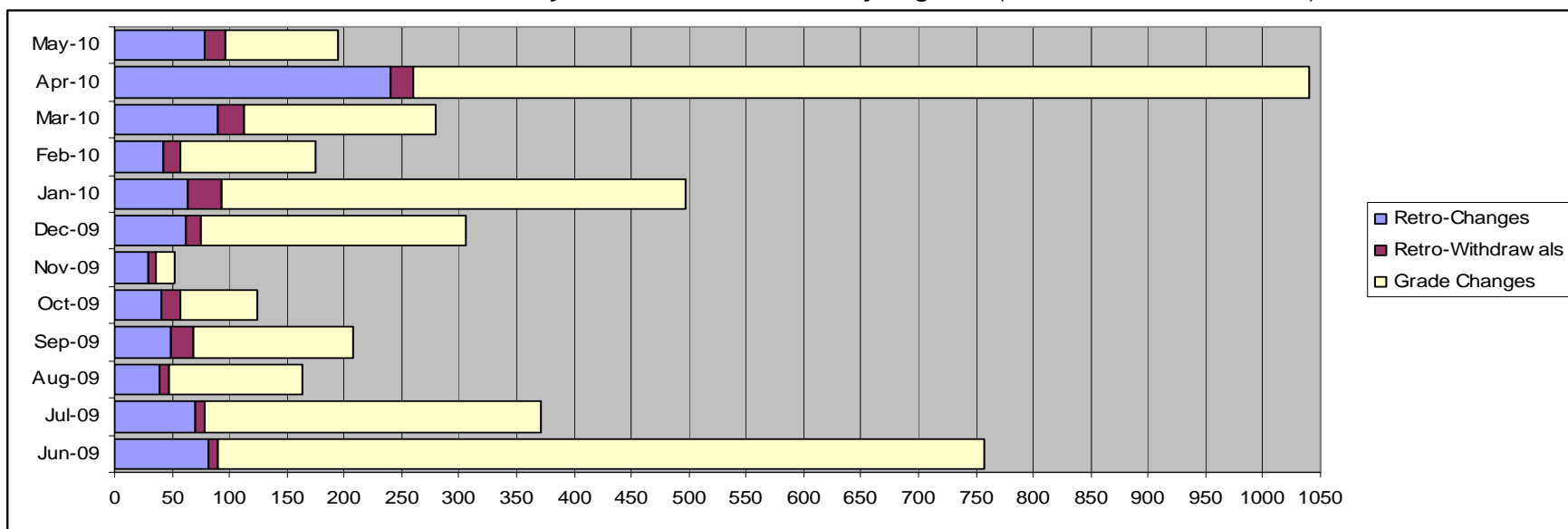
Reporting Period Start: June 1, 2009
Reporting Period End: May 31, 2010

Retroactive Change Petitions (“Retro-Changes”) include all Retroactive Drops, Adds, Unit Changes, and P/NP changes. Retroactive Withdrawal and Grade Change Petitions are submitted using specialized forms and so are noted separately.

Of the 4170 petitions submitted to OUR, 396 (9.4%) petitions were submitted to the Grade Change Committee (ASCGC) for review.

Month	Retro-Changes	Retro-Withdrawals	Grade Changes	Total
Jun-09	81	9	667	757
Jul-09	71	7	293	371
Aug-09	39	9	116	164
Sep-09	49	19	139	207
Oct-09	41	16	68	125
Nov-09	30	6	16	52
Dec-09	62	14	230	306
Jan-10	63	31	403	497
Feb-10	42	16	117	175
Mar-10	90	23	167	280
Apr-10	240	20	781	1041
May-10	79	18	98	195
TOTAL	887	188	3095	4170

Petitions Received by the Office of the University Registrar (*Month x Number of Petitions*)



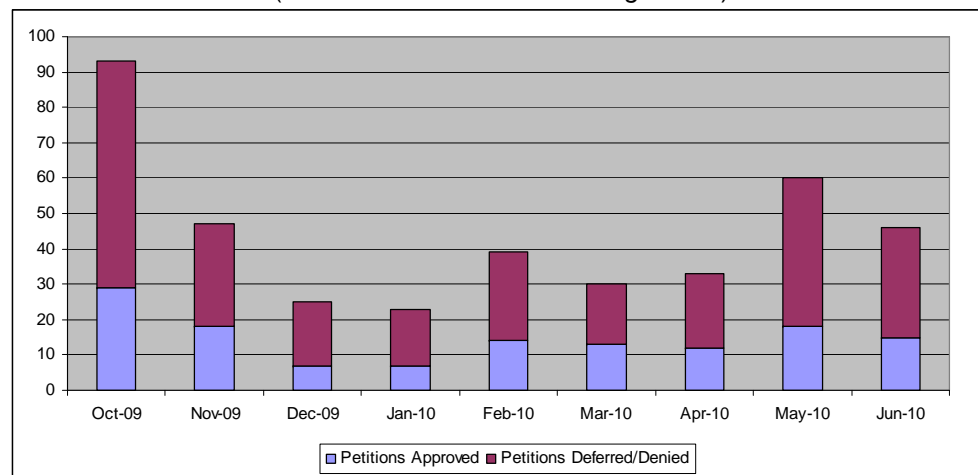
2009-2010 Overview of Petitions Considered by the Committee on Grade Changes

The below table indicates the number of petitions that are referred to the Academic Senate Committee on Grade Changes, as well as the number approved or deferred/denied by the Committee. The Committee met 9 times during the 2009-2010 academic year with an approval rate of 33.4 percent. 1 petition was deferred from the previous year; 1 was petition deferred to the next year. The chart below illustrates the approval percentages for each meeting. (Each cell has two numbers: *Petitions Approved / Petitions Reviewed*)

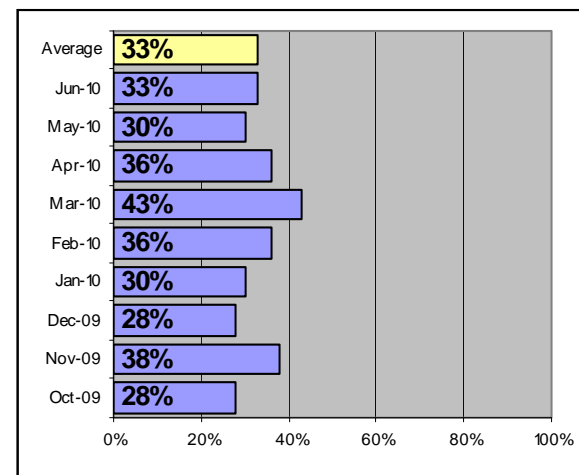
Meeting Date	# Petitions	A/D	GC	RA	UC	RD	RW	P/NP	Total
1. October 13, 2009	93 petitions	1 / 4	3 / 14	2 / 3	0 / 2	1 / 22	20 / 40	2 / 8	29 / 93
2. November 10, 2009	47 petitions	8 / 13	0 / 1	1 / 2	1 / 2	2 / 8	6 / 16	0 / 5	18 / 47
3. December 8, 2009	25 petitions	2 / 7	1 / 1	0 / 3	--	1 / 8	3 / 6	--	7 / 25
4. January 13, 2010	25 petitions	2 / 3	--	--	0 / 1	0 / 8	5 / 8	0 / 3	7 / 23
5. February 10, 2010	39 petitions	0 / 3	2 / 3	--	--	2 / 8	10 / 23	0 / 2	14 / 39
6. March 10, 2010	30 petitions	1 / 2	0 / 2	--	--	1 / 6	8 / 17	3 / 3	13 / 30
7. April 14, 2010	33 petitions	4 / 7	0 / 2	--	--	1 / 4	7 / 16	0 / 4	12 / 33
8. May 12, 2010	60 petitions	0 / 2	0 / 8	2 / 8	--	4 / 17	11 / 19	1 / 6	18 / 60
9 June 9, 2010	46 petitions	3 / 7	0 / 3	--	--	2 / 12	10 / 22	0 / 2	15 / 46
TOTAL	396 petitions	21 / 48	6 / 34	5 / 16	1 / 5	14 / 93	80 / 167	6 / 33	133 / 396

Key: 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.

Committee-Reviewed Petition Outcomes
(Number of Petitions x Meeting Month)



Committee Approval Percentages
(Meeting Month x Percentage)



Annual Report: Academic Year 2009-2010
Davis Division: Academic Senate
Graduate Council

Total Meetings:	Meeting Frequency:	Average Hours of Committee Work Each Week:
Council: 11 Academic Planning & Development: 8 Administrative/Appeals: 11 Chairs Advisory: 9 Courses: by email only Educational Policy: 6 Postdoctoral Affairs: 3 Program Review: 5 Program Review Revisions: 5 Support & Welfare: 3 (reviews online)	Monthly	Graduate Council Chair - 8 Council Members – 1 PRC Chair - 4 Other Subcommittee Chairs – 2 Subcommittee Members - 1 <i>Number of members of each standing subcommittee:</i> APD – 8 Administrative – 4 Courses – 13 EPC – 13 PRC – 16 S&W – 12

Total Items Reviewed:	Total Number of Items Carried Over from Previous Year:	Total items Carried Over to Coming Year:
101 business items 232 courses reviewed 3,820 student award applications reviewed	39 courses	32 courses, 1 program review report, 8 program review closure considerations, and 5 other items

Listing of Policies Approved, Established or Revised:
In Absentia Policy, PELP Policy (Eliminate PELP Blanket Exception), Qualifying Examination Policy (and Blanket Exception), Thesis/Dissertation Embargo/Copyright & Electronic Filing Policy, GAC Policy, Changes to Graduate Student Support, Program Evaluation Metrics

Summary of Issues the Graduate Council Considered:									
Graduate Program Bylaw Revisions	Graduate Program Degree Requirement Revisions	Graduate Student Fellowship, Travel, & Summer GSR Awards	Graduate Program Review Actions	Proposals for New Graduate Programs, DEs, or GACs	Graduate Courses Reviewed and Approved	Responses to Requests for AS Consultation	Graduate Program Management Advice or Affiliation Approvals	Administrative Committee Appeals	Misc
8	16	220 (3,820 applications reviewed)	16	3	Total: 232 New: 145 Changes: 26 Cancelled: 61	16	16	22	4

Committee Narrative:

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 in accordance with Bylaw 80 of the Davis Division of the Academic Senate.

The Council is supported by a structure which includes the following subcommittees: (1) Academic Planning and Development (APD) Committee, (2) Administrative Committee, (3) Bylaws Committee, (4) Chair's Advisory Committee, (5) Courses Committee, (6) Educational Policy Committee (EPC), (7) Program Review Committee (PRC), and (8) the Support and Welfare Committee (S&W). Additionally, this year Council organized two workgroups whose charge was to make specific recommendation to Council regarding (1) Postdoctoral Affairs, and (2) Program Review Process Revisions.

A summary of the Council's actions for the year is provided below; the item dates are typically those of Council meetings. Council agendas and minutes may accessed via ASIS or at <http://www.gradstudies.ucdavis.edu/gradcouncil/minutes/>.

A. Graduate Program Bylaw Revisions:

1. Psychology Graduate Program (November 2)
2. Physics Graduate Program (January 11)
3. Atmospheric Science Graduate Group (January 11)
4. Comparative Literature Graduate Program (January 11) **change from Group to Department*
5. Geology Graduate Program (February 22)
6. Community Development Graduate Group (February 22)
7. Chemistry Graduate Program (February 22)
8. Education MA & MA Credential (June 7) **advice only, documents not revised*

B. Graduate Program Degree Requirement Revisions:

1. Anthropology Graduate Program (November 2)
2. Materials Science & Engineering Graduate Program (December 14)
3. Immunology Graduate Group (January 11)
4. Child Development Graduate Group (February 22)
5. International Agricultural Development Graduate Group (February 22)
6. Nursing Science & Health-Care Leadership (February 22)
7. Community Development Graduate Group (April 19)
8. Geology Graduate Program (April 19)
9. Statistics Graduate Program (May 17)
10. Biostatistics Graduate Group (May 17)
11. Microbiology Graduate Group (June 7)
12. English Graduate Program (June 7)
13. Applied Mathematics Graduate Group (June 7)

14. Linguistics Graduate Group (June 7)
15. Mechanical and Aeronautical Engineering Graduate Program (June 18)
16. Education—CANDEL (June 18) **awaiting approval*
17. Art Studio Graduate Program (June 7) **awaiting approval*

C. Graduate Student Fellowship, Travel, & Summer GSR Awards:

See appendix A for details

D. Graduate Program Review Actions:

1. Geography Graduate Group (October 5, December 14, May 17)
2. Communication Graduate Program: Delay of Review to 2015-16 (October 5)
3. Program Review Reports:
 - i. Genetics Graduate Group Program Review Report (November 2)
 - ii. Plant Biology Graduate Group Program Review Report (December 14)
 - iii. Electrical and Computer Engineering Program Review Report (April 19)
 - iv. Neuroscience Graduate Group Program Review Report (June 18)
 - v. Computer Science Graduate Group Program Review Report (June 18)
 - vi. Comparative Pathology Graduate Group Program Review Report (June 18)
4. Program Review Closure Committee Recommendations:
 - i. Nutritional Biology Graduate Group (April 19) **closure approved*
 - ii. Pharmacology and Toxicology Graduate Group (April 19) **review remains open*
 - iii. Physics Graduate Program (June 7) **closure approved*
 - iv. Agricultural and Resource Economics Graduate Program (June 18) **review remains open*
 - v. Mathematics Graduate Program (June 18) **closure approved*
 - vi. Program Review Closures still to be considered:
 1. Avian Sciences Graduate Group Review
 2. Microbiology Graduate Group Review
 3. Linguistics Graduate Group Review
 4. Biostatistics Graduate Group Review
 5. Plant Biology Graduate Group Review
 6. Education PhD Graduate Group Review
 7. DE—Critical Theory
 8. DE—Reproductive Biology Review
5. Revisions to the Program Review Process:
 - i. Program Evaluation Metrics and Changes to Graduate Student Support (March 15)
 - ii. Revised Faculty & Student Questionnaires for Program Review (April 19)

iii. Review Template for Program Review Ad Hoc Committees (April 19)

6. Program Review Initiations for 2011-12 Reviews (April 19): Animal Biology, Applied Mathematics, Atmospheric Science, Chemical Engineering and Materials Science, Chemistry, Clinical Research, Community Development, German, Horticulture and Agronomy, International Agricultural Development, Native American Studies, Performance Studies, DE – Biophotonics, DE – Biotechnology, DE – Feminist Theory and Research, DE – Second Language Acquisition, DE – Social Theory and Comparative History, DE – Native American Studies, DE – Performance Studies.

E. Proposals for New Graduate Programs, Designated Emphases, or Graduate Academic Certificates:

1. Energy Graduate Group (December 14) **currently under review at CCGA*
2. Study of Religion Graduate Group (January 11) **currently under review at CCGA*
3. Designated Emphasis in Stem and Progenitor Cells (February 22)
4. Graduate Academic Certificate in Development Practice (April 19)
5. Designated Emphasis in Organism-Environmental Interaction (May 17)
6. BS/MS Integrated Degree Program in Statistics (May 17)

F. Graduate Courses Reviewed and Approved

A total of 232 course requests were submitted to GCCS this year:

- New course requests 145
- Course changes 26
- Courses cancelled 61
- Carry forward of 32 course requests into the new academic year

G. Responses to Requests for AS Consultation:

1. Conversion to Semesters (November 2)
2. Comparative Literature Request for Departmental Status (November 2)
3. UC Online Education Pilot Project (November 2)
4. Remote Online Instruction Report (December 14)
5. Pandemic Flu Planning (December 14 & March 15)
6. UCD Vision Document (January 11 & April 19)
7. Differential Fees (March 15)
8. Gifts for Research (March 15)
9. Endowed Chairs (March 15)
10. Revisions to PPM 220-01 on ORU's (March 15)
11. Commission on the Future Recommendations (April 19)
12. UC Compendium Revision (May 17)
13. UCD Blue Ribbon Committee on Research (June 7)
14. Proposed Name Change for International Agricultural Development (APD discussion only)

H. Graduate Program Management

1. DE Affiliation Requests:
 - i. Chemical Engineering to affiliate with DE in Biophotonics (November 2)
 - ii. Neuroscience to affiliate with DE in Biotechnology (November 2)
 - iii. Biomedical Engineering to affiliate with DE in Translational Research (December 14)
 - iv. Performance Studies to affiliate with DE in WRACS (May 17)
2. Exercise Science Graduate Group: Suspension of Admissions (November 2)
3. Requiring MOU's for New Graduate Program Proposals: Advice from CERJ (December 14)
4. Personal Potential Inventory from ETS: Request from Graduate Studies (January 11)
5. Integrated Pest Management: Request to Discontinue (January 11) **approved*
6. HArCS TA/AI Positions in Professional Schools (March 15)
7. BS/MS Integrated Degree Program in Chemistry: Sunset (May 17) **approved*
8. Masters in Preventative Veterinary Medicine (MPVM): Authority of the Council (June 18)
9. Publication crediting in the Humanities (APD discussion only)

I. Administrative Committee Appeals:

1. Split Decision on the 2nd take of a Qualifying Examination: 7
2. Student Appeal of a Disqualification: 6
3. Policy Exceptions Requested by a Program: 5
4. Student Appeal of a Denial of Admission: 2
5. Reconstitution of Committee: 1
6. Request to Repeat Coursework in Excess of Policy Allowance: 1

J. Miscellaneous:

1. Administrative Process Redesign (APRI): Service Centers (January 11)
2. Breastfeeding Support Program (February 22)
3. Graduate Commencement as Stand-Alone Ceremony (February 22)
4. Recommendations on Postdoctoral Scholar Affairs (June 18)

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. The contributions of the members of subcommittees and of the *ad hoc* program review committees have been extremely valuable and are deeply appreciated by the Council. Finally, we specifically appreciate the professional support and personal dedication provided by the administrative staff of Graduate Council.

Respectfully submitted,

André Knoesen, Chair
2009-2010 Graduate Council

Members: André Knoesen, Chair; Alan Buckpitt, Vice Chair; Peggy Farnham; Jeffery Gibeling, Dean, *ex officio and non-voting*; Rachael Goodhue, CCGA Representative; Peter Lichtenfels; Miroslav Nincic; Martha O'Donnell; Blake Stimson; Jeffrey Stott; Case van Dam; Bryan Weare.

Academic Federation Representatives: Pauline Holmes and Bernie May.

Graduate Studies Representatives: Associate Dean Lenora Timm.

Graduate Student Representatives: Malaika Singleton, GSA Chair; Karinna Hurley, GSA Vice Chair; Alexandra Roach; and Abbie Boggs, Graduate Student Assistant to the Dean and Chancellor.

Postdoctoral Scholar Representatives Eliza Bliss-Moreau, PSA Chair, and Sevinc Segnor

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

This report was prepared by the Graduate Council Analyst and the subcommittee chairs and staff. The report was reviewed and approved by the 2009-2010 Graduate Council during the period of August 27 to September 3, 2010.

APPENDIX A: SUPPORT AND WELFARE (S&W) COMMITTEE REPORT 2009-2010

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 2009-2010: C.P. "Case" van Dam (Chair, Mechanical & Aerospace Engineering), Christopher Cappa (Civil & Environmental Engineering), Chris Miller (Microbiology), Lorenzo Berti (Academic Federation Rep, Internal Medicine), Sheila David (Chemistry), Robert Fairclough (Biophysics), Lynette Hunter (Performance Studies), Lynne Isbell (Anthropology), Anh-Vu Pham (Electrical & Computer Engineering), Anke Schennink (Postdoc Assn.), Jeffrey Stott (Pathology, Microbiology & Immunology: Vet Med), Carl Whithaus (Cultural Studies) and staff support provided by Steven Albrecht, Ruth Lee, Purie Conley (Office of Graduate Studies).

Award Information:

Internal Fellowships:	Number of Applicants	Number of Awards	Award Amount Total
Crosby, Donald	17	2	\$26,316.00
Elliott, Marjorie and Charles	787	6	\$67,500.00
Faulkner, Richard and Kate	13		
Gibeling		1	\$8,100.00
Golden International Agriculture, William G. and Kathleen	44	5	\$44,000.00
Graduate Scholars Fellowship	0	7	\$269,100.00
Jones, Fletcher	655	2	\$18,000.00
Kraft, Herbert	50	3	\$32,400.00
Krantz, Bert and Nell	56	1	\$2,430.00
Lee, George	28		
Lyons, Austin Eugene	14	6	\$182,819.68
Mahan, Laura Perrott	5		
McArthur, Frank	9		
McKeehan, Beatrice Oberly and S. Atwood	57	2	\$66,200.00
Richards, Lillie May	20	1	\$22,500.00
Schwalen, Emily	36		

Schwall Dissertation Year Fellowship, Floyd and Mary	20	5	\$25,000.00
Schwall Medical Fellowship, Floyd and Mary	53	2	\$172,400.00
Stacey, Malcolm	15		
Steindler, John F	45	2	\$147,894.00
Tryon, Herbert	0		
UCD & Humanities Graduate Research	198	40	\$60,000.00
UCD Dissertation Year Fellowship	109	5	\$170,900.00
Velez, Miguel	34		
Walker, Frank and Carolan	10		
Wood, Elizabeth P.	14		
Wright, Jarena	9	1	\$7,740.00
Zolk, George and Dorothy	897	4	\$36,000.00
Total	3195	95	\$1,359,299.68

Internal Fellowships to support Campus Diversity:

Cota Robles, Eugene	181	5	\$346,494.00
Dissertation Year Fellowship	73	6	\$204,600.00
Graduate Research Mentorship	69	9	\$304,716.24
McNair	0	2	\$106,388.00
Total	323	22	\$962,198.24

Travel Awards:	Number of Applicants	Number of Awards	Award Amount Total
For professional meetings held July 1, 2009 to June 30, 2010	104	41	\$25,000.00
For professional meetings held Jan 1 to Dec 30, 2010	111	38	\$25,000.00
Total	215	79	\$50,000.00

Summer GSR Awards:

Summer Graduate Student Researcher Award Engineering or Computer-related Applications and Methods	73	24	\$194,544.00
Total	87	24	\$194,544.00
Grand Total All Awards	3820	220	\$2,566,041.92

Annual Report: Academic Year 2009-2010 Davis Division: Academic Senate

Committee on Information Technology

Total Meetings: 5	Meeting frequency: As needed	Average hours of committee work each week: fluctuates
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Total proposals Reviewed: (courses, proposals, cases, etc.) 2	Total of reviewed proposals deferred from the previous year -- None	Total proposals deferred to the coming academic year – None
----------------------------------------------------------------------------	----------------------------------------------------------------------------	--------------------------------------------------------------------

Listing of bylaw changes proposed:

None

Listing of committee policies established or revised:

None

Issues considered by the committee:

- Student Evaluations on line
- Kuali Coleus: proposal to implement an administration system for research
- Outsourcing UCD email for staff and faculty
- Release of grades in aggregate
- Downloading and editing podcasts
- On-line courses

Committee's narrative:

The Committee on Information Technology (CIT), in its fourth year of existence, is the Academic Senate's resource for providing recommendations and insight on IT issues. The committee has continued its strong link to CCFIT as the natural means of communication between the administration and the Senate on IT. This has reinforced the essential Senate leadership in academic oversight of IT at UC Davis. CIT actively participated in the activities of CCFIT during the year. The committee also continued to recommend Senate members to Committee on Committees for appointment to CCFIT subcommittees. It is the experience of the outgoing committee Chair that the workload of the committee is much larger than indicated by the number of meetings and issues. This is due, in part, to the many meetings, such as CCFIT and CCFIT sub-committee meetings attended by CIT members, in part to the cases where IT (especially educational technology) initiatives are incubated and pursued outside the sphere of the Academic Senate. In such cases the workload of the committee can be greatly increased and involve an additional element of time pressure for the Senate to carefully consider the long-term consequences of the important issues at hand.

The Committee on Information Technology considered the following items during the 2009-10 academic year:

- The committee discussed the issue of Student Evaluations on line. It is apparent that the discussion would be campus wide; the Senate established a Special Committee on Student Evaluations. CIT nominated Niels Jensen to serve on that committee.
- The Committee responded to the Kuali Coeus proposal for implementing a research administration system. Due to a search this year for a new Vice Chancellor for Research and a restructuring to the Office of Research, the committee suggested this was not the best time to introduce a new electronic tool. The committee recommended deferring a decision on Kuali Coeus until a new Vice Chancellor for Research was in place.
- A major topic of discussion throughout the year was outsourcing faculty and staff email. Several faculty concerns were raised in CIT's memo of December 2009. In late April, the Vice Provost-IET, and the Chairs of the Academic Senate Committee for Information Technology and the Campus Council for Information Technology, issued a joint statement announcing the decision to discontinue consideration of outsourcing options for faculty and staff email. The communication cited, among a list of issues, concerns related to the UC Electronic Communications Policy and Google's privacy practices. CIT later reemphasized the rationale that a single email service be reestablished for the campus. A campus-wide UC Davis Email Committee was established jointly by Information and Educational Technology and the Academic Senate to chart a strategy for central campus email services. The committee's discussions will be informed by the reports from the Academic Senate Committee on Information Technology and the three groups who studied email alternatives this past year. Each of these perspectives will be critical to defining a functional, reliable and secure email system for UC Davis that is operated by the University of California.
- Conversations on the following issues will continue into the 2010-11 academic year:
 - the release of grades in aggregate
 - downloading and editing podcasts
 - on-line courses.

Respectfully submitted,

Niels Grønbech Jensen, Chair
Giulia Galli
Paul Gepts
Douglas Kahn
Felix Wu
Wrye Sententia O'Toole (AF Representative)
Peter Siegel (Ex-Officio)
Matthew Blair (ASUSD Representative)
Matthew Lange (GSA Representative)
Nancy Kilpatrick, Analyst, Academic Senate Office

February 19, 2010

To: Robert Powell, Chair
Davis Division of the Academic Senate

From: Niels Grønbech-Jensen, Chair
Committee on Information Technology

Re: CIT Response to Consultation Request: Kuali Coeus Project Proposal

The Committee on Information Technology met on February 17 and discussed the proposed project. The committee discussion was brief and focused more on the issue of timing than on the details of the proposed project.

Given that this project is very closely related to the Office of Research and the faculty's interaction with same office, given that an open search for a new Vice Chancellor for Research is imminent, and given that OVCR is in periodic restructuring, we believe that now may not be the best time to introduce a new electronic tool. We submit that it may be better to wait with this decision until the new Vice Chancellor for Research is in place.

December 10, 2009

To: Robert Powell, Chair
Davis Division of the Academic Senate

From: Niels Grønbech-Jensen, Chair
Committee on Information Technology

Re: CIT Consideration of Gmail for Faculty and Staff

Following your request for input to the discussion on possible transition of faculty and staff email service from campus (gecko-mail) to a Google (gmail) service, the Committee on Information Technology met on November 20th. A synopsis of the discussion and subsequent comments and conversations follows.

The objective of the endeavor is multi-fold and includes perceived cost savings, enhanced sets of communication tools beyond email, and a unification of email platforms across campus. All these goals are worthwhile. However, the committee has some observations and discussion points that pertain both to the specific gmail proposal and to a broader perspective regarding IT at UC Davis.

Given the transition that has already happened for student email from UC Davis to Google, it seems almost inevitable that the campus will move the remaining email services to the same platform/vendor. It is regrettable that a comprehensive discussion regarding email service did not take place in regards to all campus email at the same time. The details of the developing contract with Google are not clear to the committee, so, in turn, our discussions have been conducted in somewhat vague terms. Highlights are:

The projected cost savings have been mentioned to be of the order \$100K-\$300K per year. While it is desirable to save precious funds, this magnitude of savings is not impressive compared to the amount of time and effort put into the possible transition. Also, it is not clear if there is a mechanism for validating these projected savings against actual savings some years from now.

How does the proposed change in email service impact the overall IT competency on campus? Seen in isolation, this may not be a dramatic shift in campus identity, but given other current and recent efforts in outsourcing IT services to third party vendors (e.g., smartsite), the committee sees a trend leading to a campus with very little actual IT development and activity outside of contracted services. This may be what the campus wishes to strive for, but it would then be useful for the campus community to articulate a long-term vision for how IT is projected to evolve at UC Davis. A given proposal, such as the gmail endeavor, can then be directly evaluated against the common vision.

The Committee was informed that the contract includes an opt-out provision with six months notice, allowing the campus to terminate the contract and choose to either identify a different vendor or resume the services in-house. We are concerned that the campus will be in a very disadvantaged position to shift vendor or resume a campus service once a contract with Google has been signed. To attain the projected cost-savings the campus will relinquish both technical and physical capabilities necessary for running an effective email service. It seems unlikely that

the campus would be in a position to resume the service without major new investments; investments that by then will be unforeseen and outside the budget. The other option of contracting with a different vendor also seems easier said than done in that only very few companies can provide a service on the scale and consistency required by UC Davis.

There are questions regarding ownership of data, physical location of the hosting of data, privacy regarding indexing and data mining, and the ultimate control of the information. These concerns pertain both to the institution as well as to individual efforts on campus. For example, is the information understood to be UC Davis owned such that, e.g., intellectual property of new developments and research results are protected as sole UC Davis data? If so, how is UC Davis certain that the information is protected against indexing, searches, and, of course, illicit activity; and who is ultimately responsible? Can UC Davis email users permanently delete information and how is this guaranteed? Is off-campus/off-shore hosting and handling of data in conflict with confidential university business and proper handling of proprietary or sensitive information? Does the campus need to inform funding agencies, government, industry, and, e.g., National Laboratory collaborators that UC Davis communications and research data is being stored and managed off-campus/off-shore by a third party vendor, who is subject to interests and regulations other than those of UC Davis?

There are questions regarding the campus adopting a single third-party vendor standard for electronic interaction between faculty and students. One of the attractive components of adopting a Google platform for email is the impressive portfolio of accompanying tools far beyond email service. However, adopting a single-vendor platform based on a free email service as the campus standard for electronic interactions has potential implications for other instructional and IT discussions on campus and UC-wide regarding, e.g., online course offerings and online curricula, where the campus might wish to impose its own culture on the tools used for student-faculty interactions. Again, it would be beneficial to have a broader and longer-reaching campus (and UC-wide) view on IT direction and priorities.

In short, the committee recognizes the technical opportunities in switching faculty and staff email into a Google service. Given the previous adoption of Google mail service for student email this will unify email on campus. However, we have many questions about the details of the arrangement, its flexibility for the campus, and its long-term consequences for academia and research. Some of the above-mentioned questions also pertain to other Senate committees, such as Committee on Research, Budget and Planning, and, in case gmail will have an impact on student-faculty interactions, committees that are directly involved with courses and instruction. We are further wondering about the significance of the anticipated cost savings. In general, we recommend that seemingly independent projects, such as this, be considered in a broader context of a campus vision for IT, academic, scientific, and administrative, instead of being considered in isolation, where interconnectivity between IT decisions and their broader consequences cannot be fully comprehended.

c: Vice Provost—IET Siegel
CCFIT Chair Kiskis
CIT

April 30, 2010

To: UC Davis Faculty and Staff

Re: Discontinuation of Assessment to Outsource Email for Faculty and Staff

We write to inform you of a recent decision to discontinue consideration of “outsourcing” UC Davis email for faculty and staff, including to Google. Vice Provost Pete Siegel made this recommendation to the Chancellor and Provost based on extensive community consultation as well as a campus assessment of the UC Electronic Communications Policy and increased privacy risks that have come to light in recent weeks. The Academic Senate Committee on Information Technology and the Campus Council for Information Technology concur with this decision.

First, there are new concerns that outsourcing email may not be in compliance with the University of California Electronic Communications Policy. The policy states that the University “does not examine or disclose electronic communications records without the holder's consent” and that “in no case shall electronic communications that contain personally identifiable information about individuals be sold or distributed to third parties without the explicit permission of the individual.” Though there are different interpretations of these sections, the mere emergence of significant disagreement on these points undermines confidence in whether adopting Google’s Gmail service would be consistent with the policy.

Second, and of greater importance, were the views of faculty and staff. We especially appreciated the active involvement and contributions of many faculty, both as participants in the Gmail pilot project and in discussions of potential risks and opportunities. Although preliminary feedback from volunteer testers was positive, many other faculty expressed concern that our campus’ commitment to protecting the privacy of their communications is not demonstrated by Google and that the appropriate safeguards are neither in place at this time nor planned for the near future. These concerns were echoed in recent news reports and in a letter released last week by the privacy commissioners from ten countries. The letter criticized Google's perceived inattention to protecting user privacy and called on the company to incorporate fundamental privacy and data protection principles directly into the design of new online services. Perhaps this broad international attention to Google’s privacy practices will lead to progress.

Although outsourcing is no longer under consideration, the need to provide UC Davis with a more flexible and effective central email system remains. As a next step, we suggest that, jointly with the Academic Senate, a committee be established in the coming months to identify essential campus email features and capabilities. Its discussions would be informed by reports from the Gmail Assessment Committee, the Unified Communications Workgroup, and the UC Email Task Force. All three initiatives, as well as the experience and perspectives of faculty and staff involved in them, will be critical to defining a functional, reliable and secure email system for UC Davis.

We express our sincere appreciation to the faculty and staff who participated in the Gmail pilot project, to the faculty who have come forward with comments and concerns, and to the staff who work so diligently to create and support our campus systems. We also appreciate the collegiality

that has characterized this assessment of email outsourcing, and we look forward to more collaboration in defining a central email system that can meet the needs of our campus.

Sincerely,

Peter M. Siegel
CIO and Vice Provost
Information and Educational Technology

Niels Jensen,
Chair, Academic Senate Committee for Information Technology
And Professor, Applied Science

Joe Kiskis,
Chair, Campus Council for Information Technology
And Professor, Physics

June 2, 2010

To: Robert Powell, Chair
Davis Division of the Academic Senate

From: Niels Jensen, Chair
Committee on Information Technology (CIT)

Re: Future of UC Davis email service

Following the discontinuation of IET's gmail pilot project and the announcement of VIP-IET Pete Siegel on April 30, 2010, endorsed by CCFIT and CIT (representing the Davis Division of the Academic Senate), the committee discussed the issue of email service at UC Davis.

The committee, again, supports the notion of not outsourcing UC Davis email to third party vendors. This is consistent with our reading of the UC Electronic Communications Policy and with the expectations of, e.g., privacy and data protection that have been communicated through the Academic Senate. We therefore fully endorse the development of functional, reliable, and secure email service for all on campus. We recognize that locally developed and/or locally operated functionality cannot compete with all the latest features and capabilities of the applications offered by commercial vendors. However, the Administration and the Senate, in consultation with the rest of the campus, should determine a level of service and capabilities that approaches that provided by commercial vendors, while remaining practically and economically feasible for an institution like the University of California.

The new UC Davis email service should become the default, ucdavis.edu, for all at UC Davis. The committee does not support continuing a fractured platform in which different services, system behaviors, and governing policies apply to different user groups on campus. Recognizing that the campus functions by heavy communication between students, staff, administration, and faculty, a single homogeneous email service is not only desirable for campus interactions, but also a natural consequence of the considerations that led to the decision of not outsourcing email for faculty and staff.

The committee is eager to become an active participant in developing the guidelines for, and direction to, this new core email service for all on campus.

C: VP-IET Siegel
Asst VP-IET Shelby
CCFIT Chair Kiskis
CIT

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Committee on International Studies and Exchanges (CISE)

Total Meetings: 5	Meeting frequency: About two meetings per Quarter.	Average hours of committee work each week: 7.5
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Reviewed a total 35 GE Petitions, 4 - 2008-09 Annual Reports (CISE; UCIE; EAC and SISS), the General Education Graduation Requirement Guidelines, the actions of two other committees (UCIE and the EAP Task Force), 4 multiple program proposals (New, Eastern Europe, Japan and Africa), 2 Reports (Joint Senate Admin EAP Task Force and 2 nd Round of COTF Recommendations), 2 Committee Memberships (UC CIE Chairs and EAP Governing Committee), 5 Letters, 2 Responses (UCSB and UCIE), 1 Vision Document (UCD), 4 Committee Bylaw Changes (see below), 1 Position Description (EAP Director), and 1 Agreement template (Affiliation Agreement).	0 GE Petitions, 0 reports and 3 issues (committee bylaw changes, authority for transfer credit and status of EAP) continued from the previous year.	0 GE Petitions, 0 reports and 2 issues continue to the coming academic year: status of EAP and GE protocol for "new" GE.
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Listing of bylaw changes proposed: in addition to those proposed in 2008-09.

Changing the committee name from CISE (Committee on International Studies and Exchanges) to CIE (Committee on International Education).

Listing of committee policies established or revised:

The committee charge was revised to 1) remove the Director of the International House from the committee membership; 2) replace the word "faculty" with "Senate member" in reference to members drawn from the undergraduate colleges; 3) insert the word "regular" before the first occurrence of the word "member"; and 4) change the name of the committee to "Committee on International Education (CIE)."

Issues considered by the committee:
Chancellor's vision document
Task Force Report on EAP Governing Committee
Criteria and protocol for getting GE credit for EAP coursework
Changes in the EAP funding model
Collapse of EAP central funding
Proposed opening and proposed closures for various EAP programs
Commission on the Future final report
Campus agreements with 3rd-party education-abroad providers
Impact of "new" GE

Recommended procedural or policy changes for the coming year:
That the committee whiteboard item comments-viewing functionality be modified so that after one views a comment one is returned to the same place in the list of whiteboard items. (This change has now been implemented.)

Committee's narrative:

The committee was engaged in international-education issues of concern to UC Davis and, sometimes, system-wide. Highlights are below.

Education Abroad Program

CISE monitored and provided feedback into upcoming changes in UC's Education Abroad Program (EAP). The program continues to be in distress, with multiple programs and Study Centers being eliminated and others being put into the hands of third-party providers. Central funding to EAP has collapsed, going from roughly 18 million annually to about 1 million. A new "funding model" is being implemented, one in which students pay an "EAP Fee" in lieu of Ed and Reg fees. The Office of the President hopes that the new funding approach will allow EAP to continue on as a self-supporting or nearly-self-supporting organization. The committee is concerned about the prospects for reciprocity (students from any one of UC's host universities studying here), accessibility of study-abroad opportunities, and the general future for EAP.

EAP Governing Committee

A system-wide EAP Governing Committee was formed this year. UCD Vice Provost for undergraduate studies Pat Turner was appointed to it. The committee, which is only advisory, has some Academic Senate representation.

Business Action Item: Response to EAP Task Force Report

Our concerns about the state and future of EAP, and about its Governing Committee, were expressed in a response to a BAI calling for review of the EAP Task Force's recommendations. We were critical of the document, complaining, among other things, that it seemed pointless to review a document whose main recommendation had already been put into effect. The committee's comments were incorporated in the Davis

Division's response of January 25, 2010, which then became a part of the Academic Council's review and was sent to then-Interim Provost Larry Pitts on March 18, 2010.

EAP Program Closures

A number of EAP program closures came in during the year. UCIE would be informed first, and the CISE Chair would then bring this to CISE for advice. We were most concerned with respect to the following: (1) A new EAP program is to be opened in Belgrano, Argentina. We opposed this, concerned, among other matters, about the lack of Academic Senate consultation. (2) We reviewed and then opposed a new language program at the International Cultural Institute of Japan. There were issues with the venue, the program, and concern that the program was advertised by UOEAP prior to Academic Senate approval. UCIE voted against the proposed program. (C) We opposed closure of UC's one and only program in Russia, which had been losing a small amount of money annually. UC's Russian program has since been turned over to a third-party provider. Programs were also closed in Sienna, Italy, in Hungary, and beyond.

Director of EAP Position Description

CISE reviewed the proposed job description for the Director of EAP and expressed concerns that the position was not being treated as an academic position. CISE's Chair worked with other UCIE members to help draft a revised job description. The final job description did not particularly follow the Academic Senate's edit, but it has recently been announced that someone with an academic background—UCD Prof. Jean-Xavier Guinard (Food Sciences; Associate Vice Provost for International Programs)—would assume the Director position.

UCD Chancellor Katehi's Draft Vision Document

CISE reviewed Chancellor Katehi's Draft Vision Document, attending especially to issues relating to internationalization. We praised the international focus embedded in the document but expressed concerns about promoting internationalization in an environment of collapsing study-abroad funding.

Proposed Revisions to CISE's Charge—Davis Division Bylaw 64

CISE reviewed proposed revisions to its charge (Davis Division Bylaw 64), brought to it by the Committee on Elections, Rules and Jurisdiction. We supported all the proposed revisions, and added one more: that our name be changed to CIE. The reason for the name change is simply that every other campus in the system calls their peer committee CIE (Committee on International Education), not CISE. The system-wide committee is correspondingly named UCIE.

Affiliation Agreements

The committee considered Affiliation Agreements (also known as Agreements of Association or Association Agreements). Under such contracts UCD would affiliate with selected third-party providers for providing alternative, generally non-competing study abroad programs (supplementing EAP, Summer Abroad, and Quarter Abroad). Particularly in the light of EAP budget cuts and concerns about increasing student costs for participation in study abroad programs, CISE expressed its support for our campus entering into such arrangements, noting that the arrangements have been used quite successfully at other campuses, such as UCSD.

Committee on the Future (COTF) Recommendations

CISE reviewed and responded to the second round of recommendations made by the Committee on the Future (COTF). CISE expressed disappointment that international education was not mentioned in the document except as a possible revenue stream to UC.

General Education Petitions for EAP Coursework

Throughout the academic year, CISE reviewed General Education Petitions for EAP Coursework. In mid-year CISE enacted a new review protocol for these petitions, so that petitions would normally be reviewed within about one week.

The committee is concerned that review of GE petitions using the current protocol will become difficult under the new GE. We invited Christopher Thaiss, Chair of the General Education Task Force, to one of our meetings. No consensus emerged about how GE petitions ought to be handled when the new GE goes into effect, but the committee has reservations about its ability to interpret all the categories of GE credit based upon the sometimes-sketchy information for courses that we have available. Resolving what should happen here remains an issue for next year's committee.

Membership Participation

We comment that there were recurring problems with meeting attendance and participation in GE-petition reviews. What might be done to increase participation should be an issue of concern for the 2010-11 Committee and the Academic Senate in general.

Respectfully submitted,

Phillip Rogaway, CISE Chair and UCIE DD Representative

Shelley Blozis

Robert Borgen

Kentaro Inoue

Walter Soares Leal

Gang Sun

Masoud Kayhanian, Academic Federation Representative

Yvette Flores, ex-officio

Charles Leshner, ex-officio

Eric Schroeder, ex-officio

Wesley Young, ex-officio

Zachary Frieders, EAC Program Manager and Committee Advisor

Bryan Rodman, Committee Resource Analyst

September 23, 2010

DANIEL WILSON, Chair
Academic Federation

ROBERT POWELL, Chair
Academic Senate

BARBARA HORWITZ, Vice Provost
Academic Personnel

RE: 2009-2010 Annual Report of the Joint Academic Federation/Senate Personnel Committee (JPC)

Please find enclosed the 2009-2010 Annual Report submitted by the Joint Academic Federation/Senate Personnel Committee (JPC). The JPC finished another challenging and productive year. The 2009-2010 JPC reviewed 218 personnel actions and seven 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:

Judy Jernstedt – Professor (Plant Sciences)
David Jones – Project Scientist (Civil and Environmental Engineering)
Peter Klavins – Specialist (Physics)
Bernard Levy – Professor (Electrical and Computer Engineering)
Winder McConnell – Professor (German and Russian)
Christophe Morisseau – Associate Researcher (Entomology)
Marilyn Townsend – Specialist in Cooperative Extension (Nutrition)

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,



Mary Louise Flint, Chair 2009-2010

Enclosure

cc: Jo-Anne Boorkman, Academic Personnel
2009-2010 Joint Academic Federation/Senate Personnel Committee Members
Deans – Schools and Colleges

Annual Report: Academic Year 2009-10
Davis Division: Academic Senate

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

Total Meetings: 32	Meeting frequency: weekly	Average hours of committee work each meeting week: 4-5
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Total: <u>218</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:

Davis Division Bylaw 126 – Change in Membership of the Academic Senate/Academic Federation Joint Personnel Committee. The Academic Federation (AF) has amended its Bylaws to change the makeup of the membership of the Joint Personnel Committee membership and to change the way that the chair of the committee is determined. This proposed change was to make conforming changes in the Senate Bylaws.

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 41% of appointments as proposed (49 of 116). In 37 of the 67 appointments not supported (55% of those not supported, 32% overall), the JPC recommended a higher step than proposed. The JPC recommended a lower step appointment in only 24% (28 of 116) of the proposed appointments.

- **Vice Provost Final Decision Comments in Appeal Actions**

The JPC reviewed several appeal actions during the 2009-10 academic year. In many cases, the original recommendation from JPC was unanimous in opposition. When the JPC reviews appeal actions, they are looking for additional clarifying information that would alter the original recommendation. One of the items that is excluded from appeal actions is comments from the Vice Provost. For future appeal actions, the JPC requests that the Vice Provost final decision comments be included with the original JPC recommendation letter. This will allow the committee to

compare the original information and any new information submitted with the comments from the Vice Provost.

- **Position Descriptions**

Many submitted 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 unclear or inappropriate expectations regarding independent research, publishing, or grant acquisition 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, a series where independence is expected. Improved training of the academic and administrative staff at the departmental level may be needed. We believe that many candidates are being proposed for the Professional Researcher series who would be more appropriately hired as Project Scientists. To help address this problem, the JPC submitted suggestions for a revised position description template for the Professional Research series to the Vice Provost. A new revised template is now available on the Academic Federation web site. The JPC also found that several actions were for candidates who seemed to have been appointed in the wrong series. In many cases, a poor position description likely contributed to the misclassification. This is problematic when the candidate seeks advancement in a series where the promotion criteria are inappropriate for the job they are carrying out. 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 review 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.

- **Academic Federation Streamlining Proposal**

The Committee received a proposal in July from the Vice Provost Academic Personnel regarding streamlining Academic Federation personnel actions. The proposal delegated all normal appointments, merits, and promotions (except above scale actions) in the Academic Administrator, Academic Coordinator, Specialist, and Continuing Educator series to the Dean. All actions would be sent directly to the Academic Federation office. If the Dean’s intended decision differs from the

Academic Federation personnel committee recommendation, delegation would revert to the Vice Provost. In addition, the original dossier for all the title series above would be sent to the Academic Personnel office after the action is complete. The above delegations are for a three-year trial basis and subject to periodic audit by Academic Personnel. The Committee reviewed the proposal and overall agreed with the proposal.

The Vice Provost-Academic Personnel formed a workgroup during the 2008-09 academic year to look for streamlining opportunities in the Academic Federation personnel processes. One of the recommendations from this workgroup was to eliminate extramural letters for the following titles: 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). The Vice Provost accepted this recommendation and agreed to implement it on a trial basis. The JPC understands that it takes time to process and acquire the extramural letters; however, after reviewing appointment dossiers for one year without the letters, the committee feels that they are helpful when determining the appropriate position or level for a candidate at the Assistant level.

- **Accelerated Merits/Accelerated Promotions**

The Committee reviewed requests for four regular accelerated merits, three accelerated promotions, and ten redelegated accelerated merits, which is a higher number compared to previous years. In general, the documentation provided in some of the cases was insufficient to justify an acceleration over a normal action. Clear criteria for acceleration would give better guidance to the candidate and the department, and allow for an easier, more streamlined review by the Joint Personnel Committee as well as the Vice Provost and will also preserve the integrity of the merit process. **The Committee suggests that more detailed documentation and stronger justifications related to specified criteria for acceleration be provided for these actions.**

Recommended procedural or policy changes for the coming year:

none

Committee's narrative:

The Joint Academic Federation/Senate Personnel Committee (JPC) met 32 times during this period to review packets. Of the 218 personnel actions reviewed, information on the corresponding final decision was available for 181 actions. The JPC also reviewed 7 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 (218) is 10 more than the caseload from the previous year (208). Table 2 below summarizes the number of actions reviewed by the JPC and the corresponding recommendation:

TABLE 2	JPC Recommendations			
Actions	Yes	No	Other	TOTAL
Appointments ⁶	47	59	3	109
Appointments via Change in Title ⁴	1	5	1	7
Appeals ¹	0	3	2	5
Conferral of Emeritus/a Status ²	4	0	0	4
Accelerated Merits	3	1	0	4
Redelegated Merits	43	10	0	53
Normal Merits	5	1	0	6
Accelerated Promotions ⁵	1	1	1	3
Promotions	17	9	0	26
Appraisals	0	0	0	0
5-Year Reviews ³	0	0	1	1
TOTAL	121	89	8	218

¹The JPC recommended an ad-hoc committee for two appeal actions. The ad-hoc committee reports in both cases are still pending and will be reviewed by the JPC in 2010-2011.

²The JPC recommended Conferral of Emeritus/a Status to three Specialists in CE and one Project Scientist. The final authority agreed with the committee in all four cases.

³The JPC recommended no advancement, performance satisfactory for a five year review. The final authority agreed with the committee recommendation.

⁴The JPC reviewed one Appointment via Change in Title for a Professional Researcher which resulted in a split vote. The final authority approved the Appointment via Change in Title.

⁵The JPC reviewed one Accelerated Promotion for a Professional Researcher which resulted in a split vote. The final authority agreed did not approve the Accelerated Promotion.

⁶The JPC reviewed one Endowed Specialist Appointment for a Specialist in Cooperative Extension. The JPC recommended appointment of the Endowed Specialist and the final authority agreed. In addition, the JPC reviewed one appointment for an Assistant Project Scientist and an Assistant Specialist which resulted in a split vote in both cases. In the Assistant Project Scientist case, the final authority approved the appointment as proposed and in the Assistant Specialist case, the final authority approved the appointment at one step lower than proposed.

APPOINTMENTS and APPOINTMENTS VIA CHANGE IN TITLE

Once again, most of the actions reviewed were for the relatively new Project Scientist series (effective July 1, 2004) – with 69 proposed appointments plus 4 appointments via change in title. The combined appointments to this series accounted for 67% of all appointments reviewed by the JPC.

The JPC supported 49 of 116 (41%) 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							
Title Series/ JPC Recommendation		FINAL DECISION					Percent Agreement between JPC & Final Authority
		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							
Yes	6	6	0	0	0	0	100%
NO: Higher	5	2	0	0	1	2	66%
NO: Lower	4	1	1	0	0	2	50%
Other	1	0	0	0	0	1	100%
Project Scientist							
Yes	31	24	0	0	0	7	100%
NO: Higher	20	8	0	2	0	10	80%
NO: Lower	22	16	3	1	0	2	80%
Other	0	0	0	0	0	0	N/A
Specialist							
Yes	10	6	0	0	0	4	100%

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NO: Higher	12	4	0	2	0	6	66%
NO: Lower	2	1	0	1	0	0	50%
Other	1	1	0	0	0	0	100%
Specialist in Cooperative Extension							
Yes	2	2	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
Overall Percent Agreement							83%

*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 84% of these cases.
2. **NO: Lower:** This means the JPC recommended a lower step (and/or rank) than the level originally proposed. In one case for an appointment via change in title for a Project Scientist, the JPC recommended against the appointment via change in title to the Researcher series and the final authority agreed. The JPC and the final authority agreed on 69% of these cases.
3. **Other:** In one Specialist case, the JPC voted against appointment in the Specialist series. The JPC recommended the candidate be appointed in the Academic Coordinator series. In one Researcher appointment via change in title case, the JPC recommended that the candidate be appointed in the Project Scientist series. The final decision agreed with the JPC recommendation in the Specialist case and the final decision was not reported for the Researcher case.

MERITS (including Accelerated Merits)

The JPC supported 51 of 63 (81%) proposed merits. Table 4 below shows the breakdown of the JPC's recommendations regarding these merits:

TABLE 4: ACCELERATED AND NORMAL MERITS					
		FINAL DECISION			Percent Agreement between JPC & Final Authority
Title Series/ JPC Recommendation		Agree w/ JPC	Agree with Original Proposal	*Other	
Agronomist or ___ in the AES					
Yes	1	1	0	0	100%
No	0	0	0	0	N/A
Split Appointment					
Yes	4	4	0	0	100%
No ¹	1	0	1	0	0%
Project Scientist					

2009-2010 JPC Annual Report

Yes	20	18	0	2	100%
No ²	4	1	3	0	25%
Professional Researcher					
Yes	10	9	0	1	100%
No	3	3	0	0	100%
Specialist					
Yes	3	3	0	0	100%
No ³	1	1	0	0	100%
Specialist in Cooperative Extension					
Yes	13	13	0	0	100%
No ⁴	3	3	0	0	100%
Overall Percent Agreement					84%

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

Of the 12 merits which the JPC did not support, the final authority agreed with the JPC in 65% of the cases.

¹Split Appointment (No): In one Redelegated (Accelerated) Merit case for a split title Specialist in Cooperative Extension/___in the AES, the JPC recommended against the acceleration. The final authority was not in agreement with JPC and approved the accelerated merit.

²Project Scientist (No): The JPC recommended against two Redelegated Merits and two Redelegated (Accelerated) Merits for Project Scientists. The final authority agreed with the JPC recommendation in one of the cases and did not approve the merit and disagreed with the committee recommendation on the other three and approved the merits.

³Specialist (No): The JPC recommended against one Redelegated (Accelerated) Merit. The final authority agreed with the JPC recommendation.

⁴Specialist in Cooperative Extension (No): The JPC recommended against one Accelerated Merit, one Merit, and one Redelegated Merit for Specialists in Cooperative Extension. The final authority agreed with the JPC recommendation in all three cases. In the Accelerated Merit case, the final authority approved a retroactive merit.

PROMOTIONS (including Accelerated Promotions)

The JPC supported 18 of 29 (62%) proposed promotions; the final authority agreed with the JPC on (97%) of all promotions. In the nine cases where the JPC voted against the promotion and two cases where the JPC voted against the accelerated promotion; the final authority agreed with the JPC on ten of these actions (91%). 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	0	0	0	0	N/A
No	0	0	0	0	N/A
Project Scientist					
Yes	6	6	0	0	100%
No	5	4	1	0	80%
Professional Researcher					
Yes	7	7	0	0	100%
No	6	6	0	0	100%
Specialist					
Yes	2	2	0	0	100%
0	0	0	0	0	N/A
Specialist in Cooperative Extension					
Yes	3	3	0	0	100%
No	0	0	0	0	N/A
Overall Percent Agreement					97%

*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 4 requests for Conferral of Emeritus status. Three actions were for Specialists in Cooperative Extension and the other action was for a Project Scientist. The JPC supported all four requests and the final authority agreed.

POSITION DESCRIPTIONS

The primary problem with position descriptions 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.

Title Series	Revisions Recommended	% of Total Actions per Title
Split Appointments	0	0%
Professional Researcher	25	56%
Project Scientist	36	33%
Specialists	10	32%
Specialists in CE	4	15%

VOTING GROUP & PEER REVIEW PLANS

The JPC reviewed a total of 7 voting group and peer review plans. The JPC's recommendations are summarized below:

Accepted	6
Accepted with Recommended Revisions	0
Rejected; requiring revisions	1

The JPC found that 6 of 7 (86%) submitted plans were acceptable without the need for revision, and 1 of 7 (14%) 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 2009-2010

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	0	0	0	6	7	0	13	30	39	0	69	2	0	0	2	10	15	25	109
Appointment via Change in Title	0	0	0	0	0	0	0	3	0	3	1	3	0	4	0	0	0	0	0	0	0	7
Appeals	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	3	0	3	0	0	0	5
Conferral of Emeritus Status	0	0	0	0	0	0	0	0	0	0	1	0	0	1	3	0	0	3	0	0	0	4
Accelerated Merits	0	0	0	0	0	0	2	0	0	2	1	0	0	1	0	1	0	1	0	0	0	4
Redelegated Merit	1	0	1	3	1	4	6	3	0	9	19	4	0	23	11	1	0	12	3	1	4	53
Normal Merits	0	0	0	1	0	1	2	0	0	2	0	0	0	0	2	1	0	3	0	0	0	6
Accelerated Promotions	0	0	0	0	0	0	1	2	0	3	0	0	0	0	0	0	0	0	0	0	0	3
Promotions	0	0	0	0	0	0	7	3	0	10	6	5	0	11	3	0	0	3	2	0	2	26
Appraisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5-Year Review	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL	1	0	1	4	1	5	25	20	0	45	58	51	0	109	21	6	0	27	15	16	31	218

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Library Committee

Total Meetings: 6	Meeting frequency: As needed	Average hours of committee work each week: 6
Total number of issues presented for review: 13	Total number of issues for review that were deferred from the previous year: 4	Total number of issues deferred to the coming academic year: 9

Listing of bylaw changes proposed: (all carried over from previous year)

Reorganization of the Library Committee (carried over to 2010-11)

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

Revision of Davis Division Bylaw 83 to reflect foregoing proposed reorganization changes

Listing of committee policies established or revised: None

Issues considered by the committee:

Revisited issues:

General Library's budget and how it should be used to best advantage (carried over)

General Library's status and how to improve it to regain its former standing (carried over)

Campus budget crisis and the constraints that are effecting the General Library (carried over)

Library Committee reorganization (carried over)

Library Committee advocacy on behalf of the General Library

Open Access versus restricted access of research information (carried over)

Electronic databases

New issues:

Committee membership appointment procedure

Committee operation procedures

UC Davis Vision Document Draft

Joint Academic Senate/Administration Task Force (carried over)

Sparing the Library further budget cuts (carried over)

The voting privilege

Ex officio representative status

Recruitment/qualities of new University Librarian (carried over)

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

Committee's narrative:

Throughout the 2009-10 academic year, the Library Committee continued its focused on the status of UC Davis' General Library and a reorganization of the Library Committee. The purpose of the reorganization was to increase faculty participation in GL matters and to provide greater faculty oversight of the GL in order to better advise the Library Administration and the Campus administration regarding library matters of concern. The committee desired to provide the Library Administration with advice on how best to manage the location, maintenance, purchase and availability of library materials—collections and subscriptions, both printed and electronic. The committee desired to advise the Campus Administration on how best to support and fund the Library during the budget crisis that the campus was dealing with. The committee's goal was to improve the Library's status and national ranking and to reverse its decline.

Reports Heard by the Committee

The committee heard reports from external committees (i.e. University Committee on Library and Scholarly Communication (UCOLASC)) and the library committees of the UC Davis colleges and professional schools. The committee reviewed and discussed the Library's budget, materials purchasing commitments and procedures and restructuring plans.

Committee Responses

The committee responded to a Graduate Council request for the committee to review the resource and library needs for a new graduate group and M.A. and Ph.D. degree in the study of religion; to the Chancellor's request for review of her UC Davis Vision Document Draft; to the Systemwide Academic Senate Chair's request for review of the 2nd Round Recommendations of the Committee on the Future (COTF), and to a Graduate Council request for the committee review of the Graduate School of Management's Professional Accountancy Proposal.

Power Point Presentation RE: UC Davis General Library

The Acting Co-University Librarians presented to the committee the Power Point report that they presented to the Council of Deans and Vice Chancellors. The presentation touched upon Library buildings, spaces and services, background information, expenditures—overall and as related to specific subgroups of the campus communities--vacant positions, budget issues and concerns, budget reductions, funding sources, holdings, collections, operations, transitional planning and challenges.

Items Read by the Committee

The committee read the Library's presentation to the Council of Deans and Vice Chancellors (CODVC) dated Dec. 8, 2009, the Academic Authors Objections to Amended Settlement Agreement with Google Books and the Google Books Settlement article entitled "Hurtling Toward the Finish Line," and a letter from Library employees addressed to the Chancellor.

Actions Taken by the Committee

Motion to request that the Executive Council establish a faculty Task Force to study and report to the Davis Division of the Academic Senate on the academic and financial aspects of proposals for the relocation of campus library holdings.

Motion that the committee does not believe there to be a moratorium on routine transfer of materials to the NRLF.

Drafted a letter to the Chancellor that urged the immediate formation of a Library Task Force to enable the Library to proceed with its budgeting.

Issues Addressed

The committee membership appointment procedure and the committee chair's discretionary powers regarding invitations to faculty to attend committee meetings were addressed.

Academic Senate, Davis Division, Chair Robert Powell was invited to attend a committee meeting and did so to inform the committee on permanentizing one time budget cuts, cutting central administration, FTE rollbacks and the status of the Library Task Force.

College of Biological Sciences Dean Ken Burtis and Professor Emeritus Randolph Siverson were invited to attend a committee meeting to discuss the Library's future, as they were the co-chairs of the Library Task Force. The charge, the membership, the points of consideration (i.e. Library acquisitions, staffing, current status, faculty perspectives and visions of the future of the Library) and the goals of the task force were the points of inquiry and the topics of discussion.

Summary

The two major issues that carried over from the 2008-09 academic year were the poor state of the General Library budget and the restructuring of the LC. (These concerns stemmed from the Library Task Force Report that was produced during the 2007-08 academic year. 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 structure of the GL and the channels that faculty use to interact with the GL continued to be discussed. As was the case during 2008-09, the aim of restructuring the LC was to provide better faculty oversight of the GL, especially its budget. Digitized materials, electronic journals and online databases also continued to be discussed. And, again, the aim of these discussions was to determine the best use of available budgetary funds in the provision of needed research materials.

The need to restrict print acquisitions, per UC Davis' electronic database negotiating agent California Digital Library, was briefly discussed.

The Library Committee Reorganization Proposal, vetted through the Committee on Elections, Rules and Jurisdiction and 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 is still a work in progress.

The procedural steps suggested by Committee on Elections, Rules and Jurisdiction Chair G. J. Matthey (that the campus colleges and schools be written to and invited to participate in the reorganization of the LC) need to be revisited during the 2010-11 academic year. (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.)

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.

While still committee interests, continued research and discussion of Open Access versus Restricted Access to Research Information and a presentation by the CDL were overwhelmed by the aforementioned issues and matters of concern.

Respectfully submitted,

Andrew Waldron, Chair
Timothy Morton
Pamela Demory, Academic Federation Representative
Previn Witana (ASUCD Representative)
Melissa Hill (GSA Representative – Fall and Winter Quarters)
Greg Hirson (GSA Representative – Spring Quarter)
Kyaw Tau Paw U, ex-officio – Fall Quarter
Edwin Grosholz, ex-officio – Winter and Spring Quarters
Rachel Chen, ex-officio
Brian Kolner, ex-officio
Hung Ho, ex-officio

JaRue Manning, ex-officio

Leslie Kurtz, ex-officio

Winder McConnell, ex-officio

Helen Henry, Acting Co-University Librarian, ex-officio

Gail Yokote, Acting Co-University Librarian, ex-officio

Amy Kautzman, Assistant University Librarian – Humanities and Soc. Sci. Guest

Mary Page, Assistant University Librarian – Technical Services Guest

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 in to 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 for 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 2009-2010
Davis Division: Academic Senate
Committee on Privilege and Tenure

Total Meetings <u>Investigative:</u> 3 <u>Hearings:</u> 1	Meeting frequency <u>Investigative:</u> quarterly <u>Hearings:</u> As Needed	Average hours of committee work each week <u>Investigative:</u> 6 hours <u>Hearings:</u> dependent on workload
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<u>Investigative:</u> Total grievances: 9 <u>Hearings:</u> Total Hearings: 1; Total Disciplinary Matters Referred: 0	<u>Investigative:</u> Total grievances deferred from previous year: 3 <u>Hearings:</u> Total hearings/matters deferred from previous year: 1	<u>Investigative:</u> Total grievances continued: 3 <u>Hearings:</u> Total hearings/matters continued: 0
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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, 2010:

Two grievances did not meet *prima facie*.

One grievance was withdrawn.

Three grievances successfully achieved informal resolution.

Three investigations were carried over into 2010-11.

One case is being investigated.

Two cases involve exploration of informal resolution.

Hearing:

One disciplinary matter was carried over into 2009-10. The Hearings Subcommittee that conducted the hearing released its findings in 2009-2010.

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Committee on Public Service

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

Objectivity and the presence of a mechanism to ensure objectivity in the review, discussion and ranking of Distinguished Scholarly Public Service Award nominations.
 DSPSA nominations received past the deadline.
 Carrying over DSPSA nominations from the previous year.
 Particulars of the DSPSA Call for Nominations
 (i.e. unpaid service that extends a faculty member's expertise beyond the UCD campus)
 (i.e. public service accomplishments are distinguished from normal academic responsibilities)
 (i.e. presentation of nominations)
 The criteria for ranking DSPSA nominees.
 Whether or not remuneration for a service/effort that is public is a disqualifier.
 Is a leave of absence that you get paid for doing another job a sacrifice because it is a career hit?
 Confusion of public service with research.
 Confusion of academic record with public service.
 Confusion of position responsibilities with public service.
 The role and significance of publications in ranking DSPSA nominees.
 The actual value of candidate dossiers.

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

Committee's narrative:

The committee's charge, Davis Division Bylaw 88, can be found via the following link: http://academicsenate.ucdavis.edu/cerj/manual/dd_bylaws.cfm?CFID=24354&CFTOKEN=67079693#88. The overarching committee charge is "to review and advise on non-personnel matters relating to the involvement of faculty in public service activities." The three principle tasks of the charge are to "Select up to four members of the faculty to receive the Distinguished Scholarly Public Service Award (DSPSA) . . . review new offerings and the approval process for courses carrying University Extension credit . . . [and] establish policies and criteria for admission to University Extension courses."

The foci for the 2009-10 academic year were the DSPSA and four UCD Extension courses.

The Call for DSPSA Nominations was distributed on November 5, 2009, via the Academic Senate list serve.

The committee scheduled two meetings. At the first meeting, on December 3, 2009, Chair Polito presented a summary of the business of the committee; Jacquelyn Hague introduced herself as ex-officio committee member William Lacy's delegated replacement; the committee membership agreed in general that 1) the disclosure of a bias, particularly regarding the DSPSA nominations, was to be welcomed and that objectivity would be everyone's responsibility; 2) that only DSPSA nominators need recuse themselves; 3) that a two page nomination letter could be and should be written and submitted for a previous year's DSPSA nominee and their respective finalist dossier re-submitted with minor updates; and 4) administrative credentials are not really public service. The summary of the business of the committee touched on committee procedures, particularly award candidate ranking and voting procedures, and informed members of committee expectations, especially the learning about UCD faculty colleagues and the recognition and publicizing of their public service. The summary also drew attention to the difficulty of only being able to select up to four members of the faculty for the DSPSA and the burden put on departments to put together DSPSA candidate dossiers.

At the second meeting, on January 29, 2010, it was stressed that the committee needed to select its recommendations for the 2010 DSPSA recipients by the close of the meeting. It was explained that the committee's recommendations, which included biographical sketches of the recommended recipients, needed to be composed and submitted three days later in order to be put on the Representative Assembly's February agenda. During the meeting, the following points were deliberated: 1) the need to notify the recommended recipients in advance of the distribution of the RA February agenda and to inform them that the committee's recommendation was subject to the approval of the RA; 2) performed public service's influence on policy; 3) closeness of public service to candidate's discipline; 4) the value of the outreach of the public service performed; 5) amount of public service work done personally compared to involvement in public service; 6) the distribution of a candidate's work to the public arena; 7) the distribution of the DSPSA to a broader range of disciplines; 8) the consideration of junior faculty for the DSPSA; 9) the mention of past DSPSA nominees on the University Outreach and International Programs web site; and 10) the need for public service to be ranked higher than it is.

The committee reviewed six nominations for the 2010 Distinguished Scholarly Public Service Award (DSPSA), selected five finalists for further review and recommended four candidates as award recipients. The committee succeeded in submitting its recommendations, for approval by the Representative Assembly, prior to the assembly's February 11, 2010. Ryken Grattet, in the Department of Sociology, Gregory Herek, in the Department of Psychology, Michael Wilkes, in Internal Medicine: MED, and Susan Williams, at the Bodega Marine Laboratory, were approved as the 2010 DSPSA recipients. At the Academic Senate and Academic Federation Awards Reception scheduled for Tuesday, May 11, 2010, each of the recipients was presented an honorarium and a certificate mounted on a plaque. Each recipient was also publically recognized in a brochure that was distributed at the reception, and each will be publically recognized on the DSPSA website ([click here](#)) and on the DSPSA list at the Walter A. Buehler Alumni & Visitors Center.

The selection criteria used for the 2008-09 DSPSA was used for the 2009-10 DSPSA. The application of scholarship outside the realm of the university and exceptional service/effort beyond normal expectations were paramount. It was deemed important that the public service demonstrated the commitment of the UCD campus to public service. Besides scholarly work that has had an impact, or has the potential for having an impact, not only within the scholar's discipline but also in other disciplines, but especially in the public community, the committee agreed that the public service contributions of Scholarly Public Service awardees should show a strong connection to their scholarly activities and that *pro bono* work is to be considered more significant and 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.

The amount of the DSPSA honorarium remained \$500.00, and again the amount was increased using the gifted funds for this purpose.

The committee did not pursue the proposed change to Davis Division bylaw 88 that the 2008-09 committee postponed to the 2009-10 academic year. That change proposed that the Director of the Public Service Research Program be no longer designated as an ex-officio member of the committee. This proposed change may be pursued during the 2010-11 academic year.

The rationale for the proposed change was based on two considerations. First, the change would reflect the current status of the Public Service Research Program. The Public Service Research Program had been an independent unit, but it had now become a program within the John Muir Institute of the Environment. Second, the change would allow the more appropriate rotation of the position among outreach/public service units. Because positions comparable to the PSRP Director's position exist in other units on campus, it seemed reasonable to rotate the ex-officio position among them.

The committee conducted electronic reviews of four UCDE proposals. Three of the proposals were for new programs. One proposal focused on updating an existing program. All UCE proposals were reviewed in a timely manner.

The committee also responded in a timely manner to . . . [enter such items if they exist].

Respectfully submitted,

Vito Polito, Chair
Robin Erbacher
Rachael Goodhue
Lynn Roller
Marc Schenker
Michele Fortes, Academic Federation Representative
Janis Williamson, Academic Federation Representative
Joyce Gutstein, ex-officio
Bernd Hamann, ex-officio
Jacquelyn Hague, delegated replacement for William Lacy, ex-officio
Dennis Pendleton, ex-officio
Van La, Graduate Student Association Representative

Bryan Rodman, Committee Resource Analyst

Annual Report: Academic Year 2009-10
Davis Division: Academic Senate

Committee on Research

Total Meetings COR Policy: 9 COR Grants: 6	Meeting frequency COR Policy: Approx. 3 meetings/quarter COR Grants: 1-2 meetings in fall quarter and 2-3 meetings in the spring quarter	Average hours of committee work each week: 4 hours
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Total Grant Proposals Reviewed: Small Grants (2K): 174 Large Grants (10-25K): 67 New Initiative/Collaborative Interdisciplinary: 67 Travel Grants (\$800): 385 (FY 2009-10) Research Grant Proposals Approved for Funding in 2010-11: Small Grants (2K): 109 Large Grants (10-25K): 9 New Initiative/Collaborative Interdisciplinary: 9 Travel Grants (\$800): 385 (FY 2009-10)	Total of reviewed grant proposals deferred from the previous year: 0	Total projects deferred to the coming academic year: None.
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Listing of bylaw changes proposed: None.

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 2010-2011 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. APR Initiative
2. Furlough Exchange Program (FEP)
3. Need for rapid and appropriate consultation in the current environment.
4. Furlough programs at other UC campuses.
5. Tech Transfer and Intellectual Property issues.
6. Office of Research Sponsored Programs survey
7. Issues related to Library changes
8. Summer salary research grant program
9. Kualii-Coeus software
10. TLO survey
11. UC Davis Vision Document
12. Effort Reporting and Payroll Certification
13. PPM 230-05: Individual Conflicts of Interest Involving Research
14. Gifts for Research and Changes to Endowment Policy
15. Proposal to Revise PPM 220-01 and 220-01a (Organized Research Units)
16. PPM 200-45 Review; Kualii Rice Project
17. Office of Research Budget Update
18. Commission on the Future First-Round Recommendations
19. Compendium Revision
20. Indirect Cost Recovery Report
21. UCPB "Choices" Report
22. Blue Ribbon Committee on Research Report

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 2009-2010 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 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.

Important COR Items Discussed/Reviewed During 2009-10:

2010-2011 COR Grant Awards

The Committee on Research Grants (CoRG) subcommittee awarded 109 Small Grants in Aid and 9 New Initiative/Collaborative Interdisciplinary Grants to Promote Extramural Funding. Due to budget reductions, the amount of the Small Grant in Aid was reduced to \$1,800.00 for the 2010-2011 awards. Similarly, the budgets for the New Initiative/Collaborative Interdisciplinary awards were reduced by 10% so the committee could fund more. The committee also awarded 385 Research Travel Grants during the 2009-2010 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: Nicole Baumgarth and Kent Leach.

Committee on Research Budget

As a result of reductions in the UC Davis budget, the budget for the Committee on Research was reduced by 13% mid-year and the budget was also reduced permanently by 13%. This resulted in a **\$134,671.03** reduction in the COR Grants budget for 2009-2010. Fortunately, the Committee on Research budget was able to absorb these cuts this year by reducing the total number of grants awarded. The committee also reduced the amount of the Small Grant in Aid by 8% and reduced the New Initiative/Collaborative Interdisciplinary grant budgets by 10%. Overall, the Committee on Research grants program was able to stay within budget. However, further budget reductions of this magnitude will make it nearly impossible for the committee to sustain its grant programs. Over the last two academic years, the Committee on Research budget has been reduced by more than **\$200,000.00**.

Summer Salary Research Grant Program

During the 2009-10 academic year, the Chancellor and Provost requested that the Committee on Research assist with developing and implementing a new, one-time Summer Salary Research Grant program. The purpose of the program was to provide additional funding for lower paid faculty that do not normally receive summer salary some additional funding that would allow them to conduct research over the summer. The program was designed to offset furloughs for lower paid faculty. The committee was not given the funding to implement the new program. Rather, the committee was asked to create a call for applications and review the applications. The funding recommendations from the committee would then be sent to the Offices of the Chancellor and Provost and that office would be in charge of administering the award and providing the funding for the

program. The committee was notified that the total funding available was \$400,000.

Chair Fyhrie, Chair Powell, the Senate Executive Director, and the COR analyst met with representatives in the Provost's office many times to brainstorm ideas on how the program would function and be implemented and also figure out what the salary cap should be for this program. This meant requesting salary data for all Senate faculty from staff in Administrative and Resource Management (ARM) and analyzing that data to see the salary ranges for lower paid faculty and compare that to the other two UC campuses that were implementing a similar program. The committee then drafted a call for applications and the COR analyst worked extensively with the Academic Senate programmer to design a new web application for this program. Once the call was sent out and applications were received, the applications were processed, eligibility was verified, and the applications were then reviewed by the committee. The committee received 123 applications total. Once the committee reviewed all the applications, recommendations were made to the Provost. The committee recommended that all eligible applications get funded. Once the Provost agreed with the committee recommendation, Chair Fyhrie and the COR analyst worked with the Offices of the Chancellor and Provost and drafted an award letter to send to all faculty that were awarded the Summer Salary Research grant.

Overall, this new program presented many difficulties and challenges. The main difficulty is that the program was essentially being managed by two different offices. The funding was not provided to the Committee on Research so questions coming from faculty regarding the source and amount of funding could not be answered by staff in the Senate Office. Almost all faculty are very accustomed to working with the COR Analyst in the Senate Office on anything related to faculty research grants. Therefore, the COR analyst in the Senate Office was receiving questions that could not be answered since the program was being administered by the Offices of the Chancellor and Provost. In conclusion, in the future the committee intends to participate in externally funded grant programs when primary control of disbursement is delegated to the Committee on Research, making it possible to oversee the entire program.

Research Administration Survey

During the 2009-10 academic year, the committee developed and implemented a Research administration survey regarding research services on campus. The survey was available for all Senate and Federation members to submit comments regarding their research experiences on campus. The areas of interest included those administered by the Office of Research, Extramural Accounting, and the Department. Comments were specifically requested concerning services supporting: (1) submission of extramural grants and contracts (pre-award issues), (2) handling of research grants after award (post-award issues), (3) the processes of administering intellectual property and (4) issues related to technical transfer including material transfer agreements. The

goal of the survey was to receive comments on research administration in the broadest sense. Comments and concerns collected from the survey were reviewed confidentially by members of COR Policy, and will be used to provide feedback to the new Vice Chancellor of Research and to the Chancellor in support of the goal of improving research procedures at UC Davis.

COR also worked with the Office of Research 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 annually along with management in the Office of Research to evaluate the overall functioning of Sponsored Programs/Extramural Accounting, the effects of the reorganization, and to assist in improving the overall operation of the Office of Research.

Research Costs and Indirect Cost Expenditures

COR Policy requested that Chancellor Katehi instruct Vice Chancellor Klein to provide detailed financial information on the costs of performing research at UC Davis for the last two fiscal years. This included both expenditures of Indirect Cost Recovery (ICR) funds to support research activities at UC Davis and also other funds (and their sources) known by the Office of Research to be directly related to research activity. This request started at the UC Systemwide Committee on Research Policy (UCORP)/Planning and Budget joint working group studying indirect cost recovery issues. This information will allow both the CORP and to the extent appropriate the Senate to begin developing and understanding of where underfunded research costs occur and how the ICR funds are used to offset the true costs of research.

Commission on the Future Recommendations

The Committee on Research Policy reviewed and discussed the first and second round Commission on the Future of the University recommendations, in particular the Research Strategies working group recommendations. CORP agreed that the magnitude of the revenue generation and/or cost savings that are provided by the recommendations are not likely to make a significant impact on the projected budget shortfall. The Research Strategies Workgroup should have included some more extreme recommendations that will address a sizable fraction of the budget shortfall, even if those recommendations are controversial. In summary, CORP found the first set of recommendations from the Research Strategies Workgroup full of hope but they do not truly address the challenges facing the UC. The committee urged the COTF workgroup to tackle the bigger problems directly and provide feedback to the Academic Senate quickly so that the revised recommendations can receive comments before they are acted on. Regarding the second round of Commission on the Future recommendations, CORP was concerned that among the recommendations there are no specific

proposals to cut anything; except for the implied cut in state funding of professor salaries contained in the proposal to look for private support for salaries. CORP was particularly concerned about the negative effects of implementing a yearly negotiated salary component (Recommendation 8, p. 114-5). The opinion of CORP is that this model is not working in the medical schools and that it is erosive of academic freedom and of scholarship. The committee strongly opposed this proposal in the present form.

Blue Ribbon Committee on Research

The Committee on Research Policy reviewed and discussed the Blue Ribbon Committee on Research report. The general sense of CORP was that the Blue Ribbon report had many praiseworthy recommendations. To some extent, the report echoed the UC Davis Vision Document. CORP agreed that the eleven recommendations are not of equal weight to the success of the University. As a general comment, nowhere in the document was there a recommendation for faculty review of research administrative functions. The committee agrees that one of the primary reasons for poor research administrative performance is the absence of timely faculty review and negative consequences to administrators for poor service to the faculty. Regular review by the faculty of the administrative functionaries who are to support faculty research is needed. It would be useful to separate the recommendations into sections organized by who must perform the work. Furthermore, the committee recommended that the reorganization of the Office of Research, setting strategic goals and mission for that office and determining its structure should be dealt with as a separate issue rather than mixing it in with actions required of the Deans, Faculty and other administrative units.

Respectfully submitted,

CoR Grants Subcommittee

David Fyhrie, Chair
Gino Cortopassi
James Doyle
David Hwang
Douglas Kahn
M. Levent Kavvas
Kirk Klasing
Kathryn Olmsted
Gerhard Richter
J. Edward Taylor
Reen Wu
Kimberly Pulliam, Analyst

CoR Policy Subcommittee

David Fyhrie, Chair
Gino Cortopassi, Vice Chair
Raul Aranovich
Russell Hovey
Lynn Kimsey
Michael Kleeman
Julie Leary
Mark Matthews
Jade McCutcheon
Chris Miller
Rena Zieve
Martina McGloughlin, AF Representative
Barry Klein, VC for Research, Ex-Officio
Kimberly Pulliam, Analyst

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Committee Transportation & Parking

Total Meetings: 2	Meeting frequency: as needed;	Average hours of committee work each week: variable Average hours of Chair work each week:
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Total policy/procedure/misc. items reviewed:	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: Repeal Davis Division Bylaw 113

Listing of committee policies established or revised:

Proposed Revision: Davis Division Bylaws 48, 77

Issues considered by the committee: See narrative below.

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

PROPOSED REVISION OF DAVIS DIVISION BYLAWS 48, 77 AND 113 DISESTABLISHMENT OF THE TRANSPORTATION AND PARKING COMMITTEE

In addition to reassigning the duties of the T and P committee to Planning and Budget and Faculty Welfare, the Committee recommends that:

1. That the Academic Senate be allowed to name a third faculty member to the Campus TAPS Advisory Committee to insure adequate faculty representation at meetings of that committee.
2. That the TAPS Director routinely provide an annual report covering the TAPS Budget, Parking Lot Use Surveys and plans for major changes in transportation or parking facilities or policies, to the Senate Faculty Welfare Committees and Planning and Budget Committees.

Submitted by Committee on Elections, Rules and Jurisdiction.

Endorsed by the Transportation and Parking Committee and the Executive Council.

It is proposed that Davis Division Bylaw 113, which establishes the Transportation and Parking Committee, be repealed. The duties of the committee would be taken over by the Committee on Planning and Budget Review and the Committee on Faculty Welfare, and it is proposed that the list of duties of the two committees be amended accordingly.

Rationale: Until the current academic year, the Transportation and Parking Committee had not met for two years, which is evidence that it is not a committee essential to the mission of the Davis Division. Where transportation and parking issues affect faculty welfare, it would fall naturally to the Committee on Faculty Welfare to address them. Planning and funding issues relevant to transportation and parking would naturally fall under the charge of the Committee on Planning and Budget Review, which would be best able to deal with them from a comprehensive perspective.

Proposed Revision: Davis Division Bylaws 48, 77 and 113 shall be amended as follows.
Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

48. Planning and Budget

- A. This committee shall consist of nine members appointed by the Committee on Committees,
and one representative appointed by the Davis Academic Federation with due regard given to breadth of experience in planning and budgetary matters. Members of the committee shall serve for terms normally of three years' duration and a rotation to be determined by the Committee on Committees. (Am. 6/6/00)
- B. The committee shall have the following duties:
 - 1. To meet with the Chancellor or the Chancellor's designate at the beginning of each academic year for a briefing on all sources of revenue for the Davis campus, the allocation of revenue to units of the campus, and budgetary planning for the succeeding academic year. (Am. 06/09/05)
 - 2. To assess budgetary proposals and requests, including requests for allocation of faculty positions (FTE) for succeeding academic years. (Am. 06/09/05)
 - 3. To confer with and advise the Chief Campus Officer and Divisional administrative agencies regarding policy on academic planning, budget and resource allocations; to forward recommendations on staff allocations to the Committee on Academic Personnel for their review.
 - 4. To initiate and coordinate studies or reviews of existing and proposed academic programs as they relate to local matters of academic planning, budget and resource allocation, and to report thereon to the Chief Campus Officer and/or to the Representative Assembly as it may deem appropriate.
 - 5. On matters relating to academic planning and budget, to receive reports from, and maintain liaison with, the Committee on Educational Policy, the Graduate Council,
and the Library Committee.
 - 6. To examine funding of transportation and parking projects and the effects of all new campus construction on transportation and parking.**
 - 67.** To report regularly to the Executive Council and the Representative Assembly on matters under consideration.
 - 78.** To receive reports from, and maintain liaison with, the University Committee on Planning and Budget. (En. 12/15/1967)
- C. Instructional Space Advisory Subcommittee
 - 1. This committee shall consist of four regular Senate members and three regular representatives. The Senate members shall be: two selected by the Committee on Committees, two selected by the Committee on Academic Planning and

Budget Review from its members (one of whom will serve as Chair of this subcommittee).

The representatives shall be: one appointed by each of the Davis Academic Federation, the Office of Resource Management and Planning, and the Office of Architects and Engineers. In addition, subject to system wide Academic Senate Bylaw 35.C.2 and 3, the following shall serve as ex officio, the Registrar as a member; the Director of the Teaching Resources Center as a member when also a member of the Senate and as a representative when not; the Assistant Registrar and the Manager of Classroom Technology as representatives. (Am. 6/10/03)

2. This subcommittee shall have the following duties:

- a. To review classroom scheduling and utilization policies to ensure the efficient use of classroom space.
- b. Advise the Chief Campus Officer on campus needs for new instructional space and on needs for improvements and upgrades to existing instructional space.
- c. To consult with faculty and identify the needs for instructional technology in classrooms.
- d. To establish design criteria for instructional space based on an understanding of the arrangements, layouts and sizes that provide effective learning environments for various instructional activities.

77. Faculty Welfare

A. This committee shall consist of seven members, including at least one emeritus/a Academic Senate member, plus one representative appointed by the Davis Academic Federation, and one representative appointed by the UCD Staff Assembly. (Am. 12/15/1967)

B. The committee shall have the following duties.

1. To review and consider in a timely fashion matters concerned with the economic welfare of the Faculty, such as salaries, benefits, insurance, retirement, housing, **transportation, parking**, and conditions of employment. The committee will advise the Faculty on proposed changes or improvements. (Am. 6/10/1986)
2. To report to the Representative Assembly on matters of Faculty welfare not assigned to other standing committees of the Division. (Renum 12/15/1967)

113. Transportation and Parking

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

~~B. The duties of the committee shall include the following:~~

- ~~1. Examine administration policies, funding, and management of transportation, parking, and related services on the Davis campus.~~
- ~~2. Examine the impact of all new campus construction on transportation, parking, and related service issues.~~
- ~~3. Advise the Academic Senate and Chief Campus Officer with respect to Senate concerns about transportation, parking, and related service issues. (En. 12/15/1967)~~

Respectfully Submitted,

Ted Dejong, Chair

Members: Joanna Groza; Yu-Fung Lin; Kimberly Nettles; Andrew Vaughan; Kenneth Firestein
(Academic Federation Rep); Baxter Boeh (ASUCD Rep); Rodrigo Gularte (GSA REP)

Annual Report: Academic Year 2009-10

Davis Division: Academic Senate

Undergraduate Council

Total Meetings: 14	Meeting frequency: Meetings are scheduled every other week during each quarter.	Average hours of committee work each week: Chair can expect to put in 4-5 hours/week; committee members no more than 1 per week.
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Total Proposals Reviewed: 32	Total projects deferred from the previous year: One (Emergency Preparedness, Pandemic Planning Guidelines)	Total projects deferred/continued 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:

1. H1N1 Pandemic Planning
2. Curriculum Responses to Budget Cuts
3. Differential Fees for Certain Undergraduate Majors
4. Request for Change from Interdepartmental Program to Department for Comparative Literature
5. Request to Discontinue the Nature & Culture Undergraduate Major
6. Quarter to Semester Conversion
7. UCEP Request for Comments on Course Approvals for UC-wide Online Education Pilot Project
8. Undergraduate Educational Effectiveness Task Force Report
9. Joint Systemwide Senate/Administration Task Force on Education Abroad Program Report
10. Systemwide Review of Special Committee on Remote/Online Instruction and Residency Report
11. UC Davis Vision Document
12. Proposal to Repeal Senate Regulation 764
13. Academic Planning Guidelines for the Spread of Pandemic Flu (Davis campus)
14. WASC accreditation
15. Request to Rename International Agricultural Development Major
16. UCPB Position Paper on Differential Fees and Non-Resident Tuition

17. Proposed New Minors in Engineering
18. Committee on Special Academic Programs Review Procedures
19. Policies on Written Examinations
20. Reorganization of the Offices of the Chancellor and Provost
21. Commission on the Future First Round Recommendations
22. Compendium Update
23. General Education Implementation
24. Office of Undergraduate Studies reorganization
25. Printing Class Readers
26. Cluster 1 and Cluster 2 Program Reviews
27. Internship and Career Center Update
28. Systemwide Review: BOARS Area "d" Requirement
29. Request from Grade Change Committee regarding Student Petition
30. Fall 2009 Minimum Progress Report
31. UC Davis D-1 Athletics Report
32. Closing and Merging Majors

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. John Yoder served as the representative to the University of California Educational Policy (UCEP) committee during the 2009-2010 academic year 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 2009-2010 academic year. Some of the more significant items are as follows:

General Education Implementation

One of the most significant items during the 2009-2010 academic year was the implementation of the new General Education requirements that are to be effective Fall quarter 2011. The GETS system was put into production on July 1, 2009 and departments/units were given 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), and the University Registrar's office. Two GETS training sessions for all faculty and staff at the department level who had responsibility for reviewing/submitting courses were scheduled during Fall Quarter 2010. The web-based GETS system allowed departments/units to view/edit/review courses which were pre-designated as a GE course. Revisions to these courses were

reviewed, routed and approved through GETS by GE Implementation Task Force and GE Committee members. All GE course review should be finalized by the College Courses Committee and the Committee on Courses of Instruction in November 2010 for full campus implementation in Fall Quarter 2011.

Commission on the Future (COTF) Recommendations

The Undergraduate Council reviewed and discussed the first round Commission on the Future of the University recommendations, in particular the Education and Curriculum working group recommendations. In general the UGC felt that a great deal of thought went into document and that the authors understood the university and magnitude of the problem. The Undergraduate Council was particularly appreciative of the focus on quality throughout the document. The UGC realized that the document was written primarily in response to gloomy economic forecasts for the university rather than for increasing academic excellence. Indeed, some of the recommendations were at odds with ideal pedagogical planning. The UGC fully endorsed the call for increased financial transparency. There were several mentions of increasing administrative efficiency and reducing burdens on faculty time but such efforts seem rarely successful. Some of the recommendations assumed adequate physical and instructional capacity, but unfortunately this doesn't exist now and will not likely exist in the near future. The Undergraduate Council also endorsed the comments that students need to be better prepared prior to arriving at UC.

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). 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 Undergraduate Council came up with a set of academic planning guidelines during the 2009-10 academic year for the spread of pandemic flu. The document prioritizes the regulations of the division and provides the necessary accommodations of the impacted students on campus. The guidelines were reviewed by the Committee on Elections, Rules and Jurisdiction (CERJ) and the Graduate Council. Both committees made some revisions and eventually the guidelines were endorsed by all three committees. The academic planning guidelines now need to be placed on an upcoming Executive Council agenda. Once endorsed by the Executive Council, the guidelines will most likely be distributed as an informational item to the Representative Assembly and posted on the Academic Senate web site.

Update with Chancellor Katehi

The Undergraduate Council had the unique opportunity to meet with Chancellor Katehi on May 21, 2010. Academic Senate Chair Bob Powell recommended to the Chancellor that she meet with the Undergraduate Council to discuss the plans for reorganization in the Offices of the Chancellor and Provost. At the meeting the Chancellor discussed many issues including the reorganization of the Offices of the Chancellor and Provost including the Office of Undergraduate Studies. Members of the Undergraduate Council were invited to voice their comments during the meeting and the Chancellor committed to keeping the Council involved in the reorganization process. The Provost has been asked to conduct an analysis and come up with a plan/report that will be presented to the Chancellor before any final decisions are made.

Respectfully submitted,

John Yoder, Chair
John Bolander
Patrick Farrell
Susan Keen
Timothy Lewis
Douglas Miller
Krishnan Nambiar
Daniel Potter
Diana Strazdes
Christopher Thaiss
Shrinivasa Upadhyaya
Kent Wilken
Kerstin Lueck (Academic Federation Rep)
Kathleen Ward (Academic Federation Rep)
Matthew Blair (ASUCD Rep)
Mona Navid (ASUCD Rep)
Rudy Ornelas (ASUCD Rep)
Rashelle Musci (GSA Rep)
Patricia Turner (Ex-Officio – Vice Provost for Undergraduate Studies)
Frank Wada (Ex-Officio – University Registrar)
Kimberly Pulliam, Undergraduate Council Analyst

Annual Report: Academic Year 2009-2010
Davis Division: Academic Senate

Committee on Preparatory Education

Total Meetings: 3	Meeting frequency: Upon demand.	Average hours of committee work each week: No weekly requirement. Hours dependent on issues.
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Total issues reviewed: 3	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:

- Effects of budgetary constraints on English as a Second Language (ESL) and English Language Learners (ELL) programs;
- Assessment of abilities of transfer students in upper-division writing courses, relative to the abilities of those that arrived at UC Davis as first-year students;
- Review of Entry Level Writing Requirements (ELWR).

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The meetings and activities of the Committee on Preparatory Education (COPE) focused on the conditions of preparatory education courses/programs amidst the current budgetary problems. Particular attention was given to English language support programs and services, including the English as a Second Language (ESL) Program administered by the Department of Linguistics. COPE met with several faculty members associated with the ESL Program to hear their concerns. COPE provided substantial comments in response to recommendations for cost reduction of the ESL Program (sent by George R. Mangun, Dean of Social Sciences, to Chancellor Katehi and Provost Lavernia).

As a related activity, COPE formed a position statement on the potential modification or cancellation of preparatory education courses in response to budgetary constraints. This statement requests that COPE be given an opportunity to provide input to decision-making processes leading to substantive changes in preparatory education courses. Such oversight is a duty of COPE.

Involvement of COPE would ensure a broader representation of informed faculty and their insights into the potential consequences of proposed changes.

Respectfully submitted,

John Bolander, Chair

Dmitry Fuchs

Alessa Johns

Robert Newcomb

Ning Pan

Pamela Major, Academic Federation Representative

Maryam Taeb, ASUCD Representative

Annual Report: Academic Year 2009-2010 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: varies
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Total of 15 Undergraduate Programs Reviewed (courses, proposals, cases, etc.)	Total deferred from the previous year: 8	Total deferred to the coming academic year: 1
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Listing of bylaw changes proposed:

None.

Listing of committee policies established or revised:

None.

Issues considered by the committee

Several themes were found across programs: quality of TA instruction and the need for UCD to invest in TA training; quality of advising and need for coordination of advising by colleges, departments, faculty, staff and peer advisors; lack of access to required courses, especially lab courses, due to budget constraints. Additionally there is a concern about inadequate and unsafe space in the program in Design.

Recommended procedural or policy changes for the coming year:

None.

Committee's narrative:

The committee completed and submitted reports on reviews of 23 undergraduate teaching programs. This included 8 programs that were reviewed and deferred from Cluster 1 in 2008-09:

- CBS: Microbiology; Plant Biology
- CLAS: Art History, Art Studio, Design, Music, Technocultural Studies, Theatre & Dance

In addition, the following Cluster 1 program reviews were completed:

- CAES: Biotchnology, Environmental Horticulture & Urban Forestry, Landscape Architecture

Cluster 2 programs that were reviewed and completed are:

- CAES: Hydrology, Environmental Toxicology
- CBS: Biochemistry & Molecular Biology, Cell Biology, Genetics
- CLAS: Chemistry, Computer Science, Geology, Mathematics, Natural Science, Physics, Statistics

Cluster 2 Atmospheric Science is in process in the College of Agricultural and Environmental Science.

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, finalized and forwarded to Undergraduate Council with a summary for discussion.

College of Agricultural and Environmental Science is still processing the Cluster 2 program review for Atmospheric Science.

The committee held a meeting of representatives from SARI /ARM and Cluster 4 programs in November to discuss anything specific to their programs that should be addressed in the data supplied to them.

It is anticipated that Cluster 3 and Cluster 4 program reviews will be submitted to the committee for review in the upcoming 2010-11 academic year along with the remaining program review in Cluster 2 from College of Agricultural and Environmental Sciences. In addition, the committee will initiate Cluster 5 program reviews by facilitating communication between Cluster 5 programs and SARI / ARM to determine data needed by the programs prior to commencing their internal reviews.

Respectfully submitted,

Daniel Potter, Plant Sciences, UIPR Chair

Anthony Bello, Mathematics

Michele Igo, Microbiology

Roger McDonald, Nutrition

Carl Whithaus, University Writing Program

Michael Ziser, English

Mary-Betty Stevenson, Geology, AF Representative

Winder McConnell, Ex-Officio, German & Russian and Director, Teaching Resource Center

Edward Cardman, ASUCD Representative

Jessica Jaswal, ASUCD Representative

John Garrison, GSA Representative

Nancy Kilpatrick, Academic Senate Analyst

COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES 2009-2010 ANNUAL REPORT

TO: The Representative Assembly of the Davis Division of the Academic Senate

The Committee first met on October 29, 2009 during the Fall Quarter to organize for the year. At this meeting, committee members reviewed the 2008-2009 Annual Report and the calendar for 2009-2010. 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 2010-2011 academic year, 54,581 students applied for undergraduate admission: 11,277 new transfers and 43,304 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.

A Winter Quarter meeting was held on January 12, 2010 to discuss the reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2010-2011 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 (763); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (135) and eligible freshmen EOP applications (702). All applications were read twice, and scores were entered by early March, 2010.

A total of 1600 applications needed to be evaluated for the 2010-2011 scholarship award year. Because each application is to be reviewed by at least two Committee members, 3200 reads needed to be completed within a 5 week period. If all 18 members read equal amounts of applications, they would each need to review about 178 files; this equates to about 25 hours of work, given a 7 – 10 minute/file reading rate. Unfortunately, not all 18 members read their quota, leaving an undue burden on others; specifically, there were 6 members who read 275 applications or more this cycle, and 9 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. This cycle, we had 18 members versus the usual 16, which helped the process go smoother; however, more help may be needed as application numbers increase and as unforeseen absences for committee members arise (maternity leaves; sick leaves; sabbaticals; etc.). Furthermore, we've had only one to two representatives from the Colleges of Engineering and Agricultural and Environmental Sciences on the Committee; CUSHP requests a more diverse make up, if at all possible.

The University Medallist Sub-Committee reviewed the nomination packets of and interviewed 4 finalists on May 7, 2010. The group decided upon Patrick McCartney, a double major in Managerial Economics, College of Agricultural & Environmental Sciences and History, College of Letters and Science as the 2009-2010 University Medal recipient.

The Committee met again on June 24, 2010 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, 2009-2010; these figures do not include the Regents, National Merit or NCAA Scholarships.

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, appearing to read "Rajiv Singh".

Rajiv Singh, Chair

Raul Aranovich

Patricia Chikotas Boeshaar

James C. Bremer

Andrew Chan

R. Holland Cheng

Linton R. Corruccini

Mark Halperin

Bruce Haynes

Carlos Jackson

Kristin Lagattuta

Richard Levin

Markus A. Luty

Rebecca Parales

Andres Resendez

Ann Stevens

Pieter Stroeve

Academic Federation Members

Ana Maria Ibanez

Lauren C. Liets

Student Representatives

None

COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES
2009-2010 ANNUAL REPORT

	CA&ES	CBS	ENG	L&S	TOTAL
<u>2010-2011 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>GENDER</u>					
Female	2838	3745	1302	7106	14991
Male	1553	2385	3327	4935	12200
Not indicated	7	6	5	13	31
Total	4398	6136	4634	12054	27222
<u>2010-2011 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>ETHNICITY</u>					
Latin American	192	211	178	534	1115
Mexican American	514	679	561	1309	3063
African American	90	189	106	356	741
Native American	37	51	29	106	223
All Others	3565	5006	3760	9749	22080
Total	4398	6136	4634	12054	27222
<u>2010-2011 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	3235	5316	4160	8435	21146
Transfer	959	650	397	3307	5313
Continuing	204	170	77	312	763
Total	4398	6136	4634	12054	27222
<u>2010-2011 SCHOLARSHIP APPLICANTS READ BY COMMITTEE</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	77	212	172	241	702
Transfer	34	23	8	70	135
Continuing	204	170	77	312	763
Total	315	405	257	623	1600
<u>2009-2010 SCHOLARSHIP RECIPIENTS</u>					
<u>GENDER</u>					
Female	300	141	47	215	703
Male	119	78	113	133	443
Total	419	219	160	348	1146
<u>2009-2010 SCHOLARSHIP RECIPIENTS</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	121	66	59	76	322
Transfer	124	63	38	120	345
Continuing	174	90	63	152	479
Total	419	219	160	348	1146
<u>NEED-BASED ACCEPTED & PAID*</u> (Students must show financial need)					
No. of Awards	108	119	60	218	505
Award \$	\$188,842	\$236,780	\$89,357	\$405,400	\$920,379
<u>NON-NEED BASED ACCEPTED & PAID*</u> (Financial need not required)					
No. of Awards	418	141	124	196	879
Award \$	\$1,091,195	\$183,317	\$205,619	\$678,954	\$2,159,085
<u>AWARD TOTALS PAID*</u>					
No. of Awards Accepted	526	260	184	414	1384
Award \$	\$1,280,037	\$420,097	\$294,976	\$1,084,354	\$3,079,464
<u>ELIGIBLE APPLICANTS</u>					
<u>FALL 2009**</u>	4,222	5,786	4,270	11,755	26,033
<u>TOTAL \$ PER CAPITA</u>	\$303.18	\$72.61	\$69.08	\$92.25	\$118.29

* Totals may represent multiple awards to individual student recipients

** Number of scholarship eligible students, from 2007-2008 annual report

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COLLEGE OF AGRICULTURAL AND
ENVIRONMENTAL SCIENCES
AGRICULTURAL EXPERIMENT STATION
COOPERATIVE EXTENSION

11 June 2010

Professor Robert Powell, Chair
Davis Division of the Academic Senate of the University of California

Dear Bob,

Attached please find the report of the Special Committee on Student Evaluation of Teaching. I would like to take this opportunity to acknowledge the excellent hard work of the committee over the last six months. This was an extraordinarily engaged group of individuals, and each member made significant and valuable contributions to our discussions and to the report. I am particularly appreciative of the participation of our Academic Federation, ASUCD, GSA, and ADMAN representatives and I am extremely grateful for the guidance and support of our advisor, Edwin Arevalo. In addition, as noted in the report, several campus faculty and staff took time to meet with us and provided helpful information to the committee, and their contributions are gratefully acknowledged as well.

I thank you and the Executive Council for requesting the appointment of a group to work on this important issue. It has been a pleasure to serve on this committee and I hope you will find our report of interest. Please contact me if you have any questions.

Best wishes,

A handwritten signature in black ink that reads "Dan Potter".

Dan Potter

Chair, Special Committee on Student Evaluation of Teaching

Report of the Special Committee on Student Evaluation of Teaching

11 June 2010

Committee Members: Dan Potter, Plant Sciences (Chair); Niels Grønbech Jensen, Applied Science; Charles H. Langley, Evolution & Ecology; Miroslav Nincic, Political Science; George Roussas, Statistics, John Payne, Physiology & Membrane Biology; Jared Haynes, University Writing Program (Academic Federation Representative); Rod Cole, Physics (Academic Federation Representative); Tracy Lade (ADMAN Representative); Christopher Dietrich (ASUCD Representative); Mara Evans (GSA Representative); Kaitlin Walker (GSA Representative).

The Special Committee on Student Evaluation of Teaching (SET) met six times during the winter and spring quarters of 2010. At our first meeting (January 14), we discussed our charge, reviewed background information consisting of a report from the Academic Senate Committee on Information Technology and one from the Davis Division of the Academic Senate on the status of SET on the Davis campus, and came up with a tentative action plan to complete our work. At our second meeting (February 5), we interviewed representatives from several units on campus (Ms. Kerry Hasa, School of Education; Dr. John Drummer, School of Medicine, Dr. Jan Ilkiw, School of Veterinary Medicine; Dr. Kathy Ferrara, Department of Biomedical Engineering) about their experiences with implementation of on-line SET systems. Campus Counsel Steve Drown attended our third meeting (Feb. 9) to advise us on legal aspects of SET. Dr. Jamal Abedi, School of Education, and Ms. Barbara Mills, Center for Excellence in Teaching and Learning, attended our fourth meeting (March 4) and shared with us their expertise and advice on the content and format of questions to be included in SET. Our last two meetings (April 16 and May 28) were devoted to finalizing this report.

Based on our discussions, the committee has developed a set of recommended guiding principles, policies, and procedures for the administration of SET, and for the interpretation and use of the resulting data, at UC Davis. As there are currently no existing regulations specifically pertaining to SET on our campus, we hope that our recommendations will be adopted and appropriately codified by the Davis Division of the Academic Senate.

I. Purposes of SET

Student evaluations of courses and instructors¹ administered by the Davis Division of the Academic Senate provide students a forum in which to anonymously express their opinions about the quality of instruction they receive. The results of SET are to be used for two purposes only:

- 1) to be included in instructors' personnel files in order to provide data used in the evaluation of their instruction in connection with job performance reviews, such as merit and promotion actions;
- 2) to provide information to instructors and departments about students' perceptions of instruction, which may be useful for improving the effectiveness of the instructors' teaching and the quality of their courses.

Because data from SET convey information about students' opinions of an instructors' teaching in a given course offering, they are by definition subjective and limited in scope. They nonetheless constitute an essential part of the material needed to understand an instructor's effectiveness and they can provide valuable information relevant to the purposes for which they are intended, provided they are organized and presented in the appropriate format. However, SET should not be the sole means by which the teaching portion of a faculty member's job performance is assessed, and all departments should be strongly encouraged to develop and implement regular and thorough peer evaluations of teaching to complement the data from SET.

II. Privacy Issues

Because they represent subjective evaluations of an instructor's job performance and are an integral part of the individual's personnel file, the data from SET are confidential and protected. Therefore, they may not be shared with anyone who is not authorized to review the instructor's personnel file, unless explicit written consent is granted by the individual².

SETs raise additional concerns for students, especially if administered online. Students must be assured that all of their responses will remain strictly confidential. This includes a guarantee that appropriate measures will be taken to protect respondents' anonymity where small sample sizes occur, especially if students' responses on evaluations are reported separately based on factors such as the final grade the student received for the course (see III.9). Students should also be informed that results of end-of-term (as opposed to midterm; see below) SETs will not be made available to instructors until after final grades for the course have been posted.

Due to these concerns about confidentiality, it is essential that implementation of an on-line system, as we are recommending as an option, adhere strictly to current university regulations that prohibit the transmission of personal data about university personnel and students to outside parties, including contracted third-party vendors. Thus, any gathering and handling of SET data must be conducted entirely within a campus infrastructure that is capable of securing personal and sensitive data throughout the process.

III. Recommended policies and procedures for SET

1. Each instructor of each UC Davis course offering should receive evaluations by the students enrolled in that course. Exceptions could be made for internships, research units, individual study courses, and courses with enrollments under some threshold number.

2. The decision to adopt on-line evaluations or to continue with paper-based evaluations should be made at the department level in consultation with the Faculty after due consideration of the pros & cons. On the con side, there are potential concerns about privacy and participation; these issues, as well as measures to address them, are discussed in this document. On the pro side, there are several unique benefits of an electronic format. First, it will enhance efficiency by reducing staff time required to compile and process paper evaluations. Second, it will have the possibility of automatically generating reports that show how different groups of students (based on grades in the course, prerequisite course requirements, etc.) responded, allowing more meaningful interpretation of the results. Third, an on-line system can be set up to create more uniformly formatted and effective reports on teaching evaluations for merit and promotion packages.

3. Under Academic Senate oversight³, a campus-wide on-line system for SET should be developed and made available to all instructors on campus. In order to ensure that uniform policies and standards are applied across campus, academic units opting to use online evaluations should be required to participate in the campus-wide SET system rather than develop their own on-line systems.

4. The procedures for SET, whether administered in electronic or in paper format, should be standardized across the campus. We recommend the following:

A) The evaluation form should consist of a series of statements about the course and/or the instructor, to which students are asked to select a rating from 5 – 1, where 5 signifies "Strongly Agree," 4 signifies "Agree," 3 signifies "Neutral", 2 signifies "Disagree" and 1 signifies "Strongly Disagree." An additional response option of "N/A" should also be provided for each item.

B) In addition to numerical ratings, each question should include a field for written comments. Space for additional comments should also be provided at the end of each evaluation form.

C) Two questions should be common to all evaluations. The goal of the first question is the assessment of the students' perceptions of the overall quality of the course. The second should aim to assess their view of the instructor's teaching in the course. We recommend the following:

1. Overall, this is an educationally valuable course.
2. Overall, this instructor is effective in teaching this course.

We recognize that these questions are quite broad, but we feel it is important to include them as the minimum common elements of all evaluations across campus, in order to provide a brief summary of the overall opinions of the students in a particular course offering and to allow comparisons across courses and instructors.

D) Due to the acknowledged limitations of the two minimum required questions listed above, departments, instructors, and TAs should be strongly encouraged to include additional optional questions for particular courses. These optional questions should be designed to assess specific aspects of the course content and the instructor's teaching. They should precede the two more general questions listed in item C, which ideally should be the final two questions on the evaluation form. We also recommend that the evaluation form start with one to several "priming" questions about the student's participation in the class, e.g., asking about the frequency with which the student attended lectures and whether (s)he had taken required prerequisite courses. A menu of suggested optional questions should be provided to instructors and departments when preparing their evaluation forms; a list of possible questions is included in the Appendix to this report. Individually customized questions written by the instructor or department should also be allowed, and we encourage instructors and departments to consult with the staff of the Center for Excellence in Teaching and Learning in developing questions to be used in SET.

E) Instructors should not be present during the administration of course evaluations.

5. Students should be educated about and regularly reminded of the purpose, importance, and appropriate completion of evaluations. We suggest that such information be included as part of orientation materials and presentations and in the General Catalog and course syllabi. We also recommend that email messages about the importance of evaluations, issued jointly by the Academic Senate and the Administration, be sent periodically to all students. Brief statements of the purpose and importance of the evaluations should also be included with the on-line evaluation form for each course.

6. Instructors should be educated about the purpose, importance, and appropriate interpretation of evaluations. We suggest that this information be included as part of materials presented in new faculty and graduate student orientations and discussed periodically at department faculty and course TA meetings. In addition, instructors should be made aware of available resources to discuss teaching practices, such as departmental peers, the Center for Excellence in Teaching and Learning, etc.

7. As described in item 5 above, student participation in evaluations of teaching should be encouraged through positive feedback mechanisms that reinforce the perception of course evaluation as a matter to be treated with seriousness and professionalism. Because they would undermine efforts to promote this perception, we recommend against mechanisms that would provide incentives such as the possibility of monetary, or material

rewards, e.g., through a raffle to students who complete evaluations. We also recommend against the use of academic rewards, such as points toward the course grade, for completion of evaluations, unless a compelling case can be made that the process of evaluation is integral to the subject matter of the course. For similar reasons, we strongly oppose any measures that would force students to complete evaluations, for example by withholding their grades or their ability to enroll in classes for the following term until they had done so.

8. Evaluations should be available for the last week of instruction by an instructor. In most cases this would be the last week of a course, but in the case of a course with multiple instructors, each instructor could have their evaluations completed during the last week of their instruction in the course. When possible, online evaluations should be administered during regularly scheduled class time in order to increase class participation.

9. The statistics that should be reported for each question are: the median score (out of 5), the first and third quartiles, and the number of students who responded with each score of 1-5. Inclusion of the mean score and standard deviation should be optional. All written comments should also be included in the report.

10. In order to allow more meaningful interpretation of the data from SET, evaluation reports should include, for each question, correlations between the scores selected by students and the following factors: Grade received in the course; Grade received in prerequisite courses (specified by the instructor); Year in school (including undergraduate vs. graduate); Major.

Of course, small sample size will limit the value of such partitioning of responses and no statistical sampling should be conducted if the sample size is below a certain number.

11. Results of the end-of-term SET should not be released to the instructor(s) until after final grades for the course have been posted.

12. In reviewing results of SET, instructors, their departmental colleagues, and faculty personnel committees should consider not only the overall numerical scores but also the written comments of individual students, and, when available, how these differ by different groups of students as described in item 9.

13. The on-line evaluation system should be designed so that it can be used not only for end-of-term evaluations as described in items 1-11 above, but also for mid-term feedback. The questions for mid-term feedback would be selected by the instructor and the results should be available only to the instructor to use for improving effectiveness of his or her teaching. The inclusion of the mid-term evaluations to the instructors personnel file (for use in merit and promotion considerations) should be optional and decided by the instructor on a course-by-course basis.

Notes:

¹Throughout this document, the term “instructor” is used to refer to any UC Davis employee who, as part of his or her regular job responsibilities, participates in the teaching of one or more UC Davis courses. This includes ladder-rank faculty, lecturers, and TAs who participate directly in classroom instruction.

²There is a broad range of opinions as to the appropriateness and advisability of making data from SET publicly available for a variety of purposes. In particular, many think such data could inform students in their selection of courses. University policy and state law, however, are clear in prohibiting this public release of such information from the faculty member's personnel file. This fact should be emphasized in communications to faculty if and when any changes, such as those recommended by this committee, are publicly considered and

implemented. A clearly stated policy may allay faculty concerns, especially with respect to the increased risk of inappropriate dissemination of the data from electronically administered (online) SETs.

³ We recommend that either the Academic Senate Committee on Information Technology, or, if necessary, a special Implementation Task Force, be charged with working out the details of the on-line system in accordance with the general recommendations provided here.

III. Appendix

Suggested standardized end-of-term SET form (on-line or paper) for the UC Davis Campus

Introduction:

Thank you for participating in the evaluation of this course. Your honest and thoughtful feedback is greatly appreciated.

Student evaluations of courses and instructors administered by the Davis Division of the Academic Senate provide students a forum in which to anonymously express their opinions about the quality of courses and instruction they receive at UC Davis. The results of these evaluations are used for two purposes:

- 1) to be included in instructors' personnel files in order to provide data used in the evaluation of their instruction in connection with job performance reviews, such as merit and promotion actions;
- 2) to provide information to instructors and departments about students' perceptions of course and instruction, which may be useful for improving the effectiveness of the instructors' teaching and the quality of their courses.

In order to achieve these purposes, your responses and those of your fellow students are reviewed by your instructors and their colleagues, and the results of course evaluations will have impacts on the career(s) of the instructor(s) and the experiences of future students in the course. Thus, by participating in this evaluation, you are both providing an important service to the university and taking on a very serious responsibility, and you are requested to keep this in mind as you respond to the questions below. Please be assured that your responses will be kept anonymous and that the results of your and your fellow students' evaluations will not be released to your instructor(s) until after final grades have been posted.

Instructions:

The evaluation form consists of a few background questions about your participation in the course, followed by a series of statements about the course and/or the instructor. For each item, you are asked to select a rating from 5 – 1, where 5 signifies “Strongly Agree,” 4 signifies “Agree,” 3 signifies “Neutral”, 2 signifies “Disagree” and 1 signifies “Strongly Disagree.” An additional response option of “N/A” is provided for each item; please select this option only if you feel that you do not have sufficient information or experience to respond to a particular item. In addition to numerical ratings, each question includes a field for comments and space for additional comments is also provided at the end of the evaluation form. Please use these spaces to enter thoughtful, frank, and specific feedback about the quality of the course and the instruction you have received.

A. Optional Background Questions (to be selected by the instructor):

I attended all or nearly all of the class meetings for this course.

I was very engaged in this course.

I devoted appropriate amounts of time to studying for this class outside of regular class meetings.

I consulted frequently with the instructor outside of class.

Before taking this course, I was strongly interested in the subject matter.

After taking this course, I am strongly interested in the subject matter.

I expect to earn a grade of (5=A, 4=B, 3=C, 2=D, 1-F) in this course.

B. Optional questions about the course and the instructor (to be selected by the instructor):

The instructor made the course objectives clear.

Lectures and discussions were clearly related to course objectives.

The instructor provided helpful examples to clarify points.

The instructor clearly explained the grading standards for written work.

Paper assignments were clear.

Paper topics were generally challenging.

I learned a lot from this course.

This course helped improve my problem solving skills.

The instructor lectures according to the published syllabus.

The instructor provides timely information regarding homework, exams, or other course requirements necessary for examination and grading.

The prerequisites required for this course are appropriate and sufficient.

I would recommend this course to others.

The instructor's presentation of the material is well organized.

The instructor is well prepared for class.

The instructor welcomes questions and discussion.

The instructor tries to help when I ask.

The instructor is available and helpful to students outside of class.

The instructor enjoys teaching.

The assigned problems helped me to learn the course material.

The assigned readings helped me to learn the course material.

The course lectures and assignments helped me to prepare for the examinations.

The instructor's use of visual aids is helpful and effective.

The on-line materials provided for this course are helpful and effective.

This is an enjoyable course.

The instructor's presentations held my interest.

The instructor effectively encouraged student participation.

The instructor was sensitive to issues of diversity.

The instructor was open to and encouraged a variety of opinions.

This course challenged me intellectually.

This course encouraged me to think critically.

The readings from the course were intellectually challenging.

Comments on written work were sufficient and informative.

C. Required questions about the course and the instructor (to be included on all end-of-term evaluations):

Overall, this is an educationally valuable course.

Overall, this instructor is effective in teaching this course.

D. Additional comments

Davis Division of the Academic Senate
Procedural Outline: External Advisory Committee Use during Recruitment

Recruitments involving external advisors are consistent with APM-UCD 500
(<http://manuals.ucdavis.edu/apm/apm-toc.htm>)

1. The Department recommends and Dean approves the area to be covered by the recruitment.
2. The Department Chair and Dean discuss if forming an external advisory committee is appropriate.
3. If an external advisory committee is appropriate, the Department Chair proposes a slate of members for the faculty search committee and slate of proposed members for the external advisory committee (unless the latter is already in place). The Dean will appoint these committees using at least some of the Chair's nominations.
4. If an external advisory committee is to participate in the search, the role and limitations of the advisory committee must be defined in the search plan.
5. At the conclusion of candidate visits, the Department Chair contacts the external advisory members asking each member to forward individual comments to the Department Chair. The Department Chair provides the comments to the voting faculty members of the department for their consideration. Eligible voting faculty cast ballots.
6. The Department Chair reports to the department faculty the results of the faculty vote
7. The Department Chair forwards to the dean the final recruitment report, including all written comments about the candidate that were provided by the voting faculty and by the external advisory committee members.

WHEREAS the Representative Assembly has received the January 6, 2009 Report of the Special Review Committee for the College of Agricultural and Environmental Sciences (CA&ES),

It is hereby RESOLVED that

1. The Committee on Elections Rules and Jurisdiction (CERJ) shall consult with the Committee on Academic Personnel-Oversight Committee and shall provide Advice that clearly defines the role Academic Federation faculty can play in the recruitment of Academic Senate faculty. This Advice shall be widely disseminated to departments within CA&ES.
2. The Chair of the Davis Division shall consult with the Chancellor and report back to the Representative Assembly regarding the conditions under which External Advisory Committees can be appointed and the format by which their views are reported. The Chair shall seek to insure that reports of such committees do not have an undue influence on faculty and administrative hires and that the opinion of external stakeholders should be solicited, when appropriate, but such input should be informal and advisory only.
3. The Davis Division of the Academic Senate hereby formally recommends that Senate faculty with administrative appointments of Associate Dean or higher recuse themselves from attending confidential meetings on new hires, and from casting votes on hiring decisions in their home departments, unless they decide in advance of the search to recuse themselves from any administrative role in the recruitment or appointment.

Approved Amendment:

This recommendation does not extend to schools or colleges in which Deans function as department chairs.