

**NOTICE 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: Notice of Meeting Location

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The **November 6, 2014** Representative Assembly meeting will be held in the **Student Community Center, Multi-Purpose Room**. Directions to the building can be found at the following website: <http://campusmap.ucdavis.edu/?b=223>. The room is located on the second floor of the Student Community Center.

The meeting is scheduled to begin at **2:10pm**.

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

**Thursday, November 6, 2014**

**2:10 – 4:00 p.m.**

**Student Community Center, Multi-Purpose Room**

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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 – André Knoesen	
b. Remarks by ASUCD Representative	
c. Remarks by GSA Chair – Erica Vonasek	

*Annual Reports on Consent Calendar:*

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

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

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8. Petitions of Students	
9. Unfinished Business	
10. University and Faculty Welfare	
11. New Business	
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a. *College/School Bylaw and Regulation update: School of Nursing	128
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Abigail Thompson, Secretary  
 Representative Assembly of the  
 Davis Division of the Academic Senate

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<ol style="list-style-type: none"> <li>1. Approval of the April 29, 2014 Meeting Summary –  <b>Motion to approve, approved</b></li> <li>2. Announcements by the President – None</li> <li>3. Announcements by the Vice Presidents – None</li> <li>4. Announcements by the Chancellor – None</li> <li>5. Announcements by the Deans, Directors or other Executive Officers – None</li> <li>6. Special Orders           <ol style="list-style-type: none"> <li>a. Remarks by the Academic Federation Chair – Laura Van Winkle  <b>Overview of AF –</b> <ul style="list-style-type: none"> <li>• Grown 25% with 19 title series</li> <li>• 25% union represented</li> <li>• 30% of student contact hours</li> <li>• Concerned about increased student numbers</li> <li>• Areas of emphasis for coming year</li> <li>• Cohesion, recognition with expanded awards, clarification of titles, improved mentoring, review of merit and promotion, improved policies and procedures including extending step plus to AF</li> </ul> </li> <li>b. Remarks by the Staff Assembly Coordinator - Grant Nejedlo           <ul style="list-style-type: none"> <li>• Membership drive =30% increase, TGFS was success with over 6000 tickets sold, funds raised for staff and dependent scholarships,</li> <li>• Staff Citations of Excellence Awards</li> <li>• 2012 survey results =committees developed to address issues raised. Career Management Committee working on March expo for staff and have received funding for this. Breakfast with Chancellor Program provides once a month meetings with staff.</li> </ul> </li> <li>c. Remarks by the Academic Senate Chair – Bruno Nachtergael           <ul style="list-style-type: none"> <li>• Total Compensation Study with July expected results</li> <li>• Faculty welfare will meet with Vice Provost for Academic Affairs this week to discuss faculty salary</li> <li>• Faculty Welfare Committee notes that the parking increase is on hold and will reassess data next year</li> <li>• Bruno's parting words included success of the Academic Senate this year. His service has been a positive experience and a pleasure to be part of. People on this campus think of UCD as "their" university. The new Chair will be Andre Knoesen with Vice Chair Rachael Goodhue. Bruno wishes them good luck.</li> </ul> </li> </ol> </li> </ol>	<p style="margin-right: 20px;">2</p>
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**Proposed resolution of thanks projected  
Motion to approve, seconded, passed**

7. Unfinished Business

a. Step Plus Proposal for Personnel Actions (Motions)

Information is posted on webpages including motions. Feedback received.

Slide presented “Step plus A better way to accelerate”

Motion 1 projected noting last sentence of paragraph 1 “To ease transition . . .”

Motion 1: We support Step-Plus System implementation effective July 1, 2014, for all Academic Senate titles. Our understanding of the system is based on the descriptions provided in the “Step Plus System for Personnel Actions, and Guidelines for Advancements Under the Step-Plus System – Academic Senate Titles” documents. To ease the transition, members should have the option to request an `acceleration in time' under current rules for their first action during the three-year period ending June 30, 2017.

The Representative Assembly directs the Executive Council to appoint a task force charged with reviewing the Step-Plus System including an assessment of whether the efficiency and efficacy envisioned was achieved. The review will commence in early 2016-2017. The task force will seek endorsement of its report during the April 2017 (spring) Representative Assembly meeting.

Discussion.

**Motion to cease discussion on Step Plus process itself and discuss actual motion # 1**

**Vote on motion # 1**

**Question is called. All in favor of voting 64 yes 0 no**

**Action: Motion approved**

**Voting on motion # 1: 57 yes 11 no**

**Action: Motion approved**

Motion # 2 projected.

Motion 2: We support no longer requiring submittal of extramural letters when advancing to Professor Step 6.

**Motion to accept Motion # 2**

**Discussion**

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**Vote on motion # 2: 50 yes 15 no**

**Action: Motion approved. Goes into effect for next year as of July 1, 2014. Recommendation – must go to CERJ**

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8. Reports of standing committees

a. Committee on Elections, Rules & Jurisdiction – David Rocke

i. Davis Division Bylaw revisions

1. Davis Division Bylaw 56: Committee on Courses of Instruction

*Expand by 4 members because workload has increased.*

**Motion to increase membership**

**Vote: 58 yes 1 no**

**Action: Motion approved**

5

2. Davis Division Bylaw 121: Committee on General Education

**Motion to increase membership from 6-8**

**Vote: 52 yes 2 no**

**Action: Motion approved**

7

3. Davis Division Bylaw 121: Committee on Undergraduate

Instruction and Program Review

**Motion to increase membership from 7-13**

**Vote: 55 yes 1 no**

**Action: Motion approved**

10

4. Davis Division Bylaw 28: Conflict of Interest

**Motion to amend DD Bylaw 28**

**Vote: yes 56 3 no**

**Action: Motion approved**

15

ii. Davis Division Regulation revisions

1. Davis Division Regulation 554: Credit for Concurrent Courses

**Motion to remove the word “extension” from Davis  
Division Regulation554 regarding transcripts for  
concurrent courses.**

**Vote: 57 yes 0 no**

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<b>Action: Motion approved</b>	17
9. Petitions of Students	
10. University and Faculty Welfare	
11. New Business	
12. Informational Item	
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Abigail Thompson, Secretary  
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Representative Assembly  
November 6, 2014  
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Annual Report: Academic Year 2013-14

Davis Division: Academic Senate

Committee on Academic Freedom and Responsibility

Total Meetings –3 in person meetings plus numerous email discussions		

Total Reviewed – 2  (courses, proposals, cases, etc.)	Total of reviews continued  from the previous year – 1	Total continued to the  coming academic year –

Listing of Bylaw changes proposed: N/A
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Listing of committee policies established or revised: N/A
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Issues considered by the committee: Wilkes case; Planning of forum on Academic Freedom (jointly sponsored with Office of the Provost); Public Records Request for faculty affiliated with American Studies Association; Draft Proposal on Freedom of Expression for UC Davis campus; Request from academic freedom committee of Academic Federation; Discussion of language of UC contracts with California Department of Public Health
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Recommended procedural or policy changes for the coming year: None

### Committee's narrative

The Committee on Academic Freedom and Responsibility (CAFR) studies any conditions within or outside the University, which in the judgment of the committee, may affect the academic freedom of the University or any of its individual members.

In 2013-14, CAFR had three in-person meetings and numerous email exchanges among its members. The first meeting recapitulated the events and activities of CAFR during the last 2-3 years. Prominent among these events were the Michael Wilkes case and the Academic Senate resolutions of June 8, 2012 and its follow-up (Feb. 28, 2013) by the Representative Assembly of the Academic Senate. The Assembly upheld the initial resolution on the Feb. 28<sup>th</sup> meeting stating: *That the Representative Assembly condemns Health System and Campus Legal Counsels for drafting inappropriate and apparently threatening letters that violated a faculty member's right to academic freedom.*

The initial resolutions of June 8 2012 also required the School of Medicine to undertake *concrete steps to prevent future violations of rights of academic freedom, including training of administrators, their staff, and faculty on such rights.* In order to ensure that this resolution was carried out, CAFR met with Provost Hexter in the early summer of 2013 to begin planning for an academic freedom forum that would provide deeper understanding of the principles of academic freedom to the campus at large. In consultation with the office of the Provost, Robert Post, Dean and Sol & Goldman Professor of Law at Yale University was selected to give a keynote address and preparations got immediately underway. Additional participants were invited, namely a representative of AAUP, and a representative of the system-wide committee on academic freedom, and the Provost.

In advance of the forum, CAFR solicited questions from the faculty via a link on the Academic Senate website. Academic Senate and Academic Federation listserves were used to notify the faculty about the forum and advertise the event. At least two notices were sent to the faculty

and questions were collected. CAFR selected the representative questions that were to be posed to the forum panelists.

Several questions were submitted, and the following were selected by CAFR for further discussion by the panel participants:

1. To what extent, if any, does academic freedom protect the decision of a unit of the university, such as an academic department, to publicly take a stand or advocate a position on political issues (such as controversies relating to Proposition 8, the Affordable Care Act, or the Israeli-Palestinian conflict) in its institutional capacity? Conversely, does a unit of the university, such as an academic department, taking a stand or advocating a position on political issues in its institutional capacity jeopardize the academic freedom of faculty and students in the department who may hold different views on the subject?
2. Academic Freedom appears not to be a legally established category but a constantly evolving and negotiable one. Thus, in the name of an 'Act to Protect Academic Freedom', HR 4009, introduced (February 6) with the public involvement of the Israeli ambassador, asks Congress to act to punish the ASA and its supporters and/or members for the resolution supporting the Boycott, Divestment and Sanctions (BDS) campaign against Israel. Meanwhile those supporting the boycott (which in fact applies to institutions, not individuals) point out that Israeli universities do not themselves extend uncontingent or meaningful academic freedom either to Palestinians and Palestinian Israelis or to Jewish-Israeli dissidents (Ilan Pappe e.g.), while the Israeli Knesset passed (in July 2011) a law making support of BDS a civil offense. Support for academic freedom therefore argues for a boycott of state-embedded institutions that do not observe or provide the infrastructural conditions in which academic freedom itself might be a meaningful concept.

What is the panel's view of this situation, and to what extent is it possible or indeed desirable to postulate a set of conditions entailed in 'academic freedom' that are deemed indisputable and/or beyond politics?

3. I have a "university" computer in my university office. It is attached to the university network. Recently, without warning, a person from IT came by and "upgraded" the computer. During

the process he or she removed files and programs from my computer. I believe this is a violation of academic freedom in the same way removing research files from my lab or file cabinet would be. Could please weigh in on the subject of academic freedom and research using university computers, who controls the data?

4. I wish to find out who has absolute ownership claim to research materials we produce as part of our research efforts at UC Davis. Faculty get royalties when a patent produces income and faculty also have copyrights to the books they write and course lecture materials they produce. What about the research materials we produce in our labs before the experimental result is patented or published? Can the University Administrators go into a lab, remove research materials and destroy them claiming that the University owns everything on campus and hence they can do whatever they please with such materials? I request you to please address this very important issue.
5. Should faculty have the unquestioned academic freedom to use a textbook that they have written as the textbook in their class? Or should there be standard procedures (across the university but implemented within each department) to periodically decide whether a textbook is appropriate for a course? What should the criteria be for deciding whether such a textbook is appropriate? For example, if a faculty member's textbook is out of date, or is much more expensive than an appropriate alternative, or is clearly inferior to an appropriate alternative, does the department have the right to step in and declare that the faculty member must choose a different text?

**Forum on Academic Freedom** : The Forum on Academic Freedom took place on March 14, 2014. Robert Post, Dean of the Yale Law School, and a highly regarded authority on academic freedom delivered the keynote address. After his lecture, a panel comprising Dean Post, Professor Emeritus Henry Reichman representing AAUP, Professor Roberta Rehm, former chair of the UC system-wide Committee on Academic Freedom, and Provost Ralph Hexter responded to questions submitted ahead of time by members of academic senate and academic federation. In attendance at the event were Chancellor Katehi, several Deans and chairs of departments, as well as the leadership of the Academic Senate. As a follow-up to the forum, CAFR discussed plans for making an archive of resources relating to academic freedom readily accessible to all members of Academic Senate and Academic Federation. A link to the

recording of the academic freedom forum held on March 14, 2014 is one of the resources to be included in the planned archive. Currently, a video recording of the Academic Freedom Forum can be viewed at: <http://webcast.ucdavis.edu/l1nd/19d5a48e>.

**UCLA Toolkit for Responding to Freedom of Information Requests:** In April of this year, Academic Council disseminated the toolkit to all the campuses via the Divisional Academic Senate Chairs and Directors to help faculty facing Public Records requests about their research. The system-wide committee also made this document available to individual committees on academic freedom ahead of distribution by Academic Council.

CAFR discussed how best to make this toolkit and other academic freedom-related resources accessible to the faculty. CAFR is convinced that faculty should not be left to their own devices. A link on the Davis Division Academic Senate website directing faculty to go to the Academic Freedom site would be useful. CAFR suggests the following resources and links as a start:

*Statement on the Principles of Scholarly Research and Public Records Requests*

<https://www.apo.ucla.edu/resources/academic-freedom>

*Faculty Resource Guide for California Public Records Request*

<https://www.apo.ucla.edu/resources/recordrequest>

*Statement of Principles from AAUP*

*Forum on Academic Freedom of March 14, 2014* <http://webcast.ucdavis.edu/l1nd/19d5a48e>

Proposed Policy on Freedom of Expression

Links to the Office of Campus Counsel

CAFR has discussed contacting the Academic Senate Chair about constructing such a site and listing these resources.

**Request for Consultation (RFC) on Draft Proposal on Freedom of Expression:** CAFR received a Request for Consultation on the Proposed Policy on Freedom of Expression in October 2013. CAFR members suggested a number of revisions to the policy, in particular calling for inclusion of statements highlighting the university's role in enabling innovative and potentially provocative speech, proportionality in police responses to civil disobedience, and references to other UC policies that pertain to academic freedom. These points were reiterated in a response to the revised draft that was made available to the committee in April 2014.

**Request for Consultation (RFC) on Conflict of Commitment with Outside Activities:** This RFC pertained to APM – 25, APM – 670 and the new APM – 671 defining the scope of outside activities for faculty. In general, faculty can engage in outside activities as long as their engagement does not interfere with their university obligations. Previously the policy was confusing because APM-025 and APM 670 appeared to provide conflicting guidelines on outside activities. A new APM 671 was crafted to resolve these conflicts and would apply only to faculty under the Health Sciences Compensation Plan (HSCP). The proposed APM 671 has generated some concerns with respect for example to the cap of \$40,000 on the income that could be earned through outside activities. A second concern is the fact that this APM is applicable only to one category of faculty, namely those under HSCP. A third concern was that the term, “full time” faculty was not adequately defined in the new policy. Although there was a question as to whether placing a limit on outside income for HSCP faculty could constitute an infringement of academic freedom by discouraging faculty from undertaking work that they would have normally, CAFR came to the conclusion that this situation did not by itself elicit substantive academic freedom questions and thus declined to comment on the RFC.

**Public Records Request Courtesy Notification:** In January of this year, CAFR reviewed an academic freedom issue that was brought to its attention. An individual had made a public records act request for the disclosure of all payments made by UC Davis faculty to the American Studies Association (ASA) which had voted to authorize an academic boycott of Israel. At least two faculty members were contacted by the Office of Legal Affairs informing them that UC Davis would be releasing their names, departmental affiliations, and records of payment to the requester. These faculty members were concerned about the potential consequences of releasing information on their professional activities and thus on their academic freedom. CAFR discussed this situation at length and consulted with campus counsel by speaker phone. Counsel informed committee members that all public record requests had to be responded to by law, but also provided additional information that led CAFR to conclude that this request would be handled with appropriate sensitivity.

**Faculty Grievance regarding penalties for lack of participation in departmental activities:** CAFR received a grievance from a faculty member regarding penalties levied on him for failure to register an adequate level of participation in diverse departmental activities. Since the faculty member was attending to other professional and work related activities at the time, he viewed the penalties as a deterrent to professional work and as such an infringement on his academic freedom rights. After further studying the case, CAFR concluded that the departmental policy tying bonuses to participation in departmental activities did not pose academic freedom questions.

**Language of contracts with California Department of Public Health:** A researcher in the Agricultural Issues Center at Davis discovered that she had been asked to give the right to approve any publications to the California Department of Public Health (CDPH) as a condition for funding, and had heard that UCOP has approved this language. The researcher contacted the Academic Senate to find out if UCOP has indeed accepted these conditions for collaboration with CDPH. A colleague in the School of Medicine confirmed that unknowingly he too had been signing contracts giving the CDPH authority to approve or decline publication of research results. If confirmed, language of this sort would constitute an infringement on academic freedom. In the meantime, it was agreed that CAFR should seek more information regarding these contracts from UCOP, the system-wide committee, and University Counsel.

**Reclassification of Academic Appointments by the Library:** The University Library (at Davis) has been reclassifying previously academically appointed Assistant and Associate University Librarians as staff. As a result, the merit/promotion packages of these individuals were being reviewed by non-academic appointees, such as MSOs. The AF Committee on Academic Freedom contends that this is a violation of the Academic Personnel Manual (APM). CAFR is informed that the Office of the Vice Provost—Academic Affairs is looking into these reclassifications. CAFR recommended that the Chair follow up on these developments with the Vice Provost for Academic Affairs. This has been done, and her response will be conveyed to the incoming chair of CAFR.

Respectfully submitted,

Moradewun Adejunmobi, Chair

Robert Berman

Lawrence Bogad

Christopher Elmendorf

Eric Rauchway

Juliana Meadows (Academic Federation Rep)

Wilbur Chan (ASUCD Rep)

Solomon Bekele, Academic Senate Resource Analyst

## ANNUAL REPORT

### COMMITTEE ON ACADEMIC PERSONNEL – OVERSIGHT COMMITTEE 2013-14

The Committee of Academic Personnel – Oversight Committee (CAP) advises the Vice Provost for Academic Affairs 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 when necessary, with these appointments made by the Vice Provost. The agenda for CAP actions is determined by a priority list that treats appointments and tenure cases as the highest priorities. Appendix A provides a summary of CAP's deliberations by category for the past academic year.

**Academic Personnel Actions:** During the 2013-14 academic year (September through August), CAP met 40 times and considered over 500 agenda items. The committee provided advice on numerous issues related to academic personnel. These include 9 'Change-of-Title' actions, 26 Endowed Chair actions, 5 Third-Year Deferrals, 18 Five-Year Reviews, 17 Emeritus Status actions, and 12 appointments or reappointments as Department Chair. CAP also reviewed files for Chancellor's Fellows recommendations for the final time and evaluated 18 Initial Continuing Appointments for Lecturers. Of the 483 academic personnel actions, the Vice Provost—Academic Affairs disagreed with CAP 25 times (about 5.1%). In most of these cases, CAP's recommendation included majority and minority votes.

Overall, both CAP and the FPCs made negative recommendations in fewer than 14% of the cases. This reflects the high-quality research and teaching done by the vast majority of the faculty at UC Davis.

Other items that were discussed this year by CAP were: ADVANCE recommendations, Faculty Salary Equity Analysis, Academic Personnel Streamlining Workgroup recommendations, APM 600 revisions, Bylaw 55 amendments, the Cinema and Technoculture major, the Cognitive Science major, conflict of commitment, Faculty Hiring Investment Program (HIP), the Global Disease Biology major proposal, the Mathematical Analytics & Operations Research major proposal, the Interdepartmental Program in Human Rights, and the Recognizing Teaching Workgroup report.

**Promotions:** For promotions to Associate Professor (69) and Professor (59), CAP recommended promotion in 109 of 128 cases. Of these, 83 recommended the promotion proposed by the department and recommended by the Dean. Overall, 32 cases were modified recommendations from what had been requested by the candidate, some more positive and some less beneficial to the

candidate. Of these 32 modifications, 1 was recommended for a merit increase to an overlapping step, 1 was recommended for lateral promotion, 1 was recommended for normal promotions instead of accelerated promotion, 14 were recommended for retroactive action, 14 were recommended for an accelerated promotion by CAP, and 1 was a split recommendation, where CAP made neither a positive or negative recommendation. Thus, CAP recommended no advancement in only 13 cases.

**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, or for an FPC member, department chair or administrator, as well as all accelerations that entailed skipping a step at any level).

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 many cases where 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).

**Retroactive Merit Actions:** Retroactive merit actions may be requested by Deans and/or Faculty Personnel Committees. When a retroactive action is considered, the review period ends the year before the proposed merit date (e.g., for an action retroactive to July 1, 2011, the creative work/research publications are counted to December 31, 2010, and teaching/service until June 30, 2010). Thus, retroactive recommendations should specifically discuss the record for this review period, and detail why it supports the retroactive merit. CAP reviewed 13 retroactive requests and made favorable recommendations on 10.

**Career Equity Reviews:** *Career Equity Reviews* occur coincident with a merit or promotion action and only faculty who (1) have held an eligible title, and (2) have not been reviewed by CAP during the previous four academic years, can be considered for a career equity review. The purpose of career equity reviews is to address potential inequities at the point of hire and/or during a faculty member's advancement. 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 2013-14 CAP conducted 6 career equity reviews that were initiated at a lower level of review and supported two of them. CAP also conducts a career review for every major advancement.

**Five-Year Reviews:** CAP conducted 18 five-year reviews, recommending “advancement, performance satisfactory” in 2 cases, recommending “no advancement, performance satisfactory” in 15 cases and recommending “no advancement, performance unsatisfactory” in 1 case.

**Initial Continuing Appointments for Lecturers:** CAP reviewed and made recommendations on 18 initial continuing non-Senate appointments in 2013-14. All received favorable recommendations. Teaching excellence is the overriding requirement for a continuing appointment.

**Accelerated Merits for Continuing Lecturers:** CAP considers accelerated merit requests for Continuing Lecturers, whereas normal merit advancements are redelegated to the deans. In recommending accelerations (one or two steps beyond the normal two-step advancement), CAP looks for evidence of teaching accomplishments that go 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) that have substantial pedagogical impact. In 2013-14, CAP considered 5 such requests and made a positive recommendation in 3 cases.

**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.

**University Committee on Academic Personnel (UCAP):**

James Jones served as CAP’s representative to the University Committee on Academic Personnel, 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.

Respectfully submitted,



Trish Berger, Chair

## CAP's Membership 2013-2014

Trish Berger, Chair  
Deborah Diercks  
Daniel Gusfield  
Andrew Ishida  
James Jones  
Jerold Last  
Debra Long  
David Simpson  
Xiangdong Zhu

## APPENDIX A: CAP ACTIONS

	Recommended Positive	Modified Actions@	Recommended Negative
<b>Appointments (115)</b>			
Assistant Professor (19)	15	3	1
Associate Professor (7)	6	1	0
Professor (22)	15	7	0
Lecturer SOE (2)	1	0	1
Via Change in Title (9)	8	1	0
Initial Continuing Non-Senate (18)	18	0	0
Endowed Chair			
Appointment/Reappointment (26)	24	0	2
Department Chair Review (12)	12	0	0
<b>Promotions (128)</b>			
Associate Professor (69)	46	15	8
Professor (59)	37	17	5
<b>Merit Increases (160)</b>			
Assistant Professor (2)	0	2	0
Associate Professor (9)	6	0	3
Professor, Step V to VI (33)	20	10	3
Professor, Step VIII to Above Scale (1)	1	0	0
Professor, Step IX to Above Scale (22)	16	0	6
Professor, Above Scale (28)	17	1	10
Sr. Lecturer SOE (3)	3	0	0
Other Merit Increases (49)	27	15	7
Proposed Retroactive Actions (13)	10	0	3
<b>Miscellaneous Actions (80)</b>			
Career Equity Reviews (6)	2	0	4
Emeritus (17)	17	0	0
TOE Screenings (5)	5	0	0
POP Screenings (8)	5	1	2
Appraisals (21)	7 <sup>+</sup>	8 <sup>^</sup>	6 <sup>-</sup>
Five-Year Reviews (18)	17	N/A	1
Third-Year Deferrals (5)	4	0	1
<b>Grand Total = 483</b>	<b>339</b>	<b>81</b>	<b>63</b>

+positive; ^Guarded; -Negative; @modified actions are those CAP recommendations that differed from what was proposed, i.e., instead of a promotion a merit increase was recommended or instead of a normal merit, a skip-step or retroactive merit might have been recommended.

APPENDIX B: SUMMARY OF ACCELERATED ACTIONS (not including retroactive merits)

Acceleration Proposed	Yes	No	Other
1-yr	27	10	2
2-yr	12	3	6
3-yr	7	2	2
4-yr	1	1	1
5-yr	1	0	0
6-yr	0	0	1

APPENDIX C: REDELEGATED MERIT ACTIONS

College/Div/ School	FPC Recommendation			Dean's Decision		Actions w/o FPC Input		Accelerations
	Yes	No	Split/Other	Yes	No	Yes	No	
CAES	75	7	1	81	2	0	0	23
CBS	29	4		30	3	0	0	18
EDU	2	0		7	0	5	0	1
ENG	29	2	1	39	0	7	0	10
GSM	5	1		6	1	1	0	1
HArCS	24	5		47	4	22	0	5
MPS	25	3		34	3	8	1	10
SS	39	4		58	5	20	0	11
LAW	5	0		7	0	2	0	0
SOM	69	3		109	4	40	1	7
VM	19	1		35	1	16	0	7
<b>Total</b>	<b>231</b>	<b>30</b>	<b>2</b>	<b>453</b>	<b>23</b>	<b>116</b>	<b>2</b>	<b>93</b>

## Annual Report: Academic Year 2013-14

### Davis Division: Academic Senate

Committee on Academic Personnel,  
Appellate Subcommittee (CAPAC)

Total Meetings: 6	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: 29	Total of reviewed appeals deferred from the previous year: 4	Total appeals deferred to the coming academic year: (not included in this report) 6
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**Listing of bylaw changes proposed:** None.

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

Decided to no longer use the Electronic Document Management System (EDMS).

**Issues considered by the committee:**

Questionable established standards of merit and procedure.

Reference to APM 711 - Reasonable Accommodation for Academic Appointees with Disabilities.

### Committee's narrative:

The 2013-14 Committee on Academic Personnel, Appellate Subcommittee (CAPAC) received 30 actions on appeal during the academic year (Table 1) in response to requests from the Office of the Vice Provost – Academic Affairs (Table 2) and individual Dean's offices (Table 3). One of these actions was not reviewed by CAPAC. Six additional actions were received late in August 2014 and were held for carry over to the 2014-15 academic year.

CAPAC recommended granting 8 of 29 appeals reviewed. Table 4 shows the Vice-Provost's or Dean's decisions on these appeals, in relation to CAPAC's recommendations.

<b>Table 1: Origin of Appeals Reviewed</b>	
<b>College/School</b>	<b># Appeals</b>
College of Agricultural & Environmental Sciences	5
College of Engineering	2
College of Letters and Science	16
School of Law	0
School of Medicine	5†
School of Veterinary Medicine	0
College of Biological Sciences	1
Graduate School of Management	0
School of Education	0
<b>Grand Total</b>	<b>29</b>

† One additional appeal was received for review, but this appeal was returned to the previous review committee for reconsideration and did not come back to CAPAC for review upon reconsideration.

<b>Table 2: CAPAC Recommendations to the Vice Provost – Academic Personnel</b>							
		<b>GRANT APPEAL</b>		<b>RETURNED APPEAL<sup>1</sup></b>		<b>DENY APPEAL</b>	
<b>Action</b>	<b># Cases</b>	<b>Grounds of Procedure</b>	<b>Grounds of Merit</b>	<b>Reconsideration</b>	<b>Incomplete</b>	<b>Grounds of Merit</b>	
Decelerated Merit Advancement (1, 2, 3, 4 Yr)	1	0	0	0	0	1	
Accelerated Merit (1, 2, 3, 4 Yr)	3	0	2	0	0	1	
Accelerated Promotion (1, 2, 3, 4 Yr)	0	0	0	0	0	0	
Merit	4	0	2*	0	0	2	
Regular Merit, Above Scale	0	0	0	0	0	0	
Accelerated Merit, Above Scale	1	0	0	0	0	1	
Promotion	2	0	0	0	0	2	
CER Appeals	0	0	0	0	0	0	
Appointment by Change in Series	0	0	0	0	0	0	
5 Year Review	3	0	0	1	0	2	
<b>TOTALS</b>	<b>14</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>9</b>	

<sup>1</sup> A return occurs for one of two reasons: 1) new information had been added to the appeal packet that the previous review committee had not had the opportunity to review, this is called a reconsideration or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate.

\* One non-redelegated merit was returned because established standards of merit and procedure were questionable. This same merit was eventually reviewed by CAPAC upon receiving guidance on established standards of merit and procedure.

<b>Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Appeals)</b>							
		<b>GRANT APPEAL</b>		<b>RETURNED APPEAL<sup>1</sup></b>		<b>DENY APPEAL</b>	
Action	# Cases	Grounds of Procedure	Grounds of Merit	Reconsideration	Incomplete	Grounds of Merit	
Decelerated Merit Advancement (1, 2, 3 Yr)	3	0	0	0	0	3	
Accelerated Merit (1, 2, 3 Yr)	7	0	2	0	0	5	
Accelerated Promotion (1, 2, 3 Yr)	0	0	0	0	0	0	
Merit	6	0	2	0	0	4	
Regular Merit, Above Scale	0	0	0	0	0	0	
Promotion	0	0	0	0	0	0	
Continuing Non-Senate Faculty	0	0	0	0	0	0	
<b>TOTALS</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>12</b>	

<sup>1</sup> A return occurs for one of two reasons: 1) new information had been added to the appeal packet that the previous review committee had not had the opportunity to review, this is called a reconsideration; or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate.

<b>Table 4: CAPAC Recommendation vs. Final Decision</b>								
	Non-Redel & Redel	CAPAC Recommendation		RETURNED APPEAL <sup>1</sup>	FINAL DECISION			
ACTION	# Cases	Grant	Deny		Grant	Deny	Pending	Other <sup>2</sup>
Decelerated Merit Advancement (1, 2, 3, 4 Yr)	4	0	4	0	0	3	0	1
Accelerated Merit (1, 2, 3, 4 Yr)	10	4	6	0	4	5	0	1
Accelerated Promotion (1, 2, 3, 4 Yr)	0	0	0	0	0	0	0	0
Merit	10	4*	6	0	5	5	0	0
Promotion	2	0	2	0	0	0	0	2
Regular Merit, Above Scale	0	0	0	0	0	0	0	0
Accelerated Merit, Above Scale	1	0	1	0	1	0	0	0
CER Appeals	0	0	0	0	0	0	0	0
Appointment by Change in Series	0	0	0	0	0	0	0	0
5 Year Review	3	0	2	1†	0	3	0	0
Continuing Non-Senate Faculty	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>30</b>	<b>8</b>	<b>21</b>	<b>1†</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>4</b>

<sup>1</sup> A return occurs for one of two reasons: 1) new information had been added to the appeal packet that the previous review committee had not had the opportunity to review, this is called a reconsideration; or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate.

<sup>2</sup> This category means that the final decision was either other than what CAPAC recommended or was a final decision on a returned case for which CAPAC did not provide a recommendation.

\* One non-redelegated merit was returned because established standards of merit and procedure were questionable. This same merit was eventually reviewed by CAPAC upon receiving guidance on established standards of merit and procedure.

† This appeal was received for review but was returned to the previous review committee for reconsideration and did not come back to CAPAC for review upon reconsideration.

Two non-redelegated actions were returned to the previous review committee. One was returned for reconsideration. One was returned for clarification of established standards of merit. The action returned for reconsideration did not come back to CAPAC for review. The action returned for clarification of established standards of merit did come back to CAPAC and was reviewed by CAPAC. CAPAC therefore reviewed 29 of the 30 actions that it received for review. The final decision authorities therefore decided 30 actions.

Six actions were received late in the academic year and were carried over to the 2014-15 academic year.

Respectfully submitted,

Dennis Styne, Chair  
Fran Dolan, Zhaojun Bai, Laurel Gershwin, Terry Nathan,  
Bryan Rodman (Analyst, Academic Senate Office)

**Annual Report: Academic Year 2013-2014  
Davis Division: Academic Senate**

**Committee on Admissions & Enrollment**

Total Meetings: 7	Meeting frequency: 2-3 meetings per quarter or as needed	Average hours of committee work each week: Variable


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


**Issues considered by the committee:**


- Holistic review scoring adjustment
- Athletics admissions
- Admission by High School Review
- Transfer admissions policies, practices, and targets

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


- Future SARI reports should include information on all athletes who would not have been admitted without athletic sponsorship. The current report includes only the much smaller group of athletes in the Admission by Exception category.

### **Committee's Charge**

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

### **Committee Narrative (2013-14)**

CAE met seven times in academic year 2013-14 and considered a range of issues, some of which are briefly described below:

#### **2013-2014 Admissions Summary:**

Undergraduate Admissions (UA) presented numbers on the previous admissions cycle. The number of freshman applicants increased to 55,850 for fall 2013, with a corresponding drop in admit rate to 41.4% from 45.4% the previous year. 5,113 new freshmen enrolled in fall 2013, of whom 85% are residents, 11% international, and 4% national. There were 14,780 transfer applicants for fall 2013. The transfer admit rate was 60.4% (8330 admits), and 3090 students enrolled.

#### **Holistic review scoring adjustment:**

All applications to UC Davis undergo holistic review. A human reader trained by Undergraduate Admissions reads the entire application and assigns a score from 1 to 7. A computer Predictive Value (PV) score is also computed from the quantitative information, based on fits to the human readers' scores from previous years. The quantitative information includes grades and test scores but also data on family income, high school quality, number of academic classes taken, etc. For about 5% of the applications, the human reader and PV scores differ by two or more; in this case a senior reader evaluates the application independently and assigns the final holistic review (HR) score. For the remainder of the applications, in 2013 the final HR score was taken as average of the human reader and PV score. In 2014 the human reader score was used as the HR score, with the PV score serving only as a consistency check.

CAE leans towards the 2013 method of averaging the scores as a better approach than the 2014 method and will probably request that it be restored for 2015 admissions. The change was based on the idea that error in the human reader scores can be controlled through improved training, while PV scores will always have some error because of their inability to capture the qualitative portions of the application. However, data for the 5% of

files read by a senior reader show that the senior reader's score is slightly more likely to agree with the PV score than with the initial human reader. This convinced most CAE members that using the average of the PV and human scores is the better option. However, since the files that go to senior readers tend to be the most unusual cases, UA will compile additional data on how well human readers agree on more typical applications before CAE makes a final decision.

#### **Athletics admissions:**

In April 2012 the Representative Assembly endorsed all the recommendations in the report of the Special Committee on Athletics. As requested in one of the recommendations, CAE considered the most recent SARI report on athletics. On average sponsored athletes have lower high school grades and lower SAT scores than other UC Davis students. The gaps have been widening for several years, primarily because of improved test scores and grades among the non-athlete population. Another worrisome aspect is the increasing use of Admission by Exception (ABE) for athletes. From 2002 through 2007 the fraction of athletes admitted through ABE was comparable to that of the general student population, around 2%. Since then the athletic ABE cases have become more common; from 2009 to 2011 the ABE rate was five times higher for athletes than for other students. The increase stems from a period when the Faculty Athletic Representative's input on ABE cases was bypassed, but more recent data will be needed to determine whether athletic ABE remains an issue.

Further discussion of athletics admissions raised additional concerns. Recommendation 4 from the Special Committee on Athletics states that "*[athletic] applicants should be held to the standards for admission, as assessed through holistic review, that are used for the general applicant pool.*" This is not currently the case. Instead, the HR score is effectively irrelevant to athletic admissions. Every sponsored athlete who is expected to be "entitled to review" (ETR) is admitted. ETR requires completing a certain set of high school classes with at least a 3.0 GPA, and taking the SAT (regardless of score). The athletes who do not meet these criteria are the ABE cases. These minimal and unchanging requirements for athletic admissions explain the widening academic gap between athletes and other students.

Another issue is Recommendation 5 from the Special Committee on Athletics report, which urges that, "*The admissions files of all prospective student athletes be given the standard holistic review...and that SARI reports show data on the academic performance of those UC-eligible student-athletes whose holistic review scores are below the regular admissions bar.*" CAE found that about 10% of athletes apply late and are not given HR scores. Also, the SARI reports to date do not include information on all athletes who fall below the regular admissions cutoffs, but only on the much smaller group of ABE athletes. CAE instructed UA on additional information to include for next year. (We acknowledge that the next SARI report will be the first to include data from 2012 admissions, which was the first year of holistic review. However, previous SARI reports could have included analogous data based on the existing review criteria.)

CAE reviewed data from 2013 and 2014 admissions. In each year, only 28% of sponsored athletes would have been admitted based on HR scores. As noted above, about 10% had late, unscored applications. The remainder scored below the HR cutoff. The athletes' HR scores peaked at 2 below the admissions cutoff, on a scale of 1 to 7. For fall 2014, 66 admitted athletes had the lowest possible HR scores of 6 or 7. Only 13 non-athletes were admitted with these HR scores.

CAE will follow up on this next year. We will explore ways to bring athletic admissions more in line with the university's increasing academic standards, and we will look at performance data on the students with the lowest HR scores.

#### **Admission by High School Review:**

While looking into athletics admissions, CAE learned about another group of students admitted after not qualifying by HR score. These are admitted by High School Review. A student's application is reconsidered if another student from the same high school with a lower GPA was already admitted. If no one from a high school was initially admitted, the top applicants from that school are also reconsidered. For fall 2014, 308 students were admitted by High School Review. They were roughly evenly divided between students exactly at the HR cutoff who originally missed admission through a tiebreak procedure, and students one below the cutoff. Fewer than 10% scored 2 or more below the HR cutoff. Outcome studies will need to be done to evaluate how this group performs at UC Davis.

**Transfer admissions policies, practices, and targets:**

CAE wanted to know more about the process of setting the target numbers for incoming freshman and transfer students in each college or division. We spoke about the procedures with Vice Provost Carolyn de la Pena, Associate Vice Chancellor Kelly Ratliff, and Director of Budget and Institutional Analysis (BIA) Robert Loessberg-Zahl. The many factors considered include enrollment limits for lab classes, budgetary considerations for the number of non-resident students, space in dormitories, and movement among divisions and colleges after students arrive on campus. The UC Master Plan also gives a 2:1 target ratio between incoming freshman and transfer students. Davis, along with Berkeley, UCLA, and UCSD, is one of only 4 campuses presently at or below this ratio.

The annual enrollment planning process begins early in the fall term with a preliminary three-year growth trajectory, depending on the outcomes of recent admissions cycles in the different colleges and divisions and with input from Student Affairs on availability of housing, services, and classrooms. Colleges and divisions may be consulted at this stage, and are subsequently asked more formally for their enrollment goals through the office of the Vice Provost for Undergraduate Education. The Vice Provost and BIA then balance these goals into provisional targets. A strength of pool assessment by UA confirms that the targets are realistic, particularly those for non-resident applicants. If necessary, adjustments are made, although in recent years the provisional targets have been fine. The final targets are ultimately approved by the Provost, typically in December or January.

Last year the ratio of freshmen to transfers ranged from 4:1 in the College of Biological Sciences to 0.8:1 in the Division of Social Sciences. The overall ratio campus-wide was 1.6:1.

Among the many elements that go into the enrollment targets, academic concerns should be a major factor. In particular, attention should be paid to the academic performance of the weakest transfer students and freshmen in each college or division. A significant disparity suggests that the ratio for that unit should be adjusted. At present the faculty's on-the-ground experience with freshmen and transfers is quite different

among units. Such information enters the planning process mainly through the enrollment plans from individual colleges and divisions, which vary widely in their usefulness. From committee members' experience, some deans merely pass on requests for enrollment targets to individual department chairs and then compile the results. With little sense of the annual admissions goals and constraints, the department chairs have difficulty providing sensible answers. CAE will work with Vice Provost Carolyn de la Pena and BIA to make sure that relevant feedback is heard.

Respectfully submitted,

Rena Zieve, Chair

for: Yuk Chai  
Patrick Farrell  
Carlos Jackson  
Martine Quinzii  
Catherine Puckering (AF Rep)  
Dillan Horton (ASUCD Rep)  
Janet Kim (ASUCD Rep)  
Lin Zhu (GSA Rep)  
Walter Robinson (Ex-Officio)  
Erika Jackson (Consultant)  
Darlene Hunter (Consultant)  
Solomon Bekele (Academic Senate Analyst)

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**Committee on Affirmative Action & Diversity**

Total Meetings: 6	Meeting frequency: As needed – Average of 2 per quarter	Average hours of committee work each week: varies
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Total proposals Reviewed: (courses, proposals, cases, etc.) • Requests for Consultation: 10	Total of reviewed proposals deferred from the previous year: 0	Total proposals deferred to the coming academic year – None
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<b>Listing of bylaw changes proposed:</b> None
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<b>Listing of committee policies established or revised:</b> None
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<b>Issues considered by the committee:</b> <ul style="list-style-type: none"><li>• Presentations of programs available to URM students including: LFA Scholars Program, BUSP and MURPPS</li><li>• Provost's Fellowship for Diversity in Teaching</li><li>• UC Davis ADVANCE</li><li>• President's and Chancellor's post-doctoral fellow faculty hiring</li></ul>
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**Committee Narrative:** In 2013-14, the AA&D committee was involved in two primary undertakings described in the following summaries:

**Undertaking # 1:**

In recognition of the critical importance of diversifying the STEM workforce and the benefits of STEM degrees to individuals, the UC Davis Academic Senate Committee on Affirmative Action and Diversity (AA&D) undertook an investigation into our existing campus programs geared toward serving underrepresented minorities (URMs) in the STEM disciplines. While we recognize that URMs are not the only underrepresented groups in STEM, many of the difficulties facing URMs in the STEM fields are also applicable to other underrepresented groups, including women.

Although UC Davis is experiencing some success in recruiting a racially and ethnically diverse undergraduate pool in the STEM divisions, these successes do not lead to persistence of URMs in STEM nor do they result in URMs obtaining STEM degrees. AA&D reviewed existing campus programs this year developed a report describing the difficulties facing our existing programs.

In order to improve engagement and persistence of URMS in STEM, AA&D has made recommendations in our report to the academic senate leadership. We propose that UC Davis renew its commitment to serving our increasingly diverse undergraduate population. We recommend that campus stakeholders come together to develop

new institutional policy, practices and designated funding aimed at serving URMs and other underrepresented groups to improve persistence and graduate rates in the STEM disciplines.

The existing resources on campus aimed toward improving persistence and graduation rates for URMs in STEM are few. Even these are experiencing drastic cuts in extramural and intramural funding and consequently staff and other needed supports. Existing programs improve success rates for participating students, but we engage far too few students in them, especially compared to the many students admitted as STEM declared undergraduates.

We ask the Academic Senate and Academic Federation to consider ***how we can invest in improved outcomes for our URM STEM undergraduates.*** We recommend development of a task force that engages other Senate and Federation Committees including Undergraduate Council, Academic Planning, Research, Affirmative Action and Diversity amongst others, as well as URM student networks, to develop a plan and an implementation strategy in conjunction with administrative bodies. We suggest a recommitment to our talented undergraduates to ensure that UC Davis produces a diverse pool of top scholars and professionals.

#### **Undertaking # 2:**

The AA&D committee also voiced objections to Academic Leadership regarding the procedural changes that occurred in 2014 for President's Postdoctoral Fellows (PPFs) and Chancellor's Fellows (CFs) waivers for faculty appointments. This year, an additional layer of academic senate review was instituted whereby CAP was asked to undertake an expedited review of PPF faculty hire waiver requests. It is our understanding Vice Provost Stanton added this additional review in response to objections by Senate leaders to the longstanding practice of Vice Provost waiver approval. This year, CAP review resulted in rejection of a highly qualified faculty job candidate from the Chancellor's Fellows program, *even though the candidate was unanimously and enthusiastically supported by the Department and Dean.* There is no evidence that the rejected candidate was less qualified than other hires that were approved by CAP. Because the fellows come with substantial support for salary funds, this year UC Davis has not only lost a promising and in-demand faculty candidate, but also substantial financial support.

The AA&D committee recommended immediate reinstitution of the former process for search waiver approvals by the Vice Provost.

Respectfully submitted,

Colleen E. Clancy, Chair  
Janet Foley  
Mark Jerng  
Courtney Grant Joslyn  
Kyu Hyun Kim  
Brian Osserman  
Halifu Osumare  
Connie Champagne, AF Representative  
Cheryl Walker, AF Representative  
Simon Abramowitsch  
Rahim Reed, Ex-Officio  
Debbie Stacionis, Analyst

## Committee on Courses of Instruction (COCI)

Total Meetings: 7	Meeting frequency: 2-3 times a quarter	Average hours of committee work each week: 4 (when courses were being reviewed)
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Total: 972	Total reviewed or deferred from the previous year: 100	Total deferred to the coming academic year: In ICMS: 76
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### Issues considered by the committee.

#### 1) Course Evaluation Policy:

The committee made some minor modifications to the course evaluation policy drafted by the previous year's committee and approved the finalized policy, which took effect beginning Winter, 2014. The campus was notified of the new policy in the call for the October 28, 2013 Representative Assembly meeting.

#### 2) Student-Facilitated Courses:

The committee developed a policy on student-facilitated courses, and, in consultation with the Office of the Registrar, established four new course numbers that provided a structure and a consistent process through which undergraduate students can receive academic credit for developing and teaching courses for other students. The campus was notified of the new policy in the Spring 2014 Academic Senate Quarterly Newsletter.

#### 3) Learning Activities Definitions:

The committee continued to work on a document defining the learning activities for campus courses.

#### 4) Designation of Sierra Institute Courses as X-100:

The committee discussed a request to review field courses offered through the Sierra Institute, administered by UC Davis Extension. The committee reviewed and approved 14 such courses, adopting a special process in which packets of information, including course descriptions and instructor CVs were submitted, by UC Davis Extension and reviewed by the COCI Chair. Because the number of courses was relatively small, this special process did not result in a significant increase in workload, but if the number of proposed X100 courses increases significantly in the future, the committee may wish to revisit the issue.

#### 5) WASC Report and Visit:

In preparation for the WASC on-site review visit in April, 2014, the committee contributed a brief description of the process for GE certification of courses to a report that was provided to the review team. In addition, the COCI Chair was a member of the WASC Steering Committee and participated in several of the on-site review meetings.

#### 6) Request for Proposal (RFP) - New Course Approval System:

The COCI Analyst and COCI Chair were members of the RFP committee for the new course approval system.

#### 7) Prerequisite Management/Enforcement:

The committee discussed and responded a memo from the Undergraduate Council

requesting that the campus adopt consistent definitions and applications related to prerequisite courses. In follow-up discussions among the Registrar, Undergraduate Council Chair, Academic Senate Leadership, and COCI Chair, recommendations for a campus-wide policy on prerequisite management were discussed. The Academic Senate Chair then submitted a formal request to the Registrar to draft a proposal to develop a system of prerequisite enforcement consistent with those recommendations. During these discussions, it was also decided that COCI would no longer review revised course proposals in which the only change is in the prerequisites, but that such changes would continue to be reviewed at the department and college levels.

8) GE Credit for Systemwide On-line Courses:  
 The committee received a request for certification of GE Scientific Literacy credit for a Systemwide on-line course developed by faculty at UC Irvine. COCI adopted a special process to review the request, in which the instructors sent a brief description of the course and a statement of justification for the GE credit to the COCI chair. These items were then reviewed by COCI membership; the request was denied because committee members felt the justification was inadequate and not supported by the description of course contents. The incident called attention to the need to develop a formal policy and process for reviewing such requests in the future.

9) Impact of New Budget Model on Course Approval Requests:  
 The committee composed and sent a letter to the Academic Senate Chair expressing concerns about the potential negative impacts of the new budget model on the quality of undergraduate education at UC Davis. Specifically, the committee expressed concerns that giving colleges, schools and divisions financial incentives based on increased undergraduate enrollments may be resulting in increased requests for GE credit that are not adequately justified and in increased cases of significant course overlap between departments.

10) Increase in committee membership  
 The committee endorsed a proposed by-law change, suggested by the Committee on Committees and submitted by the Committee on Elections Rules and Jurisdiction, increasing the number of members of COCI by four. The by-law change was approved by the Representative Assembly at its meeting on June 3, 2014.

**Recommended procedural or policy changes for the coming year (to be vetted by the new committee):**

Complete learning activities definitions.  
 Discontinue review of course proposals when the only change is to prerequisites; consider same for Repeat Credit and Credit Limitations.  
 Consult with college course committees to ensure consistency on what is expected and to reduce redundancy in reviews where appropriate.  
 Review and clarify criteria for GE certification. Develop specific guiding questions that can be incorporated into the new course approval system for the justification field for each GE literacy.  
 Review format and procedures for approval of petitions for Associates-In, Undergraduate TAs, and Grading variances.  
 Revise posted Committee policies to reflect recent changes.

**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, 2013 through August 31, 2014.

<b>Total Approved</b>	<b>803</b>
With GE Impact	453
Undergraduate	524
New	155
New Version	282
Discontinued	87
Graduate	239
New	99
New Version	46
Discontinued	94
Professional	40
New	38
New Version	2
Discontinued	0

<b>Total Relegated</b>	<b>169</b>
With GE Impact	148
Undergraduate	149
New	30
New Version	119
Discontinued	0
Graduate	20
New	12
New Version	8
Discontinued	0
Professional	0
New	0
New Version	0
Discontinued	0

### 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 146 Associate Instructors from 30 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 18 requests from 4 departments.

### Undergraduate Teaching Assistants

The Committee is required to approve/reject petitions for the use of undergraduates as teaching assistants (this is an exception to policy). The Committee received and approved 6 petitions from 3 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 51 classes.

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

#### **Committee Membership 2013-2014**

##### **At-large Members**

Daniel Potter, Chair

Roland Freund

Terry Murphy

Kriss Ravetto-Biagioli

William Ristenpart

Craig Warden

Becky Westerdahl

##### **Ex-officio Members**

Moradewun Adejunmobi

Christine Johnson

Amit Kanvinde

Elias Lopez

Lee Michael Martin

Jeanette Natzle

Kenneth Shackel

Victor Stango

Judith Turgeon

##### **Academic Federation Representative**

Janis Williamson

##### **ASUCD Representatives (did not attend meetings)**

Katherine Ispache

Alleen Tu

##### **GSA Representative**

Dan Villarreal

##### **Academic Senate Analyst**

Edwin M. Arevalo, Associate Director of the Davis Division

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**Committee on Distinguished Teaching Awards**

Total Meetings: 2	Meeting frequency: Twice per 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 20 initial nominations were received and reviewed, (15 undergraduate and 5 graduate) and 13 finalists were identified. Of those, 4 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:** None

**Issues considered by the committee:** The committee continues to consider the idea of streamlining the process by eliminating the second finalist round which requests complete dossiers and teaching evaluations; however gathering teaching evaluations of all nominees in the initial nominations rather than just the finalists continues to create a large workload for many departments. The hope is that once teaching evaluations are more readily available online, the finalist round can be eliminated.

**Recommended procedural or policy changes for the coming year:** To again investigate the possibility of streamlining to a one round process.

**Committee's narrative:**

The primary charge to this committee is to select up to six members of the Academic Senate for a Distinguished Teaching Award in either the category of Undergraduate Teaching or Graduate and Professional Teaching.

A Call for Nominations for the 2014 Awards was sent out on October 14, 2013. The committee received a total of twenty nomination packets for review; fifteen in

the Undergraduate Teaching category and five in the Graduate/Professional Teaching category. Of those nominations, three Graduate/Professional and ten Undergraduate nominees were selected as finalists, and dossiers were requested by January 31, 2014. Upon deliberation and discussion at a meeting on February 26, 2014, four undergraduate and two graduate/professional recipients were selected. Their names were submitted to the Representative Assembly and were unanimously confirmed via a ballot.

The 2014 recipients were presented the Distinguished Teaching Awards at the combined Academic Senate and Academic Federation Award Ceremony on May 13, 2014.

Recipients:

**Undergraduate Category:**

- Emily Albu - Classics
- James Carey - Nematology
- Seeta Chaganti - English
- Susan Keen – Evolution & Ecology

**Graduate/Professional Category:**

- Manashe Chigwerwe – Livestock Medicine & Surgery
- Faith Fitzgerald – Internal Medicine

Respectfully submitted,

Charles Walker, Chair

Judy Callis

Hildegarde Heymann

Ronald Olsson

Dean Tantillo

Wilbur Chan (ASUCD Representative)

Ida Ghlichloo (ASUCD Representative)

Leilani Serafin (GSA Representative)

Debbie Stacionis, Analyst, Academic Senate Office

## **Committee on Elections, Rules and Jurisdiction Annual Report 2013-2014**

Total Meetings: 13	Meeting Frequency: 4-5 per quarter	Average Hours of Committee Work Per Week: 10
Total Bylaw and Regulation proposals (5), formal advice (7), other advice/responses (24), and elections/ballots supervised (2): 38	Total matters deferred from previous year: 8	Total matters deferred to coming academic year: 5

CERJ took the following actions during 2013-2014.

### **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 2013-2014:*

- (1) Davis Division Bylaw 28: General Provisions. The language requires individual faculty members serving on divisional committees, task forces, and special committees to recuse themselves from participating in any decisions when serious conflicts of interest are present. The proposal was adopted by the Representative Assembly on June 3, 2014.
- (2) Davis Division Bylaw 56: Committee on Courses of Instruction. The amendment increased the total number of members serving on the committee. The proposal was adopted by the Representative Assembly on June 3, 2014.
- (3) Davis Division Bylaw 121(C): Committee on General Education. The proposed amendment increased the membership of the committee to help with its work in clarifying General Education for the campus including General Education assessment. The proposal was adopted by the Representative Assembly on June 3, 2014.
- (4) Davis Division Bylaw 121(F): Committee on Undergraduate Instruction and Program Review. The proposed amendment increased the membership of the committee to ensure representation from each of the undergraduate colleges. The proposal was adopted by the Representative Assembly on June 3, 2014.
- (5) Davis Division Regulation 554: Credit for Concurrent Courses. The proposed amendment removed the word “extension” regarding transcripts for concurrent courses.

### **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.*

(1) Academic Senate Bylaw and Departmental Voting for Step Plus Merits. CERJ was asked to comment on a set of departmental voting guidelines for the step plus system. Specifically, CERJ was asked to advise regarding whether the guidelines were consistent with Academic Senate Bylaw 55.

(2) Enforcement of Prerequisites. CERJ was asked to review a proposal from Undergraduate Council regarding enforcement of prerequisites. The committee agreed that the changes described in the proposal would help solve the problem of enforcement of prerequisites on the campus. CERJ advised that Davis Division Regulation 527 would need to be revised to be consistent with the changes recommended in the proposal.

(3) Attendees at the Pre-hearing Teleconference. CERJ was asked for advice by the Chair of the Committee on Privilege and Tenure-Hearings Subcommittee regarding attendees at the pre-hearing teleconference. CERJ advised that the Hearing Subcommittee's past practice of scheduling the pre-hearing teleconference to include the grievant and the counsel, administration and counsel, Hearings Subcommittee Chair and the Committee on Privilege and Tenure Analyst is consistent with systemwide and divisional bylaws and regulations and committee procedures.

(4) Academic Federation Co-chair for the CA&ES Undergraduate Program Review Committee. CERJ was asked for advice regarding the co-chairs of the CA&ES Undergraduate Program Review Committee. Since one of the co-chairs was a member of the Academic Federation, the committee was concerned about voting and the quorum count. CERJ advised that the Academic Federation co-chair could serve as a non-voting member and that attendance of that member did not count towards the quorum.

(5) Voting on Personnel Actions. CERJ was asked for advice on the issue of voting on personnel actions within the Department of Human Ecology. CERJ advised that the voting procedures implied by the MOU between the former Departments of Human and Community Development and Environmental Design were inconsistent with Academic Senate Bylaw 55.

(6) Grade Change Committee Guidelines. CERJ was asked to review revisions to the Grade Change Committee Guidelines. CERJ advised that many of the proposed revisions had potential legal ramifications. CERJ requested consultation with Campus Counsel and also requested review of a revised version of the guidelines.

(7) Committee on Privilege and Tenure. CERJ was asked for advice from the Chair of the Committee on Privilege and Tenure-Hearings Subcommittee regarding whether Davis Division Bylaw 87 was violated during a hearing. CERJ advised that the procedures were consistent with Davis Division Bylaw 87 and Systemwide Senate Bylaw 335.

## **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.*

School of Medicine Bylaw Revisions. CERJ was asked to review proposed revisions to the School of Medicine bylaws to ensure consistency with divisional and systemwide bylaws and regulations.

Proposed Amendment to Senate Bylaw 55. CERJ was asked to review proposed revisions to Senate Bylaw 55. The San Diego division submitted proposed amendments that would allow the extension of departmental voting rights on academic appointment and promotion actions to salaried non-Senate faculty in the Adjunct Professor or Health Sciences Clinical Professor series.

Proposed Revision of Davis Division Bylaw 64. CERJ was asked to review proposed amendments to Davis Division Bylaw 64 from the Committee on International Education regarding review of GE petitions.

APM 500 and Search Waivers. CERJ received a request from the Senate Chair to review APM 500 in regards to policies for search waivers. Specifically, policies or search waivers for appointment of Chancellor's Postdoctoral Fellows, Presidential Postdoctoral Fellows, Target of Opportunity for Excellence (TOE), and Partner Opportunity Program (POP) requests.

Proposed Revision of Davis Division Bylaw 52. CERJ was asked to review proposed amendments to Davis Division Bylaw 52 from the Committee on Affirmative Action and Diversity in regards to removing an item from the duties and responsibilities of the committee.

Proposed Revision of Davis Division Bylaw 50 and 121. CERJ was asked to review proposed revisions to Davis Division Bylaw 50 and 121 in regards to "Admission by Exception" cases and recommendations in the Special Committee on Athletics Report.

Graduate Council Bylaws and Consultation. Graduate Council requested consultation with CERJ about revising the divisional bylaws to address the recent change in administrative structure regarding graduate education.

APM 190 and Whistleblower Protection Policy Revision Proposal. CERJ was asked to review a systemwide proposal to revise the UC Whistleblower Protection Policy and APM 190.

School of Nursing Bylaws and Regulations. CERJ worked with the faculty liaison in the School of Nursing to establish bylaws for the school. CERJ then reviewed the proposed bylaws from the School of Nursing to ensure consistency with divisional and systemwide bylaws and regulations.

UC Davis Faculty Guide. The Registrar's Office produces a Faculty Guide which is updated annually. The latest draft was provided for CERJ review and comment as some of the content describes Davis Division of the Academic Senate policy and processes.

Proposed Revisions to the Compendium. CERJ was asked to review proposed changes to the UC Compendium which sets forth the processes for joint Senate/Administration review of academic units and programs.

College of Engineering Bylaw and Regulation Revisions. CERJ was asked to review proposed revisions to the College of Engineering bylaws and regulations to ensure consistency with divisional and systemwide bylaws and regulations.

## **Pending Matters for 2014-2015**

(1) DDR A540: NG Grade Policy Clarification. CERJ was asked by the Registrar's Office to draft proposed revisions to DDR A540 in regards to the grade of NG. The language and processes in the bylaw are outdated. The proposed revisions have been drafted and will be sent out for committee review in fall 2014.

(2) Repeatable GE Courses for GE Credit. The Chair of the Academic Senate requested advice from CERJ regarding whether a course certified for the GE Topical Breadth requirement that can be repeated for credit (such as, e.g., MUS 141) can also be counted multiple times toward the GE Topical Breadth requirement.

(3) Graduate School of Management Bylaws and Regulations. CERJ received an updated version of the School's Bylaws and Regulations. The Bylaws and Regulations will be reviewed by CERJ for conformity with the systemwide and divisional bylaws and regulations.

(4) Revised Grade Change Committee Guidelines. CERJ received a revised version of the Grade Change Committee Guidelines based on their advice that some of the changes had potential legal ramifications.

(5) Davis Division Bylaw 80: Graduate Council. CERJ was asked by the Division to draft revisions to the bylaws for Graduate Council in regards to recent changes in administrative structure in the Office of Graduate Studies.

Respectfully Submitted,

David Rocke, Chair  
Steven Carlip  
John Hunt  
Kimberly Pulliam, Analyst

Academic Senate Committee on Emeriti

Annual Report

2013-14

The Academic Senate Committee on Emeriti and the UC Davis Emeriti Association's (UCDEA) Emeriti Welfare Committee held joint meetings because the issues that were explored and acted upon were of concerns to both committees. The members of the Senate Emeriti Committee were: Steve Brush, Kent Erickson, Alan Jackman, John Oakley, Frank Samaniego, and R. Paul Singh. The members of the UCDEA Committee are Karl Menges, Don Nevins, and Zuhair Munir. Charles Hess served as chair of both committees.

The joint committees met three times during the 2013-14 academic year on October 29, 2013; March 6, 2014; and May 19, 2014.

The joint Senate Emeriti Committee and the Emeriti Welfare Committee worked on three major issues:

The first issue was the changes in the new medical plans announced in the open enrollment brochure, "Big Changes – New Choices". The changes evolved from the Health Care Benefits Work Group (HCBWG) established by Nathan Brostrom, UCOP Executive Vice President of Business Operations and chaired by Dwaine Duckett, Vice President for Human Resources and Benefits. The goal of the work group was to reduce or at least contain the growth of University's health care costs.

The second issue was the centralization of Retirement Benefits Counseling in the Retirement Administration Service Center in Oakland rather than using Human Resources staff on the Davis Campus and UCDMC.

The third issue involved the changes being explored in the management of the Health Care Facilitator program.

The changes in the medical plans included discontinuing a high cost program and the establishment of UC Care in which UC medical centers become a primary source of health care for active employees and retirees. A contract was made with Extend Health, a Health Exchange, to provide health care services for retirees that live out of state and do not have access to health care plans offered by UC. According to Guerren Solbach, UC Davis Health Care Facilitator, the transition to the new plans went better than expected in spite of last minute changes. Some retirees with Blue Shield have experienced problems successfully filling prescriptions and active employees electing UC Care have

had problems identifying UC Select and Blue Shield preferred providers. Out of state retirees who are covered by Extend Health continue to express complaints about service and lack of good prescription drug coverage. There is concern that the use of Extend Health as a trail for out of state retirees may lead to UC using a Health Care Exchange for all retirees if the trail is successful and cost effective. The committees will continue to monitor this possibility.

The centralization of Retirement Benefits Counseling for the UC Davis campus started as of January 1, 2014. The Committee was concerned that the centralized retirement benefits counseling under the RASC would not be as satisfactory as using campus based benefit counselors. The campus based system provided one on one counseling by highly respected benefit counselors as compared to doing the counseling over the phone or by email.

A number of campuses including UCI, UCSD, UCSF, UCSB, and UCSC used the centralized retirement benefits counseling in 2013 and the RASC surveyed the participants to determine their level of satisfaction with the new system. The RASC reported that there was a high level of satisfaction. However, the committee noted that the percentage of participants completing the survey was low, ranging on most participating campuses from 1.49% to 11.9 %. The percentage participation at UCB was 38%. The actual number of people completing the survey from all participating UC campuses and locations was 13 faculty and 122 staff. C. E. Hess and Lori Lubin, chair of the Faculty Welfare Committee met with Susan Gilbert, Associate Vice Chancellor for Human Resources and she agreed that we should conduct a UC Davis survey during the summer. The UC Davis Retiree Center in cooperation with Human Resources, the Faculty Welfare Committee and the joint Senate and UCDEA Emeriti Committee, will survey two groups of faculty and staff. One group will include faculty and staff who retired in 2014 under the centralized system and the second group will involve faculty and staff who retired in 2013 under the campus based retirement counseling system. The two surveys will provide a basis for comparing the two approaches to retirement benefits counseling. The goal will be to compare the level of satisfaction with the two benefit counseling systems and to suggest changes if problems are identified.

A meeting of Health Care Facilitators (HCF) was held on April 17, 2014 by UC Human Resources to discuss possible changes in the HCF program. Concerns have been expressed by UC Human Resources that there is great variability in how the campuses use the \$125,000 provided by systemwide to each campus for the HCF program. In some cases the HCF has multiple responsibilities in addition to being HCF, the jobs are not uniformly classified, and reports of activities vary in quality, availability, and there is a lack of correlation between benefit eligible employees and the number of cases each HCF handles. The underlining issue appears that since Vice President Dwaine Duckett supported the continuation of HCF program funding, he wants to be sure that there is good accountability as to how the funds are used. As a consequence of the concern

that the funds are being used as intended, the UC Human Resources is exploring standardizing HCF job duties and classifications, moving retiree HCF issues to the Retirement Administration Service Center (RASC), and establishing dual reporting relationships with accountability to both Systemwide HR and the local HR office. The committee met with Guerren Solbach to obtain his perspective of the concerns that Vice President Duckett has expressed. The joint committee will work in cooperation with the Faculty Welfare Committee and the Council of UC Emeriti Associations (CUCEA) to facilitate a better understanding of the important role that the Health Care Facilitator plays on the campus for both faculty and retirees and to find ways to resolve the accountability concerns systemwide HR has expressed. The idea that retiree HCF issues could be moved to the RASC would be a source of major concern to emeriti who value the services provided by Guerren Solbach and his assistant HCF.

Respectfully submitted,

Charles E. Hess  
Chair

**Annual Report: Academic Year 2013-14**  
**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
Total number of nomination packets reviewed: Confidential.	No nominations were deferred from the previous year.	No nominations were carried forward to the coming academic year.

**List of bylaw changes proposed:**

None.

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

None.

**Issues considered by the committee:**

Need to more clearly convey to the campus community that the Faculty Research Lecture Award is an award for distinguished research and not for the ability to give a public lecture (consider changing name to "Faculty Research Award" or "Distinguished Research Award")

Raising the prestige and public visibility of the Faculty Research Lecture Award to be on par with the UC Davis Prize for Teaching Achievement

Seek funding to increase the Faculty Research Lecture Award amount

Management and handling of a perceived conflict of interest

The content and structure of nomination letters and whether the Call for Nominations should contain more explicit guidelines

Criteria to be used when reviewing nominations for the Faculty Research Lecture Award and the questions to be kept in mind when selecting the 2014 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 to deliver a lecture on a topic of their choice. The 2013-14 FRL Committee fulfilled this charge.

The Call for Nominations was updated and then distributed electronically on November 13, 2013. Nomination packets were received and reviewed by the

committee. On January 15, 2014, the committee met to discuss the nominations, the relative merits of the nominees, and to select the 2014 FRL award recipient.

Professor Howard Spero, in the Department of Earth and Planetary Sciences, was selected and recommended by the committee as the 2014 Faculty Research Lecture Award recipient. On February 24, 2014, the Representative Assembly approved the committee's selection and recommendation by unanimous vote.

Professor Spero was out of the country on sabbatical at the time the combined Academic Senate and Academic Federation awards reception was scheduled (May 13, 2014), so arrangements were made to honor him with his award upon his return in the fall. His public lecture was rescheduled to be delivered in the fall. Comment on these events will be part of the 2014-15 FRL Annual Report.

During the committee's January 15, 2014, meeting, the committee discussed focusing attention on the research achievement(s) of the UC Davis faculty and using these achievements to reinforce UC Davis' brand as a research university; promoting and publicizing (to the campus and the community) the Faculty Research Award to the same extent as the UC Davis Prize for Teaching Achievement; disclosing within the committee any committee member's associations with any FRL award nominee to any extent so as to confront any perceived or imagined conflict of interest; and including in the Call for Nominations more specific guidelines on how nomination letters are to be written.

Respectfully submitted,

Richard Robins, Chair  
Floyd Feeney  
Robert Feenstra  
Jodi Nunnari  
Michael Turelli  
Bryan Rodman, Resource Analyst

# Annual Report: Academic Year 2013-14

## Davis Division: Academic Senate

### Committee on Faculty Welfare

Total Meetings: 9	Meeting frequency: monthly	Average hours of committee work each week:
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Total proposals/items reviewed: 27	Total deferred proposals from the previous year: none	Total proposals deferred to the coming academic year:
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**Listing of bylaw changes proposed:** None.

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

#### **Issues considered by the committee:**

Report: Enhancing the Student Experience

2<sup>nd</sup> Review: APM 600 Revisions – UC Wide Review

Moreno Report

Moreno Report Workgroup

Proposal to Amend Senate Bylaw 55

Proposed Revisions to APM 035, Append. A-1 and A-2

Draft Announcement: Faculty Hiring Investment Program (HIP)

Joint Task Force Report – Analysis of Faculty Salary Equity

APM Review – Conflict of Commitment with Outside Activities & Health Science Compensation Plan

Academic Personnel Streamlining Implementation Workgroup Report

Graduate Tuition Allocation – Discussion Paper – Version 2

REVISED: Academic Personnel Streamlining Implementation Workgroup Report

UC Davis Policies and Regulations Governing Travel

Proposed PPM 390-55 Video Security

Recognizing Teaching Work Group Report

Joint Academic Organization Task Force Report

2<sup>nd</sup> Review – Proposal to Amend Senate Bylaw 55

Proposed PPM 400-01 Freedom of Expression

PPM 290-50 Protective Clothing and Equipment

APM 190 and Whistleblower Protection Policy Revision Proposal

ADVANCE Policy & Practices Initiative Recommendations

PPM 230-07 Objectivity in Research

Academic Calendar Proposal 2016-2023

2<sup>nd</sup> Review – UCD APM 240 – Appointment & Review of Deans

ADVANCE Policy & Practices Initiative Recommendations

APM proposed Revisions – 133, 210, 220 and 760

2014 – 2015 Proposed Parking Rates

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

#### **COMMITTEE'S NARRATIVE**

The committee met nine times during the 2013-2014 academic year. Meetings were scheduled immediately after the University Committee on Academic Welfare (UCFW) meetings. Committee Chair Lori Lubin served as the primary representative at the UCFW meetings. Committee members Charles Hess and Aldo Antonelli each attended the Oakland meeting once as alternate representatives.

Throughout the year, efforts were made to streamline the management of the business before the committee. The Academic Senate Information System (ASIS) was used to notify members and distribute

relevant information about the committee's upcoming meetings. Committee members were encouraged to read and comment in advance on requests for consultation that required a committee response.

The committee began the year discussing issues relating to the changes in health benefits and the retirement system. Vice Chancellor Susan Gilbert was invited to attend one of the committee meetings to provide information on the Retiree Administrative Service Center (RASC) and other services provided to UC retirees.

### **Faculty Salary Equity**

The committee brought forth the issue of salary disparities between UC Campuses to Provost Ralph Hexter that was revealed in the recent "Faculty Salary Analysis" by the UC Santa Cruz (UCSC) Committee on Faculty Welfare (CFW). The UCSC CFW has been monitoring faculty salaries at UCSC compared to other UC campuses since 2009. The committee sent an official request to Provost and Executive Vice Chancellor Ralph J. Hexter to review the UCSC "faculty Salary Analysis" report and report back to the committee by Fall Quarter 2014. Based on subsequent discussions with Vice Provost Maureen Stanton and Academic Senate Chair Bruno Nachtergael, this issue will be revisited as part of the new Joint Administration-Academic Senate Oversight Task Force on Faculty Salary Equity Analyses, of which FWC Chair Lubin is a member.

### **UC Care**

Major changes to the health care program were made in 2014. Throughout the academic year the committee addressed concerns with the changes in the health care program, primarily with UC Care. One of the primary concerns with UC Care is that it offers limited access to local medical facilities, and many services are not available at the UC Select level of coverage. An official letter addressing these concerns was sent to Chancellor Linda P.B. Katehi on November 25, 2013. A follow up letter regarding these concerns was sent on June 19, 2014 encouraging the Chancellor to discuss the campus' issues directly with Lori Taylor, Executive Director of Self-Insured Health Plans at UCOP and Michael Baptista, Executive Director of Benefits Programs & Strategy.

### **2014-2015 Provost Forum**

The committee will be participating in the Provost's Forum on November 20, 2014 on the topic of "Creating a Culture of Excellence and Trustworthiness in Higher Education." Haavi Morreim, JD, PhD, Professor, University of Tennessee Health Science Center has been confirmed as the forum's keynote speaker. In association with the forum, the committee has requested funding from Chancellor Linda P.B. Katehi, Vice Chancellor for Research Harris Lewis, Provost and Executive Vice Chancellor Ralph J. Hexter, and School of Medicine Dean Julie A. Freishlag for a half-day symposium/workshop with the goal of developing recommendations to the Chancellor and Academic Senate concerning core values and best practices for accountability and ethical behavior at our institution. An official request for funding was sent on June 19, 2014.

### **Proposed 2014-2015 Parking Rate Increases**

The committee was concerned about the proposed increase in 2014-2015 parking rates, especially for the lower cost L permits. The committee sent a letter on May 27, 2014 to Chancellor Linda P.B. Katehi asking her to further examine the proposed rate increases and insure that the Transportation and Parking Services (TAPS) was sufficiently reducing costs as parking demands declined. The Chancellor responded favorably, freezing any increases in parking rates until a new task force, to be established in the Fall, could review the campus' parking needs and how they translate into costs and rates.

Respectfully Submitted,

Lori Lubin (Chair), Aldo Antonelli (Member), Julie Dechant (Member), Mike DeGregorio (Member), Charles Hess (Member), Kirk Klasing (Member), Lisa Miller (Member), Stephen White (Member), Adam Siegel (Academic Federation Representative), and Judi Garcia (Analyst).

Letters enclosed

November 25, 2013

**CHANCELLOR LINDA P.B. KATEHI**  
UC Davis Chancellor's Office

**RE: UC CARE**

The UC Davis Division of the Committee on Faculty Welfare would like to bring to your attention issues with the new medical plans offered by UC, in particular UC Care. Our first concern is the deficient process. Major changes to the health care program were made within a short time period (less than six months) without the appropriate consultation with the relevant Academic Senate committees, including the UC Faculty Welfare (UCFW) and Health Care Task Force (HCTF). The lack of thorough process resulted in both inaccurate and inconsistent information being distributed about UC Care. For example, the specific features of UC Care have changed since the announcement in October and even after the beginning of Open Enrollment.

UC Care offers limited access to local medical facilities, and many services are not available at the UC Select level of coverage (which provides reduced fees). Specifically, UC Select physicians are limited in both number and specialty in Davis, requiring travel in most cases to the UC Davis Medical Center in Sacramento. In addition, UC no longer offers an HMO that includes Sutter Davis. As a result, many employees will have to find new physicians or enroll in UC Care where Sutter Davis is part of the Blue Shield Preferred Network. Because UC Care is a PPO plan when using the Blue Shield Network, there will be a significant cost increase to retain access to Sutter Davis physicians and facilities.

UC Davis staff and faculty have been adversely affected by these health care changes, without appropriate consultation, vetting, and concern for local medical access. We urge you to consult with the other Chancellors, who have been hearing similar concerns from their campuses, and to address the issues with UC Care with the UC Office of the President as soon as possible.

Submitted on behalf of the Committee on Faculty Welfare  
by Lori Lubin, Chair

Enclosure

April 28, 2014

**RALPH J. HEXTER**

Provost and Executive Vice Chancellor  
Offices of the Chancellor and Provost

RE: Intercampus Faculty Salary Disparities

The Faculty Welfare Committee (FWC) would like to bring to your attention the recent "Faculty Salary Analysis" by the UC Santa Cruz (UCSC) Committee on Faculty Welfare (CFW), which has been monitoring faculty salaries at UCSC compared to other UC campuses. To gauge disparities between campuses, the UCSC CFW examined the two major factors that affect salary: the rate at which individuals advance in rank and step and the effective salary scale for each rank and step. While the CFW found that rate of advancement was similar between campuses, the effective salary scale, as measured by the average off-scale component for faculty on the regular scale, varied significantly.

Because these data indicated that UCSC had the lowest salaries among UC campuses for many years, their administration, in cooperation with the Committee on Academic Personnel (CAP), initiated a "Merit Boost Plan" in 2008-2009. The goal of this plan was to increase the median faculty salary at UCSC to the UC-wide (9-campus) median by creating new categories of "boosted" merit increases with additional off-scale components. This proactive initiative was extremely successful, achieving the stated goal of equalizing the median UCSC salary with the UC-wide median by July 1, 2011.

Based on the calculations in the latest UCSC report, *UC Davis now has the lowest faculty salaries of all campuses as measured by the average off-scale component*. The FWC is extremely concerned about these intercampus salary disparities and its effect on the campus' ability to attract and retain the best faculty, especially considering recent developments. First, the Academic Council has again formally requested reconsideration of APM-510, Inter-campus transfers, that limits salary and step for faculty recruited to other UC campuses. If these artificial limits are eliminated, UC Davis becomes even more vulnerable *both* to other UC campuses and to our peer institutions. Second, the restarted contributions to UCRP and the reduced benefits of the 2013 Tier mean that UC's benefits plan can no longer compensate for the low salaries at UC in general and UC Davis in particular. This troubling fact is expected to be confirmed by the 2014 Ladder Rank Faculty Compensation and Benefit Study currently being conducted by UC Office of the President. Finally, the increased use of off-scale for recent junior hires because of market necessity significantly undermines the step system on campus by creating and/or reinforcing existing salary inequities within departments or fields.

The illaudable distinction of having the lowest UC-wide faculty salaries is not commensurate with UC Davis' significantly increasing status, rankings, and level of extramural funding. The committee stresses that these concerns are independent of the UC Davis Joint Administration-Academic Senate Task Force on Analysis of Faculty Salary Equity, which is evaluating internal salary discrepancies, and cannot be mitigated by the proposed Step Plus merit and promotion system, which is specifically stated to be cost-neutral in the APSIW report.

The FWC strongly encourages you to review the UCSC "Faculty Salary Analysis" report, evaluate the magnitude of the issue and its adverse consequences to our campus, and report back by the Fall Quarter 2014 to the committee with a specific plan to address these serious salary disparities.

Sincerely,



Lori M. Lubin, Chair  
Faculty Welfare Committee

Enclosure: "Faculty Salary Analysis" by the UC Santa Cruz Committee on Faculty Welfare  
cc: Divisional Chair Nachtergael (w/enclosure)  
Executive Director Anderson (w/enclosure)

May 27, 2014

**LINDA P.B. KATEHI, CHANCELLOR**  
Offices of the Chancellor and Provost

Re: Proposed 2014-2015 Parking Rate Increases

The Faculty Welfare Committee (FWC) would like to express concern about the continued increase in parking rates, in particular those of the lower cost L permit. The campus continues to successfully encourage faculty, staff, and students to choose more environmentally friendly modes of transportation. As a result, the demand for and revenue from parking declines. It is, therefore, vital that the administration ensures that the operating costs of the Transportation and Parking Services (TAPS) decrease accordingly. Otherwise, the few, including those who may have no alternative, will bear an increasing financial burden. This trend is evident in the fact that the largest percent increases are consistently assigned to the lowest cost L permit, including a substantial 17.4% proposed increase for the coming fiscal year.

I encourage you, and the appropriate University committees, to ensure that TAPS does their part to sufficiently reduce costs, just as our community has clearly done with their embrace of alternate transportation.

Sincerely,



Lori M. Lubin, Chair  
Faculty Welfare Committee

cc: Divisional Chair Nachtergael  
Executive Director Anderson

June 19, 2014

**LINDA P.B. KATEHI, CHANCELLOR**  
Offices of the Chancellor and Provost

RE: UC Care

Dear Chancellor Katehi,

The Faculty Welfare Committee is contacting you again about serious issues associated with the new medical plans offered by UC, in particular UC Care. Our committee and our Health Care Facilitator Guerren Solbach have received numerous complaints during the year concerning UC Care. Specifically, UC Care offers limited access to local medical facilities, and many services are not available at the UC Select level of coverage (which provides reduced fees). Specifically, UC Select physicians are limited in both number and specialty in Davis, requiring travel in most cases to the UC Davis Medical Center in Sacramento. In addition, UC no longer offers an HMO that includes our only local, full-service hospital Sutter Davis. As a result, employees must now pay significantly more to retain access to Sutter Davis physicians and facilities as part of the Blue Shield Preferred Network in UC Care (the PPO portion of the program). The travel and cost burden is especially pronounced for families with young children. In addition, the limited access to local, affordable health care makes our campus less competitive and welcoming to new faculty and staff.

The committee has forwarded our concerns to Lori Taylor, Executive Director of Self-Insured Health Plans at UCOP, and we have specifically asked her to look into adding Sutter Davis to the UC Select Tier to alleviate the problems listed above. Although she says that there is "not an opportunity for us to do that," I encourage you to discuss our campus issues directly with her and Michael Baptista, Executive Director of Benefits Programs & Strategy, as it will take high-level advocacy to achieve real improvement. Because UCOP is currently working on modifying UC Care for 2015, now is the crucial time to ensure that our campus needs are adequately met.

Thank you for your attention to this important matter for our campus community.

Sincerely,



Lori M. Lubin, Chair  
Faculty Welfare Committee  
Professor, Physics

cc: Divisional Chair Nachtergael  
Executive Director Anderson  
Associate Vice Chancellor Gilbert

UNIVERSITY OF CALIFORNIA--(Letterhead for Interdepartmental use)

June 19, 2014

**LINDA P.B. KATEHI, CHANCELLOR**

Offices of the Chancellor and Provost

**HARRIS LEWIN, VICE CHANCELLOR FOR RESEARCH**

Office of Research

**RALPH J HEXTOR, PROVOST AND EXECUTIVE VICE CHANCELLOR**

Offices of the Chancellor and Provost

**JULIE A. FREISCHLAG, DEAN**

School of Medicine

**BRUNO NACHTERGAELE, CHAIR**

Davis Division of the Academic Senate

**BEN RICH, ENDOWED CHAIR OF BIOETHICS**

Division of General Medicine

RE: Proposal by the Faculty Welfare Committee for a Half-Day Workshop in Association with our 2014-2015 Provost's Forum

Forum and Workshop Title: Creating a Culture of Excellence and Trustworthiness in Higher Education

UC Davis, like most large research universities, encounters a broad array of ethics lapses in its research endeavors. Major lapses almost always beget statements of concern, public pronouncements promising reforms, and often investigations to assess responsibility and recommend changes. Episodes that do not rise to the level of public scandal, however, are sometimes unacknowledged, inconsistently addressed, and/or poorly resolved. These episodes can exact an ongoing toll on those involved and can undermine confidence among many that high ethical standards are a central value of the institution.

Some recent events on campus have called into question the institution's capacity to adequately protect research participant welfare and support legitimate exercise of academic freedom. While multiple review processes are in place to address such episodes after the fact, they are not capable of preventing similarly injurious future episodes. Apart from simply investing in research regulatory compliance activities, many benefits would accrue from learning to effectively break out of this cycle. Specifically, concerted and thoughtful actions are required to create a culture that promotes excellence and trustworthiness and, thus, also naturally and routinely prevents subsequent harmful episodes.

UNIVERSITY OF CALIFORNIA--(Letterhead for Interdepartmental use)

As a result, the Faculty Welfare Committee (FWC) has proposed and been approved for a 2014-2015 Provost's Forum on this topic, to be scheduled in November. Because of the timeliness, relevance, and complexity of the subject matter, the committee is proposing an associated half-day workshop, with additional expert participants where these topics can be explored in depth. The purpose of our forum and its associated activities is to explore how UC Davis can become more proactive in identifying and addressing the contributors to ethical lapses that hinder our efforts to be innovators. Specifically, through the keynote speech, a panel discussion, and an associated half-day workshop, we seek to identify what changes in our research environment are needed and what are the barriers to implementing those changes.

**Keynote Speaker:** Haavi Morreim, JD, PhD, Professor, University of Tennessee Health Science Center

Dr. Morreim is an academician, attorney, and an active mediator for both civil and family matters. For over thirty years, she has been a medical school professor focusing on health law and bioethics. Dr. Morreim's was chosen because of her dynamic lecture style and her extensive experience in the clinical setting where faculty and physicians-in-training discuss patients, make medical decisions, and explore broader issues. As such, she can discuss directly her first-hand view of the day-to-day challenges, conflicts and nuances that arise for patients, families, physicians, nurses, and others in the health care setting. Dr. Morreim has authored two books and over one hundred forty articles in journals of law, medicine, and bioethics. She has also presented hundreds of invited lectures nationally and internationally, to such groups as the American Health Lawyers Association, the American Bar Association, the American Medical Association, the National Academy of Elder Law Attorneys, and the Tennessee Bar Association, alongside numerous medical organizations such as the American Medical Association, the American College of Physicians, and many state and local medical societies.

**Additional Workshop Participants:** Because of the significance of the proposed topic, the FWC would like the Forum's activities to result in specific recommendations, which could be further explored by the Academic Senate, regarding core values and best practices that improve accountability and guide the discovery and public engagement missions of the University. As a result, we have identified and contacted, in addition to Dr. Morreim, several other well-known and highly-qualified academicians who are willing to participate in our Forum's associated workshop. These participants include:

Larry Churchill, PhD, Ann Geddes Stahlman Chair in Medical Ethics, Vanderbilt University

Gail Geller, ScD, Professor, Department of Medicine, Johns Hopkins University

Elizabeth Popp Berman, PhD, Associate Professor of Sociology, University at Albany, SUNY

**Proposed Workshop:** The FWC is working closely with Mark Yarborough, PhD, Dean's Professor of Bioethics and Director of the Clinical Research Ethics Program. Together, we are acting as the organizing committee for the associated Forum activities, including the panel discussion and workshop. To engage the broadest audience, we plan to hold the Keynote Speech on campus, with the remainder of the activities at the UC Davis Medical Center. For the panel discussion in particular, we will seek participation of our campus leadership, as they have the responsibility to assure the success of the institution and, thus, need to be involved in both translational science and public engagement. The workshop will involve multiple presenters and sustained discussion that ideally culminates in developing recommendations for joint consideration by the Chancellor and the

Academic Senate. The ultimate goal will be stronger consensus regarding core values and best practices that improve accountability for assuring that those core values animate the discovery and public engagement missions of the University.

The expenses of the keynote speaker and on-campus forum will be covered by funds from the Provost's Forum. The FWC is seeking funding for the associated workshop at the Medical Center. Because we understand that there are no facilities costs at the Medical Center, we are seeking co-sponsorship for modest funding of \$10,000 to cover travel costs and small honoraria for our outside expert participants and event catering.

I look forward to working with you on this timely and important Forum and its associated activities.

Sincerely,

A handwritten signature in black ink that reads "lori m lubin". The signature is fluid and cursive, with "lori" and "m" on the first line and "lubin" on the second line.

Lori M. Lubin, Chair  
Faculty Welfare Committee  
Professor, Physics

**Annual Report: Academic Year 2013-2014**  
**Davis Division: Academic Senate**

**Committee on Grade Changes**

Total Meetings <b>9</b>	Meeting frequency <b>Once per month during academic year</b>	Average hours of committee work each week <b>Monthly meetings last 1-2 hours and require 3-4 hours preparation time.</b>
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Total Retroactive/Grade Change Petitions Reviewed: <b>488</b>	Total of reviewed Retroactive/Grade Change Petitions deferred from the previous year: <b>0</b>	Total Retroactive/Grade Change Petitions deferred to the coming academic year: <b>2</b>
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**Listing of bylaw changes proposed:**


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

Committee Guidelines revised on 3-10-2014.  
Updated Guidelines are still pending CERJ approval.


**Issues considered by the committee**


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


**Committee's narrative:**

See attached

## 2013-2014 Summary and Highlights

During the 2013-2014 academic year, the Office of the University Registrar received 4660 Grade/Retroactive Change petitions: 3213 grade change petitions, 1177 Retroactive Change Petitions, and 270 Retroactive Withdrawal Petitions. The Grade Change Committee itself reviewed 488 petitions – 10.4% of the submitted total. The remaining petitions were processed internally by the Office of the University Registrar according to the Committee's published guidelines. The Committee approved 45% of the petitions it reviewed.

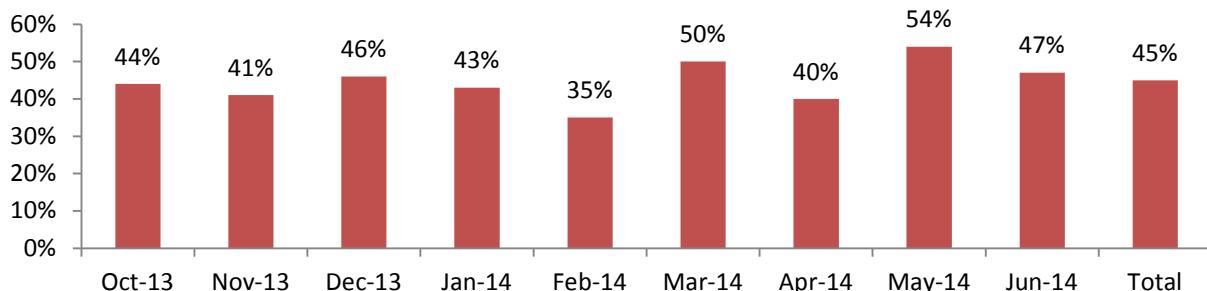
### **Petitions Reviewed and Approved, 2013-2014**

Meeting	Grade Changes	Retro-Adds	Retro-Drops	Retro-WDs	P/NP Changes	Total
<b>Oct 13</b>	0/1	0/0	2(6*)/19	26/43	0/14	34/77
<b>Nov 13</b>	2/3	0/1	1(0*)/7	15/32	1/3	19/46
<b>Dec 13</b>	0/0	0/2	2(0*)/9	13/23	2/3	17/37
<b>Jan 14</b>	1/2	0/0	3(1*)/17	12/17	2/4	19/40
<b>Feb 14</b>	1/1	0/0	0(5*)/19	16/37	1/9	23/66
<b>Mar 14</b>	0/0	0/0	2(2*)/10	15/26	2/6	21/42
<b>Apr 14</b>	2/2	0/0	1(3*)/11	10/24	0/3	16/40
<b>May 14</b>	2/2	0/0	4(4*)/26	28/35	3/13	41/76
<b>Jun 14</b>	0/0	0/1	3/10	22/42	5/11	30/64
<b>Total</b>	<b>8/11</b>	<b>0/4</b>	<b>18 (21*)/128</b>	<b>157/279</b>	<b>16/66</b>	<b>220/488</b>

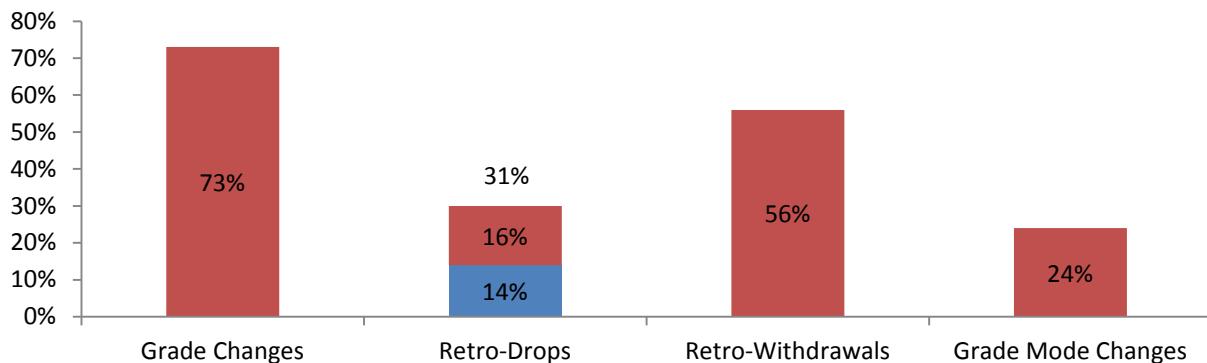
45% approved

**Key:** Approved/Total; \*Denied but approved as Retroactive Withdrawals

### **Petition Approval Percentage (by meeting), 2013-2014**



### **Petition Approval Percentage (by petition type), 2013-2014**



NOTE: 14% of Retroactive Drop petitions were approved outright, while an additional 16% were approved as Retroactive Withdrawals.

## **Issues and Problems Reviewed By the Grade Change Committee**

- *Enrolled-No Work Submitted (ENWS) Notation.* The ENWS (or 'NS') grading notation was eliminated as a grading option as of September 2012. The Committee was tasked with overseeing the review of such cases, and allowed students a great deal of latitude in dropping would-be ENWS classes during the 2012-2013 academic year. After a precedent was set, the Committee allowed the Grade Change Deputy in the Office of the University Registrar to approve prescribed cases in-house without requiring Committee review. Following this first year of leniency, students were not allowed to drop would-be ENWS classes except in extraordinary cases outlined in the Committee Guidelines.
- *Committee Guidelines Updated.* The Committee updated its guidelines in March 2013 and March 2014 (pending review by the Committee on Course Instruction). These updates were primarily designed to bring the guidelines in line with Committee practice and to provide more specific instruction to petitioners and advisers. The current Committee guidelines may be viewed at <http://academicsenate.ucdavis.edu/GCC>
- *Campus Outreach.* The Committee met with representatives of the Student Health Center and Student Judicial Affairs to promote understanding – in large part because these offices commonly provide documentation to petitioners to the Committee.
- *Student Mental Health Issues.* While the percentage of the student population that petitions the Committee is low, the most common reasons cited amongst petitioners relate to mental health issues. A common problem in petitions is that the petitioner does not seek help until after a mental health issue has had a significant negative impact on their academic record; as a result the petitioner does not have documentation of the mental health issue.
- *Old Incomplete Grades.* While the DD Regulations of the Academic Senate were updated in 2010 to mitigate the impact of long-term unresolved Incomplete grades (DD Reg A540(C)), the issue remained of what to do about Incomplete grades assigned before the change. The Committee has had to resolve these issues on a case-by-case basis, and has done so with a strong bias towards requiring students to complete their work.

## Annual Report: Academic Year 2013-14

### Davis Division: Academic Senate

#### Graduate Council

Total Meetings:	Meeting Frequency:	Average Hours of Committee Work Each Week:
Council: 14 Academic Planning & Development: 10 Administrative/Appeals: 7 Chairs Advisory: 3 Courses: 1 (reviews online) Educational Policy: 7 Program Review: 5 Support: 2 (reviews online) Welfare: 8	Monthly As needed	Graduate Council Chair - 5 Council Members – 1  PRC Chair - 4 Other Subcommittee Chairs – 2 Subcommittee Members - 1  <i>Number of members of each standing subcommittee:</i> APD – 13 Administrative – 6 Courses – 7 EPC – 8 PRC – 6 Support – 2 (+90 fellowship reviewers) Welfare - 11

Total Items Reviewed:	Total Number of Items Carried Over from Previous Year:	Total items Carried Over to Coming Year:
121 business items 182 courses reviewed 3,766 student award applications reviewed	15 items	26 courses, 8 program review reports, 9 program review closure considerations, and 1 other item (MEPN proposal)

#### **Listing of Policies Approved, Established or Revised:**

- Policy on Service on Advanced Degree Committees (GC1998-01) – **revised policy** (February 21, 2014)
- Policy on Membership in Graduate Programs (GC1998-02) – **revised policy** (May 16, 2014)
- Endorsement of Graduate Studies Policy on Self-Supporting Degree Programs (GS2014-01) – **established policy** (January 21, 2014)
- Policy on Graduate Student Parental Leave (GC2013-01) – **new policy Working Draft** (March 7, June 9)

#### **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	Responses to Requests for AS Consultation	Graduate Program Management Advice or Affiliation Approvals	Administrative Committee Appeals	Misc
3	15	269 awards (3,766 applications reviewed)	19	4	Total: 182	52	7	15	6

## **Committee Narrative:**

The Graduate Council is a standing committee of the Divisional Academic Senate 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) Courses Committee, (5) Educational Policy Committee (EPC), (6) Program Review Committee (PRC), (7) the Program Review Closure Committee (PRCC), (8) the Student Support Committee, (9) the Student and Postdoctoral Scholar Welfare Committee, and (10) Chair's Advisory Committee.

A summary of the Council's actions for the year is provided below; the item dates correspond to actions taken at Council meetings. Council agendas and minutes are available to the public at:

<http://gradstudies.ucdavis.edu/faculty-staff/graduate-council/meeting-minutes> and also archived on ASIS

### **A. Graduate Program Bylaw Revisions:**

1. New Designated Emphasis: Human Rights Bylaws (Feb 7)
2. New Designated Emphasis: Animal Host-Microbe Interactions (June 9)
3. Pharmacology and Toxicology Graduate Group (August 14)

### **B. Graduate Program Degree Requirement Revisions:**

1. Consultation of Physician Assistant Studies (PAS) Graduate Program to Convert from PDST to a SSDP (Jan 27)
2. New Graduate Academic Certificate (GAC) in Landscape Architecture and Environmental Design (LAED) approved (Mar 7)
3. DE Affiliation Performance Studies Graduate Group (GPFS) with DE - African American and African Studies (Mar 7)
4. DE Affiliation Study of Religion Graduate Group (GCSR) with DE – Classics and Classical Receptions (Apr 11)
5. DE Affiliation Performance Studies Graduate Group (GPFS) with DE - Classics and Classical Receptions (Apr 11)
6. DE Affiliation Geography Graduate Group (GGG) with DE – Native American Studies (Jun 9)
7. New Designated Emphasis Proposal Animal Host-Microbe Interactions (June 9)
8. DE Affiliation Pharmacology and Toxicology Graduate Group (GPTX) with DE – Organism-Environment Interaction (Aug 14)
9. DE Affiliation Linguistics with the DE – Feminist Theory and Research (Aug 14)
10. Clinical Research M.A.S. Degree Requirements (Aug 14)
11. Dramatic Art Graduate Group M.F.A. Degree Requirements (Aug 14)
12. Education Ph.D. Degree Requirements (Aug 14)
13. Epidemiology Degree Requirements (Aug 14)

14. Mechanical and Aeronautical Engineering Degree Requirements (Aug 14)

15. Statistics Degree Requirements (Aug 14)

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

*See appendix A for the detailed report (attached)*

**D. Graduate Program Review Actions:**

1. Program Review Reports:

- i. Design (May 2, 2014)
- ii. Entomology (May 16, 2014)
- iii. Food Science (June 9, 2014)
- iv. Hydrologic Sciences (April 11, 2014)
- v. Master of Laws (February 21, 2014)
- vi. Statistics (November 1, 2013 and February 7, 2014)
- vii. Viticulture & Enology (April 11, 2014)
- viii. DE – Second Language Acquisition (May 16, 2014)
- ix. Program Reviews remaining open:
  - 1. Agricultural & Environmental Chemistry
  - 2. Biomedical Engineering
  - 3. Biochemistry, Molecular, Cellular and Developmental Biology
  - 4. Biophysics
  - 5. Epidemiology
  - 6. DE – African American Studies
  - 7. DE – Biology of Vector-Borne Diseases
  - 8. DE – International & Community Nutrition

2. Program Review Closure Committee Recommendations:

- i. Animal Biology (June 2, 2014) \*closure approved
- ii. Dramatic Art (January 10, 2014) \*closure approved
- iii. French (May 2, 2014) \*closure approved
- iv. History (June 2, 2014) \*closure approved
- v. Horticulture & Agronomy (June 2, 2014) \*closure approved
- vi. Master of Laws (February 21, 2014) \*closure approved
- vii. Maternal & Child Nutrition (May 2, 2014) \*closure approved
- viii. Music (May 2, 2014) \*closure approved
- ix. Philosophy (June 9, 2014) \*closure approved
- x. DE – Second Language Acquisition (May 16, 2014) \*closure approved

xi. Program Review Closures remaining open:

1. Atmospheric Science
2. Clinical Research
3. Comparative Literature
4. Comparative Pathology
5. Health Informatics
6. International Agricultural Development
7. Statistics
8. Textiles
9. Transportation Technology and Policy

E. Program Review Initiations for 2015-16 Reviews (June 2): Animal Behavior; Art; Communication; English; Forensic Science; Linguistics, GAC – Second Language Acquisition; Master of Professional Accountancy; Molecular, Cellular and Integrative Physiology; Nutritional Biology; Plant Pathology; Psychology; Spanish; DE – Biophotonics; DE – Organism- Environment Interaction; DE – Reproductive Biology; DE – Stem & Progenitor Cells; DE – Translational Research; DE – Writing, Rhetoric & Composition Studies

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

1. New Graduate Academic Certificate in Landscape Architecture and Environmental Design (March 7) \* *approved by GC*
2. New Designated Emphasis in Human Rights (May 2) \* *approved by GC*
3. Master Entry Program in Nursing (MEPN) – new Self-Supporting Master's program offered by Nursing Science and Healthcare-Leadership Graduate Group (June 9\*) \**not yet approved by GC*
4. New Designated Emphasis in Animal Host-Microbe Interactions (June 9) \* *approved by GC*

**G. Graduate Courses Reviewed and Approved**

A total of 182 course requests were reviewed by GCCS this year.

**H. Responses to AS Requests for Consultation:**

RFC Title:	GC Action:	GC Response Date:
PPM 240-50 - General Policy Human Research	No Response	17-Oct
PPM 240-61: Distribution or Use of Investigational Drugs, Devices, or Biologics	No Response	17-Oct

RFC: 2ND Review: APM 600 Revisions - UC wide review	No Response	17-Oct
RFC: Proposed Revision to APM 035, Append. A-1 and A-2	No Response	1-Nov
RFC: Sustainable Environmental Design - New Major Request	Responded	15-Nov
RFC: Joint Task Force Report - Analysis of Faculty Salary Equity	No Response	15-Nov
RFC: APM Review - Conflict of Commitment with Outside Activities & Health Science Compensation Plan	No Response	15-Nov
RFC: Proposal: Electrical Engineering Minor	No Response	25-Nov
RFC: Draft Announcement: Faculty Hiring Investment Program (HIP)	Responded	3-Dec
RFC: Report: Enhancing the Student Experience	Responded	6-Dec
RFC: Summer Sessions Whitepaper - Version 1	Responded	13-Dec
RFC: Academic Personnel Streamlining Implementation Workgroup Report	No Response	13-Dec
RFC: Academic Personnel Streamlining Implementation Workgroup REVISED Report	No Response	13-Dec
RFC: Proposal to Amend Senate Bylaw 55	Responded	8-Jan
RFC: University Honors Program Proposal	No Response	16-Jan
RFC: Requested Amendment of Davis Division Regulation 554	No Response	23-Jan
RFC: Draft UC Policy: Graduate Self-Supporting Programs SSDPs	Responded	4-Feb
RFC: John Muir Institute ORU 15-Year Review	Responded	7-Feb
RFC: Crocker Nuclear Lab - ORU Review	Responded	11-Feb
RFC: Proposed PPM 390-55 - Video Security	No Response	18-Feb
RFC: Professional Degree Supplemental Tuition (PDST)	Responded	21-Feb
RFC: Proposal: Establish Interdepartmental Program - Human Rights Studies	Responded	21-Feb
RFC: Graduate Tuition Allocation - Discussion Paper - Version 2	Responded	21-Feb
RFC: Proposed Amendment - DDB 28 - General Provisions	No Response	21-Feb
RFC: Sierra Institute - Request for X100 Course Designation	No Response	24-Feb

RFC: Proposal to Establish the Mathematical Analytics & Operations Research	No Response	25-Feb
RFC: Carryforward and Reserve Funds Whitepapers	Responded	26-Feb
RFC: 2nd Review - Proposal to Amend Senate Bylaw 55	No Response	4-Mar
RFC: APM 190 and Whistleblower Protection Policy Revision Proposal	No Response	6-Mar
RFC: Proposal to Establish the Arab Studies Minor	No Response	18-Mar
RFC: Proposal to Establish the Iran and Persian Studies Minor	No Response	18-Mar
RFC: PPM 290-50 - Protective Clothing and Equipment	No Response	19-Mar
RFC: Name Change Request: Genetics to Genetics and Genomics Major	No Response	19-Mar
RFC: Global Disease Biology Major Proposal	Responded	31-Mar
RFC: Recognizing Teaching Work Group Report	Responded	10-Apr
RFC: Proposed 4-year Renewal UC Policy Supplemental Military Pay	No Response	14-Apr
RFC: Joint Academic Organization Task Force Report	No Response	22-Apr
RFC: PPM 230-07 Objectivity in Research	No Response	23-Apr
RFC: Proposed PPM 400-01 Freedom of Expression	Responded	28-Apr
RFC: Cinema and Technoculture Major Proposal	No Response	7-May
RFC: Cognitive Science Major Proposal	No Response	7-May
RFC: Dramatic Art/Theatre & Dance Major Name and Curriculum Change	No Response	9-May
RFC: 2nd Review - Interdepartmental Program in Human Rights Studies	No Response	13-May
RFC: Discontinuation Proposal - Exercise Biology Major	Responded	16-May
RFC: ADVANCE Policy & Practices Initiative Recommendations	Responded	16-May
RFC: Proposed Revisions to the Compendium April 2014	Responded	21-May
RFC: APM Proposed Revisions - 133, 210, 220 and 760	No Response	27-May
RFC: 2nd Review - UCD APM 240 - Appointment & Review of Deans	Responded	6-Jun
RFC: 2nd Review - Self-Supporting Graduate Degree Program Policy	Responded	6-Jun

RFC: Academic Calendar Proposal 2016--- -2023	Responded	11-Jun
RFC: Impact of New Freshman Eligibility Policy - Report to the Regents	<i>Informational</i>	<i>Informational</i>
RFC: Evaluation of the Online Instruction Pilot Project-Blue Ribbon Panel	<i>Informational</i>	<i>Informational</i>

## I. Graduate Program Management

1. Change of Physician Assistant Studies (PAS) Graduate Program from PDST to a SSDP ~ Request Approved (January 27)

## J. Administrative Committee Appeals:

Split Decision on the 2 <sup>nd</sup> take of a Qualifying Examination	2
Split Decision on the 1 <sup>st</sup> take of a Qualifying Examination	2
Policy Exceptions Requested by a Program	2
Student Appeal of a Denial of Admission	1
Reconstitution of Committee	0
Request for Admission to the Individual Ph.D.	0
Student Appeal of a Disqualification	4
Request to Embargo Thesis/Dissertation Copyright	4

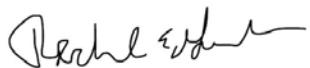
## K. Miscellaneous:

1. Mechanical and Aeronautical Engineering Simple Name Change Request to Mechanical and Aerospace Engineering (Mar 7)
2. UC Davis W.A.S.C. Reaccreditation and W.A.S.C. Site Visit (April 7-9, 2014)
3. Comparative Pathology Simple Name Change Request to Integrative Pathobiology (Apr 11)
4. Implementation Work for the Task Force Report on the Future of Graduate Education at UC Davis (Ongoing October thru May 2014)
5. Restriction of 19900 Funds as a Result of New Budget Model for 2014-15 (June 9)
6. Create new comprehensive GC Policy on Graduate Student Parental Leave (GC2014-15) (June 9)

## 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,



Rachael E. Goodhue, Chair  
2013-2014 Graduate Council

Members: Rachael E. Goodhue, Chair; Elizabeth Freeman, Vice Chair; John E. Bolander, CCGA Representative; Enoch Baldwin; Xiaomei Chen; Peter Dickinson; Dana Ferris; Jeffery Gibeling, *ex officio and non-voting (Vice Provost for Graduate Education – Dean of Graduate Studies)*; Timothy Lewis; Markus Luty; Kyaw Tha Paw U; Venkatesan Sundaresan and Catherine VandeVoort.

Academic Federation Representatives: Denneal Jamison-McClung and Jeff Loux.

Graduate Studies Representatives: Associate Dean Chris Calvert; Associate Dean Lenora Timm.

Graduate Student Representatives: Elena Atanasiu, GSA Chair; Abram Jones, GSA Representative; Diego Valdecantos, GSA Representative; and Amandeep Kaur, Graduate Student Assistant to the Dean and Chancellor.

Postdoctoral Scholar Representatives Elise Gornish and Mehdi Shahi, PSA Co-Chairs.

Graduate Studies Attendees: Brian Gallagher, Helen Frasier, Lisa Marquez, Vivian Mendoza, and Rich Shintaku.

*This report was prepared by the Graduate Council Analyst and the subcommittee chairs and staff. The report was reviewed and approved by the 2012-2013 Graduate Council during the period of August 1 to September 30, 2014.*

## **APPENDIX A:** **GRADUATE STUDENT SUPPORT COMMITTEE REPORT** **2013-2014**

The Support 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. Committee members ALSO 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 2013-2014: Enoch Baldwin, Chair (Molecular and Cellular Biology) and staff support provided by Steven Albrecht and Ruth Lee (Graduate Studies).

### **Award Information:**

<b>Internal Fellowships:</b>	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
Butler, George S. and Marjorie	6	1	\$906.61
Crosby, Donald	20	2	\$21,000.00
<u>Elliott, Marjorie and Charles</u>	701	1	\$44,000.00
Faulkner, Richard and Kate	7	1	\$5,420.45
Gibeling, Alfred H. & Marie E.	18	1	\$4,500.00
Golden International Agriculture, William G. and Kathleen	17	9	\$28,000.00
<u>Graduate Scholars Fellowship</u>	80	12	\$498,487.20
Hauber, Harriet M.	2	0	\$0.00
<u>Jones, Fletcher</u>	621	1	\$18,000.00
<u>Kraft, Herbert</u>	10	1	\$36,540.60
Krantz, Bert and Nell	19	1	\$1,700.00
Lee, George	25	0	\$0.00
Lyons, Austin Eugene	15	3	\$123,121.80

<b>Internal Fellowships (continued):</b>	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
Mahan, Laura Perrott	5	0	\$0.00
McArthur, Frank	2	1	\$1,410.28
McKeehan, Beatrice Oberly and S. Atwood	24	2	\$56,540.60
Provost Dissertation Year	71	15	\$623,109.00
Richards, Lillie May	12	1	\$15,000.00
Saxon, Leland Roy and Georgia Wood	6	1	\$36,540.60
Schwalen, Emily	18	0	\$0.00
Schwall Dissertation Year Fellowship, Floyd and Mary	19	6	\$30,000.00
<u>Schwall Medical Fellowship, Floyd and Mary</u>	83	14	\$1,072,484.40
Stacey, Malcolm	3	1	\$3,048.00
<u>Steindler, John F</u>	180	1	\$88,183.20
Telford, Tara K.	3	1	\$4,000.00
Tryon, Herbert	7	1	\$906.61
UCD & Humanities Graduate Research	161	40	\$60,000.00
UCD Dissertation Year Fellowship	127	3	\$126,121.80
Velez, Miguel	9	1	\$16,812.54
Walker, Frank and Carolan	5	1	\$4,533.05
Wood, Elizabeth P.	7	0	\$0.00
Wright, Jarena	7	0	\$
<u>Zolk, George and Dorothy</u>	621	1	\$36,540.60
<b>Total</b>	<b>2,911</b>	<b>123</b>	<b>\$2,956,907.34</b>

	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
<b>Internal Fellowships to Support Campus Diversity:</b>			
<u>Cota Robles, Eugene</u>	318	12	\$907,178.28
Dissertation Year Fellowship	94	6	\$255,243.60
Graduate Research Mentorship	94	6	\$216,201.25
<u>McNair</u>	14	2	\$93,183.20
<b>Total</b>	520	26	\$1,471,806.33

	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
<b>Travel Awards:</b>			
For professional meetings held July 1, 2013 to June 30, 2014	124	58	\$40,000.00
For professional meetings held Jan 1 to Dec 31, 2014	126	38	\$25,000.00
<b>Total</b>	250	96	\$65,000.00

	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
<b>Summer GSR Awards:</b>			
Summer Graduate Student Researcher Award Engineering or Computer-related Applications and Methods	85	24	\$214,212.24
<b>Total</b>	85	24	\$214,212.24

	<b>Number of Applicants</b>	<b>Number of Awards</b>	<b>Total Award Amount</b>
<b>Grand Total All Awards</b>	3,766	269	\$4,707,925.91

# Annual Report: Academic Year 2013-14

## Davis Division: Academic Senate

### Committee on Information Technology

Total Meetings: 4	Meeting frequency: As needed	Average hours of committee work each week: varies
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Total Requests for Consultation responses: None	Total of reviewed proposals deferred from the previous year: None	Total proposals deferred to the coming academic year: None
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Listing of bylaw changes proposed: None
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Listing of committee policies established or revised: None
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Issues considered by the committee:
<ul style="list-style-type: none"><li>• Open Access Policy</li><li>• Course Evaluations</li><li>• Privacy of Communication and Data</li><li>• Effective Use of IT at UCD</li><li>• Online Education</li><li>• New Learning Management System (LMS)</li><li>• The Kuali System</li></ul>

#### COMMITTEE'S NARRATIVE

The committee met a total of 4 times during the 2013-2014 academic year. Meetings were scheduled on an as needed basis. The Academic Senate Information System (ASIS) was used to notify members and distribute relevant information about the committee's upcoming meetings.

Given below is a brief description of major tasks with potential issues that the committee addressed during the 2013-2014 academic year.

#### New Learning Management System (LMS)

UC Davis IET is working on replacing the current SmartSite with a new LMS system. The schedule for this replacement calls for the evaluation of the most popular systems during the 2014-2015 academic year. Upon completion of the evaluation period, one of the systems will be adopted. The current SmartSite system will be slowly phased out (over the academic year 2015-2016), while class data that is currently housed within SmartSite will be migrated to the new system with the assistance of IET staff.

**Potential Issue:** We hope that the transition will be as painless and transparent as possible, for those that use SmartSite and for those that choose to use the new LMS. However, it is not presently clear how many faculty actually use SmartSite for managing their classes. This information was repeatedly requested from the IET, but was never presented. An informal poll at the last meeting of this committee showed that of 4 committee members present, only one is actually using SmartSite, while others use alternative tools to manage their class IT requirements.

#### Privacy of Communication and Data

Planned migration of the email system to an outside provider (completed for student users, and partially completed for faculty and staff) and the start of a new LMS, that is much more data intensive and networked, raises concerns about the privacy and confidentiality of communications (emails, class communications/posting, etc.). University of California Office of the President issued an Electronic Communications Policy (ECP) (November 17, 2000, Revised August 18, 2005, available online at: <http://policy.ucop.edu/doc/7000470/ElectronicCommunications>), which should guide all university wide communications, and resolve/guide privacy and communication confidentiality issues.

**Potential Issue:** It is not clear if current/planned migration to an outside email provider and currently planned replacement of LMS with a new system is following mentioned UCOP Electronic Communications Policy. It would be advisable to establish that the University of California is not violating its own policy (ECP) and privacy and confidentiality of communications.

#### **Assessment of effectiveness of IT for Faculty**

Information Technologies (IT) have become part of everyday life at UC Davis. Faculty rely on IT services for teaching, research and service. From the Faculty point of view, IT services are encompassing a wide range of software and hardware services, for example: communications (email), WWW presence (web servers), networking (wired and wireless), access to student data (class rosters, prerequisites, etc), research project management (project funding information), and other information used in everyday teaching, research and service activities. In view of importance of IT services to Faculty, it is essential that they are reliable and of certain quality.

UCD IT services have been, for the most part, reliable and of high quality. In addition, UCD administration is continuously improving the quality and reliability of IT services. There are, however, aspects of IT at UCD that can be improved and serve faculty needs even better.

**Potential Issue:** There are some categories of IT services that might need further attention in order to better serve faculty needs.

- Transition to service centers (started few years ago) is not complete yet. Present compartmentalization of IT services presents certain problems for faculty. Various IT services, that are, from faculty point of view, similar, connected and related, are handled by different UCD departments (IET, Registrars Office, Research Funding Administration, etc.). Communication between these departments is sometimes lacking. This lack of communication between different IT departments sometimes causes problems resulting in reduced service quality and reliability for the UCD faculty.
- Certain services, even within single service center/ IT department are not as reliable or of the quality that they need to be, and that sometimes presents problems to the Faculty. While this oscillation in quality and reliability of IT services can be expected during transition periods, it is essential that these services are established again at the level necessary to serve all the needs of UCD Faculty.

#### **Open Access Policy**

Open Access Policy was briefly discussed. UCOP is driving this and we will have papers/reports/etc. online soon.

#### **Online Course Evaluations (OCE)**

Online Course Evaluations (OCE) was briefly discussed. Departments did implement OCE, data is still sketchy if participation has improved (or not).

#### **Online Education**

MOOCs were discussed briefly, mostly in terms of intellectual property and conflict of commitment. There is nothing organized at the UCD level, but faculty are welcome to post their educational material online as they see fit.

#### **Kuali System**

The Kuali System was discussed as one of the examples of lack of proper support for faculty.

The committee's principal work during the next academic year (2014-2015) will be on addressing and following the above three major issues; New Learning Management System, Privacy of Communication and Data, and Assessment of effectiveness of IT for Faculty. We also welcome comments and suggestions that will help guide us in addressing these and other IT issues of direct interest to the Faculty of the University of California at Davis.

Respectfully Submitted,

Boris Jeremic (Chair), Giacomo Bonanno (Member), James Fadel (Member), Neils Jensen (Member), Vladimir Yarov-Yarovoy (Member), Kun Di (AF Rep), Prasant Mohapatra (Ex-Officio), Allen Tu, ASUCD (Representative), Sona Hosseini (GSA Representative), Judi Garcia (Analyst).

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**Committee on International Education (CIE)**

Total Meetings: 4	Meeting frequency: Typically, one meeting after each systemwide UCIE meeting.	Average hours of committee work each week: 4
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Reviewed a total 31 GE Petitions—3 of which were resubmissions—in addition to the following: 2 Reports; 4 Proposals; and 1 whitepaper.	2 GE Petitions, 0 reports and 2 issues (pursuit of a change to the committee's bylaw (i.e. removal of DD Bylaw 64.B.4.); and the internationalization of the UC Davis campus) continued from the previous year.	0 GE Petitions, 0 reports and 1 issue continues to the coming academic year: the internationalization of the UC Davis campus (which includes a) support and adequate resources for international students; and b) helping domestic students achieve an international dimension to their UC Davis education.)
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**Listing of bylaw changes proposed:**

Removal of Davis Division Bylaw 64.B.4.

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

None.

**Issues considered by the committee that were also considered last year**

Internationalizing the UC Davis campus

International education opportunities

Student enrollment fees

Reciprocity agreements and issues

Faculty oversight of study abroad

The difference between UCEAP and campus EAP units

Proposed openings and proposed closures for various EAP programs

The UCEAP's new budget model

Criteria and protocol for getting GE credit for UCEAP coursework

Campus agreements with 3rd-party education-abroad providers

Academic Integration

English as a Second Language support for international students

Decline in EAP student enrollments, especially in year-long programs

UCEAP Budget and Campus Funding

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

None.

## **Committee's narrative:**

The committee is charged with the responsibility to represent the Davis Division of the Academic Senate in all matters connected with the Education Abroad Program (EAP) and in all aspects of international education, exchange and internships. The committee is charged with the duty to initiate and assist in the formulation of policies and programs that affect international education, and that service to integrate it into campus academic programs, to designate approved Education Abroad Program Courses for General Education credit, and to provide academic approval and periodic review of the Campus Reciprocal Exchange Program.

The committee held its 2013-14 meetings subsequent to the most recent University Committee on International Education (UCIE) meeting. The committee was engaged in international-education issues of concern to UC Davis and the UC system wide. The meeting summaries of the committee's four 2013-14 meetings capture the topics of discussion at the Davis Division meetings and the summaries of the four 2013-14 University Committee on International Education (UCIE) meetings.

The priorities set for the committee were: 1) tracking the Provost's plans for internationalizing the campus; 2) looking into changing the committee's charge—Davis Division Bylaw 64, paragraph B., item 4.; and 3) updating the petition form used by UC Davis students seeking General Education credit for University of California Education Abroad Program (UCEAP) coursework taken abroad.

The main focus of the committee was the internationalization of the UC Davis campus within the parameters set by the International Advisory Committee Report, taking into account the resources on the UC Davis campus and at the University of California Education Abroad Program (UCEAP). The committee used the Education Abroad Program's new self-supporting business model, the constraints of the current budget crisis, and the 2012-13 committee's meeting with the Provost and his remarks to guide discussion. The committee limited its interests and business items to those of the UCIE and to those subjects that supported, developed or promoted the internationalization of the UC Davis campus. Committee actions were discussed with respect to all campus units. The committee drafted four proposals aimed at helping to internationalize the campus. One proposal sought to add an international dimension to the education of UC Davis students via structured internships with local international communities—communities within the Sacramento area. A second proposal sought to internationalize the campus by making access to and achievement of a UC Davis education more affordable to students from other parts of the world and by developing internships via memorandum of understanding with institutions outside the U.S. A third proposal sought to internationalize the campus via foreign language studies. The fourth proposal suggested the development of new UC Davis Study Abroad offerings. Each proposal quantified a target. The first quantified the 80% of the UC Davis students in need of a meaningful international experience but who cannot spend time abroad. The second quantified the out-of-state costs and the courses of study taken abroad as counting toward fulfillment of the UC Davis degree requirements. The third proposal quantified the research to be used to plan learning environments—to improve cultural understanding and greater diversity and, more importantly, to point out that intensive and continuous study of a foreign language was more efficient. The fourth proposal quantified UC Davis Study Abroad's experimentation with Seminars Abroad and UC Davis Study Abroad's new prototype for academic internships.

Chair Resendez directed the committee's attention on the need to agree upon focusing the committee's energies on eventually presenting and promoting one proposal.

The committee endeavored to do what it could to help make sure that international students would get the support and the access to needed services that would lead to their having a successful UC Davis academic experience, and it endeavored to propose ways that could help domestic students achieve an international dimension to their education that were supportive of the Chancellor's 2020 Initiative.

Building upon the discussions and experiences of previous Committees on International Education, the 2013-14 CIE put forward for consideration a proposal to shift review of GE petitions for credit for UCEAP coursework to the Academic Senate Committee on Courses of Instruction (COCI). The committee proposed that COCI's familiarity with UC Davis courses—their content, the rigors that they had to pass and the standards that they had to meet to be approved and to have the new GE3 Core Literacies approved for them—positioned COCI to be a better judge of whether UCEAP coursework met the rigorous and academic standards of UC Davis. The proposal that the committee put forward was an update of the memo on the same subject that the previous committee had sent to the Davis Divisional Chair. Upon consideration of the committee's proposal, the committee was informed that it was thought best that the committee continue to designate approved Education Abroad Program Courses for General Education credit, as one of its charged responsibilities.

The committee reviewed and accepted the committee support analyst's redesign of the General Education petition form. The form is used by UC Davis students across the campus to petition for General Education credit for UCEAP coursework that is taken abroad. The redesigned form incorporated the New General Education GE3 Core Literacies, the changes made to the Writing Experience rigors and the changes made to the Topical Breadth components of every UC Davis student's general education. At the end of the academic year, the form was revisited, and the committee support analyst incorporated additional edits and changes that had become apparent as necessary. The analyst reformatted the form to reduce it from a two-page-front-and-back form to a one-page-single-sheet form.

Though the redesigned General Education petition form was redesigned to address the needs of UC Davis students who had to fulfill the new general education requirements, it was understood that should there be a need for a UC Davis student who had to fulfill the old (previous) general education requirements, this would be dealt with on a case by case basis.

Via the committee's proposal to shift review of petitions for GE credit for UCEAP courses and the redesign of the petition form, the committee brought to the foreground that, while UC Davis courses were undergoing a review process to secure approval that they fulfilled one or more of UC Davis' new general education requirements, the UCEAP courses were not, and that UC Davis students were petitioning for credit to meet the new UC Davis general education requirements via UCEAP coursework.

The committee reached the consensus that the committee support analyst should screen General Education petitions submitted for committee review for completeness and only post to the committee's whiteboard in the Academic Senate Information System (ASIS) those petitions that were ready for review.

The committee responded only to Requests for Consultation (RFCs) that were related directly to its charge and for which a request from the committee was requested. There were no such RFCs over the course of the 2013-14 academic year.

Respectfully submitted,

Andres Resendez, CIE Chair and UCIE DD Representative  
Christopher Fassnacht  
Ermias Kibreab  
Walter Leal  
Geoffrey Schladow  
Jocelyn Sharlet  
Travis Tollefson  
G. David Miller, Academic Federation Representative  
Fadi Fathallah, ex-officio  
Eric Schroeder, ex-officio  
Wesley Young, ex-officio  
Elizabeth Long, Graduate Student Association Representative  
Bryan Rodman, Committee Resource Analyst

September 22, 2014

**LAURA VAN WINKLE**, Chair  
Academic Federation

**ANDRE KNOESEN**, Chair  
Academic Senate

**RE: 2013-2014 Annual Report of the Joint Academic Federation/Senate Personnel Committee (JPC)**

Please find enclosed the 2013-2014 Annual Report submitted by the Joint Academic Federation/Senate Personnel Committee (JPC). The JPC finished another challenging and productive year. The 2013-2014 JPC reviewed 212 personnel actions and four departmental voting group and peer review plans.

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

Marita Cantwell – Specialist in Cooperative Extension (Plant Sciences)  
Jim Fettinger – Specialist (Chemistry)  
Michael George – Professional Researcher (SOM: Medical Microbiology and Immunology)  
Kyaw Tha Paw U – Professor (Land, Air and Water Resources)  
John Rose – Professor (SOM: Emergency Medicine)  
Peter Thy – Project Scientist (Geology)

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,



Carolyn Stull, Chair 2013-2014

Enclosure

Annual Report: Academic Year 2013-14  
Davis Division: Academic Senate

Joint Academic Federation/Senate  
Personnel Committee (JPC)

Total Meetings: 27	Meeting frequency: <b>weekly</b>	Average hours of committee work each meeting week: <b>4-5</b>
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Total: <u>212</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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**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 45% of appointments as proposed (43 of 95). In 42 of the 51 appointments not supported (82% of those not supported, 44% overall), the JPC recommended a higher step than proposed. The JPC recommended a lower step appointment in only 9% (9 of 95) of the proposed appointments overall.

• **School of Medicine Personnel Actions**

In a few SOM merit and promotion actions, the JPC noted again that the previous actions were approved without JPC review, which is a violation of the Academic Federation peer review process. In each of these cases with lack of JPC review, it appears that the School of Medicine Faculty Personnel Committee (FPC) approved the previous actions and then they were sent directly to the Associate Dean for approval. In addition, this process does not follow the official Delegation of Authority. The FPCs in the schools and colleges do not have delegated authority over Academic Federation personnel actions. The JPC would like to remind the Vice Provost and Associate Dean in the School of Medicine that all Academic Federation merit and promotion actions should be sent to the appropriate Academic Federation review committee for recommendation before final decisions are made.

• **Position Descriptions**

Many submitted Position Descriptions (PDs) were inappropriate for the proposed title. This has been a continuing problem, although it is improving. Most often the PDs lacked information, percent time assigned to each category evaluated, were not signed, or contained unclear or inappropriate expectations regarding independent research, publishing, or grant acquisition requirements for the specified series.

• **Meeting with AF Peer Review Task Force**

In February 2014, the JPC Chair met with the Academic Federation Peer Review Task Force to discuss the committee processes and report any concerns. Some of the topics discussed were: (1) number of appointment actions; (2) the importance of including a candidate's statement; (3) extramural letters and the arms-length requirement; and (4) the inconsistent review of the JPC recommendation letters by candidates in different colleges/schools and departments. The JPC agrees that candidates should see JPC recommendation letters in all departments (at least a redacted version).

• **Review of Extramural Letter Requirement**

In May 2014, the JPC was asked to review the extramural letter requirements for appointments, promotions, and high-level merits for the titles that the committee reviews. With the Senate streamlining, the letter requirements for Specialists in CE, \_in the AES, and Professional Researchers were more rigorous than the professorial series. The JPC

agreed that the same "letter" criteria should be adopted for the in the AES, Professional Researchers, and Specialists in CE. In addition, since the Project Scientist and Specialist series have more emphasis on collaborative work, the JPC agreed that extramural letters (and not necessarily arms-length) letters would be a better qualitative evaluation tool for appointments at Associate and Full titles, as well as any promotion/barrier step. These scientists may not have the advantage to develop their "own" expertise, and collaboration and engagement within the University would be a very strong attribute in their job responsibilities.

**Committee's narrative:**

The JPC met 27 times during this period to review packets. Of the 212 personnel actions reviewed, information on the corresponding final decision was available for 210 actions. The JPC also reviewed 2 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. Table 2 below summarizes the number of actions reviewed by the JPC and the corresponding recommendation:

<b>Actions</b>	<b>JPC Recommendations</b>			<b>TOTAL</b>
	<b>Yes</b>	<b>No</b>	<b>Other</b>	
Appointments	39	45	1	<b>85</b>
Appointments via Change in Title	5	4	0	<b>9</b>
Appointments via Change in Department	1	0	0	<b>1</b>
Appeals	1	1	0	<b>2</b>
Conferral of Emeritus/a Status	8	0	0	<b>8</b>
Accelerated Merits	5	3	0	<b>8</b>
Redelegated Accelerated Merits	5	4	1	<b>10</b>
Redelegated Merits	58	4	1	<b>63</b>
Normal Merits	3	1	1	<b>5</b>
Accelerated Promotions	5	0	0	<b>5</b>
Promotions	12	1	0	<b>13</b>
Redelegated Promotions	2	0	0	<b>2</b>
5-Year Reviews	1	0	0	<b>1</b>
<b>TOTAL</b>	<b>145</b>	<b>63</b>	<b>4</b>	<b>212</b>

## 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 60 proposed appointments plus 2 appointments via change in title. The combined appointments to this series accounted for 65% of all appointments reviewed by the JPC.

The JPC supported 43 of 95 (45%) of all proposed appointments as submitted. Table 3 below shows the percentage of proposed appointments on which the JPC and the final authority agreed on the appointment level.

TABLE 3: Breakdown of Recommendations on Appointments						
		FINAL DECISION				Percent Agreement between JPC & Final Authority
Title Series/ JPC Recommendation		Agree w/ JPC	Higher	Lower	Agree with Original Proposal	
<b>Agronomist &amp; ---in the AES</b>						
Yes	0	0	0	0	0	0
NO: Higher	0	0	0	0	0	0
NO: Lower	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Professional Researcher</b>						
Yes	5	5	0	0	0	100%
NO: Higher	4	3	0	0	1	75%
NO: Lower	3	2	0	0	1	67%
Other	1	0	0	0	0	1
<b>Project Scientist</b>						
Yes	24	24	0	0	0	100%
NO: Higher	33	29	0	0	3	88%
NO: Lower	5	4	0	0	1	80%
Other	0	0	0	0	0	N/A
<b>Specialist</b>						
Yes	13	13	0	0	0	100%
NO: Higher	5	4	0	0	1	80%
NO: Lower	0	0	0	0	0	N/A
Other	0	0	0	0	0	N/A
<b>Specialist in Cooperative Extension</b>						
Yes	1	1	0	0	0	100%
NO: Higher	0	0	0	0	0	N/A
NO: Lower	1	0	0	0	1	0%
Other	0	0	0	0	0	N/A
<b>Overall Percent Agreement</b>						<b>79%</b>

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

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

1. **NO: Higher:** This means the JPC recommended a higher step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 81% of these cases.
2. **NO: Lower:** This means the JPC recommended a lower step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 49% of these cases.
3. **Other:** In one Professional Researcher appointment action, the final decision was not available.

### MERITS (including Accelerated Merits)

The JPC supported 71 of the 86 (83%) proposed merits. Table 4 below shows the breakdown of the JPC's recommendations regarding these merits:

TABLE 4: ACCELERATED AND NORMAL MERITS					
Title Series/ JPC Recommendation	FINAL DECISION			Percent Agreement between JPC & Final Authority	
	Agree w/ JPC	Agree with Original Proposal	*Other		
<b>Agronomist or ___ in the AES</b>					
Yes	1	1	0	0	100%
No	1	1	0	0	100%
<b>Split Appointment</b>					
Yes	7	7	0	0	100%
No	2	0	2	0	0%
<b>Project Scientist</b>					
Yes	39	39	0	0	100%
No	9	5	3	1	56%
<b>Professional Researcher</b>					
Yes	11	11	0	0	100%
No	2	2	0	0	100%
<b>Specialist</b>					
Yes	6	6	0	0	100%
No	0	0	0	0	N/A
<b>Specialist in Cooperative Extension</b>					
Yes	7	7	0	0	100%
No	1	0	1	0	0%
<b>Overall Percent Agreement</b>					<b>78%</b>

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

Of the 15 merits which the JPC did not support, the final authority agreed with the JPC in 8 of the cases (53%).

### PROMOTIONS (including Accelerated Promotions)

The JPC supported 18 of the 20 (90%) proposed promotions; the final authority agreed with the JPC on (60%) of all promotions. Table 5 below summarizes the JPC's recommendations on these promotions:

**TABLE 5: ACCELERATED AND NORMAL PROMOTIONS**

		FINAL DECISION			Percent Agreement between JPC & Final Authority
Title Series/ JPC Recommendation		Agree w/ JPC	Agree with Original Proposal	Other*	
<b>Agronomist &amp; ---in the AES</b>					
Yes	0	0	0	0	N/A
No	0	0	0	0	N/A
<b>Project Scientist</b>					
Yes	8	8	0	0	100%
No	1	0	1	0	0%
<b>Professional Researcher</b>					
Yes	7	7	0	0	100%
No	1	0	1	0	0%
<b>Specialist</b>					
Yes	3	3	0	0	100%
No	0	0	0	0	N/A
<b>Specialist in Cooperative Extension</b>					
Yes	0	0	0	0	N/A
No	0	0	0	0	N/A
<b>Overall Percent Agreement</b>					<b>60%</b>

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

Of the 2 promotions which the JPC did not support, the final authority agreed with the JPC in 0 of the cases (0%).

### **CONFERRAL OF EMERITUS/A STATUS**

The JPC received 8 requests for Conferral of Emeritus status. Five actions were for Specialists in Cooperative Extension, two actions were for Professional Researchers, and one action was for a Specialist. The JPC supported all 8 requests and the final authority agreed.

### **POSITION DESCRIPTIONS**

The primary problem with position descriptions this year was unclear definition of responsibilities mainly in the Project Scientist, Professional Researcher, and Specialist 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 (Agronomist/_in the AES)	1	9%
Professional Researcher	4	11%
Project Scientist	29	24%
Specialists	8	29%
Specialists in CE	1	6%

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

The JPC reviewed a total of 2 voting group and peer review plans. The JPC's recommendations are summarized below:

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

The JPC found that 1 of 2 (50%) submitted plans were acceptable without the need for revision.

**APPENDIX - TABLE 1: Committee Recommendations per Title and Action 2013-2014**

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	3	3	0	6	22	38	0	60	1	1	0	2	13	4	17	85
Appointment via Change in Title	0	0	0	0	0	0	2	5	0	7	2	0	0	2	0	0	0	0	0	1	1	10
Appeals	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	1	0	0	0	2
Five Year Review	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Conferral of Emeritus Status	0	0	0	0	0	0	2	0	0	2	0	0	0	0	5	0	0	5	1	0	1	8
Accelerated Merits	0	0	0	1	0	1	1	1	0	2	2	2	0	4	1	0	0	1	0	0	0	8
Redelegated (Accelerated) Merits	0	0	0	3	1	4	1	0	0	1	0	3	0	3	1	1	0	2	0	0	0	10
Redelegated Merits	1	0	1	1	1	2	9	1	0	10	37	3	0	40	4	0	0	4	6	0	6	63
Normal Merits	0	1	1	2	0	2	0	0	0	0	0	1	0	1	1	0	0	1	0	0	0	5
Accelerated Promotions	0	0	0	0	0	0	2	1	0	3	2	0	0	2	0	0	0	0	0	0	0	5
Promotions	0	0	0	0	0	0	5	0	0	5	6	1	0	7	0	0	0	0	1	0	1	13
Redelegated Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	2
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>9</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>37</b>	<b>71</b>	<b>49</b>	<b>0</b>	<b>120</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>23</b>	<b>5</b>	<b>28</b>	<b>212</b>

## Annual Report: Academic Year 2013-2014

### Davis Division: Academic Senate

#### Committee on Library

Total Meetings: 2	Meeting frequency: As needed.	Average hours of committee work each quarter: 8 hours per quarter.
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Total of 2 proposals reviewed.	Total of reviewed items deferred from the previous year: None	Total items deferred to the coming academic year: None
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Bylaw changes proposed - None

New committee policies established or revised - None

#### Issues considered by the committee

1. Open Access Policy
2. Library Strategic Plan
3. Library/Faculty Communication
4. Google Books Project
5. Collection Budget
6. Taylor & Francis Journals
7. Times of London Rankings

**Committee's narrative:**

The Academic Senate Committee on the Library is charged with advising the Vice Provost regarding the administration of the Library on the Davis campus. It is further charged with advising the University Librarian regarding removal and storage of library holdings, and to perform other duties relative to the Library as may be committed to the Senate by proper authority.

The Library Committee met twice in 2013-2014 and conducted other business via email. The Open Access Policy that was passed by the Academic Council in July 2013 has been implemented on three campuses - UCI, UCLA, and UCSF. These campuses will be working with e-scholarship and California Digital Library (CDL) as pilots. The remaining sister campuses are expected to be participating in open access by Nov. 2014. The GSA rep on the Library Committee indicated that an expansion of the policy to include graduate students was desired by the GSA and a resolution to that effect was passed by the GSA. Compliance so far in depositing articles has been low. The CDL has purchased a "harvester" developed by Symplectic, which will identify articles newly published by UC faculty. When the harvester finds an article it will send the author an email request to deposit a version of it in accordance with the UC Open Access Policy.

**Library Strategic Plan:** The Library Committee met with University Librarian MacKenzie Smith and learned that the library is being reorganized to provide better service and consistent coverage to its clientele and to improve its governance. A student survey was done last year and a faculty survey is due this year.

**Taylor and Francis Journals:** During the spring and summer 2013 UC canceled its systemwide contract with Taylor & Francis, a publisher representing just over one thousand journals. As a result, there was an 80% overall reduction in titles available to the UC Davis community, with as much as 90% fewer in the Humanities and Social Sciences. Oftentimes the library relies on subject librarians to recommend core journals. However, decisions regarding which titles to cut were made by librarians with limited consultation with faculty but the

Library contends that there was a short time to negotiate. The committee discussed ways to establish a more proactive and consultative process. For example, if a faculty member finds a canceled journal essential to his or her field, he or she should contact the appropriate library subject specialist to have the subscription restored. A list of current subscriptions to Taylor and Francis electronic journals is available through this link:

<http://www.lib.ucdavis.edu/ul/about/coltran/collections/taylorfrancis.php>

**Library/Faculty Communication Strategies and Ejournals:** There was a consensus that it was important for decisions regarding journal subscriptions to reflect both use patterns and faculty research needs. The question is how the Library can get faculty input more efficiently. The committee discussed a variety of options for soliciting faculty perspectives and for measuring the use and value of individual journal titles. Last fall the Library emailed department chairs and departmental library liaisons regarding ejournal subscriptions. Faculty response was low. Surveying departments annually and asking them for a list of top 10 journals they could NOT live without might be one way of achieving the goal. Other committee members felt that emailing and surveying would not be as effective as automated processes. CDL has a negotiating team for ejournals and uses an algorithm which assigns a value index to titles. The UC Davis Library measures ejournal downloads and ILL requests. It was suggested that the Library could identify the journals in which faculty publish and the journals cited in faculty publications. For the present the Library will continue to use automated measures and will invite faculty comment via emails to department chairs and departmental library liaisons when contracts are being renegotiated. The Library Committee notes that Interlibrary Loan service and the responsiveness of the Library to requests were very good. Interlibrary loan can provide access to material in cancelled journals though it is not a substitute for subscriptions.

**Google Books Project** – Out-of-copyright books and journals are being digitized in a partnership with Google. Digitized books will be available as viewable full-text through HathiTrust. In response to rumors that digitized books were to be

discarded after scanning, Librarian M. Smith reassured the committee that scanned books are returned to the UC Davis University Library and are not being considered for removal.

**Collection Budget:** The library collections budget has been flat and underfunded for a while. This year the Library got an increase to its collection budget.

Respectfully submitted,

Maxine Craig, Chair

Rebecca Ambrose (School of Ed Rep)

Shelley Blozis (L&S Rep)

Joseph Chen (GSM Rep)

Alla Fomina (SOM Rep)

John Hunt (Law School Rep)

JaRue Manning (CBS Rep)

Michael Rogawski

Natarajan Sukumar (Eng Rep)

Anita Oberholster (Academic Federation Rep)

MacKenzie Smith (Librarian, Ex-Officio)

Katherine Ispache (ASUCD Rep)

Jordan Carroll (GSA Rep)

Solomon Bekele, Academic Senate Analyst

## Annual Report: Academic Year 2013-14 Davis Division: Academic Senate

### Committee on Planning & Budget

Total Meetings: 20	Meeting frequency: biweekly; as needed	Average hours of committee work each week: members: varies. Chair: 5-8 hrs/week
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Total proposals/items reviewed: 82 (TOEs-5, POPs-8, Endowments-3, others-66)	Total deferred proposals from the previous year: none	Total proposals deferred to the coming academic year: none
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**Listing of bylaw changes proposed:** none

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

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

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

CPB recommendations for 2014-15:

- **New Budget Model:** It is respectfully requested that CPB continue to advise the administration on both the funding streams and new budget model projects at UC Davis. A strong faculty participation and input presence is critical to shared governance and ensuring the new budget process works on behalf of the educational mission of the university.
- **Allocation of FTEs:** CPB's role in the allocation of FTEs should be made stronger to ensure that both the strategic plans for departments as well the university's education mission are maintained. CPB advised in the Hiring Investment Program (HIP) proposal review. CPB will discuss a continued role in the allocation of FTEs with the Provost for the 2015-16 budget process.
- **FEC Engagement:** In keeping with the divisional priority, CPB will continue to engage the Faculty Executive Committee Chairs in discussions regarding the new budget model and overall budget process. The FEC Chairs will be invited to the first CPB meeting in the fall and they will also be invited to the CPB Fall Retreat.
- **College/School/Administrative Unit Budgets:** CPB will continue to request overall budgets each year from the Deans/Vice Provosts/Directors for each college, school, and administrative unit on campus. CPB proposed a standardized template with performance metrics that was adopted by the administration for the 2014-15 cycle. The committee will continue to work with the Provost and BIA to fine-tune the templates and metrics for the 2015-16 budget cycle. The committee will also extend its budget review to some of the administrative units this year.
- **Instructional Space Advisory Subcommittee Classroom Survey:** CPB will continue to monitor the Classroom Survey by receiving regular updates from the subcommittee Chair. The CPB Chair will then update the Executive Council on the status of the classroom survey.

## COMMITTEE'S NARRATIVE

The Academic Senate Davis Division Planning and Budget Committee (CPB) considered matters regarding policy on academic planning, budget, and resource allocations according to Davis Division Bylaw 84. Deb Niemeier, the Chair of CPB, also served as a member of Executive Council, the Provost-Senate Chairs Committee, and the Committee's representative on the UC Systemwide Planning and Budget Committee (UCPB) and provided regular updates to the Committee. CPB member Greg Clark served as CPB's representative to Representative Assembly. The two members appointed to CPB's Instructional Space Advisory Group Subcommittee (ISAS) were: Michael Turelli and Chris Reynolds.

This section outlines the Committee's activity in 2013-2014 regarding the following review items:

### I. ENDOWMENT, PARTNER OPPORTUNITY PROGRAM, AND TARGET OF EXCELLENCE PROPOSALS

#### **Endowment Proposals Reviewed** (3 reviewed):

- Earl and Lois Wolfman Professorship in Surgery
- Peter B. Moyle and California Trout Endowed Chair in the Department of Wildlife, Fish and Conservation Biology
- Fosse Endowed Chair in Vision Science Research

#### **Partner Opportunity Program Proposals** (8 reviewed)

- Dr. Qinbin Li in the Department of Land, Air and Water Resources
- Dr. Stefan Uhlig in the Department of Comparative Literature
- Dr. Jorge Rodrigues in the Department of Land, Air and Water Resources
- Dr. Katie Peterson in the Department of English
- Dr. Margaret Ronda in the Department of English
- Dr. David McCourt in the Department of Sociology
- Dr. Silvia Carrasco in the Department of Molecular and Cellular Biology
- Dr. Javier Arsuaga in the Department of Mathematics and Molecular and Cellular Biology

#### **Target of Excellence Proposals Reviewed** (5 reviewed)

- Dr. Thomas Spencer in the Department of Animal Science
- Dr. Simine Vazire in the Department of Psychology
- Dr. Cecilia Menjivar in the Department of Sociology
- Dr. Sonia Yeh in the Department of Environmental Science and Policy
- Dr. Fernanda Ferreira in the Department of Psychology

### II. BUSINESS ACTION REVIEW ITEMS FROM AS CHAIR AND/OR SYSTEMWIDE

1. Sustainable Environmental Design – New Major Request
2. Summer Sessions Whitepaper – Version 1
3. Draft UC Policy: Self-Supporting Graduate Professional Degree Programs
4. ORU Review: Crocker Nuclear Lab
5. ORU Review: John Muir Institute of the Environment
6. Carryforward and Reserve Funds Whitepaper
7. Report: Enhancing the Student Experience
8. Professional Degree Supplemental Tuition (PDST)
9. Graduate Tuition Allocation Whitepaper – Version 2
10. Establishment of the Interdepartmental Program in Human Rights Studies
11. Joint Task Force Report – Analysis of Faculty Salary Equity
12. Graduate Council Memo to Graduate Program Chair
13. ISAS Classroom Survey and Classroom Condition Results
14. Proposal to Establish the Mathematical Analytics and Operations Research
15. Global Disease Biology Major Proposal
16. Joint Academic Organization Task Force Report

17. Proposed Amendments to Davis Division Bylaw 28
18. Recognizing Teaching Work Group Report
19. Discontinuation Proposal – Exercise Biology Proposal
20. Proposed Revisions to the Compendium
21. ADVANCE Policy & Practices Initiative Recommendations
22. 2<sup>nd</sup> Review: UCD APM 240: Appointment and Review of Deans
23. Cognitive Science Major Proposal
24. Cinema and Technoculture Major Proposal
25. 2<sup>nd</sup> Review: Interdepartmental Program in Human Rights Studies
26. 2<sup>nd</sup> Review: Self-Supporting Graduate Degree Program Policy

### **III. OTHER CONSIDERATIONS AND TOPICS OF DISCUSSION**

- a. **CPB Fall Retreat:** On December 16, 2013 CPB held its annual budget retreat. Several guests were invited to attend the retreat including Provost Hexter, AVC Ratliff, Vice Chancellor Meyer, Assistant Executive Vice Chancellor Mohr, Faculty Advisor Burtis, Academic Senate leadership, L&S Steering Committee Chairs, and the Chairs of the Faculty Executive Committees in each of the colleges and schools. Topics discussed included: (1) Budget Principles, Templates, and Performance Metrics, (2) Classroom Space Update, (3) Graduate Tuition Funding Model, (4) Carryforward and Reserve Funds, and (5) Initial Budget Planning for 2014-15.
- b. **FTE Allocation Process:** CPB has discussed at length its proposed direct role in representing the Senate's point of view in the FTE allocation process negotiations between the Deans and the Provost. The Committee is very aware that this will be a brand new process for UC Davis. CPB studied the approaches to how this is done (or not done) on seven of our sister campuses and realize that there are seven different models for this essential interaction currently in place. Much of the committee discussion has focused on how to balance the additional workload involved for the committee members against the unanimous desire to do a thorough job that will add value to the process and assist the Provost in getting a balanced view of campus priorities from the faculty's point of view. CPB will continue to discuss the topic with the Provost again in 2014-15.
- c. **College, School, and Administrative Unit Budget Review:** CPB developed metrics to use in the yearly budget review which were then circulated to key senate committees for consultation. After addressing responses from the consultation, the metrics were finalized and in December 2013, CPB sent a proposal to Provost Hexter which included General Performance Principles, Performance Metrics, and Budget Summary Templates. The proposal was adopted and distributed to the Deans of each college and school to use for the 2014-15 budget cycle. In addition, as part of this process, CPB again requested overall budget proposals from each of the colleges, schools, and administrative units. CPB received budget information for all of the colleges and schools and most of the administrative units for academic year 2014-2015. CPB reviewed all of the proposals and provided detailed comments and responses for each college and school in four general categories including FTE Trends, Financial Questions, Carryforward Funds, and Base Budget. CPB completed its analysis of these documents in summer 2014. CPB will review budgets annually in an advisory role to the Provost.

CPB believes that the budget process itself is now much more transparent, however; many of the submitted College budgets still lack uniformity and/or clear discussions of budgets expenditures. CPB has made recommendations to improve budget proposals by including basic information about carry forward funds and how these funds are integrated into the overall budget of the unit going forward. Overall, the following general comments capture most of the concerns:

- While the budget expenditures at the college level were significantly more transparent, most of the academic unit budgets lacked detail and substance about departmental allocations. The only exception to this was CA&ES, which was very transparent in both its actual budget and its budgetary process;
- Responses to the financial management questions by deans lacked sufficient detail to even begin to assess actual priorities or to understand the rationale for past spending decisions;

- Commitments using carryforward funds, particularly those funds retained in the dean's offices, rarely include enough detail to ascertain how they are, or were actually being spent;
- Very few of the academic unit budgets were fully vetted - in their entirety- with the FECs. The only exception to this was CA&ES. Our expectation was that deans would share the budget documents in their entirety with the FECs.

d. **Instructional Space Advisory Subcommittee Classroom Survey:** The Classroom Survey was sent to all teaching faculty at the end of fall quarter 2013. The response rate was still very strong at 58%, compared with 60% in fall 2012. Based on the survey results, progress was made in several areas including overall classroom cleanliness, improved lighting, clocks installed in all classrooms, improved wireless connectivity, new screens, data projectors, and microphones as well as three major classroom renovations including Wellman Hall, Veihmeyer Hall, and Rock Hall. In consultation with the Registrar's Classroom Committee, it was decided that the group would focus on the classrooms that are used most often and the ones that registered the most complaints in the faculty survey. Other categories of comments submitted with the survey responses included suggestions for increasing interest in "active learning" and various responses indicated that faculty are increasingly focused on PowerPoint presentations vs. blackboard/whiteboard or document camera or VCR/DVD or online presentations in the classroom. In keeping up with the goal of the 2020 report, additional classroom space will be necessary and ISAS and the Registrar's Classroom Committee will continue to discuss additional options for building new classroom space as well as renovating additional existing classroom space with the Provost.

e. **HIP Proposal Review:** The Hiring Investment Program was announced to the campus in December 2013 as a program to provide resources to the schools, colleges and divisions to support additional opportunities for senate faculty hiring that either transcends the boundaries between traditional departments, schools and/or college or extends the disciplinary range of a single department, school or college into critical new areas resulting in a transformative augmentation of that unit. Seventy-six proposals requesting a total of 339 FTE were received in late February 2014 and were initially reviewed during March and early April by a group of 28 faculty readers, representatives from the Academic Senate Committee on Planning and Budget and a number of Vice Chancellors and Vice Provosts. Each proposal was read and scored by a minimum of three faculty reviewers. Based on the input received from the first round of review, the provost sent forward 24 of the 76 proposals for further review by a 16-member faculty committee, including some faculty who were readers in the first round as well as others added for their disciplinary expertise. In the second round, reviewers considered all 24 proposals, which were individually discussed and evaluated at an all-day meeting May 10th.

Respectfully Submitted,

Deb Niemeier (chair), David Block (member), Greg Clark (member), Deb Diercks (member), Niels Jensen (member), Ian Kennedy (member), Peter Pascoe (member), Chris Reynolds (member), Michael Turelli (member), Bruno Nachtergaele (advisor), Andre Knoesen (advisor), Patsy Inouye (Academic Federation Representative), and Kimberly Pulliam (analyst)

## Annual Report: Academic Year 2013-2014

### Davis Division: Academic Senate

#### Instructional Space Advisory Subcommittee

(Committee on Planning & Budget)

Total Meetings: 3	Meeting frequency: as needed	Average hours of committee work each week: 0.25
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Total issues reviewed/discussed: 1	Total issues reviewed - deferred from the previous year: 0	Total issues deferred to the coming academic year: 0
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Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee: **Classroom Space** (see Committee's narrative below)

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

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

During the 2013-14 academic year, the Instructional Space Advisory Subcommittee (ISAS) of the Committee on Planning and Budget met three times. The subcommittee has broad representation from across campus, including representatives from the Registrar's Office, Design and Construction Management, Center for Excellence in Teaching and Learning, Academic Technology Services, and Budget and Institutional Analysis (BIA). This subcommittee is charged with reviewing classroom scheduling and utilization policies to ensure efficient use of classroom space. The subcommittee also consults with faculty to identify needed improvements in classroom infrastructure, including instructional technology in classrooms.

For the second successive year, a classroom survey was sent to all teaching faculty at the end of fall quarter 2013. The response rate was still very strong at 58%, compared with 60% in fall 2012 (when TAs were also surveyed). Based on the survey results, progress was made in several areas, including overall classroom cleanliness, improved lighting and screen/blackboard accessibility. Using Provost funding from last year, improvements were made in wireless connectivity, screens, data projectors, and microphones for many rooms, in addition to three major classroom renovations: Wellman 127, Veihmeyer 212, and Rock Hall. We have funds for additional improvements, including clocks for all classrooms, but there have been delays associated with integrating our plans with those of the administration and the logistics of working around summer classes.

In consultation with the Registrar's Classroom Committee, the group focused on improving classrooms that are used most often and the ones that received the most complaints in the faculty survey. Other categories of comments submitted with the survey responses included increasing interest in "active learning." Overall, the faculty are increasingly focused on PowerPoint presentations vs. blackboard/whiteboard or document camera or VCR/DVD or online presentations. Hence, the Committee has focused on improving lighting, projection and screens.

In keeping up with the goal of the 2020 report, additional classroom space will be necessary and ISAS and the Registrar's Classroom Committee will continue to discuss with the Provost additional options for building new classrooms as well as renovating additional existing classroom space. A major unmet need involves classrooms that can accommodate up to 100-120 students with flexible seating to allow for small-group active-learning interactions. We expect that such classrooms will be increasingly in demand by faculty and students interested in collaborative problem solving.

Sincerely,

Michael Turelli, Chair, Andreas Albrecht (member), Chris Reynolds (CPB member), Kent Wilken (member), Chris Thaiss (member/Center for Teaching and Excellence Director), Jerry Lundblad (Academic Federation Representative), Joe Kelley (Academic Technology Services), David Levin (Academic Technology Services), Lynn Rabena (Guest – Registrar's Office), Elias Lopez (University Registrar), Clayton Halliday (Office of Architects and Engineers), Christine McCumber (Budget and Institutional Analysis), and Kimberly Pulliam (analyst)

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**Committee on Public Service**

Total Meetings: 1	Meeting frequency: as needed; UCDE proposals reviewed electronically	Average hours of committee work each week: 1
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Total UCDE Proposals Reviewed: 1 (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 committee proposals:**

Certificate Program in Web Development

**Recommended procedural or policy changes:** None

**Committee's narrative:**

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 principal 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 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-](http://academicsenate.ucdavis.edu/cerj/manual/dd_bylaws.cfm?CFID=24354&CFTOKEN=67079693#88-)

The 2013-14 Call for DSPSA Nominations was distributed on October 15, 2013, via the Academic Senate list serve, with a nomination deadline of November 27, 2013. Due to a disappointing number of nominations (3), the deadline was extended to January 17, 2014. Six nominations were received by that date.

The Committee met in person to select the nominees for the DSPSA on February 6, 2014. At this meeting, Chair Lynn Roller welcomed those attending, initiated introductions, explained the committee’s charge and facilitated the selection of four recipients for the 2014 Distinguished Scholarly Public Service Award. The committee reviewed nominations electronically and submitted rankings to the committee analyst prior to the meeting. The discussion of the nominations for the Distinguished Scholarly Public Service began with a conversation on the criteria used in selecting award

recipients. The conversation included a summary of what previous committees had considered. The discussion of the nominations concluded with the selection of four recipients for the 2014 DSPSA: Jamal Abedi, Randi Hagerman, James Sanchirico, and J. Edward Taylor. A recommendation of each selected recipient was submitted to the Representative Assembly for approval, and on February 24, 2014, the Representative Assembly approved the committee's recommended recipients.

At the Academic Senate and Academic Federation Awards Reception on May 13, 2014, each of the recipients was presented an honorarium and a certificate plaque. Each recipient was also publically recognized in a brochure that was distributed at the reception. Each will be added to the DSPSA list of recipients maintained on the Davis Division Academic Senate website.

The Web Development Certificate Proposal was approved via electronic ballot, so only one committee meeting was needed for the academic year.

Respectfully submitted,

Lynn Roller, Chair  
Robin Erbacher  
Carol Ann Hess  
Jerold Last  
Joan Rowe  
Dean Tantillo  
Larry Godfrey, Academic Federation Representative  
Lianguo Wang, Academic Federation Representative  
Michael Collins, GSA Representative  
Dennis Pendleton, Ex-officio  
Marc Schenker, Ex-officio

Debbie Stacionis, Academic Senate Resource Analyst

**Annual Report: Academic Year 2013-2014**  
**Davis Division: Academic Senate**

**Committee on Research**

Total Meetings: <b>8</b>	Meeting frequency <b>Approx. 3 meetings/quarter</b>	Average hours of committee work each week: <b>4 hours</b>
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<u>Total Grant Proposals Reviewed:</u> <b>Small Grants (2K): 169</b> <b>Large Grants (10-25K): 79</b> <b>Travel Grants (\$800): 376 (FY 2013-14)</b>  <u>Research Grant Proposals Approved for Funding in 2013-14:</u> <b>Small Grants (2K): 165</b> <b>Large Grants (10-25K): 14</b> <b>Travel Grants (\$800): 376 (FY 2013-14)</b>	Total of reviewed grant proposals deferred from the previous year: <b>0</b>	Total projects deferred to the coming academic year: <b>None.</b>
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Listing of bylaw changes proposed: **None**

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

Issues considered by the committee:

1. Chemical and Lab Safety
2. Management of Animal Facilities
3. EH&S Rates
4. PPM 230-07: Objectivity in Research
5. PPM 290-50: Protective Clothing Equipment
6. Proposed Amendment to Davis Division Bylaws 28
7. Proposed PPM 390-55: Video Security
8. Crocker Nuclear Lab ORU Review
9. PPM 240-61: Distribution or Use of Investigational Drugs, Devices, or Biologics
10. PPM 240-50: General Policy Human Research
11. JMIE ORU Review
12. New Composite Benefit Rates

Recommended procedural or policy changes for the coming year: ***The application process for Academic Senate Committee on Research grant programs was moved into the Academic Senate Information System (ASIS).***

### **COR Items Discussed/Reviewed During 2013-14:**

The Committee on Research dealt with a number of issues of substantial importance to the campus during the 2013-2014 academic year. The Committee on Research Chair attended Senate Executive Council meetings, Representative Assembly meetings, and Provost Senate Chair's meetings. The Vice Chancellor for Research (or a representative from his office) attended some of the Committee on Research meetings and provided information and updates on campus and systemwide issues, including the ongoing reorganization and proposed new initiatives in the Office of Research.

#### **2014-15 COR Grant Awards:**

The Committee on Research awarded 165 Small Grants in Aid and 14 New Initiative/Collaborative Interdisciplinary Grants to Promote Extramural Funding for the 2014-15 academic year. In addition, the committee awarded 376 Research Travel Grants during the 2013-14 academic year. The relative distribution of monies across campus remained consistent with an approximately 50/50 distribution between the physical and biological sciences and the social sciences and humanities. Travel grants remain the first priority of the grants program. Overall, the Committee on Research was able to award all eligible small grants and all eligible travel grant applications and stay within budget.

#### **Management of Animal Facilities and Faculty Survey:**

During the 2013-14 academic year, COR conducted a faculty survey regarding animal facilities including costs of using animals in research at UC Davis, and access to and quality of animal housing. One of COR's main charges is to advise the Division and administration on issues related to research and research policy. The committee used the responses received to draft a memo to the Chancellor demonstrating the issues that faculty are facing when trying to conduct animal research on campus. The Chancellor responded by attending one of COR's meetings during spring quarter. At that meeting, the Chancellor recommended that COR appoint a subcommittee to further examine the issues surrounding animal facilities and costs. Unfortunately, the COR subcommittee was not able to complete its work during the summer as originally planned because the rate analysis being done by BIA has not been completed. COR will continue to discuss these issues during the 2014-15 year.

#### **EH&S Recharge Rates:**

COR members had many concerns about EH&S recharge rates during the 2013-14 academic year. The committee sent a memo to Senate Chair Nachtergael opposing the increase in recharge rates. In addition, the committee requested justifications for the increased rates and never received a response. Furthermore, the campus policy (UC Davis Policy and Procedure Manual 340-25 – Recharge Activities) does not allow for faculty or Senate consultation. In addition, the campus Recharge Rate Committee is comprised solely of staff and administrators. According to the Detailed Guidelines for Recharge

Activities document posted on the BIA web site, recharge rates are either approved by BIA or the Dean/Vice Provost/Vice Chancellor. In other words there is no shared governance when it comes to setting recharge rates. COR was very concerned because the increase in rates came at a time when faculty are facing significant reductions in State and Federal grant support. COR requested that the memo stating opposition be shared with the Provost.

In May 2014, a meeting was convened with the Academic Senate leadership, COR Chair, the Provost, and several others from the administration. Based on the strong opposition by COR and the significant concerns of the faculty, the Provost implemented a one year amnesty program for the EH&S chemical and lab safety recharge rates. Additionally, in fall quarter 2014, the Committee on Research (COR) will follow-up with the Provost, Vice Chancellor Lewin, and BIA to initiate a discussion/dialogue regarding indirect cost rates and campus recharge rates. This will allow COR to provide feedback and will also allow the full Davis Division of the Academic Senate to be involved in discussions regarding campus recharge rates before actions are taken to increase any of the rates. In addition, the overall recharge rate process should be discussed and the Academic Senate should be consulted regarding any revisions to policy or proposed increases. At a very minimum COR and Committee on Planning and Budget should be involved in these discussions.

Respectfully submitted,

Eduardo Blumwald, Chair  
Nicole Baumgarth  
Sue Bodine  
Frederic Chedin  
Roland Faller  
Janet Foley  
Ting Guo  
David Hwang  
Nelson Max  
Sally McKee  
David Pleasure  
Dan Ragland  
Ed Taylor  
Bella Merlin – Catherine Turner  
Anne Usrey  
Rudy Haapanen, Academic Federation Representative  
Harris Lewin, Vice Chancellor for Research (Ex-officio)  
Kimberly Pulliam, Analyst

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**Undergraduate Council**

Total Meetings: 18	Meeting frequency: Meetings were held every other week during the fall, winter and spring quarters, or as needed.	Average hours of committee work each week: Chair: 5-8 hrs/week. Members: varies.
Business items Reviewed: 25 program reviews and 30 other business items	Total items deferred and carried over from the previous year: 3 <ul style="list-style-type: none"><li>• Revised Zhejiang Agreement</li><li>• Discontinuation of Textiles and Clothing</li><li>• Discontinuation of Exercise Biology</li></ul>	Total projects deferred to the coming academic year: 5 <ul style="list-style-type: none"><li>• Interdepartmental Human Rights Proposal</li><li>• Cinema and Technoculture Major Proposal</li><li>• Cognitive Science Major Proposal</li><li>• Prerequisites (waiting on system of enforcement proposal from Registrar)</li><li>• 2014 Academic Senate Athletics Performance Report</li></ul>
Listing of bylaw changes proposed: UGC expressed concerns with the varying standards by which colleges calculate GPA in the major and the concerns were sent to the Committee on Elections, Rules & Jurisdiction for them to review. No response from them has yet been received.		
Listing of committee policies established or revised: None.		
Procedural changes recommended for the coming year: <ol style="list-style-type: none"><li>1. General Education assessment template will now be included in program reviews. Once completed templates are received, UIPR will turn over to GEC for them to use in assessing delivery of GE requirements.</li><li>2. The revised process for undergraduate program review including; a one year process, inclusion of external reviewers, meetings between the Provost, Deans and program chairs to discuss recommendations and plan of action, and UGC tracking all action taken will be fully implemented next year with Cluster 1 programs.</li></ol>		

Issues reviewed and considered by the committee:

1. Enhancing the Student Experience Report
2. Zhejiang Agreement
3. Prerequisite Enforcement
4. Summer Sessions Whitepaper - Version 1
5. Sustainable Environmental Design new Major Request
6. Electrical Engineering Minor Proposal
7. Requested Amendment of Davis Division Regulation 554
8. Proposal to Establish Interdepartmental Program - Human Rights
9. University Honors Program Proposal
10. Global Disease Biology Major Proposal
11. Sierra Institute - Request for X100 Course Designation
12. Joint Academic Organization Task Force Report
13. Recognizing Teaching Work Group Report
14. Proposed PPM 400-01 Freedom of Expression
15. Proposal to Establish the Mathematical Analytics & Operations Research
16. Name Change Request: Genetics to Genetics and Genomics Major
17. Proposal to Establish India and South Asia Studies Minor
18. Proposal to Establish the Iran and Persian Studies Minor
19. Proposal to Establish the Arab Studies Minor
20. Proposed Revisions to the Compendium April 2014
21. Discontinuation Proposal - Exercise Biology Major
22. ADVANCE Policy & Practices Initiative Recommendations
23. 2nd Review - UCD APM 240 - Appointment & Review of Deans
24. Academic Calendar Proposal 2016----2023
25. Cinema and Technoculture Major Proposal
26. Cognitive Science Major Proposal
27. Dramatic Art/Theatre & Dance Major Name and Curriculum Change
28. The revised process for undergraduate program review
29. UCD Athletics Academic Performance Data
30. Teacher Coach Role in Athletics
31. Cluster #6: Undergraduate Program Reviews
32. Cluster #7: Undergraduate Program Reviews

**Committee's narrative:**

Undergraduate Council (UGC) has statutory authority over undergraduate education and programs. This includes establishing policy for undergraduate education on the Davis campus, as well as developing and reviewing campus-wide educational objectives and criteria for evaluating educational effectiveness; establishing policy and exercising authority to approve or not approve establishment and discontinuation of undergraduate programs; authority on academic disqualifications and or/dismissals, and authority over undergraduate transcript notations. Undergraduate Council also considers and reports on matters referred to it by the Chief Campus Officer, the Chair of the Division, the Representative Assembly or any other standing committee of the Davis Division, or by the Faculty of any college or school located wholly or in part on the Davis campus; initiates appropriate studies and makes reports thereon involving undergraduate educational policy; and identifies one of its members for nomination to serve as the divisional representative to the University Committee on Educational Policy and one of

its members for nomination to serve as the divisional representative to the University Committee on Preparatory Education.

Four subcommittees report to the UGC: The Committee on General Education, chaired by John Smolenski; Special Academic Programs, chaired by Jeffrey Williams; The Undergraduate Instruction Program Review Committee, chaired by Carl Whithaus; and The Committee on Preparatory Education, chaired by Joseph Biello.

The Committee on General Education's 2013-14 priority was to develop a General Education Assessment Plan and address campus GE questions to develop clear understanding. The method had to keep any increase to the workload of departments and programs to a minimum and yet facilitate the collection of meaningful data that could be analyzed yet result in an assessment report that could be used to substantiate that UC Davis was delivering a general education to its students. The committee worked with the Committee on Undergraduate Instruction and Program Review, and it was determined that questions concerning departmental/program presentation, delivery and assessment of General Education Core Literacies would be added to the UIPR Self-Review template. The responses to the GE portion of the template will be separated and sent to the GE Committee in January for analysis of the data.

The Special Academic Programs Committee reviews programs that award academic credit but do not offer an undergraduate degree. Chaired by Jeffrey Williams, the committee focused on defining the SAP review process and programs to be regularly reviewed by this committee as well as a schedule for program reviews.

The Undergraduate Instruction Program Review Committee, chaired by Carl Whithaus and Sue Ebeler, finalized the revised program review process which was approved by Undergraduate Council. The revised, streamlined process includes external reviewers, one year completion of program reviews and increased accountability and response to findings. Meetings will be held between the Provost, Deans and program chairs to discuss recommendations and plan of action, and UGC will track all action taken. The self-review template has also been revised to include General Education (GE) assessment. This portion of the template will be completed by programs and submitted to UIPR in January along with the rest of the self-review. That GE portion of the template will then be given to the GE committee so they may complete assessment of GE delivery in the programs. Revisions of the program review were presented to WASC and the WASC review team was pleased with the improvements to the process.

The Committee on Preparatory Education, chaired by Joseph Biello, reviewed and determined that UC Online Course Writing 39A satisfies the UC Davis Entry Level Writing Requirement and that the texts of the relevant Davis Division Regulation(s) and Bylaw(s) should be edited appropriately. The PEC also requested the Department of Mathematics to provide a report on the department's math placement exam as PEC is concerned about the equivalence of online courses to classroom courses.

UGC's counterpart at the UC system-wide level is the University Committee on Education Policy (UCEP). This committee meets once per month at the University of California Office of the President in Oakland. UGC member Seeta Chaganti served as the Davis Divisional representative to UCEP, and in this capacity she provided regular updates to the UGC about issues relating to undergraduate education on UC campuses system wide. This year UCEP turned to individual campuses for their opinions About the Liberal Education and America's Promise (LEAP) Essential Learning Outcomes. Seeta presented the information to UGC who determined they are not

interested in endorsing the LEAP rubrics and would prefer UC Davis to set our own pedagogical and assessment goals. In particular, they were not comfortable with the idea of external initiatives setting the terms for assessment practice.

UGC also played a role in The WASC accreditation process which was completed this year with the WASC team visiting in April. Members of UGC, UIPR and GEC attended meetings to present reports on revisions to program review and GE assessment. UC Davis received 10 years reaffirmation with a special visit scheduled fall 2017 to look at assessment, program review, and the 2020 initiative.

A concern to UGC is the increasing number of proposals from Departments and Colleges for new majors and minors, along with the requests to discontinue or consolidate majors. This appears to be largely driven by financial constraints. UGC feels that administrative decisions driven by budgetary anxiety are not necessarily the most appropriate decisions from a campus or system-wide viewpoint. UGC encourages early dialogue with involved parties as appropriate in order to intervene early enough in the process to facilitate solutions. We would hope that concerns about programs would emerge explicitly through the review processes and that program reviews would be used in making decisions about changes in undergraduate programs.

No ASUCD representatives attended the UGC meetings, and Brian Riley, GSA representative, attended three meetings.

Respectfully submitted,

Matt Traxler, Chair  
Jeffrey Williams  
Josephine Andrews  
Joseph Biello  
Seeta Chaganti  
Shirley Chiang  
Jesus de Loera  
Susan Ebeler  
Julia Menard-Warwich  
Jeanette Natzle  
Ronald Phillips  
John Smolenski  
Carlos Jackson (Ex-Officio – Admissions and Enrollment)  
Brenda Rinard (Academic Federation Representative)  
James Schaaf (Academic Federation Representative)  
Carolyn de la Peña (Ex-Officio – Vice Provost & Dean for Undergraduate Ed)  
Elias Lopez (Ex-Officio – University Registrar)  
Ida Ghlichloo (ASUCD Rep)  
Janet Kim (ASUCD Rep)  
Alleen Tu (ASUCD Rep)  
Debbie Stacionis, Undergraduate Council Analyst

**Annual Report: Academic Year 2013-14**  
**Davis Division: Academic Senate**

**General Education Committee**

Total Meetings: 5	Meeting frequency: Monthly, or as needed	Average hours of committee work each week: 10
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Reviewed the following: (See Committee Narrative.)	1 Question (How best to assess that established department and program learning outcomes are achieving student learning outcomes); 0 reports; and 2 issues (update of the General Education Requirements webpage; and composition and addition of faculty and staff FAQs to the updated GER webpage) continued from the previous academic year.	1 Question (How best to assess that established general education core literacies are delivering the general education intended for UC Davis students); 0 reports; and 3 issues (assessment of GECL data collected via UIPR Cluster 1 program review self-studies; development of documents that spell out what each GECL is in more depth; definition of what "science" is and if and how "science" for the social sciences is to be distinguished from "science" for the natural sciences) continue to the coming academic year.
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**Listing of bylaw changes proposed:**

Davis Division Bylaw 121.C.1., which increased committee membership to eight

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

None

**Issues considered by the committee that were also considered last year**

General Education requirements, but with a focus on assessment and articulated minimum requirements for approval of any GECL for a course

Frequently Asked Questions, but in the context of GECL assessment

Development of procedures for ongoing assessment of the new General Education requirements, but with an aim to publish, timeline, flowchart and implement a plan

<b>Recommended procedural or policy changes for the coming year:</b> General Education Core Literacy (GECL) assessment, review, analysis and database entry
<b>Issues reviewed and considered by the committee:</b>
1. Components for a Robust General Education Review Plan/Process
2. Procedural steps for the assessment of GECLs
3. Timeline of the milestones when GECL assessment procedural steps are to be initiated and completed
4. Flowchart that illustrates the procedural steps for the assessment of GECLs in conjunction with a timeline that milestones when each procedural step is to be initiated and completed
5. Best method by which to gather data on delivery of GECLs
6. Questions to ask Institutional Analysis: 1) How many GECLs do courses from each department fulfill? 2) Can it be ascertained which department courses had the highest number of non-majors, over the past two years?
7. Determination of which departments may be doing more "service" in terms of helping students fulfill their GE requirements by providing General Education (GE) courses
8. Tracking non-majors to see what courses are being used to fulfill the GE requirements
9. Undergraduate Instruction Program Review (UIPR) schedule, by Cluster
10. General Education Committee (GEC) questions to incorporate with UIPR Self-Study Template
11. GEC role in Campus-wide assessment of GECLs
12. GE3 General Education Credit Petition for UCEAP Coursework
13. Review of UC Davis General Catalog General Education galley
14. Final Academic Senate WASC Review Team Pre-Visit Response
15. Common problematic issues with the Committee on Courses of Instruction (COCI) review of GECL certification requests
16. Curriculum Drift
17. Rewrite of GECL descriptions
18. Specification of the minimum requirements for approval of a GECL for a course

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

The General Education Committee (GEC) is a committee of the Undergraduate Council. The committee is charged with the responsibility of supervising the General Education (GE) program by establishing the criteria that govern certification of courses for the GE program, periodic review of the rosters of courses that are approved for GE credit and the inclusion of these courses in the General Catalog along with other appropriate information regarding General Education, determining the extent to which multidisciplinary individual majors satisfy GE requirements in the components of the GE program, actively promoting the development of new GE courses and clusters, continuous review of the effectiveness of the GE program, and of advising the

Representative Assembly on matters relating to the GE program including desirable changes to regulations and bylaws.

The 2013-14 committee priorities were a General Education Assessment Plan for the UC Davis accreditation process that was being conducted by the Western Association of Schools and Colleges (WASC), analysis of data that compared courses/units that meet the GE3 literacy requirements to student demand, and the formulation of answers to frequently asked questions concerning the understanding and application of general education requirements.

The committee met five times during the 2013-14 academic year and utilized electronic communication extensively to save the time and effort involved with the scheduling and the attending of additional meetings. The committee's main focus was the development of a plan for the assessment and review of General Education Core Literacies (GECLs). Towards the end of the 2013-14 academic year the committee focused on articulating the minimum requirements to be met for the approval of each GECL that a course sought to fulfill.

The GECL assessment plan involved devising the method by which data for analysis could be gathered. The method had to keep any increase to the workload of departments and programs to a minimum and yet facilitate the collection of meaningful data that could be analyzed and result an assessment report that could be used to substantiate that UC Davis was delivering a general education to its students and inform the campus on what and where improvements in the delivery needed to be made. Gathering information/data through the Program Review process that was already in place, and accepted and understood by campus departments and programs, was deemed the best way to gather a substantive amount of meaningful information. Using the UIPR Self-Study Review template and adding a few questions concerning departmental/program presentation, delivery and assessment of GECLs was considered least intrusive, most efficient, and a great first step. Eliciting the cooperation of departments and programs and giving them discretion over how to respond to the questions was considered best. The assessment plan involved defining the role of the committee in the assessment of GECLs and formulating/articulating questions that would elicit the data desired for assessment. The assessment plan also involved the creation of a timeline and illustrative flowchart. The timeline showed the procedural steps in the review process that would result a substantive assessment of GECLs. The flowchart illustrated the workflow of the assessment.

The committee worked in concert with the Academic Senate leadership, the Undergraduate Council and the Committee on Undergraduate Instruction and Program Review.

The articulation of the minimum requirements to be met for the approval of each GECL that a course sought to fulfill was split into two phases. The first phase was completed just prior to the end of the 2013-14 academic year. The second phase is a committee priority for 2014-15 and will be initiated Fall 2014. The two phases became necessary in order to address, with due diligence and deliberate and thorough consideration, the short-term and long-term Academic Senate and Campus-wide interests and goals. In the short-term, the texts of the GECLs were streamlined. The "Guiding Questions" section of each literacy was removed. The "Interpretations" section of each literacy was roughly standardized, particularly in length. All "might" and "may" language was

removed from the section. Instructors are now told what GE courses “must” have to be approved for any GECL. In Fall 2014, the committee will develop documents that will spell out in depth what each GECL is.

The committee worked in concert with the Academic Senate leadership and the Committee on Courses of Instruction.

Analysis of the data that compared offerings of courses/units that meet the GE3 literacy requirements to student demand was considered to have been completed at the end of the 2012-13 academic year when the Institutional Analysis (IA) report was received by the 2012-13 committee and posted to the 2012-13 committee whiteboard in ASIS for review and comment. The information in the report was carried forward to the 2013-14 committee’s discussion and focus on the assessment plan of UC Davis’ GECLs.

The finalization of the formulation of answers to FAQs that concerned the implementation of the New GE3 General Education Requirements came at a time when all the issues addressed were no longer in need of official explication or publication. However, the work on these FAQs and those that were drafted in anticipation of faculty and staff questions regarding the assessment plan for GECLs informed the 2013-14 committee deliberations on the GECL assessment plan and the redesign of the General Education Requirements web page.

The committee reviewed and commented on the redesign of the GE3 General Education Credit Petition for UCEAP Coursework that the Committee on International Education submitted for review.

The committee reviewed the 2014-16 UC Davis General Catalog galleys of the old GE2 General Education Requirements and those for the new GE3. The galleys addressed the Majors and Minors Topical Breadth components and the GE2 Themes.

Respectfully submitted,

John Smolenski, Chair  
Rebecca Ambrose  
Manuel Calderon De La Barca Sanchez  
Terry Murphy  
Terrence Nathan  
Laurie Ann San Martin  
Donald Strong  
Melissa Bender, Academic Federation Representative  
Bryan Rodman, Committee Resource Analyst

**Annual Report: Academic Year 2013-2014**  
**Davis Division: Academic Senate**

**Committee on Special Academic  
Programs**

Total Meetings: 1	Meeting frequency: As Needed	Average hours of committee work each week: Varies
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Total Issues Reviewed: 5	Total of reviewed issues deferred from the previous year: 0	Total issues deferred to the coming academic year: 0
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**Listing of bylaw changes proposed:**

None

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

None

**Issues considered by the committee:**

Procedures for regular review of the special academic programs on campus.

Timeline for review of the special academic programs on campus.

Schedule for review of the special academic programs on campus.

X100 Designation for UCD Extension Sierra Institute courses

Proposed revisions to UCD Washington Center Program

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

**Committee's narrative:**

This committee is a part of the Undergraduate Council. The committee is charged to oversee all special undergraduate academic programs on the UC Davis campus and to advise faculty and the administration on the establishment and operation of newly initiated programs. The committee is also charged to review periodically all programmatic functions of the special academic programs, including but not limited to the publications of material defining/describing the program, the recruitment, orientation and advising of students in each program, guidance in the selection of mentors for such students, coordination of special activities, oversight of the general welfare of said students, and the effectiveness of the programs in meeting their stated educational objectives.

The development of the review process for special academic programs was the committee's priority for 2013-14.

As part of the site-visit stage of the accreditation process that the UC Davis campus underwent, the committee produced procedures for review of special academic programs, a timeline for the review process, and a review schedule that grouped the UC Davis special academic programs.

On June 13, 2014, program review notification letters were sent to those special academic programs designated as Group 1.

Special academic programs were defined by their capacity to give academic credit or an academic experience to UC Davis undergraduates, which programs are not under the direct supervision of undergraduate majors in academic departments, do not lead to a degree, and are not subject to review by another committee of the Davis Division of the Academic Senate. A special academic program's giving academic credit was distinguished from the program's providing a campus administrative service or function. The review process for special academic programs was distinguished from the process for ending/closing a program. A reasonable and systematized process of scrutiny was established.

The topics that the committee considered were: the devolution versus the evolution of a program's mission; the purpose of a special academic program; the object of a special academic program; the point at which a special academic program's budget needed to be looked at; the double-counting of academic credit; the student perspective of a special academic program; courses that were not giving academic credit several years ago; the degree of advising, particularly undergraduate advising, that a special academic program provided; and how special academic programs were being managed on the other UC campuses.

Other topics discussed were: UC Davis' organizing itself into institutes and centers and who was the authority to establish and dissolve these entities; the power of the Academic Senate to make a recommendation to dissolve; a special academic program existing by virtue of advertising; whether such a program is to be reviewed or set apart as not needing review; internships—where were they and how are they operating; and extra credit as a delimiter/classifier/criteria.

The questions that the committee considered asking as part of its review concerned: the program's administrative structure; how academic credit is being awarded; how much credit is being awarded and by what basis; how students gain access to the program; what the benefits are of being a Davis Honors Challenge student; are students being evaluated; how are students being evaluated; how time-to-degree is affected by student participation in special academic programs; and FTE and where it goes.

The committee also reviewed and commented on an X100 designation for the UC Davis University Extension's Sierra Institute courses, and the proposed revisions to the UC Davis Washington Center Program.

Respectfully submitted,

Jeffrey Williams, Chair

Raul Aranovich

Alessa Johns

Mark Rashid

Robert Taylor  
Laura Dubcovsky, Academic Federation Representative  
Bryan Rodman, Resource Analyst

## **Annual Report: Academic Year 2013-2014**

### **Davis Division: Academic Senate**

Total Meetings: 0	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: 5 (mathematics placement test; UC Online Course Writing 39A satisfaction of UC Davis ELWR; Davis Division Bylaw 121.D.2.b. change; Davis Division Regulation 521.C. and E. changes; )	Total of reviewed issues deferred from the previous year: None	Total requests to review issues deferred to the coming academic year: 5 (mathematics placement test; UC Online Course Writing 39A satisfaction of UC Davis ELWR; Davis Division Bylaw 121.D.2.b. change; Davis Division Regulation 521.C. and E. changes; )
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#### **List of bylaw changes proposed:**

DDB 121.D.2.b.

DDR 521.C.

DDR 521.E.

#### **List of committee policies established or revised:**

None.

#### **Issues considered by the committee:**

Department of Mathematics math placement examination

UC Online Course Writing 39A

UC Online course satisfying UC Davis ELWR

Online courses

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

None.

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

The committee is part of the Undergraduate Council. The charge of the committee is to monitor and conduct periodic reviews and evaluations of remedial education, to oversee the administration of the examination in Subject A and related remedial courses on the Davis campus, to oversee the use of placement examinations in mathematics, to be

responsible for implementation of University Academic Senate Regulation 761 on the Davis campus, and to monitor and conduct periodic reviews and evaluations of the English as a Second Language Program on the Davis campus.

The meetings and activities of the University Committee on Preparatory Education (UCOPE) focused on the UC Entry Level Writing Requirement (ELWR), the Analytical Writing Placement Exam (AWPE) Review, the selection of writing prompts, the issuance of a request for proposal (RFP) for a vendor to administer the AWPE, the financial stability of the AWPE, the validation of the AWPE, the capacity of UC campuses to deal with students—particularly international students—sorted to English as a Second Language (ESL) courses, the passing rate of such students sorted to such courses, oral language assessments, the University President's Community College Transfer to UC Initiative, English language support services for transfer students, the UC Systemwide Math Diagnostic Test, the standardization of the awarding of advanced placement (AP) credit across the UC system, the Innovative Learning Technology Initiative, the State of California Assembly Bill 1764, the Transferable Course Agreement Guidelines, the State of California Senate Bill 1200, the SAT changes, the budget concerns, and the future of Preparatory Education (PE) in the UC system.

Discussions of the foregoing topics are available via the minutes of the UCOPE's meetings, which minutes are located at the following site:

<http://senate.universityofcalifornia.edu/committees/ucope/>

There was only one substantive matter directed to the committee over the course of the 2013-14 academic year. The committee's handling of this matter is described below. Chair Biello, on behalf of the committee, requested a report on the Department of Mathematics' math placement test. Committee discussions and actions regarding these matters were conducted electronically, as were committee procedures, priorities and goals and the committee charge.

On March 31, 2014, the committee received a request for an official response to the following question: May currently enrolled UC Davis students use UC Online Course Writing 39A to satisfy the Entry Level Writing Requirement (ELWR)? After electronic presentation and discussion of references to Senate Regulation 636, Davis Division Regulation 521, the UC Online Course Writing 39A description, the UC Online Policies and Procedures for Cross-Campus Simultaneous Online Enrollment and the perspectives of Ross Frank, Chair of the University Committee on Preparatory Education, Carl Whithaus, Director and Professor – University Writing Program at UC Davis, and Dana Ferris, Professor and Associate Director for Lower-Division Writing in the University Writing Program at UC Davis, an electronic ballot was circulated to the Davis Division Academic Senate members appointed to the committee. The electronic ballot required the appointed members to vote in favor or against the question, in favor or against the summary of the committee's electronic discussion of UC Online 39A, and in favor or against the changes to Davis Division Regulation 521 and to Davis Division Bylaw 121 that would be required should the vote be that currently enrolled UC Davis students may use UC Online Course Writing 39A to satisfy the Entry Level Writing

Requirement (ELWR). Subsequent to the committee's vote, Chair Biello and the committee support analyst finalized a proposal that stated UC Online Course Writing 39A is an equivalent cross-campus course that satisfies the UC Entry Level Writing Requirement in general and the UC Davis Entry Level Writing Requirement in particular, and submitted the proposal for review and comment.

The committee is concerned about the equivalence of online courses to classroom courses. The committee supported monitoring the progress of students who used UC Online Course Writing 39A to satisfy UC Davis' ELWR. Though the committee recognized that online courses are still in their infancy, the committee felt that it must begin the process of their evaluation.

The committee's thoughts on the process of evaluation of online courses were to ask the Registrar to provide the committee with data, annually. The data would consist of aggregate GPAs for students and aggregate GPA in GE courses that require writing. The Registrar would distinguish four different categories of students depending on how they satisfied the ELWR. The four categories would be 1) those students took the AWPE; 2) those students who transferred an equivalent requirement from another UC campus; 3) those students who took the Workload 57 course (taken on the UC Davis campus, but administered by Sacramento City College); and 4) those students who took the UC Online Course Writing 39A. Also, realizing that Writing 39A may be the preferred route for international students, the committee thought that the foregoing data from the Registrar should be separated between ESL students and non-ESL students.

A formal request for the above described data to be presented annually to the PEC was not drafted. The committee thought this task was best left for the 2014-15 committee to pursue via the Academic Senate leadership.

The Department of Mathematics report on the math placement test stated that data from past math placement exams was recently analyzed to determine the effectiveness of the exam after the change to the online exam format. Students' final course grades were compared with their placement exam scores. However, only non-AP students were included in the analysis. The analysis shows that, although online test scores were higher than the proctored paper exam scores, the online exam is still a good predictor of how well a student will perform in class. Based on pass/fail rates, the current online format of the math placement exam seems to be performing as well as the proctored paper exam.

The committee did not consider the Department of Mathematics' report helpful because it did not provide any relevant information about how well the proctored paper exam did per the same metrics used for analyzing the online exam, because the report dealt with the placement exam for all classes and not the placement exam for the Math 12 course, and because the report did not provide a detailed context. The committee comments suggested that these issues be addressed over the course of the 2014-15 academic year.

The committee also suggested that the 2014-15 committee continue the discussion on the merits of online courses, the capacity of UC Davis to deal with students sorted to English as a Second Language (ESL) courses—particularly international students, and English language support services for international and transfer students.

Vice-Provost of Undergrad Education, Carolyn De La Pena, convened a meeting to discuss the status of Workload 57 (ELWR) and the status of UWP 21,22,23, which are the classes which prepare ESL students for Workload 57. Attending the meeting were representatives of the UWP, the ELWR Director, VP De La Pena, and the Workload 57 director from CSU Sacramento, as well as the chair of the UGC-PEC.

It was generally agreed that students must be offered multiple avenues for satisfying the ELWR - i.e. that Workload 57 is not sufficient. The utility of UC Online 39A was also discussed. Furthermore, there was much interest (especially from the UWP and UGC-PEC chair) in establishing UWP 24 as an alternate route for international ESL students who have come through the UWP 21, 22, 23 sequence, to satisfy ELWR.

The issue of ELWR must be carefully monitored by PEC in subsequent years - and the need for alternative routes to satisfy ELWR must be creatively considered.

Respectfully submitted,

Joseph Biello, Chair  
Janko Gravner  
Desiree Martin  
Robert Newcomb  
David Wittman  
Janet Lane, Academic Federation Representative  
Katherine Ispache, ASUCD Representative  
Bryan Rodman, Resource Analyst

# Annual Report: Academic Year 2013-14

## Davis Division: Academic Senate

### Committee on Undergraduate Instruction and Program Review

Total Meetings 16	Meeting frequency: As needed – Average about 2/month	Average hours of committee work each week: varies
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Total of Undergraduate Programs Reviewed: 25 plus 11 COE ABET reports for a total of 36 programs	Total deferred from the previous year: 0	Total deferred to the coming academic year: 2 – Chinese and Classic Civilization. UIPR will also complete interim review for Women & Gender Studies in 2014-15
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Listing of bylaw changes proposed: That Davis Division Bylaw 121(F) be amended to increase the membership to include the chair of the appropriate program review committee or executive committee of each undergraduate college on the Davis campus ex officio, two members from the College of Engineering, two members from the College of Agricultural and Environmental Sciences, two members from the College of Biological Sciences and three members from the College of Letters and Science, preferably one each from the Division of Humanities, Arts and Cultural Studies, from the Division of Mathematical and Physical Sciences, and the Division of Social Sciences as well as the Director of the Center for Excellence in Teaching and Learning ex officio, one GSA representative, one Academic Federation representative, and two ASUCD representatives.
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Listing of committee policies established or revised: Revision of program review process to expedite completion and add external reviewers
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Issues considered by the committee: <ul style="list-style-type: none"><li>• Inclusion of General Education requirements to the self-review template</li><li>• Coordination of outside accreditation reviews with UIPR reviews</li><li>• Revised timeline for review completion</li><li>• Inclusion of review teams for program reviews</li><li>• Review team member selection for Cluster 7 and Cluster 1</li><li>• Placement of new majors on Cluster Review Schedule (Marine &amp; Coastal Sciences and Mathematical Analytics and Operations Research)</li></ul>
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Recommended procedural or policy changes for the coming year: Inclusion of COE programs in UIPR reviews
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### **Committee's narrative:**

The undergraduate program review process was revised this year in order to streamline the process, include external reviewers, expedite completion of program reviews and increase accountability and response to findings. The self-review template has also been revised to include General Education (GE) assessment. This portion of the template will be completed by programs and submitted to UIPR in January along with the rest of the self-review. That GE portion of the template will then be given to the GE committee so they may complete assessment of GE in the programs. Revisions of the program review were presented to WASC and the WASC review team was pleased with the improvements to the process. Program reviews will now take one year to

complete whereas in the past they could take up to three years. With the new process programs will have fall quarter to complete the self-review, review team members will visit and evaluate programs in winter and early spring with UIPR completing and forwarding their reports to UGC by June.

Those reports will then be sent to the Provost, and meetings will be held with the Provost, deans and program chairs to determine how to address recommendations from UGC. The Provost's office will notify UGC of actions taken, and UGC will maintain a record for reference by the programs for the next review.

Budget & Institutional Analysis (BIA) is the office of record for the appendices (data) and is responsible for sending the data reports to the home departments in September with a courtesy copy to the Academic Senate office. In April the committee held a review kickoff meeting with BIA and Cluster 1 program representatives to discuss the program review process and identify what information would be provided to programs to assist them in completing reviews. Program representatives also had the opportunity to request any additional data they may require from BIA.

This year UIPR completed the Cluster 6 reviews under the previous process, but also reviewed most of the Cluster 7 programs which piloted the new process including outside reviewers. This resulted in UIPR reviewing 25 total programs. Along with the added number of programs to review, committee members were also required to attend several welcome dinners, breakfasts and exit meetings with the review team members for Cluster 7 totaling 39 additional meeting commitments. Due to the additional commitments, the committee requested and was granted a bylaw change to increase membership.

For the first time, the committee also reviewed the eleven College of Engineering (COE) ABET reports. COE programs have not undergone the campus UIPR review in the past due to their ABET accreditation. However since accredited programs in other colleges undergo UIPR review, it was felt that COE programs should undergo UIPR review as well. The UIPR committee found that information in the ABET reports did not include information requested in the UIPR reviews and discussed how to acquire that information in the future. Discussion is ongoing between UIPR and COE regarding how best to include those programs into the campus review practice; therefore UIPR did not forward these reports to UGC. It was determined that programs with outside accreditation (Clinical Nutrition, Food Science, Landscape Architecture) will not be required to have review team visits and evaluations but will complete the UIPR review.

For each program in Cluster 6, UIPR committee members reviewed the submitted following materials: the completed 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. Cluster 7 programs worked under the revised process, so UIPR based their reports on only the self-review and review team reports.

For each program, UIPR committee members prepared a report providing a summary of the program's strengths and weaknesses, and recommendations on areas of concern that need to be addressed. The reports were then posted for review by all members of the UIPR committee, finalized and approved, and then forwarded to Undergraduate Council (UGC).

Working October through June, the committee completed and submitted thirteen of the fourteen Cluster 6 reports to Undergraduate Council. (An expedited review of CAES Textiles and Clothing was conducted last year.)

CLAS:

- Comparative Literature
- English
- Film Studies
- Medieval & Early Modern Studies
- Religious Studies
- University Writing Program

- Asian American Studies (Interim Review)

□ CAES:

- Clinical Nutrition
- Fiber and Polymer Science
- Food Science
- Nutrition Science
- Viticulture & Enology

□ CBS:

- Biological Sciences

The UIPR committee also completed and submitted to UGC twelve of the fourteen Cluster 7 reports. Chinese and Classic Civilizations will be completed by UIPR fall quarter 2014. Cluster 7 reviews were the first to include review team visits and evaluations. (An expedited review of CBS Exercise Biology was conducted last year.)

□ CLAS:

- French
- German
- Italian
- Japanese
- Russian
- Spanish

□ CAES:

- Animal Biology
- Animal Science
- Animal Science & Management
- Entomology & Nematology
- Wildlife, Fish & Conservation Biology

□ CBS:

- Neurobiology, Physiology & Behavior

The revised process will be fully implemented next year for Cluster 1. Those programs will receive BIA data in September, complete self-reviews fall quarter and submit to UIPR by January 1. Review teams will commence visits in January. Women & Gender Studies has been asked to complete a full interim review in 2014-15, and this review will follow the same timeline as all other Cluster 1 programs.

The new major, Sustainable Environmental Design, was approved on January 30, 2014. UIPR determined placement in CAES Cluster 1, however being a new major, no data will be available to complete a review next year. Therefore, it will be reviewed for the first time in Cluster 4 (2017-18) to assure the program is adequately delivering a quality program and then return to the regular review cycle. The new Marine & Coastal Science major was approved in June, 2013 and will be placed in both CAES and CBS in Cluster 3.

Respectfully submitted,

Carl Whithaus, University Writing Program, UIPR Chair

Dipak Ghosal, Computer Science Engineering

William DeBello, Neurobiology, Physiology & Behavior

Edward Dickinson, History

Daniel Kliebenstein, Plant Sciences

Steve Wheeler, Human Ecology

Sandra Vella, AF Representative

Valerie Billing, GSA Representative

Christopher Thaiss, Ex-Officio, Director, Center for Excellence in Teaching & Learning

Debbie Stacionis, Academic Senate Analyst

## **COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES 2013-2014 ANNUAL REPORT**

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

The Committee first met on December 4, 2013 during the Fall Quarter to organize for the year. At this meeting, committee members reviewed the 2012-2013 Annual Report and the calendar for 2013-2014. They were also discussed committee expectations and workload. In addition, Committee members signed up to participate on the University Medallist Sub-Committee and volunteered to host a Bonnheim Scholar event.

For the 2014-2015 academic year, 74,953 students applied for undergraduate admission: 14,425 new transfers and 60,528 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 23, 2014 to discuss the reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2014-2015 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 (932); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (380) and eligible freshmen EOP applications (544). All applications were read twice, and scores were entered by mid-April, 2014.

A total of 1856 applications needed to be evaluated for the 2014-2015 scholarship award year. Because each application is to be reviewed by at least two Committee members, 3712 reads needed to be completed within a five week period. This year we had 20 members, not including the Chair. If all 20 members read equal amounts of applications, they would each need to review about 186 files; this equates to about 31 hours of work, given a 7 – 10 minute/file reading rate. Unfortunately, not all 20 members read their quota, leaving an undue burden on others. This cycle, all members were active; however, there were four members who only read less than 75 applications. Most members read over 100 applications while half of the members read over 186 applications or more this cycle. Of those, one read 385 and the other 394. More participation will be needed as application numbers increase.

The committee was comprised of members representing all of the colleges. Yet, we still only had very few representatives from the Colleges of Biological Sciences, Agricultural and Environmental Sciences, and Engineering on the Committee. CUSHP could use a more diverse make up in those areas, if possible.

The University Medalist Sub-Committee reviewed the nomination packets of and interviewed four finalists on April 23, 2014. The group decided upon, Ashley Coates, Aerospace Engineering and Mechanical Engineering major from the College of Engineering as the 2013-2014 University Medal recipient.

The Committee did not meet again 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, 2013-2014; these figures do not include the Regents or NCAA Scholarships.

Respectfully submitted,

Carlos F. Jackson, Chair  
Adewale N. Adebanwi  
Matt A. Bishop  
Scott Dawson  
Fidelis O. Eke  
Simona Ghetti  
Mark Halperin  
Ellen L. Hartigan O'Connor  
James E. Housefield  
Matthias Koeppe  
Bo Liu  
Kent E. Pinkerton  
Kurt Edward Rhode  
Naileshni S. Singh  
Teresa E. Steele  
Daniel A. Sumner  
Spyros I. Tseregounis  
Karen M. Vernau  
Qinglan Xia  
Huaijun Zhou

*Academic Federation Members*

Ma H. Aung  
Jeff A. Magnin

**COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES**  
**2013-2014 ANNUAL REPORT**

	CA&ES	CBS	ENG	L&S	TOTAL
<b><u>2013-2014 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>GENDER</u></b>					
Female	2918	4397	1339	8615	17269
Male	1268	2285	3335	5866	12754
Not indicated	0	3	8	9	20
Total	4186	6685	4682	14490	30043
<b><u>2014-2015 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>GENDER</u></b>					
Female	2952	4503	1674	9158	18287
Male	1265	2461	3652	6305	13683
Not indicated	1	1	1	6	9
Total	4218	6965	5327	15469	31979
<b><u>2013-2014 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>ETHNICITY</u></b>					
Latin American	209	265	160	597	1231
Mexican American	597	811	416	1605	3429
African American	118	214	75	406	813
Native American	58	60	26	99	243
All Others	3204	5335	4005	11783	24327
Total	4186	6685	4682	14490	30043
<b><u>2014-2015 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>ETHNICITY</u></b>					
Latin American	231	299	202	633	1365
Mexican American	629	957	496	1803	3885
African American	117	207	107	458	889
Native American	51	40	32	141	264
All Others	3190	5462	4490	12434	25576
Total	4218	6965	5327	15469	31979
<b><u>2013-2014 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>STUDENT STATUS</u></b>					
Entering Freshmen	3092	5818	4101	9981	22992
Transfer	916	682	485	4244	6327
Continuing	178	185	96	265	724
Total	4186	6685	4682	14490	30043
<b><u>2014-2015 SCHOLARSHIP ELIGIBLE APPLICANTS</u></b>					
<b><u>STUDENT STATUS</u></b>					
Entering Freshmen	3088	6034	4663	10687	24472
Transfer	892	751	562	4464	6669
Continuing	238	180	102	318	838
Total	4218	6965	5327	15469	31979

\* Totals may represent multiple awards to individual student recipients

\*\* Number of scholarship eligible students, from 2013-2014 annual report

**COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES**  
**2013-2014 ANNUAL REPORT**

<b><u>2013-2014 SCHOLARSHIP RECIPIENTS</u></b>					
<b><u>GENDER</u></b>					
Female	667	165	77	260	1169
Male	234	88	140	139	601
Not indicated	0	1	0	0	1
Total	901	254	217	399	1771
<b><u>2013-2014 SCHOLARSHIP RECIPIENTS</u></b>					
<b><u>STUDENT STATUS</u></b>					
Entering Freshmen	367	103	83	85	638
Transfer	229	43	46	135	453
Continuing	305	108	88	179	680
Total	901	254	217	399	1771
<b><u>NEED-BASED ACCEPTED &amp; PAID*</u> <i>(Students must show financial need)</i></b>					
No. of Awards	149	148	104	192	593
Award \$	\$279,603	\$302,732	\$168,992	\$446,537	\$1,197,864
<b><u>NON-NEED BASED ACCEPTED &amp; PAID* <i>(Financial need not required)</i></u></b>					
No. of Awards	752	101	109	207	1169
Award \$	\$1,478,124	\$130,013	\$141,320	\$411,783	\$2,161,240
<b><u>AWARD TOTALS PAID*</u></b>					
No. of Awards Accepted	901	249	213	399	1762
Award \$	\$1,757,727	\$432,745	\$310,312	\$858,320	\$3,359,104
<b><u>ELIGIBLE APPLICANTS</u></b>					
<b><u>FALL 2013**</u></b>	4,186	6,685	4,682	14,490	30,043
<b><u>TOTAL \$ PER CAPITA</u></b>	\$419.91	\$64.73	\$66.28	\$59.24	\$111.81

\* Totals may represent multiple awards to individual student recipients

\*\* Number of scholarship eligible students, from 2013-2014 annual report

## PROPOSED REVISION OF DAVIS DIVISION BYLAW 80

### Graduate Council

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the Graduate Council and the Executive Council

The proposed revision would address conflict of interest issues regarding the recent change in administrative structure regarding graduate education.

#### Rationale.

The Provost recently created the position of Vice Provost-Graduate Education and appointed the Dean of Graduate Studies to hold this as a second title. Under the current divisional bylaws, the Graduate Dean or his representative takes part in every stage of the review process in which Graduate Council or any of its subcommittees is involved. The Dean also chooses the outside reviewer. Now, under the Vice Provost title, the same person will proffer the administration's response to program review recommendations. This means that under current divisional bylaws, the Graduate Dean/Vice-Provost will participate in every step of review of graduate programs and then judge the review response on behalf of the administration. Given these concerns regarding the program review process, Graduate Council requested bylaw revisions to allow program review to proceed independently of the Graduate Dean/Vice-Provost until the stage at which a response needs to be provided. The current proposed revision removes the Dean or the Dean's representative from the Program Review subcommittee and the Program Review Closure subcommittee, and provides that the Dean and representatives recuse themselves in Graduate Council when deliberations of the program reviews occur.

Proposed Revision: Davis Division Bylaw 80 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

#### 80. Graduate Council

- A. This council shall consist of twelve Senate members (including a chair, a vice chair, and the Dean of Graduate Studies non-voting *ex officio*), four graduate student representatives (the Graduate Student Assistant to the Dean and Chancellor selected by Graduate Studies, the Graduate Student Association Chair, the GSA Vice Chair, a fourth graduate student selected by GSA) two postdoctoral scholar representatives (the Postdoctoral Scholar Association Chair and another postdoctoral scholar selected by the PSA) and two representatives appointed by the Davis Academic Federation. The Dean of Graduate Studies shall not be chair or vice chair. A chair and vice-chair of this council shall be named by the Committee on Committees. Any member from the Davis Division on the Coordinating Committee on Graduate Affairs who is not a regular member of the Graduate Council shall be an additional *ex officio* member of this council. The council shall be organized into subcommittees to facilitate the conduct of its business. Subcommittees of the Graduate Council shall be appointed by the Chair and shall serve from the first day of September each year. ~~Deans of~~

~~Graduate Studies may be appointed to subcommittees but shall not serve as chair of any subcommittee.~~ The Chair of the Graduate Council shall appoint additional Academic Senate members to the subcommittees as deemed necessary. (Am. 6/7/1983, 9/1/2011)

- 1. Neither the Vice Provost of Graduate Education/Dean of Graduate Studies nor any representative from that office shall serve on the Graduate Council Program Review Committee (PRC) or the Graduate Council Program Review Closure Committee (PRCC). They may attend individual meetings only by explicit invitation of the PRC or PRCC.**
- 2. The Vice Provost of Graduate Education/Dean of Graduate Studies as well as all representatives from that office shall recuse themselves from that portion of any Graduate Council meeting that concerns program reviews, and shall not attend that portion of such meetings nor participate in Graduate Council discussions pertaining to reviews of graduate programs or groups unless invited to do so by the Chair of Graduate Council.**
- 3. Deans of Graduate Studies may be appointed to any of the remaining subcommittees but shall not serve as chair of any subcommittee.**

B. It shall be the duty of the Graduate Council with respect to the Davis campus:

1. To grant certificates of admission to qualified applicants for graduate status; to admit qualified students to candidacy for degrees to be conferred on graduate students; to appoint committees in charge of candidates' studies, who shall certify for every candidate before recommendation for a higher degree that the candidate has fulfilled the requirements of the University pertaining to that degree. (Am. 11/25/96)
2. To make final reports to the Executive Council concerning the conferring of graduate degrees.
3. To advise the Chief Campus Officer concerning relations with educational and research foundations.
4. To regulate the conduct of graduate work of the Division with a view to the promotion of research and learning. (Am. 10/22/2002)
5. To supervise the conduct of public and other examinations for higher degrees.
6. To make recommendations to the Representative Assembly and to the statewide Coordinating Committee on Graduate Affairs concerning the establishment of new graduate degrees.
7. To report and to make recommendations to the Representative Assembly on matters pertaining to graduate work.

8. To coordinate the procedures of the various departments and schools on the campus insofar as they relate to the conferring of degrees higher than the Bachelor's degree.
9. To recommend and supervise all new, changed, or deleted graduate courses of instruction in the Division. In discharging this responsibility, the Graduate Council presents its recommendations to and shall maintain liaison with the Committee on Courses of Instruction.
10. Consistent with the rights of the Faculties under the Standing Orders of the Regents (105.2.b), to determine for the Division and to make recommendations to the statewide Coordinating Committee on Graduate Affairs concerning the initiation of new programs by departments and graduate groups and to approve or decline to approve changes in established programs leading to existing graduate degrees, including, but not restricted to, the transfer, consolidation, disestablishment and discontinuation of existing graduate programs. (Am. 11/1/2005, 9/1/2011)
11. To set policies and standards for admission to full- and part-time graduate status. (Am. 10/19/1971)
12. To make rules governing the form of presentation and the disposition of dissertations. (Am. 12/15/1967)
13. To recommend the award of fellowships and graduate scholarships, including honorary travel fellowships, according to the terms of the various foundations. (Am. 12/15/1967)
14. To set policies and standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships. (Am. 12/15/1967)
15. To limit at its discretion the study lists of students who are employed.
16. To set policies and standards for appointment of postdoctoral scholars or their academic equivalent and for their enrollment by the Graduate Division. (Am. 12/15/1967)
17. To conduct regular reviews of current graduate programs for their quality and appropriateness. (Am. 11/25/1996)
18. To establish policy on and exercise authority on academic disqualifications and/or dismissals as well as over all graduate academic transcript notations. (En. 12/15/1967)
19. To recommend the award of the Outstanding Graduate Student Teaching Award, according to the terms of the Academic Senate.

20. To approve and review, or make recommendations to the Coordinating Committee on Graduate affairs where required, all post-baccalaureate certificate programs not offered solely through University Extension. (En. 9/1/2012)
- C. The annual report of the Graduate Council will be presented at the first regular meeting of the Representative Assembly in the fall term. (En. 6/4/85)
- D. At its discretion and consistent with Senate Bylaws 20 and 330(C), the Graduate Council may delegate to the Dean of Graduate Studies administrative decisions related to the academic regulations and policies of the Graduate Council. The Dean of Graduate Studies will report on and Graduate Council will review these delegated decisions annually. (En. 2/28/05 & eff. 2/28/05)

# **BYLAWS OF THE BETTY IRENE MOORE SCHOOL OF NURSING UNIVERSITY OF CALIFORNIA, DAVIS**

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Betty Irene Moore School of Nursing, University of California, Davis (hereafter, the School)

## **ARTICLE II. FUNCTION**

The Faculty of the School shall form and conduct the governance of the School subject to the Bylaws and Regulations of the Academic Senate of the University of California and of the Davis Division.

## **ARTICLE III. MEMBERS**

### **1. Faculty**

The Faculty of the School shall consist of:

- a. The President of the University of California;
- b. The Chancellor of UC Davis;
- c. The Dean of Graduate Studies of UC Davis;
- d. The Dean of the School of Nursing (hereafter, the Dean);
- e. All members of the Academic Senate who are appointed in the School of Nursing;
- f. As representatives, all faculty members of the School in all other series.

## **ARTICLE IV. OFFICERS**

### **1. Chair**

The Chair of the Executive Committee is the Chair of the Faculty and shall be elected by the Faculty at large by electronic ballot. Prior to the last week of April, the Secretary of the Faculty will solicit nominations by electronic mail from all voting members of the faculty. No nominations will be accepted after May 10. A ballot will be prepared by the Secretary listing all nominees and distributed to voting members by e-mail. Electronic ballots shall be returned within 10 working days to be valid. In the event of no nominee

gaining a majority of votes, election shall be determined by a runoff election between the 2 persons receiving the largest number of votes. He or she shall take office on September 1 and serve for two years, and may serve no more than two consecutive terms. The Chair of the Faculty shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the School, and have such other additional duties as the Faculty shall direct. The Chair is authorized to refer directly to the appropriate committee of the Faculty any and all questions placed in his or her hands for presentation to the Faculty.

## 2. Secretary

The Secretary of the Faculty each year shall be appointed annually by the Executive Committee of the School from among the members of the Executive Committee and serve as Secretary for a one-year term. The duties of the Secretary shall include, but not be limited to, the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty.

## 3. Replacements

If the Chair is unable to complete his or her term of office, the Secretary will become Chair for the remainder of the year and the Faculty shall elect a new Chair the following May, in accordance with the process outlined in IV. 1. above.

# ARTICLE V. MEETINGS

## 1. Regular Meeting

The Faculty shall meet at least once each year, in October.

## 2. Special Meeting

The Faculty may meet at such other times as called by the Chair. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten instructional days of receipt of the request. If the Chair and Secretary are both unavailable, the immediate Past Chair of the Faculty of the School is empowered to call special meetings of the Faculty and to serve as Chair pro tempore.

## 3. Attendance and quorum

It is generally expected that all voting Faculty shall attend faculty meetings. Only members of the Academic Senate are voting faculty. Only members of the faculty may

be present at Faculty meetings during consideration of matters determined to be strictly confidential by the Chair. Guests, including students, may be present at other times by the invitation of the Chair. Upon objection, a majority vote is required to allow a guest to be present. A quorum shall consist of twenty percent of the Faculty eligible to vote and in residence. Voting members who are on leave or on sabbatical are not included in the quorum count, but they are eligible to vote. Voting may be accomplished electronically.

#### 4. Meeting Agenda

At least five instructional days before a Faculty meeting, other than a special meeting, the Chair shall give the Faculty and others entitled to attend copies of the agenda and of committee reports and like documents to be discussed at the meeting. The agenda shall consist of the following items in this order: minutes of the last meeting, reports of officers, committee reports, unfinished business, and new business. Additional items will be placed on the agenda upon the written request of three Faculty members eligible to vote, and the revised agenda shall be distributed no less than two instructional days before the meeting. Agendas for special meetings, as provided by the faculty members calling the meeting, shall be distributed to the Faculty as soon as practicable, preferably at least two instructional days before the meeting.

#### 5. Voting

- a. All actions and/or decisions regarding substantive issues, except items addressed in section 6 below (Amendment of Bylaws and Policies and Procedures), shall be determined by an electronic ballot of the Faculty, with a majority required for approval.
- b. On those occasions when the Faculty vote on any matter for the Academic Senate or advising in the name of the Academic Senate, votes of Academic Senate will be counted separately and will be transmitted, together with the overall approval or disapproval of issues by the non-Senate members of the Faculty. The vote tallies will be communicated back to all Faculty.
- c. A majority vote means more than half of the votes cast by the voting Faculty. An abstention is not a vote cast.
- d. Ordinarily, votes shall be cast by voice or show of hands, but any Faculty member eligible to vote may require that a vote on a matter be taken by secret ballot. As cited in V.5. above, actions regarding substantive issues shall be determined by a ballot of the Faculty.

- e. A motion to submit a measure to electronic ballot has precedence over a motion to vote in a meeting.
- f. A member may provide another member with a written proxy for a particular meeting or agenda item.

6. Amendment of Bylaws and Policies and Procedures

- a. These Bylaws may be added to, amended or replaced by a two-thirds majority vote of all the voting members of the Faculty, with the vote taken by electronic ballot. No change shall be made in the Bylaws that are inconsistent with the Code of the Academic Senate.
- b. Policies and procedures related to senate faculty personnel matters governed by the School of Nursing may be added to, amended, or repealed by a two-thirds majority vote of all the voting Academic Senate members of the Faculty, as prescribed in ASB 55, with the vote taken by electronic ballot. No change shall be made in the policies and procedures that are inconsistent with the Code of the Academic Senate.

7. Procedure

- a. Questions of procedure that are not governed by the Bylaws shall be resolved by "Robert's Rules of Order."
- b. The procedural rules of the Faculty governing meetings may be suspended by vote of the Faculty, provided that not more than two voting members present object to such suspension.

## ARTICLE VI. COMMITTEES AND ADVISORS

Members of standing committees shall take office on September 1, or on the date of appointment, and shall serve through August 31.

1. Executive Committee

- a. The Executive Committee shall consist of three elected members (in addition to the Chair) from the Academic Senate who do not hold an appointment of dean; the Chair of the Faculty; the Dean of the School, *ex officio* non-voting; the Associate Dean for Research, *ex officio* non-voting; the Associate Dean for Academics, *ex officio* non-voting; and one member elected by the faculty in series other than an Academic Senate series (non-voting)
- b. The election shall be by electronic ballot administered each spring by the current Chair with ties broken by lot. A ballot shall be prepared by the Chair listing all

Academic Senate nominees who agree to run and stating the number of vacancies, and distributed to all voting members of the faculty. Ballots shall be returned electronically within 10 business days to be valid. Each voting member of the Faculty is entitled to vote for up to as many candidates as the number of vacancies. The candidates with the highest number of votes shall be elected, subject to the requirement in VI (1)(d) below. On a separate ballot, Federation faculty may vote for the non-voting faculty representative from a series other than the Academic Senate series. Each elected member shall serve a two-year term in total, and may serve two consecutive terms.

- c. The terms of the elected Academic Senate members and the Academic Federation member shall be staggered. To accomplish staggering, all four members will be elected at a first election, after the Chair is elected. The Chair will have a two year term and two of the remaining members will, by lot, fill a one-year term and the others a two year term. Elected members other than the Chair who are unable to complete their term will be replaced by a vote of the remaining elected members.
- d. Every reasonable effort shall be made to include one nurse among the elected Academic Senate members.
- e. The Executive Committee shall meet as necessary, but at least once per year in advance of each faculty meeting.
- f. The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- g. At least three of the voting members shall constitute a quorum for the transaction of business by the Executive Committee.
- h. The Executive Committee shall submit to the Faculty each year, at the regular meeting in October, nominations for the members and chairs of all standing committees of the Faculty, if any. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election for the respective committees shall be by electronic ballot. The Executive Committee shall appoint members to fill any vacancies occurring during the year.
- i. The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty.
- j. The Executive Committee shall consider administrative matters referred to it by the Dean through the Chair.
- k. The Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten instructional days. These minutes shall clearly

describe all actions taken by the Executive Committee, and may be distributed electronically.

- I. In the event of a tie vote on matters requiring a vote of the Executive Committee, the decision shall rest with the Chair or Acting Chair.
- m. Any member of the faculty can attend the Executive Committee meeting and have the privilege of the floor.
- n. In situations requiring emergency action by the Executive Committee, it may issue statements and take actions in its own name as required. However it must inform the faculty by mail of its actions, and have its actions confirmed, rejected or changed at the next regular or special meeting of the faculty.



Approved by the Faculty of the Betty Irene Moore School of Nursing

Date

8/15/2014

Reviewed by the Committee of Elections, Rules and Jurisdiction

Date

Approved by the UC Davis Representative Assembly

Date

**School of Medicine Bylaw and Regulation Revisions  
November 6, 2014 Representative Assembly Meeting**

**1. COMMITTEE ON EDUCATION POLICY MEMBERSHIP AND AUTHORITY**

SUBMITTED BY: Committee on Education Policy (CEP)

REVIEWED: Faculty Executive Committee (FEC) and Faculty-at-Large

PRESENTED: General Faculty Meeting on May 28, 2014

REVIEWED: Committee on Elections, Rules and Jurisdiction on June 11, 2014

**2. REGULATION 70(E) (2): RECLASSIFYING DOCTORING 1 AND 2 AS 'CLINICAL' COURSES**

SUBMITTED BY: Committee on Student Promotions (CSP)

REVIEWED: Faculty Executive Committee (FEC) and Faculty-at-Large

PRESENTED: General Faculty Meeting on May 28, 2014

REVIEWED: Committee on Elections, Rules and Jurisdiction on June 11, 2014

## **PROPOSED BYLAWS CHANGES**

**DATE:** June 4, 2014

**SUBMITTED BY:** Committee on Education Policy (CEP)

**REVIEWED:** Faculty Executive Committee (FEC) and Faculty-at-Large

**PRESENTED:** General Faculty Meeting on May 28, 2014

**BALLOT DATE:** TBD

### **PROPOSAL #3: COMMITTEE ON EDUCATION POLICY MEMBERSHIP AND AUTHORITY**

#### **RATIONALE**

Last November, the faculty approved two changes to the Bylaws: 1) the Committee on Education Policy (CEP) could propose changes to the medical curriculum to the Faculty Executive Committee (FEC) for approval instead of to the faculty-at-large, and 2) CEP itself would be composed of the Instructor of Records (IORs) of the required medical school courses instead of a group of interested volunteers. The rationales for these changes were that the Liaison Committee on Medical Education (LCME) seemed to want a more powerful CEP that could change the curriculum without a faculty vote, and if CEP was to be so powerful it should be composed of a broad range of actively teaching clinicians and basic scientists to assure adequate feedback and buy-in to curriculum changes. The new CEP composed of IORs is scheduled to go into effect during the 2014-2015 academic year.

The current CEP chair has proposed changing the composition of CEP and its subcommittees before the committee approved last November would take over on July 1, 2014. This is primarily an effort to make a committee less cumbersome (a committee of IORs would have over 30 members) and to assure that non-IORs would continue to be on the committee itself, and not just on its subcommittees. In discussion with the FEC, the language of the proposed changes was altered to assure that the subcommittee chairs were on CEP, that IORs and others with an interest in medical education would be eligible for membership, and that the CEP chair would be a member of the Senate. After consultation with the faculty-at-large, additional changes were made to this proposal that assure that the committee will have broad representation, and that the chairs of the subcommittees will be approved by the Committee on Committees (a.k.a. the FEC) after nomination by the CEP chair. If approved, this version of CEP, and not the version approved by the faculty last November, would go into effect during the 2014-2015 academic year.

This vote is unprecedented: we are asking you to consider overturning part of a bylaw change that was approved last year before the results of that vote can go into effect. However, the chair of CEP has made a compelling case for the faculty to reconsider its decision, and the timing of the LCME accreditation visit in January played a significant role in how this scenario has played out. If this proposed change fails to pass a faculty vote, the CEP approved by the faculty last November will be seated on July 1, 2014. That CEP will be tasked by the FEC to work diligently to remain in compliance with LCME accreditation standard FA-13, which requires that mechanisms are in place “for direct faculty involvement in decisions related to the program” by including non-IOR faculty with expertise in medical education on its key subcommittees.

#### **PROPOSED REVISIONS:** Deletions are indicated by ~~strikeout~~ and additions are underlined.

##### **4.224 Committee on Educational Policy**

###### **4.2241 Membership**

4.22411 The Committee shall consist of at least twelve faculty members who are current or past Instructors of Record of required courses at the School of Medicine or who have demonstrated expertise in the School of Medicine curriculum. The membership should represent a broad spectrum of educational expertise, and should be composed of at least four representatives of basic science courses, and at least four representatives of clinical courses. At least one member shall also be a member of the Faculty Executive Committee, the Instructor of Record (or a co-Instructor of Record) from each of the courses and clerkships required for the Degree of Doctor of Medicine, and the Chair of the Fourth Year Oversight Subcommittee. Instructors of Record with Dean level appointments are to serve without vote. (Am. 12/31/94, 3/20/98, 6/22/01, 11/19/10, 11/16/13)

4.22412 One or two Dean-level administrative officers whose portfolios include medical education and the curriculum, to serve *ex officio* and without vote. (Am. 1/19/79, 12/31/94, 11/30/07)

4.22413 One medical student representative and one alternate from each class, selected by that class and appointed by the Committee on Committees, to serve without vote. (Am. 12/14/76, 11/5/85, 12/31/94, 3/20/98, 11/19/10)

4.22414 Faculty membership on the Committee and its Subcommittees normally shall be for a term of three years. The Chair of the Committee shall be a member of the Academic Senate and will be selected annually from the voting membership of the Committee by the Committee on Committees in consultation with Dean-level administrative officer whose portfolio includes medical education and the curriculum for a term of three years. The Chair of the Committee shall serve on all Subcommittees of the Committee. The Chairs of the Subcommittees and the members of the Subcommittees shall be nominated by the Chair of the Committee for approval by the Committee on Committees. The performance of the Chair will be reviewed annually by the Faculty Executive Committee and the performance of the Chairs of the Subcommittees will be reviewed annually by the Chair of the Committee. (Am. 12/31/94, 11/16/13)

4.22415 The Fourth Year Oversight Subcommittee of the Committee shall be composed of at least three five Instructors of Record or faculty members with expertise in the third and fourth year curriculum, department representatives of clinical clerkships. Faculty members of the Subcommittee shall be appointed by the Chair of the Committee for a term of three years. The Chair of the Subcommittee shall be selected from the membership of the Committee as described in Section 4.22414. One faculty member who serves on the Committee on Student Promotions shall be appointed by the Chair of the Committee on Student Promotions to serve on the Subcommittee. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee *ex officio* and without vote. The Chair of the Subcommittee shall be nominated annually by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09, 2/17/13, 11/16/13)

4.22416 The Level Two Course Evaluation Subcommittee will be composed of at least four faculty members familiar with the curriculum, at least one each from Basic Science and Clinical Science courses. The Chair of the Subcommittee shall be selected from the membership of the Committee as described in Section 4.22414. The Subcommittee shall include at least one medical student representative from each medical school class, if feasible. The Chair of the Subcommittee shall be member of the Committee, and shall be nominated annually by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09, 11/16/13)

4.22417 The Block Council shall be composed of at least one an Instructor of Record representing from each curricular block from of the first three two curricular years, the Chair of the Fourth Year Oversight Committee, and at least one Instructor of Record representing the Doctroring curriculum, and one representing the required clerkships. In addition, the Chair of the Level Two Course Evaluation Subcommittee shall serve on the Block Council. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee as *ex officio* and without vote. The Chair of the Block Council shall be selected from the a membership of the Committee, as described in Section 4.22414, and shall be nominated annually by the Chair of the Committee for approval by the Committee on Committees. (Am. 2/23/09, 11/16/13)

4.22418 The Curriculum Review Subcommittee shall be composed of at least two members of the Committee, one member of the Fourth Year Oversight Subcommittee, and at least one Instructor of Record from each of the first three curricular years. A Dean-level administrative officer whose portfolio includes medical education shall serve *ex officio* and without vote. A faculty representative of the School of Nursing and an extramural faculty member with expertise in medical education shall serve in an advisory capacity and without vote. In addition, the Subcommittee shall include two medical student representatives selected by the Chair. ~~Faculty members of the Subcommittee shall be appointed by the Chair of the Committee~~ The Chair of the Subcommittee shall be selected from the~~a~~ membership of the Committee as described in Section 4.22414~~, and shall be nominated annually by the Chair for approval by the Committee on Committees~~. (En. 6/15/13; Am. 11/16/13)

4.2242 Duties and Responsibilities

4.22421 To define and implement, with the consent of the Faculty Executive Committee acting on behalf of the Faculty of the School of Medicine ~~Senate~~and pursuant to 4.22425, the goals, objectives, and structure of the curriculum including the competencies, attitudes, skills, and knowledge expected of each student to ensure compliance with external licensing bodies. (En. 3/20/98)

4.22422 To oversee curricula and evaluate course content on the basis of definitions derived per 4.22421, to identify areas of deficiency and redundancy in the curriculum, and to work with instructors to correct these where appropriate. (Am. 12/31/94, 3/20/98)

4.22423 To assign, with the consent of the departments involved, the responsibility for teaching of curricular areas. (En. 3/20/98)

4.22424 To assess teaching and student evaluation methods and to establish teaching and student evaluation guidelines for instructors. (En. 3/20/98)

4.22425 To prepare for the vote of the Faculty Executive Committee proposals for major changes in the curriculum or course structure involving a change of more than one credit unit of a required course or change of the year a required course is offered, or the addition of a new required course. (En. 3/20/98, 11/16/13)

4.22426 To report to the Faculty Executive Committee unresolved problems in the teaching of the curriculum. (En. 3/20/98)

4.22427 To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the Faculty Executive Committee. (Am. 12/31/94)

4.22428 To recommend to appropriate faculty criteria for the evaluation and promotion of students. (Am. 12/14/76, 3/20/98)

4.22429 To recommend to appropriate faculty criteria for student evaluation of faculty teaching performance. (Am. 12/14/76, 12/31/94, 3/20/98)

4.22430 The Fourth Year Oversight Subcommittee is responsible for the fourth year curriculum including approval of fourth year ~~curriculum~~ programs submitted by students and their advisors, evaluation of fourth year courses and making recommendations for changes to the Committee in fourth year requirements. (Am. 2/23/09)

4.22431 The Level Two Course Evaluation Subcommittee is an advisory subcommittee responsible for periodic, in-depth evaluation of required courses and clerkships. (Am. 2/23/09)

4.22432 The Block Council is an advisory subcommittee responsible for vertical and horizontal integration of the curriculum ~~for the first three years~~. (Am. 2/23/09)

4.22433 The Curriculum Review Subcommittee is an advisory subcommittee responsible for a comprehensive review of the curriculum for the medical degree every two years to evaluate the coherence, coordination and effectiveness of the curriculum. (En. 6/15/13)

## **PROPOSED BYLAWS CHANGES**

**DATE:** MAY 21, 2014

**SUBMITTED BY:** Committee on Student Promotions (CSP)

**REVIEWED:** Faculty Executive Committee (FEC) and Faculty-at-Large

**PRESENTED:** General Faculty Meeting on May 28, 2014

**BALLOT DATE:** TBA

### **PROPOSAL #1: REGULATION 70(E) (2): RECLASSIFYING DOCTORING 1 AND 2 AS 'CLINICAL' COURSES**

#### **RATIONALE**

The Committee on Student Promotions (CSP) feels that due to their significant clinical component, even though Doctoring 1 and 2 are 'situated' in years 1 and 2 respectively, the remediation process for both should be similar to what is followed in the clerkship years in that:

- a) IORs should be able to assign students either a Y mark or an F grade directly (based on whether they fail one or all of the graded components of the course) and
- b) all students who get a Y or F in Doctoring 1 or 2, should come to CSP so that a tailored remediation plan can be designed for them, based on their specific needs as opposed to having them do an 'automatic' re-take of a written exam (since their deficiency may not necessarily be related to fund of knowledge and may be a reflection of poor clinical reasoning, professionalism or communication skills, that would need a different remediation and assessment method)(the default here would be coming to CSP)

### **PROPOSAL #2: REGULATION 70(E) (3): REMEDIATION PLAN FOR Y GRADE**

#### **RATIONALE**

Allowing CSP, in conjunction with the course IORs, to develop a remediation plan for a student getting a Y in a preclinical course that does not necessarily involve an automatic exam re-take within 30 days (the default would still be the automatic re-take)

While many students who get a Y mark are able to successfully remediate their deficiency with a retake of the exam within 30 days (our current bylaw), this is not appropriate for all students, especially those who have had a pattern of academic difficulties in the past and/or those who have failed multiple courses. The new bylaw proposal will allow CSP to make a determination, using IOR input and also by reviewing the students prior academic history, as to whether an automatic re-take would be appropriate or not, and if not, to then develop an alternative remediation plan that will have a higher likelihood of success.

Both of these proposals were sent out to the Pre-Clerkship IORs and received overwhelming support. CSP voted on and unanimously endorsed these.

#### **PROPOSED REVISIONS: Deletions are indicated by ~~strikeout~~ and additions are underlined.**

##### 70. Grades and Grading.

- (A) The Instructor of Record of each course shall on or before the first day of instruction have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, dependability, communication and English language skills, as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98, Am. 3/26/07, 6/19/09)
- (B) The work of all students in any of the required courses in the "Pre-Clerkship Curriculum" for the M.D. degree shall be reported only in terms of two grades, P (Pass) or F (Failure), or as one of three provisional marks: I (incomplete but work of passing quality), Y (provisional, work of non-passing quality), and IP (in progress). For the "Required Clerkship Curriculum/Additional Courses" the work shall be reported in three grades, H (Honors), P, or F, or as one of three

provisional marks: I, Y, and IP. (Am. 12/2/88, 1/7/92, 12/31/94, 6/14/99, 11/20/00, 3/26/07, 2/20/08)

(C) The provisional mark of Incomplete (I) shall be assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Instructor of Record. The student is entitled to replace the I by a P grade and to receive unit credit provided he/she satisfactorily completes the work of the course in a way specified by the Instructor of Record. If course requirements have not been completed within the time limit specified by the Committee on Student Promotions, the Instructor of Record will submit an F grade. (Am. 7/1/83, 12/31/94, 3/26/07, 02/20/08, 2/17/13)

(D) The numerical scores for courses in the "Pre-Clerkship Curriculum", which use quantitative measures of performance, will be retained by the Office of Medical Education for at least as long as a student remains in medical school. This information is for advising purposes, remediation plans, awards and honors, or for IRB-approved educational research purposes, and will not be recorded in official transcripts. (En. 11/20/00, Am. 3/26/07)

(E) The Y is a provisional mark that will be assigned to allow a student the opportunity to remediate a deficiency and improve a failing grade. A P grade will be awarded with remediation of the Y. Failure to remediate the Y will result in an F grade. Failing the remediation of an F grade will result in a 2nd F grade. (Am. 7/1/83, 12/31/94, 3/20/98, 6/14/99, 11/20/00, 3/26/07, 2/20/08, 2/17/13)

- (1) Each student during the course of their School of Medicine training may be assigned the Y and given the opportunity to remediate this provisional mark for a maximum total of three courses. After three Ys are accumulated, further non-passing performance according to course criteria must be assigned the F grade. Students who fail a Credit by Examination are not eligible to receive a Y mark (see 76(D) (c)). (Am. 6/27/03, 3/26/07, 2/20/08, 2/17/13)
- (2) For courses in the "Pre-Clerkship Curriculum", with the exception of Doctoring 1 and 2, a student will be assigned a Y if they otherwise would have received an F grade following the completion of all required examinations. Unless otherwise specified by CSP, this student is to be given the opportunity for must take a reexamination within 30 days after grades are available to the student and the Instructor of Record must assign the final grade within 45 days of the original grade. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on some aggregate of all examinations as specified by the Instructor of Record at the beginning of the course. Failure of the student to follow the above directions will result in an F grade If the student decides not to take the reexamination, the Instructor of Record must submit an F grade. (Am. 6/27/02, 3/26/07, 2/20/08, 2/17/13)
- (3) For "Required Clerkship Curriculum" and the Doctoring 1, 2 and 3 courses, the student is to be assigned a Y mark if: a) he/she fails at least one graded component of the course, but not all; b) he/she fails to successfully complete at least one required element of the clerkship, but not all; or c) he/she receives a composite numeric score less than the passing threshold prescribed by the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student fails all graded components of the clerkship. Receipt of an F grade for failing all graded components of a clerkship means the student is required to repeat the clerkship in its entirety. (Am. 12/31/94, 3/20/98, 6/14/99, 11/20/00, 6/27/03, 3/26/07, 2/20/08, 2/17/13)
- (4) For "Additional Courses" (4th year electives), a Y mark is to be assigned if there is an academic deficiency in part but not all components of the course and an F grade is to be assigned when the student fails all components of the course. (En. 2/17/13)
- (5) When a student receives an F because the student has 3 prior Ys, then for purposes of remediation, the student does not necessarily have to repeat the course in its entirety. (En. 11/19/10, Am. 2/17/13)

(F) For a course extending over more than one quarter, where the evaluation of a student's performance is deferred until the end of the final quarter, the provisional mark of IP (in progress, grade deferred) shall be assigned in the intervening quarters. (Am. 12/31/94, 3/20/98, 2/20/08)

(G) All grades are final when filed by the Instructor of Record. A student may appeal a Y mark or an F grade, per the procedures outlined in the Committee on Student Promotions' policies and procedures (see CSP section of the "Medical Student Policies" on the UC Davis School of Medicine website). Students who decide to appeal will not be considered to have a deficiency until the appeals process has been completed. (En. 2/17/13)

July 8, 2014

**Bernard Levy**, Chair  
College of Engineering Faculty Executive Committee

Re: Proposed Revision to College of Engineering Bylaw 31

Dear Chair Levy,

The Committee on Elections, Rules and Jurisdiction (CERJ) has reviewed the proposed revision to Bylaw 31 regarding amending legislation in the College of Engineering. After review, CERJ doesn't find any problems with the proposed revision and agrees that the revision is consistent with divisional and systemwide Bylaws and Regulations.

Sincerely,

A handwritten signature in blue ink that reads "David M. Rocke".

David Rocke, Chair  
Committee on Elections, Rules and Jurisdiction

Cc: Cathe Richardson, Analyst, College of Engineering Dean's Office

# FACULTY OF THE COLLEGE OF ENGINEERING

## BYLAWS

### PART I           FUNCTIONS

1. The Faculty of the College of Engineering shall conduct the government of the College of Engineering.

### PART II           MEMBERSHIP

2. (A) The Faculty of the College of Engineering shall consist of:

- (1) The President of the University;
- (2) The Chancellor of the Davis campus;
- (3) The Dean of the College of Engineering, the deans, or their designated representatives, of all other colleges and schools at Davis, the Dean of Graduate Studies at Davis, and the Dean of University Extension; (Am. 2/27/74, 11/10/99)
- (4) The Registrar of the Davis campus;
- (5) The Librarian of the Davis campus;
- (6) All other members of the Academic Senate who fall within the following classifications:
  - (a) All members of the departments and divisions under the jurisdiction of the College of Engineering;
  - (b) Such other persons as the Faculty may approve on recommendation of the Dean of the College of Engineering by reason of their contribution, in teaching or in research, to the field of engineering. (Renum. 11/10/99)

- (B) Only a voting member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Engineering or hold the position of Chair. (Academic Senate By-Law 34)

### PART III           OFFICERS

3. Term of office. Unless otherwise noted, the term of office for all officers specified under Part III of these bylaws shall be one year. Officers shall serve starting from the first day of instruction of the fall term or, in the case of replacement, from the date of appointment until the start of instruction in the following year (AM 5/21/09).
4. Chair. The Chair of the Executive Committee of the College of Engineering shall serve as Chair of the Faculty of the College of Engineering, shall preside over all meetings of the Faculty of the College of Engineering, and shall have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty. (Am. 10/31/73, 11/10/99, 5/19/04, 5/21/09)
5. Vice-Chair. The Executive Committee shall select a Vice-Chair annually from among its elected members during the spring term according to the provisions of Bylaw 29. The Vice-Chair shall automatically assume office as Chair upon the occurrence of a vacancy in that office or the completion of his or her term of service as Vice-Chair. The Vice-Chair will serve as Chair in the absence of the Chair (AM. 5/21/09).

The Vice-Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, placed in his or her hands for presentation to the Faculty. (Am. 10/9/68, 11/10/99, 5/21/09)

6. Replacements. If the Vice-Chair is unable to complete his or her term of office, the Executive Committee shall select a replacement. (En. 10/9/68, Am. 11/10/99, 5/21/09)
7. Election. The Executive Committee shall elect the new Vice-Chair by mail ballot of the committee members following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). All committee members with one year or more of remaining service will be eligible unless he or she declines to serve. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot (AM. 5/21/09).

#### PART IV MEETINGS

8. A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Vice-Chair. In addition, upon written request of five members of the Faculty to the Vice-Chair, a special meeting must be called within ten academic days of receipt of the request. (Am. 2/9/00, 5/21/09)
9. Each standing committee, including the Executive Committee, is required to present an annual report of its actions at the regular annual meeting of the Faculty. (En. 2/9/00)

#### PART V QUORUM

10. Fifteen percent of the voting membership of the Faculty shall constitute a quorum. (Am. 5/8/73, 11/10/99, 5/19/04)

#### PART VI REPRESENTATION ON OTHER FACULTIES

11. When the College of Engineering is entitled to representation on another faculty, selection of the representatives shall be as specified by that faculty. In the absence of such specification, the representative(s) shall be chosen by the Executive Committee. (Renum. 5/8/75; Am. 11/10/99)

#### PART VII COMMITTEES

14. Members of standing committees shall take office on the day the fall term officially begins, or on the date of appointment in the case of a replacement, and shall serve until the beginning of the following fall term. (Am. 10/9/68)
15. Each standing committee shall report its recommendations to the Executive Committee. (En. 5/17/06, AM 5/19/11)
16. Executive Committee (En. 11/10/99, Am. 5/19/04, AM 5/17/06)
  - (A) The Executive Committee shall consist of one elected member from each department of the College of Engineering and the Dean of the College, *ex officio*. Each elected member shall serve a three-year term, with the election of approximately one-third of the members each year. The respective department shall make temporary appointments to replace those members, who because of sabbatical leaves or for other reasons are unable to serve. Such appointments shall be automatically terminated at the time the regularly appointed member is able to resume service or at the end of the regularly appointed member's term, whichever is sooner (AM. 5/21/09).
  - (B) The Executive Committee shall meet as necessary, but not less than once per academic term.
  - (C) The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
  - (D) The Executive Committee shall have the authority to take final action on behalf of the Faculty except regarding legislation. Alternatively, the Executive Committee may refer any matter that it deems advisable to the Faculty for final action.

- (E) A majority of the membership, excluding vacancies noted in the records of the Vice-Chair, shall constitute a quorum for the transaction of business by Executive Committee. There shall be no votes by proxy.
- (F) The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and chairs of all standing committees of the Faculty other than the Executive Committee. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year. (Am. 10/9/68; Renum. and Am. 11/10/99)
- (G) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty. (Renum. and Am. 11/10/99)
- (H) The Executive Committee shall consider administrative matters referred to it by the Dean.
- (I) The Vice-Chair shall provide the Faculty with written minutes of each Executive Committee meeting within ten academic days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically (AM. 5/21/09).

17. Committee on Undergraduate Educational Policy

- (A) There shall be a Committee on Undergraduate Educational Policy composed of one representative from each department and division of the College of Engineering offering an undergraduate curriculum. The Associate Dean for Undergraduate Studies shall serve as an *ex officio* member of this Committee. Each member shall serve at least one two-year term, with approximately one-half of the members replaced each year. The respective departments shall make temporary appointments to replace those members, who because of sabbatical leaves or for other reasons are unable to serve. Temporary appointments shall be automatically terminated at the time the regularly appointed member is able to resume service or at the end of the regularly appointed member's term, whichever is sooner. (Am.5/13/98, 2/9/00, 5/22/13)
- (B) The Committee shall review and approve or disapprove requests for new courses or changes in existing courses and shall transmit to the Deans those approved for submission to the Davis Division Committee on Courses of Instruction.
- (C) This Committee shall be charged with the examination of existing and proposed engineering curricula and the conduct and content of courses insofar as they affect engineering curricula. The results of such study and proposals from the departments or faculty groups of the College regarding changes in curricula, as well as any other proposed changes in College requirements for the Bachelor of Science degree, shall be submitted with recommendations to the Executive Committee for final action. (Am. 5/23/79, 2/9/00)
- (D) The Committee shall develop and maintain a current list of courses which may be taken in satisfaction of the General Education topical breadth requirements for the degree and shall approve and maintain the lists of suggested technical electives pertinent to the various undergraduate programs of the College.
- (E) The Committee shall advise the Dean of the College of Engineering on matters pertaining to relations with community colleges.
- (F) This Committee shall be responsible for action on individual student petitions, including changes in study lists, courses of study, graduation requirements, dropping courses after normal deadlines, and Change of Major appeals. (Am. 5/13/98, 5/21/09)
- (G) The Committee shall approve the lists of candidates to be recommended for the Bachelor of Science degree and those to be recommended for the award of Honors, High Honors, and Highest Honors at graduation. The Committee shall make recommendations to the Faculty regarding the criteria to be used in selecting the candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123. (Am. 5/13/98, 5/21/09)

18. Research and Library Committee (En. 5/10/00, Am. 5/19/04)

- (A) There shall be a Research and Library Committee composed of one representative from each department and division of the College of Engineering. The Associate Dean for Research and Graduate Studies and the Head of the Physical Sciences & Engineering Library shall serve as *ex officio* members of this Committee. The Committee shall meet at least once each quarter and provide an annual report to the College faculty meeting.
- (B) The Committee shall seek to identify interdisciplinary research opportunities and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall act to recommend selection of faculty proposals in cases where limited College or University submission is necessary.
- (D) The Committee shall provide advice on matters related to research and library facilities.
- (E) The Committee shall act to provide faculty input on matters related to research.

19. Committee on Graduate Study

- (A) There shall be a Committee on Graduate Study composed of the chairs of each graduate program and/or group of the College. The Associate Dean for Research and Graduate Studies shall be an *ex officio* member of the Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. If more than one member of the College Faculty currently serves on Graduate Council, then the Chair of the Faculty shall appoint one of these faculty members to serve as an *ex officio* member of the Committee. (Am. 12/5/66, 2/14/96, 5/10/00, 7/20/01, 5/19/04)
- (B) The function of this Committee shall be to coordinate and communicate matters of common interest to all graduate programs in the College of Engineering. Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the review of cross-Departmental graduate curricula issues, and the review and implementation of postdoctoral scholar policies, procedures and programs. (Am. 2/14/96, 2/9/00, 7/20/01, 5/19/04)

20. Committee on Student Recruitment, Development and Welfare (En. 2/9/00, Am. 5/19/04, Am. 5/17/06)

- (A) There shall be a Committee on Student Recruitment, Development and Welfare composed of one representative from each department and division of the College of Engineering offering an undergraduate or graduate curriculum. The Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, the directors of special programs within the College, the Director of Undergraduate Student Services, and the Student Affairs Officer shall serve as permanent *ex officio* members of this Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. Meetings shall be held at least once each quarter and will include an annual update on the College's student development programs.
- (B) The Committee shall provide guidance and recommendations to special student programs, and shall develop and maintain yearly reviews of student progress and activities in each of these programs.
- (C) The Committee shall act as a campus liaison for, and assist in the coordination of new student development programs.
- (D) The Committee will solicit, audition, and select the College of Engineering Commencement Student Speaker to address the graduates. (Am. 5/16/03)
- (E) The Committee shall cooperate with the Dean of the College of Engineering on student problems, and jointly with the Dean, shall have general oversight over the welfare of the students in the College of Engineering. (Am. 5/16/03)

- (F) Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the award of graduate fellowships and scholarships administered by the College; publications and announcements pertaining broadly to graduate studies in engineering; graduate student welfare in the College; and other matters related to graduate study.
- (G) The Committee shall review departmental recommendations for the College and University Medals. The Committee shall forward the names of outstanding candidates for the University Medal to the University Scholarship Office for further consideration. The Committee shall make the selection of the College Medalist/s. (Am. 5/16/03)

21. Awards Committee (En. 5/19/04, AM 5/17/06, AM 5/19/11)

- (A) There shall be a committee for Awards composed of one representative from each department and division of the College of Engineering. The Associate Dean for Academic Personnel and Planning shall serve as an *ex officio* member of this Committee. The Committee shall meet at least once each quarter.
- (B) The Committee shall seek to identify award opportunities for engineering faculty and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall send out a call to each department and division in the College for nominations to receive an Outstanding Junior Faculty Award, Outstanding Senior and Mid-Career Research Awards, and the Outstanding Teaching Faculty Award. The committee will review all nominations for these awards, and make recommendations to the Dean.
- (D) The Committee shall send out a call to each department and division in the College for nominations to receive the Zuhair A. Munir Award for Best Doctoral Dissertation. Committee members will review all nominations and make the final selection.
- (E) Committee members shall consult with their home department to propose names of potential speakers for the Dean's Distinguished Lecture Series. The Awards Committee will review the list of suggested speakers at its Fall meeting prior to being forwarded to the Dean.

22. Committee on Information Technology and Innovation Services (En. 9/1/13)

- (A) There shall be an Advisory Committee on Information Technology and Innovation Services (ITIS) composed of one senate representative from each department of the College of Engineering. Additional membership, who serve as permanent *ex officio* members, will be composed of: the Executive Director for Information Technology and Innovation Services in the College of Engineering, the Executive Assistant Dean for Administration and Finance, and the Associate Dean for Research and Graduate Studies. The standard term of appointment for this committee is three years, though shorter terms may be served depending on individual circumstances. Only non *ex-officio* Senate members are voting members of this committee.
- (B) The ITIS committee shall select a Chair and Vice-Chair from among its non *ex-officio* members during the spring term. The Chair shall serve for two years and the Vice-Chair shall serve for one year. The ITIS Committee shall elect the Chair and Vice-Chair by ballot of the Senate committee members following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). All Senate committee members with two years of remaining service will be eligible for Chair and all Senate committee members with one year or more of remaining service will be eligible for Vice-Chair. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty for any or all questions. The Chair and Vice-Chair are responsible for coordinating the activities of the committee with the ITIS Executive Director and producing annual reports.

- (C) The Committee shall set priorities and provide guidance and recommendations for the ITIS team and advise on the quality, efficiency, and innovation of the ITIS. The Committee shall provide specific input to the ITIS Executive Director on the performance and efficiency of each unit of the ITIS center. The form of this will be in quarterly reports to the ITIS executive Director, the Dean and the Department Chairs and a yearly review that is based on objective assessments derived from user surveys and time and use analyses. A format for actionable items may come in form of: Protocols; prioritized list of objectives; action items derived from inputs from departments; action items derived from each of the ITIS units and introduced at each meeting from the ITIS Executive Director.
- (D) The Committee shall annually review the formula used to distribute IUC funds to each Department's instructional laboratories and make adjustments as needed to ensure equitable treatment for student computing needs across the College of Engineering.
- (E) The ITIS Executive Director shall act as a campus liaison for, and assist in the coordination of ITIS activities and innovations with other campus IT organizations, including the Technology Infrastructure Forum (TIF) and Deans Technology Council (DTC), College of Engineering ORUs, recharge facilities and other research centers. The ITIS Director will provide quarterly updates to the Committee on the IT related developments, activities, issue and innovations within these units.
- (F) The Committee will annually evaluate the extent of direct charging of IT staff to extramural grants and research the generation, return and reinvestment of indirect costs for IT support and determine whether each Department is receiving sufficient IT services and support to meet the needs of their individual research enterprise.
- (G) The Committee will be responsible for annually assessing the usage (average and peak during each quarter) of computer teaching laboratories and compiling an inventory of the specialized software available in each of the teaching laboratories.
- (H) The Committee shall review departmental recommendations for the ITIS and evaluate the extent of innovation in the ITIS based on industry and academic computing standards in order to stay up to date on cutting edge technologies, identify new disruptive technologies on the horizon, and introduce best IT practices and strategies that have been successful at other major research universities.

23. Special Committees (En. 2/9/00, Am. 5/19/04)

- (A) Special committees of the College of Engineering may be established by the Faculty or by the Executive Committee. Special committees shall be appointed or elected in the manner designated at the time of their creation. If no different method of election or appointment is indicated, the membership and Chair shall be determined by the same procedures as for standing committees.
- (B) Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.
- (C) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee.
- (D) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee. The final reports of special committees shall constitute a special order for a regular meeting of the Faculty.

## PART VIII ORDER OF BUSINESS

24. (A) The order of business of any regular or special meeting of the faculty shall be:

- (1) Minutes
- (2) Announcements by the President
- (3) Announcements by the Chair
- (4) Announcements by the Dean (Am. 2/17/71)
- (5) Special orders
- (6) Reports of Special Committees
- (7) Reports of Standing Committees
- (8) Petitions of students
- (9) Unfinished business
- (10) New business

(I) The regular order of business may be suspended at any meeting of the Faculty by a two-thirds vote of the voting members present.

## PART IX SUSPENSION OF RULES

25. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present object to such suspension. The Chair shall always state the question in a manner similar to the following: "Those who object to a suspension of the rules will raise the right hand."

## PART X RECOMMENDATIONS TO THE ACADEMIC SENATE

26. The Faculty shall not make recommendations to the Academic Senate as to the amendment or repeal of Senate legislation, or as to new legislation in the Senate, unless written notice of the proposed recommendation shall have been sent to each member of the Faculty at least five days previous to the meeting at which the recommendation is to be moved.

## PART XI PROCEDURES

27. Definitions

- (A) In these bylaws the term "legislation" shall comprise only Bylaws and Regulations of the Academic Senate and of the agencies of the Academic Senate. (Renum. 2/9/00)
- (B) In all legislation the term "day" shall mean day of instruction unless otherwise specified.
- (C) The term "Memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents; the term "Resolution" shall designate a declaration or petition addressed to the President but not intended for transmission to The Regents.

28. Reconsideration of Executive Committee Actions (En. 2/9/00)

Any action taken by the Executive Committee on behalf of the Faculty may be brought to a regular or special meeting of the Faculty for reconsideration if a written request for reconsideration is received within fifteen days after the written minutes describing the Executive Committee decision are distributed. A request for reconsideration must be submitted to the Vice-Chair in writing by five voting members of the Faculty of the College of Engineering. The Executive Committee must act on this request as expeditiously as possible. A simple majority of members present shall be required for the Faculty to override any decision of the Executive Committee (AM. 5/21/09).

29. Election of Executive Committee Members (En. 2/9/00)

- (A) Each spring term, the Chair of a department of the College for which the term of the Executive Committee member is expiring shall solicit nominations for Executive Committee membership from the members within that unit (AM. 5/21/09).
- (B) The department shall elect its member of the Executive Committee by mail ballot following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. Results of the election shall be forwarded to the Chair of the Executive Committee not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty (AM. 5/21/09).
- (C) A vacancy in an unexpired term of an Executive Committee member shall be filled by special election within the department. The member so elected shall fill the remainder of the unexpired term, after which a new election shall be required (AM. 5/21/09).

30. The Faculty of the College of Engineering shall not take final action on the addition to, amendment of, or repeal of legislation during the meeting at which proposals are first made unless notice therefore shall have been given to all members at least five days before the meeting.

31. The bylaws of the Faculty of the College of Engineering may be added to, amended, or repealed by a two-third vote of the College of Engineering Faculty. Votes will be conducted electronically during a two-week period, immediately after the proposed bylaw changes have been debated at a meeting of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded, and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Results will not be valid unless 25% of the membership participates in the electronic vote.

The regulations of the Faculty of the College of Engineering may be added to, amended or repealed by a majority vote of the College of Engineering Faculty. Votes will be conducted electronically during a two-week period, immediately after the proposed regulation change has been debated at a meeting of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Results will not be valid unless 25% of the membership participates in the electronic vote. (Am 5/17/06, Am 5/21/14)

32. (A) All new legislation proposed to the Faculty for adoption shall be submitted in one or more of the following forms:

- (1) Repeal of Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.
- (2) The following amendment to Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.

(B) All such legislation for adoption shall be accompanied by an informal statement concerning its purpose and concerning the important changes, which it would make in the existing legislation.

33. All modifications of existing legislation and all newly enacted legislation shall become effective on the first day of instruction of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present.

34. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

# REGULATIONS

## PART I REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

35. The degree of Bachelor of Science in Engineering will be awarded to those candidates who satisfy the general University requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the College of Engineering (Reg. 52). (For an exception relating to withdrawal to enter military service, see Academic Senate Reg. 642.) (Am. and Renum. 5/18/77)

36. College Requirements

- (A) Each candidate must complete a program of study under an approved curriculum in Engineering, totaling at least 180 units. (Renum. 5/18/77)
- (B) Degree credit in the College of Engineering is not allowed for any course (such as Trigonometry), which is equivalent to a matriculation subject. (Renum. 5/18/77)
- (C) The Faculty of the College of Engineering may prescribe special or comprehensive examinations or may otherwise test student preparation and achievement, and may specify course-work alternatives to passing such examinations. No student shall be recommended for a degree until he or she shall have fulfilled degree requirements as stated in the General Catalog for the academic year in which degree work is completed, or as in the catalog, for the immediately preceding academic year. (Am. 5/23/79, 2/14/96; Renum. 5/18/77, 5/27/81, 5/23/12)
- (D) No unit of coursework may be used to satisfy two different degree requirements, except under any of the following conditions:
  - 1) Course units used to satisfy both GE-3 requirements and course requirements for the major.
  - 2) When the catalog specifically states that course units may be used to satisfy two different degree requirements.
  - 3) Units for permitted double majors within the College of Engineering. (Am. 5/23/12)
- (E) In order to ensure that students graduate with the most current engineering knowledge, College of Engineering Students must complete the major requirements in effect in the academic year of graduation or in the immediately preceding academic year. (Am. 5/23/12)
- (F) Students will complete any version of the general education requirement in effect between the time of matriculation and graduation. Readmitted students will complete any version of the general education requirement in effect between the time of readmission and graduation. (Am. 5/23/12)

37. Curricula

- (A) Each curriculum shall consist of a specified Lower Division Program (or, for students who transfer into the College with more than 90 quarter units, an equivalent program) and one of several specified Upper Division Programs. (Am. 2/25/70; Am. and Renum. 5/18/77, Am. and Renum. 5/10/89. Am. 2/14/96)
- (B) Each curriculum must include:
  - (1) One year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline.
  - (2) One and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study.

(3) A general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.

(Am. 11/21/67, 2/1/68, 10/9/68, 2/25/70, 6/3/70, 11/11/70, 11/8/72, 2/16/7; Renum. 5/18/77; Am. 5/27/81, Am. 2/13/85, Renum 5/10/89, Am. 11/11/92, AM 5/16/03)

(C) New curricula and changes in existing curricula must be approved by the Faculty of the College and shall subsequently become effective when published in the UC Davis General Catalog, or the College of Engineering Bulletin. (Am. 2/16/77; Renum. 5/18/77, Renum. 5/10/89, AM 5/16/03)

38. Limitation on Credit for University Extension Courses

(A) Students may apply credit earned in University Extension courses toward the unit requirement of their major only when written approval has been obtained from the dean before registration.

(B) A maximum of 16 units may be applied toward degree requirements. (Am. 5/23/12)

PART II        STUDY LISTS AND ADVISING

39. Advisees

Each undergraduate student shall be assigned to a faculty adviser or staff adviser. Each student will be required to consult his or her adviser regarding his or her proposed program of study. (Am. 5/10/72, 2/14/96; Renum. 5/18/77)

40. Passed/Not Passed Option

Students enrolled in any undergraduate major within the College of Engineering may not exercise the Pass/Not Pass option for any coursework used towards satisfaction of course or unit requirements for the degree. Courses offered only on a P/NP basis (e.g., Engineering 199's), are acceptable for specific program area degree requirements. (Am. 4/11/67, 5/16/68, 5/14/69, 6/3/70, 5/12/71, 2/16/77, 5/10/95, 2/14/96; Renum. 5/18/77)

41. Academic Probation or Disqualification

Academic probation or disqualification of students in the College shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A552). The Dean of the College is designated by the Faculty as its agent in administering regulations relating to academic probation or disqualification. (Am. 2/16/77; Renum. 5/18/77)

PART III        ADMISSION OR ADVANCEMENT TO UPPER DIVISION

42. A student who enters the College of Engineering in Lower Division standing is advanced to Upper Division standing when he or she completes 90 quarter units. (Am. 2/25/70, Am. 2/14/96)

43. To qualify for admission to the College of Engineering in Upper Division standing, the applicant must have completed at least 90 quarter units. (Am. 2/25/70, Am. 2/14/96)

PART IV        HONORS AT GRADUATION

44. Honors at graduation may be awarded to students who achieve distinguished scholarship records in all courses completed in the University, as attested by recommendation of the College Committee on Student Petitions. Students who display marked superiority may receive High Honors or Highest Honors. The awarding of such honors shall be made in accordance with the minimum standards prescribed by the Davis Division Committee on Undergraduate Scholarships, Honors, and Prizes. (Am. 6/3/70, AM 5/16/03)

## PART V MINORS WITHIN THE COLLEGE OF ENGINEERING

45. Minors. Departments may establish optional minors, including interdisciplinary minors. An interdisciplinary minor is defined as one that is sponsored by a single department or program and for which the course requirements are divided approximately equally between two departments or are taken from three or more departments. A student may elect to satisfy the requirements of one or more minors. Completion of a minor shall not be required for the degree. At the request of the student, completion of minors will be certified on the student's undergraduate transcript.

(A) A minor shall typically consist of 18 to 24 units of upper division courses specified by the department or curriculum committee offering the minor.

(1) When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, a single lower division course may be included as part of the minor in lieu of an equal number of units in upper division courses.

(2) All minor programs are subject to review and approval by the College of Engineering Committee on Educational Policy.

(B) Not more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of the minor.

(C) Minimum GPA required for successful completion of any minor is no less than a 2.000 in all courses counted toward the minor.

(D) Departments are expected to delineate the requirements for a minor within their department.

(1) Students in the college may receive certification of completion of an approved minor offered by another undergraduate college on the Davis campus.

(2) Students must request certification of completion of a minor on the transcript by filing a Declaration of Intent to Complete a Minor first within the department offering the minor, and then filing the Declaration with the Office of the Dean no later than the end of the quarter preceding the quarter of graduation.

## PART VI ENFORCEMENT OF PREREQUISITES IN UNDERGRADUATE ENGINEERING COURSES

46. Prerequisites will be enforced for undergraduate students at the time of registration. Students who have completed equivalent work may be admitted to the course at the instructor's discretion. (Am 5/22/13)