

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

The **November 14, 2019** Representative Assembly meeting will be held in the **International Center, Multi-Purpose Room**. Directions to the building can be found at the following website:

<http://campusmap.ucdavis.edu/?b=259>. The room is located on the first floor of the International 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 14, 2019

2:10 – 4:00 p.m.

International Center, Multi-purpose Room

Page No.

1. June 6, 2019 Meeting Summary	4
2. Announcements by the President – None	
3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
5. Announcements by the Deans, Directors or other Executive Officers – None	
6. Special Orders	
a. Remarks by Davis Division Chair Kristin Lagattuta	
b. Remarks by Academic Federation Chair Zeljka Smit-McBride	
c. Remarks by GSA Chair Jonathan Minnick	
d. Remarks by ASUCD President Justin Hurst	
 <i>Annual Reports on Consent Calendar:</i>	
e. *Annual Report of the Committee on Academic Personnel – Oversight Committee (to be distributed later)	
f. *Annual Report of the Committee on Academic Personnel – Appellate Committee	5
g. *Annual Report of the Committee on Academic Freedom and Responsibility	10
h. *Annual Report of the Committee on Admissions and Enrollment	12
i. *Annual Report of the Committee on Affirmative Action and Diversity	14
j. *Annual Report of the Committee on Courses of Instruction	15
k. *Annual Report of the Committee on Distinguished Teaching Awards	17
l. *Annual Report of the Committee on Elections, Rules and Jurisdiction	19
m. *Annual Report of the Emeriti Committee	21
n. *Annual Report of the Faculty Distinguished Research Award Committee	22
o. *Annual Report of the Committee on Faculty Welfare	24
p. *Annual Report of the Grade Changes Committee	26
q. *Annual Report of the Graduate Council	28
r. *Annual Report of the Committee on Information Technology	35
s. *Annual Report of the Committee on International Education	37
t. *Annual Report of the Library Committee	39
u. *Annual Report of the Committee on Planning and Budget	41
i. *Annual Report of the Subcommittee on Instructional Space	44
v. *Annual Report of the Committee on Privilege and Tenure	46
w. *Annual Report of the Committee on Public Service	48
x. *Annual Report of the Committee on Research	50
y. *Annual Report of the Undergraduate Council	52

*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.

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

Thursday, November 14, 2019

2:10 – 4:00 p.m.

International Center, Multi-purpose Room

Page No.

i. Annual Report of the Subcommittee on General Education	54
ii. Annual Report of the Subcommittee on Special Academic Programs	56
iii. Annual Report of the Subcommittee on Preparatory Education	57
iv. Annual Report of the Subcommittee on Undergraduate Instruction and Program Review	58
z. *Annual Report of the Committee on Undergraduate Scholarships, Honors, and Prizes	60
7. Reports of standing committees	
8. Petitions of Students	
9. Unfinished Business	
10. University and Faculty Welfare	
11. New Business	
a. Discussion Regarding the Provost Search	
12. Informational Item	
a. Revised College of Agricultural and Environmental Sciences Bylaws and Regulations	64

Ahmet Palazoglu, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*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.

MEETING SUMMARY**REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE****Thursday, June 6, 2019****2:10 – 3:00 p.m.****Student Community Center, Multi-purpose Room**

	<u>Page No.</u>
1. Approval of the April 18, 2019 Meeting Summary	2
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 – Prof. Kristin Lagattuta	
• Finishing first year as chair; appreciates the challenge of it and dedication of the faculty, and will send out Spring recap letter soon	
• Committee on Committees has an open position, and the vote is closing soon	
• A call went out in May for new Representative Assembly members for 2019-21	
• The Memorial to divest the UC endowment of fossil fuels has been voted on by all 10 campuses and will soon go out for a vote of all individual Senate members	
7. Unfinished Business	
8. Reports of Standing Committees	
a. Committee on Elections, Rules, and Jurisdiction	
i. Proposed Revision to Davis Division Regulation A552: Expected and Minimum Progress	3
• Approved: 55 in favor, 0 opposed.	
9. Petitions of Students	
10. University and Faculty Welfare	
11. New Business	
12. Informational Items	
a. *2019-2020 Academic Senate Standing Committee Appointments	9
b. Revision of Davis Division Bylaw 42: Committee on Academic Personnel (Note: Typographical correction in 42.B.9.)	14

Ahmet Palazoglu, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*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.

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Academic Personnel Appellate Subcommittee (CAPAC)

Total Meetings: 10	Meeting frequency: twice a month and depending upon receipt of appeal(s)	Average hours of committee work each week: 2-3 hours per committee member per appeal
--------------------	--	--

Total appeals reviewed: 46	Total of reviewed appeals deferred from the previous year: 21 ¹	Total appeals deferred to the coming academic year: (not included in this report) 8
----------------------------	--	---

Divisional Business:

Requests for Consultation and issues considered by the committee:

None

Committee policies established or revised:

The deadline for review of appeals by the Committee on Academic Personnel – Appellate Subcommittee (CAPAC) was approved by the Vice Provost in Academic Affairs, in consultation with the Academic Senate, to be June 2019. This will be the second year of the pilot arrangement agreed upon by the Academic Senate and Academic Affairs that CAPAC would not review actions during the summer due to workload and committee management.

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:

None

Respectfully submitted,

Michael Saler, Chair
David Begun, Member
Debra Long, Member
Scott Shershow, Member
Bassam Younis, Member
Felicia Murdoch, Academic Senate Office Analyst

¹ Actions deferred from prior year were actions received after last meeting in 2017-2018 and 8/31/2018. Reference Vice Provost Philip Kass 2/11/18 email.

Table 1: Origin of Appeals Reviewed	
School or College	# Appeals
School of Medicine	15
College of Letters and Science	12
College of Agricultural & Environmental Sciences	8
College of Engineering	3
College of Biological Sciences	3
School of Education	0
School of Law	0
School of Veterinary Medicine	5
Graduate School of Management	0
School of Nursing	0
Grand Total	46

Table 2: CAPAC Recommendations to the Vice Provost – Academic Affairs (Non-Redelegated Actions)				
Proposed Appeal	# Cases	Recommend Approval of Appeal	Recommend Denial of Appeal	Reconsideration²
Accelerated Promotion	0	0	0	0
1.0 Step Merit, Above Scale	2	0	2	0
1.5 Step Merit, Above Scale	2	1	1	0
2.0 Step Merit, Above Scale	2	1	1	0
1.0 Step Merit, Further Above Scale	1	0	1	0
1.5 Step Merit, Further Above Scale	1	1	0	0
2.0 Step Merit, Further Above Scale	1	0	1	0
1.0 Step Merit	0	0	0	0
1.5 Step Merit	2	0	2	0
2.0 Step Merit	11	3	8	0
2.5 Step Merit	0	0	0	0
1.0 Step Promotion	0	0	0	0
1.5 Step Promotion	3	0	3	0
2.0 Step Promotion	1	0	1	0
TOTALS	26	6	20	0

² A reconsideration occurs when new information has been added to the appeal packet that the previous review committee has not had the opportunity to review. Reconsideration cases are returned to the original review committee via the academic personnel system.

Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Actions)				
Proposed Appeal	# Cases	Recommend Approval of Appeal	Recommend Denial of Appeal	Reconsideration³
Accelerated Promotion	0	0	0	0
1.0 Step Merit, Above Scale	0	0	0	0
1.5 Step Merit, Above Scale	0	0	0	0
2.0 Step Merit, Above Scale	0	0	0	0
1.0 Step Merit, Further Above Scale	0	0	0	0
1.0 Step Merit	2	2	0	0
1.5 Step Merit	13	3	8	2
1.5 Step Merit – Split Decision	1	Split	Split	0
2.0 Step Merit	2	0	2	0
2.5 Step Merit	0	0	0	0
1.0 Step Promotion	1	0	1	0
1.5 Step Promotion	1	0	1	0
2.0 Step Promotion	0	0	0	0
TOTALS	20	5	12	2

³ A reconsideration occurs when new information has been added to the appeal packet that the previous review committee has not had the opportunity to review. Reconsideration cases are returned to the original review committee via the academic personnel system.

Table 4: CAPAC Recommendation vs. Final Decision							
		CAPAC Recommendation		Final Decision (by Provost or Dean)			
Proposed Appeal	# Cases	Recommend Approval of Appeal	Recommend Denial of Appeal	Approved Appeal	Denied Appeal	Other ⁴	Pending Decision ⁵
Accelerated Promotion	0	0	0	0	0	0	0
1.0 Step Merit, Above Scale	2	0	2	0	2	0	0
1.5 Step Merit, Above Scale	2	1	1	2	0	0	0
2.0 Step Merit, Above Scale	2	1	1	2	0	0	0
1.0 Step Merit, Further Above Scale	1	0	1	0	0	0	1
1.5 Step Merit, Further Above Scale	1	1	0	1	0	0	0
2.0 Step Merit, Further Above Scale	1	0	1	1	0	0	0
1.0 Step Merit	2	2	0	0	1	0	1
1.5 Step Merit	15	3	13	3	12	0	1
1.5 Step Merit – Split	1	1	1	1	0	0	0
2.0 Step Merit	13	3	10	7	5	0	1
2.5 Step Merit	0	0	0	0	0	0	0
1.0 Step Promotion	1	0	1	0	1	0	0
1.5 Step Promotion	4	0	4	2	2	0	0
2.0 Step Promotion	1	0	1	0	1	0	0
Lateral Promotion	0	0	0	0	0	0	0
TOTAL	46						

⁴ Other is a decision that was made by the Vice Provost of Academic Affairs (non-redelegated actions) or an individual Dean (redelegated actions) that was other than that what was being appealed and the recommendation made by CAPAC to either approve or deny the appeal.

⁵ Final decision authority has not made its final decision on the appeal action.

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Academic Freedom & Responsibility

Total Meetings: 4	Meeting frequency: Approx. 1 per quarter.	Average hours of committee work each week: 90 min each meeting
-------------------	---	--

Total Items Reviewed: 9	Total of items reviewed deferred from the previous year: 0	Total items deferred to the coming academic year: 0
-------------------------	--	---

Divisional Business:

Requests for Consultation (RFC) and issues considered by the committee:

RFC: Formation of UC Davis Institutional Data Council

RFC: Proposed New PPM 270-80, Major Events Sponsored by Registered Student Organizations and Other Non-University Organizations

RFC: Proposed Revisions to Presidential Policy BFB-RMP-7: Protection of Administrative Records Containing Personally Identifiable Information

RFC: Proposed New PPM 390-55, Video Security

RFC: Proposed Revisions to PPM 240-50, General Policy Regarding Human Research

Review of/Advice: Public Records Request Act regarding faculty petitions.

RFC: New APM – 011 Academic Freedom, Protection of Professional Standards and Responsibilities of Non-Faculty Academic Appointees

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation (RFC) and issues considered by the committee:

RFC: Second Systemwide Review of Proposed Presidential Policy on Open Access for Theses and Dissertations

Review of/Advice: University Committee on Academic Freedom (UCAF) memo regarding Canary Mission

Respectfully submitted,

Brian Soucek, Chair

Benjamin Highton, Member

Janine Lasalle, Member

Darrin Martin, Member

Katherine Skorupski, Member

Matthew Conner, Academic Federation Representative

Justin Hurst, ASUCD Representative

Yasmeen Qursha, ASUCD Representative (alternate)

Mary Vasquez, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Admissions and Enrollment

Total Meetings: 10	Meeting frequency: ~3 times per quarter	Average hours of committee work each week: ~ 2 hours
-----------------------	--	--

Total Items Reviewed 11	Total of reviewed items deferred from the previous year: 0	Total items that will carry over to the coming academic year: 1 – Admissions Audit
----------------------------	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

Application and Holistic Review Process
Transfer Admissions Outcomes
Freshman Admission Outcomes
Proposal to Establish Data Science Academic Unit
SAT Scores and Admissions
Timing of Notification Cycle for Transfers
Transfer Student Performance
Transfer Pathways
Holistic Review Outcomes
Athletics Report
API Replacement
Undergraduate Admissions Audit

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:

Proposed UC Transfer Admission Guarantee

Respectfully submitted,

Deborah Swenson, Chair
Diana Strazdes, Member
Stefan Hoesel-Uhlig, Member
Jamal Lewis, Member
Narine Yeghyan, Member
Carole Hom, Academic Federation Representative
Corinne Butler, ASUCD Representative
Sarah Heuckeroth, GSA Representative
Debbie Stacionis, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Affirmative Action and Diversity

Total Meetings: 7	Meeting frequency: average 2 per quarter	Average hours of committee work each month: 4
-------------------	--	---

Total Action Items Reviewed: 1 Proposal (courses, proposals, cases, etc.)	Total of reviewed action items deferred from the previous year: 1	Total action items deferred to the coming academic year: 0
---	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:
Committee Proposal sent forward to Senate Leadership to address and acknowledge faculty diversity-related efforts on campus; proposal is to create the <i>UC Davis Chancellor's Fellowship for Diversity and Inclusion</i> .
Presentation: Kayton Carter, Director of Student Affairs, Sheri Atkinson, Associate Vice Chancellor of Student Affairs, Bettina Ng'weno, Chair of African American and African Studies regarding Student Retention Centers and initiatives
Presentation and Committee Discussion with Leslie Kemp, Director of Aggie Compass, and Student E.D., regarding students facing food insecurity and campus initiatives
Presentation and Committee Discussion with Rahim Reed, Associate Executive Vice Chancellor of the Office of Campus Community Relations, regarding UCD's request for designation as an eligible Hispanic Serving Institution (HSI).

Committee policies established or revised: 0

Bylaw and Regulation changes approved by the Representative Assembly: 0

Systemwide Business:

Requests for Consultation and issues considered by the committee: 0

2018-2019 Annual Report
Davis Division of the Academic Senate
Committee on Courses of Instruction

Total Meetings 6	Meeting frequency <i>Twice per quarter</i>	Average hours of committee work each week 2
---------------------	---	--

Total course forms approved 465	Total courses deferred from the previous year 54	Total courses deferred to the coming academic year 77
Total petitions approved 305		

Divisional Business:

Requests for Consultation and issues considered by the committee:
<i>Consultation on Davis Division Regulation 527(A)</i>
<i>Consultation on Davis Division Regulation A540(E)</i>
<i>Proposed Revisions to UC Davis Policy on Student Conduct and Discipline</i>
<i>Proposed UC Davis Credit Policy for Campus Exchanges</i>
<i>Review of Writing Task Force Report and Closing the Preparation Gap Task Force Report</i>
<i>Equivalency of courses with different learning activities</i>
<i>Student's rights to complete course evaluations</i>
<i>Academic rewards for completion of evaluations</i>
<i>Privacy of course evaluations</i>
<i>Requests for multiple GE topical breadth areas</i>
<i>Review practices for appointment of associate instructors to upper-division courses</i>
<i>Discussion about status of the academic participation tool</i>
<i>Introductory discussions about online and hybrid course policy</i>
<i>Proposed revisions to the interpretations of the Scientific and Oral Skills Literacies</i>
<i>Discussion of the language regarding prerequisites in the Registrar's Office scheduling email</i>

Committee policies established or revised:
<i>Minor revisions to MOU template for Expedited Removal of General Education Literacies</i>

Bylaw and Regulation changes approved by the Representative Assembly:
<i>none</i>

Systemwide Business:

Requests for Consultation and issues considered by the committee:
<i>none</i>

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Distinguished Teaching Awards

Total Meetings 1	Meeting frequency As needed	Average hours of committee work each week: 30 minutes
---------------------	--------------------------------	--

13 nominations were reviewed	0 Nominations were deferred from the previous year	0 Nominations are deferred to the coming year
------------------------------	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

Committee policies established or revised:

No new committee policies were established or revised.

Bylaw and Regulation changes approved by the Representative Assembly:

The committee did not put forward any proposals for bylaw or regulation changes.

Systemwide Business:

Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

The 2019 Distinguished Teaching Award Recipients:

Undergraduate Teaching Award Recipients:

Associate Professor Amber Boydston, Department of Political Science

Professor Frank Mitloehner, Department of Animal Science

Professor Ross Thompson, Department of Psychology

Graduate and Professional Teaching Award Recipients:

Professor Lucy Corin, Department of English

Professor Mark Henderson, Department of Internal Medicine

Professor David Maggs, Department of Surgical & Radiological Sciences

Respectfully submitted,

Lynne Isbell, Chair

Gail Patricelli, member

Hussain Al-Asaad, member

Leopoldo Bernucci, member

Mary Lassaline, member

Natalie Gutierrez, ASUCD Representative

Amanjot Gandhoke, ASUCD Representative (alternate)

Mandeep Singh Basson, GSA Representative

Rylie Ellison, GSA Representative

Felicia Murdoch, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Elections, Rules and Jurisdiction

Total Meetings: 7	Meeting Frequency: Once a month	Average Hours of Committee Work Per Week: 2 hours
Total Bylaw and Regulation proposals (2), formal advice (5), other advice/responses provided (4), and elections/ballots supervised (2)	Total matters deferred from previous year: 4	Total matters deferred to coming academic year: 1

CERJ took the following actions during 2018-2019.

Proposed Amendments to Bylaws and Regulations

- (1) Davis Division Regulation A552: Minimum Progress. The revisions made to the regulation, adopted in 2018, helped to correct aspects that were confusing to students, faculty, and advisors, but a few problems remain. The proposal was adopted by the Representative Assembly on June 6, 2019.
- (2) Davis Division Bylaw 42: Committee on Academic Personnel. This revision to the bylaw was solely a typographical correction in 42.B.9. The amendment was presented as an Informational Item at the Representative Assembly on June 6, 2019. *This action followed the stipulation that 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)).

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 on issues of a recurring nature and/or of general importance was issued as follows.

- (1) Advice: Campus Closure. CERJ was consulted by the Academic Senate Chair on Davis Division Bylaw 73 and Senate authority during emergency situations. CERJ was also consulted on academic procedures during the closure such as grading, pass/no pass deadline, and testing accommodations.
- (2) Request for Consultation: Consultation on Davis Division Regulation 527(A). CERJ responded to a Request for Consultation sent by the University Registrar regarding clarification of language in DDR 527(A). CERJ submitted a committee response and a formal response was subsequently sent by the Academic Senate Chair.

- (3) Advice: Civil and Environmental Engineering Voting Procedures. CERJ was asked to review an inquiry from the Chair of the Department of Civil and Environmental Engineering regarding the confidentiality of voting participation.
- (4) Advice: History Voting Procedures. CERJ was asked to review an inquiry from the Chair of the Department of History regarding the use of ad-hoc committees in making recommendations on personnel actions.
- (5) Advice: Davis Division Regulation 539 & Grade Changes Committee. CERJ was asked to review an inquiry received from the Chair of the Grade Changes Committee regarding interpretation of DDR 539.

Other Advice/Responses Provided

- (1) College and School Bylaw and Regulation Amendments. CERJ reviewed and provided feedback on bylaw and regulation revisions for the following colleges and schools: College of Agricultural and Environmental Sciences, College of Biological Sciences, College of Engineering, College of Letters and Science, Graduate School of Management, and School of Veterinary Medicine.
- (2) Advice: MSBA program: Request for conversion from Plan II to Plan I. CERJ was asked by Graduate Studies to review a request from a graduate program regarding requirements for Master's Degrees and an interpretation of Plan II.
- (3) Faculty Guide. CERJ reviewed the 2019 Faculty Guide and provided feedback and comments to the Office of the University Registrar, specifically with regard to referencing divisional bylaws and regulations.
- (4) General Catalog Galleys (2019-2020): CERJ reviewed the General Catalog Galleys for the American History and Institutions (AH&I) Requirement, Courses, General Education, and Independent Student Program sections, and provided feedback and comments to the Office of the University Registrar.

Pending Matters for 2019-2020

- (1) College and School Bylaw and Regulation Amendments. CERJ will review additional edits and provide feedback on bylaw and regulation revisions for the following colleges and schools: Graduate School of Management.

Respectfully Submitted,

Hans-Georg Mueller, Chair
Giacomo Bonanno, Member
Andrea Fascetti, Member
Mary Vasquez, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Emeriti Committee

Total Meetings: 2	Meeting frequency: As necessary	Average hours of committee work each week: varies
----------------------	------------------------------------	---

Total items reviewed (courses, proposals, cases, etc.) 4	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
--	--	--

Divisional Business:

Requests for Consultation and issues considered by the committee:
Retiree Health Benefits
Emeriti Access to Research Funds
UCD Emeriti Association Website
IT Support for Emeriti

Committee policies established or revised:
None

Bylaw and Regulation changes approved by the Representative Assembly:
None

Systemwide Business:

Requests for Consultation and issues considered by the committee:
None

Respectfully submitted,

Stephen B Brush, Chair
David Traill, Member
Joseph E Kiskis, Member
Thomas Rost, Member
Leslie Woods, Member
Shrinivasa Upadhyaya, Member
Gina S Werfel, Member
Debbie Stacionis, Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Faculty Distinguished Research Award

Total Meetings: 1	Meeting frequency: As needed	Average hours of committee work each week: 30 minutes
-------------------	------------------------------	---

12 Nominations were Reviewed	0 Nominations were deferred from the previous year.	0 Nominations are deferred to the coming year
------------------------------	---	---

Divisional Business:

Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

Committee policies established or revised:

No new committee policies were established.

No established committee policies were revised.

Bylaw and Regulation changes approved by the Representative Assembly:

The committee did not put forward any proposals for bylaw or regulation changes.

Systemwide Business:

Requests for Consultation and issues considered by the committee:

No request for consultation were considered by the committee.

The 2019 Faculty Distinguished Research Award Recipient:

Professor Biswanth Mukherjee, Department of Computer Science.

Respectfully submitted,

Simine Vazire, Chair

Anna Busse Berger, member

Jacqueline Crawley, member

Michiko Suzuki, member

Peter Wainwright, member

Felicia Murdoch, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Faculty Welfare

Total Meetings: 5 meetings	Meeting frequency: Approx. 2 times a quarter	Average hours of committee work each week: Approx. 45 min each week
-------------------------------	---	---

Total Items Reviewed: 20	Total of items reviewed deferred from the previous year: 0	Total items deferred to the coming academic year: 1
-----------------------------	--	--

Divisional Business:

Requests for Consultation (RFC) and issues considered by the committee:

RFC: Formation of UC Davis Institutional Data Council
RFC: Proposed New PPM 390-55, Video Security
RFC: Proposed Revisions to PPM 360-50, Key/Access Card Control
RFC: Revised APM UCD-620, Policies and Procedures for Administration of Off-Scale Salaries
RFC: Proposed APM 011 – Academic Freedom, Protection of Professional Standards, and Responsibilities of Non-Faculty Academic Appointees
RFC: Proposed Revisions to APM UCD – 280, Adjunct Professor Series
Review of/Advice: Request for Committee on Faculty Welfare review of new PPM 290-31, Activities and Programs with Minors
Review of/Advice: Review the revised Graduate Council Doctoral Qualifying Examinations Policy GC2005-02 (Rev. 07)
Review of/Advice: Inquiry about UCD Benefits and Change of Insurance
Review of/Advice: Staff & Faculty Health & Well Being Annual Report 2018
Review of/Advice: Student Evaluation of Teaching Special Committee
RFC: Proposal to Eliminate APM-UCD 285

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Committee carryforward items – 2019-20:

Review of *In Memoriam* UCD campus process (when faculty or Emeriti faculty
pass away)

Systemwide Business:

Requests for Consultation (RFC) and issues considered by the committee:
Review of/Advice: UCOP Request for Comments on Proposed Title IX Regulations from the U.S. Department of Education
Review of/Advice: University Committee on Academic Freedom (UCAF) memo regarding Canary Mission
RFC: Proposed Revisions to Systemwide Senate Bylaw 336
RFC: Proposed New Presidential Policy: Principles of Accountability with Respect to Financial Transactions
RFC: Proposed Revisions to Presidential Policy BFB-BUS-46: Use of Vehicles and Driver Selection
RFC: Proposed Revisions to Presidential Policy BFB-RMP-7: Protection of Administrative Records Containing Personally Identifiable Information
RFC: Proposed Revisions to Presidential Policy on Sexual Violence and Sexual Harassment
RFC: Proposed Revisions to Sexual Violence Sexual Harassment Academic Frameworks

Respectfully submitted,

Gregory Downs, Chair
 Moradewun Adejunmobi, Member
 Stephen Brush, Member
 John Conway, Member
 Christyann Darwent, Member
 Nobuko Hagiwara, Member
 Lynette Hart, Member
 Ameer Taha, Member
 Jeffrey Walton, Academic Federation Representative
 Keavagh Clift, Staff Assembly Representative
 Mary Vasquez, Staff Senate Analyst

Annual Report: Academic Year 2018 - 2019

Davis Division: Academic Senate

Committee on Grade Changes

Total Meetings	Meeting frequency	Average hours of committee work each week
9	<i>Once per month during academic year</i>	<i>2-3 hours meeting and 6-8 hours additional review time.</i>

Total <i>Retroactive/Grade Change Petitions</i> Reviewed:	Total of reviewed <i>Retroactive/Grade Change Petitions</i> deferred from the previous year:	Total <i>Retroactive/Grade Change Petitions</i> deferred to the coming academic year:
622	0	1

Listing of bylaw changes proposed:

Listing of committee policies established or revised:

Issues considered by the committee:

PTD process being made consistent between colleges, and containing clearer directions to the students.

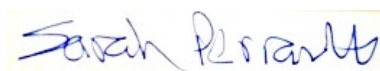
Instructors issuing an F grade on a student's request.

Recommended procedural or policy changes for the coming year:

Committee's narrative:

See attached

Committee Chair Signature:



Date: October 29, 2019

2018-2019 Summary and Highlights

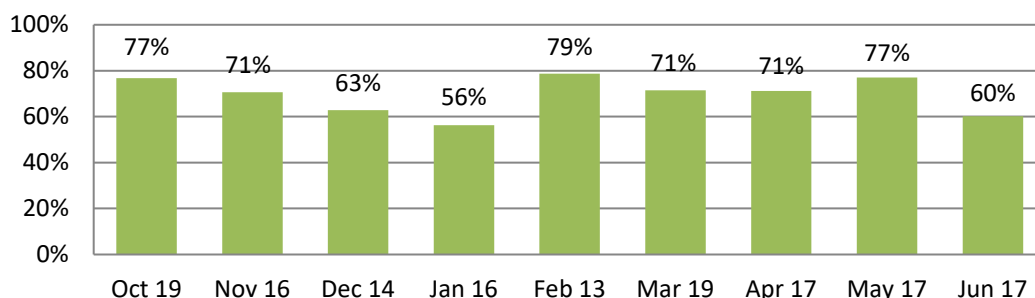
During the 2018-2019 academic year, the Office of the University Registrar received 620 Grade/Retroactive Change petitions: 29 grade change petitions, 196 Retroactive Change Petitions (drops and grade mode changes), and 321 Retroactive Withdrawal Petitions. The Grade Change Committee reviewed all of these petitions. Additional retroactive petitions (adds and unit changes) were submitted to the OUR which were processed internally by the Office of the University Registrar according to the Committee's published guidelines. The Committee approved 70% of the petitions it reviewed.

Petitions Approved/Reviewed, 2018-2019

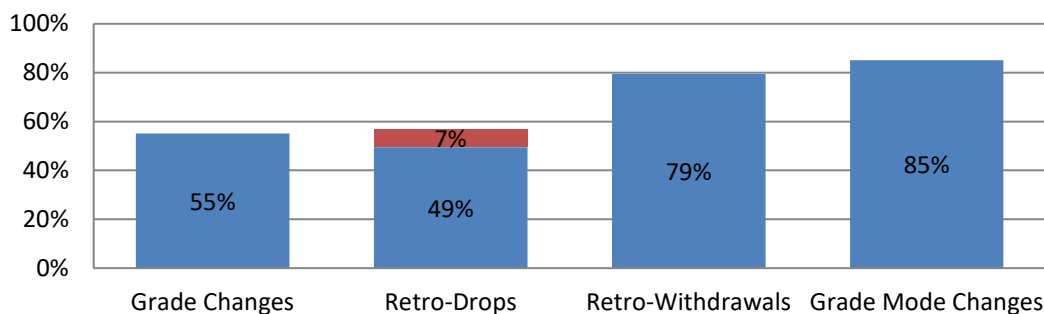
Meeting	Grade Changes	Retro-Drops	Retro-WDs	P/NP Changes	Total
Oct	3/3	18(*)/35	49/54	6/7	76/99
Nov	6/7	13(*)/24	41/56	5/5	65/92
Dec	1/1	4(*)/8	16/27	6/7	27/43
Jan	2/6	7(*)/16	14/21	4/5	27/48
Feb	0/0	8(*)/11	23/26	6/10	37/47
Mar	0/0	4(*)/9	30/39	1/1	35/49
Apr	0/4	18(*)/31	24/26	10/12	52/73
May	2/4	14(*)/25	22/23	9/9	47/61
Jun	2/4	11(*)/37	36/49	16/18	65/108
Total	16/29	97(*)/196	255/321	63/74	431/620

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

Petition Approval Percentage (by meeting), 2018-2019



Petition Approval Percentage (by petition type), 2018-2019



NOTE: 49% of Retroactive Drop petitions were approved outright, while an additional 7% were approved as Retroactive Withdrawals.

ANNUAL REPORT: ACADEMIC YEAR 2018-19
DAVIS DIVISION: ACADEMIC SENATE
GRADUATE COUNCIL

Total Meetings:	Meeting Frequency:	Average Hours of Committee Work Each Week:
Graduate Council: 18 Academic Planning & Development: 6 Administrative/Appeals: 5 Bylaws: 0 (all committee work done mostly online; in person meetings set as needed) Courses: 1 (all committee work done mostly online; in person meetings set as needed) Educational Policy: 3 (all committee work done mostly online; in person meetings set as needed) Program Review: 10 Program Review Closure: 1 Welfare: 3	Bimonthly/As needed Number of members in each standing subcommittee: APD: 10 Administrative: 3 Bylaws: 3 Courses: 7 EPC: 8 PRC: 13 PRCC: 4 Welfare: 3	Graduate Council Chair: 14+ Council Members: 1+ PRC Chair: 4+ Other Subcommittee Chairs: 1.5+ Subcommittee Members: 1+

Total Items Reviewed:	Total Number of Items Carried Over from Previous Year:	Total items Carried Over to Coming Year:
Bylaws: 1 Degree requirements: 23 Program reviews: 14 Program review closures: 12 Proposals for new graduate programs: 2 Graduate courses: 102 Academic Senate requests for consultation: 6 Graduate program management advice or affiliation approvals: 2 Miscellaneous items: Policies approved, established or revised: 5	Bylaw revisions: 2 Degree requirement revisions: 16 Program reviews: 1 Graduate program management advice or affiliation requests: 0 Graduate courses: 3 Miscellaneous business items: 13	Bylaw revisions: 7 Degree requirement revisions: 19 Program reviews: 1 Program review closures: 6 Graduate program management advice or Affiliation requests: 0 Graduate courses: 19 Miscellaneous business items: 4

Listing of Policies Approved, Established or Revised:
<ul style="list-style-type: none"> • Doctoral Qualifying Examinations GC2005-02 (Rev. 07) – GC Approved October, 30, 2018 • Degree Requirements Policy GC2005-04 (Rev. 06) – GC Approved October 30, 2018 • Review of Graduate Academic Certificates GC 2018-05 – GC Approved November 30, 2018 • Graduate Student Course Requirements – English as Second Language GC 2018-02 (Rev. 02) – GC Approved March 6, 2019 • Graduate Program Review Guidelines – Approved March 19, 2019

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	Program Review Closures	Proposals for New Graduate Programs, DEs, or GACs	Graduate Courses Reviewed	Responses to Requests for Academic Senate (AS) Consultation	Graduate Program Management Advice or Affiliation Approvals	Administrative Committee Appeals	Misc
1	23		14	12	2	102	6	2	12	

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 Committee (APD), (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 Graduate Student Support Committee, (9) the Graduate 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://academicsenate.ucdavis.edu/committees/committee-list/grad_council/index.cfm and also archived on ASIS.

A. GRADUATE PROGRAM BYLAW REVISIONS:		
Graduate Program		Approval Date
1.	Communication	November 13, 2018

B. GRADUATE PROGRAM DEGREE REQUIREMENTS:		
Graduate Program		Approval Date
1.	Communication	October 19, 2018
2.	Native American Studies	October 19, 2018
3.	Biomedical Engineering	October 19, 2018
4.	Biomedical Systems Engineering	October 19, 2018
5.	Community Development	October 19, 2018
6.	Chemical Engineering	October 30, 2018
7.	Molecular, Cellular & Integrative Physiology (MCIP)	March 8, 2019
8.	Masters in Preventive Veterinary Medicine	March 19, 2019
9.	Creative Writing	March 22, 2019
10.	Transportation Technology and Policy	April 15, 2019
11.	Clinical Research	April 16, 2019
12.	Designated Emphasis in Translational Research	April 16, 2019
13.	Psychology	April 16, 2019
14.	Art Studio M.F.A.	May 3, 2019
15.	Plant Pathology	May 14, 2019
16.	Immunology	May 14, 2019
17.	Master of Science in Business Analytics	May 14, 2019
18.	Agricultural and Resource Economics	May 14, 2019

19.	Designated Emphasis in Performance and Practice	May 14, 2019
20.	Materials Science and Engineering	May 14, 2019
21.	Study of Religion	May 14, 2019
22.	Educational Leadership (CANDEL)	May 14, 2019
23.	Biochemistry, Molecular, Cellular and Developmental Biology	May 14, 2019
24.	Forensic Science	June 14, 2019

C. GRADUATE PROGRAM REVIEW ACTIONS:

a. PROGRAM REVIEW REPORTS:

Graduate Program		GC Transmittal Letter Sent
1.	Anthropology	April 17, 2019
2.	Biological Systems Engineering	April 17, 2019
3.	Chemistry	May 9, 2019
4.	Geology	June 17, 2019
5.	Native American Studies	June 17, 2019
6.	Political Science	April 17, 2019
7.	Population Biology	May 9, 2019
8.	Public Health (MPH)	April 25, 2019
9.	Sociology	April 15, 2019
10.	Soils and Biogeochemistry	July 30, 2019
11.	Transportation Technology and Policy	May 16, 2019
12.	DE in Biophotonics and Bioimaging	June 17, 2019
13.	DE in Feminist Theory and Research	February 8, 2019
14.	DE in Native American Studies	May 9, 2019

b. PROGRAM REVIEW CLOSURE COMMITTEE RECOMMENDATIONS:

Graduate Program		Approval Date
1.	Designated Emphasis in Writing, Rhetoric and Composition Studies (2017-18 Program Review)	January 11, 2019
2.	Biostatistics (Program Review Closure Approved March 3, 2017)	GC response to follow-up report sent on January 18, 2019
3.	Designated Emphasis in Biotechnology	November 30, 2018
4.	Computer Science	February 4, 2019

5.	Designated Emphasis in Reproductive Biology	February 19, 2019
6.	Integrative Genetics and Genomics	May 3, 2019
7.	Physics	May 14, 2019
8.	Plant Biology	May 14, 2019
9.	Civil and Environmental Engineering	May 31, 2019
10.	Designated Emphasis in Critical Theory	May 31, 2019
11.	Neuroscience	June 11, 2019
12.	Pharmacology and Toxicology	June 11, 2019

D. PROPOSALS FOR NEW GRADUATE PROGRAMS, DESIGNATED EMPHASES, OR GRADUATE ACADEMIC CERTIFICATES:

	Program	Type	Approval Date
1.	Future Undergraduate Science Educators	Graduate Academic Certificate	January 11, 2019
2.	Family Caregiving	Graduate Academic Certificate	June 11, 2019

E. GRADUATE COURSES REVIEWED AND APPROVED

Total courses reviewed: 102

F. RESPONSES TO ACADEMIC SENATE REQUESTS FOR CONSULTATION:

	Request For Consultation (RFC)	Response Submitted
1.	Proposal to Disestablish the Division of Textiles and Clothing	February 6, 2019
2.	UC Open Access for Thesis and Dissertation Policy	February 21, 2019
3.	Proposed Revisions to UC Davis Policy on Student Conduct and Discipline	February 21, 2019
4.	Proposed Revisions to APM UCD Appendix IIB	March 6, 2019
5.	UC Center Sacramento (UCCS) Review	May 24, 2019
6.	Review of Writing Task Force Report and Closing the Preparation Gap Task Force Report	July 15, 2019

G. GRADUATE PROGRAM MANAGEMENT ADVICE OR AFFILIATION APPROVALS

	Program	Type of Request	Approval Date
1.	Ph.D. in Geography with the DE in African American and African Studies	Affiliation	May 3, 2019
2.	Ph.D. in Human Development with the DE in Translational Research	Affiliation	April 15, 2019

H. ADMINISTRATIVE COMMITTEE APPEALS:

Admissions: 0
 Disqualifications: 4
 Policy Exceptions: 1
 Split Decision on Qualifying Exam: 5
 Embargo Requests: 2

I. GRADUATE STUDENT FELLOWSHIP, TRAVEL, & SUMMER GSR AWARDS:

See appendix A for the detailed report (attached)

J. ITEMS REMAINING OPEN

a. Graduate Program Bylaw Revisions

Program		Notes
1.	DE Biotechnology	Returned to the Program for further revisions.
2.	Horticulture & Agronomy	Returned to the Program for further revisions.
3.	Chemical Engineering	Currently being reviewed by Bylaws Committee.
4.	DE Performance Studies	Currently being reviewed by Bylaws Committee.
5.	Nursing Science Healthcare Leadership	Currently being reviewed by Bylaws Committee.
6.	Food Science	Currently being reviewed by Bylaws Committee.
7.	Clinical Research	Pending GC approval.

b. Graduate Program Reviews

Program		Notes
1.	Master of Laws (LL.M.)	GC request for additional information letter sent on May 24, 2019.

c. Graduate Program Review Closures

Program		Notes
1.	Mechanical and Aerospace Engineering	Program review closure approved. GC requested a second follow-up report. Pending PRCC and GC response to second-follow up report.
2.	Mathematics	PRCC requested additional information. Pending PRCC and GC review.
3.	Pharmaceutical Chemistry	Pending OGS and Provost responses to the GC Transmittal letter.
4.	Integrative Pathobiology	Pending GC review.
5.	Avian Sciences	Pending GC action.
6.	Electrical and Computer Engineering	Pending PRCC and GC review.

d. Graduate Program Degree Requirement Revisions

Program		Type	Notes
1.	Computer Science	Degree Requirements	Submitted May 16, 2019. Pending EPC review.

2.	Masters of Business Administration	Degree Requirements	Submitted June 5, 2018. Returned to the Program for further revisions.
3.	MFA in Dramatic Art	Degree Requirements	Returned to the Program for further revisions.
4.	Performance Studies	Degree Requirements	Returned to the Program for further revisions.
5.	Civil Engineering	Degree Requirements	Returned to the Program for further revisions.
6.	Mechanical and Aerospace Engineering	Degree Requirements	Program responded to EPC suggested revisions. Pending final approval by EPC and GC.
7.	Nutritional Biology	Degree Requirements	Submitted May 24, 2019. Pending EPC review.
8.	Neuroscience	Degree Requirements	Submitted April 17, 2019. Pending EPC review.
9.	Heath Informatics Program	Degree Requirements	Program responded to EPC suggested revisions. Pending final approval by EPC and GC.
10.	Nursing Science and Health-Care Leadership	New Program Proposal	Program responded to EPC suggested revisions. Pending final approval by EPC and GC.
11.	Nursing Science and Health-Care Leadership	Degree Requirements	Program responded to EPC suggested revisions. Pending final approval by EPC and GC.
12.	Epidemiology	Degree Requirements	Pending EPC review.
13.	Atmospheric Science	Degree Requirements	Reviewed by EPC. Pending GC review/approval.
14.	Chemistry	Degree Requirements	Pending EPC review.
15.	Food Science	Degree Requirements	Pending EPC review.
16.	German	Degree Requirements	Pending EPC review.
17.	Plant Biology	Degree Requirements	Reviewed by EPC. Pending final review by GC.
18.	Chemistry	Degree Requirements	Pending EPC Review.
19.	Statistics	Degree Requirements	Pending EPC Review.

e. Courses

Courses to be carried over: 19

f. Miscellaneous

Title		Notes
1.	Proposal for Master's Program in Genetic Counseling	Reviewed by EPC, pending GC review/approval.

2.	Proposal for Graduate Group in Marine Science	Initial discussion by GC on 5/31/19. Returned to the Program for further revisions.
3.	Policy on Advanced Degree Committees GC1998-01 (rev. 08)	Currently under review by EPC.
4.	APD Survey on Restructuring Graduate Education	Academic Planning and Development Committee to continue review and discussion.

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,



Carlee Arnett, Chair
2018-2019 Graduate Council

Members: Carlee Arnett (Chair); Dean Tantillo (Vice Chair); Anh-Vu Pham (Fall/Winter 2018-19); Christopher Cappa; Enoch Baldwin; George Matthey (Spring 2019); Jeffrey Schank; Julie Bossuyt; Kyoungmi Kim; Laurel Beckett; Lynette Hunter; Manuel Navedo (Spring 2019); Paul Bergin; Prabir Burman (Fall/Winter 2018-19); Jean-Pierre Delplanque *ex officio and non-voting (Vice Provost for Graduate Education – Dean of Graduate Studies)*.

Academic Federation Representatives: Jim Brown and Vasu Unnava.

Graduate Studies Representatives: Interim Associate Dean Duncan Temple Lang; Acting Associate Dean Ellen Hartigan-O'Connor.

Graduate Student Representatives: Jonathan Minnick, GSA President; Antash Najib, GSA Vice President; Brian Riley, GSA Representative; Mayowa Adegboyega (Graduate Student Assistant to the Dean and Chancellor).

Postdoctoral Scholar Representatives Gugu Zikalala

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Information Technology

Total Meetings: 8	Meeting frequency: 2-3 times a quarter	Average hours of committee work each week: Approx. 120 minutes
----------------------	---	--

Total Items Reviewed: 11	Total of items reviewed deferred from the previous year: 1	Total items deferred to the coming academic year: 2
-----------------------------	--	---

Divisional Business:

Requests for Consultation (RFC) and issues considered by the committee:

Review of: FireEye Implementation at UC Davis (presented by IET)
Review of: Provost letter regarding Duo Enrollment Requirement (presented by IET)
Review of: Duo Enrollment and Implementation (presented by IET)
Review of: Campus Systems and Recovery Plans (Canvas, Banner, OASIS, MyInfoVault, Final Grade Submission System) (presented by IET)
Review of: TurnIt In (presented by IET)
Service Change (from IET): Office365 Free/Busy Federation
Service Change (from IET): Temporary Affiliate Access Policy
RFC: Formation of UC Davis Institutional Data Council
RFC: RFC: Proposed New UC Davis PPM 390-55, Video Security
Memo to Senate Chair regarding FireEye Testing on College of Engineering Networks
Memo to Senate Chair regarding Emails with Attachments at UC Davis
Memo to Senate Chair regarding Providing IET with sufficient notice of changes to regulations
Memo to Senate Chair regarding proposed revisions to Provost letter regarding Duo Enrollment Requirement
Memo to Senate Chair regarding new Duo Proposal
Memo to Senate Chair regarding Duo Tokens
Memo to Senate Chair regarding UCOP Request for Access to the Campus Intrusion Detection Systems
Memo to Senate Chair regarding Principles of Acceptable Use of Data Collected by Cyber-Monitoring Programs

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:*None***Committee carryforward items – 2019-20:**

Review of: Student Concerns regarding Duo Enrollment

Continued review of: FireEye Implementation at UC Davis

Systemwide Business:**Requests for Consultation (RFC) and issues considered by the committee:**

RFC: Systemwide Review of Proposed New Presidential Policy: Principles of Accountability with Respect to Financial Transactions

RFC: Systemwide Review of Proposed Revisions to Presidential Policy BFB-RMP-7: Protection of Administrative Records Containing Personally Identifiable Information

Respectfully Submitted,

Matthew Bishop, Chair

Lee Miller, Member

Roberta Millstein, Member

Kyaw Paw U, Member

Danny Eastburn, Academic Federation Representative

Francheska Vicents, ASUCD Representative

Naomi Reeley, ASUCD Representative (Alternate)

Phoenix Shetty, GSA Representative

Viji Murali, CIO and Vice Provost for Information & Educational Technology, (ex-officio)

Mary Vasquez, Academic Senate Analyst

**2018-2019 Annual Report
Davis Division of the Academic Senate**

Committee on International Education

Total Meetings: 5	Meeting frequency: Bi-monthly	Average hours of committee work each month: 2
-------------------	----------------------------------	--

Total GE Petitions Reviewed: 96 (courses, proposals, cases, etc.)	Total of reviewed deferred from the previous year: 0	Total deferred to the coming academic year: 0
---	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

Completed pilot UCD Award for Excellence in Teaching Abroad

Presentation: Global Education for All, Zak Frieders, Director, Study Abroad

RFC: UCD Credit Policy for Campus Exchanges

Committee policies established or revised: 0

Bylaw and Regulation changes approved by the Representative Assembly: 0

Systemwide Business:

Requests for Consultation and issues considered by the committee: 0

Respectfully submitted,

Kathy Stuart, Chair

Angela Zivkovic, Member

Atul Parkish, Member

Beatriz Martinez Lopez, Member

Joseph Sorensen, Member

Mark Mascall, Member

Timothy McNeil, Member

Heather Milton, AF Rep

Justin Yap, ASUCD Rep
Yasmeen Qursha, ASUCD Rep (Alternate)
Antash Najib, GSA Rep
Fadi Fathallah, Ex-Officio
Michael Lazzarra, Ex-Officio
Wes Young, Ex-Officio
Zak Frieders, Ex-Officio
Liz Lopez, Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on the Library

Total Meetings 5	Meeting frequency <i>1-2/quarter, as necessary</i>	Average hours of committee work each week 1
---------------------	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:
<i>Proposal for a Graduate Academic Certificate in Family Caregiving</i>
<i>Shields Library Renovations and Reorganization</i>
<i>Renovations of Physical Science and Engineering Library (PSEL); movement of collections housed in PSEL</i>
<i>Elsevier/Publisher Negotiations</i>

Committee policies established or revised:
<i>None</i>

Bylaw and Regulation changes approved by the Representative Assembly:
<i>None</i>

Systemwide Business:

Requests for Consultation and issues considered by the committee:
<i>Second Systemwide Review of Proposed Presidential Policy on Open Access for Theses and Dissertations</i>

Respectfully submitted,

Kathryn Olmsted, Chair
 Onathan Eisen, Member
 Dario Cantu, College of Agricultural and Environmental Sciences Representative
 Daniel Goldstein, Academic Federation Representative
 Justin Yap, ASUCD Representative
 Bo Liu, College of Biological Sciences Representative
 Stavros Vougioukas, College of Engineering Representative
 Iris Holzer, Graduate Student Association Representative
 Donald Palmer, Graduate School of Management Representative
 Diana Davis, College of Letters and Science Representative
 James Housefield, College of Letters and Science Representative

Janko Gravner, College of Letters and Science Representative
Mario Biagioli, School of Law Representative
Cassandra Doll Hart, School of Education Representative
Hongwu Chen, School of Medicine Representative
Lark Coffey, School of Veterinary Medicine Representative
Debbie Stacionis, Academic Senate Analyst

2018-2019 Annual Report
Davis Division of the Academic Senate

Committee on Planning and Budget

Total Meetings: 14	Meeting frequency: biweekly	Average committee work per week: 90 minutes
--------------------	-----------------------------	---

Total items reviewed: <ul style="list-style-type: none"> • Endowed Chairs: 16 • Partner Opportunity Program: 10 (not listed for confidentiality) • Target of Opportunity for Excellence: 5 (not listed for confidentiality) • Requests for Consultation: 12 • Other Items: 12 	Total reviewed items deferred from previous year: 0	Total items deferred to next year: 0
---	---	--------------------------------------

Divisional Business:

Requests for Consultation:
Proposal to Establish a Data Science Academic Unit in the College of Letters and Science
Proposal to Establish a Major in Applied Chemistry
Revised APM UCD-620, Policies and Procedures for Administration of Off-Scale Salaries
Proposal to Discontinue the Major and Minor in Fiber and Polymer Science
Proposal to Discontinue the Major and Minor in Textiles and Clothing
Proposal to Disestablish the Division of Textiles and Clothing
Proposed Major in Human Biology
Assessment Support Proposal
Graduate Academic Certificate in Family Caregiving
Other Items:
Discussed status of EY Budget Allocation Assessment report with VC Ratliff; recommended next steps to Senate leadership
Discussed progress on Aggie Square with VC Ratliff
Discussed building maintenance/renovations, capital projects, and classroom/lab spaces with AVC Tollefson and AVC/University Architect Carroll
Hosted 2019 CPB budget retreat with FEC chairs and administrative leadership
On several occasions, discussed Governor's/legislature's budget and UC Davis' budget with VC Ratliff and SAVC Frace

Sent memo regarding revised gift fee structure for endowment gifts to VC Ratliff and VC Keister; continued discussion in person with VC Ratliff
Discussed UC Path transition with VC Ratliff and project lead Steve Roth
Wrote memo to Senate leadership requesting information on the use of resource information management systems (RIMS) at UC Davis
Discussed campus operating budget framework letter; from May to July, reviewed final budget materials for all schools and colleges (except the School of Medicine, due to late timing) and provided recommendations and feedback to Budget and Institutional Analysis
Discussed School of Law bridge loan situation; discussions to continue in 2019-20
Discussed the reframing of the Provost Allocation with AVC Mangum and Principal Analyst Willoughby
Discussed status of Elsevier negotiations and access cut off with University Librarian Smith and UCOLASC Vice Chair Dennis Ventry

Endowed Chair/Professorship Reviews:
Board of Visitors Endowed Chair
Pediatric Vice Chair of Academic Affairs Endowed Chair
Pediatric Pulmonary Science Endowed Chair
Pediatric Cardiology Administrative Endowed Chair
Nora S. Gustavsson Professorship in Water Resources
Byron Demorest Chair in Pediatric Ophthalmology
Neil and MJ Kelly Presidential Chair in Vitreoretinal Science
Beneto Foundation Endowed Chair
Division of Neonatology Endowed Chair
Pediatric Vice Chair of Clinical Research Endowed Chair
Alan Stoudemire Professorship Amendment
Western Health Advantage Professorship
Andrew John Gabor, M.D., Ph.D. Presidential Chair
Barbara A. and Alan M. Roth, M.D. Endowed Chair
Messmer Family Presidential Chair in Companion Exotic Animal Medicine and Surgery Science
Prem Chand Jain Family Presidential Chair for Innovation and Entrepreneurship

Committee policies established or revised:
None

Bylaw and Regulation changes approved by the Representative Assembly:
None

Systemwide Business:

Requests for Consultation:

Proposed New Presidential Policy: Principles of Accountability with Respect to Financial Transactions
Proposed UC Transfer Admission Guarantee
UC Center Sacramento (UCCS) Review

Respectfully submitted,

Ahmet Palazoglu, Chair

Alan Bennett, Member

Martin Privalsky, Member

Heather Rose, Member

Fernando Santana, Member

Henry Spiller, Member

Alan Taylor, Member

Jane-Ling Wang, Member

Cathryn Lawrence, Academic Federation Representative

Kristin Lagattuta, Academic Senate Chair (CPB Advisor)

Richard Tucker, Academic Senate Vice Chair (CPB Advisor)

**2018-2019 Annual Report
Davis Division of the Academic Senate**

Instructional Space Advisory Subcommittee

Total Meetings: 6	Meeting frequency: 2 meetings a quarter	Average hours of committee work each week: Approx. 30 min a week on average
----------------------	--	--

Total Items Reviewed: 4	Total of items reviewed deferred from the previous year: 1	Total items deferred to the coming academic year: 1
----------------------------	--	--

Divisional Business:

Requests for Consultation (RFC) and issues considered by the committee:

Review of: Spring 2018 Classroom Condition Survey Results (administered in collaboration with Office of University Registrar)

Review of: Other Universities' Scheduling Practices

Revision of: Spring 2019 Classroom Condition Survey Questions and Email (administered in collaboration with the Office of the University Registrar)

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Committee carryforward items – 2019-20:

Receipt of/Review of: Spring 2019 Classroom Condition Survey Results (administered in collaboration with Office of University Registrar)

Systemwide Business:

Requests for Consultation (RFC) and issues considered by the committee:

Systemwide Review of Proposed UC Transfer Admission Guarantee

Respectfully Submitted,

Jeffrey Williams, Chair

Paul Erickson, Member

Gail Finney, Member

Steven Luck, Member

Philip Power, Member

Martin Privalsky, Member

Jeanette Ruiz, Member

Michael Turelli, Member

Jacob Hosier, Academic Federation Representative

Erin Crom, University Registrar (ex-officio)

Sierra Feldmann, Academic Senate Analyst

**2018-2019 Annual Report
Davis Division of the Academic Senate**

**Committee on Privilege and Tenure –
Investigative and Hearings
Subcommittee**

Total Meetings	Meeting frequency	Average hours of committee work each week
<ul style="list-style-type: none"> • <u>Investigative</u>: 7 Meetings • <u>Hearings</u>: 0 Hearings 	<ul style="list-style-type: none"> • <u>Investigative</u>: Scheduled biweekly held as needed • <u>Hearings</u>: As needed 	<ul style="list-style-type: none"> • <u>Investigative</u>: dependent on workload • <u>Hearings</u>: dependent on workload

Total Matters Reviewed	Total of reviewed matters deferred from the previous year	Total matters deferred to the coming academic year
<u>Investigative</u> : Total New Grievances: 4 <u>Hearings</u> : Total New Grievances Referred: 0 Total New Disciplinary Actions Referred: 1 Total New Early Termination Actions Referred: 0	<u>Investigative</u> : Total Grievances: 0 <u>Hearings</u> : Total Hearings: 0	<u>Investigative</u> : Total grievances at investigative subcommittee continued: 1 <u>Hearings</u> : Total hearings/matters continued: 0

Divisional Business:

Requests for Consultation and issues considered by the committee:

None

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:
Systemwide Review of Revised Presidential Policy on Sexual Violence and Sexual Harassment
UC P&T Request for Comments – Proposed Title IX Regulations from the U.S. Department of Education
Systemwide Review of Proposed Revisions to Systemwide Senate Bylaw 336
Systemwide Review on Proposed Revisions to Investigation and Adjudication Frameworks for Senate and Non-Senate Faculty and for Staff and Non-Faculty Academic Personnel under the Presidential Sexual Violence and Sexual Harassment (SVSH) Policy
Systemwide Review of Proposed New Academic Personnel Manual (APM), Section 011, Academic Freedom, Protection of Professional Standards, and Responsibilities of Non-Faculty Academic Appointees (APM- 011)

As of August 31, 2019

Investigative:

- Grievances where prima facie was not found: One
- Grievances closed/informally resolved: Three
- Grievances not referred to a hearing: Three
- Grievances referred to a hearing: One pending informal resolution
- Grievances carried over into 2018-2019: None

Hearing:

- Disciplinary matter:
 - Held: One
 - Settled: None
 - Withdrawn: None
 - Pending: None
- Grievance matter:
 - Held: None
 - Settled: None
 - Withdrawn: None
 - Pending: None
- Early Termination:
 - Held: None
 - Settled: None
 - Withdrawn: None
 - Pending: None

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Public Service

Total Meetings 1	Meeting frequency As needed	Average hours of committee work each week: 30 minutes
---------------------	--------------------------------	--

3 Nominations were Reviewed and 3 nominees were selected to receive the Distinguished Scholarly Public Service Award 2 UCD Continuing and Professional Education (UCD C&PE) Certificate Proposals were reviewed	0 Nominations were deferred from the previous year	0 Nominations are deferred to the coming year
--	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

The 2 UCD Continuing & Professional Education (UCD C&PE) Certificate Proposal reviewed were Machine Learning Proposal and Accounting Certificate Programs.

The committee reviewed Susan Catron's, Dean of UCD C&PE, request regarding online learning. The committee supports Dean Catron's efforts to establish Continuing & Professional Education as a center at the university for online learning.

Committee policies established or revised:

No new committee policies were established.

No committee policies were revised.

Bylaw and Regulation changes approved by the Representative Assembly:

The committee did not put forward any proposals for bylaw or regulation changes.

Systemwide Business:

Requests for Consultation and issues considered by the committee:
No requests for consultation were considered by the committee.

Respectfully Submitted,

Michael Rogawski, Chair
 Ayako Yasuda, member
 Brendan Price, member
 Elisa White, member
 Adam Siegel, Academic Federation Representative
 Alex Lowrie, Academic Federation Representative
 Yasmeen Qursha, ASUCD Representative
 Jumana Esau, ASUCD Representative (alternate)
 Morgan Matson, GSA Representative
 Joanna Regulska, Ex-Officio
 Susan Catron, Ex-Officio
 Felicia Murdoch, Academic Senate Office analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Research

Total Meetings 8	Meeting frequency <i>Approximately monthly</i>	Average hours of committee work each week <i>Two hours per week</i>
---------------------	---	--

Total grant proposals reviewed <i>2018-2019 Travel grants (\$800) – 454</i> <i>2019-2020 Small grants (\$2000) – 208</i> <i>2019-2020 Large grants (\$10,000-\$25,000) – 77</i>	Total grant proposals awarded <i>2018-2019 Travel grants (\$800) – 435</i> <i>2019-2020 Small grants (\$2000) – 197</i> <i>2019-2020 Large grants (\$10,000-\$25,000) – 17</i>	Total grant proposals deferred to the coming academic year <i>0</i>
--	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:
<i>Received reports from the Research Core Advisory Council and the Chemical Lab Safety Committee</i>
<i>Proposed Revisions to PPM 360-50, Key/Access Card Control</i>
<i>Proposal to Disestablish the Division of Textiles and Clothing</i>
<i>Proposed Revisions to PPM 240-50, General Policy Regarding Human Research Collaborations with Industry Partners</i>
<i>COR Grants Budget and Additional Funding Request</i>
<i>Update on Implementation of Recommendations provided in the Joint Task Force on Research Units Report</i>
<i>Provisional F&A Rate Setting and Impacts on Faculty</i>
<i>Update on Implementation of Recommendations provided in the Animal Care Task Force Report</i>

Committee policies established or revised:
<i>Minor updates to the calls for travel, small, and large grants</i>

Bylaw and Regulation changes approved by the Representative Assembly:
<i>None</i>

Systemwide Business:

Requests for Consultation and issues considered by the committee:
<i>Second Systemwide Review of Proposed Presidential Policy on Open Access for</i>

<i>Theses and Dissertations</i>
<i>Review of Systemwide Research Grants Program Office (RGPO)</i>
<i>Discussion of Lab Fee Research Program Funding Priorities</i>
<i>Update and Discussion on UC Negotiations with Elsevier</i>
<i>Discussion of Fetal Tissue Policy</i>

Respectfully submitted,

Karen Bales, Chair
 Aldrin Gomes, Member
 Amanda Guyer, Member
 Cynthia Schumann, Member
 Damian Genetos, Member
 David Fyhrie, Member
 Dave Hwang, Member
 David Woodruff, Member
 James Housefield, Member
 Li Tian, Member
 Mark Huising, Member
 Sally McKee, Member
 Zeev Maoz, Member
 Zhaojun Bai, Member
 Christophe Morisseau, Academic Federation Representative
 Prasant Mohapatra, Vice Chancellor of Research, Ex Officio
 Theresa Costa, Committee Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Undergraduate Council

Total Meetings: 15	Meeting frequency: twice per month/every other week	Average hours of committee work each week: Chair 10-12 hours/week Members: varies with heaviest workload in late winter and spring
-----------------------	--	--

Total business items reviewed: 68 (14 program reviews 4 interim program reviews 11 GE reviews, 10 Closing the Loop responses, and 29 other items)	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
---	--	---

Divisional Business:

Requests for Consultation and Issues Considered by the Committee:
Academic Probation Notification Toolkit
Social Belonging Project
DDR A552 Expected and Minimum Progress Regulation Revision
DDR A540E Grading Changes (Clarification)
DDR 527 (A) Course Prerequisites
Proposed Revision to Senate Regulation 636E (ELWR)
PEC Revised ELWR Extensions Policy
PEC Criteria for ELWR Course Certification
UIPR Proposal for Review and Oversight of Minors
Proposed Changes to Animal Science Major
Proposed Changes to Art History Major
Proposed Changes to Science & Technology Studies
Proposed Changes to Nutrition Science
Proposed Changes to Viticulture and Enology
Proposed Changes to Social and Ethnic Relations Minor
Proposal to Establish Applied Chemistry Major
Proposal to Establish Data Science Academic Unit
Proposal to Establish Human Biology Major
Extension of Suspension of Admissions for TXC and FPS
Proposal to Disestablish the Division of Textiles and Clothing
Proposal to Discontinue the Major and Minor in Textiles and Clothing
Proposal to Discontinue the Major and Minor in Fiber and Polymer Science
Proposed Revisions to UCD Policy on Student Conduct and Discipline
Proposed UC Davis Policy Credit Policy for Campus Exchanges
Closing the Preparation Gap/Writing Task Force Reports

Assessment Proposal
Annual Athletics Report
UIPR Proposal for Review and Oversight of Minors
Cluster 5 Program Reviews (14)
Interim Program Reviews (4)
Cluster 5 Program GE Assessments (11)
Cluster 4 Closing the Loop Responses (10)
Cluster 5 Summary

Committee policies established or revised:
None

Bylaw and Regulation changes approved by the Representative Assembly:
DDR A552 Minimum Progress

Systemwide Business:

Requests for Consultation and issues considered by the committee:
Proposed UC Transfer Admission Guarantee
UC Center Sacramento Review

Respectfully submitted,

Daniel Potter, Chair
 Colleen Bronner, Vice Chair
 Katheryn Russ, Member
 Matthew Stratton, Member
 Ralph Aldredge, Member
 Patricia C. Boeshaar, Member
 Elizabeth L. Constable, Member
 Katrina K. Jessoe, Member
 Gregory H. Miller, Member
 Richard Scalettar, Member
 Rebecca Ambrose, Member
 Jacob Hibel, Member
 Lynn Martindale, Academic Federation Representative
 Amelia Triest, Academic Federation Representative
 Elizabeth Picazo, ASUCD Representative
 Justin Hurst, ASUCD Representative
 Nitika Mummidivarapu, ASUCD Representative
 Morgan Matson, GSA Representative
 Erin Crom, Ex-Officio
 Deborah Swenson, Ex-Officio
 Carolyn C. Thomas, Ex-Officio
 Debbie Stacionis, Undergraduate Council Analyst

**2018-2019 Annual Report
Davis Division of the Academic Senate**

General Education Committee

Total meetings 6	Meeting frequency <i>Approximately 2 per quarter</i>	Average hours of committee work each week <i>1 hour per week</i>
---------------------	---	---

Total programs reviewed 11	Total of reviewed programs deferred from the previous year 1	Total programs deferred to the coming academic year 0
-------------------------------	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

Eleven general education program reviews

Review of Writing Task Force report and Closing the Preparation Gap Task Force report

Committee policies established or revised:

Minor revisions of the Scientific and Oral Skills Literacy Interpretations approved by GEC and COCI, to be reviewed by UGC in fall 2019

Added a letter to COCI to the end of the review process regarding courses that do not meet minimum elements

Committee initiated a new protocol to standardize and streamline reviews of individual courses, using a Qualtrics interface based on the GE Literacy Minimum Elements as implemented in September 2018

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:

None

Respectfully submitted,

Katheryn Russ, Chair
Andrew Waldron, Member

Marina Crowder, Member
Mark Halperin, Member
Sudipta Sen, Member
Tobias Menely, Member
William McCarthy, Member
Katie Stirling-Harris, COCI Representative
Sumathi Sankaran-Walters, Academic Federation Representative
Haradeen Dhillon, ASUCD Representative
Theresa Costa, Committee Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Special Academic Programs

Total Meetings: 0	Meeting frequency:	Average hours of committee work each week:
----------------------	--------------------	--

Total programs reviewed: 0	Total of reviewed programs deferred from the previous year: 0	Total programs deferred to the coming academic year: 0
-------------------------------	---	---

Divisional Business:

The Special Academic Programs Committee will take a three-year hiatus (2018-19, 2019-20, 2020-21) yet retain a chair for the committee, appointed by CoC, to serve on Undergraduate Council. If any SAP business arises, (e.g., new course/program approvals or RFCs) the appointed chair and Undergraduate Council will determine membership of the SAP committee at that time. CoC will appoint full membership of the SAP committee for each of the years 2021-22 through 2024-25, and reviews will follow the schedule posted to the committee webpage.

https://academicsenate.ucdavis.edu/sites/g/files/dgvnsk3876/files/local_resources/docs/committees/undergrad_council/sap/revised_schedule.pdf

Courses reviewed by the committee:

None

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:

None

Respectfully submitted,
Richard T. Scalettar, Chair
Debbie Stacionis, Academic Senate Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Preparatory Education

Total Meetings: 4	Meeting frequency: Average once per quarter	Average hours of committee work each week: Varies
----------------------	--	---

Total items reviewed: 6	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
----------------------------	---	--

Divisional Business:

Requests for Consultation and issues considered by the committee:

Proposed New Entry Level Writing (ELWR) courses and co-courses
Framework for Preparatory Education Approval of Proposed Courses
Analytical Writing Placement Exam (AWPE) Acceptance Score Proposal
Writing Task Force and the Closing the Preparation Gap Task Force Reports

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and Issues Considered by the Committee:

Systemwide Revision to Senate Regulation 636.E
UC Transfer Guarantee Proposal

Respectfully submitted,

Matthew Stratton, Chair
Alexander Aue, Member
Fu Liu, Member
Trish Serviss, Member
Sam Nichols, Member
Bill Sewell, Academic Federation Representative
Elizabeth Picazo, ASUCD Representative
Debbie Stacionis, Analyst

2018-2019 Annual Report Davis Division of the Academic Senate

Committee on Undergraduate Instruction & Program Review

Total Meetings: 11	Meeting frequency: As needed- 1 fall quarter, 3 winter quarter, 7 spring quarter	Average hours of committee work each week: Varies through the academic year: heavier weekly workload in Winter and Spring quarters. For the Chair 1 hour in Fall, 8 – 10 hours each week in Winter and Spring For Committee members, 2 – 6 hours each week in Winter and Spring.
-----------------------	---	---

Total programs reviewed: 14	Total number of programs deferred from the previous year: 2	Total programs deferred to the coming academic year: 0
--------------------------------	--	---

Divisional Business:

Requests for Consultation and issues considered by the committee:

Fourteen Program Reviews

Writing Task Force Report and Closing the Preparation Gap Task Force Reports

Office of Undergraduate Education Assessment Proposal

Review and Oversight of Minors

Committee policies established or revised:

None

Bylaw and Regulation changes approved by the Representative Assembly:

None

Systemwide Business:

Requests for Consultation and issues considered by the committee:

None

Respectfully submitted,

Elizabeth L. Constable, Chair

Anna B. Britt, Member
Victoria L. Cross, Member
Jennifer Choi, Member
Joel Ledford, Member
Mitch Singer, Member
Patrice A. Koehl, Member
Stephen (Rex) Stem, Member
Thomas Buckley, Member
Kristine Godfrey, Academic Federation Representative
Nitika Mummidivarapu, ASUCD Representative
Naomi Reeley, ASUCD Representative
Ted Powers, CBS Ex-Officio
Leopoldo Bernucci, L&S Ex-Officio
Matthew Wood, CAES Ex-Officio
Subhash Risbud, COE Ex-Officio
Debbie Stacionis, Academic Senate Analyst

COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES 2018-2019 ANNUAL REPORT

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

For the 2018-2019 academic year, 95,251 students applied for undergraduate admission: 17158 new transfers and 78093 new freshmen. The Committee does not evaluate freshmen or all transfer applicants to the University. 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.

The Committee, comprising members representing all of the colleges, first met on October 30, 2018 during the Fall Quarter to organize for the year. At this meeting, committee members reviewed the 2017-2018 Annual Report and the calendar for 2018-2019. They also discussed committee expectations and workload. Another Winter Quarter meeting was held on January 24, 2019 to discuss the reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2018-2019 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 (1111); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (717). All applications were read twice, and scores were entered by early April 2019.

A total of 1,828 applications needed to be evaluated for the 2019-2020 scholarship award year. Because each application is to be reviewed by at least two Committee members, 3,656 reads needed to be completed within the reading period. This year we had 21 members, not including the Chair. If all 21 members read equal amounts of applications, they would each need to review about 174 files; this equates to about 19-27 hours of work per person, given a 7 – 10 minute/file reading rate. During this cycle, all members were active; however, two members had conflicts pop up which prevented them from reading one population each. Readings were officially completed on April 11, almost two weeks after the original March 31 deadline.

The University Medalist Sub-Committee reviewed the nomination packets of and interviewed four finalists on May 2, 2019. The group decided upon Julianne Cravotto a double major in History and Political Science from the College of Letters and Science as the 2018-2019 University Medal recipient.

As we move forward, some of the questions the committee has brought up are as follows:

1. Should the process of awarding Regents be redone in order to allow a more even representation between the colleges?
2. Should CUSHP oversee all scholarships on campus and not just those awarded through this application?
3. Should there be a governing body overseeing campus scholarships and then a second committee that reviews the applications?

Statistics for the eligible applicants for 2019-2020 and the 2018-2019 recipients and award process are attached.

Respectfully submitted,

Carlos Jackson, Chair

A Gundes
Anna Uhlig
Corrie Decker
David Horton
Eleonora Grandi
Emilija Pantic
Evgeny Gorskiy
Frank Mitloehner
Grace Wang
Janine Wilson
Kevin Novan
Kurt Rohde
Margaret Ronda
Mona Monfared
Scott MacKenzie
Veronika Hubeny
Xin Liu
Yinghui Yang
Yoshihiro Izumiya

Academic Federation Representatives

Melinda Livas
Kenneth Hilt

COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES
2019-2020 ANNUAL REPORT

	CA&ES	CBS	ENG	L&S	TOTAL
<u>2018-2019 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>GENDER</u>					
Female	3950	5512	1923	12785	24170
Male	1775	2470	3814	8834	16893
Not indicated	51	109	98	371	629
Total	5776	8091	5835	21990	41692
<u>2019-2020 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>GENDER</u>					
Female	3643	5059	1853	10923	21478
Male	1594	2391	3730	7346	15061
Not indicated	29	57	63	250	399
Total	5266	7507	5646	18519	36938
<u>2018-2019 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>ETHNICITY</u>					
Latin American	302	417	237	922	1878
Mexican American	1034	1161	730	2751	5676
African American	210	316	159	724	1409
Native American	56	50	30	82	218
All Others	4174	6147	4679	17511	32511
Total	5776	8091	5835	21990	41692
<u>2019-2020 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>ETHNICITY</u>					
Latin American	281	338	225	760	1604
Mexican American	945	1141	686	2486	5258
African American	190	315	154	622	1281
Native American	39	29	33	106	207
All Others	3811	5684	4548	14545	28588
Total	5266	7507	5646	18519	36938
<u>2018-2019 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	4194	7085	5147	15614	32040
Transfer	1237	787	520	5957	8501
Continuing	345	219	168	419	1151
Total	5776	8091	5835	21990	41692
<u>2019-2020 SCHOLARSHIP ELIGIBLE APPLICANTS</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	4111	6710	5112	14508	30441
Transfer	829	575	380	3563	5347
Continuing	326	222	154	448	1150
Total	5266	7507	5646	18519	36938

* Totals may represent multiple awards to individual student recipients

** Number of scholarship eligible students, from 2016-2017 annual report

COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES
2019-2020 ANNUAL REPORT

<u>2018-2019 SCHOLARSHIP RECIPIENTS</u>					
<u>GENDER</u>					
Female	815	340	121	599	1875
Male	299	175	230	331	1035
Not indicated	2	3	1	4	10
Total	1116	518	352	934	2920
<u>2018-2019 SCHOLARSHIP RECIPIENTS</u>					
<u>STUDENT STATUS</u>					
Entering Freshmen	361	178	118	252	909
Transfer	239	95	48	258	640
Continuing	516	245	186	424	1371
Total	1116	518	352	934	2920
<u>NEED-BASED ACCEPTED & PAID*</u> (Students must show financial need)					
No. of Awards	365	197	113	448	1123
Award \$	\$534,999	\$341,269	\$204,997	\$785,005	\$1,866,270
<u>NON-NEED BASED ACCEPTED & PAID*</u> (Financial need not required)					
No. of Awards	751	321	239	486	1797
Award \$	\$2,515,918	\$1,341,406	\$1,006,674	\$2,109,430	\$6,973,429
<u>AWARD TOTALS PAID*</u>					
No. of Awards Accepted	1116	518	352	934	2920
Award \$	\$3,050,917	\$1,682,675	\$1,211,671	\$2,894,435	\$8,839,699
<u>ELIGIBLE APPLICANTS</u>					
<u>FALL 2018**</u>	5,776	8,091	5,835	21,990	41,692
<u>TOTAL \$ PER CAPITA</u>	\$528.21	\$207.97	\$207.66	\$131.63	\$212.02

* Totals may represent multiple awards to individual student recipients

** Number of scholarship eligible students, from 2016-2017 annual report

**BYLAWS AND REGULATIONS
OF THE
FACULTY
OF THE
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES**

**UNIVERSITY OF CALIFORNIA
DAVIS**

REVISED MAY 2019

BYLAWS

PART I. FUNCTION

1. The Academic Senate Faculty (also referred to as "Academic Senate") of the College of Agricultural and Environmental Sciences shall govern the College of Agricultural and Environmental Sciences in matters of instruction leading to the degree of Bachelor of Science in accordance with the Bylaws and Regulations of the Academic Senate. Conduct of the government with respect to graduate instruction shall be subject to the rules and coordinating powers of the Graduate Council (Am. 5-21-91; 6-5-96; Am. 6-9-05; 5-23-18).
2. The Academic Federation of the College of Agricultural and Environmental Sciences, Davis, shall act in an advisory capacity to the associate director of the Agricultural Experiment Station, Davis. Matters of concern shall include agriculture and natural resources (Am. 11-30-87; 5-21-91; 6-9-05).

PART II. MEMBERSHIP (Am. 5-23-18)

3. The Academic Senate of the College of Agricultural and Environmental Sciences (Davis Division Bylaw 143) shall consist of:
 - (A) The president of the university, the chancellor of the Davis campus, the dean of the College of Agricultural and Environmental Sciences, Davis, the dean of Graduate Studies, Davis, and the vice chancellor for Research, Davis (Renum. 2-22-94; Am. 6-9-05; 5-23-18);
 - (B) All members of the departments, divisions or equivalent administrative units of the College of Agricultural and Environmental Sciences, Davis, who are members of the Academic Senate (Am. 11-30-71; 5-26-87; Renum. 2-22-94; 6-9-05); and
 - (C) The university librarian and registrar of the Davis campus (Am. 11-30-87; 5-21-91; Renum. 2-22-94; 6-9-05).
4. The Academic Federation of the College of Agricultural and Environmental Sciences, Davis, shall consist of: (Am. 11-30-87; 6-9-05)
 - (A) All members of the departments, divisions or equivalent administrative units of the College of Agricultural and Environmental Sciences, Davis, who are members of the Academic Federation (Am. 11-30-87; 6-9-05; Am. and Renum. 5-23-18).
 - (B) Members of the Academic Federation of the College of Agricultural and Environmental Sciences may serve as representatives to all bodies of the faculty. Only members of the Academic Senate shall be eligible to vote when the Faculty is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions (Am. and Renum. 5-23-18).

PART III. MEETINGS

5. There shall be at least one regular meeting each year (normally the annual CA&ES spring faculty meeting of members of the Academic Senate and Academic Federation of the college), to be held within the last 15 days of academic instruction. The annual reports of the standing committees shall constitute an order of business at this meeting (Am. 6-2-69; 6-1-95; Am. and Renum. 5-23-18).

6. A special meeting may be called by the chair or vice chair of the Executive Committee at any time. Also, upon the written request of a total of ten members of the Academic Senate and/or representatives of the Academic Federation to the secretary, a special meeting must be called within thirty days of receipt of the request (Renum. 2-22-94; Am. 6-5-96; Am. 6-9-05; Am. and Renum. 5-23-18).
7. The call for each meeting shall be issued through the secretary, who shall notify each member of the Academic Senate and representatives of the Academic Federation, at least five academic days before the meeting. For a special meeting, the notice shall include a statement of the purpose which shall constitute the order of business for the meeting (Am. 6-5-96; 6-9-05; Am. and Renum. 5-23-18).
8. A total of twenty-five voting members of the Academic Senate and/or representatives of the Academic Federation shall constitute a quorum for the transaction of business in which the Faculty is not taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. At least twenty-five voting members of the Academic Senate shall constitute a quorum for the transaction of business in which the Faculty is taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate (Am. 6-5-96; 6-9-05; Am. and Renum. 5-23-18).

PART IV. COMMITTEES (Renum. 5-23-18)

9. (A) Committees of the Faculty include standing committees and special committees. These are made up of members of the Academic Senate, representatives of the Academic Federation, and others as applicable. These committees may be constituted of elected members and representatives, appointed members and representatives, and ex officio members and representatives. The Executive Committee can appoint an additional committee member(s) and representatives(s) on an ad hoc basis whenever the workload increases. Members and representatives of standing committees are appointed annually beginning September 1, and they are expected to serve a term of three years. Continuity is accomplished by appointing some new members and representatives each year with the expectation that each member and representative will serve for three years (Am. 11-28-83; 6-4-84; 5-21-91; 6-5-96; 6-9-05; 6-7-07; Am. and Renum. 5-23-18).
- (B) The annual reports of the standing committees shall be presented at the annual meeting of the spring term (Am. 5-28-75; 5-21-91; 6-5-96; 6-9-05).
- (C) Special committees are created by action of the Executive Committee. Unless otherwise specified at the time of creation of a committee, the members and representatives shall be appointed by the Executive Committee for terms not to exceed one year. 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 regular standing committee. Only members of the Academic Senate shall be eligible to vote when a special committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions (Am. 5-28-75; 6-5-96; Am. and Renum. 5-23-18).
10. Executive Committee

The Executive Committee shall consist of eight **elected** members of the Academic Senate and four **elected** representatives of the Academic Federation, as defined in Part II, one nonvoting undergraduate student and one nonvoting graduate student representative, and the following as nonvoting ex officio members: the dean of the college and an associate dean selected by

the dean of the college. The eight members of the Academic Senate and four representatives of the Academic Federation serve three-year terms. The divisions of Human and Environmental Sciences are each represented by two of the eight Academic Senate members and by one of the four Academic Federation representatives. The division of Agricultural Sciences is represented by four of the eight Academic Senate members and by two of the four Academic Federation representatives. A designated Executive Committee member shall serve as liaison for the college with campus libraries on matters of education.

Only members of the Academic Senate shall be eligible to vote when the committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions.

The undergraduate student representatives are selected through a call by the college Committee on Committees. The committee solicits applications from volunteers who note their committee interest, current GPA and grade level. On this basis, the students are invited to participate. The chosen students are required to complete FERPA certification to ensure student confidentiality (Am. 5-21-91; 6-6-94; 6-5-96; 6-10-98; 6-7-00; 6-9-05; 6-7-07; Am. and Renum. 5-23-18).

(A) It shall be the duty of the Executive Committee:

- (1) To coordinate the actions and affairs of the Academic Senate and the Academic Federation of the college (Am. 6-6-94);
- (2) To recommend to the college members of the Academic Senate and Academic Federation the appointive members and representatives of all standing committees as prescribed in these bylaws (Renum. 2-22-94; Am. 6-5-96, 5-23-18);
- (3) To appoint members and representatives of special committees as may be authorized (Renum. 2-22-94; Am. 5-23-18);
- (4) To receive requests that may require committee action and to direct such requests to the appropriate committee or committees (Am. 6-1-67; Renum. 2-22-94, Am. 6-9-05);
- (5) To serve as liaison between standing and special committees of the college and between those committees and the UC Davis Division of the Academic Senate. Examples of standing and special meetings include the Academic Senate Chairs Orientation meeting in September, CA&ES chairs meetings and other special committees. The Executive Committee should provide for representation at these meetings or arrange for updates to ensure the committee is apprised of Academic Senate and college activities (Am. 6-1-67; Renum. 2-22-94; Am. 6-6-94; 6-5-96, Am. 6-9-05; 5-23-18);
- (6) To consider administrative matters referred to it by the dean of the college (Renum. 2-22-94);
- (7) During fall quarter to consider the list of members of the Academic Senate and representatives of the Academic Federation as specified in Bylaw 15C (En. 6-5-96. Am. and Renum. 6-9-05; Am. 5-23-18);
- (8) During spring quarter to consider changes in membership of the Academic Senate and representatives of the Academic Federation as specified in Bylaw 15C (En. 6-5-96. Am. and Renum. 6-9-05; Am. 5-23-18); and

- (9) To cooperate with the library committees of the UC Davis Division of the Academic Senate and represent the College Academic Senate and Academic Federation with respect to the library on issues of education (En. 6-10-98, Am. and Renum. 6-9-05).
- (B) The chair of the committee is authorized to confer with the chair of the Committee on Committees of the UC Davis Division of the Senate to arrange liaison between the two committees (Am. 6-9-05).
- (C) Officers
 - (1) Chair and Vice Chair

The chair and vice chair of the Executive Committee shall be members of the Academic Senate. They shall take office on September 1. The chair, or in the chair's absence the vice chair, shall call and preside at all meetings (Am. 6-1-67; 5-28-75; 6-5-96; 6-9-05, 5-23-18).
 - (2) Secretary

The secretary of the Executive Committee can be either a member of the Academic Senate or a representative of the Academic Federation. It shall be the duty of the secretary to issue notice of meetings, to keep and distribute minutes of the proceedings, to issue notice of elections, and to conduct elections as provided in these bylaws. The secretary shall send annually to the members of the Academic Senate and representatives of the Academic Federation, in the fall term, the list of members of the Academic Senate and representatives of the Academic Federation prepared by the Rules and Jurisdiction Committee. Changes in membership and representation shall be reported by the department chairs to the secretary and an updated list shall be prepared spring quarter for approval of the Executive Committee and voted on by the general membership at its annual meeting as specified in Bylaw 15C (Am. 6-1-67; 5-21-91; 6-5-96; 5-23-18).
- (D) Following the CA&ES elections, the current Executive Committee and newly elected members and representatives whose term begins the following 1st of September shall meet during May prior to the annual CA&ES spring faculty meeting in June, to select the new chair, vice chair, and secretary. At that same meeting, the student representatives will be identified for all CA&ES committees for the following year (Am. 6-1-67; 11-22-82; 6-9-05; 5-23-18).
- (E) The term of the new Executive Committee begins on September 1 of each year (Am. 6-9-05).
- (F) The Executive Committee shall determine when vacancies exist in its own membership and representation and shall fill such vacancies as specified in Bylaw 20H (Am. 6-6-94; Renum. 6-9-05; Am. 5-23-18).
- (G) The Executive Committee shall have power to receive and act upon resignations, to decide when vacancies occur, and to make appointments to fill vacancies in standing and special committees. Substitutes may be appointed in cases of illness or emergency (Am. 5-21-91; 6-5-96; Renum. 6-9-05; Am. 5-23-18).
- (H) The Executive Committee shall make its own rules of procedure consistent with the bylaws (Am. 6-1-67; 6-5-96; Renum. 6-9-05).

- (l) At least five academic days prior to the regular meeting of the spring term, the Executive Committee shall distribute to the members of the Academic Senate and Academic Federation of the college a list of the proposed members and representatives of the various standing committees. The ex officio members and representatives and the proposed chairs of such committees shall be designated. Members of the Executive Committee shall be eligible to serve as members or representatives and as chairs of committees. At the regular meeting of the spring term, the Executive Committee shall report its recommendations for consideration by the Academic Senate and Academic Federation. Acceptance of the report of the Executive Committee by the Academic Senate and Academic Federation with or without amendments, shall constitute appointment of proposed members and representatives of standing committees (Renum. 6-5-05; Am. 5-23-18).

11. Graduate Education Committee

This committee shall consist of at least four appointed members of the Academic Senate, representing differing areas of interest and expertise, two appointed representatives of the Academic Federation, one nonvoting graduate student representative, and, as a nonvoting ex officio member, an associate dean of the college selected by the dean. The chair of the committee shall be appointed by the Executive Committee. Only members of the Academic Senate shall be eligible to vote when the committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions. The graduate student representative is selected through a call by the college Committee on Committees. The committee solicits applications from volunteers who note their committee interest, current GPA and grade level. On this basis, the student is invited to participate. The chosen student is required to complete FERPA certification to ensure student confidentiality. The duties of this committee shall be to: (En. 6-6-94, Am. and Renum. 6-9-05; 5-23-18)

- (A) Advise the Executive Committee on graduate education issues and policies, especially in the context of college academic plans (En. 6-6-94; Renum. 6-9-05);
- (B) Act as liaison between Executive Committee and Graduate Council (En. 6-6-94; Am. and Renum. 6-9-05);
- (C) Review applications for graduate fellowships and other graduate medals and awards that are held specifically in the college; advise the Executive Committee on proper and best use of graduate endowment funds specific to the CA&ES (En. 6-6-94; Am. and Renum. 6-9-05; Am. 5-23-18); and
- (D) Maintain communication with the Executive Committee (Am. 6-9-05).

12. Student Actions and Commencement Awards Committee

This committee shall consist of five appointed members of the Academic Senate representing differing areas of interest and expertise, two appointed representatives of the Academic Federation, two nonvoting undergraduate student representatives, one nonvoting Dean's Office staff, and, as a nonvoting ex officio member, an associate dean of the college selected by the dean. The chair will be appointed by the Executive Committee. Only members of the Academic Senate shall be eligible to vote when the committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions. The Director of Undergraduate Academic Programs will provide staff support. The undergraduate student representatives are selected through a call by the college Committee on Committees. The committee solicits applications from volunteers who note their committee interest, current

GPA and grade level. On this basis, the students are invited to participate. The chosen students are required to complete FERPA certification to ensure student confidentiality. The duties of this committee shall be to: (Am. 5-21-91; 6-6-94; Renum. 2-22-94; Am. and Renum. 6-9-05; 5-23-18)

- (A) This committee shall be responsible for reviewing and making recommendations on individual student petitions, including general education credit, changes in majors, excess unit petitions, senior residence waivers within 1-5 units, graduation requirements and dropping courses after normal deadlines. Decision making authority can be delegated to the Associate Dean of Undergraduate Academic Programs. An annual report shall be provided to the Executive Committee and Academic Senate as described under Section 12.D. (Reg. 23B-E) (Am. 5-21-91; 6-6-94; Am. and Renum. 6-9-05; 5-23-18);
- (B) Review and where appropriate act upon all student petitions requesting permission to graduate under exception to Davis Division or Senate regulations, forwarding approved petitions to the Davis Division of the Academic Senate and denied petitions to the Executive Committee for further review (Am. 5-21-91; 6-6-94; Am. and Renum. 6-9-05; Am. 6-7-07; Am. and Renum. 5-23-18);
- (C) Review candidate applications for undergraduate college/university medals and various other college awards (Am. 6-9-05; Renum. 5-23-18); and
- (D) Maintain communication with the Executive Committee. Provide a written report and summary annually to the Executive Committee and to the Academic Senate regarding delegated decisions, changes in the educational programs of the college during the past year and the current status of the programs (Am. 6-9-05; Am. and Renum. 5-23-18).

13. Undergraduate Majors and Courses Committee

This committee shall consist of eight appointed members of the Academic Senate, an appointed representative of the Academic Federation, two nonvoting undergraduate student representatives, one nonvoting Dean's Office staff, and the following nonvoting *ex officio* member: an associate dean of the college selected by the dean. The chair of the committee will be appointed by the Executive Committee. Only members of the Academic Senate shall be eligible to vote when the committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions. The Director of Undergraduate Academic Programs will provide staff support. The undergraduate student representatives are selected through a call by the college Committee on Committees. The committee solicits applications from volunteers who note their committee interest, current GPA and grade level. On this basis, the students are invited to participate. The chosen students are required to complete FERPA certification to ensure student confidentiality. The duties of this committee shall be to: (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94; Am. and Renum. 6-9-05; 5-23-18)

- (A) Review all proposals to add new majors or to change or delete existing majors and to make recommendations for appropriate action to the Executive Committee which will then forward the proposals to the Davis Division of the Academic Senate (En. 5-21-91; Am. 6-6-94; Am. and Renum. 6-9-05; Am. 5-23-18);
- (B) To approve the criteria proposed for any major within the college for a minimum grade point average of a defined set of preparatory courses (or UC Davis equivalents) for entrance into the major (Am. and Renum. 6-9-05);
- (C) Review proposals to add new minors or to change or delete existing minor programs of study in the college and make recommendations for appropriate action to the Executive

Committee which will then forward the proposals to the Davis Division of the Academic Senate (En. 5-21-91; Am. 6-6-94, Renum. 6-9-05; Am. 5-23-18);

- (D) Act upon all requests to add new courses or to change or delete existing courses and periodically review existing courses. At its discretion, the committee may give the concerned department or program (interdepartmental or intercollege majors) a hearing when a course request is denied or when the committee initiates recommendations for changes in an existing course. The committee will make recommendations for appropriate action to the Executive Committee which will then forward proposals with substantial changes to the Davis Division of the Academic Senate (En. 5-21-91; Am. 6-6-94, Am. and Renum. 6-9-05; Am. 5-23-18);
- (E) Provide a written report annually to the Executive Committee and to the Academic Senate regarding changes in the educational programs of the college during the past year and on the current status of the programs (En. 5-21-91; Am. 6-6-94, Am. and Renum. 6-9-05); and
- (F) Maintain communication with the Executive Committee (Am. 6-9-05).

14. Undergraduate Program Review Committee

This committee shall consist of three members selected from the Academic Senate. The committee chair shall be selected from the committee membership by the Executive Committee. In addition, an associate dean of the college, selected by the dean, serves as a nonvoting ex officio member. The duties of this committee shall be as follows: (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94; 6-5-96, Am. and Renum. 6-9-05; 5-23-18)

- (A) The Undergraduate Program Review Committee (UPRC) chair serves as an ex officio and voting member of the Undergraduate Instruction and Program Review (UIPR) Committee, as part of the Undergraduate Council program review process and will be the liaison between the UIPR committee and the Executive Committee (Am. and Renum. 5-23-18);
- (B) The committee will assist with program reviews in the college being conducted by the UIPR committee and report conclusions and recommendations of the UIPR committee to the Executive Committee on an annual basis (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94; 6-5-96; Am. and Renum. 6-9-05; 5-23-18); and
- (C) The committee shall maintain communication with the Executive Committee (Am. 6-9-05; Renum. 5-23-18).

15. Rules and Jurisdiction Committee

This committee shall consist of at least two members and one representative. Two members shall be selected from the Academic Senate and one representative shall be selected from the Academic Federation. The committee chair shall be selected from the committee membership by the Executive Committee. The duties of this Committee shall be to: (Am. 11-30-87; 5-21-91; Renum. 2-22-94; Am. 6-5-96; 6-9-05; Am. and Renum. 5-23-18)

- (A) Review all changes in Bylaws and Regulations proposed to the college Executive Committee by other committees or by individuals (Am. 5-21-91; Am. 6-5-96; Am. and Renum. 5-23-18);
- (B) Recommend such changes and additions to the Bylaws and Regulations as may seem advisable (Am. 5-21-91; Renum. 5-23-18);

- (C) Prepare and submit a list of members of the Academic Senate and representatives of the Academic Federation to the secretary annually during the fall quarter. This list shall identify the department(s) within the college with which Academic Senate members and Academic Federation representatives are associated. This list shall be an item of business of the Executive Committee during the fall quarter. Changes shall be reported by the department chairs to the secretary, and an updated list shall be prepared by the committee in spring quarter for approval by the Executive Committee and voted on by the general membership at its annual meeting (Am. 5-30-79; 5-21-91; 6-5-96; 5-23-18);
- (D) Upon request, advise committee chairs and other officers of the Executive Committee concerning parliamentary procedures and rules of order (Am. 5-30-79; 5-21-91; 6-5-96);
- (E) Supervise all elections. These elections shall be conducted by the secretary of the Executive Committee and the Rules and Jurisdiction Committee in accordance with the procedures set forth in these bylaws (Am. 5-30-79; 6-5-96);
- (F) Edit and publish the Bylaws and Regulations of the college at appropriate intervals (Am. 5-21-91; 6-9-05); and
- (G) Maintain communication with the Executive Committee (Am. 6-9-05).

PART V. ORDER OF BUSINESS (Am. and Renum. 5-23-18)

- 16. (A) The order of business at regular meetings shall be the following:
(Am. 5-28-70; 6-5-96; 6-9-05; Renum. 5-23-18)
 - (1) Approval of Minutes
 - (2) Announcements
 - (3) Reports by administrative officers
 - (4) Reports of special committees
 - (5) Reports of standing committees
 - (6) Unfinished business
 - (7) New business
- (B) The regular order of business may be suspended at any meeting by a two-thirds vote of the members present.
- (C) The rules contained in Robert's Rules of Order shall guide meetings in all cases to which they are applicable (Am. and Renum. 5-23-18).

PART VI. AMENDMENT OF BYLAWS AND REGULATIONS (Renum. 5-23-18)

- 17. These bylaws may be added to, amended, or repealed at any regular or special meeting, by a two-thirds vote of the Academic Senate members present, provided that written notice of the proposed change shall have been sent to each member at least five academic days prior to the meeting at which the amendment is to be moved (Am. and Renum. 5-23-18).
- 18. The regulations may be added to, amended, or repealed at any regular or special meeting by a majority vote of the Academic Senate members present, provided that written notice of the proposed change shall have been sent to each member at least five academic days prior to the meeting at which the amendment is to be moved (Am. and Renum. 5-23-18).

PART VII. PROCEDURES (Renum. 5-23-18)

- 19. Definitions

In these Bylaws and Regulations, the term "academic days" shall mean days of instruction unless otherwise specified (Am. 6-4-84; Renum. 5-23-18).

20. Election of the Executive Committee

The secretary of the Executive Committee and the Rules and Jurisdiction Committee shall conduct elections with the assistance of such other tellers as they may deem necessary. The procedure shall be as follows: (Am. 6-1-67; 11-30-71; 5-30-79; Renum. 5-23-18)

(A) Manner of Election (Am. 5-23-18)

Ballots may be conducted by mail or electronically. The ballot shall be conducted by electronic means unless the Rules and Jurisdiction Committee determines that a mail ballot shall be employed instead. Throughout these bylaws the term "ballot" shall denote either a mail or electronic ballot. The only report that shall be generated is the overall result of the vote (Am. 5-23-18).

- (1) **Electronic Ballots:** If the ballot is conducted by electronic means, each voter shall receive access to a secure, on-line voting system. The voting system shall be designed to meet the following criteria: (Am. 5-23-18)

Except as provided otherwise for the election of members of the Representative Assembly, balloting shall be conducted as follows:

- (a) The system shall verify each voter's identity (Am. 5-23-18);
- (b) It shall not be possible for any person to determine how any individual has voted (Am. 5-23-18);
- (c) Once a vote has been cast, neither the voter nor any other person shall be able to change the vote (Am. 5-23-18); and
- (d) No person shall be able to determine the results of the election or the number of votes cast until after the voting deadline (Am. 5-23-18).

- (2) **Mail Ballots:** If the ballot is conducted by mail: (Am. 5-23-18)

A plain envelope shall accompany the ballot. The voter, after marking the ballot, must enclose the ballot in this envelope. A second envelope, addressed to the secretary, shall be provided in which the plain envelope shall be returned to the Secretary. Upon the envelope addressed to the secretary there shall be a space for the name and signature of the voter. No ballot shall be counted unless such signature appears on said envelope (Am. 11-30-71, 6-6-94, Am. and Renum. 5-23-18).

(B) Notice of Election

The secretary shall send to each college member of the Academic Senate and Academic Federation a notice that nominations for Academic Senate members and Academic Federation representatives on the Executive Committee will be received by the secretary during the next 20 academic days, specifying the date after which nominations will no longer be received. Nomination procedures for regular election to the Executive Committee shall be started annually by the secretary not later than the third Monday in March. The request for nominations shall state which of the college programmatic areas are to be represented by the nominees and shall list the Executive Committee holdovers, with departmental affiliation, college programmatic areas represented, and term remaining (Am. 6-1-67; 6-6-94; 6-5-96; 6-10-98; 6-9-05; Am. and Renum. 5-23-18).

(C) Nominations

Academic Senate members for Executive Committee shall be nominated by Academic Senate members, and Academic Federation representatives for Executive Committee shall be nominated by Academic Federation members. Each nominating petition indicates the programmatic area that the nominee is to represent if elected. It shall also include a statement that the nominee will accept the nomination, and shall be recommended in writing (either on paper or by electronic message) by three members of the Academic Senate for a nomination to an Academic Senate vacancy or by three members of the Academic Federation for a nomination to an Academic Federation vacancy, with their departmental affiliations indicated. If nominations received do not provide a candidate for each vacancy, the Executive Committee shall solicit members from the Academic Senate and Academic Federation to fill the vacancies. If only one candidate is nominated for a particular vacancy, the Executive Committee will verify the candidate and fill the vacancy. (Am. 6-6-94; 6-9-05; Am. and Renum. 5-23-18).

(D) Voting

Not more than ten academic days after the time for receiving nominations has expired, the secretary shall send a ballot to the college members of the Academic Senate and Academic Federation. This ballot shall consist of a list of the nominees, in an order determined by lot, and the programmatic area each nominee agrees to represent, together with the names and departmental affiliations of those nominating each. The ballot shall also list the names of the holdover members of the Executive Committee. All members of the Academic Senate will vote to elect Academic Senate nominees for each division within the college and all members of the Academic Federation will vote to elect Academic Federation nominees for each division within the college. (Am. 11-30-87; 6-6-94; 6-5-96; Am. and Renum. 5-23-18).

The ballot shall be accompanied by a statement that the ballot is to be submitted to the secretary within ten academic days and that specifies the date after which ballots will not be accepted. The statement shall also include instructions concerning the proper method of returning the ballot (Am. 6-9-05; 5-23-18).

(E) Counting the Ballots

The secretary shall deliver the ballots to the Rules and Jurisdiction Committee, who shall count them (Am. 5-30-79; 5-21-91; Renum. 5-23-18).

(F) Votes Required

For each place to be filled, the candidates receiving the highest number of votes shall be declared elected. In cases of a tie vote, Rules and Jurisdiction Committee will determine the elected Executive Committee member by lot (Am. 11-30-71; 6-6-94; 6-5-96; 6-9-05; Am. and Renum. 5-23-18).

(G) Ballot Validity

No paper ballot shall be valid on which more names of candidates to represent a given programmatic area have been marked than are called for by the ballot. Any voter who spoils a paper ballot may, by tearing it across once and returning it to the secretary, obtain another ballot (Renum. 11-30-71; Am. 6-6-94; Am. and Renum. 5-23-18).

(H) Vacancy in an Unexpired Term

The Executive Committee shall arrange to fill a vacancy in an unexpired term either by calling a special election or by appointment of the programmatic area candidate in the previous election, who received the next greatest number of votes after the successful

candidate. If placement is filled by election, the Executive Committee can determine the length of term, but no longer than the normal three-year term (Am. 11-30-71; 11-21-72; 6-6-94; 6-10-98; Renum. 5-23-18).

(l) Announcement

Results of the election to the Executive Committee shall be announced at the spring meeting (Am. 11-30-71; Renum. 11-21-72; 5-27-77; 6-4-84; Renum. 5-23-18).

21. Ballots (Am. 5-28-70; 11-21-72; 6-4-84; 6-5-96; 6-9-05; Am. and Renum. 5-23-18)

Other than election of members and representatives of the Executive Committee, only those items of business which have been considered at a meeting of the Executive Committee or annual meeting may be submitted to a ballot of the membership of the Academic Senate and/or Academic Federation.

(A) Issues related to matters under Academic Senate purview

- (1) Subject to this provision, a measure must be submitted to a ballot at the request of the Executive Committee.
- (2) Subject to this provision, a measure must be submitted to a ballot at the written request of 20 voting college members of the Academic Senate within ten academic days after the meeting at which the action was taken or the measure considered.

(B) Issues related to other matters

- (1) Subject to this provision, a measure must be submitted to a ballot at the request of the Executive Committee.
- (2) Subject to this provision, a measure must be submitted to a ballot at the written request of 20 voting college members of the Academic Senate and/or Academic Federation within ten academic days after the meeting at which the action was taken or the measure considered,

(C) Balloting shall be conducted in accordance with the procedures of Bylaw 20, insofar as these are applicable. Ballots shall be accompanied by all relevant texts and a brief summary of the arguments pro and con. In certifying the results, the number of affirmative votes, the number of negative votes, and the number of invalid ballots shall be reported.

REGULATIONS OF THE COLLEGE

PART I. REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

The Executive Committee shall be responsible for certifying completion of graduation requirements and for recommending variances. The authority to certify completion may be delegated to the Deans or Associate Deans of the college. The authority to recommend variances may be delegated to the Student Actions and Commencement Awards Committee (Am. 5-23-18).

22. The degree of Bachelor of Science 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 (Reg. 23). (For an exception, see Academic Senate Reg. 642.) (Am. and Renum. 3-16-76; Renum. 2-22-94; Am. and Renum. 5-23-18).
23. College Requirements (Renum. 3-16-76; 5-23-18)
 - (A) Each candidate must complete a program of study as prescribed in a major approved by the Undergraduate Majors and Courses Committee and published in the UC Davis General Catalog. The program of study constituting a major, as published in the General Catalog, shall include a specification of depth subject matter courses. The candidate must attain a grade point average of at least 2.000 for these courses. The candidate must complete all required courses for the major on a letter-graded basis, unless courses are only offered on a Passed/Not Passed basis (Am. 3-16-76; 5-13-83; 11-28-83; 2-14-84; 5-21-91; 6-10-98; Renum. 2-22-94; Am. 6-9-05; 5-23-18; 5-16-19).
 - (B) A minimum of 180 quarter units is required for the degree (Am. 11-26-90; 6-10-98)
 - (C) No more than 6 units of Physical Education 1 and/or 6 and no more than 20 units of Internship 92 and 192 and courses numbered 90X, 92, 97T, 97TC, 99, 190C, 190X, 192, 197T, 197TC or 199 may be counted toward the total of 180 units for the degree. A maximum of 12 units of Internship 92 and 192 is permitted. Credit will not be given for 192, 199 numbered courses prior to completion of 84 units (Am. 6-1-67; 5-24-77; 6-3-85; 5-21-91; 11-23-92; 6-10-98; 5-23-18).
 - (D) At least 54 of the 180 units must be in upper division or graduate courses except that a maximum of 9 units in graduate level courses (200 series) and professional courses (300 and 400 series) will be accepted toward satisfaction of this requirement (Am. 5-23-18).
 - (E) Satisfactory fulfillment of the English composition requirement. The English Composition requirement may be met in one of three ways: (Am. 5-23-18)
 - (1) Either two courses emphasizing written expression or one course emphasizing written expression and one course emphasizing oral expression, with a grade of C- (or P) or better. The following UC Davis courses satisfy this requirement (Am. 5-23-18):
 - (a) One course must be selected from English 3, University Writing Program 1, 18, 19, 101, 102 series or 104 series (courses with primary emphasis in writing) (Am. 5-23-18); and
 - (b) One course selected from the courses not selected above, or from Communication 1, Comparative Literature 1, 2, 3, 4, or Native American Studies 5 (courses emphasizing either writing or speaking skills) (En. 5-28-75; Eff. Fall 1978; 6-3-85; Am. 11-26-90; 6-6-78; 6-1-95; 6-10-98; 6-9-99; 6-10-00; 5-23-18);

- (2) Advanced Placement English score of 4 of 5 PLUS any course listed in 1(a) or 1(b) above EXCEPT University Writing Program 1 or English 3 (En. 11-26-90; Am. 6-10-98; 5-23-18)

OR

- (3) by passing the English Composition Examination administered by the College of Letters and Science upon completion of 70 units of degree credit (the examination does not yield credit) (Am. 5-23-18).
- (F) Meet university residence requirement. No additional college residence requirements (En. 6-3-85, Am. 6-9-05, 5-23-18).
- (G) University of California Extension courses can be used to satisfy graduation requirements only with approval of the dean, as long as the units are deemed as transferable units by the Undergraduate Admissions office. Only grade points from University of California, Davis extension courses, not extension courses from other campuses, will be counted toward the student's overall UC grade point average (En. 5-21-91, Am. 6-9-05, 5-23-18).
- (H) It is the college policy that students may choose to fulfill the university, college, and major requirements as stated in any UC Davis General Catalog in effect at any time they were enrolled at UC Davis. If they transferred to UC Davis from another post-secondary institution of higher education (i.e., community college, college, or university), they may follow the requirements as stated in any UC Davis Catalog in effect either during the three years immediately preceding their transfer to Davis or at the time they first enrolled at that prior institution, whichever is most recent. Once they have chosen the year of the General Catalog under which they wish to be governed, they must satisfy all of the university, college, and major requirements specified in that catalog (En. 5-21-91; Am. 6-10-98, Am. 6-9-05).
- (I) Undergraduate students may not exceed 225 units; registration for enrollment when the limit has been reached may only be approved by the dean (En. 6-10-98, Eff. Fall 1998).

24. Majors

The requirements for a major normally originate with the Academic Senate of a department (departmental majors) or an undergraduate group (interdepartmental or intercollege majors) and are finally approved for the Academic Senate of the college by the Undergraduate Majors and Courses Committee. An acceptable major prescribes a plan of study designed to explore an area systematically, to assure that all students pursuing that major will acquire specified common knowledge while being encouraged in pursuit of their individual educational goals. An approved new major or modification of an existing major shall not become effective until published in the UC Davis General Catalog or a supplement (En. 3-16-76; 5-21-91; Renum. 2-22-94; Am. 6-10-98; 6-9-05; Am. and Renum. 5-23-18).

25. Multiple Majors (Renum. 5-23-18)

- (A) A student in good academic standing and with a minimum grade point average of 2.000 in the upper division courses taken toward the major may elect to declare simultaneously more than one major within the college or a combination of majors offered by the college and other undergraduate colleges on campus. Declaration of multiple majors is subject to the approval of the departments, programs or divisions in charge of the majors involved and the dean of the college (Am. 6-9-05).

- (B) Combinations of majors offered by a single department, program or division are not allowed (Am. 6-9-05).
- (C) Approval of a request to declare more than one major is subject to the criteria for specifying minimal overlap between the programs: (Am. 6-9-05)
 - (1) Eighty percent of the upper division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction toward the upper division unit requirements of any of the other selected majors. Courses with substantial overlap in content will not count as part of the 80 percent.
 - (2) Departmental advisors may approve only one course for substitution when considering the 80 percent in upper division courses and units required for each major (Am. 6-9-05).
 - (3) When unit requirements of the majors included in a request differ, the major with the smaller number of upper division units required should be used to compute the minimal unit difference that must be met (En. 5-1-03).

26. Minors (En. 5-21-91; Renum 2-22-94; 5-23-18)

- (A) A minor will normally consist of a minimum of 18 to 24 units of upper division work. A grade point average of at least 2.000 is required for courses taken to fulfill the minor. The Passed/Not Passed option cannot be used for courses taken to fulfill minor requirements, unless the required course is only offered passed/not passed (En. 5-21-91; Am. 5-16-19).
- (B) Only one lower division course can be used to satisfy the 18 unit requirement for a minor (En. 5-21-91).
- (C) Only one course can be used to satisfy the requirements of both a major and a minor field (En. 5-21-91).
- (D) No course can be used to satisfy the requirements of more than one minor (En. 5-21-91).
- (E) A student may obtain more than one minor provided the applicable guidelines are allowed (En. 5-21-91).
- (F) Transfer units will not normally be used to satisfy minor requirements. Exceptions will require approval by the student's advisor (En. 5-21-91; Am. 6-10-98; 6-9-05; Am. and Renum. 5-23-18).
- (G) Students in the College of Agricultural and Environmental Sciences may obtain a minor in another college provided that minor program has been approved by the appropriate Academic Senate committee of that college (En. 5-21-91; Renum. 5-23-18).
- (H) Satisfactory completion of a minor program shall be certified by the student's advisor. A student wishing to have a program certified and entered onto a transcript shall file electronically the appropriate form from the student portal and obtain certification from his/her advisor and the dean's office. The filing deadline shall coincide with the deadline for filing the major certification (En. 5-21-91; Am. and Renum. 5-23-18).

PART II. STUDY PLAN APPROVAL AND MAJOR CERTIFICATION (Am. 5-21-91; 6-10-98; 6-9-05)

27. Academic Advising

Each department or undergraduate group develops its own program and procedures to provide academic advising for its students and for compliance with Regulation 31. Each major has one master advisor who provides academic leadership in teaching and advising relative to that major. Faculty advisors are appointed by the master advisor for the major. A faculty advisor must be either a member of the Academic Senate or the Academic Federation. Students should be encouraged to consult regularly with their advisors regarding their proposed study plans and other matters of concern (En. 3-16-76; 5-21-91; Renum. 2-22-94; Am. 6-10-98; 6-9-05; Am. and Renum. 5-23-18).

28. (A) Major Declaration

A student must declare a major once they complete 90 units. If a student changes their major once they complete 135 units, they must obtain approval by the Dean's Office. Filing a plan does not preclude subsequent change of major or other modifications of the plan, determined in consultation with the student's faculty advisor. Registration in the college for future quarters shall be denied students who do not comply with this regulation (Am. 5-16-72; 5-30-74; 3-16-76; 5-21-91; 6-10-98; Renum. 3-16-76; 2-22-91; Am. and Renum. 5-23-18).

(B) Major Certification

A major certification is completed by the tenth day of instruction in the quarter a student plans to graduate. At that time the faculty advisor and the graduating advisee verify that all major requirements have been completed. If all major requirements have not been met, the faculty advisor indicates the courses the student must complete with acceptable grades for courses in progress to meet all major requirements. The dean's office completes the degree certification by verifying that all college and university requirements have been satisfied. The dean's office will send each master advisor a quarterly listing of all students who filed for candidacy through the Office of the University Registrar (En. 6-10-98; Am. 6-9-05, Am. and Renum. 5-23-18).

29. Add/Drop/Passed/Not Passed - After the Deadline

The dean of the college is designated by the Academic Senate as its agent in acting upon petitions of students to add/drop courses, to elect passed/not passed grading, or to revert back to letter grade after the deadline, such actions to be in accordance with Davis Division guidelines and with policies recommended by the Student Actions and Commencement Awards Committee. The passed/not passed option must not be used for major requirements, unless the required courses is only offered passed/not passed (En. 3-16-76; Am. 5-21-91; Renum. 2-22-94, Am. 6-9-05; Am. 6-7-07; Am. and Renum. 5-23-18; Am. 5-16-19).

30. 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. A540 and A552). The dean of the college is designated by the Academic Senate as its agent in administering these regulations, in conformance with policies recommended by the Student Actions and Commencement Awards Committee. The dean may request, from the student's advisor or the master advisor for the major, advice about any case involving probation or disqualification (En. 3-16-72; Am. 5-21-91; Renum. 2-22-94; Am. 6-9-05; Am. 6-7-07; Am. and Renum. 5-23-18).

PART III. HONORS

31. The Student Actions and Commencement Awards Committee shall administer the regulations regarding undergraduate honors, and the Graduate Education Committee shall administer the regulations regarding graduate honors in the college (Renum. 3-16-76; 2-22-94; Am. 5-21-91; 6-6-94; 6-9-05; Am. and Renum. 5-23-18).

32. Undergraduate Honors

The Dean's Honors List includes the names of all students in the college who, in the preceding term, have completed at least 12 units on the Davis campus and who meet the minimum grade point average standard set for all work undertaken in the university by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate.

Senior students in honors status have the privilege of taking courses in the 194H series entitled "Special Study for Honors Students" (Renum. 3-16-76; 2-22-94; Am. 6-6-94; Renum. 5-23-18).

33. Honors with the Bachelor's Degree

The graduating students who complete their academic work with distinction may be recommended for honors, high honors, or highest honors in accordance with the minimum standards prescribed by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate. The names of students to whom honors, high honors, or highest honors have been awarded are published in the commencement program, and the distinction is noted on their transcripts and diplomas. Students who have earned less than 45 units at the University of California are not eligible for consideration. Units earned on a passed/not passed basis shall be counted in the total units required for honors, but shall be disregarded in determining the student's grade point average (Renum. 3-16-76; 2-22-94; Am. and Renum. 5-23-18; Am. 5-16-19).

v:\TeamFolders\CollegeCommittees\RAJCTE\BYLAWS\Bylaws_May 2019\ddd Bylaws CA&ES May 2019_5_16_19 appr FINAL