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 **October 24, 2017** 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.**

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

Tuesday, October 24, 2017
2:10 – 3:30 p.m.
International Center, Multi-purpose Room

Page No.

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

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

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

Tuesday, October 24, 2017
2:10 – 3:30 p.m.
International Center, Multi-purpose Room

Richard Tucker, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

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UNIVERSITY OF CALIFORNIA   DAVIS   ACADEMIC SENATE

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

Thursday, **June 8, 2017**
2:30 p.m. – 4:30 p.m.
Location: UCD Conference Center, Ballrooms A/B

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

Thursday, **June 8, 2017**
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Location: UCD Conference Center, Ballrooms A/B

<u>Page No.</u>

Criteria for General Education Certification   13
Motion to approve, seconded
Vote: 47 yes, 1 no

9.   Petitions of Students
10. University and Faculty Welfare
11. New Business
      a. Update on Step Plus Implementation: Report can be found here:
         http://academicsenate.ucdavis.edu/local_resources/docs/ra/meeting-
         summary/2016_17/step-plus-report.pdf
         More information on Step Plus can be found on the Academic Affairs website.
         http://academicaffairs.ucdavis.edu/
         Motion on Step-Plus Evaluation:
         We support using five complete years of data (2014-15 to 2018-19) in the
         Davis Division's analysis of the Step-Plus merit and promotion system. The
         final report, with endorsement from Executive Council, will be submitted to
         the Representative Assembly for endorsement by its final meeting in spring
         2020.

         Motion to approve, seconded
         Vote: 47 yes, 0 no

12. Informational Item
      a. *2017-2018 Academic Senate Standing Committee Appointments   18

                               Richard Tucker, Secretary
                               Representative Assembly of the
                               Davis Division of the Academic Senate

        Meeting adjourned

*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.

The Committee on Academic Personnel – Oversight Committee (CAP) advises the Vice Provost for Academic Affairs on matters that affect the personnel process. These include appointments, promotions, merits, high-level merit actions, third-year deferrals, five year reviews, and appraisals. CAP also recommends membership on ad hoc committees when necessary, with these appointments made by the Vice Provost. The agenda for CAP actions is determined by a list that prioritizes appointments and tenure cases. Appendix A provides a summary of CAP's deliberations by category for the past academic year.

Academic Personnel Actions: During the 2016-17 academic year, CAP met 44 times and considered over 530[1] agenda items. The committee provided advice on numerous issues related to academic personnel. These included 16 'Change-of-Title' actions, 14 Endowed Chair actions, 0 Third-Year Deferrals, 9 Five-Year Reviews, 5 Emeritus Status actions, and 3 appointments or reappointments as Department Chair. CAP also evaluated 13 Initial Continuing Appointments for Lecturers. Of the **510[2]** academic personnel actions, the Vice Provost—Academic Affairs disagreed with CAP's recommendation **31** times (about 6**%**). In most of these cases, CAP's recommendation included majority and minority votes.

Overall, both CAP and the FPCs made negative recommendations in fewer than **6%** of the cases. This reflects the high-quality of research and teaching that is performed by the vast majority of the faculty at UC Davis.

Step Plus Implementation: The 2016-2017 academic year was the third year of Step Plus implementation for all Academic Senate titles, and the final year of the transition period for accelerations in time. The Step Plus system was designed to allow evaluations to be done in a more timely and efficient manner, to reward faculty for outstanding performance in teaching and service in addition to research, and to eliminate the need for faculty to specifically request greater than normal advancement.

Appendix D provides a summary of CAP's recommendations on non-redelegated Step Plus promotion cases. CAP reviewed a total of **87** Step Plus promotions during the 2016-17 academic year. CAP agreed with the department recommendations for 56% of the cases (N=49). CAP recommended an additional 0.5 step or an additional 1.0 step promotion above and beyond department recommendations for 18% of the cases (N = 16). CAP recommended a 0.5 or 1.0 step below the department recommendation for 17% of the cases (N=15). CAP recommend a merit increase in lieu of a promotion for 5% of the cases (N=4). CAP recommend an accelerated promotion for 1% of the cases (N=1). CAP did not recommend promotion for 2% of the cases (N = 2).

Appendix E provides a summary of CAP's recommendations for non-redelegated Step Plus merit cases. CAP reviewed a total of **203** Step Plus merits during the 2016-17 academic year. CAP accepted the department recommendations for 46% of the cases (N=93). CAP recommended an additional 0.5 step or an additional 1.0 step merit for 9% of the cases (N = 19). CAP recommended a 0.5 or 1.0 step below the department recommendation for 37% of the cases (N=75). CAP did not recommend a merit advancement for 8% of the cases (N = 16).

Step 6 Merit Actions: CAP continues to experience difficulties with some cases for advancement to Professor, Step 6. The requirement for outside letters was discontinued for the 2014-15 academic year. However, Step 6 is still a barrier step and is subject to the criteria set forth in APM 220-18.b.4 and

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[1] During the 2016-2017 academic year, CAP reviewed several actions that were effective in another year (i.e. 14-15, 15-16, and 17-18). This report analyzes all actions reviewed in 16-17 including those effective in another year.
[2] Final decision information was not yet available for 20 cases.

UCD-APM 220.IV.C.4a. In the absence of outside letters, department letters should be **very** clear in addressing the Step 6 criteria, and should provide the type of information that was previously gathered from outside letters. Department Chairs should reference the standards for research, teaching and service as described in the APM. CAP notes that such information was largely absent from the Department Chair and Deans' letters this year, suggesting that Step 6 is being regarded as a normal advancement rather than a barrier step.

CAP will continue to return dossiers that do not provide sufficient justification for advancement to Professor, Step 6 as specified in the APM.

Late Appointment Actions: Over the last several years, CAP has had a continuous problem with late appointment actions. CAP continues to receive appointment actions in late summer/early fall that are effective July 1. This means that CAP is being asked to review an appointment that is retroactive to July 1; in many cases tentative offer letters have already been given to the candidate and in some cases candidates have already moved to Davis and purchased a home. This clearly renders CAP's participation in the appointment process meaningless.

During the 2016-17 academic year, this problem was exacerbated with all actions coming late from the College of Engineering. This included appointments, promotions, merits, and more importantly appraisals where timeliness is critical if candidates are to benefit from advice about how to prepare for tenure. Although some of this may be explained by difficulties in transitioning to the Step Plus system and turnover in the College, it should be noted that almost all other units managed to stay very close to the standard timetables for promotion, tenure and merit actions.

Dossier Accuracy: Under Step Plus, more than one-step advancement is being awarded for outstanding teaching and service. Therefore, it is extremely important that dossiers accurately document both the amount and the quality of teaching and service. To prevent the return of dossiers to departments for correction, CAP requests that departments and Deans' offices clearly document the period of review for service activities, provide sufficient detail about teaching activities, including evaluations and details of graduate student mentoring, provide publications that are readily accessible if not provided in hard copy, and provide verbatim faculty comments in department letters.

CAP will routinely return improperly prepared dossiers to departments/candidates, which will result in significant delays in processing merit cases, and will likely require the department to revote.

Faculty Personnel Committees (FPCs): During the 2015-16 academic year, CAP conducted a review of all FPCs. With the implementation of Step Plus, FPCs are seeing fewer cases than in previous years. This is a problem for the smaller professional school FPCs because they may only review a few cases per year. Thus, CAP reconstituted the small professional school FPCs and combined them into a single FPC. One member from each of the professional schools constitutes the membership of the new professional school FPC. One of the advantages is that the committee will review a much larger number of cases, allowing it to develop the expertise and broad perspective that distinguishes evaluation by the FPC from evaluation by the voting unit. The Graduate School of Management, School of Education, and School of Law have faculty with overlapping expertise, but with sufficient diversity to be advantageous in the evaluation process. The School of Nursing also fits well given that faculty study health education, health care policy, and informatics, in addition to applied nursing. CAP evaluated the Professional Schools FPC during the 2016-17 academic year and determined that it was functioning well so appointments were made for 2017-18.

Discussion Items/Requests for Consultation: Other items that were discussed this year by CAP were: APM revisions (systemwide and campus), Presidential Policy on Nondiscrimination and Affirmative Action Regarding Academic and Staff Employment, Diversity and Inclusion Strategic Plan, Plan for Administrative Deferrals, and systemwide and divisional bylaw revisions.

Promotions: For promotions to Associate Professor (N = 62) and Professor (N = 56), CAP recommended promotion in 114 of 118 cases. CAP recommended the promotion proposed by the department for 70 cases. CAP modified recommendations from the department for 44 cases. CAP recommended no advancement in 4 cases.

Accelerated Actions in Time: Appendix B lists the cases for accelerations that came to CAP (accelerations involving a promotion, merit increases to Professor, Step 6, and to Above Scale, merit increases within Above Scale, merit increases for an FPC member, Department Chair or administrator, merit increases that entailed skipping a step at any level). Faculty who received favorable recommendations for a multi-year acceleration generally had received some major recognition nationally or internationally, had superior scholarly achievements, and were excellent teachers and had meritorious service. At the upper levels of the professoriate, the expectation of excellence in all areas increases with each step.

Career Equity Reviews: *Career Equity Reviews* occur concurrent with a merit or promotion action for faculty who (1) hold an eligible title, and (2) have not been reviewed by CAP during the previous four academic years. The purpose of career equity reviews is to address potential inequities that may have originated at the point of hire and/or during a faculty member's career. Career equity reviews consider the entire record of the individual to determine if the current placement on the academic ladder is consistent with faculty at equal and higher rank and step. In 2016-17, CAP conducted 4 career equity reviews that were initiated at a lower level of review and supported one of them. CAP also examines equity for every case that it reviews and recommends equity adjustments when appropriate.

Five-Year Reviews: CAP conducted 9 five-year reviews, recommending "advancement, performance satisfactory" in 0 cases, recommending "no advancement, performance satisfactory" in 8 cases and recommending "no advancement, performance unsatisfactory" in 1 case.

Initial Continuing Appointments for Lecturers: CAP reviewed and made recommendations on 13 initial continuing non-Senate appointments in 2016-17. All 13 cases received favorable recommendations. Teaching excellence is the primary requirement for a continuing appointment.

Accelerated Merits for Continuing Lecturers: CAP considers accelerated merit requests for Continuing Lecturers, whereas normal merit advancements are redelegated to the Deans. In recommending accelerations (one or two steps beyond the normal two-salary point advancement), CAP looks for evidence of teaching accomplishments that go beyond teaching excellence (the minimum standard for normal advancement). Such evidence may come in the form of prestigious teaching awards or publication of books (and other creative works) that have substantial pedagogical impact. In 2016-17, CAP considered 9 such requests and made a positive recommendation in 3 cases.

University Committee on Academic Personnel (UCAP):
Patricia Oteiza served as CAP's representative to the University Committee on Academic Personnel, which held several meetings throughout the academic year. The Office of the President, UCAP members, and other UC Academic Senate committees and officers bring issues to the attention of UCAP. Accordingly, CAP was regularly informed of UCAP discussions and provided input into such discussions, when appropriate.

Respectfully submitted,

Rida A.M.T. Farouki

Rida Farouki, Chair

CAP's Membership 2016-2017

Rida Farouki, Chair
Mary Christopher
Christine Cocanour
Charles Langley
Prasad Naik
Pablo Ortiz
Patricia Oteiza
David Pleasure
Dean Tantillo
Kimberly Pulliam and Sierra Feldmann, Analysts

	Recommended Positive	Modified Actions@	Recommended Negative
Appointments (110)			
Assistant Professor (**19**)	19	0	0
Associate Professor (**13**)	13	0	0
Professor (**18**)	15	3	0
Assistant/Associate/Adjunct Professor (**11**)	5	5	1
Lecturer SOE (**1**)	1	0	0
Lecturer PSOE (**0**)	0	0	0
Via Change in Title (**13**)	11	2	0
Via Change in Department (2)	2	0	0
Via Change in Title and Department (3)	2	1	0
Initial Continuing Non-Senate (**13**)	13	0	0
Endowed Chair Appointment/Reappointment (**14**)	14	0	0
Department Chair Review (**3**)	3	0	0
Promotions (118)			
Associate Professor (**62**)	39	21	2
Professor (**56**)	31	23	2
Lecturer PSOE (**0**)	0	0	0
Merit Increases (224)			
Assistant Professor (**4**)	1	3	0
Associate Professor (**23**)	5	16	2
[3]Merit to or across Professor, Step 6 (**47**)	24	20	3
[4]Merit to or across Professor, Above Scale (**30**)	13	14	3
Professor, Above Scale to Further Above Scale (**26**)	7	11	8
Other Merit Increases (**81**)	44	34	3
Continuing Lecturer (**9**)	3	6	0
Lecturer SOE (**4**)	3	1	0
Miscellaneous Actions (78)			
Career Equity Reviews (**4**)	1	1	2
Emeritus (**5**)	5	0	0
TOE Screenings (**11**)	10	0	1
POP Screenings (**12**)	11	0	1
Appraisals (**37**)	29[+]	6[^]	2[-]
Five-Year Reviews (**9**)	8	1	0
Third-Year Deferrals (**0**)	0	0	0
Fourth-Year Deferral (**0**)	0	0	0
Preliminary Assessments (**0**)	0	0	0
Termination Case (**0**)	0	0	0
Grand Total = 530	**332**	**168**	**30**

+positive; ^Guarded; -Negative; @modified actions are those CAP recommendations that differed from what was initially proposed, i.e., instead of a promotion a merit increase was recommended or instead of a normal merit, retroactive, or a Step Plus merit or promotion might have been recommended (i.e., extra half step, or 1.0 step instead of 1.5 step or 2.0 step)

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[3] For example: Professor, Step 4 to 6; Professor, Step 5 to 6; Professor, Step 5 to 7; etc.
[4] For example: Professor, Step 8 to Above Scale; Professor 9 to Above Scale; etc.

APPENDIX B: SUMMARY OF ACCELERATED ACTIONS IN TIME

Acceleration Proposed	Yes	No	Other
1-yr	22	5	0
2-yr	3	0	2
3-yr	0	0	0
4-yr	0	0	0
5-yr	0	0	0
6-yr	0	0	0

APPENDIX C: SUMMARY OF REDELEGATED MERIT ACTIONS (reviewed by FPC)

College/Division/School	FPC Recommendation			Dean's Decision		Dean's Decision on Actions w/o FPC Input		Step Plus Eligible Actions w/ FPC Review
	Yes	No	Split/Other	Yes/Other	No	Yes	No	
CAES	29	2	7	40	1	3	0	33
CBS	16	0	2	19	1	2	0	12
EDU	NO DATA PROVIDED							
ENG	29	0	3	32	0	0	0	31
GSM	3	0	0	7	0	4	0	3
HArCS	16	3	5	52	3	31	0	21
MPS	16	0	7	39	1	16	1	24
DSS	14	1	1	36	1	21	0	16
LAW	5	0	1	6	0	0	0	4
SOM	38	2	10	80	2	32	0	50
SON	1	0	0	3	0	2	0	1
SVM	18	1	12	30	1	0	0	31
Total	**185**	**9**	**48**	**344**	**10**	**185**	**1**	**226**

APPENDIX D: SUMMARY OF NON-REDELGATED STEP PLUS ACTIONS (PROMOTIONS)

College/Division/School	Proposed Action (1.0 step)	CAP Recommendation	Proposed Action (1.5 step)	CAP Recommendation	Proposed Action (2.0 step)	CAP Recommendation
CAES						
Assistant to Associate	1	• 1 case (recommend 1.5 step)	6	• 5 cases (agree with proposed) • 1 case (recommend 2.0 step)	2	• 1 case (agree with proposed) • 1 case (recommend 1.5 step)
Associate to Full	1	• 1 case (agree with proposed)	1	• 1 case (agree with proposed)	N/A	N/A
CBS						
Assistant to Associate	N/A	N/A	1	• 1 case (agree with proposed)	N/A	N/A
Associate to Full	N/A	N/A	N/A	N/A	N/A	N/A
EDU						
Assistant to Associate	N/A	N/A	1	• 1 case (recommend 1.0 step)	1	• 1 case (recommend 1.0 step)
Associate to Full	N/A	N/A	0	N/A	N/A	N/A
ENG						
Assistant to Associate	1	• 1 case (recommend accelerated promotion to Full Rank)	3	• 2 cases (agree with proposed) • 1 case (recommend 2.0 step)	N/A	N/A
Associate to Full	N/A	N/A	1	• 1 case (agree with proposed)	1	• 1 case (recommend 1.5 step)
GSM						
Assistant to Associate	N/A	N/A	N/A	N/A	N/A	N/A
Associate to Full	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
HArCS						
Assistant to Associate	3	• 3 cases (agree with proposed)	1	• 1 case (agree with proposed)	2	• 1 case (agree with proposed) • 1 case (recommend 1.5 step)

Associate to Full	N/A	N/A	1	• 1 case (agree with proposed)	1	• 1 case (recommend 1.5 step)
MPS						
Assistant to Associate	N/A	N/A	1	• 1 case (recommend 1.0 step)	2	• 1 case (agree with proposed) • 1 case (recommend 1.5 step)
Associate to Full	1	• 1 case (recommend denial)	N/A	N/A	1	• 1 case (recommend 1.5 step)
DSS						
Assistant to Associate	1	• 1 case (agree with proposed)	N/A	N/A	3	• 3 cases (agree with proposed)
Associate to Full	N/A	N/A	1	• 1 case (recommend 1.0 step)	3*	• 1 case (agree with proposed) • 1 case (recommend 1.5 step) • *1 case (2.5 step was proposed; recommend 2.0 step)
LAW						
Assistant to Associate	N/A	N/A	N/A	N/A	N/A	N/A
Associate to Full	N/A	N/A	N/A	N/A	N/A	N/A
SOM						
Assistant to Associate	14	• 6 cases (agree with proposed) • 2 cases (recommend 1.0 step merit) • 6 cases (recommend 1.5 step)	4	• 2 cases (agreed with proposed) • 1 case (recommend 1.0 step) • 1 case (recommend 2.0 step)	2	• 1 case (agree with proposed) • 1 case (recommend 1.5 step)
Associate to Full	10	• 5 cases (agree with proposed) • 2 cases (recommend 1.0 step merit)	4	• 4 cases (agreed with proposed)	3	• 2 cases (agree with proposed) • 1 case (recommend 1.5 step)

		• 3 cases (recommend 1.5 step)				
SON						
Assistant to Associate	1	• 1 case (recommend 2.0 step)	N/A	N/A	N/A	N/A
Associate to Full	N/A	N/A	N/A	N/A	N/A	N/A
SVM						
Assistant to Associate	N/A	N/A	1	• 1 case (agree with proposed)	N/A	N/A
Associate to Full	1	• 1 case (recommend 1.5 step)	5	• 3 cases (agree with proposed) • 1 case (recommend 2.0 step) • 1 case (recommend denial)	N/A	N/A
TOTAL	35	• **17 cases: CAP agreed with proposed 1.0 step promotion (49%);** • **11 cases: CAP recommended extra 0.5 step** • **1 case: CAP recommended extra 1.0 step promotion** • **4 cases: CAP recommended merit increase** • **1 cases: CAP recommended denial** • **1 case: CAP recommended accelerated promotion**	31	• **22 cases: CAP agreed with proposed 1.5 step promotion (71%);** • **4 cases: CAP recommended extra 0.5 step promotion;** • **4 cases: CAP recommended a lower step promotion** • **1 case: CAP recommended denial**	21	• **10 cases: CAP agreed with proposed 2.0 step promotion (48%);** • **11 cases: CAP recommended a lower step promotion**

College/Division/ School	Proposed Action (1.0 step)	CAP Recommendation	Proposed Action (1.5 step)	CAP Recommendation	Proposed Action (2.0 step)	CAP Recommendation
CAES						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	2	• 1 case (agree with proposed) • 1 case (recommend 2.0 Step)	4	• 1 case (agree with proposed) • 1 case (recommend 1.0 step) • 2 cases (recommend 1.5 step)
Merit to or across Professor, Step 6	3	• 3 cases (agree with proposed)	2	• 1 case (agree with proposed) • 1 case (recommend denial)	4	• 2 cases (agree with proposed) • 2 cases (recommend 1.5 step)
Merit to or across Professor, Above Scale	2	• 2 cases (recommend 1.5 step)	1	• 1 case (agree with proposed)	4	• 2 cases (recommend 1.0 step) • 2 cases (recommend 1.5 step)
Professor, Above Scale to Further Above Scale	1	• 1 case (recommend denial)	2	• 1 case (recommend 1.0 step) • 1 case (recommend denial)	N/A	N/A
Other Merits	N/A	N/A	2	• 2 cases (recommend 1.0 step)	8*	• 4 cases (agree with proposed) • 3 cases (recommend 1.5 step) • 1 case (proposed action 2.5 step – recommend 1.5 step)

CBS						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	1	• 1 case (recommend denial)	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	N/A	N/A	6	• 4 cases (agree with proposed) • 2 cases (recommend 1.5 step)
Merit to or across Professor, Above Scale	N/A	N/A	1	• 1 case (recommend 1.0 step)	1	• 1 case (agree with proposed)
Professor, Above Scale to Further Above Scale	1	• 1 case (agree with proposed)	1	• 1 case (recommend 1.0 step)	N/A	N/A
Other Merits	N/A	N/A	2	• 2 cases (agree with proposed)	7	• 3 cases (agree with proposed) • 4 cases (recommend 1.5 step)
EDU						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Above Scale	N/A	N/A	N/A	N/A	1	• 1 case (agree with proposed)
Professor, Above Scale to Further Above Scale	N/A	N/A	N/A	N/A	N/A	N/A
Other Merits	N/A	N/A	N/A	N/A	N/A	N/A
ENG						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	1	• 1 case (recommend 1.0 step)	1	• 1 case (recommend 1.5 step)
Merit to or across Professor, Above Scale	N/A	N/A	1	• 1 case (recommend 1.0 step)	N/A	N/A

Professor, Above Scale to Further Above Scale	2*	• *1 case (proposed action was denial – agree with proposed) • 1 case (recommend denial)	N/A	N/A	2	• 2 cases (recommend 1.5 step)
Other Merits	1	• 1 case (recommend denial)	3	• 3 cases (agree with proposed)	2	• 2 cases (agree with proposed)
GSM						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	N/A	N/A	1	• 1 case (recommend 1.0 step)
Merit to or across Professor, Above Scale	1*	• *1 case (proposed action was denial – recommend 1.0 step)	N/A	N/A	N/A	N/A
Professor, Above Scale to Further Above Scale	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
Other Merits	N/A	N/A	1	• 1 case (agree with proposed)	N/A	N/A
HArCS						
Assistant Professor	N/A	N/A	N/A	N/A	1	• 1 case (recommend 1.5 step)
Associate Professor	N/A	N/A	1	• 1 case (recommend 1.0 step)	1	• 1 case (recommend 1.0 step)
Merit to or across Professor, Step 6	N/A	N/A	1	• 1 case (agree with proposed)	6	• 3 cases (agree with proposed) • 2 cases (recommend 1.0 step) • 1 case (recommend 1.5 step)

Merit to or across Professor, Above Scale	N/A	N/A	N/A	N/A	1	• 1 case (agree with proposed)
Professor, Above Scale to Further Above Scale	N/A	N/A	N/A	N/A	1	• 1 case (agree with proposed)
Other Merits	N/A	N/A	1	• 1 case (recommend 1.0 step)	3	• 2 cases (agree with proposed) • 1 case (recommend 1.0 step)
MPS						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	2	• 1 case (agree with proposed) • 1 case (recommend denial)	1	• 1 case (recommend 1.0 step)	2	• 1 case (agree with proposed) • 1 case (recommend 1.0 step)
Merit to or across Professor, Above Scale	N/A	N/A	3	• 1 case (agree with proposed) • 2 cases (recommend 1.0 step)	2	• 1 case (recommend 1.0 step) • 1 case (recommend 1.5 step)
Professor, Above Scale to Further Above Scale	3	• 1 case (agree with proposed) • 2 cases (recommend denial)	3	• 3 cases (recommend 1.0 step)	N/A	N/A
Other Merits	N/A	N/A	1	• 1 case (agree with proposed)	N/A	N/A
DSS						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	2	• 1 case (agree with proposed) • 1 case (recommend 1.0 step)	2	• 1 case (recommend 1.0 step) • 1 case (recommend 1.5 step)
Merit to or across Professor, Step 6	N/A	N/A	2	• 1 case (agree with proposed)	5	• 3 cases (agree with proposed)

				• 1 case (recommend 1.0 step)		• 1 case (recommend 1.0 step) • 1 case (recommend 1.5 step)
Merit to or across Professor, Above Scale	N/A	N/A	N/A	N/A	1	• 1 case (recommend 1.0 step)
Professor, Above Scale to Further Above Scale	N/A	N/A	N/A	N/A	1	• 1 case (recommend 1.0 step)
Other Merits	N/A	N/A	3	• 3 cases (agree with proposed)	10*	• 5 cases (agree with proposed) • 1 case (recommend 1.0 step) • 3 cases (recommend 1.5 step) • *1 case (proposed action was 2.5 step – recommend 2.0 step)
LAW						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	1	• 1 case – (agree with proposed)	N/A	N/A
Merit to or across Professor, Above Scale	N/A	N/A	N/A	N/A	N/A	N/A
Professor, Above Scale to Further Above Scale	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
Other Merits	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
SOM						
Assistant Professor	N/A	N/A	1	• 1 case (recommend 2.0 step)	2	• 1 case (agree with proposed)

			-15-			• 1 case (recommend 1.5 step)
Associate Professor	2	• 1 case (recommend 1.5 step) • 1 case (recommend denial)	1	• 1 case (recommend 2.0 step)	3	• 2 cases (agree with proposed) • 1 case (recommend 1.5 step)
Merit to or across Professor, Step 6	3	• 2 cases (agree with proposed) • 1 case (recommend denial)	1	• 1 case (recommend 1.0 step)	2	• 2 cases (recommend 1.5 step)
Merit to or across Professor, Above Scale	3	• 2 cases (agree with proposed) • 1 case (recommend denial)	2	• 1 case (agree with proposed) • 1 case (recommend 1.0 step)		
Professor, Above Scale to Further Above Scale	3	• 1 case (agree with proposed) • 2 cases (recommend denial)	1	• 1 case (recommend 1.0 step)	1	• 1 case (recommend 1.0 step)
Other Merits	6	• 1 case (agree with proposed) • 2 cases (recommend 1.5 step) • 2 cases (recommend 2.0 step) • 1 case (recommend denial)	7	• 3 cases (agree with proposed) • 1 case (recommend 1.0 step) • 3 cases (recommend 2.0 step)	9	• 5 cases (agree with proposed) • 3 cases (recommend 1.5 step) • 1 case (recommend denial)
SON						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Step 6	N/A	N/A	N/A	N/A	N/A	N/A
Merit to or across Professor, Above Scale	N/A	N/A	N/A	N/A	N/A	N/A

Professor, Above Scale to Further Above Scale	N/A	N/A	N/A	N/A	N/A	N/A
Other Merits	N/A	N/A	2	• 2 cases (agree with proposed)	N/A	N/A
SVM						
Assistant Professor	N/A	N/A	N/A	N/A	N/A	N/A
Associate Professor	1	• 1 case (recommend 1.5 step)	2	• 2 cases (recommend 2.0 step)	N/A	N/A
Merit to or across Professor, Step 6	1	• 1 case (recommend 1.5 step)	1	• 1 case (agree with proposed)	1	• 1 case (agree with proposed)
Merit to or across Professor, Above Scale	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
Professor, Above Scale to Further Above Scale	1	• 1 case (agree with proposed)	N/A	N/A	N/A	N/A
Other Merits	N/A	N/A	3	• 2 cases (agree with proposed) • 1 case (recommend 2.0 step)	7	• 4 cases (agree with proposed) • 3 cases (recommend 1.5 step)
TOTAL	**41**	• **19 cases: CAP agreed with proposed 1.0 step merit (49%)** • **10 cases: CAP agreed with an extra 0.5 step merit or an extra 1.0 step merit** • **12 cases: CAP recommended denial**	**60**	• **27 cases: CAP agreed with proposed 1.5 step merit (45%)** • **9 cases: CAP recommended an extra 0.5 step merit** • **21 cases: CAP recommended a lower step merit** • **3 case: CAP recommended denial**	**102**	• **47 cases: CAP agreed with proposed 2.0 step merit (46%)** • **54 cases: CAP recommended a lower step merit** • **1 case: CAP recommended denial**

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Committee on Academic Personnel, Appellate Subcommittee (CAPAC)		

Total Meetings: 7	Meeting frequency: upon receipt of appeal(s)	Average hours of committee work each week: 2-3 hours per committee member per appeal

Total appeals reviewed: 45	Total of reviewed appeals deferred from the previous year: 2	Total appeals deferred to the coming academic year: (not included in this report) 4

Listing of bylaw changes proposed: None.

Listing of committee policies established or revised:
Continued to not use the Electronic Document Management System (EDMS)

Issues considered by the committee
Use of a committee recommendation letter to draw attention to how an academic action is presented, to reference campus policies to be adhered to, and to suggest better practices.
Use of the committee recommendation letter to inform Final Decision Authority of an "other" step advancement to consider, given that the committee does not support the step advancement appealed for.
Continued transition to the new Step Plus System.

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The 2016-17 Committee on Academic Personnel - Appellate Committee (CAPAC) received 45 actions on appeal during the academic year (Table 1) in response to requests from the Office of the Vice Provost – Academic Affairs (Table 2) and individual Dean's offices (Table 3). Four additional actions were received during the month of August, but these actions could not be reviewed before August 31, 2017, the end of service date for the 2016-17 CAPAC members. These four actions carried over to the 2017-18 CAPAC committee. No action was returned for any reason to the respective previous review committee. One action could not be completed and is indicated and footnoted as incomplete. Although the 2016-17 CAPAC reviewed the action and sent forward its recommendation to the final decision authority, the candidate separated from the campus before the final decision authority made its decision.

CAPAC recommended granting 14 of 45 appeals reviewed. CAPAC recommended denying 22 of 45 appeals reviewed. CAPAC recommended denying an additional 9 appeals reviewed but also suggested consideration of an alternative advancement for each. Table 4 shows the Vice-Provost's or Dean's decisions on these appeals, in relation to CAPAC's recommendations.

As of October 11, 2 appeals for which CAPAC had submitted a recommendation were pending a final decision by the appropriate decision authority.

The foregoing information is reflected and footnoted in the tables that follow.

Respectfully submitted,

Victoria A. Smith, Chair
Michael T. Saler, Member
Andrew Vaughn, Member
Bassam Younis, Member
Bryan Rodman, Analyst

Table 1: Origin of Appeals Reviewed	
College/School	**# Appeals**
College of Agricultural & Environmental Sciences	9
College of Engineering	4
College of Letters and Science	15
School of Law	0
School of Medicine	12
School of Veterinary Medicine	2
College of Biological Sciences	2
Graduate School of Management	0
School of Education	1
School of Nursing	0
Grand Total	**45***

* The last committee meeting for the 2016-17 academic year occurred on August 16, 2017. Four appeal actions (two received before August 16, 2017, and two received after), could not be reviewed prior to August 31, 2017, the end of service date for the 2016-17 CAPAC membership. These four appeal actions were carried over to the 2017-18 academic year for review by the 2017-18 CAPAC membership. Two of these appeal actions were redelegated actions, and two were non-redelegated actions.

Table 2: CAPAC Recommendations to the Vice Provost – Academic Affairs						
		GRANT APPEAL		**RETURNED APPEAL[1]**		**DENY APPEAL**
Action	**# Cases**	**Grounds of Procedure**	**Grounds of Merit**	**Reconsideration**	**Incomplete**	**Grounds of Merit**
Decelerated Merit Advancement (1, 2, 3, 4 Yr)	0					
Accelerated Merit (1, 2, 3, 4 Yr)	2	0	0	0	0	2
Accelerated Promotion (1, 2, 3, 4 Yr)	1	0	1	0	0	0
1.0 Step Regular Merit, Above Scale	3	0	0	0	0	3
1.5 Step Regular Merit, Above Scale	2	0	1	0	0	1
Accelerated Merit, Above Scale	0					
CER Appeals	0					
Appointment by Change in Series	0					
5 Year Review	0					
1.0 Step Appointment	0					
2.0 Step Appointment	1	0	0	0	0	1
1.0 Step Advancement	6	0	2	0	0	4
1.0 Step Promotion	2	0	1	0	0	1
1.5 Step Advancement	3	0	2	0	0	1
1.5 Step Promotion	1	0	1	0	0	0
2.0 Step Advancement	15	0	3	0	0	12
2.0 Step Promotion	3	0	2	0	0	1
2.0 Step Accelerated Advancement	0					
7 Year Tenure	0					
Endowment Reappointment	0					
TOTALS	**39**	**0**	**13**	**0**	**0**	**26**

[1] A return occurs for one of two reasons: 1) new information has been added to the appeal packet that the previous review committee has not had the opportunity to review, this is called a reconsideration; or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate. For 2016-17, no actions were returned to any previous review committee for any reason. Reasonably, there were no such appeals that were subsequently sent back to CAPAC for review.

Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Appeals)		GRANT APPEAL		RETURNED APPEAL[1]		DENY APPEAL
Action	**# Cases**	**Grounds of Procedure**	**Grounds of Merit**	**Reconsideration**	**Incomplete**	**Grounds of Merit**
Decelerated Merit Advancement (1, 2, 3 Yr)	0					
Accelerated Merit (1, 2, 3 Yr)	0					
Accelerated Promotion (1, 2, 3 Yr)	1	0	0	0	0	1
1.0 Step Regular Merit, Above Scale	0					
1.0 Step Regular Merit, Above Scale	0					
Continuing Non-Senate Faculty	0					
Appointment by Change in Series	0					
1.0 Step Advancement	2	0	0	0	0	2
1.0 Step Promotion	0					
1.0 Step Accelerated Advancement	0					
1.5 Step Advancement	1	0	1	0	0	0
1.5 Step Promotion	0					
2.0 Step Advancement	1	0	0	0	0	1
2.0 Step Promotion	1	0	0	0	0	1
TOTALS	**6**	**0**	**1**	**0**	**0**	**5⁻**

[1] A return occurs for one of two reasons: 1) new information has been added to the appeal packet that the previous review committee has not had the opportunity to review, this is called a reconsideration; or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate. For 2016-17, no actions were returned to any previous review committee for any reason. Reasonably, there were no such appeals that were subsequently sent back to CAPAC for review.

⁻ One redelegated action that was reviewed and not recommended (was denied) was not completed because the candidate separated from the campus before the final decision was made. The action is labeled "Incomplete" in the Academic Personnel History Information Database (APHID).

ACTION	Non-Redel & Redel # Cases	CAPAC Recommendation Grant	Deny	RETURNED APPEAL[1]	FINAL DECISION Grant	Deny	Pending[2]	Other[3]
Table 4: CAPAC Recommendation vs. Final Decision								
Decelerated Merit Advancement (1, 2, 3, 4 Yr)	0							
Accelerated Merit (1, 2, 3, 4 Yr)	2	0	2	0	0	2	0	0
Accelerated Promotion (1, 2, 3, 4 Yr)	2	1	1		1	1		
1.0 Step Regular Merit, Above Scale	3	0	3		2	1		
1.5 Step Regular Merit, Above Scale	2	1	1		0			2
Accelerated Merit, Above Scale	0							
CER Appeals	0							
Continuing Non-Senate Faculty	0							
Appointment by Change in Series	0							
5 Year Review	0							
1.0 Step Appointment	0							
1.5 Step Appointment	0							
2.0 Step Appointment	1		1			1		
1.0 Step Advancement	8	2	6		3	4		1⁻
1.0 Step Promotion	2	1	1		1			1
1.0 Step Accelerated Advancement	0							
1.5 Step Advancement	4	3	1		4			
1.5 Step Promotion	1	1			1			
1.5 Step Accelerated Advancement	0							
2.0 Step Advancement	16	3	13		5	2		9
2.0 Step Promotion	4	2	2		2		2	
2.0 Step Accelerated Advancement	0							
Endowment Reappointment	0							
TOTAL	**45**	**14**	**31**	**0**	**19**	**11**	**2**	**13⁻**

[1] A return occurs for one of two reasons: 1) new information has been added to the appeal packet that the previous review committee has not had the opportunity to review, this is called a reconsideration; or 2) the appeal packet was incomplete. Reconsideration cases are returned to the original review committee. Incomplete packets are returned to the Vice Provost or Dean's Office, as appropriate. For 2016-17, no actions were returned to any previous review committee for any reason.

[2] Final decision authority has not made its final decision.

[3] This category means that the final decision was other than what CAPAC recommended (six instances), was other than what was appealed for AND other than what CAPAC recommended BUT may have been an advancement that CAPAC suggested for consideration (six instances), or was a final decision on an action CAPAC returned to the previous review committee and for which CAPAC did not provide a recommendation (zero instances).

[Note: Table 2 and Table 4 usually include a row entitled "7 Year Tenure" to record such actions delivered to CAPAC for review. The 2016-17 CAPAC did not receive any such actions for review over the course of the 2016-17 academic year. To make it possible for the "TOTAL" row to appear on the same page as all of the other rows of recorded information in the table, the row entitled "7 Year Tenure" was deleted.]

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Committee on Academic Freedom and Responsibility

Total Meetings: 3	Meeting frequency: Once per quarter	Average hours of committee work each week:

Total Requests for Consultation Reviewed: 6	Total of reviewed deferred from the previous year: 0	Total deferred to the coming academic year: 0

Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee
1) Close Relatives and Consensual Relationships
2) International Agreement Proposal and Approval Process
3) Policy on International Activities
4) Proposed Policy on Export Controls
5) Review of PPM 320-19 and 320-20
6) Unmanned Aircraft System Policy
7) Travel Ban

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The Committee on Academic Freedom and Responsibility met three times in 2016-2017 and conducted other business via email and the whiteboard in ASIS.

Below represents a summation of the major items the committee addressed during the 2016-2017 academic year.

Close Relatives and Consensual Relationships

The committee reviewed the draft proposal for PPM 380-13: Near Relatives and Consensual relationships. Following the review and discussion, the committee felt as though the changes were clear and reasonable.

International Agreement Proposal and Approval Process

UC Davis drafted the International Proposal and Agreement process for faculty or administrator sponsors to follow prior to engaging in negotiations with potential partners of committing any form of international partnerships. The committee approved of the proposal in terms of academic freedom, the committee would like to request clarification on exactly under what circumstances someone would need approval from the Global Affairs Office.

Policy on International Activities

The draft Presidential Policy on International Activities was created to address more issues and replace the 2005 guidelines for the Establishment of Foreign Affiliate Organizations and Foreign Operations. The draft policy included not only the establishment of UC-controlled entities in foreign countries that the 2005 guidelines covered, but also broad issues of ethics, risk, compliance, and campus autonomy. After reviewing the policy, the committee requested clarification regarding faculty actively researching the methods of, or doing fieldwork with a group, in the US or abroad, that is engaged in electoral politics directly or indirectly. The committee feels this should be permitted.

Proposed Policy on Export Controls

CAFR completed the systemwide review of the new Presidential Policy on Export Controls which provides the core parameters for compliance with the federal export control regulations. In the response, the committee suggests including a FAQ section that would be beneficial for faculty and staff.

Review of PPM 320-19 and 320-20

The committee reviewed the proposed changes to PPM 320-20, privacy and access to personal information, and 320-19, Access to records. The committee agrees with the revisions and suggested including a document that summarizes the changes to make it more understandable.

Unmanned Aircraft System Policy

The committee reviewed the draft Presidential Unmanned Aircraft System Policy and feel as though it is reasonable and have no concerns.

Travel Ban

The committee on Academic Freedom and Responsibility was highly concerned about the implications of the recent Federal travel ban on the academic freedom of UCD students, graduate students, staff, and faculty. In response the committee crafted a memo to the UC Davis campus community and requested

narratives of how the travel ban has impacted their academic freedom. The committee collected the narratives and provided them to the systemwide committee on Academic Freedom as well as the UC Davis Legal Counsel for further discussion.

Respectfully submitted,

Lawrence Bogad, Chair
Robert J. Bayley, Member
Jamal Lewis, Member
Katherine A. Skorupski, Member
Daniel A. Sumner, Member
Tessa Egan, Academic Senate Analyst

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Davis Division: Academic Senate

Committee on Admissions and Enrollment

Total Meetings: 10	Meeting frequency: avg. 3-4 times per quarter	Average hours of committee work each week: varies

Total Items Reviewed: 8	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 1 (tiebreak policy proposal)

Listing of bylaw changes proposed:
None

Listing of committee policies established or revised:
None

Issues Considered by the Committee:
Admissions Process and Holistic Review
Compare Favorably
UC Augmented Review Policy
ELC Outcomes 2012-16
2016-17 Athletics Report
Deferred Enrollment

Recommended procedural or policy changes for the coming year:
None

Committee's Charge:

The Academic Senate Committee on Admissions and Enrollment (CAE) considers matters involving admission and enrollment at Davis.

Committee's narrative:

The Committee on Admissions and Enrollment met ten times in 2016-2017 and conducted other business via email and the whiteboard in ASIS.

Below represents a summation of the major items the committee addressed during the 2016-2017 academic year.

Due to the number of new members to the committee this year, initial meetings included presentations on the selection process at UC Davis by Admissions Office Staff. Presentation information included terms and definitions, comprehensive review information, transfer admissions, and a case study and scoring example.

The committee devoted significant effort to formulating a revision to the campus's "tiebreak" process. Tiebreak refers to the element of the freshman selection process whereby applicants who receive the cut-off Holistic-Review score for their admitting unit are distinguished. As there are 8 HR score levels, each containing approximately equal numbers of applicants, about 12-13% of all freshman applicants have their fate decided by the tiebreak procedure. It is therefore a highly consequential aspect of the overall selection process. At present, the campus uses a "machine-generated" scoring process to arrive at a tiebreak index. In the Committee's view, the current tiebreak process is overly simplistic. As a result, it is not as fair as it could be to individual applicants, nor does it fully live up to the principles and policies that govern UC freshman admissions. Accordingly, the Committee worked to formulate a new tiebreak procedure. The new procedure, while still having the character of a machine-generated numeric score, is far more nuanced than the current process. As part of this work, the Committee requisitioned a study by BIA in an effort to understand the impact of the new process on various demographic characteristics of the admitted pool. Preliminarily, it was found that the proposed process would have minimal impact on these measures. The Committee intends to proceed with implementation in the fall 2017 term.

In other work, the Committee provided feedback to BOARS on the systemwide committee's "compares favorably" policy, on letters of recommendation for freshman applicants, on Augmented Review, and on deferred enrollment. Finally, the Committee reviewed the 2016-17 Athletics Report from BIA. In its written comments, the Committee noted that the data in the report appeared to indicate that a substantial fraction of sponsored ICA athletes were being admitted on an "automatic" basis. The Committee expressed a desire to gain a more complete picture of how athletes are admitted.

Respectfully submitted,

Mark M. Rashid, Chair
Patrick Farrell, Member and BOARS Representative
Katherine Jessica Florey, Member
Benjamin J. Morris, Member
Diana Strazdes, Member
Hnin H. Aung, Academic Federation Representative
Travis Candieas, ASUCD Representative
Haradeen Dhillon, ASUCD Representative
Walter Robinson, Ex-Officio
Darlene Hunter, Consultant
Ebony Lewis, Consultant
Brendan Livingston, Consultant
Debbie Stacionis, Academic Senate Analyst

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Committee on Affirmative Action & Diversity

Total Meetings: 5	Meeting frequency: About twice a quarter	Average hours of committee work each week: N/A

Total requests for consultation (RFC) Reviewed: 5 (courses, proposals, cases, etc.)	Total of reviewed RFCs deferred from the previous year: 0	Total RFCs deferred to the coming academic year: 0

Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee
1) Diversity and Inclusion Strategic Plan
2) Nondiscrimination and Affirmative Action
3) Student Parents/Guidance Bringing Children to Campus
4) PPM 220-50: Curation and Repatriation of Native American Remains and Cultural Items
5) Post-Doctoral Fellowship Review Process

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The Affirmative Action & Diversity Committee met five times during the 2016-17 academic year. Meetings were scheduled an average of twice per quarter. The Academic Senate Information System (ASIS) was used to notify members and distribute relevant information about the committee's upcoming meetings. The committee also hosted two guest presentations. The first presentation was from the new Director of Athletics discussing the rumored academic performance issues with minority student athletes. The second presentation was led by Matthew Zajic Ph.D. Candidate and member of the Disabilities Issues Administrative Advisory Committee (DIAAC). Matthew presented on the Inclusive Teaching Strategies Inventory (ITSI) project in an effort to facilitate greater inclusion on campus. In addition, the committee received a response from the administration regarding the June 2016 memo from the previous AA&D committee chair and incoming chair. The response outlines the administration's efforts to increase diversity of faculty at UC Davis during the 2016-2017

academic year. Diversity of faculty will continue to be discussed within the AA&D committee in the coming year.

Provided below is a brief description of the major topics that the committee discussed during the 2016-2017 academic year.

Draft Diversity and Inclusion Strategic Plan

The committee on Affirmative Action and Diversity reviewed the draft Diversity and Inclusion Strategic Plan that was put together by the Diversity and Inclusion Steering Committee. While the committee is pleased that attention has been given to this important issue, suggestions and feedback was provided in the response. First the committee suggested that the priorities be arranged so that "Advance a climate that fosters inclusion excellence" should be the first goal and "Identify, attract and retain a diverse faculty and staff" remain the second goal. With these two goals accomplished, we would then create the necessary environment for retaining the diverse students we attract to campus.

The committee also strongly noted that the strategic plan contains no specific details for implementation nor has it identified funding sources. The committee would like to see a plan that will lead to tangible results and not simply a statement of intent.

Nondiscrimination and Affirmative Action Regarding Academic and Staff Employment and Additional Revisions to APM 150

AA&D reviewed the revisions to the Presidential Policy on Nondiscrimination and Affirmative Action Regarding Academic and Staff Employment. The revisions were intended to address the Office of Federal Contract Compliance programs' Pay Transparency Rule as well as amendments to the California Fair Employment and Housing Act. The changes are prompted by the new state and federal requirements. The committee had no comments regarding the content of the revisions.

Student Parents/Guardians Bringing Children to Campus Guidelines

The committee review the guidelines that address the issues of student parents/guardians bringing children to the learning environment. Overall the committee had no specific comments or feedback for the guidelines with the majority feeling that the guidelines were reasonable.

PPM 220-50: Curation and Repatriation of Native American Remains and Cultural Items

AA&D received a request for consultation the review PPM 220-50, a new policy that provides the campus procedures to ensure compliance with the Native

American Graves Protection and Repatriation Act (NAGPRA) and treatment of Native American (including both Indian tribes and native Hawaiian organizations) human remains and cultural items within campus control. The committee feels the document is well written and agrees with the majority of the proposed policy. The committee would like the policy to include more information on how the faculty representatives are appointed and what qualifications they should possess.

Post-Doctoral Fellowship Review Process

AA&D discussed the 2014 decision to add the review of CAP to the President's Postdoctoral Fellows and Chancellor's Fellows waivers for faculty appointments. The committee feels that this change undermines the ability of departments to select from the diverse pool of candidates. The committee has drafted a memo to the Academic Senate Chair and will be followed up on during the 2017-2018 academic year, if the new committee is in agreement.

Respectfully submitted,

Bruce D. Haynes, Chair
Francisco Javier Arsuaga, Member
Natalia Ines Deeb Sossa, Member
Omnia S. El Shakry, Member
Walter Soares Leal, Member
Julie Sze, Member
Yung-Wei Chi, Academic Federation Representative
James C. Fettinger, Academic Federation Representative
Hyunok Lee, Academic Federation Representative
Haradeen Dhillon, ASUCD Representative
Sally J. McKee, Guest
Rahim Reed, Ex-Officio
Tessa Egan, Analyst

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Committee on Courses of Instruction (COCI)

Total Meetings 8	Meeting frequency Monthly	Average hours of committee work each week 2

Total courses reviewed 519	Total courses deferred from the previous year 14	Total courses deferred to the coming academic year 50

Issues considered by the committee
1. Online Proctoring Services Forum – Four committee members attended a forum hosted by the Office of Undergraduate Education to review the services available from three online exam proctoring companies. The members in attendance concluded that any of the three are likely to meet the Academic Senate requirements for proctored examinations. 2. Instructional Accommodations Guidelines and Workshops – At the request of the Academic Senate Chair, and in response to concern about student attendance after the 2016 presidential election, the committee created a summary document about the options that instructors have for providing non-disability related accommodations to their students. Additionally, along with partners in Student Affairs units, the COCI chair served on a panel at two workshops to discuss instructional accommodations and student support services. 3. Establishment of courses and academic rigor – The committee had a general discussion of the level of academic rigor that needs to be demonstrated in course request forms. Proposals that seem to have little theory or knowledge components should be reviewed carefully and with existing policy and regulation in mind. 4. Request for consultation: GE Credit for AP exams – The committee reviewed and commented on a proposal from ASUCD that would grant students GE credit for passed AP exams. The committee felt the proposal was over simplified and would have extensive ramifications that were not discussed in the proposal. The committee agreed that there may be merit in considering a more fully formed proposal, if ASUCD elects to submit one. 5. Broader availability of expanded course descriptions (ECDs) – The committee discussed the requests from individual faculty and the Graduate Council Courses Subcommittee that ECDs for approved courses be more widely available. The committee supports access for faculty to ECDs to improve continuity of course offerings within a department and to enable faculty to gain better perspective on the overlap between existing courses. 6. Time conflicts for virtual courses due to revisions to DDR 538 – The Registrar's Office expressed concern that students taking multiple virtual courses may have time conflicts with their final exams. The committee asked for data about the scope of the problem, so

possible solutions can be discussed in 2017-18.

7. Policy clarification request: Mandatory teaching evaluation questions – A department requested clarification of the COCI policy mandating the inclusion of specific questions in teaching evaluations. The department asked if it was required that those questions be listed first on the evaluation form. The committee agreed that the department/instructor could decide the order of the evaluation questions.

8. Students taking multiple exams on a single day – An ASUCD representative asked about the possibility of requiring that students be allowed to change the day of a final exam if they are scheduled to take multiple (3+) exams on the same day. The committee was sympathetic to students in that situation, but explained that the work for faculty to offer multiple exam versions, dates, and locations with current support structures isn't currently viable.

9. Learning activities – The committee reviewed the current descriptions of learning activities and made slight revisions to a few. Revised document can be found here: http://academicsenate.ucdavis.edu/local_resources/docs/committees/coci/learning_activities_final.pdf

10. Requests for "Topics In" courses – The committee discussed how it should review requests for courses that have variable course content, colloquially called "Topics In" courses. The committee agreed that in most circumstances these courses could have GE topical breadth, but core literacies would require very good justification and assurance that all iterations of the course would meet the literacy guidelines. These courses can be approved for variable units, but letter grading for variable unit "Topics In" courses is discouraged. These courses can use online learning activities.

11. Letter grading of research courses – Historically, undergraduate and graduate research courses at UC Davis have been graded Pass/No Pass or Satisfactory/Not Satisfactory. The committee has seen an uptick in grading variance requests for courses that seem to primarily be research based. The committee agreed on a set of concerns that they wanted to make sure would be addressed in requests for the letter grading of research units: methods of assessment, transparency in grading, role of participation/attendance in grading, variable expectations for variable units, and limitations on repeat credit.

12. Request for Consultation: New Policy PPM 210-50 on Religious Accommodation – The committee reviewed and discussed a proposed campus policy on Religious Accommodations, PPM 210-50. The committee had concerns that some of the language in the proposal was too vague or too broad. It was also unclear as to why each campus was creating policy for a statewide educational code; it would seem more appropriate for the policy to be managed at the systemwide level.

13. Request for Consultation: Campus Advising Audit – COCI reviewed the Campus Advising Audit and recommended that caution be given to any implementation or goal setting related to faculty advising of undergraduates. COCI is fully supportive of more productive student-faculty interactions, but feels that a top down approach to faculty advising will be unlikely to generate the necessary cultural shift to change current practices.

14. Instructional accommodations resource guide and workshops – The committee created a resource document for faculty who are interested in providing non-SDC accommodations for students in their classes. The document is available here: http://academicsenate.ucdavis.edu/local_resources/docs/divisional_resources/resources_instructional_accommodations.pdf
In addition, the COCI chair served as a panel participant in two workshops designed for

faculty to gain more information about how to support students who are in crisis or under stress that is affecting their ability to successfully complete their courses.

15. Revisions to the ICMS – COCI recommended three revisions to ICMS forms. First, updated instructions for the "Remarks" field. Second, links to the learning activities spreadsheet. Third, updated instructions for the "Justification of No Final Exam" field. The first two requests have been implemented. The third is pending.

16. Required lecture attendance – COCI was asked to provide any relevant policy or regulatory framework for an instructor requiring attendance at a lecture. COCI felt that an instructor may require attendance in class, but that information should be provided in the course syllabus.

17. Request for Consultation: New Policy PPM 210-50 on Religion Accommodations

Recommended procedural or policy changes for the coming year:
Consider revisions to COCI petitions (AI, grading variance, etc.)
Editorial changes to COCIs policies related to course approvals

Committee's narrative:

Course Requests
The primary duty of the Committee is to review and act upon requests to add new course and modify or discontinue existing courses. The following table summarizes our actions from September 1, 2016 through August 31, 2017.

Total Approved   **420**

Undergraduate		329
New	130	
New Version	138	
Discontinued	61	
Graduate		83
New	44	
New Version	32	
Discontinued	7	
Professional		8
New	7	
New Version	0	
Discontinued	1	

Total Relegated   **99**

Undergraduate		92
New	51	
New Version	41	
Discontinued	0	
Graduate		7
New	5	

	New Version	2
	Discontinued	0
Professional		0
	New	0
	New Version	0
	Discontinued	0

Associate Instructors

The Committee also is required to approve/reject requests from departments to use advanced graduate students to teach upper-division courses. The Chair normally does this without consulting with the Committee (except as needed) and by following explicit Committee policy on this matter. This year the Committee received and approved 199 Associate Instructors from 43 different departments.

Nonstudent Teaching Assistants

The Committee is required to approve/reject requests from departments to use teaching assistants who are not UCD students. Normally, this task is delegated to the chair. The Committee received and approved 37 requests from 9 departments.

Undergraduate Teaching Assistants

The Committee is required to approve/reject petitions for the use of undergraduates as teaching assistants (this is an exception to policy). The Committee received and approved 9 petitions from 6 departments.

Undergraduate Readers

Like undergraduate teaching assistants, undergraduate readers are to be used only in exceptional circumstances. The Committee has written and maintains policy for the hiring of undergraduate readers.

Grading Variances

The Committee must approve requests to change course grading from Pass/No-Pass or Satisfactory/Unsatisfactory to letter grade or vice-versa. Normally this task is delegated to the Chair. Following the process described in the Committee web page, the Committee granted grading variances in 81 classes.

Independent Study Program

The Committee must approve proposals from students to participate in the Independent Study Program, which allows upper-division students the opportunity to concentrate on a single subject or area of interest for a period of one or two quarters.

Committee on Courses of Instruction (COCI)
Committee Membership 2016-2017
At-large Members
Christopher D. Cappa, Chair
Stephen Richard Boucher
Kent J. Bradford
Katie K. Harris

Ian Korf
Valeria La Saponara
Bwalya Lungu
Terry M. Murphy
Debashis Paul
John D. Salter
David K. Wilson
Ex-Officio Members
Jeannie L. Darby
Bo Liu
Marjorie L. Longo
Elias Lopez
Lee Michael Martin
Sally J. McKee
Kenneth A. Shackel
Colleen Sweeney
Yinghui Yang
Academic Federation Representative
Joanna Denise Friesner
VM Representative
Esteban Soto Martinez
Academic Senate Analyst
Theresa Costa

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Distinguished Teaching Awards

Total Meetings: 1	Meeting frequency: 1/year	Average hours of committee work each week: 1 (for 52 weeks)

Nominations Received: 12 Graduate/Professional: 6 Undergraduate: 6 Total Awards Given: 6 Graduate/Professional: 3 Undergraduate: 3	Total nominations deferred from the previous year: 0	Total nominations deferred to the coming academic year: 0

Listing of bylaw changes proposed:

None

Listing of committee policies established or revised:

None

Issues considered by the committee:

Incomplete nomination and the best committee response

Recommended procedural or policy changes for the coming year:

None

Committee's narrative:

The primary charge of committee is to select no more than six members of the faculty to either a Distinguished Teaching Award for Undergraduate Teaching or a Distinguished Teaching Award for Graduate and Professional Teaching. The names of those selected are presented to the Representative Assembly for confirmation. The secondary charge of the committee is to periodically review and revise the criteria for the Distinguished Teaching Award.

Committee Chair James Bremer suggested providing campus departments with more information about the committee's selection process and selection criteria as a 2016-17 committee priority. He is particularly interested in encouraging departments to resubmit nominations. The goals are to further engage the campus community in recognizing and promoting distinguished teaching and to increase the number of nominations submitted for committee consideration.

The Call for Nominations for the 2017 DTA awards was sent out on October 10, 2016. Nomination packets were received for review by the committee. On January 5, 2017, the committee met to select faculty to recommend to the Representative Assembly as respective award recipients. The committee's selections were preceded by discussion of committee members' reviews of the nominations for the respective awards. After discussion and deliberation, the committee selected three faculty to recommend as recipients of the 2017 Distinguished Teaching Award for Undergraduate Teaching and three faculty to recommend as recipients of the 2017 Distinguished Teaching Award for Graduate and Professional Teaching. Again this year, there was no need to select finalists and request additional information from the respective nominators for further committee consideration. Committee members crafted 100 word biographical sketches that recommended the selected nominees for approval as the 2017 DTA award recipients, and these recommendations were submitted in a timely manner to the Representative Assembly (RA) for review and consideration. At its March 3, 2017, meeting, the RA approved, unanimously, the committee's selected nominees as recipients of the 2017 Distinguished Teaching Awards.

The committee kept to its 2016-17 DTA Selection Process Timeline, even when the RA's February 9, 2017, meeting was rescheduled to March 3.

Chair Bremer received an invitation to join a meeting with Rachael Goodhue, Chair of the Davis Division of the Academic Senate, and Pamela Lein, Chair of the then named Faculty Research Lecture Award Committee (FRL), and Hollis Skaife, Chair of the Public Service Committee (PSC), to discuss ways of increasing the visibility, preeminence and funding of Academic Senate academic awards. Though interested in accepting the invitation, Chair Bremer could not accept because of a scheduled teaching commitment.

When asked what form should be used to present "Student Evaluation Summaries" with a nomination packet, use of the relevant department document/form that would best represent and support the nominee's distinguished teaching and facilitate the committee's award selection process was the response.

When the committee met to review the 2016-17 DTA nominations and to select nominee's to recommend as the 2017 award recipients, the presence and disclosure of any conflicts of interest, the selection criteria, and the nominee rankings by committee members were discussed prior to discussion of each of the nominations. Once the committee came to a consensus on which nominees to recommend to the RA for approval, the next steps in the selection process were presented. These included: assigning each committee member the task of writing at least one 100 word biographical sketch recommendation for a recommended nominee, for the RA; the submission of the committee recommendations to the RA at least one week in advance of its meeting; the committee chair's presentation of the outcome of the committee's work to the RA; the RA's approval, or disapproval, of the committee's recommendation(s); the

potential scheduling of a follow-up committee meeting to select an alternative nominee to recommend for RA consideration, should an initial recommendation not be approved; the sending of notification letters to award recipients and the nominators of non-recipients; the notification of Dateline of the 2017 DTA recipients; the scheduling in early May of the Academic Senate and Academic Federation Academic Awards event at which the DTA recipients would be honored, along with the recipients of other academic and service awards; and the DTA chair's introduction of the DTA recipients at the academic awards event.

It was decided that, in the case of a nomination letter that was missing information, it was best to contact the nominator, inform them that their nomination was incomplete and ask them to supply an updated version of the letter.

It was decided that the committee would respond only to Requests for Consultation that are directly related to the committee's charge. Scheduling a committee meeting or conducting an electronic committee conversation via the committee's whiteboard in the Academic Senate Information System (ASIS) to respond to an RFC matter simply because the RFC offers every Academic Senate committee the opportunity to submit a comment was deemed to be an unproductive use of the committee's time and the committee members' time.

The 2017 Distinguished Teaching Award Recipients:

Undergraduate Teaching Award Recipients:
Associate Professor Hussain Al-Asaad, Department of Electrical and Computer Engineering
Professor Dirk Van Vuren, Department of Wildlife, Fish and Conservation Biology
Associate Professor Mathew Stratton, Department of English

Graduate and Professional Teaching Award Recipients:
Professor John Richards, Department of Emergency Medicine
Associate Professor William Vernau, Department of Pathology, Microbiology and Immunology
Professor Colin Milburn, Department of English, Science and Technology Studies

 Respectfully submitted,

 James C. Bremer, Chair
 Tonya L. Kuhl, Member
 Kathy Olmsted, Member
 Marina Oshana, Member
 David A. Osleger, Member
 Lillian Zhang (GSA Representative)
 Bryan Rodman, Resource Analyst, Academic Senate Office

Committee on Elections, Rules and Jurisdiction
Annual Report 2016-2017

Total Meetings: 10	Meeting Frequency: Bi-weekly	Average Hours of Committee Work Per Week:
Total Bylaw and Regulation proposals (6), other informal advice/responses provided (8), and elections/ballots supervised (2)	Total matters deferred from previous year: 1	Total matters deferred to coming academic year: 3

CERJ took the following actions during 2016-2017.

Proposed Amendments to Bylaws and Regulations

The Committee is authorized "To prepare and report for action by the Representative Assembly such changes and additions to the Bylaws and Regulations as it may deem advisable." (Davis Division Bylaw 71(B)(1)). The following changes were recommended during the academic year 2016-2017:

(1) Davis Division Bylaw 64: Committee on International Education. The changes proposed include integrating the two Associate Vice Provosts for Global Affairs as ex-officio members of the committee and specifying that the committee can and should advise on matters germane not only to Study Abroad, but also to Global Affairs, Services for International Students and Scholars, and to the internationalization of the campus in general. The proposal was adopted by the Representative Assembly on June 8, 2017.

(2) Davis Division Bylaw 76: Faculty Research Lecture Committee. This changes the name of the Faculty Research Lecturer Award to Faculty Distinguished Research Award and clarifies the intent of the award to avoid inconsistent wording of the title from year to year. The proposal was adopted by the Representative Assembly on June 8, 2017.

(3) Davis Division Bylaw 83: Library Committee. The changes to the Library Committee bylaws provide updates to the membership and the duties of the committee by (a) specifying specifically the representative membership of the Committee, (b) recommending that membership include representatives from each of the three divisions within the College of Letters and Science, (c) updating the responsibilities of the Committee in view of the changing role of the Library. The proposal was adopted by the Representative Assembly on June 8, 2017.

(4) Davis Division Bylaw 121(D): Committee on Preparatory Education. This proposal maintains the current number of members of the Preparatory Education Committee, but specifies that the membership include a senate faculty member from the University Writing Program in place of the current member from the English Department. The proposal was adopted by the Representative Assembly on June 8, 2017.

(5) Davis Division Bylaw 121(F): Committee on Undergraduate Instruction and Program Review. The change removes the VP/Dean for Undergraduate Education and/or her/his designate as ex officio members of the committee, due to potential conflict of interest concerns. The proposal was adopted by the Representative Assembly on June 8, 2017.

(6) Davis Division Regulation 522 and 523: Baccalaureate Degree Requirement in General Education and Criteria for General Education Certification. This revision specifies that the Domestic Diversity (DD) Literacy be a separate literacy from the American Cultures, Governance, and History (ACGH) Literacy under the Civic and Cultural Literacy, of which 9 total units are required. Students would be required to receive at least 3 units in Domestic Diversity, at least 3 units of American Culture, Governance, and History, and at least 3 units of World Cultures. The proposal was adopted by the Representative Assembly on June 8, 2017.

Other Advice/Responses Provided

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

(1) RFC: Senate Bylaw 182. CERJ was asked to comment on proposed changes to the charge for the systemwide Committee on International Education.

(2) RFC: Presidential Policy on Policies. CERJ was asked to comment on new presidential policies regarding how changes would be implemented and consultation would take place.

(3) 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 Engineering, College of Letters and Science, School of Nursing, School of Medicine, and School of Veterinary Medicine.

(4) Senate Regulation 636 and ELWR. CERJ was asked to provide some informal advice and clarification to the College of Engineering regarding the Entry Level Writing Requirement in relation to systemwide Senate Regulation 636.

(5) Authority to Set Deadlines for Switching from P/NP to Letter Grading. CERJ was asked to provide informal advice to the College of Agricultural and Environmental Sciences regarding who in the college has the authority to set deadlines for switching from P/NP to letter grading.

(6) Faculty Guide. CERJ reviewed the 2017 Faculty Guide and provided feedback and comments to the Registrar's Office, specifically with regard to referencing divisional bylaws and regulations.

(7) American History and Institutions (AH&I) Requirement. The Registrar's Office consulted with CERJ regarding new language in the General Catalog for the American History and Institutions Requirement since beginning with the May 2015 AP exam. AP U.S. Government and Politics will no longer satisfy the AH&I requirement.

(8) Senior Residency Clarification. CERJ was asked to provide advice and clarification to the College of Letters and Science regarding the senior residency requirements on campus,

specifically with regard to courses taken at other UC campuses and how those units count towards the requirement.

Pending Matters for 2017-2018

(1) <u>Request to Amend Davis Division Regulation 507</u>. The Graduate School of Management has submitted a request to the Division to amend Davis Division Regulation 507. Graduate Council has been consulted and agrees with the proposed revisions with some minor revisions.

(2) <u>CA&ES Bylaws</u>. The College of Agricultural and Environmental Sciences has submitted revised bylaws for review. CERJ provided initial feedback and has requested input from Graduate Council and Undergraduate Council regarding sections that address undergraduate and graduate education.

(3) <u>Personnel Action Procedures</u>. CERJ received an inquiry regarding voting on personnel actions.

Respectfully Submitted,

Hans-Georg Mueller, Chair
Steven Carlip, Member
Eric Rauchway, Member
Kimberly Pulliam, Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Emeriti Committee

Total Meetings: 3	Meeting frequency: Once per quarter	Average hours of committee work each week: less than one

Total issues reviewed: 3	Total of reviewed issues deferred from the previous year: 1 (Emeriti Survey)	Total issues deferred to the coming academic year: 1 (Emeriti Survey)

Listing of bylaw changes proposed:
None

Listing of committee policies established or revised:
None

Issues considered by the committee:
Emeriti Survey
Emeriti Access to Funds
Revisions to APM 190

Recommended procedural or policy changes for the coming year:
None

Committee's narrative:

The Academic Senate Committee on Emeriti and the UC Davis Emeriti Association's (UCDEA) Emeriti Welfare Committee (EWC) continued to hold joint meetings in the 2016-2017 academic year. The issues the committees explore and act upon are concerns of both committees. It is also valuable that the actions of the two committees be well coordinated.

Members of the Senate Emeriti Committee in 2015-16 were: Stephen Brush, Katharine Burnett, Alan Jackman, Joseph Kiskis, Frank Samaniego, Gina Werfel, and Stephen White. Members of the UCDEA Emeriti Welfare Committee were Michael Chandler, Jim MacDonald, and Zuhair Munir. The departure of Rick Keller from the UCDEA Welfare Committee has opened a vacancy on that committee. Charles Hess, previous Chair of both committees was invited to continue as a guest. Stephen Brush served as chair of both committees.

The joint committee met three times during the 2016-17 academic year on November 8, 2016, March 2, 2017, March 8, 2017 and June 6, 2017.

Issues considered by the joint committee:

1. Compensation for Emeriti recalled to teach
2. Emeriti access to funds remaining in research accounts upon retirement.
3. Information provided to Retired Faculty regarding Rights and Privileges.

Provided below is a summary of the major issues that the joint committee addressed during the 2016-2017 academic year.

Compensation for Emeriti Recalled to Teach

There is concern by some members of the joint committee that there are inequities between compensation received by faculty and that received by emeriti recalled to teach. Earlier attempts to have this issue considered by the Associate Vice Chancellor of Academic Affairs have not been successful. A survey of emeriti activity in the period of 2012-2015 was published in a report titled "A Virtual Eleventh Campus" by UCD Professor Emeritus John Vohs. On the Davis campus, 85 emeriti per year are recalled to teach undergraduate or graduate students. The committee feels, however, that in addition to covering a period ending two years ago lacked sufficient detail on the number of courses taught on a recall basis and on the compensation received. A new survey is needed to obtain this information in order to proceed in developing guidelines. Frank Samaniego developed a draft survey, and the committee worked with him to sharpen its focus. The survey was approved at the June 6, 2017 meeting. The UC Davis Retiree Association was then approached to help distribute and conduct the survey. The distribution and tabulation of the survey is currently being developed.

Emeriti Access to Funds Remaining in Research Accounts upon Retirement

Shortly after assuming the role of Chair of the committees, Stephen Brush was contacted by a Professor emeritus of the College of Engineering about problems that he encountered in receiving reimbursement for professional travel expenses from funds in an unrestricted gift account that was established for his use. Stephen Brush met with Maureen Stanton, Vice Provost for Academic Affairs, to discuss this case and the larger issue of emeriti/ae access to funds in research accounts remaining upon retirement. The overarching question was the policy, or lack thereof, regarding this access. The most directly relevant policy is contained in the Advisory to Deans #AA2015-06 from Vice Provost Stanton.

That Advisory deals with the establishment of "Academic Enrichment Funds" (AEF) accounts and states that all funds that were previously known as "research accounts" are to be moved into AEFs when a faculty member retires. The purposes of this Advisory was to clarify the ways that such funds could be used in order to avoid perceived potential tax liability issues. The Emeriti Committee felt that this Advisory is ambiguous and potentially harmful to retired faculty who continue to direct research projects that were funded prior to retirement. Vice Provost Stanton and Chair Brush discussed input from the Emeriti Committee to improve the Advisory in order to allow continued emeriti access to research accounts. The committee discussed the issue at its fall and winter meetings and agreed on a memo to Vice Provost Stanton at its spring meeting. That memo was sent and acknowledged by Vice Provost Stanton. This issue will continue under discussion next year.

<u>Information provided to Retired Faculty regarding Rights and Privileges</u>
During the review of policy regarding emeriti/ae access to research accounts, Chair Brush came to the opinion that the information regarding Emeriti/ae rights and privileges might be better presented to them. Currently, this information is available in the UC Davis Emeriti/ae Faculty Handbook through a link on the bottom of the homepage of the UC Davis Emeriti Association. The committees are interested in exploring whether the visibility of and access to this information might be enhanced. This topic will be dealt with next year.

The joint committee members thank Debbie Stacionis and Tessa Egan, members of the Senate Office staff, for their support.

Respectfully submitted,

Stephen B Brush, Chair
Katharine P Burnett, Member
Alan P Jackman, Member
Joseph E Kiskis, Member
Francisco J Samaniego, Member
Gina S Werfel, Member
Stephen D White, Member
Debbie Stacionis, Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

**Committee on Faculty Research Lecture Award
Newly renamed the
Faculty Distinguished Research Award Committee**

Total Meetings: 1	Meeting frequency: 1/year	Average hours of committee work each week: 1 (for 52 weeks)

Total Award Nominations Reviewed: 6	Total Award Nominations deferred from the previous year: 0	Total Award Nominations deferred to the coming academic year: 0

Listing of bylaw changes proposed:
Change the name of the award to Faculty Distinguished Research Award
Change the name of the committee to match the changed name of the award

Listing of committee policies established or revised:
None

Issues considered by the committee:
Need to more clearly convey to the campus community that the Faculty Research Lecture Award is an award for distinguished research that is paradigm shifting and not for the ability to give a public lecture
Need to showcase the lecture given by the Faculty Research Lecture Award recipient
Need to more clearly convey to the campus community that the lecture given by the recipient of the Faculty Research Lecture Award is for the community's increased awareness
Raising the prestige and public visibility of the Faculty Research Lecture Award to be on par with the UC Davis Prize for Teaching Achievement
Increasing the Faculty Research Lecture Award award amount to reflect the campus' marketing value as a top research institution
Managing and handling any instance or degree of a perceived conflict of interest
The content and structure of nomination letters
Criteria to be used when reviewing nominations for the Faculty Research Lecture Award
Whether to consider late submissions of nominations for the Faculty Research Lecture Award
Whether to advise Faculty Research Lecture Award nominators on the merits of their nominations

Recommended procedural or policy changes for the coming year:
None

Committee's narrative:

The charge of this Committee is to nominate for election by the Representative Assembly a member of the faculty or staff at UC Davis who has established a distinguished record in research to deliver a lecture on a topic of their choice. The 2016-17 FRL Committee fulfilled this charge.

As was the case for the 2015-16 committee, the 2016-17 committee reached consensus on the following: that the priorities of the 2015-16 committee should be the priorities of the 2016-17 committee; that only one face-to-face committee meeting was necessary (to review nominations, to discuss nominees, and to select a nominee to recommend as the FRL award recipient); that all other committee business (review and comment on revisions to the Call for Nominations, the award recipient selection process timeline, Requests for Consultation, etc.) could be transacted electronically (via email and the Academic Senate Information System (ASIS)); that notification letters to the nominators of non-recipients of the award needed to clearly indicate the committee's decision regarding the respective nomination/nominee and simply present the committee's gratitude and appreciation for the submission of a nomination and an acknowledgement of the respective nominator's efforts and the respective nominee's achievements.

Requests for Consultation (RFCs) were tracked by Chair Lein and committee resource support analyst Bryan Rodman. None of the 2016-17 RFCs were directly relevant to the committee, or its charge--none requested a response from the committee, and there was no expressed interest on the part of the committee in the subject matter of any of the 2016-17 RFCs.

The Call for Nominations for the 2017 Faculty Research Lecture Award was distributed to the campus on October 10, 2016. Friday December 9, 2016, was the deadline for submission of a nomination. Nomination packets were timely received and reviewed by the committee. On January 3, 2017, the committee met to review and discuss the nominations and to select a nominee to recommend to the Davis Division Academic Senate Representative Assembly for approval as the 2017 Faculty Research Lecture Award recipient.

The committee kept to its 2016-17 FRL Award Selection Process Timeline, even when the RA's February 9, 2017, meeting was rescheduled to March 3.

Before the merits of each of the 2017 nominations were discussed, Chair Pamela Lein called for the disclosure of any conflicts of interest, discussion of the criteria to be used in assessing the nominations, and presentation of the members'

individual rankings of the nominations. One committee member disclosed and described a conflict of interest with one of the nominees. The committee discussed the disclosure and came to a consensus that the conflicted member's reviews of and comments on the nominations under consideration would be put and kept in appropriate and balanced perspective.   After discussing what criteria should be used to assess the nominations the most objectively, the consensus of the committee was to focus attention on the research achievements of the nominees that represented or suggested a paradigm shift in the nominee's field/discipline, that impacted other fields/disciplines and that added to the brand of UC Davis as a top research institution. When members' individual rankings of the nominations were presented, each member was given an opportunity to describe how and why they ranked the nominations as presented.

Professor Peter Wainwright, in the Department of Evolution and Ecology and Professor at the Center for Population Biology was selected and recommended by the committee as the 2017 Faculty Research Lecture Award recipient. On March 3, 2017, the Davis Division Academic Senate Representative Assembly approved the committee's recommendation by unanimous vote. On May 9, 2017, Professor Wainwright was honored at a combined Academic Senate and Academic Federation awards event, and delivered a lecture entitled "Wrasses, Cichlids and Honeycreepers: Will the Real Adaptive Radiation Please Stand."

Chair Lein drafted a proposal to amend Davis Division Bylaw "76. Faculty Research Lecture." Initially, the proposal sought only to change the name of the Faculty Research Lecture(r) Award to the Faculty Distinguished Research Award. After the Academic Senate Committee on Elections, Rules and Jurisdiction (CERJ) reviewed the proposal, CERJ recommended updating the "Faculty Research Lecture Award Committee" name to "Faculty Distinguished Research Award Committee." When the committee sent its "Proposed Revision of the Davis Division Bylaw 76" to the Davis Division Academic Senate Representative Assembly for approval, the "76. Faculty Research Lecture" title of the bylaw was amended to "76. Faculty Distinguished Research Award." At the June 8, 2017, Representative Assembly meeting, the proposed changes put forward by the committee were approved by the Representative Assembly unanimously.

Committee Chair Lein met with the Rachael Goodhue, Chair of the Davis Division of the Academic Senate, Edwin Arevalo, Executive Director of the Davis Division of the Academic Senate, and Hollis Skaife, Chair of the Public Service Committee of the Davis Division of the Academic Senate, to discuss increasing the promotion, preeminence and funding for the Faculty Research Lecture Award, and the awards for Public Service. The meeting took place on December 12, 2016. The outcome of the meeting was that Rachael Goodhue would contact the University Development Office and Edwin would contact Karl Engelbach, the Chief of Staff for the Office of the Chancellor and Provost, each to inquire about support for increasing the promotion, preeminence and funding, particularly the

funding, of the Academic Senate Faculty Research Lecture Award and the Public Service awards. The only follow-up received about a meeting with the University Development Office or with Karl Engelbach was comment that the matters in question were being looked into and considered.

On January 12, 2017, Bryan Rodman, the committee's resource support analyst, presented Chair Lein—for her and the committee's review and comment—a draft proposal to increase the amount of the UC Davis FRL Award amount. After incorporating Chair Lein's edits to the draft, a revised draft was posted to the committee's whiteboard in ASIS on January 23, and the committee membership was asked for their reviews and comments. On January 25, the committee's Proposal to Increase the FRL Award Amount was forwarded to Rachael Goodhue and Edwin Arevalo.

In preparation for the December meeting with Rachael Goodhue and Edwin Arevalo, Bryan researched whether the other UC campuses had a faculty research lecture award similar to that of UC Davis' and how such an award was recognized on each campus. The below synopsis of Bryan's findings is at: U:\Academic Senate\COMMITTEES\Faculty Research Lecture.

Synopsis of Faculty Research Lecture Award per UC Campus

Berkeley: Anita Ross akross@berkeley.edu (510) 642-4225 Faculty Research Lecture Award: Recognition of peers, a small reception, no monetary award. Two members of the division are selected. Each delivers a lecture.

Davis: Bryan Rodman bdrodman@ucdavis.edu 530-752-3920 Faculty Research Lecture Award: $1K honorarium, one recipient honored at a reception along with recipients of other academic awards.

Irvine: Christine Aguilar cmaguil1@uci.edu (949) 824-7458 Distinguished Faculty Research Award: one for a faculty member; one for a mid-career faculty; and one for an assistant professor: $3K per each of five awards, three of which focus on research and entail the presentation of a public lecture.

Los Angeles: Annie Speights aspeights@senate.ucla.edu (310) 825-3851 Faculty Research Lectureship Award: Reception only, for up to two recipients who each will deliver a public lecture.

Merced: Gregory Fellin gfellin@ucmerced.edu 209-228-6312 Research Award: None. No lecture. Award is about recognizing early career and distinguished research that has had an impact.

Riverside: Travis Gutierrez travis.gutierrez@ucr.edu (951) 827-2550   Faculty Research Lecturer Award: $3K, one recipient who is to deliver a lecture.

San Diego: Ashley Welch awelch@ucsd.edu (858) 534-9070   Award: $1.5K (2 x's) honorarium. Up to two members of faculty or staff are recommended: one in the Arts/Humanities/Social Sciences and one in the Sciences/Engineering. Each award recipient presents a public lecture.

San Francisco: Kenneth Laslavic kenneth.laslavic@ucsf.edu (415) 476-8827 There are three separate research awards. Each award recipient delivers a lecture and receives a $1.5K honorarium. Faculty Research Lecture - Basic Science Award, - Clinical Science Award, -Translational Science Award.

Santa Barbara: awards@senate.ucsb.edu Research Lectureship Award: $5K honorarium, one recipient, who delivers a lecture.

Santa Cruz: Heather Lemson - (831) 459-2086 - hlemson@ucsc.edu Faculty Research Lecture Award: No monetary award. One recipient, who delivers a lecture.

Respectfully submitted,

Pamela J. Lein, Chair
Anna M. Busse Berger, Member
Mary L. Cadenasso, Member
Gail E. Finney, Member
Michael Turelli, Member
Bryan Rodman, Resource Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Faculty Welfare

Total Meetings: 7

Meeting frequency: average twice per quarter

Average hours of committee work each week: N/A

Total Requests for Consultation Reviewed: 15 (courses, proposals, cases, etc.)

Total of reviewed RFC deferred from the previous year: 0

Total RFC deferred to the coming academic year: 0

Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee
1) Proposed revisions to APM 015 and 016
2) PPM 380-13 Near Relatives and Consensual Relationships
3) Policy on International Activities
4) Revisions of APM 190 Retirement Contributions for Summer Appointments
5) Nondiscrimination and Affirmative Action Policy
6) G-28 Travel Regulations
7) Clery Act
8) International Agreement and Approval Process
9) Parents/Guardians Bringing Children to Campus
10) Review of PPM 320-19 and 320-20
11) Proposed Revision to Senate bylaw 336
12) Diversity and Inclusion Strategic Plan
13) Revisions to APM 285
14) New Policy: PPM 220-50, Curation and Repatriation of Native American Human Remains and Cultural Items
15) Sexual Violence and Sexual Harassment Peer Review Committee

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The committee on Faculty Welfare (FWC) met seven times during the 2016-2017 academic year. Meetings were scheduled after the system-wide University

Committee on Faculty Welfare (UCFW) meetings. Committee Chair Mike Hill served as the primary representative at the UCFW meetings.

The Academic Senate Information System (ASIS) was used to notify members and distribute relevant information about the committee's upcoming meetings. Committee members were encouraged to read and comment in advance on requests for consultation that required a committee response.

Committee culture was positive throughout the year, despite some busy periods and meetings with full agenda. Most members were actively engaged, and several took leadership roles in developing responses to RFC and other items. All but one member regularly attended meetings.

Provided below is a summary of the major items that the committee addressed during the 2016-2017 academic year.

Proposed revisions to APM 015 and 016

The proposed revisions were recommended by the Joint Committee of the Administration and Academic Senate convened by president Napolitano in October 2015 to examine how the University of California manages disciplinary proceedings for faculty respondents in cases alleging sexual violence, sexual assault, or sexual harassment (SVSH). The committee reviewed these APM sections twice. First the initial proposed revisions, then a second revised draft that included some revisions based on the first consultation. While the committee agrees with the proposed revisions, a request was made to clarify the obligation of confidentiality for the accused. The committee does feel there is a legitimate need to put the accused under limits of confidentiality about information they learn about other people through the process, but if someone is accused and believes the process is treating them unfairly, they should not be bound by confidentiality about the process and should be able to voice their concerns.

PPM 380-13 Near Relatives and Consensual Relationships

The committee reviewed revisions to PPM 380-13 that refers to the employment of near relatives within the same department, or consensual relationships between members of the University community where one person in the relationship has power, responsibility or authority over the other. Following the review and thorough discussion, the committee believes that the revisions may have some positive elements but overall lack the concision and clarity that should be expected in a useful policy. The FWC responded with several general concerns as well as suggested edits. For the detailed response please see the Academic Senate webpage HERE.

Policy on International Activities

The draft Presidential Policy on International Activities was created to address issues and replace the 2005 guidelines for the Establishment of Foreign Affiliate Organizations and Foreign Operations. The draft policy included not only the establishment of UC-controlled entities in foreign countries that the 2005 guidelines covered, but also broad issues of ethics, risk, compliance, and campus autonomy. Upon review, the committee found no issues related to Faculty Welfare, and has no objections to the draft policy.

Revisions of APM 190 Retirement Contributions for Summer Appointments

The revisions of APM 190 are required to align policy for administering summer salary benefits with the 2016 Retirement Choice Program provisions. The FWC does not feel the change will cause any harm, and appears a pragmatic choice given the constraints arising from the creation of the 2016 retirement tier.

Nondiscrimination and Affirmative Action Regarding Academic and Staff Employment and Additional Revisions

FWC reviewed revisions to the Presidential Policy on Nondiscrimination and Affirmative Action Regarding Academic and Staff Employment. The revisions were intended to address the Office of Federal Contract Compliance programs' Pay Transparency Rule as well as amendments to the California Fair Employment and Housing Act. The changes are prompted by the new state and federal requirements. The committee does not foresee issues regarding faculty welfare, but did recommend clarifying how Free Speech and Academic Freedom impacts all stated campus community members.

G-28 Travel Regulations

The revisions to G-28 Travel Regulations were to make the policy more "family friendly." The committee believes that although the change is useful in some situations, there are some concerns that should be addressed. The committee submitted concerns that included: lack of a useful definition for receiving approval for reimbursement for travel expenses of family, what types of funds may be used, and the broad chain of approval.

Clery Act

The Presidential Policy on the Clery Act provides an overview and compliance guidance for the Clery Act, thereby providing the system with consistency, transparency and uniformity. The committee is in favor of the proposed policy.

International Agreement and Approval Process

UC Davis drafted the International Proposal and Agreement process for faculty or administrator sponsors to follow prior to engaging in negotiations with potential partners or committing to any form of international partnerships. The FWC reviewed the document and has no comments at this time.

Parents/Guardians Bringing Children to Campus

The committee reviewed the guidelines that address the issues of student parents/guardians bringing children to the learning environment. The committee feels the guidelines are useful, but suggested differentiating between "student-classmate" and "student-parent" as well as providing tips for "student-classmates" on how to proceed if they feel their ability to learn or participate in class is being negatively impacted.

Review of PPM 320-19 and 320-20

The committee reviewed the proposed changes to PPM 320-20, privacy and access to personal information, and 320-19, Access to records. The committee would like to point out the inherent challenge that comes with defining personal information. To make the policies more transparent, and simpler to use, the document should clearly define what is not considered personal information that could be restricted under policy. In principle, a clear definition of "non-personal information" can be made, and included in the policies, in list form.

Proposed Revision to Senate bylaw 336

Bylaw 336 prescribes the procedures and timelines for Privilege and Tenure proceedings in disciplinary cases. FWC is in agreement with the content of the document and provided small editorial suggestions in the response.

Diversity and Inclusion Strategic Plan

The committee on Faculty Welfare reviewed the draft Diversity and Inclusion Strategic Plan that was put together by the Diversity and Inclusion Steering Committee. FWC appreciates that a comprehensive document has been created regarding the campus positions on Diversity and Inclusion. The committee notes that the document lacks details on implementation and should include the officers, resources, and procedures in place to support Diversity and Inclusion. The committee also notes that the Plan should include a set of pathways for hearing and managing negative experiences with respect to Diversity and Inclusion.

Revisions to APM 285

The revisions to APM 285 are to clarify the role played by faculty in the Lecturer with Security of Employment series (LSOE). While the committee supports the many improvements offered by the revisions, it has significant concerns about the impact of the policy on UC. The main area of concern is the potential for growth of additional teaching-focused personnel and the impact of that growth on both the workload of traditional research faculty and the resources available to support their teaching. For the detailed committee response, please visit the Academic Federation webpage [HERE](.).

New Policy: PPM 220-50, Curation and Repatriation of Native American Human Remains and Cultural Items

FWC received a request for consultation the review PPM 220-50, a new policy that provides the campus procedures to ensure compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) and treatment of Native American (including both Indian tribes and native Hawaiian organizations) human remains and cultural items within campus control. The committee does not see any negative effects in terms of faculty welfare, but did note the document uses the terms "Native American" and "American Indian" interchangeably and inconsistently. The committee suggested the use of one term, and recommends "Native American" due to this term being used in the title of the policy.

Sexual Violence and Sexual Harassment Peer Review Committee

The FWC was asked to review the proposed model of the Sexual Violence and Sexual Harassment Peer Review committee. The committee believes that the proposal for a Peer Review Committee is sound. The process of peer review should be helpful, and should be designed to be as expeditious as possible. The Peer Review Committee processes should be established with due respect for all concerned, including and especially for the complainant and for the respondent. In the response the committee included two areas of questions/concerns. First the question of compensation for committee members, and second the specific charge of the committee, and its function, needs to be made clear.

Respectfully Submitted,

Michael Hill, Chair
Moradewun Adejunmobi, Member
Stephen B. Brush, Member, Emeriti Representative
Patrick Eamon Carroll, Member
Gregory Patterson Downs, Member
David R. Hessl, Member
Susan Gilson Miller, Member
Gustavo Barisone, Academic Federation Representative
Danielle Powers, Staff Assembly Representative
Tessa Egan, Academic Senate Analyst

Annual Report: Academic Year 2016 - 2017
Davis Division: Academic Senate

Committee on Grade Changes

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

Total *Retroactive/Grade Change Petitions* Reviewed:	Total of reviewed *Retroactive/Grade Change Petitions* deferred from the previous year:	Total *Retroactive/Grade Change Petitions* deferred to the coming academic year:
447	2	*1*

Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee: None

Recommended procedural or policy changes for the coming year: None

Committee's narrative:
See attached

Committee Chair Signature: _Sarah Perrault_

Date: 10 - 20 - 2017

2016-2017 Summary and Highlights

During the 2016-2017 academic year, the Office of the University Registrar received 1269 Grade/Retroactive Change petitions: 130 grade change petitions, 873 Retroactive Change Petitions, and 266 Retroactive Withdrawal Petitions. The Grade Change Committee itself reviewed 447 petitions – 35.2 percent of the submitted total. The remaining petitions were processed internally by the Office of the University Registrar according to the Committee's published guidelines. The Committee approved 57.4% of the petitions it reviewed.

Petitions Approved/Reviewed, 2016-2017

Meeting	Grade Changes	Retro-Adds	Retro-Drops	Retro-WDs	P/NP Changes	Total
Oct	0/2	0	4(4*)/28	48/66	2/6	54/102
Nov	4/5	0	2(0*)/11	19/25	2/3	27/44
Dec	0/1	0	1(0*)/1	4/12	2/2	7/16
Jan	2/3	0	6(5*)/16	16/23	3/8	27/50
Feb	1/1	0	1(1*)/7	16/25	0	18/33
Mar	1/1	0	3(3*)/9	15/26	2/3	21/40
Apr	0	0	3(1*)/10	17/21	3/4	23/35
May	3/4	0	10(0*)/15	31/43	2/4	46/66
Jun	2/2	0	3(2*)/7	31/48	2/4	38/61
Total	13/19	0	33(16*)/104	197/289	18/34	261/447

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

Petition Approval Percentage (by meeting), 2016-2017

Oct 11	Nov 8	Dec 7	Jan 17	Feb 14	Mar 14	Apr 12	May 17	Jun 13
52%	61%	43%	54%	54%	52%	65%	69%	62%

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Petition Approval Percentage (by petition type), 2016-2017
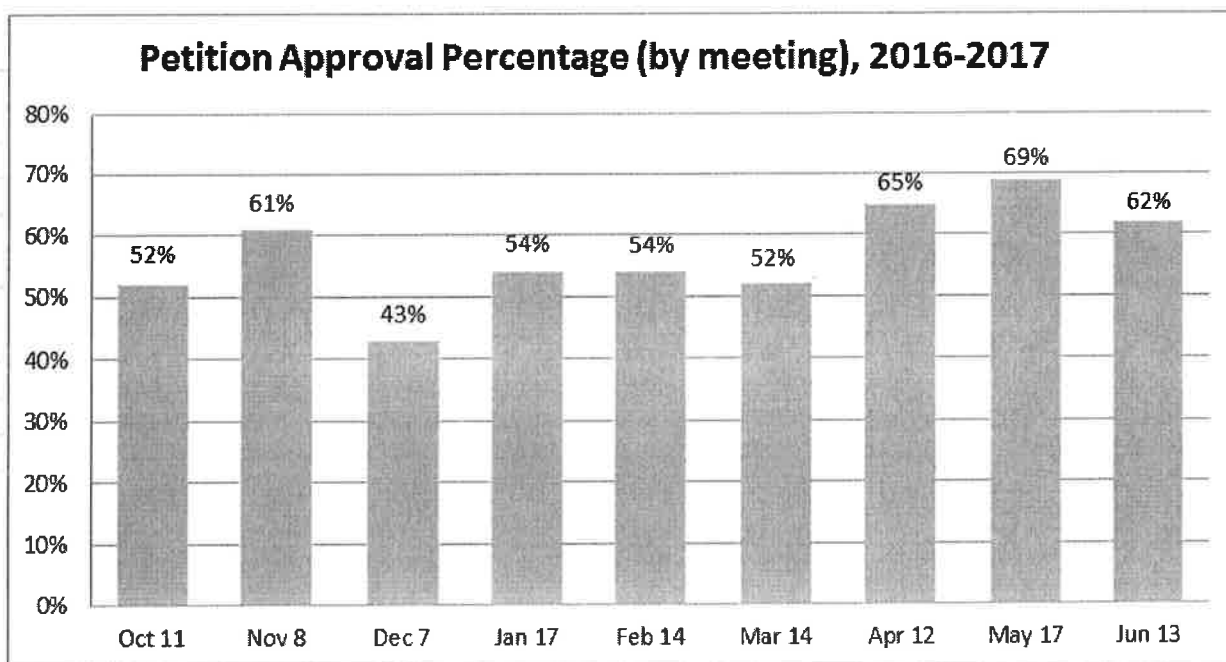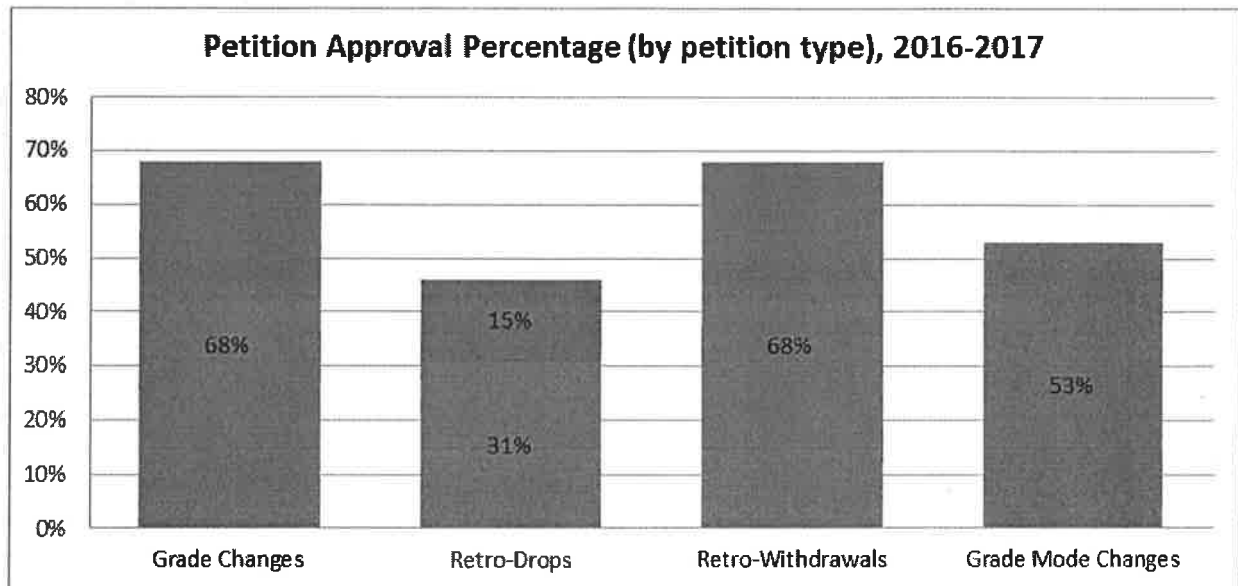
NOTE: 31% of Retroactive Drop petitions were approved outright, while an additional 15% were approved as Retroactive Withdrawals.

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ANNUAL REPORT: ACADEMIC YEAR 2016-17
DAVIS DIVISION: ACADEMIC SENATE
GRADUATE COUNCIL

Total Meetings:	Meeting Frequency:	Average Hours of Committee Work Each Week:
Graduate Council: 18	Bimonthly/As needed	Graduate Council Chair: 8+
Academic Planning & Development: 6		Council Members: 1+
Administrative/Appeals: 6	Number of members in each standing subcommittee:	
Bylaws: 3	APD: 9	PRC Chair: 4+
Chair's Advisory: 0	**Administrative: 5**	Other Subcommittee Chairs: 1.5+
Courses: 1	**Bylaws: 3**	Subcommittee Members: 1+
Educational Policy: 2	**Courses: 9**	
Program Review: 8	**EPC: 9**	
Program Review Closure: 1	**PRC: 14**	
Support: 0	PRCC: 4	
Welfare: 5	**Support: 4**	
	Welfare: 6	

Total Items Reviewed:	Total Number of Items Carried Over from Previous Year:	Total items Carried Over to Coming Year:
Bylaws: 6	Bylaw revisions: 3	Bylaw revisions: 5
Degree requirements: 11	Degree requirement revisions: 8	Degree requirement revisions: 9
Program reviews: 16	Program review closure consideration: 2	Program reviews: 1
Program review closures: 19	Graduate program management advice or affiliation requests: 2	Graduate program management advice or Affiliation requests: 4
Proposals for new graduate programs: 1	Graduate courses: 27	Graduate courses: 22
Graduate courses: 86	Miscellaneous business items: 5	Miscellaneous business items: 4
Academic Senate requests for consultation: 12		
Graduate program management advice or affiliation approvals: 4		
Miscellaneous items: 4		
Policies approved, established or revised: 6		

Listing of Policies Approved, Established or Revised:
• Programmatic Changes Policy Revision (December 2, 2016) • Disqualification and Appeal Policy Revision GC2005-01 (rev.01) (December 16, 2016) • Policy on Service on Advanced Degree Committees Revision GC1998-01 (rev.01) (December 16, 2016) • Doctoral Qualifying Examinations Policy Revision GC2005-02 (rev. 07) (May 19, 2017) • Residence and Transfer Credit Revision GC2011-03 (rev. 02) (May 19, 2017) • Time to Degree Policy Revision GC2000-01 (June 16, 2017)

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
6	11		16	19	1	86	12	4	9	4

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.	B. GRADUATE PROGRAM BYLAW REVISIONS:	
	Graduate Program	Approval Date
1	Nursing Science and Health Care Leadership Bylaws	October 21, 2016
2	English Bylaws	December 2, 2016
3	DE in Critical Theory Bylaws	April 21, 2017
4	Integrative Pathobiology Bylaws	May 5, 2017
5	Chemistry Bylaws	June 16, 2017
6	DE in Study of Religion Bylaws	June 16, 2017

C. GRADUATE PROGRAM DEGREE REQUIREMENTS:		
	Graduate Program	Approval Date
1	Sociology Degree Requirements	October 21, 2016
2	Hydrological Sciences Degree Requirements	October 21, 2016
3	Comparative Literature Degree Requirements	April 7, 2017
4	Avian Science Degree Requirements	May 5, 2017
5	Neuroscience Degree Requirements	May 5, 2017
6	Energy Graduate Group Degree Requirements	May 5, 2017 (Renewed approval was necessary due to a typo detected by the Graduate Group)
7	Viticulture and Enology Degree Requirements	May 26, 2017
8	Statistics Degree Requirements	June 2, 2017
9	DE in Critical Theory Degree Requirements	June 16, 2017
10	Economics Degree Requirements	June 16, 2017
11	DE in Study of Religion Degree Requirements	June 16, 2017

D. GRADUATE PROGRAM REVIEW ACTIONS:

a. PROGRAM REVIEW REPORTS:

	Graduate Program	Transmittal Letter Sent
1	Agricultural and Resource Economics	April 21, 2017
2	Animal Behavior	February 27, 2017
3	Art Studio	April 21, 2017
4	Art History	July 10, 2017
5	Communication	June 21, 2017
6	Integrative Genetics and Genomics	Pending External Reviewer Report. Program Review Committee review will resume in fall 2017.
7	International Commercial Law	June 21, 2017 (GC approved program review closure on June 2, 2017)
8	Master of Professional Accountancy	May 30, 2017
9	Microbiology	May 30, 2017
10	Molecular, Cellular and Integrative Physiology	May 9, 2017
11	Nursing Science and Health Care Leadership	May 9, 2017
12	Nutritional Biology	April 21, 2017
13	Plant Pathology	February 27, 2017
14	Study of Religion	June 2, 2017
15	DE in Translational Research	May 9, 2017
16	DE in Writing Rhetoric and Composition Studies	May 9, 2017

b. PROGRAM REVIEW CLOSURE COMMITTEE RECOMMENDATIONS:

	Graduate Program	Approval Date
1	Agricultural & Environmental Chemistry (2013-14 Program Review)	June 16, 2017
2	Biostatistics (2014-15 Program Review)	March 3, 2017 (Written update due to Graduate Council Chair by May 1, 2018)
3	Clinical Research (2011-12 Program Review)	June 16, 2017
4	Biochemistry, Molecular, Cellular and Developmental Biology (2015-16 Program Review)	April 7, 2017
5	Mechanical and Aerospace Engineering (2015-16 Program Review)	June 16, 2017 (Requested status update from Program due to Graduate Council Chair on March 31, 2018)
6	Preventive Veterinary Medicine (2015-16 Program Review)	April 7, 2017

7	Immunology (2015-16 Program Review)	June 2, 2017
8	Ecology Joint Program with SDSU (2015-16 Program Review)	April 7, 2017
9	Education (2015-16 Program Review)	April 21, 2017
10	Geography (2015-16 Program Review)	May 26, 2017
11	Economics (2015-16 Program Review)	May 19, 2017
12	Biophysics (2015-16 Program Review)	May 26, 2017
13	Child and Human Development (2015-16 Program Review)	June 16, 2017
14	Linguistics (2015-16 Program Review)	June 2, 2017
15	Psychology (2015-16 Program Review)	May 26, 2017
16	Spanish (2015-16 Program Review)	May 5, 2017
17	Cultural Studies (2015-16 Program Review)	May 26, 2017
18	English (2015-16 Program Review)	June 2, 2017
19	Forensic Science (2015-16 Program Review)	May 5, 2017

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

	Program	Type	Approval Date
1	DE in Study of Religion	Designated Emphasis Proposal	June 16, 2017

F. GRADUATE COURSES REVIEWED AND APPROVED

Total courses reviewed: 86

G. RESPONSES TO ACADEMIC SENATE REQUESTS FOR CONSULTATION:

	Request For Consultation (RFC)	Response Submitted
1	Proposal to Amend Technology Management Minor	10/24/2016
2	Undergraduate Major Proposal: B.S. in Environmental Engineering	11/01/2016
3	Institute for Transportation Studies ORU Five-Year Review	11/01/2016
4	Departmental Status Proposal - Cinema and Digital Media Program	11/01/2016
5	Cross-College Major Proposal: B.S. in Earth Systems Science	11/22/2016
6	Proposed Revisions to Senate Bylaw 182: University Committee on International Education	12/07/2016
7	Professional Degree Supplemental Tuition (PDST) Policy	12/09/2016
8	Proposal for Minor in Public Health Sciences	01/26/2017

9	Proposal for Minor in Accounting	01/26/2017
10	Diversity and Inclusion Strategic Plan	02/06/2017
11	Revised Proposal: B.S. in Business Administration	05/09/2017
12	Departmental Status Proposal - Gender, Sexuality, and Women's Studies	05/11/2017

H.   GRADUATE PROGRAM MANAGEMENT ADVICE OR AFFILIATION APPROVALS

	Program	Type of Request	Approval Date
1	Sociology with DE in Human Rights	Affiliation	December 2, 2016
2	Biological Systems Engineering with DE in Native American Studies	Affiliation	April 7, 2017
3	Music with DE in Native American Studies	Affiliation	April 7, 2017
4	Native American Studies with DE in Human Rights	Affiliation	March 3, 2017

I.   ADMINISTRATIVE COMMITTEE APPEALS:

Admissions: 1
Disqualifications: 3
Split Decision on Qualifying Exam: 2
Embargo Requests: 3
Constitution of QE Committee: 1
Faculty Graduate Program Membership Issue: 1

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

See appendix A for the detailed report (attached)

K.   MISCELLANEOUS:

	Title	Notes
1	MS in Business Analytics Bylaws and Degree Requirements Approval Letter	Bylaws and Degree requirements were approved on June 17, 2015. An official approval letter was not issued by Graduate Council in 2015, the Office of Graduate Studies requested an official approval letter be issued. Approval letter was issued by Graduate Council on June 20, 2017.
2	Master of Public Health Degree Requirements	Program submitted initial revision but did to not move forward with revising the degree requirements.
3	Graduate Teaching Allocation Proposal	

A Graduate Council proposal for equitable graduate teaching allocations in the current budget model was presented to the Academic Senate Executive Council on May 25, 2017 and referred from there to the Committee on Planning & Budget. Executive Council is expected to continue discussion of the issue in the fall.

Based on information from the regular held Graduate Program Reviews it is Graduate Council's assessment that the delivery of Graduate Education at UC Davis, specifically didactic teaching, is no longer supporting the needs of our graduate students, undermining significantly the quality of our graduate education efforts. Graduate Council, with help of the Academic Planning and Development subcommittee, developed a proposal that could alleviate the current situation. The proposal (*"A Graduate Council Proposal for Equitable Graduate Teaching Allocations in the Current Budget Model"*) vetted by BIA, is to incentivize support of graduate level teaching by earmarking funds (amounting to currently 3% of the General Provost Fund, or 18.7% of graduate tuition income) before allocating it to the College and School Deans. The distribution of these funds would be based on the location of the faculty who teach graduate level courses deemed essential. The identification of essential graduate courses (1course per quarter or 3 per year), would be made by the Chair of each Graduate Group or Program. Self-Supporting Degree Programs and DE's would be excluded from those allocations.

4	Mentoring

Per the recommendations included in the Graduate Student Mentoring Action Plan, approved by Graduate Council on June 27, 2016, the Welfare subcommittee worked on including a mentorship section within the current new faculty orientation.

In response to a meeting with the Assistant Vice Provost of Academic Affairs, Binnie Singh, on March 8, 2017, the Welfare Committee prepared a 15 minute interactive question/answer scenario for inclusion in the yearly new faculty orientation. It is unclear whether mentoring will be given the time for presentation at that meeting. Mentoring was, however, included as a topic of discussion at one of the new faculty brownbag series in May 31st of 2017 where Graduate Council was asked to present the mentoring guidelines at that event.

L. ITEMS REMAINING OPEN

a. Graduate Program Bylaw Revisions

	Program	Type	Notes
1	International Agricultural Development	Bylaws	Submitted July 20, 2015 – has been reviewed and is with the program for further revision. Program responded to request for further revisions on July 11, 2017. Review will resume in the fall.
2	Environmental Policy and Management	Bylaws	Submitted October 26, 2016 – has been reviewed and is with the program for further revision.
3	Avian Sciences	Bylaws	The bylaws have been reviewed and were sent back to the program for further edits. The program did not respond by the deadline provided. Program is now under review, review and approval of the bylaws will need to wait until after the program review phase.
4	Food Science	Bylaws	Submitted June 12, 2017
5	Material Science Engineering	Bylaws	Submitted June 30, 2017

b. Graduate Program Reviews

Program	Type	Notes

1	Integrative Genetics and Genomics	2016-17 Program Review	Pending External Reviewer Report. Program Review Committee review will resume in the fall.

c. Graduate Program Degree Requirement Revisions

	Program	Type	Notes
1	Population Biology	Degree Requirements	Submitted November 2014 - has been reviewed and is with the program for further revision. - No response from the program since October 6, 2016.
2	Preventive Veterinary Medicine	Degree Requirements	Submitted May 14, 2015 – Has been reviewed by GC and is with program for further revision. Was pending program review closure, review will resume in the fall.
3	Forensic Science	Degree Requirements	Submitted May 14, 2015 – Was pending program review closure, review will resume in the fall.
4	International Agricultural Development	Degree Requirements	Submitted July 9, 2015 - has been reviewed and is with the program for further revision. Program responded to request for further revisions on July 11, 2017. Review will resume in the fall.
5	Molecular, Cellular and Integrative Physiology	Degree Requirements	Submitted October 10, 2016 - Was pending program review closure, review will resume in the fall.
6	Environmental Policy and Management	Degree Requirements	Submitted November 4, 2016 - has been reviewed and is with the program for further revision.
7	Computer Science	Degree Requirements	Submitted July 25, 2016 – has been reviewed and request for further revisions was sent to the program on January 17, 2017. The program did not respond to the request for further revisions. Program is now under review, review and approval of the degree requirements will resume after the program review phase.
8	History	Degree Requirements	Reviewed by GC on June 16, 2017 – Program has responded to GC recommended revisions. Will be reviewed by GC in the fall.
9	Biostatistics	Degree Requirements	Submitted June 27, 2017

d. Graduate Program Management Advice or Affiliation Approvals

	Program	Type	Notes
1	Microbiology with DE in Translational Research	DE Affiliation	Submitted November 30, 2016. DE in Translational Research is currently under

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			review. Review and approval of the request will resume after the program review phase.
2	Comparative Literature with DE in African American Studies	DE Affiliation	Submitted June 28, 2017
3	Soils and Biogeochemistry Graduate Group Blanket Exception to External Committee Member on QE Committee	Exception to Policy	Submitted June 21, 2017
4	Geography with DE in International Community Nutrition	DE Affiliation	Submitted February 24, 2017. Was pending program review closure, review will resume in the fall.

	e.	**Courses**	

Courses to be carried over: 22 as of 6/20/17

	f.	**Miscellaneous**	

	Title	Notes
1	Proposal to Reconstitute the M.A. in English (Creative Writing Emphasis) to an M.F.A in Creative Writing Offered Through the English Graduate Program	Submitted June 8, 2016 – Was pending program review closure, review will resume in the fall.
2	Capital Area North Doctorate in Educational Leadership (CANDEL) ED.D. Program Proposal	Submitted August 30, 2016 – Was pending program review closure, review will resume pending updated degree requirement and bylaws from the program.
3	Proposal for a Graduate Academic Certificate in Translational Research	Submitted on February 27, 2017. DE in Translational Research is currently under review. Review and approval of the request will resume after the program review phase.
4	Proposal for a Graduate Academic Certificate in Teaching Undergraduate Science	Submitted June 1, 2017

Closing

Graduate Council is alarmed about the ongoing decline in the coverage of critical graduate level courses that is evident from nearly every program review conducted across campus. We urge the Executive Council and the Administration to seriously consider the Graduate Teaching Allocation proposal provided by Graduate Council, or consider alternatives that address the root causes of this decline. While the proposal cannot fix all that is ailing graduate education on this campus, it would be a start and give Graduate Chairs the ability to "buy" graduate teaching, or at least incentivize department chairs and faculty to consider teaching of graduate level courses. Thus empowered may raise the level of awareness and credit that is given to faculty teaching graduate level classes, may emphasize the importance of graduate education to the campus, and may remove some of the apparent disincentives to have faculty shift their teaching from undergraduate to graduate level courses. GC believes that continued inaction is no longer an option, as the quality of our graduate program offerings can no longer be sustained under the current budget model. GC is looking forward to working with the Academic Senate leadership and the Administration to help overcome these significant challenges.

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. The hard work by both PRC and PRCC have helped to bring the Program Reviews back onto schedule and are particularly appreciated by the Council. Finally, we deeply appreciate the professional support and personal dedication provided to Council by the administrative staff.

Respectfully submitted,

Nicole Baumgarth, Chair
2016-2017 Graduate Council

<u>Members</u>:   Nicole Baumgarth (Chair); Ana Peluffo (Vice Chair); Carlson L. Arnett; Laurel Beckett; Patrick Brown; Prabir Burman; Zhi Ding; David Hawkins; Greta Hsu; Pamela Lein (winter 2016 – May 2017); Duncan Temple Lang (proxy for Pamela Lein spring 2017); Marjorie Longo; Jeffrey Schank; Prasant Mohapatra, *ex officio and non-voting (Vice Provost for Graduate Education – Dean of Graduate Studies).*

<u>Academic Federation Representatives</u>: Pauline Holmes and Denneal Jamison-McClung.

<u>Graduate Studies Representatives</u>:   Associate Dean Andrew Waterhouse; Associate Dean Jean-Pierre Delplanque.

<u>Graduate Student Representatives</u>:   Katrina Brock, GSA Chair (fall 2016 – winter 2016); Carlos Ruvalcaba, GSA Vice Chair (fall 2016 – winter 2016), GSA Chair (spring 2017); Roy Taggueg, GSA Vice Chair (spring 2017); Amory Meltzer; Sarah Messbauer (Graduate Student Assistant to the Dean and Chancellor).

<u>Postdoctoral Scholar Representatives</u>   Molly Foote, Chair; Ygal Achmon, Vice Chair; Sibongile Mafu, Secretary.

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Information Technology

Total Meetings: 7	Meeting frequency: average twice per quarter	Average hours of committee work each week: N/A

Total Requests for Consultation Reviewed: 8 (courses, proposals, cases, etc.)	Total of reviewed RFC deferred from the previous year: 0	Total RFC deferred to the coming academic year: 0

Listing of bylaw changes proposed: None

Listing of committee policies established or revised: None

Issues considered by the committee:
1) Service Change- AV Equipment Loan
2) The BigFix Roles and Responsibilities
3) Service change- Duo Banner Integration
4) Service change- Eduroam Replacing Moobilenetx
5) Email forwarding for active affiliates
6) Email forwarding for separated affiliates
7) Email hygiene
8) Service changes for Employees MyUCDavis

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

The committee met seven times during the 2016-2017 academic year. Meetings were scheduled as needed. The Academic Senate Information System (ASIS) was used to notify members and distribute relevant information about the committee's upcoming meetings.

Below is a brief description of major tasks that the committee addressed during the 2016-2017 academic year.

Service Change- AV Equipment Loan

IET planned to streamline the AV equipment loan services for faculty and academic departments that provided limited rental equipment packages and services through IET Storehouse. They also proposed eliminating AV loan services to students and student clubs, and transferring equipment and student AV Loan services to ASUCD. The Committee on Information Technology agreed with the change and made one editorial note in the response.

The BigFix Roles and Responsibilities

The committee reviewed the document "BigFix Roles and Responsibilities" that defines the different roles and corresponding responsibilities for the BigFix service at UC Davis. The committee did not have any suggestions for this document.

Service change- Duo Multi-Factor Authentication and Banner

IET is replacing the current multi-factor authentication software, Safeword, with a product called Duo, and plans to integrate it with the Banner Student Information System. After a thorough review and discussion of the changes, the committee supports the change.

Service change- Eduroam Replacing Moobilenetx

CIT reviewed the plan to replace the Moobilenetx authenticated wireless service with Eduroam. Moobilenetx will be retired on June 15, 2017. IET also plans to promote proper use of Guest Wireless Services and retire unmanaged wireless services. The committee supports the change and requested that IET provide campus support and be available for questions as needed during the transition.

Email Forwarding for Active Affiliates

IET proposed that all @ucdavis.edu email for University administration and campus staff be delivered to one of the campus centrally supported email services, either DavisMail or Office365. The committee requested that IET not proceed with email forwarding for active affiliates and recommended that this consultation be tabled until next year for broader Senate consultation.

Email Forwarding for Separated Affiliates

IET proposed to change the current practice regarding email forwarding services, email services on DavisMail, and access to Google Apps after separation from the university. After review and discussion, the committee strongly recommends that IET contact the Office of University Development to get their perspective on

how changing University email accounts for alumni students may affect the development plans and programs of the University.

Email Hygiene

The Committee on Information Technology was asked to review a service change that would modernize UC Davis' spam and virus detection, attachment filtering, and phishing link protection, while at the same time maintaining a single standard for email hygiene across campus mail systems and storage. CIT endorses IET's proposal to move forward with Microsoft as a stopgap at this time, and requests that IET also look into the possibility that Google Mail services can perform similar hygiene functions so that users who selected DavisMail can avoid having their mail routed through Microsoft mail.

Service Changes for Employees MyUCDavis

IET is retiring the legacy employee interface for MyUCDavis and requested consultation from CIT. Upon review and discussion, the committee approved the change and requested that IET contact the top 10 MyUCDavis users to inform them of the retirement of the program.

Respectfully Submitted,

Matt Bishop, Chair
Julia M. Chamberlain, Member
Michael J. Kleeman, Member
Emilio A. Laca, Member
Beatriz Martinez Lopez, Member
Jeremy Lea, Academic Federation Representative
Viji Murali, Ex-Officio
Tessa Egan, Academic Senate Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on International Education (CIE)

Total Meetings: 6	Meeting frequency: twice per quarter	Average hours of committee work each quarter: 10

Total General Education Petitions Reviewed: 53 (courses, proposals, cases, etc.)	Total of reviewed Petitions deferred from the previous year: 0	Total Petitions deferred to the coming academic year: 7

Listing of bylaw changes proposed:
1. Revision of Ex-Officio members and clarification on committee charge.

Listing of committee policies/procedures established or revised:
1. GE petition review timeline

Issues considered by the committee:
1. Draft Presidential Policy on International Activities- Systemwide Review
2. Revisions to Bylaw 182
3. International Agreement Proposal and Approval Process
4. Diversity and Inclusion Strategic Plan
5. University of Adelaide Agreement

Recommended procedural or policy changes for the coming year: None

Committee's narrative:

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

During the 2016-2017 academic year, invited guest speakers from the Global Affairs office, Study Abroad Office, and the Service for International Students and Scholar's office to present the current initiatives being worked on and challenges the campus is facing in terms of international education. In addition, the CIE

revised the committee bylaw, as well as reviewed 53 General Education petitions and six requests for consultation. The committee received five requests for consultation during the 2016-2017 academic year. Summaries of each request are outlined below.

Draft Presidential Policy on International Activities- Systemwide Review:

The draft Presidential Policy on International Activities was created to address more issues and replace the 2005 guidelines for the Establishment of Foreign Affiliate Organizations and Foreign Operations. The draft policy included not only the establishment of UC-controlled entities in foreign countries that the 2005 guidelines covered, but also broad issues of ethics, risk, compliance, and campus autonomy. The committee reviewed the draft and had no feedback to provide.

Revisions to Bylaw 182

The committee reviewed the revisions to Bylaw 182 proposed by the University Committee on International Education. After careful review, CIE did see any issues with the revisions and did not have any comments at the time.

International Agreement Proposal and Approval Process

UC Davis drafted the International Proposal and Agreement process for faculty or administrator sponsors to follow prior to engaging in negotiations with potential partners or to committing any form of international partnerships. The committee on International Education reviewed the draft and approved of the proposed international agreement proposal and approval process.

Diversity and Inclusion Strategic Plan

CIE reviewed the Diversity and Inclusion strategic plan, and while the committee approved the report as written, the lack of information in the plan regarding how and on what timeline it will be implemented was noted in the response.

University of Adelaide Agreement

The committee reviewed a draft reciprocal exchange program between UC Davis Study Abroad and the University of Adelaide. While the committee approved the draft agreement with University of Adelaide, CIE will discuss the Senate review process for approving future agreements.

Respectfully submitted,

Michael J. Lazzara, Chair
Sashi K. Kunnath, Member

Alexander Soshnikov, Member
Jan M. Szaif, Member
Angela M. Zivkovic, Member
Mary Crumley, Academic Federation Representative
Fadi Fathallah, Ex-Officio
Ermias Kebreab, Ex-Officio
Wesley Young, Ex-Officio
Zak Frieders, Consultant
Tessa Egan, Academic Senate Analyst

October 16, 2017

PAT RANDOLPH, Chair
Academic Federation

RACHAEL GOODHUE, Chair
Academic Senate

RE: 2016-2017 Annual Report of the Joint Academic Federation/Senate Personnel Committee (JPC)

Please find enclosed the 2016-2017 Annual Report submitted by the Joint Academic Federation/Senate Personnel Committee (JPC). The JPC finished another challenging and productive year. The 2016-2017 JPC reviewed 193 personnel actions and four departmental voting group and peer review plans.

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

Julie Bossuyt – Professor (SOM: Pharmacology)
Damian Genetos - Professor (SVM: Anatomy, Physiology & Cell Biology)
Kristine Godfrey – Project Scientist (Agriculture and Environmental Sciences Dean's Office)
Emir Hodzic – Project Scientist (SVM: Medicine and Epidemiology)
Elina Nino – Specialist in CE (CA&ES: Entomology/Nematology)
Martin Smith – Specialist in Cooperative Extension (SVM: Population Health and Reproduction & CA&ES: Human Ecology)
Richard Tucker – Professor (SOM: Cell Biology and Human Anatomy)

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

Sincerely,

Christophe Morisseau, Chair 2016-2017
Professional Researcher (CA&ES: Entomology)

Enclosure

	Joint Academic Federation/Senate Personnel Committee (JPC)	

Total Meetings: 39	Meeting frequency: **weekly**	Average hours of committee work each meeting week: **5-6**

Total: <u>193</u> Actions Reviewed	Total # of reviewed or deferred from the previous year: **0**	Total # deferred to the coming academic year: **0**

Issues considered by the committee

- **2.5 Step or Greater Merit or Promotion Increases**
  The JPC was notified by the previous Vice Provost of Academic Affairs that the current practice has become not to award more than a 2.0 step merit based on performance during the review period unless there is a clear equity concern. The committee is very concerned by this change in practice. Academic Federation members do not undergo career equity review in the way that Academic Senate members do. Removing the possibility for a greater than 2.0 step merit/promotion increase could disadvantage Academic Federation members who are deserving of such a merit. The committee agrees that before this option is officially removed further consultation with the Academic Federation is needed.

- **Departmental Voting Procedures**
  The JPC reviewed a number of packets were the department vote included one or more "no" vote, but the reason for the vote was not described in the letter. The JPC would appreciate if the Vice Provost of Academic Affairs could remind departments that peers voting "no" on advancement are required to provide a reason for their vote.

- **Extramural/Arms-Length Letters**
  Recently, the committee has seen a trend of packet including "arms-length" extramural letter where the reviewer appears to have a personal connection to the candidate or that are from another department on campus. Candidates and Departments should be reminded that arms-length letters must be from sources without personal connections to the candidate and from outside the University.

- **Candidates Teaching**
  Over the past few years, the JPC have noticed a trend of more and more candidates are reporting teaching activities that are beyond a simple lecturing in a course, and that are recurring. Because teaching is not part of the series reviewed by the JPC, the candidates could not receive proper credit for their teaching activities. In addition, they are doing a work for which they are properly trained, and thus could affect the quality of the education render by the University. Candidates and Departments should be reminded that teaching should not be conducted by a person in a research series, and if it is a requirement from the Department, then a teaching title (e.g. lecture, adjunct professor…) should be granted to the candidate.

- **Implementation of the Step Plus**
  The 2016-2017 academic year was the second year of implementation for the Step Plus Merit and Promotion System for the Agronomist & ---in the AES, Project Scientist, Professional Researcher, Specialist, and Specialist in Cooperative Extension series. The goal of the Step Plus system was to allow evaluations to be done based on a more complete and consistent timeline. After a first year of finding its ground, the JPC feels that

it is able to apply in a proper and uniform fashion the Step-Plus advancement system. Further information on Step Plus can be found on Tables 6-8.

- **Notification of advancement eligibility form**

  Since this form was put in place there has been worries that candidates will limit themselves to 1.0-step advancement due to concern about funding. The data accumulated so far show that, overall for Merits and Promotions, candidates selected step-plus review in 71% of the cases. Out of the 29% selecting 1.0-step, the JPC recommended higher action in 28% of the cases. Separately, the PIs reported in 76% of the cases that they have funds to support 1.5- or 2.0-step advancement.

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

  Proposed appointments were generally supported by the JPC at the level proposed or higher. The JPC supported 29 % of appointments as proposed (20 of 68). Of the remaining 48 cases, 46 were supported at a lower or higher level. In 35 of the 48 appointments not supported (73 % of those not supported, 51 % overall), the JPC recommended a higher step than proposed. The JPC recommended a lower step appointment in only 23 % of those not supported (16 % overall 11 of 68) of the proposed appointments overall. Two proposed appointment (3% of total) were rejected based on the wrong series or rank were proposed (see below).

- **Appointments in the Specialist Series**

  The JPC continued to see candidates with proposed appointments to the Assistant Specialist rank possessed a terminal degree and were more suited to an appointment at the Associate rank, which necessitates extramural letters. This required the JPC to send back the dossier for that information extending the appointment process.

- **Late Appointment and Merit Actions**

  The JPC received several appointment and merit actions this year after their effective date. Specifically, with appointments, this can cause difficulties for potential candidates as well as for the University to maintain its high rating accounting certification. The JPC recommends the VPs office discuss this issue with departments, colleges and schools to ensure that in the future these actions are submitted to the committee for review prior to the effective date.

Committee's narrative:

The JPC met 39 times during this period to review packets. This committee charge is quite high and the JPC is busy all year round with on average over 3 meetings per month. As shown on the figure at right, the JPC reviewed a constant amount of appointment and emeritus actions, while the merit and promotion actions pick up in the winter and spring quarters. This is expected as it takes few months for the candidates and departments to prepare the action packages.

Of the 193 personnel actions reviewed, information on the corresponding final decision was available for 187 actions at the time this report was prepared. The JPC also reviewed 4 departmental voting group

JPC activtiy 2016-2017
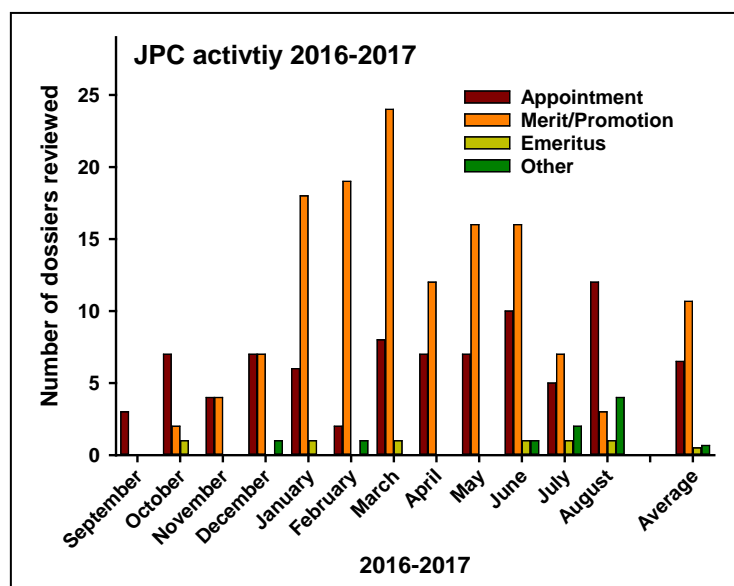
and peer review plans. Table 1 in the Appendix provides a summary of all actions per title series and the corresponding committee recommendation. Table 2 below summarizes the number of actions reviewed by the JPC and the corresponding recommendation.

Overall, the final authority agreed with 75% of the JPC decisions for appointments, 81% of the merit recommendations, and 67% of the JPC recommendations for promotions.

TABLE 2	JPC Recommendations					
Actions	**Yes**	**Other (Higher)**	**Other (Lower)**	**Split**	**No**	**TOTAL**
Appointments	20	35	11	0	2	**68**
Appointments via Change in Title	0	0	0	0	0	**0**
Appointments via Change in Department	0	0	0	0	0	**0**
Appeals	0	0	0	0	0	**0**
Appraisal	1	0	2	0	0	**3**
Conferral of Emeritus/a Status	6	0	0	0	0	**6**
Endowed Chair Action	1	0	0	0	0	**1**
Redelegated Merits	40	16	6	0	1	**63**
Non-Redelegated Merits	12	8	1	0	1	**22**
Accelerated Promotions	1	0	0	0	0	**1**
Promotions	12	8	2	0	3	**25**
Redelegated Promotions	2	1	0	0	1	**4**
5-Year Reviews	0	0	0	0	0	**0**
TOTAL	**95**	**68**	**22**	**0**	**8**	**193**

APPOINTMENTS and APPOINTMENTS VIA CHANGE IN TITLE
Once again, most of the actions reviewed were for the Project Scientist series – with 42 proposed appointments (62 % of all appointments reviewed by the JPC).
The JPC supported 20 of 68 (29 %) of all proposed appointments as submitted. Table 3 below shows the percentage of proposed appointments on which the JPC and the final authority agreed or not on the appointment level.

TABLE 3: Breakdown of Recommendations on Appointments						
	FINAL DECISION					Percent Agreement between JPC & Final Authority
Title Series/ JPC Recommendation	Agree w/ JPC	Higher than JPC Recommendation	Lower than JPC Recommendation	Agree with Original Proposal**	*Other	
Agronomist & ---in the AES						
Yes: Proposed	0	0	0	0	0	0
YES: Higher	0	0	0	0	0	0
YES: Lower	0	0	0	0	0	0
NO	0	0	0	0	0	0
Other	0	0	0	0	0	0
Split						
Yes: Proposed	0	0	0	0	0	0
YES: Higher	0	0	0	0	0	0
YES: Lower	0	0	0	0	0	0
NO	0	0	0	0	0	0
Other	0	0	0	0	0	0
Professional Researcher						
Yes: Proposed	4	4	0	0	0	0	100%
YES: Higher	2	2	0	0	0	0	100%
YES: Lower	3	2	1	0	0	0	67%
NO	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Project Scientist						
Yes: Proposed	10	10	0	0	0	0	100%
YES: Higher	25	16	0	3	3	3	73%
YES: Lower	5	4	1	0	0	0	80%
NO	2	0	2	0	0	0	0%
Other	0	0	0	0	0	0	0
Specialist						
Yes: Proposed	4	4	0	0	0	0	100%
YES: Higher	9	6	0	2	1		67%
YES: Lower	2	1	0	0	0	1	50%
NO	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Specialist in Cooperative Extension						
Yes: Proposed	2	2	0	0	0	0	100%
YES: Higher	0	0	0	0	0	0	0
YES: Lower	0	0	0	0	0	0	0
NO	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
				Overall Percent Agreement		**81%**

*Includes actions where the final decision has not been made or the data is unavailable. Not reflected in agreement percentage.
**If JPC Recommendation Different than Proposal

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

1. **YES: Higher:** This means the JPC recommended a higher step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 74 % of these cases.
2. **YES: Lower:** This means the JPC recommended a lower step (and/or rank) than the level originally proposed. The JPC and the final authority agreed on 50 % of these cases.

MERITS (including Accelerated Merits)

The JPC supported 50 of the 85 (61 %) proposed merits. Table 4 below shows the breakdown of the JPC's recommendations regarding these merits, and the final authority's decision:

TABLE 4: ACCELERATED AND NORMAL Merits					
Title Series/ JPC Recommendation		DEAN/ VICE PROVOST FINAL DECISION			Percent Agreement between JPC & Final Authority
		Agree w/ JPC	Approved Original Proposal or other	Other*	
Agronomist & ---in the AES					
Yes: Proposed	1	0	1	0	0%
Yes: Higher	0	0	0	0	0
Yes: Lower	0	0	0	0	0
No	0	0	0	0	0
Split Appointment					
Yes: Proposed	7	5	2	0	71%
Yes: Higher	2	1	1	0	50%
Yes: Lower	0	0	0	0	0
No	0	0	0	0	0
Project Scientist					
Yes: Proposed	19	18	0	1	100%
Yes: Higher	13	8	5	0	67%
Yes: Lower	5	2	3	0	40%
No	2	1	1	0	50%
Professional Researcher					
Yes: Proposed	10	10	0	0	100%
Yes: Higher	5	5	0	0	100%
Yes: Lower	0	0	0	0	0
No	0	0	0	0	0
Specialist					
Yes: Proposed	7	7	0	0	100%
Yes: Higher	0	0	0	0	0
Yes: Lower	1	1	0	0	100%
No	0	0	0	0	0
Specialist in Cooperative Extension					
Yes: Proposed	6	6	0	0	100%
Yes: Higher	6	3	3	0	0
Yes: Lower	1	1	0	0	0
No	0	0	0	0	0
				Overall Percent Agreement	**81%**

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

Of the 35 merits which the JPC did not support as proposed, the final authority agreed with the JPC in 22 of the cases (80 %).

PROMOTIONS (including Accelerated Promotions):

The JPC supported 13 of the 30 (43 %) proposed promotions; the final authority agreed with the JPC on (67 %) of all promotions. Of the 17 promotions which the JPC did not support as proposed, the final authority agreed with the JPC in 8 of the cases (47 %), in most of the cases (9/17, 53%) the final authority agreed to the original proposed action. Table 5 below summarizes the JPC's recommendations on these promotions as well as the final authority's decision:

TABLE 5: ACCELERATED AND NORMAL PROMOTIONS					
Title Series/ JPC Recommendation	**DEAN/ VICE PROVOST FINAL DECISION**				**Percent Agreement between JPC & Final Authority**
	Agree w/ JPC	**Agree with Original Proposal or Other**	**Other***		
Agronomist & ---in the AES					
Yes: Proposed	0	0	0	0	-
Yes: Higher	0	0	0	0	-
Yes: Lower	0	0	0	0	-
No	0	0	0	0	-
Split Appointment					
Yes: Proposed	0	0	0	0	-
Yes: Higher	0	0	0	0	-
Yes: Lower	0	0	0	0	-
No	0	0	0	0	-
Project Scientist					
Yes: Proposed	8	8	0	0	100%
Yes: Higher	8	4	4	0	50%
Yes: Lower	2	2	0	0	100%
No	1	0	1	0	0%
Professional Researcher					
Yes: Proposed	2	1	0	1	50%
Yes: Higher	2	0	2	0	0%
Yes: Lower	0	0	0	0	-
No	0	0	0	0	-
Split	0	0	0	0	-
Specialist					
Yes: Proposed	2	2	0	0	100%
Yes: Higher	1	0	1	0	0%
Yes: Lower	0	0	0	0	-
No	1	0	1	0	0%
Specialist in Cooperative Extension					
Yes: Proposed	1	1	0	0	100%
Yes: Higher	2	2	0	0	100%
Yes: Lower	0	0	0	0	-
No	0	0	0	0	-
			Overall Percent Agreement		**67%**

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

STEP PLUS MERIT AND PROMOTION SYSTEM

2016-2017 was the second year the Academic Federation research titles were reviewed under the Step Plus Merit and Promotion system. The JPC has tracked the candidate's and PI's selection on the *Notification of advancement eligibility* form that is now required for some Academic Federation members in the various research titles. The 2016-2017 form can be found: http://academicaffairs.ucdavis.edu/local_resources/docs/forms_and_checklists/Notice_Eligibility_Federation_Members.docx.

Table 6 and Table 7 includes the breakdown by merits and promotions of candidate and PI selection on the *Notification of advancement eligibility* form. Data was collected for 87 of the 115 2016-2017 merit and promotion packets reviewed by JPC. The remaining 28 actions either did not require a form to be completed, were submitted to the committee prior to this data being tracked, or were late 2016-2017 actions that were not eligible for Step Plus review.

TABLE 6: Step Plus Notification of advancement eligibility form for Accelerated and Normal Merits								
Title Series		**Agronomist & specialist in the AES**	**Split Appointment**	**Project Scientist**	**Professional Researcher**	**Specialist**	**Specialist in C. E.**	**Total**
Candidate Selection	1.0 Step Only	N/A	0	9	5	2	N/A	16
	Step Plus	N/A	0	30	10	5	N/A	45
	Defer	N/A	0	0	0	0	N/A	0
PI Selection	2a	N/A	0	24	10	3	N/A	37
	2b	N/A	0	9	0	3	N/A	12
	2c	N/A	0	4	3	1	N/A	8
	Other No Selection	N/A	0	2	2	0	N/A	4

Of the merits where a candidate made a selection on the *Notification of advancement eligibility* form, 16 out of 61 (26 %) chose to pursue 1.0-Step Advancement, and 45 out of 61 (74 %) chose to pursue Step Plus Advancement.

Of the merits where a PI made a selection on the *Notification of advancement eligibility* form, 37 out of 61 (61 %) stated they anticipated having funding for a 2.0 Step advancement (2a), 12 out of 61 (20 %) stated they anticipated having funds for a 1.5 Step advancement (2b), and 8 out of 61 (13 %) stated they anticipated having funds for a 1.0 Step advancement (2c). One did not anticipate having funding available for any advancement at this time (2d). There was no data for 3 out of 61 forms.

TABLE 7: Step Plus Notification of advancement eligibility form for Accelerated and Normal Promotions								
	Title Series	**Agronomist & specialist in the AES**	**Split Appointment**	**Project Scientist**	**Professional Researcher**	**Specialist**	**Specialist in C. E.**	**Total**
Candidate Selection	1.0 Step Only	N/A	0	7	0	2	N/A	9
	Step Plus	N/A	0	11	4	2	N/A	17
	Defer	N/A	0	0	0	0	N/A	0
PI Selection	2a	N/A	0	12	2	1	N/A	15
	2b	N/A	0	0	1	1	N/A	2
	2c	N/A	0	3	0	2	N/A	5
	Other No Selection	N/A	0	3	1	0	N/A	4

Of the promotions where a candidate made a selection on the *Notification of advancement eligibility* form, 9 out of 26 (35 %) chose to pursue 1.0-Step Advancement, and 17 out of 26 (65 %) chose to pursue Step Plus Advancement.

Of the promotion where a PI made a selection on the *Notification of advancement eligibility* form, 15 out of 26 (58 %) stated they anticipated having funding for a 2.0 Step advancement and 2 out of 26 (8 %) stated they anticipated having funds for a 1.5 Step advancement and 5 out of 26 (19 %) stated they anticipated having funds for a 1.0 Step advancement. One did not anticipate having funding available for any advancement at this time. There was no data for 4 out of 26 forms.

The below table illustrates the breakdown of the JPC's recommendation on merit and promotions where the candidate completed the *Notification of advancement eligibility* form and 1.0 Step Advancement was selected.

TABLE 8: JPC Recommendation for Merits and Promotions for Candidate Selection of 1.0 Step Only						
Title Series	**Candidate Selection: 1.0 Step Only**	**JPC Recommendation**				**Percent When JPC Made Recommendation other than 1.0 Step**
		Yes	**Yes: Higher**	**Yes: Lower**	**No**	
Agronomist & specialist in the AES	N/A	N/A	N/A	N/A	N/A	N/A
Split Appointment	0	0	0	0	0	0
Project Scientist	16	10	5	0	1	38%
Professional Researcher	5	4	1	0	0	20%
Specialist	4	3	1	0	0	25%
Specialist in Cooperative Extension	N/A	N/A	N/A	N/A	N/A	N/A
Total	**25**	**17**	**7**	**0**	**1**	**32%**

For the purpose of the table above, "No" indicates that the committee did not support any advancement. "Yes-Lower" indicates that at either the department and/or dean level, there was a recommendation for step-plus advancement and the JPC recommended a lower step than what the department and/or dean proposed.

CONFERRAL OF EMERITUS/A STATUS
The JPC received 6 requests for Conferral of Emeritus status. 3 actions were for Specialists in Cooperative Extension, 1 action was for a split appointment, and 2 were for Professional Researchers. The JPC supported the 6 of the requests, of which the final authority agreed with all of JPC recommendations.

POSITION DESCRIPTIONS
Table 6 below shows the breakdown of recommended position description revisions per title. In requesting the updated PD, the JPC is looking for confirmation that the candidate and department have reviewed the expectations and they are still appropriate or they have been updated as necessary.

Title Series	Revisions Recommended	% of Total Actions per Title
Split Appointments (Agronomist/_in the AES)	1	100%
Professional Researcher	9	3%
Project Scientist	21	21%
Specialists	8	30%
Specialists in CE	2	9%

VOTING GROUP & PEER REVIEW PLANS
The JPC reviewed a total of 4 voting group and peer review plans from 4 departments. The JPC's recommendations are summarized below:

Accepted	2
Accepted with Recommended Revisions	1
Rejected; requiring revisions	1

*Rejected voting procedures were resubmitted with revisions and subsequently accepted by JPC

The JPC found that 2 of 4 (50 %) submitted plans were acceptable without the need for revision.

Action Type	---in AES (Agronomist)	Split Appointments*		Professional Researcher					Project Scientist					Specialist in Cooperative Extension				Specialist					TOTAL
	Total	Yes	Total	Yes	No	Other Higher	Other Lower	Total	Yes	No	Other Higher	Other Lower	Total	Yes	Other Higher	Other Lower	Total	Yes	No	Other Higher	Other Lower	Total	
Appointment	0	0	0	4	0	2	3	9	10	2	25	5	42	2	0	0	2	4	0	10	1	15	68
Appointment via Change in Department	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Appointment via Change in Title	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Appeals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Appraisal	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	1	2	0	0	0	0	0	3
Endowed Chair Appointment	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
Five Year Review	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Conferral of Emeritus Status	0	1	1	2	0	0	0	2	0	0	0	0	0	3	0	0	3	0	0	0	0	0	6
Accelerated Merits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Redelegated (Accelerated) Merits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Redelegated Merits	1	4	5	7	0	2	0	9	19	1	11	4	35	3	3	1	7	6	0	0	1	7	63
Non-Redelegated Merits	0	5	5	3	0	3	0	6	0	1	2	1	4	3	3	0	6	1	0	0	0	1	22
Accelerated Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1
Promotions	0	1	1	2	2	0	0	4	9	1	7	2	19	0	1	0	1	0	0	0	0	0	25
Redelegated Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1	0	4	4
TOTAL	1	12	13	18	2	7	3	30	38	5	43	14	100	14	7	2	23	13	1	11	2	27	193

Library Committee

Total Meetings **5**	Meeting frequency **Monthly, as necessary**	Average hours of committee work each week **.5**

Total Issues Reviewed **4 issues and 1 bylaw revision**	Total of reviewed items deferred from the previous year **None**	Total items deferred to the coming academic year **Review of Collection Shift Planning Document**

Listing of bylaw changes proposed:
DDR 83(A) Library Committee Membership and DDR 83(B) Library Committee Duties, accepted by Representative Assembly on June 8, 2017, for implementation September 1, 2017

Listing of committee policies established or revised:
None

Issues considered by the committee
1. **Big Idea proposal for Shields Library renovation** 2. **AAU/APLU/ARL initiative for Open Access Monographs** 3. **OA2020 initiative for scholarly journals** 4. **NRLF expansion project**

Recommended procedural or policy changes for the coming year:
None

Committee's narrative:

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

The Library Committee met five times in 2016-2017 and conducted other business via its whiteboard and email.

Revisions to Davis Division Regulation 83(A) – Library Committee Membership
After much deliberation within the committee, and with additional input from some departments in the College of Letters and Sciences, the committee voted to revise its membership bylaw. The changes make very clear which schools and colleges have a right to be represented on the committee and allows for representation from each of the three divisions in the College of Letters and Sciences. The revisions were endorsed by the Senate Executive Council, accepted by the Representative Assembly, and are scheduled for implementation on September 1, 2017.

Revisions to Davis Division Regulation 83(B) – Library Committee Duties
The language in this regulation was opaque and outdated, failing to reflect the diversity of current collections and the Library Committee's role as a liaison between faculty, the Library, and the University Administration. The revisions were endorsed by the Senate Executive Council, accepted by the Representative Assembly, and are scheduled for implementation on September 1, 2017.

Big Idea proposal for Shields Library renovation
Library administration contracted an external firm to assist with a vision for the long term use of Shields Library, which was used to help create a proposal for a "Big Idea", which could be used by the Development Office to raise funding for the renovations. The committee voiced concern about balancing the competing needs of students, faculty, and researchers in any renovations or revisions to the library's on-hand collections. Chair Ventry and Librarian Smith met with interested departments to discuss their concerns about reduced access to collections. The "Big Idea" was not selected, but the Library hopes to move forward with a scaled back version of the renovation.

AAU/APLU/ARL initiative for Open Access Monographs
This initiative aims to increase open access, digital delivery of research and creative outputs in humanities and social sciences. UC Davis has committed to this initiative. Further information about this may need to be presented to faculty in upcoming years, specifically as related to how to use this service and how it would relate to promotion/tenure.

OA2020 initiative for scholarly journals
The University Librarian brought this initiative to the Library Committee for endorsement. The initiative aims to dramatically change the publishing landscape for scholarly journals. Funding universities currently use to buy subscriptions may be redirected to paying for publishing. The committee voted to support UC Davis joining the initiative, which allowed the University Librarian to meet with and gain the endorsement of the Academic Senate Executive Council.

NRLF expansion project
The UC system will run out of space to hold physical collections in the next few years. SRLF cannot be expanded due to seismic concerns. NRLF was designed to allow for further expansion. The committee was informed of the approximate cost, timeline, and storage capacity of the proposed expansion to NRLF.

Respectfully submitted,

Dennis Ventry, Chair and UCOLASC Representative
Judy Jernstedt, Member and CA&ES Representative
Norma J. Klein, Academic Federation Representative
Boris Jeremic, College of Engineering Representative
Michael Toney, College of Letters & Science Representative
Joseph S. Chen, School of Education Representative
Cassandra M. Doll Hart, School of Education Representative
Lark L. Schneider, School of Veterinary Medicine Representative
Pornpipat Kasemsap, GSA Representative
Mackenzie Smith, Univeristy Librarian Ex-Officio
Andrea Cann Chandrasekhar, Law School Representative
Arthur M. Shapiro, College of Biological Science Representative
George W. Rodway, School of Nursing Representative
Theresa Costa, Academic Senate Analyst

Annual Report: Academic Year 2016-17
Davis Division: Academic Senate

Committee on Planning & Budget

Total Meetings: 14	Meeting frequency: Biweekly	Average hours of committee work each week: members: varies. Chair: 5-8 hrs/week

Total proposals/items reviewed: TOEs-7 POPs-10 Search Waivers-1 Pres. Post Doc Fellow Search Waivers – 1 Endowed Chairs-5 Other items - 14	Total deferred proposals from the previous year: none	Total proposals deferred to the coming academic year: none

Listing of bylaw changes proposed: none

Listing of committee policies established or revised: none

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

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

CPB recommendations for 2017-18:

- **Budget Review**: It is respectfully requested that CPB continue to advise the administration on both the funding streams and the metrics being produced by the budget model at UC Davis. A strong faculty participation and input presence is critical to shared governance and ensuring that the budget process continues to work on behalf of the educational mission of the university.

- **Allocation of FTEs**: CPB's remains concerned about FTE allocations. The current approach that FTEs are no longer allocated but rather deans are given a budget and manage staffing within that budget needs continuing vigilance on the part of CPB in order to ensure that both the strategic plans for departments as well the university's education mission are maintained. CPB will discuss a continued role in the allocation of FTEs with the Provost for the 2017-18 budget process.

- **FEC Engagement**: In keeping with the divisional priority, CPB will continue to engage the Faculty Executive Committee Chairs in discussions regarding the budget model, budget allocations and the overall budget process. The FEC Chairs will be invited to the CPB Fall Budget Retreat.

- **College/School/Administrative Unit Budgets:** CPB will continue to request overall budgets each year from the Deans/Vice Provosts/Directors for each college, school, and administrative unit on campus. CPB will prioritize the development of administrative unit metrics for annual review and for advising on budget allocations.

- **Instructional Space Advisory Subcommittee**: CPB will continue to monitor classroom space issues by receiving regular updates from the subcommittee Chair.

COMMITTEE'S NARRATIVE

The Academic Senate Davis Division Planning and Budget Committee (CPB) considered matters regarding policy on academic planning, budget, and resource allocations according to Davis Division Bylaw 84. Robert Powell, the Chair of CPB, also served as a member of Executive Council, the Provost-Senate Chairs Committee, and the Committee's representative on the UC Systemwide Planning and Budget Committee (UCPB) and provided regular updates to the Committee. The two members appointed

to CPB's Instructional Space Advisory Group Subcommittee (ISAS) were: Mitch Sutter and Jeffrey Williams.

This section outlines the Committee's activity in 2016-2017 regarding the following review items:

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

Endowed Chair/Professorship Proposals Reviewed (5 reviewed):
- Corinne L. Rustici Endowed Chair in Human Nutrition and Applied Human Nutrition
- Mohini Jain Presidential Chair in Jain Studies
- Michael and Joelle Hurlston Presidential Chair
- Winston Ko Professorship in Science Leadership
- Sue Jane Keung Presidential Chair in Cancer Research

Partner Opportunity Program Proposals (10 reviewed)
- Dr. Albert Barbaren, Department of Evolution and Ecology
- Dr. Stefano Valenti, Department of Physics
- Dr. Sam Nichols, Department of Music
- Dr. Mindy Cooper, Department of Theatre and Dance
- Dr. Christopher Harwood, Department of Psychology
- Dr. Aditya Thakur, Department of Computer Science
- Dr. Darnel Degand, School of Education
- Dr. Diana Moreira, Department of Economics
- Dr. Joy Milligan, School of Law
- Dr. Maxwell Rudolph, Department of Earth and Planetary Sciences

Target of Excellence Proposals Reviewed (7 reviewed)
- Dr. Phil Duffy, Department of Civil and Environmental Engineering and LAWR
- Dr. Steven George, Department of Biomedical Engineering
- Dr. Hannes Leitgeb, Department of Philosophy
- Dr. Vasiliki Skreta, Department of Economics
- Dr. Bertrall Ross, School of Law
- Dr. Eric Prebys, Department of Physics
- Dr. Margarita Jimenez-Silva, School of Education

Presidential Postdoctoral Fellow Search Waiver Request (1 reviewed)
- Dr. Jeramy DeCristo, Department of American Studies

Spousal/Partner Hire Search Waiver Request (1 reviewed)
- Dr. Kristin Grimsrud, Department of Pathology & Laboratory Medicine

II. REQUEST FOR CONSULTATION ITEMS FROM AS CHAIR AND/OR SYSTEMWIDE

1. Undergraduate Major Proposal: B.S. in Environmental Engineering
2. Proposal to Amend Technology Management Minor
3. Institute for Transportation Studies ORU Five-Year Review
4. Departmental Status Proposal: Cinema and Digital Media Program
5. Cross-College Major Proposal: B.S. in Earth Systems Science
6. Professional Degree Supplemental Tuition (PDST) Policy
7. Proposal for Minor in Public Health Sciences
8. Proposal for Minor in Accounting
9. Proposal to Disestablish the Major in Natural Sciences
10. Departmental Status Proposal – Gender, Sexuality and Women's Studies
11. Proposal for a Minor in Arabic
12. Revised Proposal: B.S. in Business Administration
13. Graduate Council Proposal: Graduate Teaching Allocations
14. 2017-18 Budget Framework

III. OTHER CONSIDERATIONS AND TOPICS OF DISCUSSION

a. **2017-18 Budget Framework**

CPB prepared a letter in response to the 2017-18 budget framework, which included substantial changes, some of which that had been proposed before and have long been controversial. The budget rebalancing in the 2017-18 budget framework included two major changes for reducing the deficit. The first is a 3% tax on general fund and clinical fund balances. The recaptured funds from the tax will be split with 2% being directed to offset a portion of the central deficit and seed money for advancing classrooms and other capital investments. The second is a 2% budget reduction on core general funds for colleges, schools, and administrative and academic support units. CPB's overall concern was that there was no consultation with the faculty on this plan and the letter as written, constitutes a change in the campus budget model. In addition, there was a complete lack of strategic planning. CPB stands firm on the need for consultation and transparency when budget decisions like these are being discussed.

b. **Engaging the New Chancellor**
CPB took the lead in creating a document for planning for the new Chancellor. Input was solicited from all standing committee chairs as well as FEC chairs in each of the colleges and schools. The input was summarized into a two-page document explaining the process of shared governance as well as the authority delegated to the Academic Senate by the Board of Regents. In addition, the document provided brief summaries of some of the ongoing challenges facing the Academic Senate and the campus.

c. **Framework for UC Growth 2040 Plan**
The original 2040 plan came from a meeting of the UC Chancellors. They wanted to come forward with a "big idea" to present to the State to partner in achieving the UC's long term goal. BIA worked on coming up with numbers and scenarios for what it would cost to improve and continue to provide quality instruction in conjunction with achieving the targeted growth. CPB received two updates from BIA regarding the status and progress of this project. CPB maintains that the campus should not commit themselves to educate more students if there is not an adequate amount of money to do so. CPB is also concerned about planning horizons that posit timelines that bear little or no context for the current UC Davis workforce.

d. **Consistency between 2020 and faculty recruitment**
CPB continues to monitor enrollment growth across campus academic units; assessing the balance of FTE will be a priority for CPB in the incoming year. This monitoring is critical because of the likelihood that faculty recruitment may lag in certain disciplines. CPB will continue to monitor the situation through 2017-2018.

e. **ABC Initiative (Activity Based Costing)**
The topic of ABC was discussed extensively at the June 6, 2017 UCPB meeting. CPB reviewed materials from BIA that focused on a prototype for calculating the cost of courses for the three programs that are participating in the pilot. In addition, CPB reviewed draft questions for the participating departments that aim to gather information such as how the curriculum will be delivered, and what value would be added to decision-making processes for curriculum planning and instructional FTE. BIA is currently working on a progress report that is due to UCOP by the end of June.

f. **2016-17 Budget Metric Review**
CPB started discussing the 2016-17 campus budget metrics, specifically, faculty hiring, undergraduate students, international students, and graduate students. CPB will continue discussion in Fall 2017 and a letter outlining concerns and trends will be sent to the Senate Chair and Provost by the end of fall quarter. In addition, CPB will begin review of the 2017-18 budget proposals and materials in Fall 2017. CPB will start with a review of the administrative units and will then review college and school budgets as time allows in consultation with the FEC chairs.

Respectfully Submitted,

Robert Powell, Chair
David Block, Member
Janet Foley, Member
Bernard Levy, Member
John Ragland, Member
Darien Shanske, Member
Mitchell Sutter, Member
Alan Taylor, Member
Jane-Ling Wang, Member
Jeffrey Williams, Member
Carole Hom, Academic Federation Representative

Rachael Goodhue, Advisor
Jon Rossini, Advisor
Kimberly Pulliam, Analyst

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Davis Division: Academic Senate

Committee on Privilege and Tenure –
Investigative and Hearings Subcommittee

Total Meetings **Investigative:** 8 **Hearings:** 3	**Meeting frequency** **Investigative:** Scheduled monthly/bi-weekly held as needed **Hearings:** As needed	**Average hours of committee work each week** **Investigative:** dependent on workload **Hearings:** dependent on workload

Investigative: **Total grievances:** 3 **Hearings:** **Total Hearings:** 3 **Total Disciplinary Matters Referred:** 4	**Investigative:** **Total grievances deferred from previous year:** 1 **Hearings:** **Total hearings/matters deferred from previous year:** 4	**Investigative:** **Total grievances continued:** 1 **Hearings:** **Total hearings/matters continued:** 2

Listing of bylaw changes proposed:
• None

Listing of committee policies established or revised:
• The Committee on Privilege and Tenure established a conflict of interest policy to be utilized by both the Investigative and Hearings Subcommittees. • The Committee on Privilege and Tenure - Investigative Subcommittee established a grievance form for faculty members to complete when submitting a grievance.

Issues considered by the committee:
• The P&T Investigative and Hearings Subcommittees discussed Confidential Academic Review Records per APM 160. • The P&T Investigative and Hearings Subcommittees reviewed six requests for consultations.

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

Committee's narrative:

As of August 31, 2017

<u>Investigative</u>:
- No grievances: prima facie not found
- No grievances: closed/informally resolved
- One grievance: not referred to a hearing
- One grievance: referred to a hearing
- One grievance: carried over into 2016-2017

<u>Hearing</u>:
- Three disciplinary actions:
    - Two – settled
    - One - Withdrawn
    - Three – hearings held (one matter was combined with a grievance)
    - One – hearing pending

- Two grievance actions:
    - One – hearing held (combined with disciplinary action)
    - One – hearing pending

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Davis Division: Academic Senate

Committee on Public Service

Total Meetings: 1	Meeting frequency: 1 And as needed	Average hours of committee work each week: 1 (for 52 weeks)

Total Award Nominations Reviewed: 5 Total UC Davis Extension Proposals Reviewed: 2 Total Requests for Consultation Responded to: 1	Total Award Nominations deferred from the previous year: 0 Total UC Davis Extension Proposals deferred from the previous year: 0	Total Award Nominations deferred to the coming academic year: 0 Total UC Davis Extension Proposals deferred to the coming academic year: 0

Listing of bylaw changes proposed:

None.

Listing of committee policies established or revised:

None.

Issues considered by the committee:

Reaching out to Department Chairs and Directors to engage them in the submission of nominations for the Distinguished Scholarly Public Service Awards and to increase awareness of and interest in the awards

Promotion of the Distinguished Scholarly Public Service Awards, the award recipients and UC Davis' commitment to public service

Raising the prestige and public visibility of the Distinguished Scholarly Public Service Awards

Increasing the Distinguished Scholarly Public Service Awards award amount to reflect the campus' marketing and brand value as a top public service institution

Which committee members have the privilege of the vote

Committee Chair not getting Request for Consultation notifications

UCDE Human Resource Management Certificate Program Proposal (2015-16)

UCDE Business Analysis Certificate Program Re-design Proposal

UCDE Clinical and Translational Certificate Program Proposal

Recommended procedural or policy changes for the coming year:

None.

Committee's narrative:

The charge of the committee is "to review and advise on non-personnel matters relating to the involvement of faculty in public service activities, and to advise the Chief Campus Officer and the Academic Senate on such matters." Duties of the committee are "to advise the Chief Campus Officer either on its own initiative or at their request on: goals and objectives of campus public service programs and policies; effectiveness of these programs and policies; such other matters as may be referred to the committee by the President, the Chief Campus Officer, the Vice Chancellor of Research, or the Dean of University Extension;" and "to review new offerings and the approval process for courses carrying University Extension credit; to establish policies and criteria for admission to University Extension courses, including concurrent courses; to advise the Dean of University Extension and the departments, divisions, schools, colleges, Graduate Studies, the Davis Division, and when appropriate, Cooperative Extension on: criteria for approval of University Extension courses offered for University Extension credit; criteria for appointment and retention of University Extension instructors; and post-baccalaureate certificates offered solely through University Extension;" and "to select up to four members of the faculty to receive a Distinguished Scholarly Public Service Award," which "shall be presented to the Representative Assembly for confirmation."

The committee's charge, Davis Division Bylaw 88, can be found via the following link:
http://academicsenate.ucdavis.edu/cerj/manual/dd_bylaws.cfm?CFID=24354&CFTOKEN=67079693#88-

The committee needed to meet only once over the course of 2016-17 academic year. The Academic Senate Information System (ASIS) and electronic communications were used extensively in lieu of scheduling meetings. As was the case for the 2015-16 academic year, doing so accommodated the full and diverse schedules of the committee members and the multiple campus demands made on the committee members' time.

The Office of the Vice Chancellor of Research, the Office of the Vice Provost for University Outreach and International Programs (UOIP) (renamed the Office of Global Affairs), and the office of the Dean of University Extension were contacted to find out and confirm who was going to be the respective 2016-17 ex-officio representative on the committee. Paul McNeil, Dean of University Extension, Fadi Fathallah, Associate Vice Provost, Global Education and Services, Global Affairs, and Cameron Carter, Interim Vice Chancellor of Research were confirmed as the respective ex-officio representatives.

2016-17 committee work began with review of the 2015-16 committee priorities and formulation of the 2016-17 committee priorities. Chair Skaife and Bryan Rodman, the committee's resource support analyst, managed this work.

Chair Skaife's interest in reaching out to department chairs and directors to engage them in the submission of nominations for the DSPSAs was emailed to Edwin Arevalo, Executive Director of the Davis Division of the Academic Senate, and Kimberly Pulliam, Associate Director of the Davis Division of the Academic Senate. The email explained that Chair Skaife saw this reaching out as one way to address and fulfill the 2016-17 committee priorities. Edwin and Kimberly were asked to advise to what extent (how often, in what manner(s), and with what messaging) Chair Skaife may reach out to department chairs and directors. The topic was an August 31, 2016, Academic Senate Staff Meeting agenda item. Academic Senate committee chairs and or committees reaching out to department chairs, directors and deans was not supported. Reaching out to these folks via luncheons and meetings with them was supported. Using Dateline to publish an article on the subject was supported. Continued use of the Academic Senate and Academic Federation email list services was supported, as their respective distribution lists were said to include department chairs, directors and deans.

Chair Skaife put forward the idea of replacing the DSPSA nomination letters with a nomination form. The goal of the form was to increase the number of nominations submitted, neutralize the differences in the writing styles of the nomination letters, and obtain the information the committee needed to identify nominees to recommend to the Representative Assembly for approval as DSPSA recipients. After crafting a nomination form with Bryan Rodman, the form was presented to Edwin Arevalo and Kimberly Pulliam for review and comment.

On October 3, 2016, Kimberly Pulliam, Chair Skaife and Bryan Rodman finalized the 2016-17 DSPSA Call for Nominations and the Nomination Form that would be attached when the Call was distributed to the campus. The Call for Nominations requested that the Nomination Form be used to facilitate the writing of the required nomination letter and to provide a summary that clarifies a nominee's candidacy for a DSPSA.

On October 4, 2016, the 2016-17 DSPSA Call for Nominations and the newly added Nomination Form were posted to the committee's whiteboard in ASIS for committee members' review and comment. Suggested minor edits that were received were incorporated and no receipt of a review or comment from a committee member was understood as acceptance of the Call and Form as written.

Chair Skaife asked if the Call could be distributed separately. The thought was that doing so might bring more attention to the Call. Edwin Arevalo confirmed that the Call would be part of a combined campus notice distribution that included

the Call for Nominations for the Faculty Research Lecture Award and the Call for Nominations for the Distinguished Teaching Awards, as was done in 2015-16.

The Call for Nominations for the 2017 Distinguished Scholarly Public Service Awards (DSPSAs) was distributed to the campus on October 10, 2016. Wednesday, November 23, 2016, was the deadline for submission of a nomination. Nomination packets were timely received and reviewed by the committee. There was an inquiry received about the possibility of submitting a nomination after the deadline for submission, but no such submission was made. On January 5, 2017, the committee met to review and discuss the nominations and to select nominees to recommend to the Davis Division Academic Senate Representative Assembly for confirmation as the 2017 DSPSA recipients.

During the January 5, 2017, committee meeting, the following topics were discussed: whether an emeritus faculty member is barred from receiving a DSPSA (they are not); whether an associate professor can be awarded a DSPSA (they can); committee 2016-17 priorities (i.e. increasing the number of nominees for a DSPSA; promotion of DSPSAs and award recipients via change in the nomination cycle, via change in the timing of the awards presentation and venue (e.g. to the Chancellors convocation in the fall), via changing the methods in which and by which the UC Davis community is informed of the awards (i.e. trickled-out/paced follow-up articles in Dateline on the award recipients (post a general announcement of the award recipients)), via use of strategic communication units within colleges, schools and departments, and via increasing the DSPSA monetary award); development opportunities of marketing DSPSA recipients and the UC Davis brand as a public institution; criteria to be used to select nominees to recommend for a DSPSA; procedure for presenting committee members' reviews/assessments of the nominations/nominees; perceivable conflicts of interest; clarification of the voting privilege that excludes nominees from further consideration during the award selection process, as opposed to objective discussion of the merits of nominees; and the next steps to be taken once the committee comes to a consensus on which nominees to recommend for a DSPSA (i.e. composition and finalization of committee recommendations for Representative Assembly (RA) information and consideration; the committee chair's having to present the committee's selections at the next RA meeting; the committee chair having to introduce the RA approved award recipients at the annual Academic Senate and Academic Federation Academic Awards presentation event, which is scheduled during the first two weeks of May; and committee members' attendance at the event).

The committee kept to its 2016-17 DSPSA Selection Process Timeline, even when the RA's February 9, 2017, meeting was rescheduled to March 3.

Before the merits of each of the 2017 DSPSA nominations were discussed, Chair Hollis Skaife called for the disclosure of any conflicts of interest, presentation of

the members' individual rankings of the nominations, and discussion of the criteria to be used in assessing the nominations.

None of the committee members had a conflict of interest regarding any of the DSPSA nominations or nominees.   Discussion of the criteria to be used in assessing the nominations and the nominees public service touched upon the following: service to the public that is beyond the scope of professional position or part of professional endeavor(s); personal effort expended to provide public service; benefit of the public service to the average member of a locale, region, nation, or the world at large; funding, or compensation, received for providing, or in order to provide, the public service; the source of such funding, or compensation; scholarship of the public service; scholarly contribution of the public service to a field of study, or range of fields of study; and contribution of the public service to the brand of UC Davis as a public institution. The persuasive/supportive power of the nomination letters was also touched upon. After discussing the foregoing, the consensus of the committee was to focus attention on the public service(s) that were the furthest beyond the scope of professional position, the most scholarly, had the greatest impact (socially, academically, and or geographically) and were the least motivated by funding or compensation concerns.   When members' individual rankings of the nominations were presented, each member was given an opportunity to describe how and why they ranked the nominations as presented.

Professor Nolan Zane, in the Department of Psychology, Professor Frank Zalom, in the Department of Entomology and Nematology, and Professor Christine Johnson, in the Wildlife Health Center, were selected by the committee and recommended to the RA for confirmation as the 2017 DSPSA recipients. On March 3, 2017, the Davis Division Academic Senate Representative Assembly approved the committee's recommendations by unanimous vote. On May 9, 2017, Professors Zane, Zalom and Johnson were honored at a combined Academic Senate and Academic Federation awards event. Each received a certificate plaque and a $500 honorarium.

Committee Chair Skaife met with the Rachael Goodhue, Chair of the Davis Division of the Academic Senate, Edwin Arevalo, Executive Director of the Davis Division of the Academic Senate, and Pamela Lein, Chair of the Faculty Research Lecture Award Committee of the Davis Division of the Academic Senate, to discuss increasing the promotion, preeminence and funding for the DSPSAs and the Faculty Research Lecture Award. The meeting took place on December 12, 2016. The outcome of the meeting was that Rachael Goodhue would contact the University Development Office and Edwin would contact Karl Engelbach, the Chief of Staff for the Office of the Chancellor and Provost, each to inquire about support for increasing the promotion, preeminence and funding, particularly the funding, of the Academic Senate DSPSAs and the Faculty Research Lecture Award. The only follow-up received about a meeting with the University Development Office or with Karl Engelbach was comment that the

matters in question were being looked into and considered. Committee determination of what should be the increased award amount for each DSPSA recipient and crafting a proposal in support of increasing the award amount were put on hold.

Requests for Consultation (RFCs) were tracked by Bryan Rodman and brought to the attention of Chair Skaife. Chair Skaife was not receiving the RFC notices. Bryan Rodman checked into this and was informed that chairs of committees only receive email notifications of RFCs if their committees are requested to respond. Bryan was also informed that all RFCs continue to show up on a chair's homepages in ASIS, regardless of whether a committee of theirs is requested to respond.

Only one of the 2016-17 RFCs requested a response from the committee. This was the RFC that concerned the "Diversity and Inclusion Plan." The committee discussed this RFC electronically via ASIS, and Bryan Rodman synthesized committee members' reviews and comments into a committee response that was finalized and submitted in a timely manner via ASIS. A revision of the committee's response was permitted and subsequently submitted. The revision clarified a comment made by a committee member and prevented a misinterpretation of the comment. The original committee response was replaced by the revised committee response.

None of the other 2016-17 RFCs were directly relevant to the committee, or its charge, and there was no expressed interest on the part of the committee in the subject matter of any such RFC. The established procedures for managing RFCs were observed. Bryan Rodman would automatically post to the committee's whiteboard in ASIS any RFC that requested a committee response and notify the committee of the posting and due date for submission of a committee response. He would not post or notify the committee of any RFC that was informational or to which a committee response was optional.

The committee reviewed each of two UC Davis Extension (UCDE) certificate program proposals in a timely manner. A UCDE certificate program proposal that was received July 27, 2016, before the 2016-17 committee's September 1, 2016, service date, and was not responded to by the 2015-16 committee before the end of its service date, August 31, 2016, was eventually brought to closure by Bryan Rodman working with the 2015-16 committee chair. (See the "Issues considered by the committee" section on page 1 of this report.)

Respectfully submitted,

Hollis A. Skaife, Chair
Valerie Eviner, Member
Pirko Maguina, Member
Emily J. Solari, Member

Justin K. Spence, Member
Susan D. Catron, Academic Federation Representative
David J. Jones, Academic Federation Representative
Cameron S. Carter, Ex-Officio
Fadi A. Fathallah, Ex-Officio
Paul M. McNeil, Ex-Officio
Bryan Rodman, Academic Senate Resource Analyst

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Davis Division: Academic Senate

Committee on Research

Total Meetings **8**	Meeting frequency **Monthly**	Average hours of committee work each week **One hour**

Total Grant Proposals Reviewed: Small Grants (2K): 163 Large Grants (10-25K): 65 Travel Grants ($800): 394 (FY 2016-17) Research Grant Proposals Approved for Funding in 2017-18: Small Grants (2K): 139 Large Grants (10-25K): 19 Travel Grants ($800): 394 (FY 2016-17)	Total of reviewed grant proposals deferred from the previous year: 0	Total projects deferred to the coming academic year: Continue analysis of GLP survey results.

Listing of bylaw changes proposed: **None**

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

Issues considered by the committee
1. GLP discussion and survey
2. Possible library renovations and their effect on research
3. Request for Consultation: Institute for Transportation Studies ORU Five-Year Review
4. Request for Consultation: Proposed Presidential Policy on Export Controls
5. Request for Consultation: Presidential Policy on International Activities
6. Large Grant Rubric
7. Grant usage report
8. Request for Consultation: Unmanned Aircraft Policy
9. Request for Consultation: Diversity and Inclusion Strategic Plan
10. Request for Consultation: International Agreement Proposal and Approval Process
11. Request for Consultation: Proposal for Minor in Public Health Sciences

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

<u>Committee's narrative:</u>

The Committee on Research dealt with a number of issues of substantial importance to the campus during the 2016-2017 academic year. The Committee on Research Chair attended Senate Executive Council meetings, Representative Assembly meetings, and Provost Senate Chair's meetings. The Interim Vice Chancellor for Research (or a representative from his office) attended some of the Committee on Research meetings and provided information and updates on campus and systemwide issues.

2017-18 COR Grant Awards:

The Committee on Research awarded 139 Small Grants in Aid and 19 New Initiative/Collaborative Interdisciplinary Grants to Promote Extramural Funding for the 2017-18 academic year. In addition, the committee awarded 394 Research Travel Grants during the 2016-17 academic year. The Committee on Research was able to award 29% of all large grant proposals and 100% of all travel grant applications. The relative distribution of monies across campus remained consistent with an approximately 50/50 distribution between the physical and biological sciences and the social sciences and humanities. The Committee made some minor modifications to the large grant rubric to allow reviewers to more easily rate grant proposals.

GLP Survey:

The Committee invited Craig Allison, Director for Research Compliance and Gerhard Bauer, Director of the Good Manufacturing Practice laboratory at the Institute for Regenerative Cures to discuss their knowledge of and experience with Good Laboratory Practice (GLP) research. The committee also reviewed documents related to GLP practices at other universities and Cindy Kiel, Executive Assoiciate Vice Chancellor for Research also provided good information about the possibility for conducting GLP studies on the UC Davis campus.

GLP studies are often related to new pharmaceuticals, food products, and medical devices that are seeking FDA approval. GLP studies are federally regulated and require high levels of compliance external to the lab conducting the research, including external auditors and very specific record keeping. There may be companies who would like to work with UC Davis research labs to have GLP studies conducted because we have broad infrastructure and necessary animal models that their companies do not maintain. In most other university models, resources to help enable GLP research are maintained at the college or university level. Because they are externally funded, GLP contracts could provide a funding stream to faculty. The Committee expressed concern that UC Davis may not currently be able to attract companies without better contract services; our contract and financial approval process are too slow to compete with private institutions.

To gauge faculty interest in conducting various kinds of GLP research, the committee asked that a survey be sent to all Academic Senate and Academic Federation members in late spring quarter. The results of the survey will be analyzed and reported on in the next academic year.

Grant Report:

The Committee chair gathered grant usage reports from all of the 2014-15 large grant recipients and compiled the data into a report that was submitted to Academic Senate leadership and Executive Council, Interim Chancellor, Interim Provost, and Interim Vice Chancellor for Research. The report showed that Committee on Research large grants provide a 19:1 rate of return.

Based on the report, the Committee on Research submitted a budget request to the Interim Provost for a $500,000 augmentation to its funding, which could be used to increase the number of awards for large grants and increase the award amounts for small grants and travel grants. The grant program has not seen an increase in its funding in many years.

Respectfully submitted,

Diana K. Davis, Chair
Paul Ashwood, Member
Robert J. Brosnan, Member
Anna M. Busse Berger, Member
Nicholas J. Curro, Member
Ines Hernandez-Avila, Member
Dietmar Kueltz, Member
Delmar Larsen, Member
Peter K. Lichtenfels, Member
Maria Louise Marco, Member
Natarajan Sukumar, Member
Brian C. Trainor, Member
Klaus Van Benthem, Member
Bart C. Weimer, Member
Christine W. Nordahl, Academic Federation Representative
Cindy Kiel, Guest
Cameron S. Carter, Ex-Officio
Theresa Costa, Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Undergraduate Council

Total Meetings: 18	Meeting frequency: Twice monthly	Average hours of committee work each week: Chair: 10-12 hours/week. Members: varies

Total Business Items Reviewed: 59 – 31 program reviews (5 Special Academic Program reviews, 13 UIPR reviews, and 13 General Education reviews) and 28 other business items.	Total of reviewed items carried over from the 2015-16 academic year: 1. Cluster 1 Closing the Loop responses from Provost, Deans, program chairs.	Total items to be carried over to the 2017-18 academic year: 1. Academic Integrity 2. Cluster 2 Closing the Loop responses from Provost, Deans, program chairs

Listing of bylaw changes proposed:
UGC supported several proposed bylaw changes submitted by its subcommittees. See "Issues considered by the committee" for details.

Listing of committee policies established or revised:
None
Recommended procedural or policy changes for the coming year:
None

Issues considered by the committee:
1. Athletics Reports 2. Proposal to Establish Business Administration Program from Graduate School of Management 3. Undergraduate Major Proposal: B.S. in Environmental Engineering 4. DDR 528 Credit by Examination 5. Proposal to Amend Technology Management Minor 6. Cross-College Major Proposal: B.S. in Earth Systems Science 7. Review of Campus Advising Audit Recommendations 8. Natural Sciences Suspension of Admissions 9. Proposal for Minor in Public Health Sciences 10. Proposal for Minor in Accounting 11. Academic Misconduct 12. Diversity and Inclusion Strategic Plan 13. Proposed Revisions to Senate Regulation 630.D 14. Budget Framework Initiative (BFI) Unit Reduction 15. ELWR Exceptions

16. Proposal to Disestablish the Major in Natural Sciences
17. Revised GE Regulations
18. Proposal for Minor in Arabic
19. Departmental Status Proposal - Gender, Sexuality and Women's Studies
20. Textiles and Clothing Request for Suspension of Admissions
21. Proposal to Grant General Education Credit for AP Exams Passed
22. Proposed Revision to Davis Division Bylaw 121(F): UIPR
23. Proposed Revision to Davis Division Regulation 522 and 523: General Education
24. Proposed Revision to Davis Division Bylaw 121(D): Preparatory Education
25. Cluster 1 Closing the Loop Responses from Provost, Deans, Programs
26. Campus Preparatory Education Map
27. Extension of Suspension of Admissions to the Major in Fiber and Polymer Science
28. Revised SAP Review Schedule
29. 13 undergraduate program reviews
30. 5 Special Academic Program reviews
31. 13 General Education reviews

Committee's narrative:

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

UGC's counterpart at the UC system-wide level is the University Committee on Education Policy (UCEP). This committee meets once per month at the University of California Office of the President in Oakland. UGC chair Ed Caswell-Chen served as the Davis Divisional representative to UCEP, and in this capacity provided regular updates to the UGC about issues relating to undergraduate education on UC campuses system wide. Due to Ed serving as UCEP Vice Chair, he transitioned to Vice Chair of UGC in the spring quarter when Dan Potter (formerly Vice-Chair) became Chair. Dan will continue as UGC Chair for the 2017-18 academic year.

Four subcommittees report to the UGC: The General Education Committee (GEC), chaired by Daniel Cebra; The Special Academic Programs Committee (SAP), chaired by Daniel Potter; The Undergraduate Instruction and Program Review Committee (UIPRC), chaired by Elizabeth Constable; and The Preparatory Education Committee (PEC), chaired by Joseph Biello.

The committee on General Education (GEC) assessed general education for 13 programs in Cluster 3. Assessment included reviewing syllabi, assignments, student work samples, and statements from faculty explaining how the submitted work meets the course designated literacies. Programs are also asked to self-assess all GE designated courses to determine whether or not they still meet GE designations. Reports on each program were sent to UGC for endorsement before being sent to programs chairs, Deans, and Provost. The GEC also put forth a proposal to revise Davis Division Regulations 522 and 523 which specifies that the Domestic Diversity (DD) Literacy be treated as a separate literacy from the American Cultures, Governance, and History (ACGH) Literacy under the Civic and Cultural Literacy. The proposal was approved and will go into effect September 1, 2017.

The Special Academic Programs (SAP) Committee reviews programs that award academic credit but do not offer an undergraduate degree. Chaired by Daniel Potter, the committee this year reviewed 5 programs: Humanities, Internship & Career Center, Center for Leadership Learning, University of California Center Sacramento (UCCS), and UC Davis Washington Program. Upon completion of the UC Davis Washington program review, the SAP committee found the program to be lacking in adequate oversight. A letter with concerns was sent to UCEP via UGC, and UCEP's response stated that in 2011 it was determined that UCEP would be responsible for review of that program on a regular cycle; therefore, SAP has removed The Washington Program from their review schedule and will rely on UCEP to maintain oversight and review of this program. Reports on each program were sent to UGC for endorsement before being sent to programs chairs, Deans, and Provost.

The SAP Committee also revised their current four-year review schedule to include a three-year hiatus after 2017-18 yet retain a chair of the committee, appointed by CoC, to serve on Undergraduate Council. If any SAP business arises, (e.g., new course 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 revised schedule which is posted to the SAP webpage.

The Undergraduate Instruction Program Review (UIPR) Committee, chaired by Elizabeth Constable, completed their review of all thirteen Cluster 3 programs. The committee reviewed the following materials for each program: the completed self-review from the program, the review team reports, and any correction of fact from the program to the review team reports. Reports on each program were sent to UGC for endorsement before being sent to programs chairs, Deans, and Provost. The UIPR committee also submitted a proposal to revise Davis Division Bylaw 121(F) regarding membership. The bylaw included the Director of the Center for Excellence in Teaching and Learning as a non-voting member. The Center for Excellence in Teaching and Learning (CETL) no longer exists and has been replaced by The Center for Educational Effectiveness (CEE). The Director of CEE, as Asst. Vice Provost for Educational Excellence, holds different responsibilities to those of the former CETL director who was a Senate faculty member. UIPRC members determined that having the person holding this position on the committee would create a potential conflict of interest. The revised bylaw, which was approved at the June Representative Assembly meeting, will omit this member and be effective for the 2017-18 academic year.

The committee on Preparatory Education (PEC), chaired by Joseph Biello, spent a lot of time this year gathering information to compile a map of all preparatory education opportunities on campus. The committee also proposed a revision to Davis Division Bylaw 121(D). This revision maintains the current number of members of the committee, but specifies that the membership include a senate faculty member from the University Writing Program (UWP) in place of the current member from the English Department, since UWP now has oversight of the preparatory writing program. The revision was approved at the June Representative Assembly meeting.

The PEC also examined and gathered data on the Entry Level Writing Requirement (ELWR) and Workload 57 course. The committee found many issues and concerns ranging from exceptions to the ELWR being granted by those without that authority, to data that showed a dramatic difference in pass rates for Workload 57 based solely on the instructor. The campus currently contracts with Sacramento City College to teach Workload 57, but is considering ending that contract and providing instruction by UWP. PEC will continue working on issues related to ELWR and Workload 57 next year.

Due to continuing concerns over academic dishonesty, a special workgroup was formed to discuss issues and draft proposed changes to the campus in hopes of improving academic integrity. The workgroup consisted of three UGC members, one Graduate Council member, and the Director of Student Judicial Affairs, and the group regularly reported progress to UGC. The final report was presented to the Academic Senate Chair and the Executive Council in June. UGC will continue to oversee implementation of recommendations resulting from the report.

Respectfully submitted,

Daniel Potter, Chair
Edward Caswell-Chen, Vice Chair
Joseph A. Biello, Member
Patricia C. Boeshaar, Member
Colleen E. Bronner, Member
Daniel A. Cebra, Member
Elizabeth L. Constable, Member
Dana R. Ferris, Member
Katrina K. Jessoe, Member
Gregory H. Miller, Member
Carey Seal, Member
Valentina Popescu, Academic Federation Representative
Amelia Triest, Academic Federation Representative
Corinne Butler, ASUCD Representative
Abigail Edwards, ASUCD Representative
Jacob Engel, ASUCD Representative
Elias Lopez, Ex-Officio
Diana Strazdes, Ex-Officio
Carolyn C. Thomas, Ex-Officio
Debbie Stacionis, Undergraduate Council Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

General Education Committee

Total Meetings: 15	Meeting frequency: avg. twice per month	Average hours of committee work each week: Varies

Total number of issues Reviewed: 7 (including 8 program GE assessments)	Total number of issues reviewed deferred from the previous year: 1 (Topical Breadth)	Total number of issues deferred to the coming academic year: 2 (Topical Breadth, Limiting Literacies, continue and finalize Interpretation Revisions)

Listing of bylaw changes proposed:
Davis Division Regulation 522 and 523: Baccalaureate Degree Requirement in General Education and Criteria for General Education Certification

Listing of committee policies established or revised:
None

Issues considered by the committee:
Cluster 3 GE assessments, Interpretation Revisions, Regulation 522 & 523 revisions, Topical Breadth, Limiting the number of literacies for courses, ASUCD proposal to accept AP for GE credit, Cluster 4 data requests for GE assessment

Recommended procedural or policy changes for the coming year:
None

Committee's narrative:

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

- Continuous review of the effectiveness of the GE program and of advising the Representative Assembly on matters relating to the GE program including desirable changes to regulations and bylaws.

The 2016-17 committee priorities were to complete Cluster 3 programs' GE assessment, revise the interpretations for better clarity, and split the Domestic Diversity literacy from the American Cultures, Governance and History.

The GE committee continued to use the same process determined in 2015-16 to assess GE in the programs in Cluster 3. Assessment included reviewing syllabi, assignments, student work samples, and statements from faculty explaining how the submitted work meets the course designated literacies. Programs also self-assess all GE designated courses to determine whether or not they still meet GE designations.

Letters providing feedback to the programs were presented to Undergraduate Council and then sent to each of the programs with copy to the Provost, Vice Provost and Dean for Undergraduate Education, Deans, and FEC chairs. The committee also determined specific courses for which they will assess GE for Cluster 4 programs, and notified programs of this information at the Cluster 4 Undergraduate Instruction and Program Review Committee Kickoff meeting in early spring quarter. Assessment templates for each Cluster 4 program are also posted to the Academic Senate GEC webpage.

The GEC also put forth a proposal to revise Davis Division Regulations 522 and 523 which specifies that the Domestic Diversity (DD) Literacy be treated as a separate literacy from the American Cultures, Governance, and History (ACGH) Literacy under the Civic and Cultural Literacy. The proposal was approved and will go into effect September 1, 2017.

Another task for the committee was to revise the Interpretations to better clarify for COCI expectations/specific requirements for courses proposals to be granted GE approval. This led to discussion of how many literacies can be adequately addressed in one course, which led to a discussion about limiting the number of literacies for which a course can be approved. At the end of the 2016-17 academic year, both of these issues were continuing with discussion between GEC and COCI. Both will be added as priorities for the 2017-18 academic year.

Respectfully submitted,

Daniel A. Cebra, Chair
Josephine T. Andrews, Member
Ricardo H. R. Castro, Member
Mark Steven Goldman, Member
Nobuko Koyama, Member
Lee Allen Pettey, Member
Becca Thomases, Member
Michael G. Ziser, Member
Dylan K. Spaulding, Academic Federation Representative
Brendan Fisher, ASUCD Federation Representative
Debbie Stacionis, Committee Resource Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Special Academic Programs

Total Meetings: 6	Meeting frequency: As needed	Average hours of committee work each week: Varies

Total Items Reviewed: 12 5 courses, 5 programs, Reg. 630D, Revised Schedule	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0

Listing of bylaw changes proposed:
None

Listing of committee policies established or revised:
None

Issues considered by the committee:
Revisions to PHE courses 007, 025, 027, 001, 006
Proposed Revisions to Senate Regulation 630.D
Revision to committee review schedule
Humanities Program Review
Internship & Career Center Review
Center for Leadership Learning Review
University of California Center Sacramento (UCCS) Review
UC Davis Washington Program Review

Recommended procedural or policy changes for the coming year:
None

Committee's narrative:

Committee on Special Academic Programs

This committee on Special Academic Programs is a subcommittee of the Undergraduate Council. The committee is charged to oversee all special undergraduate academic programs on the UC Davis campus and to advise faculty and the administration on the establishment and operation of newly initiated programs. The committee is also charged to review periodically all programmatic functions of the special academic programs, including but not limited to the publications of material defining/describing the program, the recruitment, orientation and advising of students in each program, guidance in the selection

of mentors for such students, coordination of special activities, oversight of the general welfare of said students, and the effectiveness of the programs in meeting their stated educational objectives.

The committee's priorities for 2016-17 were to review the Humanities Program, the Internship and Career Center (ICC), the Center for Leadership Learning (CLL), the University of California Center Sacramento (UCCS), and the UC Davis Washington Program. These programs were notified of their reviews and were sent the self-study template containing the list of questions to be answered and returned by October 1, 2016.

The SAP committee noted that the Humanities (HUM) program fills a critical role in the campus education mission by providing interdisciplinary courses that fulfill a range of GE requirements to students from all majors, especially targeting students from non-humanities majors. However, the program states that increased competition to offer these courses, increased prioritization of large-enrollment courses, and decreased diversity of course offerings has impacted the program. HUM faculty also raised concerns about poor pre-college preparation of students resulting in a decrease in the level of sophistication possible in HUM courses. SAP commends HUM for identifying and articulating these concerns and recommends that UGC continue to monitor these issues in all undergraduate programs on the campus.

The SAP committee felt that review of the ICC proved the importance and value of this program, however the program does face some challenges including increased numbers of students - especially first-generation and international students - limited space and staff. The committee wants to assure continuation of monitoring the program to assure issues do no worsen.

The SAP committee also had a positive response to the CLL review. The review stated that current revisions and restructuring for the certificate programs, based on new research and data in leadership education, are taking place. This indicates the program's attention to keeping pace with latest developments to ensure maximum effectiveness in fulfilling its mission. Two FTE that were lost in 2008 due to budget cuts have not been restored, and SAP and the program director feel that increased staffing would allow the CLL to have greater and more widespread positive impacts on students across the campus.

After reviewing the UCCS program, SAP felt that the program has adequate oversight and therefore felt no need to review this program in the future thus recommended removing this program from the SAP review schedule. However further discussion with UGC resulted in keeping it on the schedule, but accepting the most recent Advisory Board Faculty Council Report in lieu of conducting the standard SAP review. Because UCCS is a systemwide program administered by UCD, if concerns are noted they will be forwarded to UCEP via UGC.

Upon completion of the UC Davis Washington program review, the SAP committee found the program to be lacking in adequate oversight. A letter with concerns was sent to UCEP via UGC, and UCEP's response stated that in 2011 it was determined that UCEP would be responsible for review of that program on a regular cycle; therefore, SAP has removed The Washington Program from their review schedule and will rely on UCEP to maintain oversight and review of this program.

In lieu of a college review committee, the SAP committee is to review and evaluate new or revised course proposals form SAP affiliated programs prior to formal COCI review. Five proposed course revisions from the Physical Education Department were submitted this year. SAP reviewed and approved the proposed revisions of PHE 007, 025, and 027; notification of the approvals was sent to COCI along with some suggestions on the proposals.

The committee also reviewed revised PHE 001 and 006 courses. These courses were of concern in the 2014-15 SAP review of PHE, and the program was asked to revise the courses and have an interim review in 2017-18. The committee worked through the year with the PHE director on the revisions, and the final course proposals were reviewed and approved by SAP. COCI was notified of the approvals. The committee will proceed with the requested interim review of the PHE program next year to assess outcomes of these revisions.

Finally the committee also revised the review schedule. The current schedule is on a four-year cycle, and the committee felt that reviewing programs every four years is too frequent. Since there are 10 programs considered to be Special Academic Programs, reviewing them all in one year would create too great a burden of work for a committee with only five members. Creating a schedule that includes a hiatus would accommodate a seven-year cycle yet allow programs to continue to be grouped so that 2-3 programs per year are reviewed. The Special Academic Programs Committee will take a three-year hiatus (2018-19 & 2019-20, 2010-21) after 2017-18 reviews for Undergraduate Research Center, Study Abroad, and University Honors Program, yet retain a chair of the committee, appointed by CoC, to serve on Undergraduate Council. If any SAP business arises, (e.g., new course 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 revised schedule.

Respectfully submitted,

Daniel Potter, Chair
Kurt P. Eiselt, Member
Yueyue Fan, Member
Richard T. Scalettar, Member
Rena J. Zieve, Member
Rosa Manzo, Academic Federation Representative
Justin Hurst, ASUCD Representative
Debbie Stacionis, Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Preparatory Education

Total Meetings: 9	Meeting frequency: Approx 3 times per quarter	Average hours of committee work each week: Varies

Total Issues Reviewed: 8	Total number of reviewed issues deferred from the previous year: 1 (TOEFL)	Total number of issues continuing to the coming academic year: 2 (ELW & Workload 57)

Listing of bylaw changes proposed:
Davis Division Bylaw 121(D) (revision was approved)

Listing of committee policies established or revised:
Exceptions to ELWR

Issues considered by the committee
Analytical Writing Placement Exam (AWPE), Test of English as a Foreign Language (TOEFL) Scores, Entry Level Writing Requirement (ELWR), Workload 57, Special Transitional Enrichment Program (STEP), Student Academic Success Center (SASC), Bylaw 121 D Revision, all Preparatory Education across campus

Recommended procedural or policy changes for the coming year:

Committee's narrative:

The committee is a subcommittee of the Undergraduate Council. The charge of the committee is to:

- Monitor and conduct periodic reviews and evaluations of remedial education
- Oversee the administration of the Entry Level Writing Requirement (ELWR) and related courses on the Davis campus
- Oversee the use of placement examinations in mathematics
- Be responsible for implementation of University of California Academic Senate Regulation 761 on the Davis Campus
- Monitor and conduct periodic reviews and evaluations of the English as a Second Language Program on the Davis Campus

In the 2016-17 academic year, the committee's work included the following:

Entry Level Writing

In 2016-2017, the Entry Level Writing program (ELW) was put under the administration of the University Writing Program. PEC made issues surrounding ELW a top priority this year because of this administrative change as well as changes at the systemwide level at UCOPE.

The committee spent the year educating itself about a host of issues surrounding ELW. In particular, the course WLD 57 (not offered for academic credit) and the ESL prerequisite courses UWP 21, 22, 23 (which are offered for academic credit).

There remains a need to develop a framework for approval of new courses to satisfy the ELW requirement and subsequent review of those courses (as well as existing courses). The committee will take up these issues in the coming academic year.

Specific Changes to Bylaws

1) PEC recommended a revision to the bylaws regarding its composition - this change was approved. Bylaw 121(D).1 replaces the required representative on PEC from the English Department with a representative of the University Writing Program.

2) In order to facilitate new modes of delivery of ELW instruction, PEC recommended a change to Bylaw 121(D).2. This change allows for the possibility that new courses may be used to satisfy the ELW. This change was made in consultation with the English Language and Literacy subcommittee of the College of Letters and Sciences.

Mapping of Preparatory Education on Campus

As part of its charge to oversee all preparatory education activities on campus, the committee embarked on creating a map of preparatory education. This map will serve as a basis for reviewing programs and support services (such as Math, Chemistry and Writing

preparary education) offered by academic units, the office of Undergraduate Education, or the office of Student affairs.

SASC and EDU 98

The Student Academic Success Center has been offering a course, EDU 98, to prepare international students for the university experience and PEC was asked to review these courses. After having made a specific request for information, PEC learned that EDU 65, a proposed permanent implementation of EDU 98, was in the hands of COCI for approval.

In the coming year, PEC will work with COCI to develop a process by which PEC can comment on proposed courses that may be of the preparatory/remedial variety.

STEP and TOEFL

An issue remained on PEC's agenda from the previous year that asked PEC to consider the changes being made in the Special Transitional Enrichment Program (STEP) offered by SASC. Upon receiving more information, PEC determined that the issue was not clear enough for committee to be involved.

PEC began a study of TOEFL scores and their relationship to academic success and student involvement in preparatory courses. Upon learning that this work was being duplicated by the Admissions and Enrollment committee, PEC decided to drop the item from its agenda.

In 2017-2018, PEC plans to focus on Entry Level Writing in general and WLD 57 in particular. The issues are many, including

1) the donut hole of students taking UWP 21,22,23 (for credit) and then WLD 57 (for workload).
2) the future of Sacramento City College's involvement in WLD 57
3) analysis of student writing performance based on the mode of satisfying ELWR (e.g. Online 39 A, WLD 57, AWPE, or SAT, etc).
4) working with UWP, ELW and ELL committee to approve and oversee new modes of delivery of ELW.

Respectfully submitted,

Joseph A. Biello, Chair
Christian S. Baldini, Member
Alessa Johns, Member
Fu Liu, Member
Narine S. Yegiyan, Member
Erin Easlon, Academic Federation Representative
Elizabeth Picazo, ASUCD Representative
Debbie Stacionis, Analyst

Annual Report: Academic Year 2016-2017
Davis Division: Academic Senate

Committee on Undergraduate Instruction and Program Review

Total Meetings: 7	Meeting frequency: As needed with most in spring quarter	Average hours of committee work each week: Varies

Total Programs Reviewed:13	Total of reviewed programs deferred from the previous year: 0	Total programs deferred to the coming academic year: 0

Listing of bylaw changes proposed:

Davis Division Bylaw 121(F)

Listing of committee policies established or revised:

None

Issues considered by the committee

Revision to Davis Division Bylaw 121(F)

Program reviews for Cluster 3 programs

Review team member selection for Cluster 4

Recommended procedural or policy changes for the coming year:

None

Committee's narrative:

The committee on Undergraduate Instruction and Program Review is a subcommittee of the Undergraduate Council. The committee is charged with conducting continuous and timely program reviews to study effectiveness and efficiency of undergraduate instruction on the campus, stimulate efforts to foster, recognize, and reward good teaching, and to make recommendations for improvements thereto. The committee also evaluates undergraduate programs to ascertain that the established educational objectives for programs have been addressed in a meaningful way. The committee works with the Office of the Provost to insure that undergraduate program reviews are considered in the planning and support of campus activities.

Program reviews took one year to complete with programs taking fall quarter to complete the self-review, review team members visiting and evaluating programs in winter and early spring, and UIPR completing and forwarding their reports to Undergraduate Council (UGC) by June. Those reports were then sent to the Provost, and meetings are being scheduled with the Provost, deans and program chairs to determine how to address recommendations from UGC. The Provost's office is to notify UGC of actions taken, and UGC maintains a record for reference by the programs for the next review.

In academic year 2016-2017 UIPRC reviewed programs in Cluster 3, including nine majors, two minors, and Interim Reviews of two majors, in three colleges. Committee members were assigned one review to host. Along with writing reports on their assigned reviews, committee members were required to attend welcome dinners the night before reviews commenced, breakfasts the first day of the review, and exit meetings with the review team members and program members. Committee meetings were held to discuss each program review and approve the final committee report.

Committee members reviewed the following materials for each program: the completed self-review from the program, the review team reports, and any correction of fact from the program to the review team reports. For each program, UIPR committee members prepared a report providing a summary of the program's strengths and weaknesses, and recommendations for areas of concern. The reports were then posted for review by all members of the UIPR committee, finalized and approved at committee meetings, and then forwarded to Undergraduate Council (UGC).

In March the committee chair, analyst, and GE committee chair held a kickoff meeting with Budget & Institutional Analysis (BIA) and Cluster 4 program representatives to discuss the program review process and identify what information would be provided by BIA to programs to assist them in completing reviews. BIA is the office of record for the appendices (data) and is responsible for sending the data reports to the committee analyst who then forwards them to programs in September. At this meeting, program representatives also had the opportunity to request any additional data they may require from BIA.

Also in March, programs and Faculty Executive Committees and Deans were requested to submit nominations for review team members. Those nominations were reviewed by UIPRC and ranked in the order in which the committee would like them to be invited. Invitations will be sent in the summer so that programs can be notified of review team members and dates of their review in fall 2017.

The committee also submitted a proposal to revise Davis Division Bylaw 121(F) regarding membership. The bylaw included the Director of the Center for Excellence in Teaching and Learning as a non-voting member. The Center for Excellence in Teaching and Learning (CETL) no longer exists and has been replaced by The Center for Educational Effectiveness (CEE). The Director of CEE, as Asst. Vice Provost for Educational Excellence, holds different responsibilities to those of the former CETL director who was a Senate faculty member. UIPRC members determined having the person holding this position on the committee would create a potential conflict of interest. The revised bylaw which was approved will omit this member.

Respectfully submitted,

Elizabeth L. Constable, Chair
Anna B. Britt, Member
Victoria L. Cross, Member
Boris Jeremic, Member
Mark D. Kessler, Member
Lynn S. Kimsey, Member
Patrice A. Koehl, Member
Francis J. McNally, Member
Nina C. Napawan, Member
Elizabeth Rice, Academic Federation Representative
Nitika Mummidivarapu, ASUCD Representative
Jeannie L. Darby, Ex-Officio
William M. Debello, Ex-Officio
Sally J. McKee, Ex-Officio
Debbie Stacionis, Academic Senate Analyst

```
College of Letters and Sciences
(Dean)
```

```
Division of MPS
(Associate Dean)
```

```
Division HARCS
(Associate Dean)
```

```
Chemistry
```

```
Mathematics
```

```
University
Writing Program
(Director)
```

```
Chemistry
Placement
Exam
```

```
Mathematics
Placement
Exam
```

```
Entry Level Writing Program
(Associate Director)
```

```
ESL
(Associate Director)
```

```
English Language
Placement Exam
(ELPE)
```

```
Workload
41C
```

```
Math
00B
00C
00D
```

```
Workload
57
```

```
UC Online
39A
```

```
Other classes to be
proposed in the future
```

```
Analytic Writing
Placement Exam (AWPE)
```

```
Workload
55
```

UC Systemwide

UCOP Entry Level Writing Requirement (ELWR)

Sacramento City College

```
Math 12
```

```
UWP 21,22,23
(essentially these are
ESL classes for Int'l
students)
```

```
Undergraduate Education
(Vice Provost and Dean)
```

```
International
Academic English
(Director)
```

```
[other programs,
overseen by UGC
Special Academic
Programs]
```

```
Summer Sessions
(Director)
```

```
PAL Program
- intercultural
exchange summer
program
```

```
Summer Start
- intensive orientation
program for
internationl students
```

```
Test of English
Proficiency
(TOEP, for Grad
Students)
```

```
Student Affairs
(Vice Chancellor)
```

```
Student Academic
Success Center
```

```
School of Education
```

```
EDU 65 A,B,C
Foundations for
University Success for
International Students
```

```
Special Transitional
Enrichment Program
(STEP)
```

```
Transfer and Reentry
Center
```

```
Other non tutorial
support programs
```

```
Tutoring Services in
- Grammar
- Biology
- Chemistry
- Economics
- Mathematics
- Physics
- Statistics
- Writing
```

Key to Symbols

```
Administrative Unit
```

```
Lower
Administrative Unit
```

```
Operational Unit
(delivers programs or
courses)
```

```
Courses
```

```
Exams
```

```
Non-credit bearing
preparatory or tutorial
programs
```

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