

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

**Thursday, February 25, 2021**

**2:10 – 4:00 p.m.**

**Zoom**

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3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
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5. Announcements by the Deans, Directors or other Executive Officers – None	
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Judy Van de Water, Secretary

\*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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Representative Assembly of the  
Davis Division of the Academic Senate

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## MEETING SUMMARY

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

Thursday, November 5, 2020

2:10 – 3:00 p.m.

Zoom

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1. June 4, 2020 Meeting Summary 3
2. Announcements by the President – None
3. Announcements by the Vice Presidents – None
4. Announcements by the Chancellor – None
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders
  - a. Remarks by Davis Division Chair Richard Tucker
    - Issues for the year include COVID-19; follow up on the Step Plus Committee Report; monitor the Equitable Access program; and continue working on DEI issues.
    - Currently working on formal consultation for the PE program and for curtailment options from UCOP.
  - b. Remarks by GSA Chair Jonathan Minnick
    - Issues for the year include ramping up research, basic needs, mental health, policing, and transportation.
  - c. Remarks by ASUCD President Kyle Krueger
    - Issues for the year include sustainability, sexual assault awareness, COVID-19 issues, basic needs (e.g., pantry services, housing), and internal ASUCD reforms.

*Annual Reports on Consent Calendar:*

- d. \*Annual Report of the Committee on Academic Personnel – Oversight Committee 5
- e. \*Annual Report of the Committee on Academic Personnel – Appellate Committee 14
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• 74 in favor, 4 opposed. Approved.	
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• 73 in favor, 2 opposed. Approved.	
iii. Proposed Revision Davis Division Regulation A546: Satisfactory or Unsatisfactory Grading	79
• 77 in favor, 1 opposed. Approved.	
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Representative Assembly of the  
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## **Recommendations for the 2021 Academic Senate Distinguished Public Service Award**

The University of California has a long tradition of service to the state and the people of California. Faculty members use their expertise in teaching, research, and professional competence to make unpaid contributions to local, statewide, national, or international public arenas. The Academic Senate Distinguished Scholarly Public Service Award honors exceptional faculty who continue the tradition and demonstrate the commitment of UC Davis to public service.

The Public Service Committee recommends three individuals for the 2021 Distinguished Scholarly Public Service Award:

### **Professor Michal Kurlaender, School of Education**

Professor Michal Kurlaender addresses the barriers that impede educational and career success for the most marginalized students in California, working closely with agencies and policy makers across the state to create an equitable educational system aligned with the state's economic needs. She impacts policy through her work with the California State Board of Education and the UC Provost's Advisory Council on Educational Equity. She rapidly pivoted her research to understand how the pandemic is impacting California's students, and she is guiding changes in policy and practice through her position on California's Higher Education Recovery with Equity Taskforce.

### **Professor Mark Lubell, Department of Environmental Science and Policy, College of Agricultural and Environmental Sciences**

Professor Mark Lubell's research, public service, and policy engagement focuses on improving governance to address California's most pressing environmental challenges. He actively participates in advisory groups, collaborates with community groups, and educates public policy makers. His work improves environmental decision making to reflect the latest science, shift to a proactive approach, and address environmental injustices. His activities include sea level rise planning, decision making in the California Delta, resolving conflicts in the development of new groundwater agencies and policies, and addressing issues of nutrient management and water quality in California agriculture.

### **Distinguished Professor Richard Michelmore, Department of Plant Sciences, College of Agricultural and Environmental Sciences; Department of Molecular and Cellular Biology, College of Biological Sciences; Department of Medical Microbiology and Immunology, School of Medicine**

Distinguished Professor Richard Michelmore, who serves as the founding and current director of the UC Davis Genome Center, led efforts to envision and actualize UC Davis' COVID-19 rapid testing, which has allowed the campus to continue its teaching, research, and service missions through the pandemic. Professor Michelmore employed techniques common in plant genomics to develop a novel approach to COVID-19 testing and was persistent in his efforts to convince the

university that his approach was feasible and cost effective. He then led an ambitious and rapid mobilization in equipment procurement, regulatory approval, staffing, and training to enable rapid testing at such a large scale. This testing was also extended to the City of Davis through the Healthy Davis Together program.

## **Recommendations for the 2021 Academic Senate Distinguished Teaching Awards**

The Distinguished Teaching Awards Committee recommends six individuals for the 2021 Distinguished Teaching Awards in respective categories.

### **Distinguished Teaching Award – Undergraduate Teaching**

#### **Assistant Professor Caitlin Patler, Department of Sociology, College of Letters and Science**

Professor Caitlin Patler is recognized for her excellent teaching in sociology, particularly with immigration topics. In a public sociological tradition, her teaching and mentoring contextualizes individual experiences within broader social structures and processes, and she connects the real world with the classroom in important ways. She combines coursework with research, having mentored 48 undergraduate students in various projects, such as undergraduate research with the UC Immigrant Legal Services Center (UCIMM) and through the MURALS program. Many of her undergraduate students go onto graduate school, work in government, and work in non-profit sectors.

#### **Assistant Professor of Teaching Jeanette Ruiz, Department of Communication, College of Letters and Science**

Professor Jeanette Ruiz is recognized for her outstanding contributions to teaching in communication. In less than five years Professor Ruiz has demonstrated a track record of excellence not only in the classroom but in every facet of undergraduate teaching—curriculum development, instructional innovation, project-based learning, ongoing professional development, and mentoring, particularly to students from first-generation backgrounds. Students consistently praise her enthusiasm and commitment, her real-world knowledge, and her caring demeanor. As one nominator states, “Dr. Ruiz is a rare gem who has made a huge, positive impact on the lives of many UC Davis students both in and out of the classroom.”

#### **Associate Professor Jaroslav Trnka, Department of Physics and Astronomy, College of Letters and Science**

Professor Jaroslav Trnka is celebrated for his exemplary record in undergraduate teaching. Professor Trnka teaches introductory physics to over 1400 students and consistently receives rave evaluations. He excels in presenting difficult concepts clearly and uses a variety of innovative techniques and in-class demonstrations to enhance learning. He goes above and beyond to connect with his students; his nominators noted how “we felt talked to, not talked at, and our mistakes were expected, respected, and inspected.” With both a heavy teaching load and an active research program, Professor Trnka is an outstanding undergraduate educator.



### **Assistant Professor of Teaching Lawrence Torry Winn, School of Education**

Professor Lawrence Torry Winn is recognized for his exceptional thoughtfulness and dedication in creating unique and inclusive learning experiences. Both his students and colleagues characterize him as someone who is genuine, humble, and caring. Professor Winn's students reflect on his impact, stating: "We are thankful for the role that Dr. Lawrence T. has played in inspiring and developing us into being the next generation of community leaders and critically conscious educators, in a sociopolitical climate that is desperately in need of young, educated voices to help empower the minds of the nation's youth."

### **Distinguished Teaching Award – Graduate and Professional Teaching**

#### **Professor Laura Grindstaff, Department of Sociology, College of Letters and Science**

Professor Laura Grindstaff is recognized for her remarkable contributions to graduate teaching and mentorship. Her popular classes on cultural sociology and intersectionality introduce students to both classic and contemporary research on these important topics. Critically, in her students' words, she also imparts "the importance of respecting the voices and perspectives of historically marginalized peoples" and encourages them to ask deep questions about their own responsibilities within the research process. Furthermore, even though it is uncommon in her field and she receives little research-related credit, she provides considerable feedback and guidance to students so that they can pursue their own independent research projects.

#### **Distinguished Professor Chih-Ling Tsai, Graduate School of Management**

Distinguished Professor Chih-Ling Tsai is recognized for excellence in the teaching of advanced statistics. His nomination letter, signed by 16 current and former students, talks about how Professor Tsai teaches far more than just time series analysis and linear models; he teaches from the heart. He emphasizes discussion and digestion of the material to help students build confidence and develop creativity and independent thinking skills. Colleagues laud Professor Tsai's holistic approach, which combines practical knowledge with lessons in empathy, morality, ingenuity, and persistence. Professor Tsai has enormously impacted his students' educations and lives; indeed, students at the Graduate School of Management have voted Professor Tsai "Teacher of the year" 15 times in his 30 years of teaching at UC Davis.

**Faculty Distinguished Research Award Committee Recommendation  
Distinguished Professor Gail Goodman as Recipient of the  
2021 Academic Senate Faculty Distinguished Research Award**

The Faculty Distinguished Research Award Committee unanimously recommends Distinguished Professor Gail Goodman in the Department of Psychology as the recipient of the 2021 Faculty Distinguished Research Award.

Professor Goodman has made foundational contributions to the fields of developmental, cognitive, and clinical psychology and the study of traumatic stress in children. Her research spans multiple topics—including eyewitness memory in children with histories of maltreatment, jurors' reactions to child witnesses, adults' discernment of accurate and inaccurate child testimony, and false confessions in children and adolescents— and has led to the current core knowledge regarding child witnesses and their capabilities and needs. Her work has also informed governments and influenced laws and legal practices in a number of countries, and has helped shape best practices in social welfare, child and youth well-being, juvenile justice, and even prison reform.

**PROPOSED REVISION OF DAVIS DIVISION REGULATION 521:  
University of California Entry Level Writing Requirement**

Submitted by the Academic Senate Chair.

Endorsed by the Executive Council.

Rationale: The proposed revision to Davis Division Regulation 521: University of California Entry Level Writing Requirement adds flexibility to the regulation allowing for completion of the Entry Level Writing Requirement in winter and spring quarters 2021 when a student passes a course with a grade of Passed or a C- or better. This allows students to take these courses on a Passed/Not Passed basis.

Proposed Revision: Davis Division Regulation 521 shall be amended as follows. Deletions are indicated by strikeout; additions are in bold type.

521. University of California Entry Level Writing Requirement (En. 6/1/2006)

- A. The University of California Entry Level Writing Requirement is a reading and writing proficiency requirement governed by Academic Senate Regulation 636 and this Divisional Regulation. (En. 6/1/2006, Am. 9/1/2018)
- B. Prior to enrollment at the University of California, each student may satisfy the University of California Entry Level Writing Requirement as specified by Academic Senate Regulation 636. (En. 6/1/2006, Am. 9/1/2018)
- C. A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment in the University of California, Davis must satisfy the requirement either (En. 6/1/2006)
  - 1. by passing the University of California Analytical Writing Placement Exam administered Systemwide or on the Davis campus, or (En. 6/1/2006)
  - 2. by passing, with a grade of at least C or above, one of the Entry Level Writing Requirement courses certified by the Committee on Preparatory Education and Undergraduate Council. A student who receives a final grade of C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s). The list of certified courses will be maintained by the Committee on Preparatory Education and publicized by the Director of Entry Level Writing. (En. 6/1/2006, Am. 9/1/2018)
    - a. For spring quarter 2020, summer session(s) 2020, ~~and~~ fall quarter 2020, **and winter quarter 2021, and spring quarter 2021**, a student can satisfy the University Entry Level Writing Requirement by passing, with a grade of Passed or at least C-, one of the Entry Level Writing Requirement courses certified by the Committee on Preparatory Education and Undergraduate Council. The list of certified courses will be maintained by the Committee on Preparatory Education and publicized by the Director of Entry Level Writing.

- D. If a student is identified as an English language learner (ESL) on the University of California Analytic Writing Placement Exam, or through a placement exam on the Davis campus as determined by the Director for Entry Level Writing, the student will be placed into the ESL pathway for Entry Level Writing. The procedure for the ESL pathway will be maintained by the Committee on Preparatory Education and publicized by the Director of Entry Level Writing and the Director of ESL. (En. 6/1/2006, Am. 9/1/2018)
- E. In accordance with Academic Senate Regulation 636.D, students placed into the ESL pathway will have three quarters plus one quarter for each required ESL course to meet the requirement. Other students must satisfy the University of California Entry Level Writing Requirement as early as possible during the first year in residence at the University of California. A student who has not done so within the prescribed timeframe will not be eligible to enroll for additional quarters unless the student has been granted an extension by the Committee on Preparatory Education. The Committee on Preparatory Education may delegate the authority to grant such extensions to that student's college Dean, or adviser as authorized by the Dean. In the case of such delegation, the Dean shall submit an annual report to the Committee on Preparatory Education. (En. 6/1/2006, Am. 9/1/2016, 9/1/2018)

**PROPOSED REVISIONS OF DAVIS DIVISION REGULATION A545:  
Passed or Not Passed Grading**

Submitted by the Academic Senate Chair.

Endorsed by the Executive Council.

Rationale: The proposed revision to Davis Division Regulation A545: Passed or Not Passed Grading would allow for grading flexibility for undergraduate students during the COVID-19 public health emergency.

- A545.A.1: would allow for grading flexibility for undergraduate students not in good academic standing in winter and spring quarters 2021. Students not in good academic standing must seek a petition and approval through their respective dean's office.
- A545.B.1: would allow for grading flexibility for undergraduate students to extend into fall quarter 2020, winter quarter 2021, and spring quarter 2021.

Proposed Revision: Davis Division Regulation A545 shall be amended as follows. Deletions are indicated by strikeout; additions are in bold type.

A545. Passed or Not Passed Grading

- (A) A regular undergraduate student in good standing may opt to take specific courses on a Passed (P) or Not Passed (NP) basis up to the limits specified in Davis Division Regulation A545(B). (Am. by mail ballot 5/7/74)
- 1) For spring quarter 2020, summer session(s) 2020, ~~and~~ fall quarter 2020, ~~and~~ **winter quarter 2021, and spring quarter 2021**, an undergraduate student not in good standing may opt to take specific courses on a Passed (P) or Not Passed (NP) basis up to the limits specified in the Davis Division Regulation A545(B) via petition and approval by the dean's office.
- (B) Not more than one-third of the units taken in residence on the Davis campus and presented for graduation by an undergraduate student may be in courses taken on a Passed or Not Passed basis, including courses graded in accordance with Davis Division Regulations A545(C) and A545(D). The faculty of any college or school on the Davis campus may establish regulations that are more restrictive regarding use of the Passed or Not Passed option by its students.
- 1) Spring quarter 2020, ~~and~~ summer session(s) 2020, **fall quarter 2020, and winter quarter 2021, and spring quarter 2021** units taken Passed/Not Passed are exempt from the one-third calculation in both the numerator (Passed/Not Passed units taken) and the denominator (total units taken).
- (C) With approval of the appropriate department or division and of the appropriate committees on courses of instruction, the grades assigned by instructors in specific

undergraduate courses may be, for undergraduate students, Passed or Not Passed only and, for graduate students, Satisfactory or Unsatisfactory only.

- (D) Each special study, directed group study, or other variable-unit undergraduate course shall be graded for undergraduate students on a Passed or Not Passed only basis and for graduate students on a Satisfactory or Unsatisfactory only basis unless specific approval for the use of a letter grade is given by the appropriate committees on courses of instruction.
- (E) For courses being undertaken on a Passed or Not Passed basis, the grade of Passed shall be awarded only for work which otherwise would receive a grade of C- or better. Units thus earned shall be counted in satisfaction of degree requirements, but courses undertaken on a Passed or Not Passed basis shall be disregarded in determining a student's grade point average.

**PROPOSED REVISION OF DAVIS DIVISION REGULATION A546:  
Satisfactory or Unsatisfactory Grading**

Submitted by the Academic Senate Chair.

Endorsed by the Executive Council.

Rationale: The proposed revision to Davis Division Regulation A546: Satisfactory or Unsatisfactory Grading would allow for grading flexibility for graduate students in the winter and spring terms 2021 during the COVID-19 public health emergency.

Proposed Revision: Davis Division Regulation A546 shall be amended as follows. Deletions are indicated by strikeout; additions are in bold type.

A546. Satisfactory or Unsatisfactory Grading

- (A) Under such rules as the Graduate Council and the appropriate program may determine, a graduate student in good standing (or who receives approval from the Office of Graduate Studies) is authorized to undertake, in addition to courses graded on a Satisfactory or Unsatisfactory only basis, one course each term on an optional Satisfactory (S) or Unsatisfactory (U) basis. After a graduate student has been advanced to candidacy for the Ph.D. degree, the student may undertake an unlimited number of courses on a Satisfactory or Unsatisfactory basis. (Am. 9/1/2018)
  - 1) For spring term and summer session(s) 2020: A graduate student in good standing (or who receives approval from the Office of Graduate Studies) is authorized to undertake, in addition to courses graded on a Satisfactory or Unsatisfactory only basis, not more than three courses in each term or session on an optional Satisfactory (S) or Unsatisfactory (U) basis.
  - 2) For fall term 2020, ~~and~~ **winter term 2021, and spring term 2021:** A graduate student in good standing (or who receives approval from the Office of Graduate Studies) is authorized to undertake, in addition to courses graded on a Satisfactory or Unsatisfactory only basis, not more than two courses on an optional Satisfactory (S) or Unsatisfactory (U) basis.
- (B) With the consent of the appropriate program and approval of the Graduate Council and of the Davis Division Committee on Courses of Instruction, the grades assigned in specific graduate courses may be, for graduate students, Satisfactory or Unsatisfactory only and, for undergraduate students, Passed or Not Passed only.
- (C) Students enrolled in individual research or individual study graduate courses (299 or 299D) shall be graded on a Satisfactory or Unsatisfactory only basis.

- (D) In courses being undertaken on a Satisfactory or Unsatisfactory basis, the grade of Satisfactory shall be awarded only for work which otherwise would receive a grade of B- or better and shall be awarded in undergraduate courses only for work which otherwise would receive a grade of C- or better. Units thus earned shall be counted in satisfaction of degree requirements but disregarded in determining a student's grade point average. No credit shall be allowed for work graded Unsatisfactory.



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

**UNIVERSITY OF CALIFORNIA  
DAVIS**

**REVISED JANUARY 2021**

## **BYLAWS**

### **PART I. FUNCTION**

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

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

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

### **PART III. MEETINGS**

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

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

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

9. (A) Committees of the Faculty include standing committees and special committees. These are made up of members of the Academic Senate, representatives of the Academic Federation, and others as applicable. These committees may be constituted of elected members and representatives, appointed members and representatives, and ex officio members and representatives. The Executive Committee can appoint an additional committee member(s) and representatives(s) on an ad hoc basis whenever the workload increases. Members and representatives of standing committees are appointed annually beginning September 1, and they are expected to serve a term of three years. Continuity is accomplished by appointing some new members and representatives each year with the expectation that each member and representative will serve for three years (Am. 11-28-83; 6-4-84; 5-21-91; 6-5-96; 6-9-05; 6-7-07; Am. and Renum. 5-23-18).
- (B) The annual reports of the standing committees shall be presented at the annual meeting of the spring term (Am. 5-28-75; 5-21-91; 6-5-96; 6-9-05).
- (C) Special committees are created by action of the Executive Committee. Unless otherwise specified at the time of creation of a committee, the members and representatives shall be appointed by the Executive Committee for terms not to exceed one year. Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment. No special committee, however, shall be appointed or elected to perform any duties assigned to a regular standing committee. Only members of the Academic Senate shall be eligible to vote when a special committee is taking action on any matter for the Academic Senate, including matters relating to courses and programs of instruction, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Members of the Academic Federation are given the right to vote on other questions (Am. 5-28-75; 6-5-96; Am. and Renum. 5-23-18).
10. Executive Committee

The Executive Committee shall consist of eight **elected** members of the Academic Senate and four **elected** representatives of the Academic Federation, as defined in Part II, one nonvoting undergraduate student and one nonvoting graduate student representative, and the following

as nonvoting ex officio members: the dean of the college and an associate dean selected by the dean of the college. The eight members of the Academic Senate and four representatives of the Academic Federation serve three-year terms. Term start dates should be staggered to ideally elect four new Academic Senate and one to two new Academic Federation members each year. If the terms of more than four Academic Senate members end at the same time, terms may be extended one year to re-balance start dates, at the discretion of the CA&ES Faculty Executive Committee. The divisions of Human and Environmental Sciences are each represented by two of the eight Academic Senate members and by one of the four Academic Federation representatives. The division of Agricultural Sciences is represented by four of the eight Academic Senate members and by two of the four Academic Federation representatives. A designated Executive Committee member shall serve as liaison for the college with campus libraries on matters of education.

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

The undergraduate student representatives are selected through a call by the college Committee on Committees. The committee solicits applications from volunteers who note their committee interest, current GPA and grade level. On this basis, the students are invited to participate. The chosen students are required to complete FERPA certification to ensure student confidentiality (Am. 5-21-91; 6-6-94; 6-5-96; 6-10-98; 6-7-00; 6-9-05; 6-7-07; Am. and Renum. 5-23-18; Am. 6-4-20).

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

- (1) To coordinate the actions and affairs of the Academic Senate and the Academic Federation of the college (Am. 6-6-94);
- (2) To recommend to the college members of the Academic Senate and Academic Federation the appointive members and representatives of all standing committees as prescribed in these bylaws (Renum. 2-22-94; Am. 6-5-96, 5-23-18);
- (3) To appoint members and representatives of special committees as may be authorized (Renum. 2-22-94; Am. 5-23-18);
- (4) To receive requests that may require committee action and to direct such requests to the appropriate committee or committees (Am. 6-1-67; Renum. 2-22-94, Am. 6-9-05);
- (5) To serve as liaison between standing and special committees of the college and between those committees and the UC Davis Division of the Academic Senate. Examples of standing and special meetings include the Academic Senate Chairs Orientation meeting in September, CA&ES chairs meetings and other special committees. The Executive Committee should provide for representation at these meetings or arrange for updates to ensure the committee is apprised of Academic Senate and college activities (Am. 6-1-67; Renum. 2-22-94; Am. 6-6-94; 6-5-96, Am. 6-9-05; 5-23-18);
- (6) To serve as the primary (but non-exclusive) Academic Senate consultative body for the administration of the College of Agricultural and Environmental Sciences on all policy and procedural changes to academic affairs, including faculty hiring. To consider administrative matters referred to it by the dean of the college (Renum. 2-22-94, Am. 6-4-20);

- (7) During fall quarter to consider the list of members of the Academic Senate and representatives of the Academic Federation as specified in Bylaw 15C (En. 6-5-96. Am. and Renum. 6-9-05; Am. 5-23-18);
  - (8) During spring quarter to consider changes in membership of the Academic Senate and representatives of the Academic Federation as specified in Bylaw 15C (En. 6-5-96. Am. and Renum. 6-9-05; Am. 5-23-18); and
  - (9) To cooperate with the library committees of the UC Davis Division of the Academic Senate and represent the College Academic Senate and Academic Federation with respect to the library on issues of education (En. 6-10-98, Am. and Renum. 6-9-05).
- (B) The chair of the committee is authorized to confer with the chair of the Committee on Committees of the UC Davis Division of the Senate to arrange liaison between the two committees (Am. 6-9-05).
- (C) Officers
- (1) Chair and Vice Chair
 

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

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

- (G) The Executive Committee shall have power to receive and act upon resignations, to decide when vacancies occur, and to make appointments to fill vacancies in standing and special committees. Substitutes may be appointed in cases of illness or emergency (Am. 5-21-91; 6-5-96; Renum. 6-9-05; Am. 5-23-18).
- (H) The Executive Committee shall make its own rules of procedure consistent with the bylaws (Am. 6-1-67; 6-5-96; Renum. 6-9-05).
- (I) At least five academic days prior to the regular meeting of the spring term, the Executive Committee shall distribute to the members of the Academic Senate and Academic Federation of the college a list of the proposed members and representatives of the various standing committees. The ex officio members and representatives and the proposed chairs of such committees shall be designated. Members of the Executive Committee shall be eligible to serve as members or representatives and as chairs of committees. At the regular meeting of the spring term, the Executive Committee shall report its recommendations for consideration by the Academic Senate and Academic Federation. Acceptance of the report of the Executive Committee by the Academic Senate and Academic Federation with or without amendments, shall constitute appointment of proposed members and representatives of standing committees (Renum. 6-5-05; Am. 5-23-18).

#### 11. Graduate Education Committee

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

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

#### 12. Student Actions and Commencement Awards Committee

This committee shall consist of five appointed members of the Academic Senate representing differing areas of interest and expertise, two appointed representatives of the Academic Federation, two nonvoting undergraduate student representatives, one nonvoting Dean's Office staff, and, as a nonvoting ex officio member, an associate dean of the college selected by the

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

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

### 13. Undergraduate Majors and Courses Committee

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

- (A) Review all proposals to add new majors or to change or delete existing majors and to make recommendations for appropriate action to the Executive Committee which will then

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

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

14. Undergraduate Program Review Committee

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

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

15. Rules and Jurisdiction Committee

This committee shall consist of at least two members and one representative. Two members shall be selected from the Academic Senate and one representative shall be selected from the Academic Federation. The committee chair shall be selected from the committee membership



by the Executive Committee. The duties of this Committee shall be to: (Am. 11-30-87; 5-21-91; Renum. 2-22-94; Am. 6-5-96; 6-9-05; Am. and Renum. 5-23-18)

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

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

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

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

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

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

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

### **19. Definitions**

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

### **20. Election of the Executive Committee**

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

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

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

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

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

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

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

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

#### **(B) Notice of Election**

The secretary shall send to each college member of the Academic Senate and Academic Federation a notice that nominations for Academic Senate members and Academic Federation representatives on the Executive Committee will be received by the secretary

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

(C) Nominations

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

(D) Voting

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

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

(E) Counting the Ballots

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

(F) Votes Required

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

(G) Ballot Validity

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

(H) Vacancy in an Unexpired Term

The Executive Committee shall arrange to fill a vacancy in an unexpired term either by calling a special election or by appointment of the programmatic area candidate in the previous election, who received the next greatest number of votes after the successful candidate. If placement is filled by election, the Executive Committee can determine the length of term, but no longer than the normal three-year term (Am. 11-30-71; 11-21-72; 6-6-94; 6-10-98; Renum. 5-23-18).

(I) Announcement

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

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

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

(A) Issues related to matters under Academic Senate purview

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

(B) Issues related to other matters

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

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

## REGULATIONS OF THE COLLEGE

### PART I. REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

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

22. The degree of Bachelor of Science will be awarded to those candidates who satisfy the general university requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the college (Reg. 23). (For an exception, see Academic Senate Reg. 642.) (Am. and Renum. 3-16-76; Renum. 2-22-94; Am. and Renum. 5-23-18).

23. College Requirements (Renum. 3-16-76; 5-23-18)

- (A) Each candidate must complete a program of study as prescribed in a major approved by the Undergraduate Majors and Courses Committee and published in the UC Davis General Catalog. The program of study constituting a major, as published in the General Catalog, shall include a specification of depth subject matter courses. The candidate must attain a grade point average of at least 2.000 for these courses. The candidate must complete all required courses for the major on a letter-graded basis, unless courses are only offered on a Passed/Not Passed basis (Am. 3-16-76; 5-13-83; 11-28-83; 2-14-84; 5-21-91; 6-10-98; Renum. 2-22-94; Am. 6-9-05; 5-23-18; 5-16-19).

For Spring 2020, the requirement that courses within the majors of the CA&ES to be taken for a letter grade shall be waived **for students in good academic standing**. Courses taken for P/NP in satisfaction of major requirements will not be factored into a student's GPA calculation. This amendment shall be extended to apply to Summer Sessions I and II, 2020, Fall 2020 and Winter 2021 (Am. 6-4-20 and 1-4-21).

For Spring quarter 2020, an undergraduate student in the CA&ES who is not in good academic standing may opt to take specific major requirements on a Passed (P) or Not Passed (NP) basis up to the limits specified in the Davis Division Regulation A545(B) via petition and approval by the CA&ES Dean's office. Courses taken for P/NP in satisfaction of major requirements will not be factored into a student's GPA calculation. This amendment shall be extended to apply to Summer Sessions I and II, 2020, Fall 2020 and Winter 2021 (Am. 6-4-20 and 1-4-21).

- (B) A minimum of 180 quarter units is required for the degree (Am. 11-26-90; 6-10-98)
- (C) No more than 6 units of Physical Education 1 and/or 6 and no more than 20 units of Internship 92 and 192 and courses numbered 90X, 92, 97T, 97TC, 99, 190C, 190X, 192, 197T, 197TC or 199 may be counted toward the total of 180 units for the degree. A maximum of 12 units of Internship 92 and 192 is permitted. Credit will not be given for 192, 199 numbered courses prior to completion of 84 units (Am. 6-1-67; 5-24-77; 6-3-85; 5-21-91; 11-23-92; 6-10-98; 5-23-18).
- (D) At least 54 of the 180 units must be in upper division or graduate courses except that a maximum of 9 units in graduate level courses (200 series) and professional courses (300 and 400 series) will be accepted toward satisfaction of this requirement (Am. 5-23-18).
- (E) Satisfactory fulfillment of the English composition requirement. The English Composition requirement may be met in one of three ways: (Am. 5-23-18)

- (1) Either two courses emphasizing written expression or one course emphasizing written expression and one course emphasizing oral expression, with a grade of C- (or P) or better. The following UC Davis courses satisfy this requirement (Am. 5-23-18):
    - (a) One course must be selected from English 3, University Writing Program 1, 18, 19, 101, 102 series or 104 series (courses with primary emphasis in writing) (Am. 5-23-18); and
    - (b) One course selected from the courses not selected above, or from Communication 1, Comparative Literature 1, 2, 3, 4, or Native American Studies 5 (courses emphasizing either writing or speaking skills) (En. 5-28-75; Eff. Fall 1978; 6-3-85; Am. 11-26-90; 6-6-78; 6-1-95; 6-10-98; 6-9-99; 6-10-00; 5-23-18);
  - (2) Advanced Placement English score of 4 of 5 PLUS any course listed in 1(a) or 1(b) above EXCEPT University Writing Program 1 or English 3 (En. 11-26-90; Am. 6-10-98; 5-23-18)
- OR**
- (3) by passing the English Composition Examination administered by the College of Letters and Science upon completion of 70 units of degree credit (the examination does not yield credit) (Am. 5-23-18).

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

#### 24. Majors

The requirements for a major normally originate with the Academic Senate of a department (departmental majors) or an undergraduate group (interdepartmental or intercollege majors) and are finally approved for the Academic Senate of the college by the Undergraduate Majors and Courses Committee. An acceptable major prescribes a plan of study designed to explore an area systematically, to assure that all students pursuing that major will acquire specified common

knowledge while being encouraged in pursuit of their individual educational goals. An approved new major or modification of an existing major shall not become effective until published in the UC Davis General Catalog or a supplement (En. 3-16-76; 5-21-91; Renum. 2-22-94; Am. 6-10-98; 6-9-05; Am. and Renum. 5-23-18).

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

- (A) A student in good academic standing and with a minimum grade point average of 2.000 in the upper division courses taken toward the major may elect to declare simultaneously more than one major within the college or a combination of majors offered by the college and other undergraduate colleges on campus. Declaration of multiple majors is subject to the approval of the departments, programs or divisions in charge of the majors involved and the dean of the college (Am. 6-9-05).
- (B) Combinations of majors offered by a single department, program or division are not allowed (Am. 6-9-05).
- (C) Approval of a request to declare more than one major is subject to the criteria for specifying minimal overlap between the programs: (Am. 6-9-05)
  - (1) Eighty percent of the upper division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction toward the upper division unit requirements of any of the other selected majors. Courses with substantial overlap in content will not count as part of the 80 percent.
  - (2) Departmental advisors may approve only one course for substitution when considering the 80 percent in upper division courses and units required for each major (Am. 6-9-05).
  - (3) When unit requirements of the majors included in a request differ, the major with the smaller number of upper division units required should be used to compute the minimal unit difference that must be met (En. 5-1-03).

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

- (A) A minor will normally consist of a minimum of 18 to 24 units of upper division work. A grade point average of at least 2.000 is required for courses taken to fulfill the minor. The Passed/Not Passed option cannot be used for courses taken to fulfill minor requirements, unless the required course is only offered passed/not passed (En. 5-21-91; Am. 5-16-19).

For Spring 2020, the requirement that courses within the minors of the CA&ES to be taken for a letter grade shall be waived **for students in good academic standing**. Courses taken for P/NP in satisfaction of minor requirements will not be factored into a student's GPA calculation. This amendment shall be extended to apply to Summer Sessions I and II, 2020, Fall 2020 and Winter 2021 (Am. 6-4-20 and 1-4-21).

For Spring quarter 2020, an undergraduate student in the CA&ES who is not in good academic standing may opt to take specific minor requirements on a Passed (P) or Not Passed (NP) basis up to the limits specified in the Davis Division Regulation A545(B) via petition and approval by the CA&ES Dean's office. Courses taken for P/NP in satisfaction of minor requirements will not be factored into a student's GPA calculation. This amendment shall be extended to apply to Summer Sessions I and II, 2020, Fall 2020 and Winter 2021 (Am. 6-4-20 and 1-4-21).

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



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

### **27. Academic Advising**

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

### **28. (A) Major Declaration**

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

### **(B) Major Certification**

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

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

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

### **30. Academic Probation or Disqualification**

Academic probation or disqualification of students in the college shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A540 and A552). The dean of the college is designated by the Academic Senate as its agent in administering these regulations, in conformance with policies recommended by the Student Actions and Commencement Awards Committee. The dean may request, from the student's advisor or the master advisor for the major, advice about any case involving probation or disqualification (En. 3-16-72; Am. 5-21-91; Renum. 2-22-94; Am. 6-9-05; Am. 6-7-07; Am. and Renum. 5-23-18).

### PART III. HONORS

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

32. Undergraduate Honors

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

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

33. Honors with the Bachelor's Degree

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

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# FACULTY OF THE COLLEGE OF ENGINEERING

## BYLAWS

### PART I FUNCTIONS

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

### PART II MEMBERSHIP

2. (A) The Faculty of the College of Engineering shall consist of:
  - (1) The President of the University;
  - (2) The Chancellor of the Davis campus;
  - (3) The Dean of the College of Engineering, the deans, or their designated representatives, of all other colleges and schools at Davis, the Dean of Graduate Studies at Davis, and the Dean of University Extension; (Am. 2/27/74, 11/10/99)
  - (4) The Registrar of the Davis campus;
  - (5) The Librarian of the Davis campus;
  - (6) All other members of the Academic Senate who fall within the following classifications:
    - (a) All members of the departments and divisions under the jurisdiction of the College of Engineering;
    - (b) Such other persons as the Faculty may approve on recommendation of the Dean of the College of Engineering by reason of their contribution, in teaching or in research, to the field of engineering. (Renum. 11/10/99)
- (B) Only a voting member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Engineering or hold the position of Chair. (Academic Senate By-Law 34)

### PART III OFFICERS

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

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

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

#### PART IV MEETINGS

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

#### PART V QUORUM

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

#### PART VI REPRESENTATION ON OTHER FACULTIES

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

#### PART VII COMMITTEES

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

- (E) A majority of the membership, excluding vacancies noted in the records of the Vice-Chair, shall constitute a quorum for the transaction of business by Executive Committee. There shall be no votes by proxy.
- (F) The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and chairs of all standing committees of the Faculty other than the Executive Committee. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year. (Am. 10/9/68; Renum. and Am. 11/10/99)
- (G) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty. (Renum. and Am. 11/10/99)
- (H) The Executive Committee shall consider administrative matters referred to it by the Dean.
- (I) The Vice-Chair shall provide the Faculty with written minutes of each Executive Committee meeting within ten academic days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically. (Am. 5/21/09)
- (J) The Committee shall coordinate and communicate on matters related to the Distance Learning Program (DLP) with the Office of the Dean of Engineering and oversee the DLP contract renewal process, ultimately providing advice prior to contract renewal. (Am. 4/7/17)

17. Committee on Undergraduate Educational Policy

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

candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123. (Am. 5/13/98, 5/21/09)

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

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

19. Committee on Graduate Study

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

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

- (A) There shall be a Committee on Student Recruitment, Development and Welfare composed of one representative from each department and division of the College of Engineering offering an undergraduate or graduate curriculum. The Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, the directors of special programs within the College, the Director of Undergraduate Affairs, and the Advising Assistant shall serve as permanent *ex officio* members of this Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. Meetings shall be held at least once each quarter and will include an annual update on the College's student development programs. (Am. 6/1/20)
- (B) The Committee shall provide guidance and recommendations to special student programs, and shall develop and maintain yearly reviews of student progress and activities in each of these programs.
- (C) The Committee shall act as a campus liaison for, and assist in the coordination of new student development programs.
- (D) The Committee will solicit, audition, and select the College of Engineering Commencement Student Speaker to address the graduates. (Am. 5/16/03)

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

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

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

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

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

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

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

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



## PART VIII ORDER OF BUSINESS

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

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

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

## PART IX SUSPENSION OF RULES

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

## PART X RECOMMENDATIONS TO THE ACADEMIC SENATE

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

## PART XI PROCEDURES

27. Definitions

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

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

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

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

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

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

31. The bylaws of the Faculty of the College of Engineering may be added to, amended, or repealed by a two-third vote of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded, and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Votes will be conducted electronically during a two-week period, immediately after the proposed bylaw changes have been debated at a meeting of the College of Engineering Faculty. Results will not be valid unless 25% of the membership participates in the electronic vote. (Am. 6/1/20)

The regulations of the Faculty of the College of Engineering may be added to, amended or repealed by a majority vote of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Votes will be conducted electronically during a two-week period, immediately after the proposed regulation change has been debated at a meeting of the College of Engineering Faculty. Results will not be valid unless 25% of the membership participates in the electronic vote. (Am. 5/17/06, 5/21/14, 6/1/20)

A vote of the membership shall not be required to correct minor spelling errors. (Am. 6/1/20)

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

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

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

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

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

# REGULATIONS

## PART I REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

35. The degree of Bachelor of Science in Engineering will be awarded to those candidates who satisfy the general University requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the College of Engineering (Reg. 52). (For an exception relating to withdrawal to enter military service, see Academic Senate Reg. 642.) (Am. and Renum. 5/18/77)
36. College Requirements
- (A) Each candidate must complete a program of study under an approved curriculum in Engineering, totaling at least 180 units. (Renum. 5/18/77)
  - (B) Degree credit in the College of Engineering is not allowed for any course (such as Trigonometry), which is equivalent to a matriculation subject. (Renum. 5/18/77)
  - (C) The Faculty of the College of Engineering may prescribe special or comprehensive examinations or may otherwise test student preparation and achievement, and may specify course-work alternatives to passing such examinations. No student shall be recommended for a degree until he or she shall have fulfilled degree requirements as stated in the General Catalog for the academic year in which degree work is completed, or as in the catalog, for the immediately preceding academic year. (Am. 5/23/79, 2/14/96; Renum. 5/18/77, 5/27/81, 5/23/12)
  - (D) No unit of coursework may be used to satisfy two different degree requirements, except under any of the following conditions:
    - 1) Course units used to satisfy both GE-3 requirements and course requirements for the major.
    - 2) When the catalog specifically states that course units may be used to satisfy two different degree requirements.
    - 3) Units for permitted double majors within the College of Engineering. (Am. 5/23/12)
  - (E) In order to ensure that students graduate with the most current engineering knowledge, College of Engineering Students must complete the major requirements in effect in the academic year of graduation or in the immediately preceding academic year. (Am. 5/23/12)
  - (F) Students will complete any version of the general education requirement in effect between the time of matriculation and graduation. Readmitted students will complete the general education requirement in effect at the time of readmission. (Am. 5/23/12, 6/3/15)
  - (G) In addition to meeting the university scholarship requirement, College of Engineering students are required to maintain at least a 2.000 grade point average for all undergraduate course work within the College of Engineering at UC Davis.
37. Curricula
- (A) Each curriculum shall consist of a specified Lower Division Program (or, for students who transfer into the College with more than 90 quarter units, an equivalent program) and one of several specified Upper Division Programs. (Am. 2/25/70; Am. and Renum. 5/18/77, Am. and Renum 5/10/89. Am. 2/14/96)
  - (B) Each curriculum must include:
    - (1) One year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline.

- (2) One and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study.
- (3) A general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.

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

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

### 38. Limitation on Credit for University Extension Courses

- (A) Students may apply credit earned in University Extension courses toward the unit requirement of their major only when written approval has been obtained from the dean before registration.
- (B) A maximum of 16 units may be applied toward degree requirements. (Am. 5/23/12)

## PART II STUDY LISTS AND ADVISING

### 39. Advisees

Each undergraduate student shall be assigned to a faculty advisor or staff advisor. Each student will be required to consult his or her advisor regarding his or her proposed program of study. (Am. 5/10/72, 2/14/96, 6/1/20; Renum. 5/18/77)

### 40. Passed/Not Passed Option

Students enrolled in any undergraduate major within the College of Engineering may not exercise Passed/Not Passed grading for any coursework offered by the College of Engineering nor for satisfaction of course requirements towards their degree with the exception of GE requirements as follows: GE courses or unrestricted electives taken outside the College of Engineering, up to 16 units, may be taken for P/NP grading. Courses offered only on a P/NP basis (e.g., Engineering 199's), are acceptable for specific program area degree requirements. (Am. 4/11/67, 5/16/68, 5/14/69, 6/3/70, 5/12/71, 2/16/77, 5/10/95, 2/14/96, 4/7/17; Renum. 5/18/77)

For Spring 2020, the P/NP grading option will be allowed for courses offered by the College of Engineering and any other coursework completed in satisfaction of engineering degree requirements, for students in good academic standing. In calculating the total number of units completed with P/NP grading, units completed with P/NP grading during Spring Quarter 2020 will be excluded from the total allowable units, effective immediately. (Am. 3/26/20.)

### 41. Academic Probation or Disqualification

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

## PART III ADMISSION OR ADVANCEMENT TO UPPER DIVISION

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

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

#### PART IV HONORS AT GRADUATION

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

#### PART V MINORS WITHIN THE COLLEGE OF ENGINEERING

45. Minors. Departments may establish optional minors, including interdisciplinary minors. An interdisciplinary minor is defined as one that is sponsored by a single department or program and for which the course requirements are divided approximately equally between two departments or are taken from three or more departments. A student may elect to satisfy the requirements of one or more minors. Completion of a minor shall not be required for the degree. At the request of the student, completion of minors will be certified on the student's undergraduate transcript (Am. 6/3/15, Am. 6/1/20).

- (A) A minor shall typically consist of 18 to 24 units of upper division courses specified by the department or curriculum committee offering the minor.
  - (1) When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, a single lower division course may be included as part of the minor in lieu of an equal number of units in upper division courses.
  - (2) All minor programs are subject to review and approval by the College of Engineering Committee on Undergraduate Educational Policy.
- (B) Minimum GPA required for successful completion of any minor is no less than a 2.000 in all courses counted toward the minor.
- (C) Departments are expected to delineate the requirements for a minor within their department.
  - (1) Students in the college may receive certification of completion of an approved minor offered by another undergraduate college on the Davis campus.
  - (2) Students must request certification of completion of a minor on the transcript by filing a Declaration of Intent to Complete a Minor first within the department offering the minor, and then filing the Declaration with the Engineering Undergraduate Office no later than the end of the quarter preceding the quarter of graduation.

#### PART VI ENFORCEMENT OF PREREQUISITES IN UNDERGRADUATE ENGINEERING COURSES

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