

MEETING CALL  
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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| 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                           |   |
| b. Remarks by GSA Chair Jonathan Minnick                                    |   |
| c. Remarks by ASUCD President Kyle Krueger                                  |   |

*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 |
| f. *Annual Report of the Committee on Academic Freedom and Responsibility      | 19 |
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| p. *Annual Report of the Graduate Council                                      | 39 |
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\*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

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

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y. *Annual Report of the Committee on Undergraduate Scholarships, Honors, and Prizes	73
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a. Revised College of Engineering Bylaws and Regulations	81
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Judy Van de Water, Secretary  
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, June 4, 2020

2:10 – 4:00 p.m.

Zoom

	<u>Page No.</u>
1. Approval of the April 16, 2020 Meeting Summary	2
2. Announcements by the President - None	
3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
5. Announcements by the Deans, Directors or other Executive Officers – None	
6. Special Orders	
a. Remarks by the Divisional Chair – Prof. Kristin Lagattuta	
• Distinguished Professor Robert Powell won the systemwide Oliver Johnson award	
• A new vice chancellor of Student Affairs has been appointed, and a new provost will be appointed soon	
• Merit and promotions still slated to continue in 2020-21	
• The recommendations of the Standardized Testing Task Force were not followed; use of the SAT will be discontinued	
7. Unfinished Business - None	
8. Reports of Standing Committees	
a. Committee on Elections, Rules, and Jurisdiction	
i. Proposed Revision Davis Division Regulation A545: Passed or Not Passed Grading	3
• 72 in favor, 1 opposed. Approved.	
ii. Proposed Revision to Davis Division Regulation 521: UC Entry Level Writing Requirement	5
• 73 in favor, 0 opposed. Approved.	
9. New Business	
a. Step Plus Special Committee Report	
• 69 in favor, 2 opposed. Report is endorsed.	
10. Informational Items	
a. *2020-2021 Academic Senate Standing Committee Appointments	136
b. Revision of Davis Division Bylaw 88: Public Service Committee	141
c. Revision of Graduate School of Management (GSM) Bylaws	143

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

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# **ANNUAL REPORT**

## **COMMITTEE ON ACADEMIC PERSONNEL – OVERSIGHT COMMITTEE**

### **2019-20**

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

### **Academic Personnel Actions**

During the 2019-20 committee year (9/1/19-8/31/20), CAP met 41 times and considered over 556<sup>1</sup> agenda items. The committee provided advice on numerous issues related to academic personnel. These included 26 "Change-of-Title" actions, 10 Endowed Chair actions, 2 Deferrals, 4 Five-Year Reviews, 3 Emeritus Status actions, and 1 appointments or reappointments as Department Chair. CAP also evaluated 31 Initial Continuing Appointments for Lecturers. Of the 487<sup>2</sup> academic personnel actions that both CAP and the VPAA reviewed at the time of this report, the VPAA disagreed with CAP's recommendation 34 times (about 7%). In most of these cases, CAP's recommendation included majority and minority votes.

Overall, both CAP and the FPCs made negative recommendations in fewer than 4% of the cases. This reflects the high quality of research and teaching that is performed by the vast majority of the faculty at UC Davis.

### **Step Plus Implementation**

The 2019-20 academic year was the sixth year of Step Plus implementation for all Academic Senate titles and was the third year that accelerations in time for merits were not allowed (except for promotion). The Step Plus system was designed to allow evaluations to be done in a more timely and efficient manner, to reward faculty for outstanding performance in teaching and service in addition to research, and to eliminate the need for faculty to specifically request greater than normal advancement.

[Appendix D](#) provides a summary of CAP's recommendations on non-redelegated Step Plus promotion cases. CAP reviewed a total of 138 Step Plus promotions during the 2019-20 academic year. CAP agreed with the department recommendation in 54% of cases (n=75). CAP recommended an additional 0.5-step or an additional 1.0-step promotion above and beyond department recommendations in 14% of cases (n=19). CAP recommended 0.5-or 1.0-step below the department recommendation in 22% of cases (n=31). CAP recommended a lateral promotion in 5% of cases (n=7). CAP recommended a merit increase in lieu of a promotion in 2% of cases (n=3). CAP did not recommend promotion in 2% of cases (n=3).

[Appendix E](#) provides a summary of CAP's recommendations for non-redelegated Step Plus merit cases. CAP reviewed a total of 168 Step Plus merits during the 2019-20 academic year. CAP agreed with the department recommendation in 48% of cases (n=80). CAP recommended an additional 0.5-step or an additional 1.0-step merit in 2% of cases (n=4). CAP recommended 0.5-or 1.0-step below the

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<sup>1</sup> During the 2019-2020 academic year, CAP reviewed some actions that were effective in another year (i.e. 17-18 and 18-19). This report analyzes all actions reviewed in 2019-20 including those effective in another year.

<sup>2</sup> Final decision information is not yet available for 23 cases.

department recommendation in 42% of cases (n=71). CAP did not recommend merit advancement in 8% of cases (n=13).

### **Step 6 Merit Actions**

CAP continues to experience difficulties with some cases for advancement to Professor, Step 6 (and for above scale, as outlined below). The requirement for outside letters was discontinued in the 2014-15 academic year. However, Step 6 is still a barrier step and is subject to the criteria set forth in APM 220-18.b.4 and UCD-APM 220.IV.C.4a, including an expectation that “Advancement to Step VI usually will not occur after less than three years of service at Step V.” Department Chairs and Deans should ensure that candidates are aware of this policy. Though Step Plus guidelines may allow candidates to be advanced an additional half-step or step, provided that they demonstrate “evidence of a meritorious record of accomplishments in all areas of review,” the APM dictates the eligibility criteria for advancement to and across barrier step 6.

Therefore, in the absence of outside letters, department letters should be **very** clear in addressing the Step 6 criteria, and should provide the type of information that was previously gathered from outside letters, including how the candidate has demonstrated “sustained and continuing excellence” in all three categories as well as “great academic distinction, recognized nationally.”

Department Chairs should reference the standards for research, teaching, and service as described in the APM. CAP notes that such information continues to be largely absent from the Department Chair and Deans’ letters, suggesting that Step 6 is being regarded as a normal advancement rather than a barrier step. This is further reflected in Department voting patterns and comments, which do not always appear to take the barrier step into account.

If the Department Chair and Dean’s letters do not clearly explain how the candidate has met the criteria outlined in the APM for advancing over this barrier step, CAP will send the dossier back and request that extramural letters be submitted with the packet.

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

### **Above Scale Merit Actions**

As with advancement to Professor Step 6, advancement to above scale has specific criteria in the APM, including the requirement that “Except in rare and compelling cases, advancement will not occur after less than four years at Step IX.” It is important for candidates, Department Chairs, and Deans to understand the APM policy and the high expectations for advancement to above scale. If candidates are not yet at Professor Step 9, they should be made aware of the “rare and compelling” requirement to advance to above scale.

Department Chairs should reference the high standards for research, teaching, and service as described in APM 220 to help ensure understanding of the criteria for advancement to Above Scale (and Further-Above-Scale) actions. Moreover, departments should note the normative period for advancement to above scale and explain in relevant cases (i.e., where the candidate has not spent normative time at Professor Step 9) how they meet the requirement of “rare and compelling.”

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

### **Further Above Scale**

To advance further above scale, the APM requires that the candidate provide “new evidence of merit and distinction. Continued good service is not an adequate justification.”

### **Late Appointment Actions**

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

### **Dossier Accuracy**

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

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

### **Discussion Items/Requests for Consultation**

Other items that CAP discussed include: APM revisions (systemwide and campus), Proposed New Presidential Policy on Gender Recognition and Lived Name, Diversity and Inclusion Statements, and COVID-19 and advancement actions.

### **Promotions**

For promotions to Associate Professor (n=72) and Professor (n=66), CAP recommended promotion in 132 of 138 cases. CAP recommended the promotion proposed by the department in 75 cases. CAP modified recommendations from the department in 60 cases (i.e., CAP recommended an alternate step for promotion or recommended merit in lieu of promotion). CAP recommended no advancement in 3 cases.

### **Accelerated Actions in Time**

[Appendix B](#) lists the accelerated promotions that came to CAP (as noted, accelerations in time were not an option for normal merit actions in 2019-20). Faculty who received favorable recommendations for a multi-year acceleration generally had received some major recognition nationally or internationally, had superior scholarly achievements, were excellent teachers, and had meritorious service. At the upper levels of the professoriate, the expectation of excellence in all areas increases with each step.

### **Career Equity Reviews**

*Career Equity Reviews* occur concurrent with a merit or promotion action for faculty who (1) hold an eligible title, and (2) have not been reviewed by CAP during the previous four academic years. The purpose of career equity reviews is to address potential inequities that may have originated at the point

of hire and/or during a faculty member's career. Career equity reviews consider the entire record of the individual to determine whether their current placement on the academic ladder is consistent with that of other faculty at equal or higher rank and step. Career Equity Reviews can also be initiated independent of a merit or promotion action. In 2019-20, CAP conducted 4 career equity reviews that was initiated at a lower level of review. As noted above, CAP also examines equity for every case that it reviews and recommends equity adjustments when appropriate.

### **Five-Year Reviews**

CAP conducted 4 five-year reviews, recommending "advancement, performance satisfactory" in 0 cases, recommending "no advancement, performance satisfactory" in 4 cases and recommending "no advancement, performance unsatisfactory" in 0 cases.

### **Initial Continuing Appointments for Lecturers**

CAP reviewed and made recommendations on 31 initial continuing non-Senate appointments in 2019-20. CAP recommended appointment in 30 cases and recommended against appointment in 1 case. Teaching excellence is the primary requirement for a continuing appointment.

### **Accelerated Merits for Continuing Lecturers**

CAP considers accelerated merit requests for Continuing Lecturers, whereas normal merit advancements are redelegated to the Deans. In recommending accelerations (one or two steps beyond the normal two-salary point advancement), CAP looks for evidence of teaching accomplishments that go beyond teaching excellence (the minimum standard for normal advancement). Such evidence may come in the form of prestigious teaching awards or publication of books that have substantial pedagogical impact. In 2019-20, CAP considered 7 such requests. In 3 cases, CAP agreed with the accelerated merit request proposed by the department. In the remaining 4 cases, CAP recommended a regular merit increase.

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

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

Respectfully submitted,



Robert Gilbertson, Chair

### **CAP's Membership 2019-2020**

Robert Gilbertson, Chair  
Alexander Soshnikov  
Jeannie Darby  
JoAnne Engebrecht  
Kyoungmi Kim



Lisa Tell  
Michelle Yeh  
Neal Fleming  
Paul Hastings  
Kelly Adams, Analyst  
Mary Vasquez, Associate Director

## APPENDIX A: SUMMARY OF CAP ACTIONS

	Yes	Other	No	Total Actions
<b>Appointments</b>	<b>81</b>	<b>33</b>	<b>1</b>	<b>115</b>
Assistant Professor	5	7	0	12
Associate Professor	11	2	0	13
Professor	6	8	0	14
Assistant/Associate/Adjunct Professor	4	1	0	5
Lecturer SOE	0	0	0	0
Lecturer PSOE	1	1	0	2
Via Change in Title	18	8	0	26
Via Change in Department	1	0	0	1
Initial Continuing Non-Senate	25	5	1	31
Endowed Chair Appointment/Reappointment	9	1	0	10
Department Chair Review	1	0	0	1
<b>Promotions</b>	<b>75</b>	<b>60</b>	<b>3</b>	<b>138</b>
Associate Professor	38	28	2	68
Professor	36	29	1	66
Lecturer PSOE	1	3	0	4
<b>Merit Increases</b>	<b>81</b>	<b>81</b>	<b>13</b>	<b>175</b>
Assistant Professor	8	4	0	12
Associate Professor	9	3	3	15
<sup>3</sup> Merit to or across Professor, Step 6	15	16	4	35
<sup>4</sup> Merit to or across Professor, Above Scale	13	12	0	25
Professor, Above Scale to Further Above Scale	8	13	3	24
Other Merit Increases	24	29	3	56
Continuing Lecturer	3	4	0	7
Lecturer PSOE/SOE	1	0	0	1
<b>Miscellaneous Actions</b>	<b>62</b>	<b>29</b>	<b>2</b>	<b>93</b>
Appraisals	42	29	0	71
Career Equity Reviews	0	0	2	2
Deferrals	2	0	0	2
Emeritus	3	0	0	3
Five-Year Reviews	4	0	0	4
POP Screenings	5	0	0	5
Preliminary Assessments	1	0	0	1
Termination Case	0	0	0	0
TOE Screenings	5	0	0	5
<b>TOTAL ACTIONS</b>	<b>299</b>	<b>203</b>	<b>19</b>	<b>521</b>

“Yes” actions are those where CAP’s recommendation agreed with the proposed; “Other” actions are those where CAP’s recommendation differed from what was proposed (e.g., instead of a promotion, a merit increase was recommended or instead of the proposed merit, an additional half-step or step was recommended).

<sup>3</sup> For example: Professor, Step 4 to 6; Professor, Step 5 to 6; Professor, Step 5 to 7; etc.

<sup>4</sup> For example: Professor, Step 8 to Above Scale; Professor 9 to Above Scale; etc.

## APPENDIX B: SUMMARY OF ACCELERATED ACTIONS IN TIME

Acceleration Proposed	Yes	Other	No	Total
1-yr	6	6	2	14
2-yr	3	1	0	4

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

College/Division/ School	FPC Recommendation			Dean's Decision on All Actions			Actions without FPC Review	Total Actions reviewed by FPC
	Yes	Other	No	Yes	Other	No		
CA&ES	43	7	3	45	6	3	1	53
CBS	11	4	0	18	2	0	5	15
COE	29	2	0	29	2	0	0	31
EDU	4	1	0	4	1	0	0	5
GSM	6	0	0	5	1	0	0	6
L&S: HArCS	17	5	0	50	4	0	32	22
L&S: MPS	21	2	0	28	3	0	8	23
L&S: SS	31	11	0	42	11	0	11	42
LAW	4	1	0	4	1	0	0	5
SOM	54	12	5	88	13	3	36	67
SON	4	0	0	4	0	0	0	4
SVM	24	0	0	25	0	0	1	24
<b>TOTAL</b>	<b>248</b>	<b>45</b>	<b>8</b>	<b>342</b>	<b>44</b>	<b>6</b>	<b>94</b>	<b>301**</b>

\*Other indicates modified actions, which are those where the FPC's recommendation differed from what was initially proposed, e.g., instead of a normal merit or promotion a Step Plus (extra 0.5 or 1.0 step) merit or promotion was recommended

\*\*Total actions reviewed by FPC; includes 3 actions without final decisions by the Dean.

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

College/Division/ School	Department Recommendation	CAP Recommendation			TOTAL
		Yes	Other	No	
CA&ES	1.0-step	3	3	2	8
	1.5-step	5	4	0	9
	2.0-step	3	1	0	4
CBS	1.0-step	1	1	0	2
	1.5-step	1	2	0	3
	2.0-step	2	0	0	2
COE	Lateral	1	0	0	1
	1.0-step	1	2	0	3
	1.5-step	2	3	0	5
	2.0-step	1	1	0	2
EDU	1.0-step	0	0	0	0
	1.5-step	1	0	0	1
	2.0-step	0	0	0	0
GSM	Lateral	1	0	0	1
	1.0-step	0	0	0	0
	1.5-step	0	0	0	0
	2.0-step	0	0	0	0
LAW	Lateral	2	0	0	2
	1.0-step	0	0	0	0
	1.5-step	0	0	0	0
	2.0-step	0	0	0	0
L&S: HARCS	1.0-step	5	4	0	9
	1.5-step	3	1	0	4
	2.0-step	1	2	0	3
L&S: MPS	Lateral	1	0	0	1
	1.0-step	2	3	0	5
	1.5-step	1	2	0	3
	2.0-step	1	0	0	1
L&S: SS	1.0-step	0	0	1	1
	1.5-step	4	4	0	8
	2.0-step	5	1	0	6
SOM	1.0-step	12	3	0	15
	1.5-step	7	8	0	15
	2.0-step	1	2	0	3
SON	1.0-step	0	2	0	2
	1.5-step	0	0	0	0
	2.0-step	0	0	0	0
SVM	1.0-step	2	2	0	4
	1.5-step	5	9	0	14
	2.0-step	1	0	0	1
<b>TOTAL ACTIONS</b>		<b>75</b>	<b>60</b>	<b>3</b>	<b>138</b>

**APPENDIX E: SUMMARY OF NON-REDELEGATED STEP PLUS ACTIONS  
(MERITS) <sup>5</sup>**

College/Division/ School	Department Recommendation	CAP Recommendation			TOTAL
		Yes	Other	No	
CA&ES	1.0-step	1	1	0	2
	1.5-step	2	9	3	14
	2.0-step	3	6	0	9
CBS	1.0-step	2	0	0	2
	1.5-step	0	2	0	2
	2.0-step	2	6	0	8
COE	1.0-step	2	0	0	2
	1.5-step	8	2	0	10
	2.0-step	9	5	0	14
EDU	1.0-step	1	0	0	1
	1.5-step	1	0	0	1
	2.0-step	2	0	0	2
GSM	1.0-step	0	0	0	0
	1.5-step	1	0	0	1
	2.0-step	0	1	0	1
LAW	1.0-step	1	0	0	1
	1.5-step	1	1	0	2
	2.0-step	0	0	0	0
L&S: HArCS	1.0-step	0	0	1	1
	1.5-step	2	2	0	4
	2.0-step	1	4	0	5
L&S: MPS	1.0-step	1	0	0	1
	1.5-step	3	1	2	6
	2.0-step	3	2	0	5
L&S: SS	1.0-step	0	0	2	2
	1.5-step	3	0	0	3
	2.0-step	7	13	0	20
SOM	1.0-step	5	1	3	9
	1.5-step	5	7	1	13
	2.0-step	5	3	0	8
SON	1.0-step	0	0	0	0
	1.5-step	1	0	0	1
	2.0-step	0	0	0	0
SVM	1.0-step	0	0	0	0
	1.5-step	7	4	1	12
	2.0-step	1	5	0	6
<b>TOTAL ACTIONS</b>		<b>80</b>	<b>75</b>	<b>13</b>	<b>168</b>

<sup>5</sup> Excludes 7 accelerated Unit 18 Lecturer merits.

**2019-2020 Annual Report  
Davis Division of the Academic Senate**

**Committee on Academic Personnel Appellate Subcommittee  
(CAPAC)**

Total Meetings: 12	Meeting frequency: twice a month and depending upon receipt of appeal(s)	Average hours of committee work each week: 2-3 hours per committee member per appeal
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Total appeals reviewed: 52	Total of reviewed appeals deferred from the previous year: 20 <sup>1</sup>	Total appeals deferred to the coming academic year: (not included in this report) 9
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**Divisional Business:**

**Requests for Consultation and issues considered by the committee:**

None

**Committee policies established or revised:**

None

**Bylaw and Regulation changes approved by the Representative Assembly:**

None

**Systemwide Business:**

**Requests for Consultation and issues considered by the committee:**

None

Respectfully submitted,

David Begun, Chair  
Debra Long, Member  
Jeffrey Stott, Member  
Prasad Naik, Member  
Sashi Kunnath, Member  
Felicia Murdoch, Academic Senate Office Analyst

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<sup>1</sup> Actions deferred from prior year were actions received in summer 2019.

<b>Table 1: Origin of Appeals Reviewed</b>	
<b>School or College</b>	<b># Appeals</b>
School of Medicine	11
College of Letters and Science	17
College of Agricultural & Environmental Sciences	13
College of Engineering	6
College of Biological Sciences	2
School of Education	0
School of Law	0
School of Veterinary Medicine	1
Graduate School of Management	2
School of Nursing	0
<b>Grand Total</b>	<b>52</b>

<b>Table 2: CAPAC Recommendations to the Vice Provost – Academic Affairs (Non-Redelegated Actions)</b>				
<b>Proposed Appeal</b>	<b># Cases</b>	<b>Recommend Approval of Appeal</b>	<b>Recommend Denial of Appeal</b>	<b>Reconsideration<sup>2</sup></b>
Accelerated Promotion	0	0	0	0
1.0 Step Merit, Above Scale	1	1	0	0
1.5 Step Merit, Above Scale	4	1	3	0
2.0 Step Merit, Above Scale	3	1	1	1
1.0 Step Merit, Further Above Scale	1	0	1	0
1.5 Step Merit, Further Above Scale	2	0	2	0
2.0 Step Merit, Further Above Scale	0	0	0	0
1.0 Step Merit	2	0	0	0
1.0 Step Merit – Split	1 (Split)	Split	Split	0
1.5 Step Merit	2	1	2	0
2.0 Step Merit	13	5	8	0
2.5 Step Merit	0	0	0	0
9% Merit	1	0	1	0
1.0 Step Promotion	3	0	3	0
1.5 Step Promotion	1	1	0	0
2.0 Step Promotion	0	0	0	0
1.5 Step – Appeal of Equity Review	1	1	0	0
<b>TOTALS</b>	<b>34</b>	<b>11 (+ 1 split decision)</b>	<b>21 (+ 1 split decision)</b>	<b>1</b>

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



<b>Table 3: CAPAC Recommendations to the Individual Deans (Redelegated Actions)</b>				
<b>Proposed Appeal</b>	<b># Cases</b>	<b>Recommend Approval of Appeal</b>	<b>Recommend Denial of Appeal</b>	<b>Reconsideration<sup>3</sup></b>
Accelerated Promotion	0	0	0	0
1.0 Step Merit, Above Scale	0	0	0	0
1.5 Step Merit, Above Scale	0	0	0	0
2.0 Step Merit, Above Scale	0	0	0	0
1.0 Step Merit, Further Above Scale	0	0	0	0
1.0 Step Merit	7	0	5	2
1.5 Step Merit	9	2	7	0
2.0 Step Merit	2	0	2	0
1.0 Step Promotion	0	0	0	0
1.5 Step Promotion	0	0	0	0
2.0 Step Promotion	0	0	0	0
<b>TOTALS</b>	<b>18</b>	<b>2</b>	<b>14</b>	<b>2</b>

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

**Table 4: CAPAC Recommendation vs. Final Decision**

		CAPAC Recommendation		Final Decision (by Provost or Dean)			
Proposed Appeal	# Cases	Recommend Approval of Appeal	Recommend Denial of Appeal	Approved Appeal	Denied Appeal	Other <sup>4</sup>	Pending Decision <sup>5</sup>
Accelerated Promotion	0	0	0	0	0	0	0
1.0 Step Merit, Above Scale	1	1	0	1	0	0	0
1.5 Step Merit, Above Scale	4	1	3	0	3	0	1
2.0 Step Merit, Above Scale	3 (1 action was sent back as reconsideration)	1	1	0	2	1	0
1.0 Step Merit, Further Above Scale	1	0	1	0	1	0	0
1.5 Step Merit, Further Above Scale	2	0	2	0	2	0	0
2.0 Step Merit, Further Above Scale	0	0	0	0	0	0	0
1.0 Step Merit	9 (2 actions were sent back as reconsideration)	2	5	2	4	2	2
1.0 Step Merit – Split	1	1	1	1	0	0	0
1.5 Step Merit	11	2	9	1	2	0	6
2.0 Step Merit	15	5	10	7	5	0	3
1.0 Step Promotion	3	0	3	2	1	0	0
1.5 Step Promotion	1	1	0	1	0	0	0
2.0 Step Promotion	0	0	0	0	0	0	0
1.5 Step – Appeal of Equity Review	1	1	0	1	0	0	0
9% merit	1	0	1	1	0	0	0
Lateral Promotion	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>53<sup>6</sup></b>	<b>15</b>	<b>36</b>	<b>17</b>	<b>20</b>	<b>3</b>	<b>12</b>

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

<sup>5</sup> Final decision authority has not made its final decision on the appeal action.

<sup>6</sup> There were 52 actions for 2019-2020 academic year. This total indicates 53 because one of the actions the Committee had a split decision.

**2019-2020 Annual Report  
Davis Division of the Academic Senate**

**Committee on Academic Freedom & Responsibility**

Total Meetings: 2	Meeting frequency: Approx. 1 per quarter.	Average hours of committee work each week: varies
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Total Items Reviewed: 4	Total of items reviewed deferred from the previous year: 0	Total items deferred to the coming academic year: 0
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**Divisional Business:**

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

Academic Policies and Guidelines for Canceled Classes

Statements on Contributions to Diversity, Equity, and Inclusion (DEI)

Guidelines Concerning Scheduling Conflicts with Academic Requirements

**Committee policies established or revised:**

None

**Bylaw and Regulation changes approved by the Representative Assembly:**

None

**Systemwide Business:**

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

Presidential Policy on Copyright Ownership

Respectfully submitted,

Ben Highton, Chair

Aaron Tang, Member

Janine Lasalle, Member

Darrin Martin, Member

Brian Soucek, Member

Renay Bradley, Academic Federation Representative

Annoushqa Bobde, ASUCD Representative

Debbie Stacionis, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Admissions and Enrollment

Total Meetings: 9	Meeting frequency: ~3 times per quarter	Average hours of committee work each week: ~ 2 hours
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Total Items Reviewed: 18	Total of reviewed items deferred from the previous year: 2 API Replacement Continuation of MCAs from Audit	Total items that will carry over to the coming academic year: 1 Replacement of API
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### Divisional Business:

#### Requests for Consultation and issues considered by the committee:

Revised Reader Training Manual
Transfer Admissions Outcomes
Freshman Admission Outcomes
API Replacement
Management Corrective Actions (MCA) for Undergraduate Admissions Audit
a. Special Talent Policies from Music, ROTC, & Athletics (MCA 1.1)
b. Admissions Criteria & Process (MCA 1.1)
c. Policy on Admissions by Exception (MCA 4.2)
d. Attestations Regarding Conflict of Interest for Readers (MCA 5.1)
e. UE Policy & Controls for Prevention of Conflict of Interest for Assigned Readers Who Oversee Outreach Programs (MCA 5.4)
f. Policy to Limit Communication Between Development & UA (MCA 11.1)
Treatment of SAT/ACT Test Scores for Fall 2021 Freshman Admissions

#### Committee policies established or revised:

None

#### Bylaw and Regulation changes approved by the Representative Assembly:

Revision to Davis Division Bylaw 50

### Systemwide Business:

#### Requests for Consultation and issues considered by the committee:

Transfer Guarantee Language for Guidelines on Comprehensive Review
UC Transfer Pathways Plus
SAT Task Force Report
API Replacement Pilot at Other Campuses
BOARS Recommendation to Eliminate ACT/SAT Essay Requirement
Guidelines for Addressing Race & Gender in Academic Programs in Compliance of Prop 209



Respectfully submitted,

Deborah Swenson, Chair  
Robert Newcomb, Member  
Stefan Hoesel-Uhlig, Member  
Jamal Lewis, Member  
Narine Yeghyan, Member  
Carole Horn, Academic Federation Representative  
Veronica Mishriki, ASUCD Representative  
Hsiang-Yu Feng, GSA Representative  
Donald Hunt, Ex-Officio  
Ebony Lewis, Consultant  
Debbie Stacionis, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Affirmative Action & Diversity

Total Meetings: 7	Meeting frequency: average 2 per quarter	Average hours of committee work each month: 4
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Total Action Items Reviewed: 1 Proposal (courses, proposals, cases, etc.)	Total of reviewed actions deferred from the previous year: 0	Total actions deferred to the coming academic year: 0
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### Divisional Business:

#### Requests for Consultation and issues considered by the committee:

Piloted the UC Davis Chancellor's Fellowship for Diversity, Equity & Inclusion
Statements on Contributions to DEI
Review of the Report of the Standardized Testing Task Force
Review of BOARS Recommendation to Eliminate the ACT/SAT Essay Requirements
Review of Academic Policies and Guidelines for Canceled Classes
Proposed New Presidential Policy on Gender Recognition and Lived Name
Guidelines Concerning Scheduling Conflicts with Academic Requirements
Proposed Presidential Policy on Native American Cultural Affiliation and Repatriation
Registration Workgroup Final Report
Presentation and Committee Discussion with Raquel Aldana, Associate Vice Chancellor for Academic Diversity, regarding Hispanic Serving Institutions

**Committee policies established or revised: 0**

**Bylaw and Regulation changes approved by the Representative Assembly: 0**

### Systemwide Business:

**Requests for Consultation and issues considered by the committee: 0**

Respectfully Submitted,

Jose V. Torres, Chair  
 Agustina Carando, Member  
 Tina Castillo, Member  
 Gina Dokko, Member  
 Gregory Downs, Member  
 Angela Linderholm, Member

Asli Mete, Member  
Beth Rose Middleton Manning, Member  
Dylan Spaulding, Member  
Saishruti Adusmilli, ASUCD Representative  
Rahim Reed, Associate Executive Vice Chancellor (ex-officio)  
Liz Lopez, Analyst

**2019-2020 Annual Report**  
**Davis Division of the Academic Senate**  
**Committee on Courses of Instruction**

Total Meetings 10	Meeting frequency <i>Once a month</i>	Average hours of committee work each week 2
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Total course forms approved 447	Total courses deferred from the previous year 77	Total courses deferred to the coming academic year 51
Total petitions approved 219		

### **Divisional Business:**

Requests for Consultation and issues considered by the committee:
<i>Use of course subject codes on official transcripts</i>
<i>Sent three requests to the General Education Committee for consultation on GE literacies and minimum elements (Quantitative Literacy, Writing Literacy, and Visual Literacy)</i>
<i>Course activities in hybrid courses (maximum amount of online work for a non-hybrid course)</i>
<i>Undergraduate courses proposed by graduate/professional programs that do not have an undergraduate program</i>
<i>Appropriate course level for MBA courses (200 vs. 400)</i>
<i>Posting teaching evaluations on faculty websites at the faculty member's request</i>
<i>Considered creation of special course subject codes to facilitate administrative need of the University Honors Program</i>
<i>Advised on possible no-notes policy from Student Health and Counseling Services</i>
<i>COVID-19 instructional impacts and continuity</i>
<i>Possible extension of No Grade change deadline</i>
<i>RFC – Review of Academic Policies and Guidelines for Canceled Classes</i>
<i>RFC – Registration Workgroup Final Report</i>
<i>RFC – Administration of May 2020 Analytical Writing Placement Exam</i>
<i>RFC – Guidelines Concerning Scheduling Conflicts with Academic Requirements</i>
Committee policies established or revised:
<i>COCI Policy III.B.17 and III.C.1.c. – Revised to clarify repeat for credit and multiple enrollments in a course in a single term policy.</i>
<i>Virtual and Hybrid Course Policy (Appendix 6)</i>
<i>Waiver of final exam requirement for fall 2020 in light of COVID-19 emergency remote instruction</i>



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

Requests for Consultation and issues considered by the committee:
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<i>RFC - Review of the Report of the Standardized Testing Task Force</i>
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<i>RFC - Review of BOARS Recommendation to Eliminate the ACT/SAT Essay Requirement</i>
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Respectfully Submitted,

Stephen Boucher, Chair

Diane Beckles, Member

Nael El-Farra, Member

Susan Handy, Member

Ian Korf, Member

Xiaoguang Liu, Member

Debashis Paul, Member

Jon Rossini, Member

Jan Szaif, Member

Michael Toney, Member

David Wilson, Member

Michael Ziser, Member

Erin Eason, Academic Federation Representative

Veronica Mishriki, ASUCD Representative

Rebecca Ambrose, SOE Courses Committee Chair (ex-officio)

Brad Barber, GSM Courses Committee Chair (ex-officio)

Erin Crom, Registrar (ex-officio)

Jochen Ditterich, CBS Courses Committee Chair (ex-officio)

Nael El-Farra, COE Courses Committee Chair (ex-officio)

Kenneth Shackel, CAES Courses Committee Chair (ex-officio)

Esteban Soto Martinez, SOVM Courses Committee Chair (ex-officio)

Colleen Sweeney, SOM Courses Committee Chair (ex-officio)

Michael Ziser, L&S Courses Committee Chair (ex-officio)

Theresa Costa, Analyst

**2019-2020 Annual Report  
Davis Division of the Academic Senate**

**Committee on Distinguished Teaching Awards**

Total Meetings 2	Meeting frequency As needed	Average hours of committee work each week: 30 minutes
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14 nominations were reviewed	0 Nominations were deferred from the previous year	0 Nominations are deferred to the coming year
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**Divisional Business:**

**Requests for Consultation and issues considered by the committee:**

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

**Committee policies established or revised:**

No new committee policies were established or revised.

**Bylaw and Regulation changes approved by the Representative Assembly:**

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

**Systemwide Business:**

**Requests for Consultation and issues considered by the committee:**

No requests for consultation were considered by the committee.

**The 2019 Distinguished Teaching Award Recipients:**

**Undergraduate Teaching Award Recipients:**

Professor Christyann Darwent, Department of Anthropology

Professor Walter Leal, Department of Molecular and Cellular Biology

Associate Professor Bettina Ng'weno, Department of African American and African Studies

**Graduate and Professional Teaching Award Recipients:**

Professor James Adams, Department of Political Science

Professor Pam Houston, Department of English

Professor Rajiv Singh, Department of Physics

Respectfully submitted,

Lynne Isbell, Chair

Gail Patricelli, Member

John Eadie, Member

Leopoldo Bernucci, Member

Taylor Martinez, ASUCD Representative

Mandeep Singh Basson, GSA Representative

Dera Alim, GSA Representative

Elizabeth Ramirez, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Elections, Rules and Jurisdiction

Total Meetings: 9	Meeting Frequency: Approx. twice a month	Average Hours of Committee Work Per Week: 2 hours
Total Bylaw and Regulation proposals (15), formal advice (6), other advice/responses provided (5), and elections/ballots supervised (2)	Total matters deferred from previous year: 1	Total matters deferred to coming academic year: 1

### **Proposed Amendments to Bylaws and Regulations**

*The Committee is authorized "To prepare and report for action by the Representative Assembly such changes and additions to the Bylaws and Regulations as it may deem advisable." (Davis Division Bylaw 71.B.1). The following changes were recommended during the academic year 2019-2020:*

- (1) Davis Division Bylaw 83: Library. The revisions made to the bylaw clarify the voting rights of the Librarian ex-officio member. The proposal was adopted by the Representative Assembly on February 11, 2020.
- (2) Davis Division Bylaw 50: Admissions and Enrollment. The revisions made to the bylaw increase committee membership to provide a broader range of consultation with campus academic units. The proposal was adopted by the Representative Assembly on February 11, 2020.
- (3) Davis Division Regulation A545.B.1: Passed or Not Passed Grading. The revisions made to the regulation allow for grading flexibility for undergraduate students in spring quarter 2020 during the COVID-19 public health emergency. The proposal was adopted by the Representative Assembly on April 16, 2020.
- (4) Davis Division Regulation A546.A.1: Satisfactory or Unsatisfactory Grading. The revisions made to the regulation will allow for grading flexibility to graduate students in the spring 2020 term during the COVID-19 public health emergency. The proposal was adopted by the Representative Assembly on April 16, 2020.
- (5) Davis Division Regulation A545.A.1: Passed or Not Passed Grading. The revisions made to the regulation allow for grading flexibility for undergraduate students not in good academic standing in spring quarter 2020 during the COVID-19 public health emergency. The proposal was adopted by the Representative Assembly on June 4, 2020.
- (6) Davis Division Regulation A545.B.1: Passed or Not Passed Grading. The revisions made to the regulation clarify the revision to the regulation so that graded units from spring quarter 2020 will not be counted in the denominator. The proposal was adopted by the Representative Assembly on June 4, 2020.
- (7) Davis Division Regulation A545.B.2: Passed or Not Passed Grading. The revisions made to the regulation allow for grading flexibility for undergraduate students to extend into each summer

session 2020 term during the COVID-19 public health emergency. The proposal was adopted by the Representative Assembly on June 4, 2020.

- (8) Davis Division Regulation 521: University of California Entry Level Writing Requirement. The revisions made to the regulation relax the Entry Level Writing Requirement for spring quarter 2020. The proposal was adopted by the Representative Assembly on June 4, 2020.
- (9) Davis Division Bylaw 88: Committee on Public Service. This revision to the bylaw included the removal of an ex-officio member and updates in changed titles. The amendment was presented as an Informational Item at the Representative Assembly on June 4, 2020.
- (10) Davis Division Regulation A546: Satisfactory or Unsatisfactory Grading. The revisions made to the regulation allow for grading flexibility for graduate students in each summer sessions 2020 term during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on June 11, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.
- (11) Davis Division Regulation 521: University of California Entry Level Writing Requirement. The revisions made to the regulation allow for grading flexibility for undergraduate students not in good academic standing in each summer session 2020 term during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on July 31, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.
- (12) Davis Division Regulation A545.A.1: Passed or Not Passed Grading. The revisions made to the regulation allow for grading flexibility for undergraduate students not in good academic standing in each summer session 2020 term during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on July 8, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.
- (13) Davis Division Regulation A546: Satisfactory or Unsatisfactory Grading. The revisions made to the regulation allow for grading flexibility for graduate students in fall 2020 term during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on August 5, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.
- (14) Davis Division Regulation 521: University of California Entry Level Writing Requirement. The revisions made to the regulation allow for grading flexibility for undergraduate students not in good academic standing for fall quarter 2020 during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on August 5, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.
- (15) Davis Division Regulation A545.A.1: Passed or Not Passed Grading. The revisions made to the regulation allow for grading flexibility for undergraduate students not in good academic standing in fall quarter 2020 during the COVID-19 public health emergency. The proposal was endorsed by the Executive Council on August 5, 2020 and will be placed on the November 5, 2020 Representative Assembly agenda for approval.

## **Formal Advice Issued**

*Most of the work of the Committee involves advising Senate officers, Senate committees, and individual members when questions or conflicts arise. Such advice is not formally binding but suggests the likely outcome should a formal Legislative Ruling be requested. Advice on issues of a recurring nature and/or of general importance was issued as follows.*

- (1) Grading from the Grade Change Committee (GCC). CERJ was asked to review an inquiry from the Chair of the Grade Change Committee regarding assigning a student with another grade than what they earned in the class.
- (2) COE Inquiry. CERJ was asked by the College of Engineering to help clarify the College of Engineering Faculty Bylaw and Regulation Revisions as well as the effective date of regulation versus implementation date for students.
- (3) Senate Regulation 636: University of California Entry Level Writing Requirement. CERJ was asked to help interpret a question that arose from Senate Regulation 636 regarding the fulfillment of the Analytical Writing Placement Exam (AWPE) student requirement.
- (4) DEI Ballot and Request to Rescind. CERJ was asked to review an inquiry regarding rescinding a ballot that was already initiated.
- (5) COE FEC Chair Inquiry re Bylaws and FEC Vote. CERJ was asked to review an inquiry from the College of Engineering Faculty Executive Committee Chair regarding questions about faculty voting.
- (6) P/NP for Students Not Good in Good Academic Standing. CERJ was asked to provide advice on granting Passed/Not Passed flexibilities to students that are not in good academic standing.

## **Other Advice/Responses Provided**

- (1) College and School Bylaw and Regulation Amendments. CERJ reviewed and provided feedback on bylaw and regulation revisions for the following colleges and schools: College of Agricultural and Environmental Sciences, College of Engineering, Graduate School of Management, and School of Veterinary Medicine.
- (2) Request For Consultation: Review of Academic Policies and Guidelines for Canceled Classes. CERJ was asked to review the Academic Policies and Guidelines for Canceled Classes written in the form of Frequently Asked Questions, to guide instructors during campus-wide class cancellations.
- (3) General Catalog Galleys (2020-2021): CERJ reviewed the General Catalog Galleys for the American History and Institutions (AH&I) Requirement, Courses, General Education, and Independent Student Program sections, and provided feedback and comments to the Office of the University Registrar.

- (4) Request for Consultation: Registration Workgroup Final Report. CERJ was asked to review the final report and recommendations of the Registration Workgroup that convened in the summer of 2019.
- (5) Faculty Guide. CERJ reviewed the 2020 Faculty Guide and provided feedback and comments to the Office of the University Registrar, specifically with regard to referencing divisional bylaws and regulations.

### **Pending Matters for 2020-2021**

- (1) Senate Regulation 636: University of California Entry Level Writing Requirement. CERJ is awaiting a response from Systemwide regarding a request for advice on SR 636 posed by the Davis Division.

Respectfully Submitted,

Andrea Fascetti, Chair  
Darien Shanske, Member  
Giacomo Bonanno, Member  
Mary Vasquez, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Emeriti Committee

Total Meetings: 1	Meeting frequency: As necessary	Average hours of committee work each week: varies
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Total items reviewed (courses, proposals, cases, etc.) 3	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
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### Divisional Business:

#### Requests for Consultation and issues considered by the committee:

Social Security Offset Pension Payments  
Access to Deceased or Departed Faculty Email  
UCD Emeriti Association Actions

#### Committee policies established or revised:

None

#### Bylaw and Regulation changes approved by the Representative Assembly:

None

### Systemwide Business:

#### Requests for Consultation and issues considered by the committee:

None

Respectfully submitted,

Tom Rost, Chair  
David Traill, Member  
Joseph E Kiskis, Member  
Dorothy Gietzen, Member  
Leslie Woods, Member  
Shrinivasa Upadhyaya, Member  
Gina S Werfel, Member  
Debbie Stacionis, Analyst



**2019-2020 Annual Report  
Davis Division of the Academic Senate**

**Committee on Faculty Distinguished Research Award**

Total Meetings: 2	Meeting frequency: As needed	Average hours of committee work each week: 30 minutes
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12 Nominations were Reviewed	0 Nominations were deferred from the previous year.	0 Nominations are deferred to the coming year
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**Divisional Business:**

**Requests for Consultation and issues considered by the committee:**

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

**Committee policies established or revised:**

No new committee policies were established.

No established committee policies were revised.

**Bylaw and Regulation changes approved by the Representative Assembly:**

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

**Systemwide Business:**

**Requests for Consultation and issues considered by the committee:**

No request for consultation were considered by the committee.

**The 2019 Faculty Distinguished Research Award Recipient:**

Distinguished Professor Nathan Kuppermann, Department of Emergency  
Medicine

Respectfully submitted,

Carlito Lebrilla, Chair  
Biswanath Mukherjee, Member  
Jacqueline Crawley, Member  
Nicholas Curro, Member  
Simine Vazire, Member  
Elizabeth Ramirez, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Faculty Welfare

Total Meetings: 7	Meeting frequency: Approx. 2 times a quarter	Average hours of committee work each week: Approx. 45 min each week
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Total Items Reviewed: 21	Total of items reviewed deferred from the previous year: 0	Total items deferred to the coming academic year: 1 Access to departed & deceased faculty email
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### Divisional Business:

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

Social Security Offset Pension Payments
Davis Campus Parking and Traffic Concerns
Inequities in Faculty Housing Incentives
Faculty Salary Inequities
Retiree Services and Healthcare & RASC Issues
Health Care Plans & Elimination of Western Healthcare Advantage
Concerns Over Delta Dental Reported Nonpayment of Claims
Access to Departed & Deceased Faculty Email
Proposed Revisions to PPM 400-20, Sexual Violence and Sexual Harassment
Statements on Contributions to Diversity, Equity, and Inclusion (DEI)
Guidelines Concerning Scheduling Conflicts with Academic Requirements
Proposal by Academic Affairs to formalize the current two-year pilot Reference Check process

#### Committee policies established or revised:

None

#### Bylaw and Regulation changes approved by the Representative Assembly:

None

### Systemwide Business:

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

Presidential Policy on Copyright Ownership
SB 206 Fair Pay to Play Act

Proposed Revisions to Academic Personnel Manual (APM), Section 120, Emerita/Emeritus Titles (APM - 120)
Proposed Revisions to Academic Personnel Manual (APM), Section 240 (APM - 240), Deans, and Section 246 (APM - 246), Faculty Administrators
Proposed Presidential Policy Gender Recognition and Lived Name
Proposed revised Presidential Policy on Travel Regulation
Decarbonization & Climate-Crisis Related Information from Campuses
Childcare Availability & Options from Campuses

Respectfully submitted,

Moradewun Adejunmobi, Chair  
Hana Anderson, Member  
Tom Rost, Member  
John Conway, Member  
Christyann Darwent, Member  
Lynette Hart, Member  
Vladimir Filkov, Member  
Nicole Hyslop, Academic Federation Representative  
Keavagh Clift, Staff Assembly Representative  
Debbie Stacionis, Academic Senate Analyst

**Annual Report: Academic Year 2019 - 2020**  
**Davis Division: Academic Senate**

**Committee on Grade Changes**

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

Total <i>Retroactive/Grade Change Petitions</i> Reviewed:	Total of reviewed <i>Retroactive/Grade Change Petitions</i> deferred from the previous year:	Total <i>Retroactive/Grade Change Petitions</i> deferred to the coming academic year:
<b>599</b>	<b><i>1</i></b>	<b><i>2</i></b>

**Listing of bylaw changes proposed:**


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


**Issues considered by the committee:**

Proposing a method to the Academic Senate to approve Grade Mode Change Petitions that were being accepted beyond the typical deadline for SQ2020.

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


**Committee's narrative:**

Committee Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **2019-2020 Summary and Highlights**

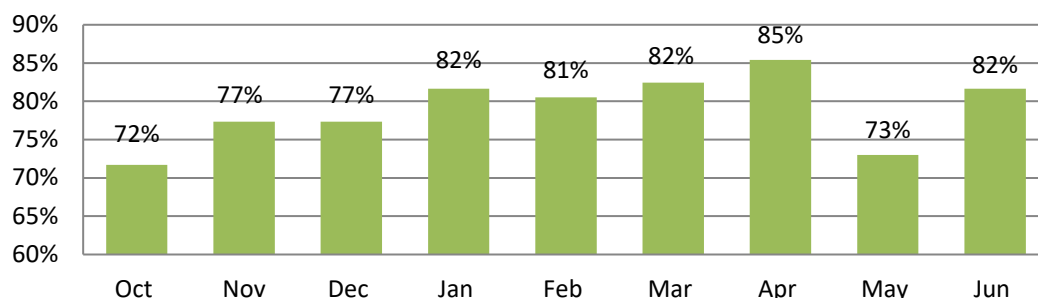
During the 2019-2020 academic year, the Office of the University Registrar received 599 Grade/Retroactive Change petitions: 36 grade change petitions, 224 Retroactive Change Petitions (drops and grade mode changes), and 337 Retroactive Withdrawal Petitions. The Grade Change Committee reviewed all of these petitions. Additional retroactive petitions (adds and unit changes) were submitted to the OUR which were processed internally by the Office of the University Registrar according to the Committee's published guidelines. The Committee approved 82% of the petitions it reviewed.

#### **Petitions Approved/Reviewed, 2019-2020**

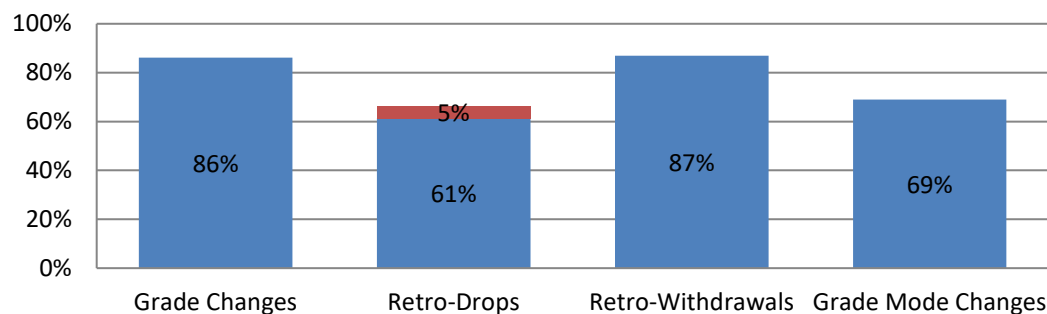
Meeting	Grade Changes	Retro-Drops	Retro-WDs	P/NP Changes	Total
Oct	1/1	21/36	52/63	2/6	76/106
Nov	0/1	10(*1)/16	42/52	6/6	58/75
Dec	0/0	4(*1)/8	33/40	4/5	41/53
Jan	9/10	7(*1)/11	23/27	10/11	49/60
Feb	12/13	12(*2)/18	32/38	6/8	62/77
Mar	0/1	7(*1)/14	36/36	4/6	47/57
Apr	0/0	6/7	28/30	6/10	41/48
May	8/9	6(*2)/13	12/12	20/29	46/63
Jun	1/1	13/17	35/39	0/3	49/60
<b>Total</b>	<b>31/36</b>	<b>86(*7)/140</b>	<b>293/337</b>	<b>58/84</b>	<b>489/599</b>

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

**Petition Approval Percentage (by meeting), 2019-2020**



**Petition Approval Percentage (by petition type), 2019-2020**



NOTE: 61% of Retroactive Drop petitions were approved outright, while an additional 5% were approved as Retroactive Withdrawals.

**ANNUAL REPORT: ACADEMIC YEAR 2019-20**  
**DAVIS DIVISION: ACADEMIC SENATE**  
**GRADUATE COUNCIL**

<b>Total Meetings:</b>	<b>Meeting Frequency:</b>	<b>Average Hours of Committee Work Each Week:</b>
Graduate Council: 20 Academic Planning & Development: 3 (in person meetings set as needed.) Administrative/Appeals: 8 Bylaws: 1 (all committee work done mostly online) Courses: 1 (all committee work done mostly online; in person meetings set as needed.) Educational Policy: 4 (all committee work done mostly online; in person meetings set as needed.) Program Review: 10 (Bimonthly) Program Review Closure: 1 (all committee work done mostly online; in person meetings set as needed.) Welfare: 1	Bimonthly/As needed  Number of members in each standing subcommittee:  <b>APD: 6</b> <b>Administrative: 3</b> <b>Bylaws: 3</b> <b>Courses: 7</b> <b>EPC: 8</b> <b>PRC: 13</b> <b>PRCC: 4</b> <b>Welfare: 3</b>	Graduate Council Chair: 14+ Council Members: 1+  PRC Chair: 4+ Other Subcommittee Chairs: 1.5+ Subcommittee Members: 1+

<b>Total Items Approved:</b>	<b>Total Number of Items Carried Over from Previous Year:</b>	<b>Total items Carried Over to Coming Year:</b>
Bylaws: 9 Degree requirements: 30 Program reviews: 11 Program review closures: 12 Proposals for new graduate programs: 2 Graduate courses: Academic Senate requests for consultation: 7 Graduate program management advice or affiliation approvals: 3 Miscellaneous items: 8 Policies approved, established or revised: 7	Bylaw revisions: 7 Degree requirement revisions: 19 Program reviews: 1 Program Review Closures: 6 Graduate program management advice or affiliation requests: 0 Graduate courses: 19 Miscellaneous business items: 4	Bylaw revisions: 2 Degree requirement revisions: 4 Program reviews: 3 Program review closures: 7 Graduate program management advice or Affiliation requests: 3 Graduate courses: 5 Miscellaneous business items: 2

<b>Listing of Policies Approved, Established or Revised:</b>
<ul style="list-style-type: none"> <li>GC2012-02 (Rev. 02) Master's Degree Capstone Requirement Policy (Approved 03/06/20)</li> <li>GC1998-02 (Rev. 05) Policy on Membership in Graduate Groups, Graduate Programs, Designated Emphasis and Graduate Academic Certificates (Approved 05/01/20)</li> <li>GC2010-01 (Rev. 01) Mandatory Electronic Filing of Theses and Dissertations (Approved 05/15/20)</li> <li>GC2011-02 (Rev. 04) Bylaws Policy for Graduate Groups, Departmentally-Based Graduate Programs and Designated Emphases (Approved 06/12/20)</li> <li>GC2011-03 (Rev. 03) Residency and Transfer Credit (Approved 06/12/20)</li> <li>GC2005-02 (Rev. 10) Doctoral Qualifying Examinations (Approved 06/12/20)</li> <li>GC2007-01 (Rev. 03) Graduate Academic Certificate Program (GAC) and Graduate Academic Unit Certificate (GUAC) (Approved 06/12/20)</li> </ul>

- GC2011-02 (Rev. 05) Bylaws Policy for Graduate Groups, Departmentally-Based Graduate Programs and Designated Emphases (Approved 08/31/20)
- GC1998-01 (Rev. 09) Policy on Service on Advanced Degree Committees (Approved (08/31/20)

#### Summary of Issues the Graduate Council Considered:

Graduate Program Bylaw Revisions	Graduate Program Degree Requirement Revisions	Graduate Student Fellowship, Travel, & Summer GSR Awards	Graduate Program Review Actions	Program Review Closures	Proposals for New Graduate Programs, DEs, or GACs	Graduate Courses Reviewed	Responses to Requests for Academic Senate (AS) Consultation	Graduate Program Management Advice or Affiliation Approvals	Administrative Committee Appeals	Misc
6	30		11	12	2	50	7	3	8	8

#### Committee Narrative:

The Graduate Council is a standing committee of the Divisional Academic Senate responsible for regulating and making recommendations on matters pertaining to graduate education and postdoctoral scholar issues in accordance with Bylaw 80 of the Davis Division of the Academic Senate.

The Council is supported by a structure which includes the following subcommittees: (1) Academic Planning and Development Committee (APD), (2) Administrative Committee, (3) Bylaws Committee, (4) Courses Committee, (5) Educational Policy Committee (EPC), (6) Program Review Committee (PRC), (7) the Program Review Closure Committee (PRCC), (8) the Graduate Student Support Committee, (9) the Graduate Student and Postdoctoral Scholar Welfare Committee, and (10) Chair's Advisory Committee.

A summary of the Council's actions for the year is provided below; the item dates correspond to actions taken at Council meetings. Council agendas and minutes are available to the public at: [http://academicsenate.ucdavis.edu/committees/committee-list/grad\\_council/index.cfm](http://academicsenate.ucdavis.edu/committees/committee-list/grad_council/index.cfm) and also archived on ASIS.

#### A. GRADUATE PROGRAM BYLAW REVISIONS:

Graduate Program		Approval Date
1.	Chemical Engineering	November 1, 2019
2.	Study of Religion	December 6, 2019
3.	Food Science	March 6, 2020
4.	Public Health Sciences	April 17, 2020
5.	Designated Emphasis in Biotechnology	May 15, 2020
6.	Health Informatics	May 29, 2020
7.	Designated Emphasis in Host Microbe Interactions	June 12, 2020

#### B. GRADUATE PROGRAM DEGREE REQUIREMENTS:

Graduate Program		Approval Date
1.	Atmospheric Science	October 18, 2019
2.	Civil and Environmental Engineering	November 15, 2019
3.	Health Informatics	November 15, 2019
4.	Chemistry	November 15, 2019



5.	Statistics	November 15, 2019
6.	Preventive Veterinary Medicine (MPVM)	December 6, 2019
7.	Religious Studies	December 6, 2019
8.	French and Francophone Studies	January 24, 2020
9.	English	February 21, 2020
10.	Nutritional Biology	March 6, 2020
11.	Neuroscience	March 6, 2020
12.	History	April 3, 2020
13.	Public Health Sciences	April 17, 2020
14.	Hydrologic Sciences	April 17, 2020
15.	Horticulture and Agronomy	May 1, 2020
16.	Nursing Science and Health-care Leadership – Ph.D.	May 15, 2020
17.	Nursing Science and Health-care Leadership – Family Nurse Practitioner	May 15, 2020
18.	Nursing (Master's Entry Program in Nursing)	May 15, 2020
19.	Physician Assistant Studies	May 15, 2020
20.	Food Science	May 15, 2020
21.	DE in Host Microbe Interactions	June 12, 2020
22.	Ecology	June 12, 2020
23.	Linguistics	June 12, 2020
24.	Agricultural and Resource Economics	June 12, 2020
25.	Psychology	July 21, 2020
26.	Geology	July 21, 2020
27.	Population Biology	July 21, 2020
28.	International Agricultural Development	July 21, 2020
29.	Communication	July 21, 2020
30.	Animal Behavior	July 21, 2020
31.	Biostatistics	August 11, 2020

### C. GRADUATE PROGRAM REVIEW ACTIONS:

#### a. PROGRAM REVIEW REPORTS:

Graduate Program		GC Transmittal Letter Sent
1.	Community Development Graduate Group	January 31, 2020

2.	Chemical Engineering	February 26, 2020
3.	International Agricultural Development	March 3, 2020
4.	Performance Studies	March 25, 2020
5.	Clinical Research	March 25, 2020
6.	Animal Biology	April 21, 2020
7.	Applied Mathematics	April 21, 2020
8.	Master of Laws	April 21, 2020
9.	Materials Science and Engineering	May 7, 2020
10.	Agricultural and Environmental Chemistry	June 5, 2020
11.	Designated Emphasis in Studies in Performance and Practice	June 5, 2020

b. PROGRAM REVIEW CLOSURE COMMITTEE RECOMMENDATIONS:		
Graduate Program		Approval Date
1.	Integrative Pathobiology	October 18, 2019
2.	Sociology	December 6, 2019
3.	Mathematics	December 6, 2019
4.	Public Health Sciences	December 6, 2019
5.	Soils and Biogeochemistry	December 6, 2019
6.	DE in Native American Studies	December 6, 2019
7.	Electrical and Computer Engineering	January 24, 2020
8.	Pharmaceutical Chemistry	February 7, 2020
9.	DE in Feminist Theory and Research	February 21, 2020
10.	Transportation Technology and Policy	February 21, 2020
11.	Geology	March 20, 2020
12.	Native American Studies	April 17, 2020

D. PROPOSALS FOR NEW GRADUATE PROGRAMS, DESIGNATED EMPHASES, OR GRADUATE ACADEMIC CERTIFICATES:			
Program		Type	Approval Date
1.	Masters in Genetic Counseling	New Master's Program Proposal	November 15, 2019
2.	Study of Religion	Transition from Graduate Group to Departmentally-Based Program	December 6, 2019

3.	Graduate Academic Certificate in Development Practice	Request to Sunset	December 6, 2019
4.	Marine Science	Proposal for new Graduate Group	Initial discussion and approval May 15, 2020. Pending Library Committee Comments and final approval by Graduate Council.

#### E. GRADUATE COURSES REVIEWED AND APPROVED

Total courses reviewed: 50 (as of 8/3/2020)

#### F. RESPONSES TO ACADEMIC SENATE REQUESTS FOR CONSULTATION:

Request For Consultation (RFC)		Response Submitted
1.	Proposed Revised Presidential Policy on Copyright Ownership	November 8, 2019
2.	UC Washington Center Review	January 13, 2020
3.	Statement on Contributions to Diversity, Equity and Inclusion (DEI)	February 12, 2020
4.	Review of Academic Policies and Guidelines for Canceled Classes	March 10, 2020
5.	Guidelines Concerning Scheduling Conflicts with Academic Requirements	April 16, 2020
6.	Department Name Change Request: Physics to "Physics and Anatomy"	June 9, 2020
7.	Registration Workgroup Final Report	June 9, 2020

#### G. GRADUATE PROGRAM MANAGEMENT ADVICE OR AFFILIATION APPROVALS

	Program	Type of Request	Approval Date
1.	Animal Biology (PhD), Anthropology (PhD), and Ecology (PhD) program affiliation with the Designated Emphasis in Computational Social Science	Affiliation	February 21, 2020
2.	Cultural Studies (PhD) program affiliation with the Designated Emphasis in Native American Studies	Affiliation	April 3, 2020
3.	English (PhD) program affiliation with the Designated Emphasis in Human Rights	Affiliation	April 3, 2020

#### H. ADMINISTRATIVE COMMITTEE APPEALS:

Admissions: 0  
Disqualifications: 9  
Policy Exception: Embargo 5  
Split Decision on Qualifying Exam: 10  
Other: 0

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

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

**J. MISCELLANEOUS:**

	TITLE	NOTES
1.	Senate Bylaw 35 Membership of Committees	10/31/19: Letter to Academic Senate Chair regarding issues with System-wide Bylaw 35C
2.	Food Science Graduate Group Review	Request to delay review for one year approved by GC on November 15, 2019. Next review scheduled for 2020-2021.
3.	Educational Policy Expedited Review Process	11/18/19: Expedited review process approved for <ul style="list-style-type: none"> <li>- Removal of GRE</li> <li>- Changing the Number of QE members in accordance with GC2005-02 Doctoral Qualifying Examinations Policy</li> <li>- Updating language in accordance with GC2018-02 Graduate Student Course Requirements – English as a Second Language</li> </ul>
4.	Assessment of Possible Strategies for Restructuring Graduate Education	11/21/19: Letter to Academic Senate Chair regarding survey results on the assessment of possible strategies for restructuring graduate education.
5.	Satisfactory/Unsatisfactory Grading and Flexibilities for Spring quarter 2020	Approved April 3, 2020.
6.	Graduate Academic Certificate in Development Practice Request to Sunset	Approved December 6, 2020.
7.	Standardized Test Exceptions for the 2020-21 Academic Year	Approved by Graduate Council on April 17, 2020.
8.	Satisfactory/Unsatisfactory Grading and Flexibilities for the 2020 Summer Sessions	Approved by Graduate Council on May 20, 2020.
9.	GC 1998-01 Policy on Advanced Degree Committees Exemption for Fall 2020	Approved by Graduate Council on July 29, 2020 via ASIS Whiteboard.
10.	GRE Requirement for 2020-21 Admissions Cycle	Approved by Graduate Council on July 30, 2020
11.	Satisfactory/Unsatisfactory Grading and Flexibilities for Fall 2020	Approved by Graduate Council via ASIS Whiteboard. Approved by Executive Council on August 5, 2020.

**A. ITEMS REMAINING OPEN****a. Graduate Program Bylaw Revisions**

	Program	Notes
1.	Nursing Science Healthcare Leadership (NSHL)	Bylaw Committee approved. Pending Graduate Council approval.

2.	Marine Science	Bylaw Committee approved. Pending Graduate Council approval.	
b. Graduate Program Reviews			
Program		Notes	
1.	Business Administration (MBA)	Pending Accreditation Report	
2.	DE in Nuclear Science	Pending Review	
3.	Horticulture and Agronomy	Pending GC discussion	
c. Graduate Program Review Closures			
Program		Notes	
1.	Anthropology	Pending PRCC review.	
2.	Political Science	Pending PRCC review.	
3.	Designated Emphasis in Biophotonics and Bioimaging	Pending GC discussion and approval.	
4.	Chemistry	Pending PRCC review.	
5.	Biological Systems Engineering	Pending PRCC review.	
6.	Population Biology	Pending PRCC review.	
7.	Avian Science	Pending Program Response	
d. Graduate Program Degree Requirement Revisions			
Program		Type	Notes
1.	Mechanical and Aerospace Engineering (MAE)	Degree Requirements	
2.	Environmental Policy and Management (EPM)	Degree Requirements	
3.	Integrative Genetics and Genomic Graduate Group	Degree Requirements	
4.	Entomology and Nematology (ENT)	Degree Requirements	
e. Courses			
Courses to be carried over: 5 (as of 8/3/2020)			
f. Miscellaneous			
Title		Notes	
1.	Nursing Science Healthcare Leadership (NSHL)	Proposal	
2.	DE in Environmental Humanities	Proposal	
3.	Public Health Sciences with DE in Computational Social Science	Affiliation Request	
4.	Human Development with DE in Computational Social Science	Affiliation Request	
5.	Human Rights DE affiliation request from German Department	Affiliation Request	

## Closing

In closing, Graduate Council wishes to thank all of those who have given of their time in support of graduate education and postdoctoral scholar issues during the past year. The contributions of the members of subcommittees and of the *ad hoc* program review committees have been extremely valuable and are deeply appreciated by the Council. Finally, we specifically appreciate the professional support and personal dedication provided by the administrative staff of Graduate Council.

Respectfully submitted,



Carlee Arnett, Chair  
2019-2020 Graduate Council

Members: Carlee Arnett (Chair); Dean Tantillo (Vice Chair); Enoch Baldwin; Joy Geng; Julie Bossuyt; Lisa Oakes; Lynette Hunter; Manuel Navedo; Naoki Saito; Paul Bergin; Simona Ghetti; Jean-Pierre Delplanque *ex officio and non-voting (Vice Provost for Graduate Education – Dean of Graduate Studies)*.

Academic Federation Representatives: Henry Alitto and Vasu Unnava.

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

Graduate Student Representatives: Jonathan Minnick, GSA President; Antash Najib, GSA Vice President; Slande Erole (Graduate Student Assistant to the Dean and Chancellor).

Postdoctoral Scholar Representatives Shunda Chen and Gugu Zikalala

**2019-2020 Annual Report**  
**Davis Division of the Academic Senate**  
**Committee on Information Technology**

Total Meetings: 8	Meeting frequency: 2-3 times a quarter	Average hours of committee work each week: Approx. 120 minutes
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Total Items Reviewed: 11	Total of items reviewed deferred from the previous year: 2	Total items deferred to the coming academic year: 3
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### **Divisional Business:**

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

Review of: Campus Systems and Recovery Plans (Canvas, Banner, OASIS, MyInfoVault, Final Grade Submission System, Cayuse) (presented by IET)
Continued review of: FireEye Implementation at UC Davis
Review of: Student Concerns regarding Duo Enrollment
Review of: Gradescope and Turn It In (presented by IET)
Review of: Zoom Consolidation Discussions within the Academic Senate (presented by IET)
Updated Memo to Senate Chair regarding Principles of Acceptable Use of Data Collected by Cyber-Monitoring Programs
Request for Senate Volunteers: Institutional Data Council
Request for Senate Volunteers: End Point Security Workgroup
Review of: Moving All Email Systems to DUO/MFA (presented by IET)
Review of: HPC Task Force Report
Review of: Examity and Alternative Proctored Testing Options (presented by IET)

#### **Committee policies established or revised:**

*None*

#### **Bylaw and Regulation changes approved by the Representative Assembly:**

*None*

#### **Committee carryforward items – 2020-21:**

Review of: Campus System and Recovery Plans (Cayuse)
Continued review of: Gradescope and Turn It In
Continued review of : Moving All Email Systems to DUO/MFA

### **Systemwide Business:**

<b>Requests for Consultation (RFC) and issues considered by the committee:</b>
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RFC: Proposed New Presidential Policy on Gender Recognition and Lived Name
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Respectfully Submitted,

Matthew Bishop, Chair

Kyaw Paw U, Member

Lee Miller, Member

Petr Janata, Member

Venkatesh Akella, Member

Matthew Settles, Academic Federation Representative

Saishruti Adusumilli, ASUCD Representative

Matthew Jenkins, GSA Representative

Viji Murali, CIO and Vice Provost of Information & Educational Technology, (Ex-officio)

Elizabeth Ramirez, Academic Senate Analyst



## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on International Education

Total Meetings: 7	Meeting frequency: Monthly	Average hours of committee work each month: 2
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Total GE Petitions Reviewed: 69  (courses, proposals, cases, etc.)	Total of reviewed deferred from the previous year: 0	Total deferred to the coming academic year: 0
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### Divisional Business:

<b>Requests for Consultation and issues considered by the committee:</b>
Presentation: Michael Lazzara, Associate Vice Provost, Global Affairs, Recognizing International Activities as part of the Merit, Tenure and Promotion Process
Presentation: Zak Frieders, Director, Study Abroad, Introduction to the Global Learning Hub
Presentation: Joanna Regulski, Vice Provost and Associate Chancellor, Global Affairs, Update on numerous Global/International campus-wide activities

Committee policies established or revised: 0
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Bylaw and Regulation changes approved by the Representative Assembly: 0
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### Systemwide Business:

Requests for Consultation and issues considered by the committee: 0
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Respectfully submitted,

Pablo Ortiz, Chair  
Atul Parkish, Member  
Beatriz Martinez Lopez, Member

Deborah Kimbrell, Member  
Jennifer Schultens, Member  
Joseph Sorensen, Member  
Mark Mascal, Member  
Timothy McNeil, Member  
Christina Schiesari, AF Rep  
Fadi Fathallah, Ex-Officio  
Michael Lazzarra, Ex-Officio  
Wes Young, Ex-Officio  
Zak Frieders, Ex-Officio  
Liz Lopez, Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on the Library

Total Meetings: 4	Meeting frequency: Approximately once per quarter	Average hours of committee work each week: varies
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Total Items Reviewed: 9	Total of items reviewed deferred from previous year: 0	Total items deferred to the coming academic year: 0
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### Divisional Business:

#### Requests for Consultation and issues considered by the committee:

Proposal for a Master's Program in Genetic Counseling
Proposal for Establishment of Graduate Group in Marine Science
Elsevier/Publisher Negotiations
Renovations of Physical Science and Engineering Library (PSEL)
Library Services for Faculty/Researchers, and Students
Collection Management Planning and Access to Books
Department Concerns Regarding Library Changes and Access

#### Committee policies established or revised:

*None*

#### Bylaw and Regulation changes approved by the Representative Assembly:

Davis Division Bylaw 83

### Systemwide Business:

#### Requests for Consultation and issues considered by the committee:

Proposed Revised Presidential Policy on Copyright Ownership

Respectfully submitted,

Kathryn Olmsted, Chair

Jonathan Eisen, Member

Leigh Ann Simmons, College of Ag and Environmental Sciences Representative

Yuh-Ru Lee, Academic Federation Representative

Naomi Reeley, ASUCD Representative

Bo Liu, College of Biological Sciences Representative

Jeffery Gibeling, College of Engineering Representative

Iris Holzer, Graduate Student Association Representative  
Robert Marquez, Graduate School of Management Representative  
Diana Davis, College of Letters and Science Representative  
James Housefield, College of Letters and Science Representative  
Janko Gravner, College of Letters and Science Representative  
Karrigan Bork, School of Law Representative  
Cynthia Passmore, School of Education Representative  
Hongwu Chen, School of Medicine Representative  
Lark Schneuder, School of Veterinary Medicine Representative  
MacKenzie Smith, Ex-Officio  
Debbie Stacionis, Academic Senate Analyst

## 2019-20 Annual Report Davis Division of the Academic Senate

### Committee on Planning and Budget

Total Meetings: 14 (plus 4 summer subcommittee meetings)	Meeting frequency: biweekly	Average committee work per week: 90 minutes
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Total items reviewed: <ul style="list-style-type: none"> <li>• Endowed Chairs: 2</li> <li>• Partner Opportunity Program: 4 (not listed for confidentiality)</li> <li>• Target of Opportunity for Excellence: 4 (not listed for confidentiality)</li> <li>• Spousal/Partner: 2</li> <li>• Requests for Consultation: 14</li> <li>• Other Items: 8</li> </ul>	Total reviewed items deferred from previous year: 0	Total items deferred to next year: 3 <ul style="list-style-type: none"> <li>• 1 TOE (awaiting information)</li> <li>• Review of search waiver data</li> <li>• Review of proposed major in Systems and Synthetic Biology (awaiting information)</li> </ul>
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### Divisional Business:

<b>Requests for Consultation:</b>
Proposed Name Change for Undergraduate Major in Microbiology
Proposed Revisions to Managerial Economics Major
Proposal to Discontinue the Minor in Applied Computing and Information Systems
Review of Academic Policies and Guidelines for Canceled Classes
Department Name Change Request: Physics to 'Physics and Astronomy'
Review of the Comprehensive Cancer Center Organized Research Unit
Proposed Major in Systems and Synthetic Biology (initial review)
Proposal for a Graduate Group in Marine Science
Five-Year Planning Perspectives
Master's Program in Genetic Counseling
<b>Other Items:</b>
In-depth review of the School of Law's budget with AVC Mangum and Senior Assistant Dean Burns
Discussed building maintenance/renovations, capital projects, and classroom/lab spaces with AVC Tollefson and Design and Construction Management
Hosted 2020 CPB Winter Retreat with FEC chairs and administrative leadership
Discussed report issued by the Academic Planning and Development subcommittee of Graduate Council: "Assessment of Possible Strategies for Restructuring Graduate Education at UC Davis"

Discussed issue of chief administrative officer reporting lines; wrote memo to Senate chair
Wrote a 2020-21 budget principles and planning letter to the Senate chair, who transmitted it to campus leadership; held follow up meeting with Chancellor May, Provost Hexter, and VC Ratliff
From May to June, reviewed final budget materials for all schools and colleges and provided recommendations and feedback to BIA
Regular discussions with BIA and the Provost's Office on the state of the campus budget, both pre-COVID-19 and after COVID-19 hit; topics included balancing the core-funds budget, the 2020-21 state budget proposals, and the 2020-21 campus operating budget framework letter; held follow-up discussions on the metrics for Phase 1 unit savings targets and the Research Core Facilities program; held four summer subcommittee meetings to keep up to date with, and advise on, the latest COVID-19 budgetary and campus impacts

<b>Endowed Chair/Professorship Reviews:</b>
Edward B. Roessler Chair in Mathematical and Physical Sciences
Paul F. Gulyassy Professorship

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

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

## Systemwide Business:

<b>Requests for Consultation:</b>
Proposed Revisions to APM 240 (Deans) and 246 (Faculty Administrators)
UC Washington Center Review
Proposed Revised Presidential Policy on Travel Regulations
Proposed Revised Presidential Policy, UC Seismic Safety

Respectfully submitted,

Ahmet Palazoglu, Chair  
 Alan Bennett, Member  
 Bruno Nachtergaele, Member  
 Heather Rose, Member  
 Fernando Santana, Member  
 Henry Spiller, Member  
 Sarah Stewart, Member  
 Alan Taylor, Member  
 Cathryn Lawrence, Academic Federation Representative  
 Kristin Lagattuta, Academic Senate Chair (CPB advisor)

Richard Tucker, Academic Senate Vice Chair (CPB advisor)  
Kyle Gayman, Communications Specialist (CPB analyst)

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Instructional Space Advisory Subcommittee

Total Meetings: 7	Meeting frequency: 3 meetings a quarter	Average hours of committee work each week: Approx. 30 min a week on average
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Total Items Reviewed: 4	Total of items reviewed deferred from the previous year: 1	Total items deferred to the coming academic year: 1
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### Divisional Business:

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

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

Review of: Other Universities' Scheduling Practices

Revision of: Spring 2020 Classroom Condition Survey Questions and Email (administered in collaboration with the Office of the University Registrar)

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

#### Committee policies established or revised:

*None*

#### Bylaw and Regulation changes approved by the Representative Assembly:

*None*

#### Committee carryforward items – 2020-21:

Continued Review of: Spring 2020 Classroom Condition Survey Results (administered in collaboration with Office of University Registrar)

### Systemwide Business:

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

*None*



Respectfully Submitted,

Andreas Albrecht, Chair

Helen Dahlke, Member

Jeanette Ruiz, Member

Paul Erickson, Member

Philip Power, Member

Rebekka Andersen, Member

Steven Luck, Member

Jacob Hosier, Academic Federation Representative

Erin Crom, University Registrar (Ex-officio)

Elizabeth Ramirez, Academic Senate Analyst

**2019-2020 Annual Report  
Davis Division of the Academic Senate**

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

Total Meetings	Meeting frequency	Average hours of committee work each week
<ul style="list-style-type: none"> <li>• <b><u>Investigative</u></b>: 5 Meetings</li> <li>• <b><u>Hearings</u></b>: 0 Hearings</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Investigative</u></b>: Scheduled biweekly held as needed</li> <li>• <b><u>Hearings</u></b>: As needed</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Investigative</u></b>: dependent on workload</li> <li>• <b><u>Hearings</u></b>: dependent on workload</li> </ul>

Total Matters Reviewed	Total of reviewed matters deferred from the previous year	Total matters deferred to the coming academic year
<b><u>Investigative</u></b> : Total New Grievances: 3  <b><u>Hearings</u></b> : Total New Grievances Referred: 0 Total New Disciplinary Actions Referred: 1 Total New Early Termination Actions Referred: 0	<b><u>Investigative</u></b> : Total Grievances: 1  <b><u>Hearings</u></b> : Total Hearings: 0	<b><u>Investigative</u></b> : Total grievances at investigative subcommittee continued: 3  <b><u>Hearings</u></b> : Total hearings/matters continued: 1

**Divisional Business:**

**Requests for Consultation and issues considered by the committee:**

Proposed Revisions to PPM 400-20, Sexual Violence and Sexual Harassment

**Committee policies established or revised:**

None

**Bylaw and Regulation changes approved by the Representative Assembly:**

None

**Systemwide Business:**

**Requests for Consultation and issues considered by the committee:**

None

As of August 31, 2020

Investigative:

- Grievances where prima facie was not found: One
- Grievances closed/informally resolved: One
- Grievances not referred to a hearing: None
- Grievances referred to a hearing: None
- Grievances carried over into 2020-2021: Three

Hearing:

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

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Public Service

Total Meetings 2	Meeting frequency As needed	Average hours of committee work each week: 30 minutes
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3 Nominations were Reviewed and 3 nominees were selected to receive the Distinguished Scholarly Public Service Award  2 UCD Continuing and Professional Education (UCD C&PE) Certificate Proposals were reviewed	0 Nominations were deferred from the previous year	0 Nominations are deferred to the coming year
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### Divisional Business:

#### Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

The committee focused on selecting and recommending award recipients.

The 2 UCD Continuing & Professional Education (UCD C&PE) Certificate Proposals reviewed:

- Human Resource Management Certificate Program Redesign
- Advanced Estimating and Integrated Cost Management Program

#### Committee policies established or revised:

No new committee policies were established.

No committee policies were revised.

#### Bylaw and Regulation changes approved by the Representative Assembly:

Davis Division Bylaw 88 (Public Service)

### Systemwide Business:

#### Requests for Consultation and issues considered by the committee:

No requests for consultation were considered by the committee.

Respectfully Submitted,

Valerie Eviner, Chair  
Ayako Yasuda, Member  
Christina Rulli, Member  
Oscar Jorda, Member  
Michael Ziccardi, Academic Federation Representative  
Alex Lowrie, Academic Federation Representative  
Purva Bhattacharjee, ASUCD Representative  
Hyunsoo Kim, GSA Representative  
Joanna Regulska, Ex-Officio  
Susan Catron, Ex-Officio  
Elizabeth Ramirez, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Research

Total Meetings: 11	Meeting frequency: Approx. 4 times a quarter	Average hours of committee work each week: 2 hours per week but more in spring quarter
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<b>Total committee business items reviewed:</b> 15	<b>Total of committee business items deferred from the previous year:</b> 0	<b>Total business items deferred to the coming academic year:</b> 0
<b>Total of grant proposals reviewed:</b> 2019-20 travel grants (\$800) 403 2020-21 small grants (\$2,000) 182 2020-21 large grants (\$10,000-\$25,000) 87	<b>Total of grant proposals awarded:</b> 2019-20 travel grants (\$800) 385 (Travel cancelled in spring quarter due to COVID-19) 2020-21 small grants (\$2,000) 177 2020-21 large grants (\$10,000-\$25,000) 24	<b>Total grant proposals deferred to the coming academic year:</b> 0

### Divisional Business:

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

Institutional Animal Care and Use Committee (IACUC) Policy for PI Maintained Animal Facilities
Office of Research Unit (ORU) Taskforce Report
Resolution to Address Climate & Sustainability
Academic Policies and Guidelines for Cancelled Classes
Comprehensive Cancer Center Organized Research Unit
Proposed Revisions to PPM 230-07 Public Health Service Regulations on Objectivity in Research
Research Continuity & Planning for COVID-19
Big Shift Water Conservation Project & Impact in Research
Rodent Import Quarantine
Campus Safety, Thefts, and Vandalism
Multidisciplinary Grand Challenges Building
Research Ramp-up Phases After COVID Shutdown

#### Committee policies established or revised:

None

#### Bylaw and Regulation changes approved by the Representative Assembly:

None

## Systemwide Business:

<b>Requests for Consultation (RFC) and issues considered by the committee:</b>
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Revised Presidential Policy on Copyright Ownership
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Proposed Presidential Policy on Protection of Human Subjects in Research
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Proposed Presidential Policy on Native American Cultural Affiliation & Repatriation
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Respectfully submitted,

Karen Bales, Chair

Amanda Guyer, Member

Ana-Maria Iosif, Member

Angela Zivkovic, Member

Beth Levy, Member

Carlito Lebrilla, Member

David Fyhrie, Member

David Woodruff, Member

Erin Hamilton, Member

Laura Borodinsky, Member

Li Tian, Member

Mark Huising, Member

Pamela Lein, Member

Zhaojun Bai, Member

Enkhmaa Byambaa, Academic Federation Representative

Prasant Mohapatra, Ex-Officio

Cindy Kiel, Guest

Debbie Stacionis, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Undergraduate Council

Total Meetings: 16	Meeting frequency: twice per month/every other week	Average hours of committee work each week: Chair: 10-12 hours/week Members: varies with heaviest workload in late winter and spring
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Total business items reviewed: 76 - 23 program reviews - 1 interim program reviews - 22 GE reviews - 30 other items	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 2
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### Divisional Business:

<b>Requests for Consultation and Issues Considered by the Committee:</b>
Requests for Consultations:
<ul style="list-style-type: none"> <li>Proposed Name Change for Undergraduate Major in Microbiology</li> <li>Proposed Revisions to Managerial Economics Major</li> <li>Proposal to Discontinue Minor in Applied Computing and Information Systems</li> <li>Review of Academic Policies and Guidelines for Canceled Classes</li> <li>Guidelines Concerning Scheduling Conflicts with Academic Requirements</li> <li>Department Name Change Request: Physics to 'Physics and Astronomy'</li> <li>Proposed Major in Systems and Synthetic Biology</li> <li>Registration Workgroup Final Report</li> <li>Administration of May 2020 Analytical Writing Placement Exam</li> </ul>
Proposed Revisions to Majors/Minors:
<ul style="list-style-type: none"> <li>Precision Agricultural Minor (College of Agricultural and Environmental Sciences)</li> <li>Geographic Information Systems Minor (College of Agricultural and Environmental Sciences)</li> <li>Materials Science Minor (College of Engineering)</li> <li>Gender, Sexuality and Women's Studies Major and Minor (College of Letters and Science)</li> <li>Cognitive Science Major (College of Letters and Science)</li> </ul>



<b>Other Items Reviewed:</b>
• Equitable Access Course Materials Pilot
• RFP for Degree and Certificate Completion Programs
• Report of the Special Committee on Evaluation of Teaching
• Assessment of Learning Objectives and Learning Outcomes
• UGC Consultation to Senate Chair regarding campus flexibilities and impacts of COVID-19
○ Assessment of Extending Spring Break by 1-2 Weeks
○ Assessment of Extending P/NP Deadlines for Winter and/or Spring Quarters 2020
○ Committee on Admissions and Enrollment inquiry re: 2020-21 admissions
<b>Presentations by Campus Departments:</b>
• Office of Student Support and Judicial Affairs
• Special Transitional Enrichment Program (Office of Educational Opportunity and Enrichment Services)
• Women's Resources and Research Center
• Orientation
<b>Annual Undergraduate Instruction and Program Reviews:</b>
• Interim Review: East Asian Studies
• Cluster 6 Program General Education Reviews (22)
• Cluster 6 Program Reviews (23)
• Cluster 6 Program Review Summary
<b>Committee policies established or revised:</b>
Proposed Revisions to the General Education Writing Experience Literacy (approved)
Proposed Revisions to the General Education Scientific Literacy Interpretation (approved)
<b>Bylaw and Regulation changes approved by the Representative Assembly:</b>
None

## Systemwide Business:

<b>Requests for Consultation and issues considered by the committee:</b>
UC Washington Center Review
Systemwide Review of BOARS Recommendation to Eliminate the ACT/SAT Essay Requirement
Systemwide Review of the Report of the Academic Council's Standardized Testing Task Force (STTF)
Campus Five-Year Planning Perspectives for 2020-2025
Systemwide Announcement - Temporary Waiver of Senate Regulation 636.C
Systemwide Survey - Instructor and Student Survey Responses on Remote Teaching and Learning

Respectfully submitted,

Katheryn Russ, Chair  
Colleen Bronner, Member  
Natalia Caporale, Member  
Victoria Cross (Undergraduate Instruction and Program Review Chair), Member  
Kerry Enright, Member  
Jacob Hibel, Member  
Marie Jasieniuk, Member  
Tobias Menely, Member  
Richard Scalettar (Special Academic Programs Chair), Member  
Katie Stirling-Harris (General Education Committee Chair), Member  
Matthew Stratton (Preparatory Education Chair), Member  
Philip Zerbe, Member  
Lynn Martindale, Academic Federation Representative  
Bill Sewell, Academic Federation Representative  
Saishruti Adusumilli, ASUCD Representative  
Purva Bhattacharjee, ASUCD Representative  
Naomi Reeley, ASUCD Representative  
Morgan Matson, GSA Representative  
Deborah Swenson, Committee on Admissions and Enrollment Chair, Ex-Officio  
Erin Crom, Registrar, Ex-Officio  
Carolyn C. Thomas, Vice Provost and Dean, Undergraduate Education, Ex-Officio  
Mary Vasquez, Academic Senate Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### General Education Committee

Total Meetings 6	Meeting frequency <i>2 per quarter</i>	Average hours of committee work each week <i>1 hour per week</i>
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Total programs reviewed 22	Total of reviewed programs deferred from the previous year 0	Total programs deferred to the coming academic year 0
Total course literacies assessed 79		

### Divisional Business:

Requests for Consultation and issues considered by the committee:
<i>Discussed possible revisions to the Oral Skills Literacy interpretation</i>
<i>Consulted for COCI on GE interpretations for approving GE literacies in two courses</i>

Committee policies established or revised:
<i>Minor revisions to the Scientific Literacy interpretation approved by GEC and UGC</i>
<i>Minor revisions to the Writing Experience Literacy interpretation approved by GEC and COCI, to be reviewed by UGC in fall 2020</i>
<i>Updated Program/GE Review calendar</i>

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

### Systemwide Business:

<b>Requests for Consultation and issues considered by the committee:</b>
<i>Review of BOARS Recommendation to Eliminate the ACT/SAT Essay Requirement</i>
<i>Review of the Report of the Standardized Testing Task Force (STTF)</i>

Respectfully Submitted,

A. Katie Stirling-Harris, Chair  
Hussain Al-Asaad, Member  
Mark Halperin, Member  
William McCarthy, Member

Eric Louis Russell, Member  
Sudipta Sen, Member  
Anne Todgham, Member  
Michael Toney, Member  
Carl Whithaus, Member  
Sumathi Sankaran-Walters, Academic Federation Representative  
Theresa Costa, Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Special Academic Programs

Total Meetings: 0	Meeting frequency:	Average hours of committee work each week:
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Total programs reviewed: 0	Total of reviewed programs deferred from the previous year: 0	Total programs deferred to the coming academic year: 0
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#### Divisional Business:

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

[https://academicsenate.ucdavis.edu/sites/g/files/dgvnsk3876/files/local\\_resources/docs/committees/undergrad\\_council/sap/revised-schedule.pdf](https://academicsenate.ucdavis.edu/sites/g/files/dgvnsk3876/files/local_resources/docs/committees/undergrad_council/sap/revised-schedule.pdf)

#### Courses reviewed by the committee:

None

#### Committee policies established or revised:

None

#### Bylaw and Regulation changes approved by the Representative Assembly:

None

#### Systemwide Business:

#### Requests for Consultation and issues considered by the committee:

None

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

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Preparatory Education

Total Meetings: 2	Meeting frequency: As needed	Average hours of committee work each week: Varies
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Total items reviewed: 4	Total of reviewed items deferred from the previous year: 0	Total items deferred to the coming academic year: 0
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#### Divisional Business:

##### Requests for Consultation and issues considered by the committee:

Change to “About” Text Box on Preparatory Education Committee Webpage

##### Committee policies established or revised:

None

##### Bylaw and Regulation changes approved by the Representative Assembly:

None

#### Systemwide Business:

##### Requests for Consultation and Issues Considered by the Committee:

Proposal to replace the cancelled Analytical Writing Placement Exam / English Language Placement Exam (AWPE / ELPE) due to COVID-19

Report of the Standardized Testing Task Force

BOARS Recommendation to Eliminate the ACT/SAT Essay Requirement

Respectfully submitted,

Matthew Stratton, Chair  
Monica Vazirani, Member  
Fu Liu, Member  
Rebekka Andersen, Member  
Sam Nichols, Member  
Beth Slutsky, Academic Federation Representative  
Joel Fonseca Perez, ASUCD Representative  
Debbie Stacionis, Analyst

## 2019-2020 Annual Report Davis Division of the Academic Senate

### Committee on Undergraduate Instruction & Program Review

Total Meetings 8	Meeting frequency <i>Fall - 1</i> <i>Winter - 4</i> <i>Spring - 3</i>	Average hours of committee work each week <i>Most committee work was completed in winter and spring – 2-6 hours/week</i>
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Total programs reviewed: 23	Total program reviews deferred from the previous year: 0	Total program reviews deferred to the coming academic year: 0
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### Divisional Business:

Requests for Consultation and issues considered by the committee:
<i>23 Programs reviewed (20 majors and 2 minors)</i>
<i>Considered possible revisions to the UIPRC policy on program reviews for the College of Engineering programs that are ABET accredited</i>
<i>Updated program review schedule</i>

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

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

### Systemwide Business:

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

Respectfully Submitted,

Victoria Cross, Chair  
Thomas Buckley, Member  
Jennifer Choi, Member  
Patrice Koehl, Member  
Joel Ledford, Member  
Michell Singer, Member  
Stephen Stem, Member  
David Wittman, Member

Matt Wood, Member

Jennifer Weil, Academic Federation Representative

Annoushqa Bobde, ASUCD Representative

Charlotte Terry, GSA Representative

Hooman Rashtian, COE FEC Representative (ex-officio)

Neelima Sinha, CBS FEC Representative (ex-officio)

Jeffrey Williams, CAES FEC Representative (ex-officio)

Theresa Costa, Analyst



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

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

For the 2019-2020 academic year, 94,842 students applied for undergraduate admission: 17946 new transfers and 76896 new freshmen. The Committee does not evaluate freshmen or all transfer applicants to the University. Transfer applicants must have submitted a letter of recommendation in order to be evaluated by the Committee; those who did not submit the letter of recommendation are considered for undergraduate scholarships, but are not eligible for bonus points through the review.

The Committee, comprising members representing all of the colleges, first met on February 7, 2020. At this meeting, committee members reviewed the 2018-2019 Annual Report and the calendar for 2019-2020. They also discussed committee expectations, workload, and reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2019-2020 scholarship applications. In order to be considered, all applicants had to have a minimum 3.25 GPA. The Committee evaluated all complete continuing student applications (1104); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (694).

A total of 1,798 applications needed to be evaluated for the 2020-2021 scholarship award year. Because each application is to be reviewed by at least two Committee members, 3,596 reads needed to be completed within the reading period. This year we had 21 members, not including the Chair. If all 21 members read equal amounts of applications, they would each need to review about 171 files; this equates to about 19-28 hours of work per person, given a 7 – 10 minute/file reading rate. Readings were officially completed on May 13, almost eight weeks after the original March 20 deadline.

The University Medalist Sub-Committee reviewed the nomination packets of and interviewed four finalists on May 29, 2020. The group decided upon Jumana Esau an English major from the College of Letters and Science as the 2019-2020 University Medal recipient.

Due to the Covid-19 pandemic and the various changes that ensued as a result, the committee did not have it's spring quarter meeting.

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

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

Respectfully submitted,

**Carlos Jackson, Chair**

Anna Uhlig

Bwalya Lungu

Christian Baldini

Corrie Decker

Daisuke Sato

Emilija Pantic

Grace Wang

Jennifer Schultens

Kristina Horback

Kurt Rohde

Lorenzo Nardo

Margaret Kemp

Margaret Ronda

Mona Monfared

Randy Carney

Sascha Nicklisch

Veronika Hubeny

Xin Liu

Yizumiya Izumiya

Academic Federation Representatives

Jennifer Cadieux

Sriema Walawage

**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 Summer Session(s) 2020 and Fall 2020 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**, 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 not in good academic standing for Summer Session(s) 2020 and Fall 2020 during the COVID-19 public health emergency. Students not in good academic standing must seek a petition and approval through their respective dean's office.

Revisions to DDR A545.B.1 and B.2 are to consolidate identical regulations.

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**, 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** 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).
  - 2) ~~Summer Session(s) 2020 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 Graduate Council and 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 each Summer Sessions and Fall terms 2020 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** ~~spring 2020~~ on an optional Satisfactory (S) or Unsatisfactory (U) basis.
  - 2) **For fall term 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 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.



# 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)

## Online or Hybrid Courses

The Committee on Courses of Instruction allows faculty to create undergraduate and graduate courses that use online [learning activities](#). Courses taught entirely online are referred to as 'virtual' courses; while courses that are mixtures of online and in-class activities are referred to as 'hybrid' courses. All courses with one or more hours/week of online lecture, laboratory, discussion, etc., should be classified as hybrid or virtual. The Committee notes that remote instruction, which is the practice of temporary modification of instructional delivery due to a change or anticipated change in campus operating status due to pandemic, natural disaster or other events, is not the equivalent of online instruction.

The Committee has designated two learning activity codes to be used in course approval forms for these courses. The learning activities are Web Virtual Lecture (WVL) for online activities that replace standard lectures and Web Electronic Discussion (WED) for online activities that replace standard discussions. The Committee does not require the use of these activity codes if the online material merely supplements regularly scheduled lecture/laboratory/discussion sections.

WVL - Online Lecture - a fully-integrated online course with interactive text, graphics, and/or executable programs; online student access to the instructor(s); measures to assure compliance with copyright laws.

WED - Online Discussion - online discussion groups using list-processor or moderated e-mail, news groups and/or chat rooms; online student access to the instructor(s); measures to assure student privacy and civility in these activities.

The Committee recognizes that 'web virtual lecture' and 'web electronic discussion' may be inadequate, as online activities can do more than mimic regular lectures and discussions. We do not intend that the listed activities restrict what instructors do, but rather than add new activities, we ask that instructors select WVL or WED and then describe the activities more fully in the Justification of Units section of the Integrated Curriculum Management System (ICMS) form.

Two courses that have the same subject code and course number but will be taught with different online/in-class learning activities (i.e. BSK 101 and BSK 101V), must be equivalent except for their learning activities and manner of instruction. All prerequisites, credit limitations, descriptions, General Education attributes, units, grading mode, etc., must be the same. These courses will be coded as equivalent in the Registrar's course database, so they will fulfill the same degree requirements for students.

When submitting a request for a new hybrid or virtual course in ICMS:

1. The course number must include the suffix "V" for completely online/virtual courses. The course number must include the suffix "Y" for hybrid courses.
2. The Summary of Course Contents must describe how the instructor interacts with students and for how many hours per week or quarter.

- a. Referring to the in-class hours listed in the Units & Contact Hours section of the form, please indicate which parts of the course are expected to be completed synchronously and asynchronously.
  - b. If the specific learning activities for this course are not lectures or discussions, please describe the appropriate learning activities for this course. See the [learning activities list](#) for additional information.
3. The Summary of Course Contents must describe how exams will be administered within the limits of [Senate Regulation 538](#).
4. To streamline the review process, the committee recommends that the proposing department attach a sample course outline or syllabus that describes how online activities will be structured.

Faculty should be aware that the Registrar normally would not assign regular classroom space for online learning activity codes (for example, a hybrid course with 3 lecture hours each week and 1 hour of web electronic discussion each week would be assigned a classroom for 3 lecture hours, but not for the 1 hour of web electronic discussion). Furthermore, for courses without traditional lecture/discussions components, the instructor should coordinate with the Registrar regarding the dates and times of any "in class" examinations. The Registrar will inform instructors within the first 3 weeks of the quarter of the room assignment(s) for the midterm examinations. Final examination times for online-only courses will be assigned the "TBA" time slot.

Grades may be based upon electronically submitted materials. Participation may not be more than 10% of the total grade, unless approved by the Committee.

## GE Writing Experience Literacy

### I. Regulations

Davis Division Regulation 522 sets forth the Baccalaureate Degree Requirements in General Education. Literacy with Words and Images (522.C.1) is a component of Core Literacies and requires 20 units of work in specified categories. A minimum of 6 units of courses that provide writing experience is required; in lieu of an oral skills course, a student may elect to take 3 or more additional units with writing experience.

Regulation 523.C.1 states: “A course providing writing experience promotes the student’s ability to think clearly and communicate effectively about the course material through guided writing assignments completed in stages. Guidance may take the form of class discussions, peer feedback, individual or small group conferences, or written (including online) feedback. Students must be given feedback designed to promote improvement in writing in the course. Feedback may occur in the context of one or more successive, refined submissions of a single assignment, or over a series of multiple assignments. Students receive the current version of the handout on plagiarism from the Office of Student Support and Judicial Affairs. Grading criteria are articulated in advance of the due date. The writing is evaluated for content, clarity, organization, and logic. A 1-unit course requires a minimum of 5 pages of writing; a course of 2 or more units requires a minimum of 10 pages, possibly in a series of staged tasks or shorter assignments. Approval may be sought for shorter assignments that total fewer than 5 or 10 pages when they are appropriate and clearly justified.”

### II. Interpretation

The objective of Writing Experience Literacy is to ensure that all students become proficient writers across a range of academic and real-world contexts. Courses that meet the writing literacy must place significant emphasis on developing a complex written work within a given academic discipline. As important as the page quantities specified below is the integration of writing assignments that progressively develop critical thinking and that model effective writing strategies such as transferring feedback on one piece of writing to the next; developing a longer work through a series of shorter pieces; or drafting, getting feedback, and revising. Assignments to be included in the minimum page count must include opportunities for student improvement through the integration of instructor feedback through successive, refined submissions of a single assignment or through a series of multiple assignments. Most exams do not meet these criteria.

Departments and programs are encouraged to incorporate writing experience units within existing courses and to develop courses that emphasize the department’s or program’s distinctive disciplinary uses of formal writing.

### Minimum Elements Checklist

#### Courses in the Writing Experience Literacy must:

ME1) Demonstrate that writing is a central component of the course.

ME2) Show that students are trained in the writing conventions of the relevant

discipline.

ME3) Assure that model texts are provided and discussed.

ME4) Demonstrate that the 5/10 page (1500/3000 words) writing assignment(s) requirement is met. Revisions are encouraged, but revisions of past submissions do not count toward the 10-page minimum.

ME5) Provide specific demonstration and explanation of the evaluation criteria.

ME6) Demonstrate that individual feedback from qualified personnel-instructors or teaching assistants is integrated into the course in a manner designed to promote improvement in writing.

ME7) Show that guidance on plagiarism is provided.

ME8) Demonstrate that the learning objectives of the literacy are an integral part of the class.

### III. ICMS Submission requirements

The Committee on Courses of Instruction (COCI) evaluates whether the course proposal satisfies the minimum elements checklist above. COCI uses the information provided in the answers to the General Education literacy justification questions and the Expanded Course Description. Departments requesting that a course be approved for this GE literacy must answer the following questions in the Integrated Curriculum Management System (ICMS).

For this literacy, COCI evaluates the minimum elements as follows:

- ME1: ICMS literacy question 1 and the Expanded Course Description
  - ME2: ICMS literacy question 1 and the Expanded Course Description
  - ME3: Expanded Course Description
  - ME4: ICMS literacy question 1
  - ME5: ICMS literacy question 2
  - ME6: ICMS literacy question 3
  - ME7: ICMS literacy question 2
  - ME8: Expanded Course Description
1. Briefly describe the requirements for written assignments by each student in the course, including the total number of assignments and the nature and expected length of each assignment.
  2. Briefly describe the grading criteria that will be provided to students (along with the current version of the handout on plagiarism from the Office of Student Support and Judicial Affairs) in advance of the due date.
  3. Briefly describe how students will be given feedback designed to promote improvement in writing in the course.
  4. How will the instructors assess student competency in this GE literacy?

Departments may leave the “ICMS Justification” field blank, or use it to provide any

additional information about the GE literacy for this course that may be helpful as COCI reviews the request.