

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

**Thursday, October 20, 2022**

**2:10 – 3:00 p.m.**

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

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2. Announcements by the President – None	
3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
5. Announcements by the Deans, Directors or other Executive Officers – None	
6. Special Orders	
a. Remarks by Davis Division Chair Ahmet Palazoglu	
 <i>Annual Reports on Consent Calendar:</i>	
b. *Annual Report of the Committee on Academic Personnel – Oversight Committee	5
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i. *Annual Report of the Subcommittee on Instructional Space	50
s. *Annual Report of the Committee on Privilege and Tenure	52
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u. *Annual Report of the Committee on Research	56
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i. *Annual Report of the Subcommittee on General Education	62

\*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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ii. *Annual Report of the Subcommittee on Special Academic Programs	64
iii. *Annual Report of the Subcommittee on Preparatory Education	65
iv. *Annual Report of the Subcommittee on Undergraduate Instruction and Program Review	67
w. *Annual Report of the Committee on Undergraduate Scholarships, Honors, and Prizes	69
7. Reports of standing committees	
8. Petitions of Students	
9. Unfinished Business	
10. University and Faculty Welfare	
11. New Business	
12. Informational Items	
a. Revised College of Biological Sciences Bylaws and Regulations	71
b. Revised School of Veterinary Medicine Bylaws and Regulations	82

Heather Rose, Secretary  
Representative Assembly of the  
Davis Division of the Academic Senate

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**MEETING SUMMARY**  
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY  
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**Thursday, June 2, 2022**

**2:10 – 3:30 p.m.**

**Student Community Center – Multipurpose Room**

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1. *Approval of the April 28, 2022 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 Davis Division Chair Richard Tucker	
• We sent our Memorial results to systemwide; there was positive support with decent turnout	
• Our campus COVID-19 testing program will begin winding down at the end of June	
• We held the first Senate/Federation in-person awards event since the beginning of COVID-19	
• There was lots of good consultation this year; many thanks to staff and committees	
7. Reports of Special Committees	
8. Reports of Standing Committees	
a. Committee on Elections, Rules, and Jurisdiction	
i. Proposed Revision to Davis Division Regulation A553: Credit for Courses Taken at Other Institutions	3
• Vote: 57 in favor, 0 opposed. Approved.	
9. Petitions of Students	
10. Unfinished Business	
11. New Business	
a. Revised Step Plus Workgroup Recommendations	4
• In the coming year, the Senate, in collaboration with Academic Affairs, will conduct outreach to help further educate faculty and department chairs on Step Plus	
• Motion: To accept the two recommendations of the workgroup, and to thank the committee for its work and responding to the input of faculty. Vote: 57 in favor, 0 opposed. Recommendations accepted.	
b. Resolution of thanks proposed by Vice Chair Ahmet Palazoglu to thank Chair Richard Tucker for his two years of exemplary service as chair. Approved by acclamation.	
12. Informational Items	
a. *2022-2023 Academic Senate Standing Committee Appointments	7
b. Undergraduate Council Policy on Establishment, Revision, and	

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Discontinuation of Undergraduate Academic Degree Programs

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Heather Rose, Secretary  
Representative Assembly of the  
Davis Division of the Academic Senate

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

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# 2021-2022 Annual Report

## Committee on Academic Personnel – Oversight

### Davis Division of the Academic Senate

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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 2021-2022 academic year, CAP met 38 times and considered over 547<sup>1</sup> agenda items, of which 504 were academic personnel actions. The committee reviewed 13 “Change-of-Title” actions, 18 Endowed Chair actions, 1 Deferral, 5 Five-Year Reviews, 6 Emeritus Status actions, and 5 appointments or reappointments as Department Chair. CAP also evaluated 23 Initial Continuing Appointments for Lecturers. Of the 455<sup>2</sup> academic personnel actions that CAP and the VPAA reviewed at the time of this report, the VPAA disagreed with CAP’s recommendation 38 times (about 8%). In most of these cases, CAP’s recommendation included majority and minority votes.

Overall, both CAP and the FPCs made negative recommendations in fewer than 6% of merit and promotion 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 2021-2022 academic year was the eighth year of Step Plus implementation for all Academic Senate titles and was the fifth year that accelerations in time for merits were not allowed. 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.

#### **Promotions**

[Appendix D](#) provides a summary of CAP’s recommendations on non-redelegated Step Plus promotion cases. CAP reviewed a total of 145 Step Plus promotions during the 2021-2022 academic year. CAP agreed with the department recommendations in 67% of cases (n=97). CAP recommended an additional 0.5-step or an additional 1.0-step promotion above and beyond department recommendations in 10% of cases (n=15). CAP recommended 0.5- or 1.0-step below the department recommendation in 19% of cases (n=27). 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).

<sup>1</sup> During the 2021-2022 academic year, CAP reviewed several actions that were effective in another year (i.e. 2018-19, 2019-20, and 2020-21). This report analyzes all actions reviewed in 2021-2022 including those effective in another year.

<sup>2</sup> At the time of this report, final decision information was not yet available for 31 cases.

For promotions to Associate Professor (n=83) and Professor (n=62), CAP recommended promotion in 142 of 145 cases. CAP recommended the promotion proposed by the department in 97 cases. CAP modified recommendations from the department in 45 cases (i.e., CAP recommended an alternate step for promotion or recommended merit in lieu of promotion). CAP recommended no promotion in 3 cases.

[Appendix B](#) lists the accelerated promotions that came to CAP (as noted, accelerations in time were not an option for normal merit actions in 2021-2022). 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.

## **Merits**

[Appendix E](#) provides a summary of CAP's recommendations for non-redelegated Step Plus merit cases. CAP reviewed a total of 199<sup>3</sup> Step Plus merits during the 2021-2022 academic year. CAP accepted the department recommendation in 60% of cases (n=120). CAP recommended an additional 0.5-step or an additional 1.0-step merit in 12% of cases (n=24). CAP recommended 0.5-or 1.0-step below the department recommendation in 18% of cases (n=35). CAP did not recommend merit advancement in 9% of cases (n=18).

## **Step 6 Merit Actions**

CAP continues to experience difficulties with some cases for advancement to Professor, Step 6. The requirement for outside letters was discontinued 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](#). In the absence of outside letters, department letters should be **very** clear in addressing the Step 6 criteria, and should provide the type of information that was previously gathered from outside letters. Department Chairs should reference the standards for research, teaching, and service as described in the APM. CAP notes that such information 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**

CAP also continues to experience difficulties with some cases for advancement to Professor, Above Scale and Professor, Further 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. Additionally, departments should note the normative period for advancement to above scale: "Except in rare and compelling cases, advancement will not occur after less than four years at Step IX."

<sup>3</sup> Includes 8 redelegated merit actions. CAP reviews redelegated merits for FPC members.

## **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, 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 may require the department to revote.***

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

Other items that CAP discussed include: APM revisions (systemwide and campus), recommendations from the Student Committee on the Evaluation of Teaching, the revised Step Plus Workgroup Report, the Salary Task Force Equity Force Report, and the Report of the Negotiated Salary Trial Program Phase 2 Taskforce.

## **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 2021-2022, CAP conducted 2 career equity reviews that were 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 5 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 1 case.

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

CAP reviewed and made recommendations on 23 initial continuing non-Senate appointments in 2021-2022. CAP recommended appointment in 22 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 2021-2022, CAP considered 4 such requests and made a positive recommendation in 2 cases.

### **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,



Jeannie Darby, Chair  
Committee on Academic Personnel – Oversight

### **CAP's Membership 2021-2022**

Jeannie Darby, Chair  
Alan Bennett, Vice-Chair  
Prabir Burman  
Edward Dickinson  
JoAnne Engebrecht  
Neal Fleming  
Naomi Janowitz  
Kyoungmi Kim  
Lisa Tell  
Kelly Adams, Policy Analyst

## APPENDIX A: SUMMARY OF CAP ACTIONS

	Yes	No	Other	Total Actions
<b>Appointments</b>	<b>83</b>	<b>4</b>	<b>9</b>	<b>96</b>
Assistant Professor	9		1	10
Associate Professor	6		3	9
Professor	9		4	13
Adjunct Professor (all ranks)	3	1		4
Lecturer PSOE	1			1
Lecturer SOE				0
Via Change in Title	13			13
Via Change in Department				0
Initial Continuing Non-Senate	22	1		23
Endowed Chair Appointment/Reappointment	17	1		18
Department Chair Review	3	1	1	5
<b>Promotions</b>	<b>97</b>	<b>3</b>	<b>45</b>	<b>145</b>
Associate Professor	48	2	27	77
Professor	44	1	16	61
Lecturer SOE/Sr. Lecturer SOE	5		2	7
<b>Merit Increases</b>	<b>122</b>	<b>18</b>	<b>63</b>	<b>203</b>
Assistant Professor	5		2	14
Associate Professor	16	4	7	27
Merit to or across Professor, Step 6	28	3	10	41
Merit to or across Professor, Above Scale	19	1	9	29
Professor, Above Scale to Further Above Scale	9	7	9	24
Other Merit Increases	42	2	23	67
Continuing Lecturer	2		2	4
Lecturer PSOE/SOE	1	1	1	3
<b>Miscellaneous Actions</b>	<b>46</b>	<b>3</b>	<b>12</b>	<b>60</b>
Appraisals	24		12	36
Career Equity Reviews		2		2
Deferrals	1			1
Emeritus Request	6			6
Five-Year Reviews	5			5
POP Screenings	3			3
TOE Screenings	4	1		5
Search Waivers	2			2
<b>TOTAL</b>	<b>348</b>	<b>28</b>	<b>129</b>	<b>504</b>

“Yes” actions are those where CAP’s recommendation agreed with the department’s proposed recommendation (but excludes those actions where the department recommended no advancement); “No” are those actions where either the department recommended no advancement and CAP agreed or the department recommended an advancement and CAP recommended no advancement; “Other” actions are all remaining cases where the recommendations for advancement differed between the department and CAP.

## APPENDIX B: SUMMARY OF ACCELERATED ACTIONS IN TIME

Acceleration Proposed	Yes	No	Other	Total
1-yr	15		2	17
2-yr	2		2	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	No	Other	Yes	No	Other		
CA&ES	41	2	6	46	2	6	5	49
CBS	15		1	15		1		16
COE	20	1	1	22	1	1	2	22
EDU	3			4			1	3
GSM	5			4		1		5
L&S: HArCS	17	1	1	39	1	3	24	19
L&S: MPS	16		3	24		2	7	19
L&S: SS	36		4	43		2	6	40
LAW	9		1	12	1		3	10
SOM	32	3	7	79	4	18	59	42
SON	1					1		1
SVM	22		9	24		7		31
<b>TOTAL</b>	<b>217</b>	<b>7</b>	<b>33</b>	<b>312</b>	<b>9</b>	<b>42</b>	<b>107</b>	<b>257<sup>4</sup></b>

“Yes” actions are those where the FPC’s recommendation agreed with the department’s proposed recommendation (but excludes those actions where the department recommended no advancement); “No” actions are those where either the department recommended no advancement and the FPC agreed or the department recommended an advancement and FPC recommended no advancement; “Other” actions are all remaining cases where the recommendations for advancement differed between the department and the FPC.

<sup>4</sup> At the time of this report, final decision information was not yet available for 1 case.

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

College/School/ Division	Department Recommendation	CAP Recommendation			TOTAL
		Yes	No	Other	
CA&ES	0 step		1		1
	1.0 step	5		3	8
	1.5 step	12		2	14
	2.0 step	6		4	10
CBS	1.0 step	1			1
	1.5 step	2		1	3
	2.0 step	4			4
COE	Lateral	1		1	2
	1.0 step	3			3
	1.5 step	4		2	6
	2.0 step	3		1	4
	2.5 step	1			1
EDU	1.0 step	1			1
	1.5 step	1			1
	2.0 step			1	1
GSM	Lateral	1			1
L&S: HArCS	1.0 step	1			1
	1.5 step	4		2	6
	2.0 step	1		2	3
L&S: MPS	Lateral	1			1
	1.0 step	5			5
	2.0 step	2			2
L&S: SS	0 step		1		1
	1.0 step	3			3
	1.5 step	2		2	4
	2.0 step	3		2	5
LAW	Lateral	1			1
SOM	1.0 step	10	1	6	17
	1.5 step	9		6	15
	2.0 step	1		4	5
SVM	1.0 step	3		1	4
	1.5 step	4		5	9
	2.0 step	2			2
<b>TOTAL</b>		<b>97</b>	<b>3</b>	<b>45</b>	<b>145</b>

“Yes” actions are those where CAP’s recommendation agreed with the department’s proposed recommendation (but excludes those actions where the department recommended no advancement); “No” are those actions where either the department recommended no advancement and CAP agreed or the department recommended an advancement and CAP recommended no advancement; “Other” actions are all remaining cases where the recommendations for advancement differed between the department and CAP.

**APPENDIX E: SUMMARY OF NON-REDELEGATED STEP PLUS ACTIONS  
(MERITS)**

College/School/ Division	Department Recommendation	CAP Recommendation			TOTAL
		Yes	No	Other	
CA&ES	1.5 step	5		1	6
	2.0 step	12		5	17
CBS	1.0 step		2		2
	1.5 step	4	1	1	6
	2.0 step	6		1	7
COE	1.0 step	3		1	4
	1.5 step	8	1	6	15
	2.0 step	6		3	9
EDU	0 step			1	1
	1.0 step		1		1
	1.5 step	1			1
	2.0 step	3		1	4
GSM	2.0 step			2	2
L&S: HArCS	1.5 step	8	1	3	12
	2.0 step	5		2	7
L&S: MPS	1.0 step	2	2	1	5
	1.5 step	6		4	10
	2.0 step	2		1	3
L&S: SS	1.0 step	4	2		6
	1.5 step	3			3
	2.0 step	5		4	9
LAW	1.5 step	2		3	5
SOM	1.0 step	5	4	4	13
	1.5 step	11	3	4	18
	2.0 step	3		7	10
SVM	1.0 step			1	1
	1.5 step	3		4	7
	2.0 step	7			7
<b>TOTAL</b>		<b>114</b>	<b>17</b>	<b>60</b>	<b>191</b>

“Yes” actions are those where CAP’s recommendation agreed with the department’s proposed recommendation (but excludes those actions where the department recommended no advancement); “No” are those actions where either the department recommended no advancement and CAP agreed or the department recommended an advancement and CAP recommended no advancement; “Other” actions are all remaining cases where the recommendations for advancement differed between the department and CAP.

2021-2022 Annual Report  
Committee on Academic Personnel Appellate Subcommittee (CAPAC)  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 7
2. Meeting frequency: Twice a month and depending upon receipt of appeal(s).
3. Average hours of committee work per week: 2-3 hours per committee member per appeal.
4. Total appeals reviewed: 28
5. Total of reviewed appeals deferred from the previous year<sup>1</sup>: 8
6. Total appeals deferred to the next academic year: 13

**Divisional Business**

1. Requests for Consultation and issues considered by the committee: None.
2. Committee policies established or revised: None.
3. Bylaw and Regulation changes approved by the Representative Assembly: None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee: None

Respectfully Submitted,

John Harada, Chair  
Christine Cocanour, Member  
Sally McKee, Member  
Prasad Naik, Member  
Scott Simon, Member  
Felicia Murdoch, Analyst

<sup>1</sup> Actions deferred from prior year were actions received in summer 2021.

<b>Table 1: Origin of Appeals Reviewed</b>	
<b>School or College</b>	<b># Appeals</b>
School of Medicine	10
College of Letters and Science	7
College of Agricultural & Environmental Sciences	4
College of Engineering	4
College of Biological Sciences	1
School of Education	0
School of Law	0
School of Veterinary Medicine	1
Graduate School of Management	1
School of Nursing	0
<b>Grand Total</b>	<b>28</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	0	1	0
1.5 Step Merit, Above Scale	2	0	2	0
2.0 Step Merit, Above Scale	1	1	0	0
1.0 Step Merit, Further Above Scale	0	0	0	0
1.5 Step Merit, Further Above Scale	0	0	0	0
2.0 Step Merit, Further Above Scale	0	0	0	0
1.0 Step Merit	3	0	3	0
1.5 Step Merit	1	0	1	0
2.0 Step Merit	5	2	3	0
9% Merit	0	0	0	0
1.0 Step Promotion	5	1	4	0
1.5 Step Promotion	1	1	0	0
2.0 Step Promotion	1	0	1	0
1.0 Step – Appeal of Equity Review	0	0	0	0
<b>TOTALS</b>	<b>20</b>	<b>5</b>	<b>15</b>	<b>0</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	4	1	3	0
1.0 Step Merit – Split	1 (Split)	Split	Split	0
1.5 Step Merit	2	1	1	0
2.0 Step Merit	0	0	0	0
1.0 Step Promotion	1	0	1	0
1.5 Step Promotion	0	0	0	0
2.0 Step Promotion	0	0	0	0
<b>TOTALS</b>	<b>8</b>	<b>2 (+1 split decision)</b>	<b>5 (+1 split decision)</b>	<b>0</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**

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	0	1	0	1	0	0
1.5 Step Merit, Above Scale	2	0	2	0	2	0	0
2.0 Step Merit, Above Scale	1	1	0	1	0	0	0
1.0 Step Merit, Further Above Scale	0	0	0	0	0	0	0
1.5 Step Merit, Further Above Scale	0	0	0	0	0	0	0
2.0 Step Merit, Further Above Scale	0	0	0	0	0	0	0
1.0 Step Merit	7	1	6	0	3	0	4
1.0 Step Merit - Split	1	Split	Split	0	0	0	1
1.5 Step Merit	3	1	2	0	0	0	3
2.0 Step Merit	5	2	3	3	2	0	0
1.0 Step Promotion	6	1	5	2	3	0	1
1.5 Step Promotion	1	1	0	1	0	0	0
2.0 Step Promotion	1	0	1	0	0	0	1
9% merit	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>28</b>	<b>7 (+Split decision)</b>	<b>20 (+Split Decision)</b>	<b>7</b>	<b>11</b>	<b>0</b>	<b>10</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.

## 2021-2022 Annual Report

### Committee on Academic Freedom & Responsibility

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 4
2. Meeting frequency: 1-2 times a quarter
3. Average hours of committee work per week: Varies
4. Total items reviewed: 4
5. Total of reviewed items deferred from the previous year: 0
6. Total items deferred to the next academic year: 0

#### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - Recommendations for Department Political Statements
  - Revised Step Plus Workgroup Report
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

#### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - Proposed Presidential Policy on Abusive Conduct/Bullying in the Workplace
  - Mandatory Recording of Courses
  - Proposed Presidential Policy on Affiliations with Certain Healthcare Organizations

Respectfully Submitted,

Carol A. Hess, Chair  
 Gregory Downs, Member  
 Meaghan O'keefe, Member  
 Andres Sciolla, Member  
 Karen Zito, Member  
 Jeffrey Kennedy, Academic Federation Representative  
 Paige Szabadi, ASUCD Representative  
 Ruby Bal, Analyst

## 2021-2022 Annual Report Committee on Admissions & Enrollment Davis Division of the Academic Senate

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### Metrics

1. Total meetings: 9
2. Meeting frequency: 3 times a quarter
3. Average hours of committee work per week: Varies
4. Total items reviewed: 8
5. Total of reviewed items deferred from the previous year: 1
6. Total items deferred to the next academic year: 0

### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - Writing Assessment - Personal Insight Questions
  - Standardized Testing Replacement
  - Intercollegiate Athletics (ICA) Annual Roster Change Report
  - 2020-2021 Athletics Academic Report
  - Course Evaluation System
  - Revised Step Plus Workgroup Report
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - Proposed Revision to Senate Regulation 478 (IGETC)
  - Proposed Revision to Senate Regulation 424.A.3 (Proposed Area H, Ethnic Studies)

Respectfully Submitted,

Anne Britt, Chair  
Erik Carlsson, Member  
Veronika Hubeny, Member  
Brian Johnson, Member

John Stachowicz, Member  
Deborah Swenson, Member  
Cecilia Tsu, Member  
Stefan Uhlig, Member  
Thomas Young, Member  
Ken Hilt, Academic Federation Representative  
Britney Cao, ASUCD Representative  
Christine Gotthardt, GSA Representative  
Cayla Hanson, ASUCD Representative  
Deborah Agee, Interim Associate Vice Chancellor for Enrollment Management, Ex-Officio  
Robert Penman, Executive Director of Undergraduate Admissions, Guest  
Veronica Zendejas, Director of Undergraduate Admissions Evaluation, Guest  
Ruby Bal, Analyst

2021-2022 Annual Report  
Committee on Affirmative Action & Diversity  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 7
2. Meeting frequency: 2-3 times per quarter
3. Average hours of committee work per week: 4
4. Total Items reviewed: 7
5. Total Applications reviewed: 22
6. Total of reviewed actions deferred from the previous year: 1
7. Total actions deferred to the next academic year: 3

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - RFC: Proposed Revisions to PPM 280-01, Student Rights and Responsibilities
  - Review of: Faculty Equity Advisors and their need for UC Davis campus
  - Review of: Undergraduate Research Programs for Marginalized Populations
  - Review of: Aggie Neurodiversity Community's Presentation and Recommendations
  - RFC: Recommendations from the Report of the Special Committee on Evaluation of Teaching
  - Review of: Dr. Cory Vu's Presentation on UC Davis Student Mental Health
  - Review of: Applications for the UC Davis Chancellor's Fellowship for Diversity, Equity and Inclusion (22)
  - Selection of recommended recipients for the UC Davis Chancellor's Fellowship for Diversity, Equity and Inclusion
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - RFC: Proposed Revisions to Senate Regulation 424.A.3

Respectfully Submitted,

Jose Torres, Chair  
Ester Apesoa-Varano, Member  
Keith Baar, Member  
Shelley Blozis Villarreal, Member  
Titus Brown, Member  
Agustina Carando, Member  
Dawn Sumner, Member  
Carole Hom, Academic Federation Representative  
Clifford Tepper, Academic Federation Representative  
Alyssa Weakley, Academic Federation Representative  
Navreet Hundal, ASUCD Representative  
Aarthi Sekar, GSA Representative  
Elizabeth Ramirez, Analyst

2021-2022 Annual Report  
Committee on Courses of Instruction  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 10
2. Meeting frequency: Monthly
3. Average hours of committee work per week: 2
4. Total course forms approved: 329
5. Total petitions approved: 248
6. Total courses deferred from the previous year: 34
7. Total courses deferred to the next academic year: 63

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - RFC: Proposed Revisions to PPM 280-01, Student Rights and Responsibilities
  - RFC: Guidelines for Instructional Continuity during Short-term Disruptions
  - RFC: SCET Short-term Recommendation #1
  - RFC: SCET Peer Evaluation of Teaching Recommendation #1
  - RFC: Online Teaching Evaluation System
  - Discussed committee opinion on GE justifications that are generalized for a group of classes or a department instead of specific to each course and began collection of GE courses with well-written GE justifications for possible future project in consultation and collaboration with the General Education Committee.
  - Proposed revisions to DDR A540 – No Grades
  - Proposed revisions to DDR 538 – Exams
  - Allowed for expedited review of hybrid/virtual courses for offering in fall 2022
  - Learning activity options for asynchronous/recorded lectures and other asynchronous/recorded materials
2. Committee policies established or revised:
  - Approved addition of final exam definitions, to be posted if the revisions to DDR 538 are approved by the Representative Assembly in 2022-2023
  - Approved revision to COCI's existing final exam policy
  - Approved revision to COCI's Policy on Equitable Delivery of Instruction in a Course
  - Approved revision to Supplemental Questions for Proposers of Hybrid and Virtual Courses
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:

- None

Respectfully Submitted,

Stephen Boucher, Chair  
Jon Rossini, Vice Chair  
Anh-Vu Pham, Member  
Colleen Bronner, Member  
David Wilson, Member  
Diane Beckles, Member  
Erwan Monier, Member  
Hussain Al-Asaad, Member  
Ian Korf, Member  
Julia Menard-Warwick, Member  
Michael Toney, Member  
Mona Monfared, Member  
Bo Liu, CBS Courses Committee Representative  
Colleen Sweeney, SOM Courses Committee Representative  
Heather Knych, SOVM Courses Committee Representative  
Jason White, COE Courses Committee Representative  
Jennifer Higgs, SOE Courses Committee Representative  
Kenneth Shackel, CAES Courses Committee Representative  
Richard Kim, L&S Courses Committee Representative  
Rachel Chen, GSM Courses Committee Representative  
Alesia Mcmanus, Academic Federation Representative  
Ashley Flores, ASUCD Representative  
Cayla Hanson, ASUCD Representative  
John Kintner, GSA Representative  
David Flores, Interim Registrar (ex-officio)  
Jason Stewart, Interim Registrar (ex-officio)  
Theresa Costa, Analyst

2021-2022 Annual Report  
Committee on Distinguished Teaching Awards  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 2
2. Meeting frequency: As needed
3. Average hours of committee work per week: 0.5
4. Total nominations reviewed: 9
5. Total of reviewed nominations deferred from the previous year: 0
6. Total nominations deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - None
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Gail Patricelli, Chair  
Lucy Corin, Member  
John Eadie, Member  
Paul Eastwick, Member  
Masud Seyal, Member  
Rachel Nguyen, ASUCD Representative  
Christine Gotthardt, GSA Representative  
Alana Nguyen, GSA Representative  
Elizabeth Ramirez, Analyst

# 2021-2022 Annual Report

## Committee on Elections, Rules and Jurisdiction

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 6
2. Meeting frequency: 2-3 times a quarter
3. Average hours of committee work per week: 1-2 hours
4. Total items reviewed: 13
  - Bylaw and Regulation proposals (4)
  - Requests for formal advice (0)
  - Other advice/responses provided (7)
  - Elections/ballots supervised (2)
5. Total of reviewed items deferred from the previous year: 3
6. Total items deferred to the next 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 2021-2022:

1. Davis Division Regulation 521: University of California Entry Level Writing Requirement. The revisions made to the regulation allow for completion of the Entry Level Writing Requirement in Fall 2021 when a student passes a course with a grade of Passed or a C- or better. This allows students to take these courses on a Passed/Not Passed basis. The proposal was adopted by Representative Assembly on October 28, 2021.
2. Davis Division Regulation A540(G): Grading. The proposed revision adds instruction for how the No Grade placeholder should be considered in the GPA upon a student’s graduation. Additional revisions were clarifying, editorial, and/or bring the regulation into alignment with long held campus practices. The proposal has yet to be voted on by Executive Council and Representative Assembly; will carryforward to 2022-23 for EC and RA action.
3. Davis Division Regulation A553: Credit for Courses Taken at Other Institutions. The revisions made to this regulation is to prevent students from taking courses at non-UC campuses while they are taking UC Davis courses, and in that spirit, propose that students who enroll in intersession courses that are offered at non-UC campuses and that do not occur during UC Davis instructional dates be allowed to receive credit for those courses without pre-enrollment approval by their Dean’s Office. UC Davis students who enroll in intersession courses that are offered at non-UC campuses and that do not occur during UC Davis instructional dates are currently required to request pre-enrollment approval from their Dean’s Office to receive credit for those courses. In contrast, summer session course work taken at a non-UC campus does not require pre-approval. The proposal was adopted by Representative Assembly on June 2, 2022.

4. Davis Division Regulation 538: Examinations. The revisions made were to clarify options for the administration of final examinations for virtual, hybrid, and fully in-person courses. Additional revisions standardize the use of the terms “on-line”, “virtual”, and “hybrid” to match the Committee on Courses of Instruction’s (COCI) existing policies. The proposal has yet to be voted on by Executive Council and Representative Assembly; will carryforward to 2022-23 for EC and RA action.

### **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.

None was issued during 2021-22.

### **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 Biological Sciences, School of Medicine, College of Agricultural and Environmental Sciences and School of Veterinary Medicine.
2. Request for Advice from Senate Chair: Committee on Courses of Instruction Recommendation Memo on Fall Finals. The Academic Senate Chair requested that CERJ review the recommendation from COCI on fall finals for any conflicts with systemwide or divisional regulations.
3. General Catalog Galleys (2022-2023). 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. Faculty Guide. CERJ reviewed the 2022 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 2022-2023**

1. College and School Bylaw and Regulation Amendments. CERJ reviewed the proposed revisions to the following colleges and schools bylaw and regulations and sent feedback and is awaiting a response: School of Medicine.

Respectfully Submitted,

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

2021-2022 Annual Report  
Committee on Emeriti  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 2
2. Meeting frequency: As necessary
3. Average hours of committee work per week: varies
4. Total items reviewed: 1
5. Total of reviewed items deferred from the previous year: 0
6. Total item deferred to the next academic year: 1

**Divisional Business**

1. Requests for Consultation and issues considered by the committee: None
2. Committee policies established or revised: None
3. Bylaw and Regulation changes approved by the Representative Assembly: None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee: None

Respectfully Submitted,

James Boggan, Chair  
Dorothy Gietzen, Member  
Mohamed Hafez, Member  
Catherine Outerbridge, Member  
Michiko Suzuki, Member  
D Traill, Member  
Shrini Upadhyaya, Member  
Valley Stewart, Faculty Welfare Committee Member (ex-officio)  
Felicia Murdoch, Analyst

2021-2022 Annual Report  
Committee on Faculty Distinguished Research Award  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 2
2. Meeting frequency: As needed
3. Average hours of committee work per week: 0.5
4. Total nominations reviewed: 10
5. Total of reviewed nominations deferred from the previous year: 0
6. Total nominations deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - None
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Carlito Lebrilla, Chair  
Nathan Kuppermann, Member  
Elizabeth Miller, Member  
Biswanath Mukherjee, Member  
Alyssa Thornton, Member  
Elizabeth Ramirez, Analyst

2021-2022 Annual Report  
Committee on Faculty Welfare  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 8
2. Meeting frequency: 2-3 times a quarter
3. Average hours of committee work per week: 2
4. Total items reviewed: 18
5. Total of reviewed items deferred from the previous year: 1
6. Total items deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - RFC: Proposed Revisions to PPM 280-01, Student Rights and Responsibilities
  - RFC: Revised Step Plus Workgroup Report
  - RFC: Consolidation of Library Services and Collections
  - Review of: UC Riverside's ARO Proposal
  - Review of: Prime Time Teaching Hours Memo
  - RFC: Salary Equity Task Force Report
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - RFC: Revised Presidential Policy on Sexual Violence and Sexual Harassment
  - Review of: Faculty Workgroup Preliminary Report
  - RFC: Proposed Presidential Policy on Abusive Conduct/Bullying in the Workplace
  - RFC: Proposed Revisions to APM – 759, Leaves of Absence/Other Leaves Without Pay
  - Review of: Campus Police Training
  - RFC: Recommendations for Department Political Statements
  - RFC: Proposed Revisions to the Presidential Policy on Supplement to Military Pay
  - Review of: Pension Choice Model
  - RFC: Proposed Presidential Policy on Affiliations with Certain Healthcare Organizations
  - RFC: Report of the Negotiated Salary Trial Program Phase 2 Taskforce

- RFC: Proposed Revisions to APM 715 and 760
- Review of: COVID-19 Impacts on Faculty Working Group Report

Respectfully Submitted,

Karen Bales, Chair  
David Bunch, Member  
Chris Drake, Member  
Janet Foley, Member  
Gerardo Mackenzie, Member  
Saul Schaefer, Member  
Valley Stewart, Member  
Antonia Palkovic, Academic Federation Representative  
Tong-Reen Tan, Staff Assembly Representative  
Elizabeth Ramirez, Analyst

## Annual Report: Academic Year 2021 - 2022

### Davis Division: Academic Senate

#### Committee on Grade Changes

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

Total <i>Retroactive/Grade Change Petitions</i> Reviewed:	Total of reviewed <i>Retroactive/Grade Change Petitions</i> deferred from the previous year:	Total <i>Retroactive/Grade Change Petitions</i> deferred to the coming academic year:
727	0	0

#### Listing of bylaw changes proposed:


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


#### Issues considered by the committee:


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


#### Committee's narrative:

Committee Chair Signature: Becca Thomas

Date: 9/5/22

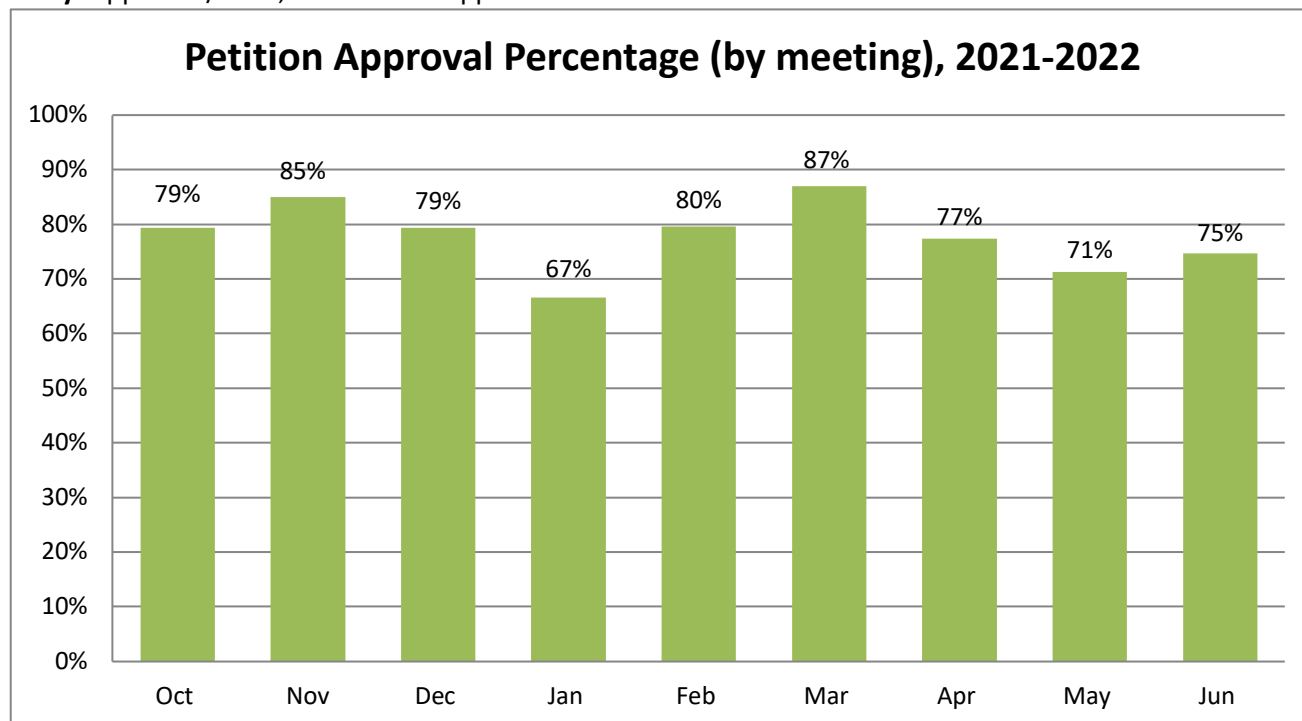
## 2021-2022 Summary and Highlights

During the 2021-22 academic year, the Office of the University Registrar received 727 Grade/Retroactive Change petitions: 5 grade change petitions, 215 Retroactive Change Petitions for retroactive drops, (plus approximately 200 retroactive grade mode changes not indicated on the monthly agendas), and 505 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 75.4% of the petitions it reviewed.

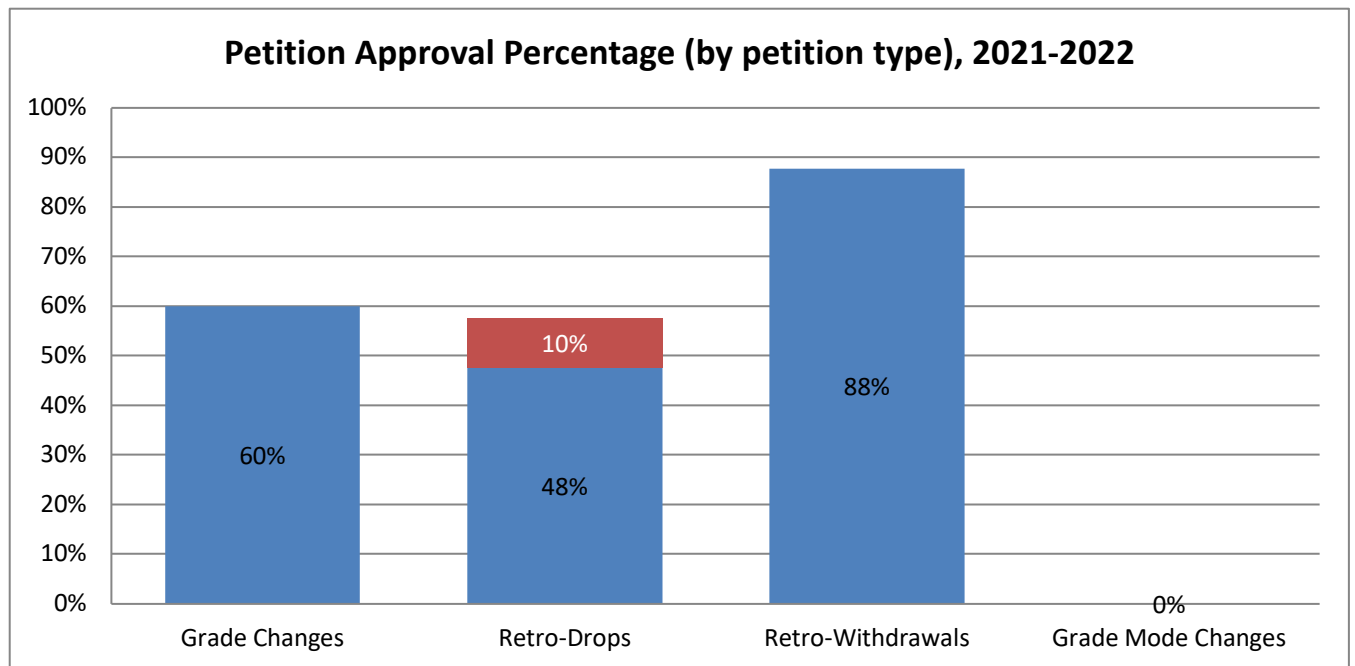
### Petitions Approved/Reviewed, 2021-2022

Meeting	Grade Changes	Retro-Drops	Retro-WDs	P/NP Changes	Total
Oct	3/5	20(*2)/39	56/75	0/1	79/120
Nov	0/0	9(*2)/15	59/64	0/1	68/80
Dec	0/0	8(*2)/15	45/52	0/0	54/68
Jan	0/0	9/25	31/35	0/0	40/60
Feb	0/0	13(*1)/22	34/36	0/1	47/59
Mar	0/0	12(*2)/15	48/54	0/0	60/69
Apr	0/0	11/23	36/38	0/0	48/62
May	0/0	12(*1)/37	70/78	0/0	82/115
Jun	0/1	7/21	64/73	0/0	71/95
<b>Total</b>	<b>3/6</b>	<b>101(*10)/212</b>	<b>443/505</b>	<b>0/3</b>	<b>549/728</b>

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



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NOTE: 48% of Retroactive Drop petitions were approved outright, while an additional 10% were approved as Retroactive Withdrawals.

2021-2022 Annual Report  
Graduate Council Committee  
&  
Graduate Council Subcommittees  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings  
Graduate Council: 15  
Academic Planning and Development: 1  
Administrative Committee: 4  
Bylaws: 2  
Courses: 1  
Educational Policy: 2  
Program Review: 13  
Program Review Closure: 1  
Welfare: 1
2. Meeting frequency  
Graduate Council: Bimonthly/As needed  
Academic Planning and Development: all committee work done remote; meetings set as needed.  
Administrative Committee: As needed  
Bylaws: all committee work done remote; meetings set as needed  
Courses: all committee work done remote; meetings set as needed  
Educational Policy: all committee work done remote; meetings set as needed  
Program Review: Bimonthly/As needed  
Program Review Closure: all committee work done remote; meetings set as needed.  
Welfare: Once during winter quarter/As needed
3. Average hours of committee work per week:  
Graduate Council: 1+  
Academic Planning and Development: 1+  
Administrative Committee: 1  
Bylaws: 1+  
Courses: 1+  
Educational Policy: 1+  
Program Review: 1+  
Program Review Closure: 1+  
Welfare: 1+
4. Total 306 reviewed:  
Graduate Council: 85  
Academic Planning and Development: 6  
Administrative Committee: 7  
Bylaws: 13

Courses: 101  
Educational Policy: 33  
Program Review: 12  
Program Review Closure: 15  
Welfare: 36 nominations

5. Total of reviewed 36 deferred from the previous year:

Graduate Council: none  
Academic Planning and Development: none  
Administrative Committee: none  
Bylaws: 2  
Courses: 16  
Educational Policy: 12  
Program Review: 2  
Program Review Closure: 4  
Welfare: none

6. Total of 35 deferred to the next academic year:

Graduate Council:  
1. Master of Management Program Proposal

Bylaws:

1. Biophysics
2. Energy
3. Graduate School of Management
4. Plant Pathology

Courses: 8

Educational Policy:

1. Master of Business Analytics Degree Requirements
2. DE in Neuroengineering New Program Proposal
3. Statistics Degree Requirements
4. DE in Computational Social Science affiliation request with Education
5. DE in African American and African Studies affiliation request with Education
6. Electrical and Computer Engineering Degree Requirements
7. Master of Engineering in Medical Device Development New Program Proposal
8. Native American Studies affiliation request with DE in African American and African Studies
9. Computer Science Degree Requirements
10. Energy Degree Requirements
11. Integrative Genetics and Genomics affiliation request with DE in Biology of Vector-borne Diseases
12. Integrative Genetics and Genomics affiliation request with DE in Host-Microbe Interaction
13. Master of Business Administration stackable certificate program via Graduate Academic Certificate
14. Nursing Science and Health-Care Leadership PhD Degree Requirements
15. Graduate Academic Unit Certificate in Plant Breeding New Program Proposal

Program Review:

1. Design Graduate Group
2. Music Graduate Program

Program Review Closure:

1. Chemical Engineering
2. Materials Science and Engineering
3. History
4. Hydrologic Sciences
5. Designated Emphasis in Second Language Acquisition

Welfare: none

Academic Planning and Development: none

Administrative Committee: none

## **Divisional Business**

1. Requests for Consultation and issues considered by the committee:

1. Review of Air Quality Research Center ORU
2. Review of the John Muir Institute of the Environment ORU
3. Recommendation from the Report of the Special Committee on evaluation of Teaching
4. Input on Course Evaluation System
5. Revised Step Plus Workgroup Report
6. Campus Five-Year Planning Perspectives for 2022 to 2027

2. Committee policies established or revised:

1. January 28, 2022: Graduate Studies (GS 2014-04) Policy on the Implementation of Admission Requirements and Exceptions proposed revisions endorsed by Graduate Council.
2. March 28, 2022: Temporary Exception to GC 1998-01 Policy on Service on Advanced Degree Committees
3. April 11, 2022: Graduate Studies (GS 2022-01) Policy on Facilitating Publication of Graduate and Postdoctoral Work endorsed by Graduate Council.
4. April 25, 2022: Graduate Studies (GS 2022-02) Policy on Administration of Filing Fee endorsed by Graduate Council.

3. Bylaw and Regulation changes approved by the Representative Assembly: None

4. Administrative Committee:

1. Admissions Appeals: 1
2. Blanket Exceptions: 1
3. Disqualification Appeals: 2
4. External Committee Member Appeal: 1

## 5. Split Qualifying Exam Decisions: 2

### 5. Graduate program reviews:

1. December 2, 2021: Designated Emphasis in Nuclear Science
2. December 2, 2021: Maternal and Child Nutrition Graduate Program
3. January 14, 2022: Designated Emphasis in Human Rights
4. March 11, 2022: Designated Emphasis in Global Nutrition
5. April 25, 2022: Biostatistics Graduate Group
6. May 9, 2022: Biomedical Engineering Graduate Group
7. May 9, 2022: Philosophy Graduate Program
8. May 9, 2022: Entomology Graduate Program
9. May 23, 2022: Designated Emphasis in Biology of Vector-Borne Diseases
10. May 23, 2022: Viticulture and Enology Graduate Group
11. June 13, 2022: Food Science
12. June 13, 2022: Epidemiology

### 6. Graduate program review closures:

1. October 21, 2021: Population Biology Graduate Group
2. December 2, 2021: Textiles Graduate Group
3. January 28, 2022: Statistics Graduate Program
4. February 11, 2022: Designated Emphasis in African American and African Studies
5. February 25, 2022: French and Francophone Studies Graduate Program
6. March 28, 2022: Atmospheric Science Graduate Group
7. March 28, 2022: Comparative Literature Graduate Program
8. April 25, 2022: Health Informatics Graduate Group
9. June 13, 2022: Dramatic Art
10. June 13, 2022: DE in Host-Microbe Interactions
11. June 13, 2022: Maternal and Child Nutrition
12. June 13, 2022: DE in Science and Technology Studies
13. June 13, 2022: Horticulture and Agronomy
14. June 13, 2022: German
15. June 22, 2022: DE in Studies in Performance and Practice

### 7. Bylaws:

1. January 28, 2022: [Biochemistry, Molecular, Cellular and Developmental Biology Graduate Group](#)
2. April 11, 2022: [Chemistry Graduate Program](#)
3. April 11, 2022: [Native American Studies Graduate Program](#)
4. April 11, 2022: [Nursing \(Doctor of Nursing Practice – Family Nurse Practitioner\)](#)
5. April 11, 2022: [Nursing \(Master's Entry Program in Nursing\)](#)
6. April 11, 2022: [Nursing Science and Health-Care Leadership \(Ph.D.\)](#)
7. April 11, 2022: [Physician Assistant Studies \(PA\)](#)
8. May 9, 2022: [Preventive Veterinary Medicine Graduate Group](#)

### 8. Degree requirements:

1. February 25, 2022: [Graduate Academic Certificate \(GAC\) in Industrial Ecology](#)
  2. March 28, 2022: [Native American Studies Graduate Program](#)
  3. May 23, 2022: [Materials Science and Engineering Graduate Program](#)
  4. May 23, 2022: [Biological Systems Engineering Graduate Program](#)
  5. May 23, 2022: [Epidemiology Graduate Group](#)
  6. May 23, 2022: [Atmospheric Science Graduate Group](#)
  7. May 23, 2022: [Soils and Biogeochemistry Graduate Group](#)
  8. May 23, 2022: [Educational Leadership \(CANDEL\) Graduate Program](#)
  9. May 23, 2022: [Animal Behavior Graduate Group](#)
  10. May 23, 2022: [Child Development Graduate Group](#)
  11. May 23, 2022: [Plant Pathology Graduate Program](#)
  12. May 23, 2022: [Study of Religion Graduate Program](#)
  13. June 13, 2022: [Transportation Technology and Policy](#)
  14. June 13, 2022: [Chemical Engineering](#)
  15. June 13, 2022: [Philosophy](#)
  16. June 13, 2022: [Communication](#)
  17. June 13, 2022: [Linguistics](#)
  18. June 13, 2022: [Civil and Environmental Engineering](#)
  19. June 13, 2022: [Psychology](#)
  20. June 13, 2022: [Public Health Sciences](#)
  21. June 13, 2022: [English](#)
  22. June 22, 2022: [Agricultural and Environmental Chemistry Degree Requirements](#)
  23. June 22, 2022: [Business Administration Degree Requirements](#)
  24. June 22, 2022: [Physician Assistant Studies Degree Requirements](#)
  25. June 22, 2022: [Master's Entry in Nursing Degree Requirements](#)
  26. July 18, 2022: [Education \(Ph.D.\)](#)
  27. July 18, 2022: [Electrical and Computer Engineering](#)
9. Affiliation requests:
1. January 14, 2022: [Integrative Genetics and Genomics with the DE in Reproductive Biology](#)
  2. April 25, 2022: [Human Development with the DE in Computational Social Science](#)
  3. May 23, 2022: [Native American Studies with the DE in Science and Technology Studies](#)
  4. June 22, 2022: [Ecology with the DE in African American and African Studies](#)
10. New program proposals:
1. March 15, 2022: Proposal to Convert the Doctor of Nursing Practice – Family Practitioner Program from a Professional Degree Supplemental Tuition (PDST) to Self-Supporting Graduate and Professional Degree Program (SSGDP)
11. Simple name change requests:
1. December 2, 2021: Chemistry Graduate Program simple name change request from “Chemistry” to “Chemistry and Chemical Biology”
12. Requests to sunset:
1. December 2, 2021: Graduate Academic Certificate (GAC) in Conservation Management

13. Suspension of Admissions:

1. September 1, 2021: Textiles Graduate Group

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  1. Policies Applying to Campus Activities Organizations and Students (PACAOS): 140.00  
Guidelines Applying to Nondiscrimination on the Basis of Disability: Letter proposing revisions to the policy sent to the Academic Senate Chair on October 22, 2021.

Respectfully Submitted,

Dean Tantillo, Chair  
Jeffrey Schank, Vice Chair  
Enoch Baldwin, Member  
Rachel Chen, Member  
Angela Gelli, Member  
Ele Grandi, Member  
Christopher Meissner, Member  
Greg Miller, Member  
Jie Peng, Member  
Tobias Warner, Member  
Jacob Hoiser, Academic Federation Representative  
Loralyn Taylor, Academic Federation Representative  
Michael Cotta, GSA Representative  
Jonathan Minnick, GSA Representative  
Tez Stair, GSA Representative  
Daisy Hernandez, GSADC Representative  
Poulami Chatterjee, PSA Representative  
Gaurav Jha, PSA Representative  
Sandipan Samaddar, PSA Representative  
Jean-Pierre Delplanque, Vice Provost and Dean, Graduate Studies (ex-officio)  
Ellen Hartigan-O'Connor, Associate Dean for Graduate Students and Postdoctoral Scholars (ex-officio)  
Duncan Temple Lang, Associate Dean for Graduate Programs (ex-officio)  
Judi Garcia, Policy Analyst

# 2021-2022 Annual Report

## Committee on Information Technology

### Davis Division of the Academic Senate

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#### **Metrics**

1. Total meetings: 9
2. Meeting frequency: 3 times a quarter
3. Average hours of committee work per week: 2
4. Total actions reviewed: 12
5. Total of reviewed actions deferred from the previous year: 3
6. Total actions deferred to the next academic year: 2

#### **Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - Service Change (from IET): Duo for Office 365
  - Service Change (from IET): Duo for Gmail
  - Service Change (from IET): External Email Tagging
  - Review of: FireEyeHX
  - Review of: Email Impersonation Communication
  - Review of: Aggie Enterprise User Stories
  - Review of: Cyber-Risk Governance Committee Guiding Principles Document
  - Review of: VRA Questionnaire
  - Review of: Volume Software Licensing
  - Review of: Accellion Breach Information
  - Review of: Security Incident Responsibility Inquiry
  - Review of: Data Sharing/Preservation Presentation by Mackenzie Smith and Peter Brantley
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

#### **Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Petr Janata, Chair

Chris Drake, Member

Qizhi Gong, Member

Francois Gygi, Member

Luis Rademacher, Member

Frank Chuang, Academic Federation Representative

Lukas Barrett, ASUCD Representative

John Kintner, GSA Representative

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

Elizabeth Ramirez, Analyst

2021-2022 Annual Report  
Committee on International Education  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 5
2. Meeting frequency: About 2 per quarter
3. Average hours of committee work per month: 2 hours
4. Total GE Petitions reviewed: 5
5. Total of reviewed GE Petitions deferred from the previous year: 0
6. Total GE Petitions deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - Presentation on the Status of International Students and Study Abroad Programming by Nancy Erbstein, Associate Vice Provost, Global Affairs and Michael Lazzara, Associate Vice Provost of Academic Programs and Partnerships, Global Affairs
  - Presentation on the UC Davis Global Strategic Plan by Vice Provost and Dean of Global Affairs, Joanna Regulska and Dean of Graduate School of Management, Hanumantha Unnava
  - Preliminary discussion regarding rebranding of the Excellence in Teaching Study Abroad Award as the Excellence in Teaching for Global Learning Award
  - Preliminary discussion regarding potential pilot UCEAP First Year program
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - Balanced discussion of UCIE actions concerning Presidential Proclamation 10043

Respectfully Submitted,

Jennifer Schultens, Chair  
Jaimey Fisher, Member  
Heather Hether, Member

Bo Liu, Member  
Geoff Schladow, Member  
Shahid Siddique, Member  
Joseph Sorensen, Member  
Irene Cortes, AF Representative  
Keven Zhou, ASUCD Representative  
Helen Fann, GSA Representative  
Nancy Erbstein, Associate Vice Provost of Global Education (ex-officio)  
Zachary Frieders, Executive Director of Global Learning Hub (ex-officio)  
Michael Lazzara, Associate Vice Provost of Academic Programs and Partnerships (ex-officio)  
Wes Young, Director of Services for International Students and Scholars (ex-officio)  
Liz Lopez, Analyst

# 2021-2022 Annual Report

## Library Committee

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 5
2. Meeting frequency: 1-2 times a quarter
3. Average hours of committee work per week: Varies
4. Total items reviewed: 5
5. Total of reviewed items deferred from the previous year: 0
6. Total items deferred to the next academic year: 1

#### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - Master of Management (MM) Graduate Program Proposal
  - Library Strategic Plan
  - Open Access
  - Doctor of Nursing Practice - Family Nurse Practitioner Program from a PDST to a Self-Supporting Guardian and Professional Degree Program (SSGPDP)
  - Consolidation of Library Services and Collections
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

#### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - N/A

Respectfully Submitted,

Eric Rauchway, Chair  
 Cecilia Giulivi, Member  
 Anthony Albano, School of Education Representative  
 Gina Bloom, College of Letters & Science Representative  
 April Booth-Griffiths, GSA Representative

Karrigan Bork, School of Law Representative  
Titus Brown, School of Veterinary Medicine  
Benjamin Highton, College of Letters & Science Representative  
Dhanya Indraganti, ASUCD Representative  
Markus Luty, College of Letters & Science Representative  
Johann Mori, Academic Federation Representative  
Gabrielle Nevitt, College of Biological Sciences Representative  
Chih-Ling Tsai, Graduate School of Management Representative  
Neal Williams, College of Agricultural & Environmental Sciences Representative  
MacKenzie Smith, University Librarian & Vice Provost of Digital Scholarship, Ex-Officio  
Ruby Bal, Analyst

# 2021-2022 Annual Report

## Committee on Planning and Budget

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 14
2. Meeting frequency: Biweekly
3. Average hours of committee work per week: 2 hours
4. Total items reviewed:
  - Endowed Chairs: 5
  - Partner Opportunity Program (POP): 3 (not listed for confidentiality)
  - Target of Opportunity (TOE): 5 (not listed for confidentiality)
  - Search Waivers: 2 (not listed for confidentiality)
  - Requests for Consultation (RFC): 11
  - Other items: 8
5. Total items deferred from the previous year: 0
6. Total items deferred to the next academic year: 2

#### Divisional Business

1. Requests for Consultation:
  - Master of Management (MM) Graduate Program Proposal
  - Proposal to Establish a Minor in Medical Humanities
  - Review of Air Quality Research Center ORU
  - Proposal to Convert the Doctor of Nursing Practice – Family Nurse Practitioner Program
  - Review of the John Muir Institute of the Environment ORU
  - Step Plus Workgroup Revised Report
  - Joint Academic Senate-Administration Salary Equity Task Force Report
2. Other items:
  - Discussed October 2021 faculty range adjustments and issues related to differential increases for on-scale and above-scale faculty
  - Discussed Aggie Enterprise Project with AVC and Controller Okamoto
  - Hosted CPB 2022 Winter Retreat with FEC chairs and administrative leadership
  - Discussed the new “Funds Flow” model implemented by the UC Davis Health System with Director of Finance Sousa and Chief of Staff Mustafa
  - Discussed deferred maintenance and capital projects with AVCs Tollefson and Carroll
  - From April to June, reviewed final budget materials for all schools and colleges and provided recommendations and feedback to BIA
  - Discussed Prime Time Teaching Hours and wrote memo to Senate Chair providing short- and long-term recommendations

- Regular discussions with BIA on the state of the campus budget; topics included the Common Operating Initiative, the Revenue Generation Task Force, the 2022-23 state budget proposals, the campus budget framework letter, campus safety, the tuition stability plan, graduate student tuition, effective rate of core fund growth, and the budget consultation process. A small CPB subcommittee also worked with BIA to discuss staffing and enrollment trends and ratios at UC Davis.

3. Endowed Chair/Professorship Reviews:

- Alan Templeton Endowed Chair in History of European Art before 1830
- Placer Breast Cancer Endowed Chair
- Kent J. Bradford Endowed Professorship in Seed Science
- Louise H. Kellogg Endowed Chair in Geophysics
- Richard M. Kunde Endowed Chair in Viticulture and Enology

4. Committee policies established or revised:

- None

5. Bylaw and Regulation changes approved by the Representative Assembly:

- None

## Systemwide Business

1. Requests for Consultation and other issues considered by the committee:

- Proposed Revisions to Presidential Policy on Sustainable Practices
- Systemwide Review of Draft Presidential Policy – Supplement to Military Pay
- Five-Year Planning Perspectives for 2022 to 2027
- Report of the Negotiated Salary Trial Program Phase 2 Taskforce

Respectfully Submitted,

Heather Rose, Chair  
 Nicole Baumgarth, Member  
 Paul Bergin, Member  
 David Block, Member  
 Sashi Kunnath, Member  
 Timothy Lenoir, Member  
 Fernando Santana, Member  
 Hollis Skaife, Member  
 Sarah Stewart, Member  
 Cathryn Lawrence, Academic Federation Representative  
 Richard Tucker, Academic Senate Chair (ex-officio)  
 Ahmet Palazoglu, Academic Senate Vice Chair (ex-officio)  
 Kelly Adams, Analyst

2021-2022 Annual Report  
Instructional Space Advisory Subcommittee  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 6
2. Meeting frequency: 2-3 times per quarter
3. Average hours of committee work per week: 0.5
4. Total items reviewed: 3
5. Total of reviewed items deferred from the previous year: 1
6. Total items deferred to the next academic year: 1

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - Review of: Spring 2022 Classroom Condition Survey Questions and Email (administered in collaboration with the Office of the University Registrar)
  - Receipt of/Review of: Spring 2022 Classroom Condition Survey Results (administered in collaboration with Office of the University Registrar)
  - Review of: Prime Time Teaching Hours Memo
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Luca Comai, Chair  
Yuk Chai, Member  
Dietmar Kueltz, Member  
Jeanette Ruiz, Member  
Brett Snyder, Member  
Jane-Ling Wang, Member

Sarah Karlen, Academic Federation Representative  
Jason Stewart, Interim Registrar (ex-officio)  
Elizabeth Ramirez, Analyst

2021-2022 Annual Report  
Committee on Privilege and Tenure –  
Investigative and Hearings Subcommittees  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings:
  - Investigative: 5 meetings
  - Hearings: 2 Hearings
2. Meeting frequency:
  - Investigative: Scheduled biweekly; held only as needed
  - Hearings: Scheduled as needed when actions referred
3. Average hours of committee work per week:
  - Investigative: Dependent on workload
  - Hearings: Dependent on workload
4. Total matters reviewed:
  - Investigative:
    - Grievances: 6
  - Hearings:
    - New Grievances Referred: 0
    - New Disciplinary Actions Referred: 2
    - New Early Termination Actions Referred: 1
5. Total of reviewed matters deferred from the previous year:
  - Investigative: 0
  - Hearings: 1
6. Total matters deferred to the next academic year:
  - Investigative: 2
  - Hearings: 3

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - RFC: Revised Step Plus Workgroup Report
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

## **Systemwide Business**

### **1. Requests for Consultation and other issues considered by the committee:**

- Systemwide Request to Review the Revised Presidential Policy on Sexual Violence and Sexual Harassment
- Systemwide Request to Review the Proposed Presidential Policy on Abusive Conduct/Bullying in the Workplace
- Systemwide Request to Review Proposed Revisions to APM - 025 and APM – 671

### **As of August 31, 2022:**

#### **Investigative:**

- Grievances where prima facie was not found: Six
- Grievances closed/informally resolved: Six
- Grievances not referred to a hearing: Six
- Grievances referred to a hearing: None
- Grievances carried over into 2022-2023: Two

#### **Hearing:**

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

2021-2022 Annual Report  
Committee on Public Service  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 1
2. Meeting frequency: As needed
3. Average hours of committee work per week: 0.5
4. Total items reviewed: 2
5. Total nominations reviewed: 1
6. Total of reviewed items/nominations deferred from the previous year: 0
7. Total items/nominations deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - Review of: UCD Continuing & Professional Education Certificate Proposal – Data Analytics Professional Certificate Program
  - Review of: UCD Continuing & Professional Education Certificate – Health Professions Post-Baccalaureate Certificate Change Proposal
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Valerie Eviner, Chair  
Oscar Jorda, Member  
Richard Kravitz, Member  
Christina Rulli, Member  
Alan Taylor, Member  
Ryan Davis, Academic Federation Representative

Stacey Muse, Academic Federation Representative

Juan Melesio, ASUCD Representative

Susan Catron, Dean of the Division of Continuing and Professional Education (ex-officio)

Tessa Hill, Associate Vice Provost of Academic Programs in Public Scholarship and Engagement (ex-officio)

Joanna Regulska, Vice Provost and Dean of Global Affairs (ex-officio)

Elizabeth Ramirez, Analyst

## 2021-2022 Annual Report Committee on Research Davis Division of the Academic Senate

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### Metrics

1. Total meetings: 11
2. Meeting frequency: 3-4 meetings per quarter
3. Average hours of committee work per week: Varies
4. Total items reviewed: 9
5. Total of reviewed items deferred from the previous year: 0
6. Total items deferred to the next academic year: 0
7. Total grant proposals reviewed:
  - 2021-2022 Travel Grants (\$800): 257
  - 2021-2022 Small Grants (\$2,000): 170
  - 2021-2022 Large Grants (\$10,000-\$25,000): 82
8. Total grant proposals awarded:
  - 2021-2022 Travel Grants (\$800): 234
  - 2021-2022 Small Grants (\$2,000): 137
  - 2021-2022 Large Grants (\$10,000-\$25,000): 24
9. Total grant proposals deferred to the coming academic year: 0

### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - Review of Air Quality Research Center ORU
  - Proposed Revisions to PPM 230-05, Individual Conflicts of Interest Involving Research
  - Review of the John Muir Institute of the Environment ORU
  - Request for Input on Course Evaluation System
  - Revised Step Plus Workgroup Report
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - UC Research Data Policy
  - Proposed Presidential Policy on Integrated Pest Management

- Proposed Revisions to Presidential Policy on Sustainable Practices
- Second Review of Proposed Presidential Policy on University of California Research Data

Respectfully Submitted,

Cynthia Schumann, Chair  
Laura Borodinsky, Member  
David Greenhalgh, Member  
Erin Hamilton, Member  
Paul Hastings, Member  
Ana-Maria Iosif, Member  
Charles Langley, Member  
Pamela Lein, Member  
Frank Osterloh, Member  
Sally Ozonoff, Member  
Jasquelin Pena, Member  
David Rocke, Member  
Sanjeevi Sivasankar, Member  
Vladimir Yarov-Yarovoy, Member  
Angela Zivkovic, Member  
Kara Carr, Academic Federation Representative  
Prasant Mohapatra, Vice Chancellor of Research, Ex-Officio  
Ruby Bal, Analyst

# 2021-2022 Annual Report

## Undergraduate Council

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 16
2. Meeting frequency: 6 meetings a quarter (twice per month)
3. Average hours of committee work per week: Chair: 10-12 hours/week; Members: varies, with heaviest workload in late winter and spring
4. Total business items reviewed: 76
  - 13 undergraduate program reviews
  - 1 interim undergraduate program review
  - 19 general education reviews
  - 3 special academic program reviews
  - 40 other items
5. Total of reviewed items deferred from the previous year: 9
6. Total items deferred to the next academic year: 6

#### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - RFC: Proposal to Establish a Minor in Medical Humanities
  - Senate Chair Request for Review of the Recommendation from the Report of the Special Committee on Evaluation of Teaching (Short-term general recommendation #1)
  - Senate Chair Request for Input on Course Evaluation System
  - Senate Chair Request to Review the Systemwide Memo on Recommendations for Protecting Academic Integrity and Intellectual Property
  - Senate Chair Request with Questions from Spring Quarter Planning Work Group
  - Senate Chair Request to Review the Campus Five-Year Planning Perspectives for 2022-2027
  - Preparatory Education Subcommittee (PEC) memo regarding the Entry Level Writing Requirement (ELWR) Clock
2. Proposed Revisions to Majors/Minors:
  - Proposed Revisions to Food Science Major (College of Agricultural and Environmental Sciences)
  - Proposed Revisions to Environmental Science & Management major (College of Agricultural and Environmental Sciences)
  - Proposed Revisions to Community and Regional Development Major (College of Agricultural and Environmental Sciences)
  - Proposed Revisions to Managerial Economics Major (College of Letters and Science)
  - Proposed Revisions to Environmental Policy Analysis and Planning Major (College of Agricultural and Environmental Sciences)

- Proposed Revisions to Plant Sciences Major (College of Agricultural and Environmental Sciences)
- Proposed Revisions to Climate Science and Policy Minor (College of Agricultural and Environmental Sciences)
- Proposed Revisions to Environmental Science and Management Major (College of Agricultural and Environmental Sciences)
- Proposed Revisions to Nutrition Science Major (College of Agricultural and Environmental Sciences)
- Proposed Revisions to Economics Major and Minor\* (College of Letters and Science)
- Proposed Revisions to Applied Physics and Physics Majors\* (College of Letters and Science)
- Proposed Revisions to Landscape Architecture Major (College of Agricultural and Environmental Sciences)
- Proposed Revisions to Nutrition Science Minor (College of Agricultural and Environmental Sciences)

*\*Per new UGC Policy for Establishment, Revision, and Discontinuation of Undergraduate Academic Degree Programs proposals should be submitted separately for each major or minor.*

### 3. Other Items reviewed:

- Request to Suspend Admissions to Environmental Horticulture and Urban Forestry Major (College of Agricultural and Environmental Sciences)
- Request to Suspend Admissions to Ecological Management and Restoration Major (College of Agricultural and Environmental Sciences)
- Proposal to Discontinue Food Service Minor (College of Agricultural and Environmental Sciences)
- Special Academic Program Review of the Humanities Program
- Special Academic Program Review of the Army Reserve Officers' Training Corps (ROTC) Program
- Special Academic Program Review of the Student Farm
- UGC Feedback regarding 2022 Commencement Ceremonies – sent to Senate Chair and Vice Chair

### 4. Presentations by Campus Departments:

- Discussion with Campus Counsel Mike Sweeney and Kirsten Stevenson regarding intellectual property and copyright course materials
- Office of Student Support and Judicial Affairs presentation by Interim Director Marilyn Derby regarding student conduct violations and adjudication within the context of academic integrity
- Discussion with College of Engineering Associate Dean Ralph Aldredge regarding continuous improvement cycle
- Discussion with Assistant Vice Provost for Educational Effectiveness Marco Molinaro and Director of Learning and Teaching Kem Saichaie regarding Center for Educational Effectiveness's role in academic integrity

- Discussion with Professors Miriam E Markum and Korana Burke to present their collaboration with Center for Educational Effectiveness's and their resources related to academic integrity and cheating
5. Annual Undergraduate Instruction and Program Reviews:
    - Interim Review: Anthropology
    - Cluster 7 General Education Reviews (19)
    - Cluster 7 Program Reviews (13)
    - Cluster 7 Program Review Summary
  6. Committee policies established or revised:
    - Revised Undergraduate Instruction and Program Review Schedule
    - Revised Undergraduate Council Policy for Establishment, Revision, and Discontinuation of Undergraduate Academic Degree Programs
  7. Bylaw and Regulation changes approved by the Representative Assembly:
    - None

## **Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - Systemwide Request to review Proposed Revision to Senate Regulation 478 (IGETC)
  - Systemwide Request to review Proposed Revision to Senate Regulation 424.A.3
  - University Committee on Educational Policy (UCEP) Request to review Principles UC Online Degree Programs
  - Systemwide Second Request to Review Proposed Revisions to Senate Regulation 478
  - Systemwide Request for Campus UCDC Program Data (annual quota)
  - University Committee on Educational Policy (UCEP) Second Request to Review Questions and Considerations for Online Undergraduate Degree Programs (OUDP)
  - University Committee on Educational Policy (UCEP) Request to Review "Draft Senate Regulation to Define an Online Undergraduate Degree Program, UC Committee on Education Policy"
  - University Committee on Educational Policy (UCEP) Request to Review Draft Whitepaper "Understanding Online Undergraduate Degree Programs: Definitions, Status, Process, and Questions at the University of California"

Respectfully Submitted,

Katheryn Russ, Chair  
 Rebekka Andersen, (Preparatory Education Chair), Member  
 Natalia Caporale, Member  
 Gerardo Con Diaz, Member

Victoria Cross (Undergraduate Instruction and Program Review Chair), Member  
Amanda Crump, Member  
Rachael Goodhue, Member  
David Kyle (Special Academic Programs Chair), Member  
Nitin Nitin, Member  
Benjamin Shaw, Member  
Katie Stirling-Harris (General Education Committee Chair), Member  
Philip Zerbe, Member  
Wayne Feng, Academic Federation Representative  
Alesia Mcmanus, Academic Federation Representative  
Maya Clark, ASUCD Representative  
Gabriela Tsudik, ASUCD Representative  
Calvin Wong, ASUCD Representative  
Angelica Carrazco, GSA Representative  
Anne Britt, Committee on Admissions and Enrollment Chair (ex-officio)  
David Flores, Associate Registrar (ex-officio)  
Jason Stewart, Interim Registrar (ex-officio)  
Cynthia Ching, Interim Vice Provost and Dean, Undergraduate Education (ex-officio)  
Mary Vasquez, Academic Senate Analyst

2021-2022 Annual Report  
Committee on General Education  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 5
2. Meeting frequency: Twice per quarter
3. Average hours of committee work per week: 0.5
4. Total programs reviewed: 19
5. Total literacies assessed: 64
6. Total of reviewed programs/courses deferred from the previous year: 0
7. Total programs/courses deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - How possible Ethnic Studies requirement might be implemented and how it might affect the UC Davis GE program and GE courses offered at UC Davis
2. Committee policies established or revised:
  - None
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - RFC: Proposed Revision to Senate Regulation 478 (IGETC)

Respectfully Submitted,

A. Katie Stirling-Harris, Chair  
Adele Igel, Member  
Carl Whithaus, Member  
Eric Louis Russell, Member  
Hussain Al-Asaad, Member  
Kristin Kiesel, Member  
Marina Crowder, Member  
Michael Toney, Member

Paige Szabadi, ASUCD Representative  
Jose Ballesteros, Academic Federation Representative  
Theresa Costa, Analyst

2021-2022 Annual Report  
Committee on Special Academic Programs  
Davis Division of the Academic Senate

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**Metrics**

1. Total meetings: 4
2. Meeting frequency: Fall only, approximately biweekly
3. Average hours of committee work per week: .25 hours/week
4. Total programs reviewed: 3
5. Total of reviewed programs deferred from the previous year: 0
6. Total programs deferred to the next academic year: 0

**Divisional Business**

1. Requests for Consultation and issues considered by the committee:
  - Three Special Program Reviews completed and sent to Undergraduate Council
    - ROTC (Military Science)
    - Student Farm
    - Humanities
2. Committee policies established or revised:
  - Minor revisions to the Program Self-Review Template
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

**Systemwide Business**

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

David Kyle, Chair  
Lorenzo Nardo, Member  
Omnia El Shakry, Member  
Veronica Morales, Member  
Theresa Costa, Analyst

## 2021-2022 Annual Report

### Preparatory Education Subcommittee

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 3
2. Meeting frequency: 1-2 times a quarter
3. Average hours of committee work per week: Varies
4. Total items reviewed: 8
5. Total of reviewed items deferred from the previous year: 0
6. Total items deferred to the next academic year: 3

#### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - ELWR & Writing Placement Survey
  - Standardizing Language Project for ELWR-fulfilling Courses
  - Review of CHE 1V Preparation for General Chemistry Course Proposal
  - Map of Preparatory Education
  - Preparatory Education Website
  - ELWR Clock Extensions
  - ELWR Clock Extensions Letter of Concern
  - Review of UWP 7, 7Y, & 7V Course Proposals
2. Committee policies established or revised:
  - N/A
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - N/A

#### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - ELWR Fulfillment Options

Respectfully Submitted,

Rebekka Andersen, Chair  
 Ozcan Gulacar, Member  
 Yuming He, Member

Susan Keen, Member  
Fu Liu, Member  
Dawn Takaoglu, Academic Federation Representative  
Tariq Azim, ASUCD Representative  
Ruby Bal, Analyst

# 2021-2022 Annual Report

## Committee on Undergraduate Instruction and Program Review

### Davis Division of the Academic Senate

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#### Metrics

1. Total meetings: 12
2. Meeting frequency: Monthly in fall and winter, biweekly in spring
3. Average hours of committee work per week: 1 hour/week
4. Total programs reviewed: 13
5. Total of reviewed programs deferred from the previous year: 0
6. Total program reviews deferred to the next academic year: 1 (Russian)

#### Divisional Business

1. Requests for Consultation and issues considered by the committee:
  - RFCs – None
  - Other items considered –
    - 13 Cluster 7 Program Review Visits and Reports completed and sent to Undergraduate Council
    - Discussed role of UIPRC in reviewing online/hybrid/virtual instruction in majors, added questions about online/virtual/hybrid instruction to the Program Self-Review Template
    - Reviewed responses to COVID related questions in Self-Review and decided to move them to their own section in the Self-Review template
    - Discussed best practices and host expectations for the shift of program review visits to Zoom due to the COVID-19 Omicron surge
    - Discussed possible request to BIA to provide training, additional data, and/or alternate views of existing data to programs and UIPR hosts.
2. Committee policies established or revised:
  - Revised Program Review Schedule
  - Revised Program Self-Review Template
  - Revised UIPR committee report template to include data and data visualizations
3. Bylaw and Regulation changes approved by the Representative Assembly:
  - None

#### Systemwide Business

1. Requests for Consultation and other issues considered by the committee:
  - None

Respectfully Submitted,

Victoria Cross, Chair

David Wittman, Member

Debbie Fetter, Member

Jennifer Choi, Member

Joel Ledford, Member

Kathleen Cruz, Member

Patrice Koehl, Member

Silvia Carrasco Garcia, Member

Thomas Buckley, Member

Joe Anistranski, College of Agricultural and Environmental Sciences Faculty Executive Committee Representative

Mitchell Sutter, College of Biological Sciences Faculty Executive Committee Representative

Jason White, College of Engineering Faculty Executive Committee Representative

Pablo Ortiz, College of Letters and Science Faculty Executive Committee Representative

Melissa Browne, Academic Federation Representative

Megan Chung, ASUCD Representative

John Kintner, GSA Representative

Theresa Costa, Analyst

## **COMMITTEE ON UNDERGRADUATE SCHOLARSHIPS, HONORS & PRIZES 2021-2022 ANNUAL REPORT**

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

For the 2021-2022 academic year, 110,251 students applied for undergraduate admission: 15,519 new transfers and 94,732 new freshmen. The Committee does not evaluate freshmen or all transfer applicants to the University. Transfer applicants must have submitted a letter of recommendation in order to be evaluated by the Committee; those who did not submit the letter of recommendation are considered for undergraduate scholarships, but are not eligible for bonus points through the review.

The Committee, comprising members representing all of the colleges, first met on October 29, 2021. At this meeting, committee members reviewed the 2020-2021 Annual Report and the calendar for 2021-2022. They also discussed committee expectations, workload, and reading procedures for application evaluation. Shortly thereafter, the Committee began receiving and reviewing 2021-2022 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 (873); they evaluated the eligible transfer student applications from those who submitted a letter of recommendation (445).

A total of 1,318 applications needed to be evaluated for the 2022-2023 scholarship award year. Because each application is to be reviewed by at least two Committee members, 2,636 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 126 files; this equates to about 15-21 hours of work per person, given a 7 – 10 minute/file reading rate. Readings were officially completed on March 23, a full five weeks after the original February 27 deadline.

The University Medalist Sub-Committee reviewed the nomination packets of and interviewed four finalists on April 26, 2022. The group decided upon Amanda Portier from the College of Agricultural and Environmental Sciences as the 2021-2022 University Medal recipient.

Respectfully submitted,

**Andres Resendez, Chair**

Arzu Ozturk  
Bwalya Lungu  
Cheryl Boudreau  
Corrie Decker  
David Gundry  
David Horton  
Fuzheng Guo  
James Angelastro  
Jennifer Schultens  
Karen Ryan  
Katrina Jessoe  
Kristina Horback  
Mark Halperin  
Philippe Goldin

Qinglan Xia  
Stephanie Mudge  
Xin Liu  
Yinghui Yang  
Yizumiya Izumiya

Academic Federation Representatives

Melinda Livas  
Weici Zhang

## **BYLAWS**

### **FACULTY OF THE COLLEGE OF BIOLOGICAL SCIENCES**

*updated on March 8, 2022*

#### **PART I. FUNCTIONS**

1. The Faculty of the College of Biological Sciences shall conduct the government of the College of Biological Sciences in accordance with the Bylaws and Regulations of the Academic Senate of the University of California and of the Davis Division.

#### **PART II. MEMBERSHIP**

1. The Faculty of the College of Biological Sciences shall consist of:
  - The President of the University of California
    - The Chancellor of the Davis campus
    - The Dean of the College of Biological Sciences
  - All members of the Academic Senate who hold appointments in the College of Biological Sciences.
  - All members of the Academic Senate who gained emeritus status as members of the College of Biological Sciences or of the former Division of Biological Sciences.

Only a member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Biological Sciences (Academic Senate Bylaw 45).

*Ex officio* members and representatives of the various committees may participate in discussions and provide information, but shall not vote in committee decisions.

#### **PART III. OFFICERS**

1. Chair

The Chair shall be a member of the Academic Senate. The Chair shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the College of Biological Sciences, and have such other duties as the Faculty shall direct. The Chair shall take office on September 1 and shall serve through August 31 of the following year. The Dean of the College shall not hold the position of Chair (Academic Senate Bylaw 50C).

2. Vice Chair/Secretary

The Faculty shall annually elect a Vice Chair/Secretary. The Vice Chair/Secretary shall be a member of the Academic Senate. The Vice Chair /Secretary shall take office on September 1 and shall serve in that position until automatically assuming the office of Chair on the following September 1. The Vice Chair /Secretary shall be a member of the Executive

Committee and shall preside in the absence of the Chair at meetings of the Executive Committee and the Faculty. The Vice Chair/Secretary shall direct the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty. The Vice Chair/Secretary shall also automatically assume the office of Chair upon the occurrence of a premature vacancy in that office or at the end of the term of the previous Chair and in either case shall serve through August 31 of the year after the previous Chair's term ended or would normally have ended.

3. Replacements

If the Vice Chair/Secretary is unable to complete the term of office, either by assuming the office of Chair or for another reason, the Executive Committee shall direct the Committee on Nominations, Elections and Rules to call for a special election, to be held within four weeks, to elect a replacement Vice Chair/Secretary. The replacement shall complete the term of the previous Vice Chair/Secretary and then assume the office of Chair.

#### **PART IV. MEETINGS**

1. 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/Secretary. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten calendar days, excluding weekends and holidays, of receipt of the request.
2. 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.

#### **PART V. QUORUM**

1. Twenty percent of the voting members of the Faculty shall constitute a quorum.

#### **PART VI. REPRESENTATION ON OTHER FACULTIES**

1. When the College of Biological Sciences is entitled to representation on another faculty, selection of the representative(s) shall be as specified by that faculty. In the absence of such specification, the Executive Committee shall choose the representative(s).

#### **PART VII. COMMITTEES**

Committees may be composed of appointed, elected, or ex officio members, or any combination thereof. Only members of the Academic Senate may vote in CBS committees when those committees are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. If granted voting privileges by CBS Bylaws, persons other than Academic Senate members may vote on other questions, such as those that involve recommendations to other Senate agencies and committees. Only members of the Academic Senate are eligible to serve as committee Chairs or Vice-Chairs. Members of standing committees shall take office on September 1, or on the date of appointment in the case of a replacement, and shall serve through the following August 31.

1. Executive Committee

- A. The Executive Committee shall consist of the Chair, Vice Chair/Secretary, one elected member from each department of the College of Biological Sciences, two at-large Faculty members elected by majority vote of the Faculty of the College, the Dean of the College, the Associate Deans of the College, and one Academic Federation representative from the College. The AF representative shall be elected by the majority of the Academic Federation of the College, and may vote on questions that involve recommendations to other Senate agencies and committees, but shall not vote when the Committee is taking final action on any matter for the Academic Senate or giving advice to University officers or other non-Senate agencies in the name of the Senate. The Dean and Associate Deans will serve *ex officio*. Each elected member or representative on the Executive Committee shall serve a three-year term.
- 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. Each standing committee shall report its recommendations to the Executive Committee. The Executive Committee shall have the authority to take action on behalf of the Faculty on all issues, including approval of degree lists and petitions of students, except those regarding changes to the Bylaws and Regulations and any other issues specifically retained by the Faculty or assigned to other committees through these Bylaws. The Executive Committee may refer any matter that it deems advisable to the Faculty for final action in general meeting or by ballot.
- E. A majority of the Executive Committee membership, excluding vacancies noted in the records of the Vice Chair /Secretary, shall constitute a quorum for the transaction of business by the Executive Committee. A voting member may provide another voting member with a written proxy for a particular meeting or agenda item.
- F. The Faculty, or the Executive Committee acting on behalf of the Faculty, may direct the Dean to implement specific rules and regulations of the College.
- G. 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. 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; members thus appointed shall serve through the original term.

- H. The Executive Committee shall appoint members to and designate the Chair of special committees as authorized by the Executive Committee or by the Faculty.
- I. The Executive Committee shall forward yearly to the Davis Division of the Academic Senate a list of nominees for the College Faculty Personnel Committee (FPC) for evaluation, ranking and appointment by the Committee on Academic Personnel and by the Vice Provost for Academic Personnel.
- J. The Executive Committee shall consider administrative matters referred to it by the Dean.
- K. The Vice Chair/Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten calendar days of approval, excluding weekends and holidays. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.
- L. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on budgetary matters within the College, including the allocation and appointment of FTEs.
- M. The Executive Committee shall review, comment, and advise the Dean (and other agencies as appropriate) on the academic plan of the College, specifically including the organization or reorganization of the College into departments.

2. Committee on Undergraduate Curriculum and Educational Policy

- A. There shall be a Committee on Undergraduate Curriculum and Educational Policy composed of seven members of the College of Biological Sciences, including the Chair. These should be selected to provide broad representation of the major programs of the College. The Associate Dean of Undergraduate Programs shall serve as an *ex officio* member of this Committee. A representative from the Biology Academic Success Center (BASC) or the Dean's office will attend the Committee Meetings and provide staff support.
- B. The Committee shall review and recommend approval or disapproval of all requests for new courses or changes in existing courses and shall transmit those approved for submission to the Davis Division Committee on Courses of Instruction.
- C. The Committee shall review and recommend approval or disapproval of all requests for changes in majors or minors within the College,

including all requests for the creation of new majors or minors. The decision of the Committee on Undergraduate Curriculum and Educational Policy will be referred to the Executive Committee for final action.

- D. The Committee shall be charged with general oversight of the Biological Sciences curricula, including review of proposals for additions, deletions, or other changes to the curricula. 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 and Bachelor of Arts degrees, shall be submitted for review by the Committee on Undergraduate Curriculum and Educational Policy, and the Committee's recommendations will be forwarded to the Executive Committee for final action.
- E. The Committee shall be responsible for approval of individual majors. Decisions related to changes in these majors shall be delegated to the BASC advisor in consultation with the faculty sponsor, where appropriate.
- F. The Committee shall delegate decisions on individual student petitions such as changes in courses of study, dropping courses after normal deadlines, and change of major appeals, to the BASC advisors in consultation with the Master Advisor(s) for each major.
- G. The Committee shall delegate decisions on senior residence waivers, changes of major in final quarter, and graduation requirements to the Associate Dean for Undergraduate Academic Programs in consultation with the Faculty Master Advisor for the major.

### 3. Committee on Awards and Honors

- A. There shall be three Committees on Awards and Honors: Undergraduate Awards, Graduate Student Awards, and Faculty Awards.
- B. The three Chairs of these committees will be nominated by the Executive Committee. The Chairs shall have an academic appointment in a CBS department and will have the following responsibilities:
  - The Chairs will work with the Dean's office to keep a current list of annual awards in each of these categories.
  - The Chairs will work with the Dean's office to annually announce the deadlines for applications for these awards.
  - The Chairs will work with the Department Chairs to manage the membership of their committee.

The membership of each of these committees will be announced in

the CBS Annual Meeting in late Spring.

- C. The Faculty Awards Committee will consist of a faculty representative from each department. Representatives will normally have a 3-year term of service. It is charged with ensuring the Dean's Office announces the annual call for the CBS Faculty Teaching Award and the CBS Faculty Research Award each year (usually February), and selecting the finalists and winner each year. The Committee may decide not to grant one or both of the awards in a given year.
- D. The Graduate Student Awards Committee will include representatives from each of the graduate groups overseen by the CBS Dean. A single faculty member may represent more than one graduate group. A single graduate group will have no more than one official representative. This committee shall work with the Dean's office to announce the wide variety of graduate student awards, and will recommend the awardees to the FEC.
- E. The Undergraduate Award Committee will consist of a faculty representative from each department. Representatives will normally have a 3-year term of service.
  - i. The Undergraduate Award Committee shall select a candidate each year for the College Medal Award. This award shall be given each year to the graduating senior undergraduate who best represents the College through outstanding academic and research performance. The Undergraduate Awards Committee will evaluate nominations on the following criteria: a) overall GPA at UC Davis b) course load and class rigor c) breadth of extracurricular activities d) serving as a positive role model in the college, university or community. This committee will recommend awardees to the FEC.
  - ii. The Undergraduate Award Committee shall also select a candidate each year for the University Medal Award. The nomination shall be forwarded to the Davis Division of the Academic Senate Committee on Scholarship and Honors for consideration.
  - iii. The Undergraduate Award Committee shall also select a candidate each year for the CBS Student of the Year Award. This award shall be given each year to the graduating senior undergraduate who best represents the college through substantial research activity and substantial campus and community service. This committee will recommend awardees to the FEC.
  - iv. The Undergraduate Award Committee shall also select candidates to be recommended for the "College of Biological Sciences Distinguished Scholar Award" (also known as "College Citations for

Outstanding Performance”). The criteria for the Distinguished Scholar Award is a GPA > 3.5 and substantial research activity. Exceptions to the GPA criteria will be considered for truly outstanding research achievements. This committee will recommend awardees to the FEC.

- v. The Undergraduate Award Committee shall also be responsible for nominating candidates for any additional undergraduate scholarship and honors awards that fall under the auspices of the College and that might arise in the future, including the Provost’s Undergraduate Awards (PUFs) for research and travel. This committee will recommend awardees to the FEC.

4. Committee on Nominations, Elections and Rules

- A. There shall be a Committee on Nominations, Elections, and Rules consisting of three members of the Faculty. The Chair of this Committee will be the Vice Chair of the CBS Faculty Executive Committee. The other two members of this Committee will be the current Chair and the most recent former Chair of the CBS Faculty Executive Committee.
- B. The Committee shall be responsible for supervising the nominations and election of officers of the Faculty.
- C. The Committee shall advise the Executive Committee and the Faculty on the clarity of proposed legislation and its consistency with established Bylaws and Regulations of the Faculty and the Academic Senate. The Chair of the Committee or, in the absence of the Chair, another member of the Committee designated by the Chair of the Faculty shall serve as parliamentarian during meetings of the Faculty.

5. Administration of interdepartmental majors

- A. Administration of an interdepartmental major or minor within the College of Biological Sciences can be established by the Executive Committee upon petition by members of two or more departments within the College and approval by vote of the Executive Committee.
- B. The Biological Sciences Major.
  - 1. The Program Director, who will be a Senate faculty member, will be appointed by the Executive Committee and will serve as a member of CUCEP. The Program Director will serve as chair of the Program Committee and will nominate faculty to serve on the Program Committee, subject to approval by the Executive Committee.
  - 2. The duties of the Program Director will include oversight of curriculum planning, collaboration with participating departments to monitor availability of required and elective courses in the curriculum, establishment of Program Learning Outcomes and an

assessment plan for the program.

3. The Program Director may elect to serve as Master Advisor for the program or will designate another faculty member for that role. The Master Advisor will also be a member of the Program Committee. The duties of the Master Advisor will include collaboration with BASC staff advisors for the major/minor, approval of exceptions to requirements, coordination of advising by other faculty advisors for the program.
4. Membership on the Program Committee must represent each of the College departments that participate in offering courses and/or advising students in the major/minor. The Program Committee will include a BASC staff advisor and the Master Advisor. The duties of the Program Committee members will include consultation with the Program Director and Master Advisor on curriculum and advising issues, participation in program review and assessment as the liaison for assessment of relevant departmental course offerings. Committee members are encouraged to serve as faculty advisors in the major/minor.
5. Terms of service on the Program Committee will generally be for three years (subject to renewal by mutual consent of the member, the Program Director and the Executive Committee), and will be staggered to provide continuity in administration of the curriculum. At the end of the Program Director's 3 year term, each participating department will provide a nominee for Program Director.

C. The Human Biology Major

1. The Human Biology major will be jointly administered by the Departments of Neurobiology, Physiology & Behavior (NPB) and Molecular & Cellular Biology (MCB). These two departments will be responsible for: (i) ensuring all department obligations for the Human Biology major are met, (ii) reviewing and approving new courses and change in degree requirements (in consultation with the Committee in Charge, see below), and (iii) organizing faculty participation in events and committees related to the major.
2. The co-Chairs of the Committee in Charge will be the Vice Chairs for Teaching and Curriculum of the home Departments (NPB & MCB).
3. The Committee in Charge will consist of the Vice Chairs for Teaching and Curriculum from the five departments in the College of Biological Sciences (Neurobiology, Physiology & Behavior; Molecular & Cellular Biology; Plant Biology; Evolution and Ecology; Microbiology and Molecular Genetics) and the Associate Dean for Undergraduate Education Programs (Dean's office, ex-officio).

4. The Committee in Charge will evaluate and provide recommendations on curriculum revision to the Administering Departments as necessary to meet the educational goals of the major. The Committee will also monitor availability of required and elective courses in the curriculum.
5. The Master Advisors (one from each home Department) for the program will be selected by the Department Chairs of the Administering Departments. The duties of the Master Advisors will include collaboration with BASC staff advisors for the major/minor, approval of exceptions to requirements, coordination of advising by other faculty advisors for the program.

7. Special Committees

- A. The Executive Committee may establish special committees of the College of Biological Sciences. Special committees shall be appointed or elected in the manner designated at the time of their creation.
- B. Each special committee shall have such powers and perform such duties as shall be designated by the Executive Committee or as authorized by the Faculty in a resolution. 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 only until the next regular meeting of the Faculty during the ensuing academic year unless a definite term is specified in the authorizing motion.

## **PART VIII. ORDER OF BUSINESS**

1. The order of business of any regular meeting of the faculty shall be:
  1. Approval of the Prior Minutes
  2. Reports or Announcement by Administrative Officers
  3. Announcements by the Chair
  4. Reports of Standing Committees
  5. Reports of Special Committees
  6. Other Reports of Relevance
  7. Unfinished Business
  8. New Business
2. 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**

1. At any meeting, the rules of the Faculty may be suspended by vote of the Faculty present, 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 a hand."

## **PART X. PROCEDURES**

1. The Faculty shall not take final action on any matter during a meeting of the College Faculty at which the matter is first moved or proposed unless prior notice of the matter shall have been provided to all members at least five calendar days, excluding weekends and holidays, before the meeting.
2. 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 request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the written minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing.
3. Alternatively, any action taken by the Executive Committee or at a meeting of the Faculty may be brought to a ballot if a written request for reconsideration is received with fifteen calendar days, excluding weekends and holidays, after the minutes describing the Executive Committee decision are distributed. Ten voting members of the Faculty of the College of Biological Sciences must submit a request for reconsideration to the Secretary in writing. A ballot will be sent to all voting members of the College within fifteen calendar days, excluding weekends and holidays, of receipt and confirmation of such a request. The ballot will be accompanied by all relevant texts and a brief summary of arguments pro and con. A simple majority of the votes shall be required for the Faculty to override by ballot any decision of the Executive Committee or of a meeting of the Faculty.
4. The Bylaws of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a two-thirds vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members. Regulations of the Faculty of the College of Biological Sciences may be added to, amended, or repealed by a majority vote of all members present at a meeting of the Faculty, provided written notice should have been sent to all members.
5. All modifications of existing legislation and all newly enacted legislation shall become effective on September 1 of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

## **PART XI. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

1. Vice Chair/Secretary
  - A. At the beginning of Spring Quarter, the Committee on Nominations, Elections, and Rules shall nominate one or more members of the Faculty for the position of Vice Chair/Secretary. The Committee shall determine that the candidate(s) is (are) willing to serve. At the same time, the Committee will distribute to the

Faculty a call for further nominations. Additional nominations may be made by petition, signed by any five members of the Faculty, containing a statement by the candidate of willingness to serve and received by the Committee within ten calendar days, excluding weekends and holidays, following the call for nominations. Elections will be conducted by electronic ballot where each voter shall receive access to an online, secure voting system, which shall be designed to meet the following criteria: 1. The system shall verify each voter's identity; 2. It shall not be possible for any person to determine how any individual has voted; 3. Once a vote has been cast, neither the voter nor any other person shall be able to change the vote; 4. No person shall be able to determine the results of the election or the number of votes cast until after the voting deadline.

2. Executive Committee

- A. Each Spring Quarter, 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 department. The department shall elect its member of the Executive Committee by electronic ballot following the procedures in XII.1.A. 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 Vice Chair /Secretary not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty.
- B. A vacancy in an unexpired term of an Executive Committee member who served as a department representative 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.
- C. A vacancy in the position of an at-large member of the Executive Committee, either because of the expiration of the term or the inability of the member to complete the term, shall be filled by election by electronic ballot following the procedures in XII.1.A.

BYLAWS  
OF THE FACULTY  
OF THE  
SCHOOL OF VETERINARY MEDICINE  
UNIVERSITY OF CALIFORNIA, DAVIS

June 8, 2022



## BYLAWS

### PART I. FUNCTIONS

1. The Faculty of the School of Veterinary Medicine (SVM) shall conduct the government of the School of Veterinary Medicine subject, however, to the rules and coordinating powers of the Graduate Council with respect to graduate study and the degree of Doctor of Veterinary Medicine (Academic Senate Bylaw 50). The Graduate Council has fully delegated oversight of the Doctor of Veterinary Medicine (DVM) degree, including admissions, academic progress of students, degree completion, certification, curriculum development and general academic management, to the School of Veterinary Medicine (Appendix 1).

### PART II. MEMBERSHIP

2. The Faculty of the School of Veterinary Medicine shall consist of:
  - (A) The President of the University *ex officio*;
  - (B) The Chancellor of the Davis campus *ex officio*;
  - (C) The Dean of the School of Veterinary Medicine;
  - (D) Academic Senate Faculty of the School of Veterinary Medicine, referred to herein as “Senate SVM Faculty”
  - (E) Faculty of the School of Veterinary Medicine who are not members of the Academic Senate, referred to herein as “non-Senate SVM Faculty”
    - (1) For the purpose of these Bylaws, appointees in the Professional Researcher and Professor of Cooperative Extension series are included in the definition of Faculty provided in APM 110.
    - (2) Voting rights are extended to non-Senate SVM Faculty to the fullest extent permitted by legislative ruling 12.75 of the Academic Senate of the University, including on all actions that are not final, on final actions for matters not related to the Academic Senate, and on recommendations to other Senate agencies.
    - (3) Only Senate SVM Faculty are eligible to vote when the Faculty is taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate.

Hereafter, “Faculty” without “Senate SVM” or “non-Senate SVM” specification means the Faculty of the School of Veterinary Medicine in its entirety, as defined above.

### PART III. COMMITTEES

#### Title 1. Appointment, Tenure, Quorum and Voting

3.
  - (A) Committees shall be appointed or elected each year, not later than July 1, for a term of one year from July 1, unless otherwise provided for.
  - (B) The chairperson of each committee shall be appointed or elected each year, not later than July 1, for a term of one year from July 1. Chairpersons shall not serve more than two consecutive terms.
  - (C) Chairpersons and vice-chairpersons of all committees shall be Senate SVM Faculty.

- (D) Special committees or task forces shall exist no longer than five years unless established as standing committees by legislation.
- (E) Committee meetings may be convened and presided over only by the committee chair, a designee of the committee chair, or a designee of the chairperson of the Faculty.
- (F) A quorum for committee meetings shall be fifty percent of the voting members. If the number of members is an odd number, a quorum shall be fifty percent of the voting members rounded up to the next whole number.
- (G) All members of the Standing Committees of the Faculty and Ad hoc Committees or task forces appointed by the Executive Committee, unless otherwise indicated in these Bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to non-Senate SVM Faculty to the fullest extent permitted by legislative ruling 12.75 of the Academic Senate of the University, including on all actions that are not final, on final actions for matters not related to the Academic Senate, and on recommendations to other Senate agencies. Only Senate SVM Faculty are eligible to vote when the Faculty is taking final action on any matter for the Academic Senate or giving advice to University officers or other non-Senate agencies in the name of the Senate.
- (H) Individuals who hold the administrative title of Associate Dean or equivalent, or above, shall serve only as non-voting *ex officio* members on the Standing Committees of the School.
- (I) Chairs of Standing Committees shall submit an annual report of the Committee's activities to the Executive Committee at such a time requested by the Executive Committee for presentation at a regular meeting of the Faculty.
- (J) Robert's Rules of Order shall govern committee meetings in all cases in which they are applicable. When committee votes result in a tie and not all eligible committee members are present, absent members shall be asked to vote. If the result is still a tie, or no member was absent, the motion voted on shall fail.

## Title II. Standing Committees: Their Powers and Duties

4. **Executive.** There shall be an Executive Committee consisting of the Dean of the SVM as a non-voting *ex officio* member, six members of the Senate SVM Faculty and two members of the non-Senate SVM Faculty. The six members of the Senate SVM Faculty shall be elected by the Senate SVM Faculty and include SVM appointees in both the Professor and Professor of Clinical \_ series. The members of the non-Senate SVM Faculty shall be elected by the non-Senate SVM Faculty. Whenever possible, one non-Senate SVM Faculty member of the Executive Committee shall be an appointee in the Health Sciences Clinical Professor series and the other an appointee in either the Adjunct Professor, Professional Researcher or Professor of Cooperative Extension series. Members of the Executive Committee shall serve a term of three years. Two Senate SVM Faculty members of the Executive Committee shall be retired each year, and two new members elected. No more than one non-Senate SVM Faculty member of the Executive committee shall be retired in a single academic year; a new non-Senate SVM Faculty member shall be elected to the Executive Committee when one retires. In case of vacancy, a new member shall be appointed by the Executive

Committee to serve until the following election. A new member shall then be elected for the remainder of the term of the vacated position.

This committee shall consider all matters of general concern to the School and shall bring before the Faculty any recommendations that the committee may deem advisable.

The committee shall appoint all other standing committees of the Faculty as provided for in these Bylaws and such special committees or task forces as it deems necessary. The committee shall appoint the Chairperson of all other standing committees of the Faculty as provided by these Bylaws and of all special committees or task forces it appoints. In case a member of a standing committee of the Faculty vacates their position before completion of their term, the Executive Committee shall appoint a new member for the remainder of the original term.

The committee shall ensure that the membership as defined in Part II of these Bylaws is determined and counted each year and that the list of that voting membership be generated each year. A quorum for meetings of the Faculty as defined under Part V shall also be determined.

This committee shall be responsible for the conduct of elections and voting on all matters submitted to the membership for ballot, including elections, resolutions, and Bylaw revisions. The committee annual report shall include a summary report of all balloting or elections so conducted and not previously reported.

5. **Admissions.** This committee shall consist of nine members. Six members of the SVM Faculty, including at least four members of the Senate SVM faculty, shall serve as voting members and one non-faculty veterinary professional shall serve as a non-voting member. The Associate Dean of Admissions and Student Programs and the Director of SVM Admissions shall be non-voting, *ex officio* members. The non-faculty committee member must be an active member of the profession. Faculty members shall serve a three-year term, and the non-Faculty member shall serve a one-year term but is eligible for reappointment for up to three years. One to two members shall be retired, and an identical number of new members appointed every year. In the event that a non-Faculty member who meets the criteria cannot be identified in any given year, the committee will proceed without appointing a non-Faculty member. It shall be the duty of this committee to examine the credentials of the applicants for admission to the DVM Program, to recommend for admission those best qualified to the Director of SVM Admissions and to report to the Executive committee. Changes to the admissions criteria or process shall be recommended to the Executive Committee by the Admissions Committee or an ad hoc task force appointed by the Executive Committee. Approval of such changes shall require a vote by the Faculty.
6. **Continuing Education and Extended Learning.** This committee shall consist of four members. Three members of the SVM Faculty shall serve a three-year term. One member shall be retired, and one new member appointed every year. The Director of Veterinary Medical Continuing Education shall serve as a voting *ex officio* member. It shall be the duty of this committee to review the Center for Continuing Professional Education's mission, goals, structure, and policies, advise the Center on professional continuing education programs for DVM and Registered Veterinary Technician/Veterinary Assistant, and to report to the Executive Committee. The committee shall consider and make recommendations to the Dean concerning the participation of the School in continuing education and extended learning.
7. **Curriculum.** This committee shall consist of seventeen members. Eight members of the SVM Faculty, including at least five members of the Senate SVM faculty shall be appointed to serve three-year terms, with at least one member from each department and no greater than two members

from any single department. Two to three members shall be retired, and an identical number of new members appointed every year. The remainder of the committee shall comprise the following *ex officio* members: the Chair of the Clinical Education Committee and the Director of Professional Student Clinical Education (voting), the Associate Dean for Professional Education (non-voting), the SVM Education Specialist (non-voting), and a representative from the UCD Library (non-voting). In addition, the committee shall include four veterinary students, one from each class serving a one-year term, as non-voting members. It shall be the duty of this committee to evaluate and make recommendations to the Executive Committee and the Associate Dean for Professional Education concerning pre-veterinary requirements and the professional veterinary curriculum. This committee shall make a continuing evaluation of all educational material offered throughout the 4 years of the DVM curriculum and recommend to the Associate Dean for Professional Education new blocks and changes in existing blocks, including their content, scheduling, and leadership. It shall be responsible for oversight of the composition, delivery, assessment, and remediation of the Year-2 practical and didactic comprehensive examinations. It shall be responsible for executing the block leadership recognition process. It shall report to the Executive Committee before reporting to the Faculty.

8. **Clinical Education Committee.** This committee shall consist of twelve members. Ten members of the SVM Faculty shall be appointed to serve three-year terms and represent the diversity of clinical education selected by DVM students, including but not limited to: small animal, equine, livestock, zoological, companion avian and exotic pet, lab animal, research and pathology. At least eight members shall be SVM faculty with significant clinical teaching responsibilities. Three to four members shall be retired, and an identical number of new members appointed every year. The Associate Dean for Professional Education shall serve as a non-voting *ex officio* member. The Director of Professional Student Clinical Education shall serve as a voting *ex officio* member. It shall be the duties of this committee to evaluate and make recommendations to the Curriculum Committee concerning the academic content and stated learning outcomes of new and existing clinical rotations and clinical externships; to provide DVM students advice on career paths; to review and approve student externships requests and justifications; and to provide timely advice to the Chief Veterinary Medical Officer on DVM student clinical rotation scheduling issues. This committee shall report biannually to the Curriculum Committee.
9. **International Programs.** This committee shall consist of thirteen members. Five members of the SVM Faculty shall serve as voting members. The Associate Dean for Global Programs and the Director of the Office for Global Programs shall both serve as non-voting *ex officio* members. The Associate Dean for Research and Graduate Education shall serve as a non-voting *ex officio* member. Five students or house officers (interns or residents) shall serve as non-voting members. The students or house officers shall consist of three DVM students, one from each of the first three classes in the veterinary school, and two graduate students or house officers. Faculty members shall serve three-year terms, and students shall be appointed annually. One to two Faculty members shall be retired, and an identical number of new members appointed every year. The committee shall provide input to the Associate Dean for Global Programs on all aspects of the School's involvement in international programs and activities and report to the Executive Committee.
10. **Research.** This committee shall consist of eight members. Four members of the SVM Faculty, including at least three members of the Senate SVM Faculty, shall serve as voting members. When possible, the fourth Faculty member shall be a Professional Researcher, an Adjunct Professor or a Professor of Cooperative Extension. One graduate student and one post-doctoral fellow shall serve as non-voting members. The Associate Dean for Research and Graduate Education and one representative from the UCD Library shall both serve as non-voting *ex officio* members. Faculty members shall serve a three-year term, and the student and post-doctoral fellow shall be appointed annually. One to two Faculty members shall be retired, and an identical number of new members appointed each year. It will be the responsibility of this committee to foster faculty research

productivity and excellence within the School and to make appropriate recommendations to the faculty and Dean on all matters pertaining to research. This committee shall report to the Executive Committee.

11. **Student Affairs.** This committee shall consist of thirteen members. Seven members of the SVM Faculty, including at least four members of the Senate SVM Faculty, shall serve as voting members. The Associate Dean for Admissions and Student Programs and the Associate Dean for Professional Education shall serve as non-voting *ex-officio* members. Four veterinary students, one from each class, shall serve as non-voting members. Faculty members shall be appointed for terms of three years, and student members shall be appointed annually. Two to three Faculty members shall be retired, and an identical number of new members appointed every year. It shall be the duties of this committee to consider and make recommendations to the Associate Dean for Admissions and Student Programs and to the Associate Dean for Professional Education concerning student-faculty relationships, including study lists and petitions, academic honors, advising, academic promotion of students, student affairs and discipline, and scholarship and loan funds; and to recommend to the Executive Committee new and revised policies and procedures concerning student performance standards as described hereafter in the Regulations. This committee shall report to the Executive Committee.

#### PART IV. OFFICERS

12. (A) Chairperson. The Chairperson of the Executive Committee is the Chairperson of the Faculty and shall be elected from the Academic Senate members of the Executive Committee by the Faculty of the School of Veterinary Medicine. The term of office shall be one year and can be renewed once.
- (B) Vice Chairperson. The Executive Committee of the Faculty shall elect from its elected Academic Senate membership a Vice Chairperson. The term of office shall be one year and can be renewed once.

#### PART V. MEETINGS

13. (A) Regular meetings of the Faculty shall be held twice annually. Special meetings may be called by the Chairperson. Upon the written request to the staff of the Executive Committee of at least eight Faculty members, notice of a special meeting must be given to the Faculty within thirty days and the special meeting held within sixty days of the request. In the absence of the Chairperson, the Vice Chairperson shall preside at Faculty meetings.
- (B) Twenty-five percent of the Faculty members shall constitute a quorum for the formal faculty meetings.
- (C) The order of business shall be:
  - (1) Minutes of the preceding Faculty meeting
  - (2) Announcements by the President of the University
  - (3) Announcements by the Chancellor of the Davis campus
  - (4) Announcements by the Dean of the SVM
  - (3) Announcements by the Chairperson of the Faculty
  - (4) Announcements by the Chief Veterinary Medical Officer
  - (5) Special orders
  - (6) Reports of standing committees

- (7) Reports of special committees
  - (8) Petitions of students
  - (9) Unfinished business
  - (10) New business
- (D) The regular order of business may be suspended at any meeting by a two-thirds vote of the members present.
- (E) Motions voted on at the meetings shall be procedural only, such as approval of the minutes and adjournment. Votes on all non-procedural matters shall be conducted by ballot as described under 14 (B) and (D) of these Bylaws.
- (F) Robert's Rules of Order shall govern the faculty in all cases in which they are applicable.

## PART VI. VOTING

14. (A) All voting shall be overseen by the Executive Committee.
- (B) Voting can be performed electronically or by mail. To simplify procedures, electronic voting should be used preferentially unless determined undesirable in special situations by the Executive Committee. Throughout these Bylaws the term "ballot" shall indicate either electronic or mail ballot.

When balloting is requested, the balloting shall be conducted by the Chairperson of the Executive Committee. Voting exclusively electronically or by mail will be at the request of the Chairperson of the Executive Committee or by written petition of ten members of the Faculty of the School of Veterinary Medicine.

- (1) **Electronic Ballots.** If the voting is performed by electronic methods, each faculty allowed to vote should receive access to a secure, online voting system. The voting procedure should meet the following criteria:
- (a) The system should verify the identity of all voters and prevent voters from voting more than once.
  - (b) It should not be possible to determine how a member has voted.
  - (c) Once a vote has been submitted, no one should be able to change the vote.
  - (d) No one should be able to determine the results of the election or the number of votes until after the deadline for completion of the vote.
- (2) **Ballot by Mail.** If voting is performed by mail ballot, each voter shall receive a plain envelope in which to enclose their marked ballot, and an additional envelope addressed to the Chairperson of the Executive Committee to be used for the return of the sealed ballot. On this envelope addressed to the Chairperson is a space for the voter's signature, and ballots lacking this validating signature are void. Any voter who spoils a ballot may, by tearing it across once and returning it to the Chairperson, obtain another ballot.
- (C) Elections

- (1) **Notice of Elections.** No less than 30 days prior to any election, the Chairperson of the Executive Committee shall initiate such election by sending to each member of the Faculty of the School of Veterinary Medicine eligible to vote a notice that nominations for the position(s) in question will be received during the next ten business days and specifying the date and time after which nominations will no longer be received. These nominations shall be in writing and shall contain a statement that the nominee will accept the nomination. The nominations shall be signed by five members of the Faculty of the School of Veterinary Medicine. For the non-Senate SVM Faculty members of the Executive Committee, nominations should be sought from members of the non-clinical series (e.g. Adjunct Professor, Professional Researcher, Professor of Cooperative Extension) and from members of the clinical series (e.g. Health Sciences Clinical Professor) as to provide representation of the non-clinical and clinical constituencies on the Executive Committee whenever possible.

(2) Balloting

- (a) No less than ten business days or more than twenty business days after the time for receiving nominations has expired, the Chairperson of the Executive Committee shall send to the members of the Faculty eligible to vote a ballot containing, in alphabetical order, the names of those persons who have been nominated.
- (b) This ballot shall be accompanied by instructions concerning the proper method of voting and a statement that voting is to be completed within ten business days.
- (c) Elections shall be determined by a plurality. The candidates receiving the highest number of votes shall be declared elected. In elections to fill vacancies with different length terms, the candidates receiving the highest numbers of votes shall be declared elected to the longer terms of office in the order of their total votes. In case of tie votes, the ranking of candidates shall be determined by random assignment. In case the number of persons nominated as herein above prescribed is not in excess of the number of places to be filled, the election by ballot shall be omitted and the Chairperson of the Executive Committee shall declare all nominees elected. The candidates, who are to serve terms of different lengths, if any, shall be determined by random assignments.
- (d) Results of the elections shall be certified by the Executive Committee and announced to the Faculty no more than 20 business days after the voting has been completed.

(D) Matters Other Than Elections

- (1) The Chairperson will notify the members of the nature of the impending ballot and the ballot will be prepared. The vote shall be initiated no less than ten days nor more than thirty days after the members are notified of the impending ballot. Balloting shall be conducted as described under (B) of this Bylaw.
- (2) When ballots are distributed to the voters, they shall be accompanied by at least a summary of the arguments pro and con. Arguments for or against the proposal may be submitted by any member or group of members, and, if submitted, shall be distributed with the ballots.

- (3) When voting on matters that result in a final action for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate, anonymous voting and commenting on the proposal by the non-Senate SVM Faculty shall be initiated. The proposal, pro and con arguments, and instructions and deadline for voting and commenting shall be made available to the voters. Votes submitted within 10 business days following initiation of the vote shall be considered valid. This vote will be advisory to the Senate SVM Faculty only and will not carry any power of decision. Within 10 business days of completing this advisory vote, anonymous voting on the proposal by the Senate SVM Faculty shall be initiated. The proposal, pro and con arguments, results of the advisory vote and all comments submitted by the non-Senate SVM Faculty and instructions and deadline for voting shall be made available to the voters. Votes submitted within 10 business days following initiation of the vote shall be considered valid. Approval of the proposed changes shall require affirmative response in a simple majority of the votes cast by the Senate SVM Faculty.
- (4) When voting on all other matters than described under (D) (3) of this Bylaw, anonymous voting by the Faculty of the SVM shall be initiated. The proposal, pro and con arguments and instructions and deadline for voting shall be made available to the voters. Votes submitted within 10 business days following initiation of the vote shall be considered valid. Approval of the proposal shall require affirmative response in a simple majority of the votes cast by the Faculty of the SVM.
- (5) Results of the vote shall be certified by the Executive Committee and announced to the Faculty no more than 20 business days after the voting has been completed.

## PART VII. AMENDMENT OF BYLAWS

15. Written notice of proposed changes to these Bylaws shall be sent to each member of the Faculty of the School of Veterinary Medicine at least five days prior to the regular or special meeting at which the proposed changes will be discussed. The officer presiding at the meeting shall present the proposed changes and request a discussion by the members of the Faculty present. Within 10 business days following the meeting, anonymous voting and commenting on the proposed changes by the non-Senate SVM Faculty shall be initiated. The proposed changes, and instructions and deadline for voting and commenting shall be made available to the voters. Votes submitted within 10 business days following initiation of the vote shall be considered valid. This vote will be advisory to the Senate SVM Faculty only and will not carry any power of decision. Within 10 business days of completing this advisory vote, anonymous voting on the proposed changes by the Senate SVM Faculty shall be initiated. The proposed changes, results of the advisory vote and all comments submitted by the non-Senate SVM Faculty and instructions and deadline for voting shall be made available to the voters. Votes submitted within 10 business days following initiation of the vote shall be considered valid. Approval of the proposed changes shall require affirmative response in two-third of the votes cast by the Senate SVM Faculty. Results of the vote shall be certified by the Executive Committee and announced to the Faculty no more than 20 business days after the voting has been completed.

## REGULATIONS

51. **Admissions**

(A) Admission to Regular Status

To be admitted to the School of Veterinary Medicine, applicants must have a Bachelor's Degree from a college or university accredited by an agency approved by the U.S. Department of Education by the end of the spring term prior to matriculation, including such special requirements in preparation for courses in the curriculum of the School of Veterinary Medicine as may be prescribed by the Faculty of the School. The Faculty of the School is authorized to limit the enrollment of students to a number consistent with the facilities and resources available for instruction.

(B) Admission to Advanced Standing

Applicants for admission to advanced standing may be accepted under the following conditions:

- (1) The applicant must have completed their undergraduate program in good standing. The applicants's credentials must meet or exceed those of the students in the class in which the applicant is seeking admission. If numerical scores are used for admission, the applicant's score must meet or exceed the average score for the class in which the applicant is seeking admission.
- (2) The applicant must be currently enrolled in an DVM program accredited by the American Veterinary Medical Association and must be in good academic and ethical standing in that program. The applicant must be in the top half of students in the Veterinary School or College in which the applicant is currently enrolled as determined by GPA or class rank, provided this information can be obtained.
- (3) The applicant must have completed veterinary course work equivalent to that required of the students in the DVM program of the School of Veterinary Medicine, UC Davis, who will be in the same academic class. This assessment will be made by the Associate Deans for Professional Education and Admissions and Student Programs.
- (4) The applicant must provide a rationale for requesting admission in advanced standing. Generally, reasons based primarily on financial cost to attend the other program shall not be considered valid. The Associate Deans for Professional Education and Admissions and Student Programs shall decide whether the rationale provided warrants admission to advanced standing.

65. **Honors.**

The faculty of the School of Veterinary Medicine, or a duly authorized committee thereof, may recommend for Honors or Highest Honors such students as it may judge worthy of that distinction, in accordance with the minimum standards prescribed by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate.

72. **Doctor of Veterinary Medicine.**

- (A) The candidate for the degree of Doctor of Veterinary Medicine must hold a Bachelor's degree or equivalent from an accredited university or college.

- (B) The candidate must give satisfactory evidence of possession of a good moral character as determined by the Student Affairs committee.
- (C) The candidate must have completed a curriculum that extends over a period of a minimum of four academic years, including a minimum of one academic year of hands-on clinical education. The last two years must have been spent in the University of California, School of Veterinary Medicine. The candidate must have completed the required work, have fulfilled satisfactorily all special requirements, and have received throughout the entire veterinary course a satisfactory grade as determined by the Faculty of the School of Veterinary Medicine.

80. **Student Performance Standards (DVM).**

This regulation is implemented through policies and procedures that shall be developed by the Student Affairs Committee and approved by the Executive Committee in accordance with the process described below. These School of Veterinary Medicine policies and procedures address standards, and related procedures, including but not limited to academic and professional deficiencies, academic and social misconduct, professionalism, technical standards, attendance, examinations, and grading (hereafter collectively referred to as “[Student Performance Standards](#)”).

The standards and procedures governing Student Performance Standards are detailed in order to provide adequate notice to students of the Faculty’s expectations, to adequately address the variety of different circumstances in which these matters arise, and to ensure, where required, adequate due process protections for students. These policies and procedures are subject to regular modifications to respond to evolving legal requirements and to address new needs identified through experiences using these policies and procedures.

New and revised policies and procedures concerning Student Performance Standards shall be developed and adopted as follows:

(A) Development

The Student Affairs Committee shall develop proposed policies and procedures.

(B) Review and Comment

- (1) The Student Affairs Committee may, at its discretion, forward new or proposed changes to Student Performance Standards for review and comment to relevant committees and offices, including but not limited to the Office for Student Programs, the Office for Professional Education, the SVM Dean's Council, the SVM Executive Committee, and the Office of the Campus Counsel.
- (2) The Student Affairs Committee shall provide written notice to members of the Faculty of the School of Veterinary Medicine of any new or proposed changes to Student Performance Standards and provide at least 10 days for review and comment by members of the Faculty.

(C) Approval

The Executive Committee has the authority to approve new or proposed changes to the Student Performance Standards that it receives from the Student Affairs Committee. Upon completion of the review and comment period described above, the Student Affairs

Committee may forward proposed new or revised Student Performance Standards, as modified following the review and comment period, to the Executive Committee for approval consideration. Submission of proposed new or revised Student Performance Standards shall include all comments received by the Student Affairs Committee during the review and comment period. Performance Standards approved by the Executive Committee shall be described in a separate policy document available to the Faculty of the SVM. The Faculty of the SVM shall be notified of any approved change to the Student Performance Standards no more than 30 days following approval.