October 19, 2012

To: Bronwyn Leebaw (Political Science), Vice Chair
Piotr Gorecki (History), Secretary/Parliamentarian
Richard Luben (Biomed), Senior Assembly Representative
Bahram Mobasher (Physics & Astronomy), Junior Assembly Representative
Byron Adams (Music), Diversity & Equal Opportunity (CODEO)
Bahman Anvari (Bioengineering), BCOE Executive Committee
James Baldwin (Nematology), Physical Resources Planning (PRP)
Gregory Beran (Chemistry), Academic Computing & Information Technology
Ward Beyermann (Physics & Astronomy), Educational Policy (CEP)
Jan Blacher (Graduate School of Education), Planning and Budget (P&B)
Sarjeet Gill (Cell Biology & Neuroscience), Academic Personnel (CAP)
David Glidden (Philosophy), Preparatory Education
Irving Hendrick (GSOE), Faculty Welfare (FW)
Jennifer Hughes (Religious Studies), CHASS Executive Committee
Mariam Lam (Comparative Literature & Foreign Languages), Committees (COC)
Mindy Marks (Economics), Undergraduate Admissions
Connie Nugent (Cell Biology & Neuroscience), Graduate Council
Leonard Nunney (Biology), Research (CoR)
Melanie Sperling (Graduate School of Education), GSOE Executive Committee
Ameae Walker (School of Medicine), School of Medicine Executive Committee
Gillian Wilson (Physics & Astronomy), CNAS Executive Committee
Rami Zwick (SoBA), SoBA Executive Committee

Fr: Jose Wudka, Chair
Riverside Division

RE: Executive Council Agenda, October 22, 2012

This is to confirm the meeting of the Executive Council on Monday, October 22, 2012 at 1:00 p.m. to 3:00 p.m. in Room 220 2nd Floor, University Office Building.
<table>
<thead>
<tr>
<th>Time</th>
<th>Action / Information/Action</th>
<th>Item</th>
<th>Enclosures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 1:05</td>
<td>Action</td>
<td>1. <strong>CONFLICT OF INTEREST STATEMENT – EXECUTIVE COUNCIL</strong>: Discuss and adopt for 2012-2013</td>
<td>Page 1</td>
</tr>
<tr>
<td>1:05 – 1:10</td>
<td>Information/Action</td>
<td>2. Approval of the agenda for October 22, 2012 and minutes of October 1, 2012.</td>
<td>Pages 2-5</td>
</tr>
<tr>
<td>1:10-1:30</td>
<td>Information</td>
<td>3. <strong>ANNOUNCEMENTS BY CHAIR WUDKA</strong></td>
<td></td>
</tr>
<tr>
<td>1:30-1:35</td>
<td>Information</td>
<td>4. <strong>CONFLICT OF INTEREST STATEMENTS - RECEIVED:</strong></td>
<td>Pages 6-22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Computing &amp; Information Technology, Charges, Committees, Courses, Diversity &amp; Equal Opportunity, Educational Policy, Faculty Welfare, Planning &amp; Budget, Preparatory Education, Privilege &amp; Tenure, Research, Scholarship &amp; Honors, Undergraduate Admissions. Executive Committees: CNAS, GSOE, SoM</td>
<td></td>
</tr>
<tr>
<td>1:35 – 1:45</td>
<td>Action</td>
<td>5. <strong>BYLAW CHANGE – BCOE 4.1.1.6</strong></td>
<td>Pages 23-26</td>
</tr>
<tr>
<td>1:45 – 1:55</td>
<td>Action</td>
<td>6. <strong>NAMING REQUEST – KRIEGER FAMILY LAB</strong></td>
<td>Pages 27-31</td>
</tr>
<tr>
<td>1:55 – 2:05</td>
<td>Information/Action</td>
<td>7. <strong>UCR ACADEMIC CALENDAR REVIEW – COMMITTEE RESPONSES</strong></td>
<td>Pages 32-46</td>
</tr>
<tr>
<td>2:05 – 2:30</td>
<td>Information</td>
<td>8. <strong>UPDATES FROM SENATE COMMITTEE CHAIRS</strong></td>
<td></td>
</tr>
</tbody>
</table>
October 22, 2012

The Executive Council at its meeting on October 22, 2012, adopted the following conflict-of-interest statement:

If a member of the Executive Council believes that a conflict of interest exists for him/herself or for another person on the committee, that member should call the possible conflict to the attention of the chair. The chair will convene the committee except for the individuals with the possible conflict, and those present will decide by majority vote if a conflict exists. If the decision is affirmative, the individual with the conflict will leave the room during discussion of the conflicted matter and will not vote on that matter.

Jose Wudka, Chair
EXECUTIVE COUNCIL MEETING
MINUTES
OCTOBER 8, 2012

Present:
Bahman Anvari, BCOE Executive Committee  Gregory Beran, Academic Computing
Ward Beyermann, Educational Policy  Jan Blacher, Planning & Budget
Sarjeet Gill, Academic Personnel  Piotr Gorecki, Secretary/Parliamentarian
Irving Hendrick, Faculty Welfare  Mariam Lam, Committees
Bronwyn Leebaw, Division Vice-Chair  Connie Nugent, Graduate Council
Melanie Sperling, GSOE Executive Committee  Jose Wudka, Division Chair
Gillian Wilson, CNAS Executive Committee  Ameae Walker, SoM Executive Committee
Rami Zwick, SoBA Executive Committee

Absent:
Byron Adams, CoDEO  James Baldwin, PRP
David Glidden, Preparatory Education  Jennifer Hughes, CHASS Executive Committee
Richard Luben, Sr Assembly Representative  Mindy Marks, Undergraduate Admissions
Bahram Mobasher, Jr Assembly Representative  Leonard Nunney, Research

Guest:
Richard Smith, SoBA

AGENDA:
The agenda was rearranged to accommodate Announcements by Chair Wudka as the first item of business. The Conflict of Interest Statements of the Senate Committees were noted as received.

ANNOUNCEMENTS BY THE CHAIR:
Chancellor’s Cabinet Update: Chancellor Tim White formally announced to the Cabinet that he is leaving the campus. Provost Aimee Dorr was already scheduled to come to campus on October 18 and the intent of her visit has changed due to the Chancellor’s announcement. The Provost’s visit will focus now on determining a course of action for finding an interim replacement for Chancellor White, then later for finding a permanent replacement. EVCP Rabenstein is coordinating the schedule for Provost Dorr’s visit, which will include meetings with select individuals, including the Senate Executive Council. As details, such as day and time are confirmed, they will be shared with the Executive Council members for planning purposes.

EVCP Rabenstein indicated his concern that the voice of the Academic Senate be heard regarding the type of candidate the Senate thinks would best suit our campus. To that end, Chair Wudka suggests that the Senate comment, via a formal memo, on the search before any preliminary actions commence. The memo should include a stipulation that any candidate under consideration should possess a portfolio demonstrating a
concentrated excellence in academia and experience in management, and perhaps be less concerned with a candidate who might well be favored by Riverside’s Chamber of Commerce. Chair Wudka will circulate a draft of a memo to the members of Executive Council.

Provost Dorr’s intended topic of discussion was Online Education, which will be tabled for a future visit.

Planning and Budget Chair Blacher raised a question about individual committees continuing to process transactions with “business as usual”. Chair Wudka confirmed that indeed, the Senate should continue to coordinate the business of each standing committee. Faculty Welfare Chair Hendrick reiterated that there will always be someone acting with the Chancellor’s level of approval. However, to prevent issues from falling through he cracks, Chair Wudka will assure that ancillary administrators are aware of the items that are pending at the Chancellorial level.

CNAS Reorganization: Efforts to examine a reorganization of the College of Natural and Agricultural Sciences is moving forward despite the announcement of the Chancellor. There will be a kickoff Town Hall meeting on Wednesday, October 10 at the University Extension.

Proposition 30 and 38: These are competing ballot measures which have immense implications for the UC system. If prop 30 fails, there will be an immediate 250 million dollar cut to the system followed by two additional cuts of 125 million. The systemwide net loss will be 500 million dollars. There are links on the Senate webpage for talking points and faculty do’s and don’ts regarding proposition 30.

WASC: Chancellor White will no longer be a member of the Commission. Chair Wudka discussed the importance of representation on the commission, especially given that the agency’s review procedures change annually. For example, WASC is currently trying to regulate graduate education evaluation criteria to institute measures of quality to include “time to graduate” as an indication of a program’s effectiveness. Chair Wudka will be attending a conference on November 9 and 10 and asks that Committee Chairs forward to him any issues to be addressed.

Negotiated Salary Plan: Select standing committees are reviewing the proposal for a trial run of implementation of the negotiated salary plan, which is a watered down version of the proposed APM 668. The next Executive Council meeting is before the systemwide due date, so Chair Wudka will draft our campus response and circulate via email.

MASTER OF FINANCE IN SOBA
After presentation of the changes (presentation by guest Rick Smith) to the initially submitted proposal, the Executive Council unanimously approved the self-supporting Master of Finance in the School of Business Administration. It was confirmed, by Rules and Jurisdiction, that 1) the Executive Council can act on behalf of the Division to
approve the proposal, and 2) there was no need to re-route the modified document to other Senate standing committees in advance of an Executive Council vote.

NAMING REQUEST – CULVER CENTER – COIL BROTHERS ATRIUM
There was considerable discussion regarding a concern that the naming of the atrium not violate the conditions of the original building agreement with the Culver family. It was decided that Chair Wudka would solicit additional information about this request before a formal vote was taken. Action has been tabled.

INTERNATIONAL ACTIVITIES RESPONSE
The review document is a revision of an existing policy. The main elements of the changes were the transferring of many of the systemwide approval authorities to each campus Chancellor. Unfortunately there were several items of the policy that were ill defined, including a definition of “international activities.” Chair Wudka circulated the policy to select standing committees and subsequently drafted a Senate response so that the September 21 due date was met.

REPORT OF THE ADMINISTRATIVE/SENATE WORKGROUP ON ACADEMIC GRADUATE STUDENT ISSUES
The Chancellor has pointed out that the issues of this report are perennial issues related to lack of funding. This item was submitted by the workgroup to the administration, and included 7 main recommendations, all which as the Chancellor commented, have to do with low levels of funding. No actions have been taken thus far. There was also discussion of Riverside’s ranking in comparison to our sister campuses.

ADDITIONAL CHAIR ANNOUNCEMENTS
OFCCP Compliance Audit
The campus is in the midst of a federally mandated audit of our hiring and promoting practices with the goal of assuring compliance to federal non-discriminatory policies. This auditing agency will take into consideration the salary equity report which was issued from OP. This report highlights specifically the salary differential between male and female faculty, and each campus is now tasked with conducting its own study and creating its own equity plan. It is expected that the campus planning processes will continue into 2018.

Lab Safety Issues/ RISC
These issues are being brought to the forefront because of the tragedy at UCLA and the subsequent court settlement by the Regents. At Riverside, we are assuring Senate representation on all committees being charged with generating processes and procedures relating to lab safety.

Online Education
There is systemwide effort to continue if not increase our online education efforts. Extramural funding unfortunately has not been as forthcoming as anticipated and the program continues to operate from the 7 million dollar UC loan. The business plan includes a primary goal of attracting non matriculated/non UC students, which is the only
way for online education to generate revenue. The program hopes to offer traditional courses that are fully online as well as hybrid courses that integrate traditional classroom and online instruction. UCEP has created guidelines for developing and approving systemwide online courses, with 2 main criteria, one of which is accessibility of the instructor to UC students and the other being quality of the student (course quality is guaranteed since these are UC courses approved in the regular manner). There continues to be many unresolved issues in the development of this program.

**Campus Fellowship Issues**
The committees on Faculty Welfare and Research are currently working to develop a list of guidelines to assist the campus and the Deans in creating Fellowship policies. As of last year, CNAS has cancelled all fellowships, which has created difficulties for CHASS. CHASS has since adopted an interim policy while it waits for the Senate to draft a list of items that any policy should address.

**UPDATE FROM SENATE COMMITTEE CHAIRS**

**Academic Computing and Technology – Chair Greg Beran**
The CALL for proposals for Innovative Use of Information Technology in Teaching with budgets of up to $40,000 each has been issued. This program is made feasible by the new student technology fee that is paid by all undergraduate and graduate students. The Committee is budgeted to award a total up to $200,000 in grants this year.

The meeting was adjourned at 2:45 pm.

Respectfully submitted,

*Cindy Palmer*

Executive Director,

*Office of the Academic Senate*
October 3, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: GREGORY BERAN, CHAIR
COMMITTEE ON ACADEMIC COMPUTING & INFORMATION TECHNOLOGY

RE: CONFLICT OF INTEREST STATEMENT

The Committee on Academic Computing and Informational Technology has re-adopted the following conflict-of-interest statement for the 2012-13 year:

In cases where a committee member's association with departments or programs, or with individuals bringing business before the committee might be considered as a conflict of interest, the committee member(s) affected may participate fully in all discussions of the business, but will refrain from any voting. Members of the Committee on Academic Computing and Informational Technology are asked to identify when they may have a potential conflict of interest on any items before any discussion.
October 18, 2012

TO: Jose Wudka, Chair
    Riverside Division

FROM: Timothy J Close, Chair
       Committee on Charges

RE: 12-13 Conflict of Interest Statement

The Committee on Charges has adopted the following conflict of interest statement to be placed on file for the 2012-13 academic year:

    No member of the Committee on Charges shall consider a charge that involves (as a complainant or accused person) (a) a member of his/her department or equivalent unit; (b) an individual with whom he/she has a relationship that might be interpreted as a source of bias; or (c) an individual with whom he/she has a relationship that is believed by a majority of the Committee to be a source of bias.
October 4, 2012

TO: Jose Wudka, Chair
    Riverside Division

FR: Mariam Lam, Chair
    Committee on Committees

RE: 2012-2013 Conflict of Interest Statement

The Committee on Committees adopted the following Conflict of Interest statement:

If any member of the Committee on Committees (hereafter referred to as the Committee) has a concern about a potential conflict of interest in the discussion of possible appointments, they should refrain from participating in those Committee discussions.

The Committee does not regard as a conflict of interest departmental affiliation as the Committee considers departmental colleagues to be a useful and necessary source of information regarding suitability for committee appointment.

Members of the Committee on Committees are committed to avoiding conflicts of interest and the appearance of conflict involving the appointment of those with whom they have a familial relationship or intimate partnership. At the first meeting of each academic year, committee members are responsible for identifying the names of any university employee with whom they are so connected and who might be considered by the Committee for future appointment. The member shall recuse her/himself from any discussion involving the appointment of said person and leave the room when the relevant discussion begins to ensure that all other Committee members can engage in open and honest discussion.

The Committee will refrain from making appointments from its current membership, with the exception of appointing out-going members for service after their term on the Committee on Committees has expired and when a Committee member is clearly and uniquely the most qualified Senate member to fill the assignment.

Any conflict-of-interest situations not covered here that arise will be dealt with by
the Committee on an *ad hoc* basis, according to the following procedure:

Should any member of the Committee feel that a conflict of interest exists, that member should, in confidence, discuss the matter with the Chair of the Committee (or, if the alleged conflict of interest involves the Chair, with one of the "third-year" members of the Committee). The Chair (or other member as specified above) shall attempt to resolve the matter by discussing it with the individual alleged to have a conflict. Should informal efforts to resolve the issue fail, the Chair (or other member as specified above) shall call a meeting of the Committee to consider the matter. The member alleged to have a conflict of interest shall not participate in the meeting, though he/she may attend part of the meeting for the purpose of responding to the allegation. After considering the matter to the extent necessary to act in an informed manner, the Committee shall vote. If a majority of the Committee agrees that a conflict of interest exists, the member found to have such a conflict shall absent himself/herself from that portion of any Committee meeting when the subject matter creating the conflict is before the Committee.
October 16, 2012

TO: JOSE WUDKA, CHAIR
   RIVERSIDE DIVISION

FR: RICHARD SITH, CHAIR
   COMMITTEE ON COURSES

RE: CONFLICT OF INTEREST STATEMENT FOR 2012-13

The Committee on Courses approved the following statement at their meeting October 15, 2012:

If an issue comes before the Committee on Courses that emanates from the department or program of a committee member, he/she will provide information, but will not vote on the issue.
October 16, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: BYRON ADAMS, CHAIR
COMMITTEE ON DIVERSITY AND EQUAL OPPORTUNITY

RE: CONFLICT OF INTEREST STATEMENT 2012-2013

The Committee on Diversity and Equal Opportunity adopted, by unanimous vote, the Conflict of Interest Statement below.

“In any situation wherein the personal affiliation of a committee member could be interpreted as a source of bias in committee deliberations, that member shall recuse her/himself from supporting or opposing any motion, from voting on any motion made in the course of the deliberations, and leave the room when the relevant discussion begins to ensure that all other Committee members can engage in open and honest discussion. This exclusion will be noted in any report issued by the Committee on Diversity and Equal Opportunity. In case of uncertainty, the Chair, in consultation with other committee members, shall make the final decision.”
October 2, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: WARD BEYERMANN, CHAIR
COMMITTEE ON EDUCATIONAL POLICY

RE: CEP 2012-13 CONFLICT OF INTEREST STATEMENT

The Committee on Educational Policy re-adopted the following conflict of interest statement:

In situations where the personal affiliation of a committee member with a department, program, or individual bringing business before the committee might be interpreted as a source of bias in committee deliberations, it is the obligation of the committee member involved and any committee member aware of a potential conflict of interest of another member to bring the potential conflict to the attention of the Chair. The committee member may be asked to provide information, where appropriate, on the business under consideration, but will be excluded from participating in any motions or votes related to the business. The committee chair may ask the committee member to leave the room during the period of any substantive discussions, motions, or votes.
September 28, 2012

To: Jose Wudka, Chair
Riverside Division of the Academic Senate

From: Irving Hendrick, Chair
Committee on Faculty Welfare

Re: Conflict of Interest Statement – 2012-2013

At its meeting on September 28, the Committee on Faculty Welfare reviewed and reaffirmed its existing Conflict of Interest statement for adoption during the 2012-2013 term as follows:

The following policy has been adopted for situations where the personal affiliation of a committee member with departments, programs, or individuals bringing business before the Committee on Faculty Welfare might be interpreted as a source of bias in committee deliberations. Members of the Committee on Faculty Welfare are asked to identify when they may have a potential conflict of interest on any items before any discussion. The Committee member may be asked to provide information, where appropriate, on the business under consideration, but will be excluded from participating in any motions or votes in regard to the business under consideration. The Committee on Faculty Welfare Chair may ask the committee member to leave the room during the period of any substantive discussions, motions, or votes. This exclusion will be noted in any report issued by the Committee on Faculty Welfare.
October 1, 2012

TO: JOSE WUDKA, CHAIR
    RIVERSIDE DIVISION

FROM: JAN BLACHER, CHAIR
    COMMITTEE ON PLANNING AND BUDGET

RE: CONFLICT OF INTEREST 2012-13

The Committee on Planning and Budget has reviewed and adopted the following Conflict of Interest Statement for 2012-13:

Potential conflicts of interest may occur as members of the committee formulate recommendations of concern to the campus. Accordingly, members of the Committee on Planning and Budget will be available to offer the Committee information and to participate in discussions, but will excuse themselves from the vote on matters pertaining to departments and programs of which they are members or through which they might materially benefit.
October 3, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: DAVID GLIDDEN, CHAIR
COMMITTEE ON PREPARATORY EDUCATION

RE: CONFLICT OF INTEREST STATEMENT

The Committee on Preparatory Education adopted the following conflict of interest statement:

In any situation, as determined by the Chair in consultation with other Committee on Preparatory Education members, wherein the personal affiliation of a committee member could be interpreted as a source of bias in committee deliberations, that member will be expected to exclude him/herself from making, seconding, or voting on any motion, made in the course of the deliberation. This exclusion will be noted in any report issued by the Committee on Preparatory Education.
October 15, 2012

To: Jose Wudka, Chair
Riverside Division of the Academic Senate

From: Helen Henry, Chair
Committee on Privilege and Tenure

Re: 12-13 Conflict of Interest Statement

In accordance with Bylaw 8.2.5 of the Riverside Division of the Academic Senate, the Committee on Privilege and Tenure places on file for 2012-13 the procedures it will follow in order to mitigate possible conflicts of interest:

1. Bylaws 335.D.1, 336.D.1, and 337.B.1 of the Academic Senate establish that, in formal hearings, no Committee member (either of Privilege and Tenure itself or of a Hearing Committee appointed by it) may participate in the hearing of a case brought by a member of his or her department or equivalent unit.

2. By standing practice, the Committee on Privilege and Tenure has always extended this principle to apply also to its "Prehearing Procedures," as defined in Bylaw 335.B, and will follow such practice during the current academic year.

3. Further, in accordance with the mandate of Divisional Bylaw 8.2.5, the Committee will expect each of its members to call to the attention of the Chair any "personal affiliation" with a party to any case brought before the Committee, if that Committee member has reason to believe that the relationship "might be interpreted as a source of bias in committee deliberations." Such a member may voluntarily abstain from participation in the case or may request that a decision as to participation or abstention be determined by a majority vote of the remaining members of the Committee.
September 18, 2012

TO: J. WUDKA, CHAIR
RIVERSIDE DIVISION

FR: L. NUNNEY, CHAIR
COMMITTEE ON RESEARCH

RE: 2012-2013 CONFLICT OF INTEREST STATEMENT

The Committee on Research re-adopted the following Conflict of Interest statement:

If a member of the Committee on research submits an application for funds from this committee, he/she will not participate in the evaluation discussion or decision concerning that particular application. Further, each application for Intramural Research funding will be reviewed and evaluated individually by two members of this committee, before final discussion by the entire committee, in order to ensure a fair and impartial review of each application. Finally, if any member of this committee believes that a conflict of interest exists for him/herself or for another person on the committee, that member should call the possible conflict of interest to the attention of the chair. The chair will convene the committee, and those present will decide by majority vote if a conflict exists. If their decision is affirmative, the individual with the conflict will leave the room during discussion of the conflicted matter and will not vote on that matter.
October 17, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: ROBIN NELSON, CHAIR
COMMITTEE ON SCHOLARSHIPS AND HONORS

RE: CONFLICT OF INTEREST STATEMENT 2012-2013

The committee on Scholarships and Honors adopted the following conflict of interest statement for 2012-2013:

The Committee on Scholarships and Honors has adopted the following policy for situations where the close personal or professional affiliation of a committee member with a department, program, or individual nominated might be interpreted as a source of bias in committee deliberations. The committee member will be excluded from participating in any motions or votes related to the business. The committee chair will ask the committee member to leave the room during the period of any substantive discussions, motions or votes.
October 10, 2012

TO: J. WUDKA, CHAIR
RIVERSIDE DIVISION

FR: M. MARKS, CHAIR
UNDERGRADUATE ADMISSIONS COMMITTEE

RE: 2012-2013 CONFLICT OF INTEREST STATEMENT

The Undergraduate Admissions Committee adopted the conflict of interest statement below. The adoption was enacted for the 2012-2013 academic year at the meeting of the Undergraduate Admissions Committee on October 3, 2012. The conflict of interest statement is the same one under which the Committee has been operating since April 17, 2001.

“If a member of the Undergraduate Admissions Committee has personal affiliation with a department or a program or an individual bringing business before the committee, this should be brought to the attention of the committee. The Undergraduate Admissions Committee at that time will vote (1) to allow or disallow the member from participating in the discussion of the item of business in question or (2) to allow or disallow the member from voting on a motion(s) related to the item of business in question.”
Date: October 9, 2012

TO: J Wudka
Chair, Riverside Division

FROM: Gillian Wilson
Chair, Executive Committee
College of Natural and Agricultural Sciences

RE: Conflict of Interest

At its first meeting of Fall Quarter 2012, the Executive Committee of the College of Natural and Agricultural Sciences decided that if a member of the Committee perceives that a conflict of interest is present, he or she will bring it to the attention of the Committee. The Committee will then decide how the conflict of interest, if it is agreed that one exists, will be handled.

The committee added a provision that, during the hearing of any student petitions, the student representative to the Committee will be excused from the meeting.

GW:cp
October 2, 2012

The GSOE Executive Committee met today and voted to re-adopt its 2011-2012 Conflict of Interest Statement for 2012-2013.

Melanie Sperling
Professor
Faculty Chair, GSOE.

2011-2012 Conflict of Interest Statement

If a committee member’s personal affiliation with an organization or individual bringing business before the committee might be interpreted as a source of bias in committee deliberations, that member should bring this fact to the attention of the committee. The committee member may be asked to provide information, as appropriate, on the business under consideration, but will be excluded from participating in any motions or votes related to the business. The committee chair may ask the committee member to leave the room during the period of any substantive discussions, motions, or votes.
October 9th, 2012

TO: Jose Wudka, Chair Academic Senate  
FROM: Ameae Walker, Chair Executive Committee School of Medicine  
RE: Conflict of Interest Statement

The School of Medicine Executive Committee adopts the following policy on conflict of interest: If a member of the committee believes that a conflict of interest exists for him/herself or for another person on the committee, said member should bring the potential conflict of interest to the attention of the Chair. The Chair will convene a meeting in the absence of the person with the potential conflict and those present will determine whether a conflict exists. If the decision is in the affirmative, the individual considered to have a conflict may be asked to recuse him/herself during committee discussions of the subject matter in question and, should a vote be taken, will not vote on the issue. Should the Chair be the person considered to have a conflict of interest, the Vice Chair of the committee will serve the function of the Chair in the process outlined.
To be adopted:

Proposed Change to Engineering Bylaw EN4

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<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tr>
<td><strong>EN4 COMMITTEES</strong></td>
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<tr>
<td>EN4.1 There is an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the college, ex officio; the associate Dean(s) of the college, ex officio; the elected members of the Faculty as provided in EN4.01.01. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, vice Chair, secretary, and parliamentarian of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair, Secretary, and Parliamentarian are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises. (Am 20 Feb 07) (Am 20 Nov 07)</td>
<td>EN4.1 No Change</td>
</tr>
<tr>
<td>EN4.1.1 The elected membership of the committee shall include one member chosen from each of the departments in the College, elected by the faculty of that department, and one member-at-large elected by the Faculty at large of the College. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty. (Am 28 May 98) (Am 20 Feb 07) (Am 20 Nov 07) (Am 25 May 2010)</td>
<td>EN4.1.1 No Change</td>
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<tr>
<td>EN4.1.1.1 The term of office of members of the Executive Committee is three years. (Am 20 Feb 07) (Am 25 May 2010)</td>
<td>EN4.1.1.1 No Change</td>
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<tr>
<td>EN4.1.1.2 The election is held by mail ballot as provided in Chapter 7 of the bylaws of the Division. For purposes of these elections, members of the</td>
<td>EN4.1.1.2 No Change</td>
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Executive Committee are considered Officers of the Faculty of the College. Members of the Executive Committee take office on the first day of September following their election at a regular election, or immediately upon completion of the ballot count at a special election.

EN4.1.1.3 Whenever the Executive Committee determines that a vacancy exists in its membership, the secretary of the Division conducts an election in accordance with the procedure prescribed within these bylaws provided the vacancy is to last more than seven months. A vacancy will be declared to exist and a committee member considered to have resigned if he/she anticipates an absence from the committee of more than seven months. Vacancies of seven months or less are filled temporarily by appointment by the Chair of the Faculty with the advice and consent of the Executive Committee.

EN4.1.1.4 A quorum consists of fifty percent of the elected faculty members of the Executive Committee. For the purposes of quorum the Chair is considered an elected faculty members.(En 20 Nov 07) (Am 25 May 2010)

EN4.1.1.5 At the beginning of each academic year, to provide input on the student point-of-view, the Executive Committee shall appoint a non-voting undergraduate student representative, who shall be majoring in an Engineering program, to a one-year term.(En 25 May 2010)

EN4.1.2 The Executive Committee has the following functions:

EN4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the college and has the power to bring before the Faculty any matters that the committee deems advisable.

EN4.1.2.2 The Executive Committee appoints all
other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty.

EN4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the college, and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.

EN4.1.2.4 The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the college.

EN4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.

EN4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the college on proposals for the establishment of new departments or modifications of existing departments and reviews the status of all interdisciplinary programs.

EN4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

EN4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the College of Engineering.

EN4.2 There is a standing undergraduate education committee consisting of the undergraduate advisors from each of the programs in the college and chaired by the associate dean. The duties of the committee are the judging of the awarding of honors at graduation and evaluation of applications for fellowships and scholarships judged and/or awarded through this college. The committee is also charged with the duty to provide an on-going review of college undergraduate programs and policies. Its advice and recommendations are to be presented to the dean and the departmental chairs, and reported quarterly to the executive committee. (EN 31 May 01)(Am 20 Nov 07)

EN4.1.2.3 No Change
EN4.1.2.4 No Change
EN4.1.2.5 No Change
EN4.1.2.6 No Change
EN4.1.2.7 No Change
EN4.1.2.8 No Change
EN4.2 No Change
JUSTIFICATION:
The present bylaws do not allow substitutes. This makes meetings challenging to organize due to conflicts between quorum rules and travel schedules. This limits the ability of BCOE to conduct its business. This bylaw allows substitutes. Use of “should” instead of “aught” or “may” is intended to encourage members to be responsible and follow through with finding a substitute.

APPROVALS:
Approved by the BCOE Executive Committee: January 11, 2012
Approved by the BCOE Faculty: June 6, 2012

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: March 22, 2012

Approved by Executive Council in lieu of the Division:
September 30th, 2012

Chair Jose Wudka  
Academic Senate  

RE: Campus Naming Committee Request  

Dear Jose:  

As Interim Chair of the UCR Committee on Naming Campus Properties, Programs and Facilities, I am requesting the review and approval of the following naming opportunity:  

- *Krieger Family Lab* is the proposed name for Bourns Hall room B0318. This naming opportunity has been recommended by the Dean, Bourns College of Engineering, Reza Abbaschian.  

I requesting that you please review the attached request and summary details. This proposed name requires approval by the Academic Senate before it is endorsed by the campus Naming Committee. Please note that given the size of the gift, the fact that it has been paid in full, and the relatively limited scope of the naming request (Bourns Hall B0318), I, like Dean Abbaschian, endorse this proposal. Thank you in advance for your consideration.  

Sincerely,  

*Charles Rowley*  
Interim Vice Chancellor  

Attachments  

xc: Dean Abbaschian  
Vice Chancellor Hayashida  
Executive Director Palmer  
Campus Space Manager Murdock  
Assistant Vice Chancellor Smith
SUMMARY INFORMATION

UCR: NAMING CAMPUS PROPERTIES, ACADEMIC AND NON-ACADEMIC PROGRAMS, AND FACILITIES

Proposed Name: *The Krieger Family Lab*
In the Bourns College of Engineering

**Building Background:**
- Official Building Name: Marlan & Rosemary Bourns Hall
- Building Name (12-byte): BOURNS
- Capital Asset Account Number: P5261
- Building Basic Gross Square Feet: 157,188 gsf
- Room Numbers: B0318
- Room Assignable Square Feet: 1,007 asf

**Description:** The Krieger Family, through their company Krieger & Stewart, Incorporated has donated $100,000 toward the construction of the Engineering II building (now Chung Hall). In recognition of the gift, the existing laboratory space will be named the *Krieger Family Lab*.

See attached Background Information.

**Gift Amount:** $100,000
**Gift Agreement (bequest) executed:** The gift has been received in its entirety.

**Site Map:**

![Site Map Image]
INITIAL REQUEST FOR APPROVAL TO NAME/ESTABLISH A PROPERTY, PROGRAM OR FACILITY
This form is to help review gifts for compliance with academic plans and priorities, and to facilitate campus review procedures for namings.

Upon completion of this request form, the Dean/Unit Head forwards it for signature to the Associate Vice Chancellor, Development and Vice Chancellor, University Advancement. The Associate Vice Chancellor, Development or designee will submit the request, with draft gift agreement and supporting documentation to the Executive Vice Chancellor and Provost and Vice Chancellor for Academic Planning & Budget for campus review. If approved for recommendation, the EVC&P’s Office follows the appropriate procedure for Naming of Properties, Programs and Facilities.

I. Background Information:
   A. Submitted by:
      Name: Reza Abbaschian
      Title, College/Unit: Dean, Bourns College of Engineering
   B. Type of Gift and Comments:
      This gift was a four-year pledge that was part of the capital campaign for construction of EBU II (Winston Chung Hall) for the Bourns College of Engineering. The final pledge payment was completed in 2008.
   C. Proposed name (if any, involving gift): The Krieger Family Lab (The Krieger Family owns the private engineering firm, Krieger & Stewart Incorporated, Engineering Consultants, that donated the funds)
   D. Honorific naming (no gift involved):
   E. Proposed use(s): To provide for the construction of EBU II (Winston Chung Hall).

II. Academic Information: (please attach explanation)
   A. Academic Justification: Explain how the proposed gift or endowment fits into the College/Unit’s Academic Plan.

   In recognition of the generosity of the Krieger Family who through their company Krieger & Stewart, Incorporated, Engineering Consultants, donated funding designated for the college’s construction of labs and facilities, the Bourns College of Engineering (BCOE), in accordance with UCR policy, proposes to name Lab B318 in the Chemical & Environmental Engineering Department as the Krieger Family Lab.

   BCOE’s vision is to become a nationally recognized leader in engineering research and education with the profile of a top-25 engineering school. Funding associated with naming this lab has provided financial resources for the College, helping it achieve first-rate facilities and labs, thus achieving greater prominence and stature within the region and moving closer to realizing its vision.

   B. Resources: Describe the resources that will be necessary to support the proposed Property/Program/Facility (e.g., other funding.) Please refer to the College/Unit Academic Plan as appropriate.

   No additional resources are needed. This gift will name an existing laboratory.
III. Contribution Information
A. Total amount of private funds expected to be committed (or being discussed):
   $100,000
B. Form of private contribution(s):
   X Outright Gift
   ○ Written Pledge
   Expected beginning date:
   Fulfillment Date: This gift has already been received in its entirety with the
   final pledge payment completed in 2008.
C. Initial contribution/pledge payment expected:
D. Source(s) of private contribution(s):
   Donor(s)  Amount(s)
   Krieger & Stewart, Incorporated, Engineering Consultants  $100,000
E. Will this gift/pledge be anonymous (donor requests no publicity)? ○Yes  X No

IV. College/UCR/UC Commitment:
A. Will any additional college, campus-wide or system-wide resources be sought/required (e.g., space, special facilities, equipment, etc.)? How will they be funded?

   No additional resources are needed. This gift will name an existing laboratory.

B. If Property, Program or Facility, has consultation with appropriate campus/UC entities occurred?   Yes
   (Attach supporting documents.)

IV. College/Unit/Faculty Consultation
This naming has been reviewed by and received approval from the faculty of the (specific department/school/unit) Bourns College of Engineering affected by the named building, etc.

Submitted by:

[Signatures and dates]
Reza Abbaspian, Dean, Bourns College of Engineering
Date

Joel B. Munson, Associate Vice Chancellor, Development
Date

Peter A. Hayashida, Vice Chancellor, University Advancement
Date
Name: KRIEGER & STEWART, INCORPORATED, ENGINEERING CONSULTANTS

Engineering II Campaign Committee Member and Campaign Gift

- I hereby pledge irrevocably $100,000 over a five year period (not to exceed five years), beginning in 2004 and ending in 2008.

  1. An initial gift of $________ is enclosed: RAV

  2. An initial gift of $20000 will be paid by December 31, 2004.

(Please make checks payable to UC Riverside Foundation.)

- The gift is to be designated for:

  Construction of the new Engineering II Building

- Method of payment: 
  
  - Check  
  - Credit Card  
  - Other

  If credit card, please bill me in equal installments for the balance: 
  - Annually  
  - Semi-annually  
  - Quarterly, beginning __________ and ending __________.

  Please bill my credit card: 
  - MasterCard  
  - Visa Card #____________  
  - Exp. RAV

SIGNATURES:

ROBERT A. KRIEGER

Donor Name

ROBERT A. KRIEGER

Donor Signature

22 June 04

Date
September 18, 2012

To: Irving Hendrick, Chair
   Committee on Faculty Welfare

   Byron Adams, Chair
   Committee on Diversity and Equal Opportunity

   Ward Beyermann, Chair
   Committee on Educational Policy

   Connie Nugent, Chair
   Graduate Council

   Len Nunney, Chair
   Committee on Research

   Richard Smith, Chair
   Committee on Courses

From: Jose Wudka, Chair
       Riverside Division

Re: Request for Senate Input on the Proposed UCR Academic Calendar

The setting of the academic calendar is an administrative function (Regents Standing Order 100.4(h)), and the administration has determined that for planning reasons, our campus needs to approve an academic calendar beyond that already approved through the 2015-16 year.

The first attachment is a proposed UCR calendar for the 2017 to 2023 years. The other attachments provide additional background on the academic calendar and related policy guidelines. UCLA’s proposed calendar is identical to ours.

The advice and input of the Academic Senate is important to this administrative function. To that end, please discuss with your committee and submit your response by October 12, 2012.

Enclosure
CHANCELLORS

RE: Common Academic Calendar Start Dates

Dear Colleagues:

In January 2005 the Council of Chancellors endorsed an Academic Senate request to align the academic calendars of quarter-based and semester-based campuses. In implementing this effort toward alignment, the UC Council of Registrars was charged with developing a recommendation to establish common start dates for each of the academic terms, so that the start dates of quarter campuses would be consistent with one another and likewise the semester campuses through 2010-11.

It is now time for the University to begin planning for the 2011-12 to 2015-16 academic years. It is my understanding that the Council of Registrars is currently working toward developing this future calendar, with common start dates for the quarter campuses and common start dates for the semester campuses. This is an important effort, especially given that subsequent UC policies, such as the Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days (June 21, 2007), have been predicated upon the establishment of common start dates for the campus academic calendars.

Thus, I am continuing the policy of having common start dates for the quarter and semester campuses for the next five years. I look forward to receiving the Council of Registrars recommendation and each of your campus’ proposed 2011-12 to 2015-16 academic calendars by August 1, 2008, for review and approval.

Sincerely,

Wyatt R. Hume
Provost and Executive Vice President

Enclosures
cc: President Dynes
    Academic Council Chair Brown
    Vice President Sakaki
    Vice Provost Justus
    Executive Vice Chancellors
    Vice Chancellors for Student Affairs
    Council of Registrars
CHANCELLORS

Re: Common Academic Calendars

Dear Colleagues:

As you know, COC endorsed the Academic Senate request to align the academic calendars of the quarter-based and semester-based campuses. As a first step towards that alignment, COC agreed with the Senate that efforts should be undertaken to establish common start dates for each of the academic terms ensuring that the quarter campuses are consistent with one another and likewise the semester campuses.

To implement this plan, I am requesting that you ask your campus Registrar to discuss this issue with the UC Systemwide Council of Registrars and that the Council should develop a recommendation for a calendar for the quarter and semester campuses with common start dates. The recommendation should include a plan for implementation within a reasonable time frame understanding that campus calendars are already in place for at least the next several years. I would like the Council of Registrars to submit this recommendation to me by April 1, 2005.

I would appreciate your forwarding this communication to whomever is most directly involved with the establishment of your campus’ academic calendar.

Thank you.

Sincerely,

M.R.C. Greenwood
Provost and Senior Vice President
Academic Affairs

cc: President Dynes
    Academic Council Chair Blumenthal
    Council of Vice Chancellors
    Vice Chancellors - Student Affairs
    Vice Provost Zelmanowitz
    Associate Vice President Galligan
January 18, 1977

VICE PRESIDENT SWAIN:

**Delegation of Authority--Approval of University Calendar**

Standing Order 100.4(g) of the By-Laws and Standing Orders of The Regents provides that:

The President shall fix the calendar of the University, provided that no session of instruction shall be established or abolished except with the advice of the Academic Senate and the approval of the Board.

Effective immediately, as Academic Vice President, you are delegated the authority granted to me under Standing Order 100.4(g) and the authority to approve the campus academic and administrative calendars proposed by the Chancellors. This includes the authority to approve, when justified, exceptions to the [Guidelines for Establishing the Academic and Administrative Calendars](#).

David S. Saxon
President

cc:

Chancellors
Members, President's Administrative Council
Principal Officers of The Regents
Special Assistant Powell
Special Assistant Brugger
Assistant Vice President Furtado
Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days

1. This policy is adopted by the University as a result of conflicts that have arisen over the years, including in the fall of 2006, between fall residence hall move-in days and the Jewish High Holy Days of Rosh Hashanah and Yom Kippur.

2. In setting the common academic calendar after 2010, the responsible University bodies – the Registrars, the Academic Senate (both campus Divisions and the Academic Council), Office of the President staff, and campus calendar committees -- shall choose calendars (semester and quarter) that avoid scheduling fall residence hall move-in days for students that conflict with the observance of a major religious holiday. Exceptions are to be made only if there are overriding academic or administrative considerations that would make such a calendar unworkable. The University will develop written guidelines to delineate such considerations. For example, these might include the need to complete the required minimum number of instructional days and the need to finish summer quarter before the move-in dates.

   The University shall provide written reports on its progress in developing the written guidelines to the Senate Education Committee and the Assembly Higher Education Committee on September 1, 2007 and March 1, 2008. The University shall complete development of the written guidelines no later than June 1, 2008, and shall provide the written guidelines to the Senate Education Committee and to the Assembly Higher Education Committee upon completion of the guidelines.

3. In those exceptional cases where the University adopts a calendar that would create a conflict between observance of a major religious holiday and residence hall move-in dates for new students, the campuses shall abide by the following guidelines:

   a. At some campuses, residence hall move-in of all students is accomplished on a single day of a weekend. Those campuses shall choose the weekend day that does not conflict with either observance of a one-day religious holiday or the first day of a multi-day religious holiday.

   b. For campuses that have multiple move-in days including both days of the weekend, students who observe the holidays shall be given the opportunity to move in on the day that does not conflict with either a one-day religious holiday or the first day of a multi-day religious holiday. In addition, those students shall be given the opportunity to move in with a substantial portion (1/4 or more) of the other members of their housing unit and shall be provided with an equivalent set of community-wide social and orientation activities. For example, a campus that otherwise moves students in over two days by opening different residence halls might instead move in half the students in each
residence hall over the two days. Or, for example, a large campus might move in all of its students over a number of days, but not schedule community-wide social and orientation activities until all students are given the opportunity to occupy their University housing.

c. All campuses will also offer alternative move-in days for students who for religious reasons do not want to move in on either Saturday or Sunday or for whom the arrangements described above do not enable them to comply with their religious obligations. At least one of the alternative days shall be before the beginning of the weekend (i.e., “early move-in”).

4. All materials/literature addressing student move-in procedures should be updated to clearly communicate that should move-in dates conflict with observances of religious holidays, accommodations will be made for affected students. The process for those affected should be described and/or a specific point of contact provided.

5. A student should not be penalized financially for not moving into University facilities on "move-in day" should the day/time conflict with observance of a religious holiday by that student.

6. The University shall immediately implement the policies set forth in Sections 3, 4, and 5 herein.
GUIDELINES FOR ESTABLISHING THE ACADEMIC AND ADMINISTRATIVE CALENDAR*

1. Arrangements shall be made for completing registration and similar preliminaries after the beginning of the Quarter or Semester and prior to the beginning of the period of instruction, or by prearrangement during the preceding Quarter or Semester.

2. The Fall, Winter, and Spring Quarters (or Fall and Spring Semesters) shall provide periods of instruction with a total of not less than 146 days (Mondays through Fridays, less holidays), as evenly divided among the Quarters or Semesters as possible, with no fewer than 48 days of instruction in any one Quarter.

3. Each Quarter and Semester shall provide for up to six days and nine days of scheduled final examinations respectively, after the last day of instruction and within the Quarter or Semester, or, in lieu of such an examination period in a given Quarter or Semester, the period of instruction for the Quarter or Semester shall be increased by five or six days over that prescribed above.

4. The dates for filing study lists shall be included for each Quarter or Semester.

5. Holidays Observed:

The following holidays are observed by the University:

- New Years’ Day (January 1)
- Third Monday in January
- Third Monday in February
- Last Monday in May
- Independence Day (July 4)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- December 24 (or announced equivalent)
- December 25
- December 31 (or announced equivalent)
- As of 2005, Cesar Chavez Day (Last Friday in March)

*7/20/87, as amended by various subsequent Presidential policy issuances (see also PPSM 40 and DA 0964)
The Committee on Educational Policy reviewed the document referenced above and has only one comment. There is concern with having finals start the day after instruction ends, which students really hate. Many other universities give the students a little time to study. If an instructor covers something during the last lecture, it is difficult to test students on it the next day. As a result, the last lecture is often not taken seriously.
October 12, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: BYRON ADAMS, CHAIR
COMMITTEE ON DIVERSITY & EQUAL OPPORTUNITY

RE: PROPOSED UCR ACADEMIC CALENDAR THROUGH 2023

Apart from a member raising the apposite question of how, exactly, “religious” holidays are determined, the Committee has review this calendar and has neither comments nor objections.
October 2, 2012

TO: JOSE WUDKA, CHAIR
    RIVERSIDE DIVISION

FR:  RICHARD SMITH, CHAIR
     COMMITTEE ON COURSES

RE: REQUEST FOR SENATE INPUT ON THE PROPOSED UCR ACADEMIC CALENDAR

The Committee on Courses has no suggestions or recommendations on this matter.
October 11, 2012

To: Jose Wudka, Chair
   Riverside Division

Fr: Len Nunney, Chair
    Research

Re: Proposed UCR Academic Calendar

   The Committee on Research saw no research-related problems with the proposed UCR academic calendar.
September 27, 2012

To: Jose Wudka, Chair
   Riverside Division

Fr: Connie Nugent, Chair
    Graduate Council

Re: Proposed UCR Academic Calendar

At its September 27, 2012 meeting, the Graduate Council discussed and unanimously approved the UCR Academic Calendar as written.
September 28, 2012

To: Jose Wudka
   Chair, Riverside Division Academic Senate

Fr: Irving Hendrick
   Chair, Committee on Faculty Welfare

Re: Review of the UCR Academic Calendar through 2023

The Committee on Faculty Welfare reviewed the proposed UCR Academic Calendar and had no corrections, questions, or comments.