January 25, 2013

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 Beyer mann (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 ~ January 28, 2013

This is to confirm the meeting of the Executive Council on Monday, January 28, 2013 at 1:00 p.m. to 3:00 p.m. in Room 220 2nd Floor, University Office Building.
**AGENDA**

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<td>1. Approval of the agenda for January 28, 2013 and minutes of January 14, 2013.</td>
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<td>1:05 – 1:45</td>
<td>2. <strong>ANNOUNCEMENTS BY CHAIR WUDKA</strong>&lt;br&gt;A. UCR and Online Education&lt;br&gt;B. Campus Budget&lt;br&gt;C. University Club&lt;br&gt;D. Preferred Registration – W. Beyermann&lt;br&gt;E. Impacted Course Guidelines – W. Beyermann&lt;br&gt;F. Assistant Professor Terminal Year Titles - L. Nunney</td>
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<td>3. <strong>UPDATES FROM SENATE COMMITTEE CHAIRS</strong></td>
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<td>4. <strong>DISCUSSION OF THE PROPOSED CAMPUS CALENDAR AND FINAL EXAM SCHEDULING</strong></td>
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**GUEST - VICE CHANCELLOR JAMES SANDOVAL**<br>**REGISTRAR BRACKEN DAILEY**<br>**ASSISTANT EVCP BILL KIDDER**
EXECUTIVE COUNCIL MEETING
MINUTES
JANUARY 14, 2013

Present:
Byron Adams, CoDEO
James Baldwin, PRP
Jan Blacher, Planning & Budget
David Glidden, Preparatory Education
Mariam Lam, Committees
Mindy Marks, Undergraduate Admissions
Connie Nugent, Graduate Council
Ameae Walker, SoM Executive Committee
Jose Wudka, Division Chair

Bahman Anvari, BCOE Exec Committee
Ward Beyermann, Educational Policy
Piotr Gorecki, Secretary/Parliamentarian
Irving Hendrick, Faculty Welfare
Bronwyn Leebaw, Division Vice-Chair
Bahram Mobasher, Jr Assembly
Leonard Nunney, Research
Gillian Wilson, CNAS Executive Committee
Rami Zwick, SoBA Executive Committee

Absent:
Gregory Beran, Academic Computing
Jennifer Hughes, CHASS Exec Committee
Melanie Sperling, GSOE Exec Committee

Sarjeet Gill, Academic Personnel
Richard Luben, Sr Assembly Representative

Guest:
Interim Chancellor Jane Close Conoley

APPROVAL OF EXECUTIVE COUNCIL AGENDA & MINUTES FROM OCT 8 MEETING:
The agenda for January 14 and the minutes from November 26 were approved as written.

SOBA BYLAW CHANGE:
(this item was moved from item #6 to item #2 on the agenda). The School of Business Administration has submitted a bylaw change which is necessitated by the fact that SoBA has recently become one unit rather than separate departments. In addition, previous versions of the bylaw included a mandated date for faculty meetings. Other changes are primarily editorial. After considerable discussion, the Executive Council suggested the bylaw be further revised to remove Friday as the obligatory day for faculty meetings. It was noted that Friday meeting may interfere with faculty religious observations. The bylaw is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

ANNOUNCEMENTS BY THE CHAIR:
Composite Benefits
Chair Wudka explained that the composite benefit rate system is meant to be a fiscal simplification and standardization of accounting systems. One of the current models divides
the campus into 5 groups of employees with different rates. The biggest issue for faculty will the effect of the change in benefit rates charged to grants and contracts, especially those including faculty summer salary for which the current models include charging retirement benefits, although the time itself will not count as service credit.

**Lab Safety**

Labs within the Departments of Chemistry and Biochemistry had to adopt the new safety procedures by January 11, with complete roll out by January 18. After the 18th, labs may be told to shut down if the new rules have not been implemented. At the individual campus level, the RISC (Research Integrated Safety Committee) has been tasked with implementing the guidelines created by OP to all remaining labs, including both teaching and research labs, though the timeline for full campus implementation has not yet been determined. It is understood that some grants may not be able to cover the new costs associated with the new rules. In those cases, the campus is considering creating a financial support system to cover those costs until the following cycle, when they can be incorporated in the grant budget. Other complications include the limitations inherent in some of our buildings, and the fact that there have been several staffing cuts amongst the people whose job it is to conduct safety inspections.

**Campus Health Care Facilitators**

Faculty Welfare Chair Irv Hendrik reported that there may have been a reversal of the decision to no longer centrally fund the Health Care Facilitators on each campus. After an in depth discussion of the important role on the Riverside campus of our 3 staff FTE, it was determined that the Executive Council would submit a written statement to campus administrators affirming our support to keep this function on the campus following a report from the Faculty Welfare committee.

**Earle Anthony Graduate Student Travel Award**

For the first time the Academic Senate awarded Earle Anthony travel grants to graduate students in select areas (primarily the stem fields) during the 2011-2012 academic year. The process was difficult to administer because of system limitations within the Senate, and so the Executive Council is asked to consider allowing the Graduate Division to administer the award. Chair Wudka has preliminarily asked Dean Childers to take on the Earle Anthony program, provided the Senate maintains a role in selecting award recipients, to which Dean Childers agreed. While the Executive Council agrees in principle, it was decided that:

1) The CALL for applicants should be distributed to faculty as well as to graduate students
2) There should be transparency with the dollar amount being awarded, the criteria for award, and allowable uses of the award

CoR chair observed that that committee is concerned with research grants so their participation in the above process is not required.

**UNDERGRADUATE ADMISSIONS – CHANGE TO THE AXE POLICY**

The Admission by Exception (A by E or “second look”) Policy has typically been a seldom utilized tool, however, given the new mandate to increase international applicants up to 6-10%, the Undergraduate Admissions committee thought is an opportune time for a policy
evaluation. The proposal is to raise the minimum standards used for admittance. The GPA requirement has increased from 2.7 to 3.0 and the SAT requirement has increased from 380 to 420 (which is the 25th percentile of the SAT distribution). In addition, the Special Review Committee (the 3rd look) section has also been revised to remove provisions limiting the 3rd look to athletics. Executive Council suggestions include removing panel member names from the policy and replacing those names with titles. The Policy is noted as received by Executive Council and will be forwarded for inclusion in the next Division agenda.

REVIEW OF APM 015 – COMMITTEE RESPONSES:
APM 015 is in the final rounds of review before adoption. The term “when acting as a member of the faculty” continues to raise the same concerns as when the earlier versions were considered. Overall those committees whose input was solicited were supportive of the change. Chair Wudka will draft the Riverside response, including with it all committee responses received.

UNEX BYLAW CHANGE:
After considerable discussion the Executive Council did not support the proposed bylaw change. Specifically, Council found that

- The deletion of 8.25.2.2 would severely limit the abilities of the committee to exercise its role as advisor to the Chancellor in matters that affect the educational mission of Extension
- The deletion of 8.25.4.1 contradicts the role relegated to the Senate by the Regents as specified in Standing Order 105.2.b

Moreover, Council was surprised by the justification provided as it suggests that the Committee has been remiss in carrying on its duties. The Committee on University Extension should be actively involved in maintaining the quality and access of education as provided by UCR extension, and this requires it to advise the administration on budgetary and academic matters.

Executive Council recognizes that it is an advisory body only, and in this capacity the Committee on University Extension was encouraged not to present this proposal before the Division.

DISCUSSION WITH INTERIM CHANCELLOR CONOLEY:
Interim Chancellor Conoley shared and discussed the draft of her top priorities for her tenure as Interim Chancellor of UCR.

The meeting was adjourned at 3:00 pm.

Respectfully submitted,
Cindy Palmer
Executive Director,
Office of the Academic Senate
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
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 Galligani
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)
October 15, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: WARD BEYERMANN, CHAIR
COMMITTEE ON EDUCATIONAL POLICY

RE: CAMPUS REVIEW OF THE PROPOSED UCR ACADEMIC CALENDAR

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 CALENDARTHROUGH 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.