November 13, 2008

TO: Ward P. Beyermann, Department of Physics and Astronomy (Vice Chair)
   Andrew S. Jacobs, Religious Studies (Secretary Parliamentarian)
   Richard Arnott, Economics (Research)
   Steven Axelrod, English (Preparatory Education)
   Richard A. Cardullo, Biology (Committees)
   Mary Gauvain, Psychology (Planning and Budget)
   John Halebian, AGSM (AGSM Executive Committee)
   Manuela Martins-Green Cell Biology (Junior Rep to the Assembly)
   Douglas Mitchell, GSOE (GSOE Executive Committee)
   Mart L. Molle, Computer Science and Eng. (Sr. Rep to the Assembly)
   Kathleen Montgomery, AGSM (CAP)
   Leonard J. Mueller, Chemistry (Academic Computing)
   Thomas C. Patterson, Anthropology (CHASS Executive Committee)
   Richard A. Redak, Entomology (Faculty Welfare)
   Pete Sadler, Earth Sciences (Undergraduate Council)
   Dan S. Straus, Biomedical Sciences (CEP)
   Christopher Y. Switzer, Chemistry (Graduate Council)
   Kambiz Vafai, Mechanical Engineering (PRP)
   Frank Vahid, Computer Science and Engineering (COE Executive Committee)
   Ameae Walker, Biomedical Sciences (Biomed Executive Committee)
   Marylynn V. Yates, Environmental Sciences (CNAS Executive Committee)
   Juliet McMullin, Anthropology, Chair, Diversity

FR: Tony Norman, Chair
    Riverside Division

RE: Executive Council Agenda, November 17, 2008

This is to confirm the meeting of the Executive Council on Monday, November 17, 2008, at 12:00 noon to 1:30 p.m. in Room 145 University Office Building.

<table>
<thead>
<tr>
<th>Action Information</th>
<th>Item</th>
<th>Enclosures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 1:10</td>
<td>I. Approval of the 11-10-2008 Agenda and Notes of 10-13-08 meeting.</td>
<td>1 (pp. 1-5)</td>
</tr>
</tbody>
</table>
II. **Conflict of Interest Statements** – BCOE Executive Committee, CHASS Executive Committee, Undergraduate Council, Courses, Academic Freedom, Scholarships and Honors, Physical Resources Planning, Educational Policy, Distinguished Service, Extension, Graduate Council.

III. **Marcia McQuern and Margene-Mastin-Schepps:**
New UCR website and its role in UCR marketing and faculty needs.

IV. **President’s draft Accountability report**
Council agreed to review the President’s draft Accountability report at its September meeting, and Chair Mary Croughan is hoping for comments by **November 10** for discussion at the November Council meeting. The purpose of the review is (1) to draw the report to the attention of the entire University community, and (2) to inform the ongoing development of the report, which the President plans to have produced on an annual basis. The report provides data and analysis on 102 indicators for all UC and for each campus. The indicators are grouped in ten sections. Council wants to consider several generic questions: are these the “right” indicators? Would others be more meaningful? Is 102 too many? Are the comparators appropriate? (Bundle of comparison institutions, 4 public, 4 private. Public: Virginia, Michigan, SUNY Buffalo, Illinois; private: Harvard, Yale, MIT, Stanford). The primary audience is the California legislature. There will not be enough time to send this out to the Committees so you are being asked to read, review and come up with comments for Tony to take to turn in to Council. The report is available at: [http://www.universityofcalifornia.edu/accountability/documents/accountabilityframework_draft.pdf](http://www.universityofcalifornia.edu/accountability/documents/accountabilityframework_draft.pdf)

V. **Any other Business – Anthony Norman, Chair**
PRESENT:
Anthony W. Norman, Biochemistry, (Chair)
Ward P. Beyermann, Department of Physics and Astronomy (Vice Chair)
Andrew S. Jacobs, Religious Studies (Secretary Parliamentarian)
Richard A. Cardullo, Biology (Committees)
Mary Gauvain, Psychology (Planning and Budget)
Manuela Martins-Green Cell Biology (Junior Rep to the Assembly)
Kathleen Montgomery, AGSM (CAP)
Leonard J. Mueller, Chemistry (Academic Computing)
Thomas C. Patterson, Anthropology (CHASS Executive Committee)
Richard A. Redak, Entomology (Faculty Welfare)
Pete Sadler, Earth Sciences (Undergraduate Council)
Dan S. Straus, Biomedical Sciences (CEP)
Christopher Y. Switzer, Chemistry (Graduate Council)
Kambiz Vafai, Mechanical Engineering (PRP)
Ameae Walker, Biomedical Sciences (Biomed Executive Committee)
Marylynn V. Yates, Environmental Sciences (CNAS Executive Committee)

ABSENT:
Richard Arnott, Economics (Research)
Steven Axelrod, English (Preparatory Education)
John Haleblian, AGSM (AGSM Executive Committee)
Douglas Mitchell, GSOE (GSOE Executive Committee)
Mark L. Molle, Computer Science and Eng. (Sr. Rep to the Assembly)
Frank Vahid, Computer Science and Engineering (COE Executive Committee)

GUESTS:
Don Caskey, Campus Architect
Prof. David Oglesby

CONSENT CALENDAR:
The items under the consent calendar were accepted as written.

NAMINGS FOR EXECUTIVE COUNCIL APPROVAL:
The Executive Council approved the name change UCR Child Development Center.

PRESENTATION BY DON CASKEY, CAMPUS ARCHITECT

Don Caskey gave an update of the Capital Projects. His overview included the following:
- Commons Expansion – Commons Phase 2
- Alumni and Visitors Center
- CHASS
- Psychology Building
- Geology & Physics Renovations
- Genomics Building – which had a December completion Date
- Student Academic Systems
- Material Science & Engineering
- Barbara and Art Culver Center for the Arts
- Geology Bldg Renovations Phase 2
- Child Development Center
- Stem Cell Core Facility
- Boyce & Webber Halls Renovation
- Health Sciences Surge Building
- East Campus Infrastructure Improvements – Phase 2
- EH&S – Taking to Regents in November
- Batchelor Hall Bldg Systems Renewal
- West Campus Graduate & Professional Center
- Engineering Bldg Unit 3

**PRESENTATION BY PROF. DAVID OGLESBY – SHAKEOUT EARTHQUAKE DRILL**

Prof. Oglesby indicated that his mission was to draw the Executive Council’s attention to an opportunity that would help increase earthquake awareness and safety at UCR. November 13 of this year will be the day of the Great Southern California ShakeOut earthquake drill. It will involve emergency managers, fire departments, police, and governmental and non-governmental organizations from the federal level down to individual households. The drill is meant to simulate the response to a magnitude 7.8 earthquake on the Southern Segment of the San Andreas Fault (less than 14 km from campus). It will be the largest-scale earthquake drill in the history of the USA, and UCR is taking a leading role in the Inland Empire’s participation. The major activities for that day included:

1. At 10:00 a.m. on Thursday, November 13, EH&S will activate its central and satellite Emergency Operations Centers, and mobilize all emergency personnel and will sound a campus-wide siren;

2. A campus-wide “Drop, Cover, and Hold On” drill

3. An Earthquake Fair on Pierce Lawn, next to the Bell Tower, in the 11:00 a.m. – 1:00 p.m.

4. A public campus/community talk by Lucy Jones (Chief Scientist, Multi Hazards Demonstration Project for Southern California, U. S. Geological Survey) on “The Science Behind the ShakeOut.” This talk will serve as a kick-off for the ShakeOut-related activities, and will help explain the potential effects of a magnitude 7.8 earthquake in Southern California.

His hope was that the Executive Council members would spread the word to their departments to get more people involved in the drill.

**REMARKS BY THE CHAIR:**
Chair Norman informed the Council of the upcoming strategic planning process that was planned for October 28 and 29 at the Palm Desert Campus. “The purpose of the process is to help UCR focus its energy, to ensure we are working toward the same goals, and to assess and adjust the university’s direction in response to a constantly changing and somewhat uncertain
environment.” He indicated that it was a model that was used by UC Irvine and will involve campus-wide involvement during an 18-month process.

Meeting adjourned at 3:00 PM.

Respectfully submitted,

_Sellyna Ehlers_  
Executive Director  
Academic Senate
October 1, 2008

TO: Anthony W. Norman, Chair
    Riverside Division

FR: F. M. Vahid, Chair
    Executive Committee, College of Engineering

RE: 2008-2009 Conflict of Interest Statement

This was read and unanimously approved at the October 1st BCOE Executive Committee meeting.

If the personal affiliation of a committee member 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, and 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 8, 2008

TO: ANTHONY W. NORMAN, CHAIR
    RIVERSIDE DIVISION

FR: THOMAS. PATTERSON, CHAIR
    EXECUTIVE COMMITTEE, CHASS

RE: 2008-2009 CONFLICT OF INTEREST STATEMENT

The Executive Committee of the College of Humanities, Arts, and Social Sciences met on October 08, 2008 and discussed the issue of Conflict of Interest. The Committee decided that if a member of the Executive Committee sees a conflict arise, he/she will bring it to the attention of the Committee, and the Committee will deal with it at that time.

gab
OCTOBER, 16, 2008

TO: ANTHONY W. NORMAN, CHAIR
RIVERSIDE DIVISION

FR: P.M. SADLER, CHAIR
UNDERGRADUATE COUNCIL

RE: 2008-2009 CONFLICT OF INTEREST STATEMENT

The Undergraduate Council adopted, by unanimous vote, the conflict-of-interest statement below. The adoption was enacted for the 2008-09 academic year at the meeting of the Undergraduate Council on October 16, 2008. The conflict of interest statement is the same one under which the Council has been operating since April 17th, 2001.

“If a member of the Undergraduate Council 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 Council 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.”
October 14, 2008

TO: A. W. NORMAN, CHAIR
RIVERSIDE DIVISION

FROM: R. L. RUSSELL, CHAIR
COMMITTEE ON ACADEMIC FREEDOM

The Committee on Academic Freedom has readopted the Conflict of Interest statement originally adopted in 1994-95, which is as follows:

If a member of the Academic Freedom 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 to the attention of the chair. The chair will convene the committee, except for the individual 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.

If the chair is the individual in question, he/she will appoint an acting chair to consider the matter. The committee may ask the person in question to testify, but the person would not be present at other parts of the discussion or at the vote.
October 14, 2008

TO: ANTHONY NORMAN, CHAIR
RIVERSIDE DIVISION

FR: A. HUANG, CHAIR
COMMITTEE ON SCHOLARSHIPS AND HONORS

RE: CONFLICT OF INTEREST 2008-2009

The committee on Scholarships and Honors adopted the following conflict of interest statement.

The Committee on Scholarships and Honors has adopted the following policy for 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. The committee member 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 27, 2008

TO: A.W. NORMAN, CHAIR
RIVERSIDE DIVISION

FROM: K. VAFAI, CHAIR
COMMITTEE ON PHYSICAL RESOURCES PLANNING

RE: CONFLICT OF INTEREST STATEMENT 2008-2009

The Physical Resources Planning Committee re-adopted, by unanimous vote, the following conflict of interest statement for 2008-2009.

If any Committee member has a personal affiliation with departments, programs, or individuals that are part of ordinary deliberations of the Committee, that member may have a conflict of interest. If any member does have such a conflict of interest, it is their responsibility to bring it to the attention of the Chair. Upon consultation with other Committee members, the Committee Chair may ask that member to leave the room during substantive discussions, motions or votes.
October 10, 2008

TO: ANTHONY NORMAN, CHAIR
RIVERSIDE DIVISION

FR: DANIEL STRAUS, CHAIR
COMMITTEE ON EDUCATIONAL POLICY

RE: CEP 2008-09 CONFLICT OF INTEREST STATEMENT

The Committee on Educational Policy adopted the following statement on Conflict of Interest:

The CEP has adopted the following policy for 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.
October 16, 2008

TO: A. W. NORMAN, CHAIR
RIVERSIDE DIVISION

FR: T. SHAPIRO, CHAIR
COMMITTEE ON COURSES

RE: CONFLICT OF INTEREST STATEMENT

The Committee on Courses approved the following statement at their October 15, 2008 meeting:

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 13, 2008

TO: A. W. NORMAN, CHAIR
    RIVERSIDE DIVISION

FR: J. T. TRUMBLE, CHAIR
    COMMITTEE ON DISTINGUISHED SERVICE

RE: CONFLICT OF INTEREST STATEMENT

The Committee on Distinguished Service approved the adoption of the following conflict
of interest statement for 2008-09:

The Committee on Distinguished Service has adopted the following policy for situations
in which personal affiliation of a Committee member with departments, programs, or
individuals bringing business before the Committee might be interpreted as a source of
bias in Committee deliberations. A member whom the Committee deems to be subject to
a conflict of interest 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 Chair may ask the
Committee member to leave the room during the period of any substantive discussions,
motions or votes.
October 17, 2008

TO: A. W. NORMAN, CHAIR
RIVERSIDE DIVISION

FROM: W. W. MEGENNEY, CHAIR
COMMITTEE ON UNIVERSITY EXTENSION

RE: CONFLICT OF INTEREST STATEMENT

The Committee on University Extension approves the following conflict of interest statement:

If a course, credential program, certificate program, or other item/issue should come before the Committee on University Extension which affects the department of a committee member, the committee member will provide information, but will not vote on the item/issue. A Committee on University Extension member who is paid by University Extension for teaching or consultation with regard to a specific course, credential program, certificate program or other item/issue will provide information, but will not vote on the item/issue.
November 4, 2008

Anthony W. Norman, Chair
Riverside Division
Academic Senate

RE: GRADUATE COUNCIL'S POLICY ON MEMBERS' CONFLICT OF INTEREST

Pursuant to the requirements of the Riverside Division Academic Senate, the Graduate council adopts the following statement regarding its governance with respect to possible conflicts of interest by its members.

Purpose

The Graduate Council should conduct itself in such a manner that neither the reality nor the appearance of a conflict of interest should be present in any action taken by the Council.

Terms

1. Whenever any matter that affects a member of the Council as an Individual or as a member of a department or program is to be decided, that member should absent himself/herself before the vote is taken. If the member does not leave voluntarily, the Chair should excuse the member.

   a. The Chair of the Council may ask the member to provide information on the matter before the member's departure.

   b. When confidential information is being provided to the Council, the affected member will be excused by the Chair before the information is provided.

   c. When student petitions are considered, Council members should consider a student matter in their department/program as a conflict of interest for themselves.

   d. When routine matters (e.g., course approvals) are being considered, the Chair may elect to allow all members to participate in the discussion and vote. This section is not meant to include program revisions, review committee reports on a specific department or individual student matters.
2. Subcommittee operations are subject to the same rules as the Council as a whole. The Chair may name a replacement from the Council membership for an individual serving on a subcommittee who has a conflict of interest when necessary.

3. Students are not permitted to be present in Council meetings when matters pertaining to individual students are discussed.

4. In unforeseen cases, the Chair may rule that any member should be excused if the Chair foresees conflict of interest in the matter under discussion. The affected member may appeal to the Council. The member or the chair may appeal to the Committee on Privilege and Tenure if the results of the Council vote are not satisfactory; the matter to be discussed will be held without action pending the decision of the Committee on Privilege and Tenure.

5. Members with possible conflicts of interest should discuss the matter with the Council Chair before the pertinent Council meeting. If the Chair foresees a conflict of interest on the part of a Council member, he/she should discuss the matter with the affected member. It is to be hoped that a course of action satisfactory to the member and the Chair can be achieved. If this is not possible the Chair should determine the proper course of action. The member may appeal to the Council and/or the Committee on Privilege and Tenure as indicated in Section 4 above.

Christopher Switzer, Chair
Graduate Council

CW/vb