February 4, 2010

TO: Kathleen Montgomery, Vice Chair, AGSM
Dan Ozer, Secretary Parliamentarian, Psychology
Richard Arnott, Economics
Steve Axelrod, English
Jay Farrell, Electrical Engineering
Christine Gailey, Women’s studies
Richard Arnott, Economics
Steve Axelrod, English
Jay Farrell, Electrical Engineering
Christine Gailey, Women’s studies
John Ganim, English
George Haggerty, English
Dan Hare, Entomology
David Herzberger, Hispanic Studies
Carol Lovatt, Botany and Plant Sciences
Manuela Martins-Green, Cell Biology and Neuroscience
Doug Mitchell, GSOE
Len Mueller, Chemistry
Vivian-Lee Nyitray, Religious studies
Erik Rolland, AGSM
John Trumble, Entomology
Ameae Walker, Biomedical Sciences
Albert Wang, Electrical Engineering
Alan Williams, Earth Sciences
Jose Wudka, Physics
Marylynn Yates, Environmental Sciences

FR: Tony Norman, Chair
Riverside Division

RE: Executive Council Agenda, February 8, 2010

This is to confirm the meeting of the Executive Council on Monday, February 8, 2010 at 1:00 p.m. to 3:00 p.m. in Room 145 1st Floor University Office Building.
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<td>I. Approval of the January 25, 2010 Agenda and January 11, 2010 Meeting Notes.</td>
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<td>VI. Action/Information</td>
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<td>2:45-3:00</td>
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<td>Any Other Business</td>
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1. (pp. 1-7)
2. (pp. 8)
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EXECUTIVE COUNCIL MEETING
MINUTES
JANUARY 11, 2010

PRESENT:
Anthony Norman, Chair
Kathleen Montgomery, AGSM, Vice Chair
Dan Ozer, Psychology, Secretary Parliamentarian
Richard Arnott, Economics, Research
Jay Farrell, Electrical Engineering, BSOE Executive Committee
Christine Gailey, Women’s studies, Committees
Dan Hare, Entomology, Faculty Welfare
David Herzberger, Hispanic Studies, CHASS Executive Committee
Carol Lovatt, Botany and Plant Sciences, Planning and Budget
Manuela Martins-Green, Cell Biology and Neuroscience, Sr. Rep to the Assembly
Doug Mitchell, GSOE Executive Committee
Vivian-Lee Nyitray, Religious studies, Undergraduate Admissions
Erik Rolland, AGSM Executive Committee
John Trumble, Entomology, CAP
Ameae Walker, Biomedical Sciences Executive Committee
Alan Williams, Earth Sciences, Graduate Council
Marylynn Yates, Environmental Sciences, CNAS Executive Committee

ABSENT:
Steven Axelrod, English (Preparatory Education)
John Ganim, English, Preparatory Education
George Haggerty, English, Gen Ed Advisory Committee
Len Mueller, Chemistry, Academic Computing
Albert Wang, Electrical Engineering, Junior Rep to the Assembly
Jose Wudka, Physics, Educational Policy

GUESTS:
David Funder for CEP
VPUE David Fairris
David Crow
Robert Hanneman
Martin Johnson
Thomas Payne
Chuck Rowley

CONSENT CALENDAR:
The agenda and the minutes were accepted as written.
PHOTO ROSTER FOR STUDENTS:
Vice Provost for Undergraduate Education David Fairris and Professor Thomas Payne came to the Executive Council as representatives of the Student Success Steering Committee. Their objective was to have the Senate Executive Council endorse the proposal that would allow faculty instructor-in-chief of a course receive an electronic file of photos of students in their classes. The issue of availability of photo class rosters came up in the Student Success Steering Committee and was embraced by the committee members.

The proposal involved the posting of student photos on iLearn and although they did not require a formal approval of the Senate, Dave Fairris and his committee felt that it was a good idea to get the EC's support and endorsement. The EC was informed that BCOE had already tried out this proposal and it was successful. Also, UCB, UCLA, UCSD were already posting photos of their students online. The photos would only be available to faculty members and instructors in charge and would not be available to TAs. Patsy Oppenheimer from VPUE Fairris' office had made a similar presentation to ASUCR. Armed with the endorsement from the EC and the ASUCR they would go to Vice Chancellor Jim Sandoval who is the official owner of the photos and request that the photos be released to the VPUE office.

Prof. Payne indicated that at least one third of UCR students felt that there was no personal connection between them and their instructors. 42% of students reported not having met a professor who knew them by name. Having the availability of the photo rosters would help in reducing cheating and create a more personal environment for the student. The Student Success Steering Committee warmly embraced this concept.

Several EC members were concerned about privacy issues and asked whether this would require getting individual student approval prior to posting their photos on iLearn. The response was that the VPUE office had looked at appropriate use guidelines and found that it is permissible and does not require students to approve prior to posting. The EC members also wanted to know whether students would have the option to opt out if they did not want their pictures included in the photo roster.

After further discussion, the EC members endorsed the proposal to post student photos on iLearn with the stipulation that the Opt out/in option should be easily available at all times and that the photos should not be available during the grading period. The “grading period” is understood to be the time-interval when the Final Exams are collected to the time of posting class grades on iLearn.

16 members voted to approve proposal for the photo roster for students with 1 abstention.

EXIT SURVEY – RESULTS AND NEXT STEP:
Prof. Johnson reminded the Executive Council that the Survey Center conducted this Faculty Exit Survey on behalf of the UCR Academic Senate. The population of interest included faculty members who left UCR between 1998 and 2007, as well as those who had changed departments at the University during the same time period. In total the survey included 199 faculty who left UCR and 29 faculty who changed departments. The mode of contact was a web survey with phone follow-up. The survey had a 45% overall response
rate. At issue was the question of what to do with the information collected as well as to determine who owns or is the caretaker for the data collected.

The EC members also noted that it is important that the information collected be made as public as soon as possible. Chair Norman indicated that the data belonged to the Senate.

After further discussion, it was agreed that Prof. Johnson will make available, a copy of his Exit Survey slides to CODEO and Faculty Welfare to help them in putting together a list of questions as well as deciding what needs to be evaluated.

PROPOSAL TO DIVIDE FINANCE AND MANAGEMENT SCIENCE INTO TWO DEPARTMENTS:

Prof. Rolland gave a brief overview of the reasons that led to the decision to split the department. He indicated business schools are generally organized in functional areas or departments. A brief history of AGSM indicted that the shift to having departments occurred around 1999 when the school created 3 departments grouped as follows – Marketing and Management; Finance and Operations and Accounting and Information Systems. He noted that the present arrangement made no sense and the split would make it easier for recruitment purposes. He presented models from Berkeley, UCLA, UCI, Duke, Texas and Stanford showing the different ways that these campuses organized their Business Schools. He noted that faculty hires become more difficult when departments are combined. He also noted that AGSM has 19.5 FTE that still can be filled at some time in the future.

The proposal to divide Finance and Management Science into two Departments was discussed by the Senate’s Executive Council in detail and several concerns were raised. The concerns raised by the Committee on Faculty Welfare focused on the welfare of faculty members in small departments. Faculty Welfare members were not convinced that a proper programmatic justification for the split existed, e.g., what new things would the new department be doing that justified creation of a new department? They felt that the proposal lacked substance. CAP’s concerns were mainly mechanistic in that when you have a department of only 2 or 3 full professors, particularly in a group that follows bylaw 55 exactly, then you may end up with a situation where 1 person votes on another person and you lose all confidentiality. If there is a conflict that develops, this creates difficulty for minority reports that must be written; thus and with only 3 faculty, the author of the minority report will be identifiable. CAP felt that this was something that AGSM must take into consideration.

Many EC members were concerned about the size of the department and the apparent lack of a programmatic justification. A member was concerned about the decision to split the department of Finance and Management Science and if the justification was that it allowed for easy recruitment, then why not split the other two departments? Chair Rolland indicated that the proposal emanated from the department Finance and Management science and that the other departments have not made such a request. After all is said and done, SoBA only has 24 faculty and when divided into 5 departments, the average is only 5 faculty/dept. Departmentalization does not appear to have any advantages to the teaching workload of the faculty.
There was a general consensus among the EC members that the split was not necessarily the right way to go. The EC also wondered how one defines “the right department structure” and in the case of AGSM, was a departmental structure called for and more important was whether or not departmentalization was necessary.

In the end, the EC unanimously approved the following motion:

The Executive Council requests that the Executive Committee of SoBA consider the remarks and concerns that have been forwarded from other committees and that have been voiced at the Executive Council meeting and to either withdraw the proposal and presumably then present another proposal about structure or to proceed to present their request to the Division in the Spring with all the reports attached.

**UPDATE ON RESOLUTIONS:**
At the Division meeting held on December 1, 2009, six Resolutions were proposed. One was voted on and approved at the meeting and is posted on the Senate website. Five resolutions were by Divisional vote, held for a formal mail ballot. An email went out December 4, three days after the meeting alerting the faculty of this development and letting them know that they could find copies of the Resolution on the Senate iLearn website. Very few comments were received. The Secretary Parliamentarian corresponded individually with the proposers of the five resolutions and obtained from them their supporting arguments. There has been concern about the failure to provide comments on the nay side of the proposal, but none were submitted. Another email was sent to all voting faculty (active and emeritus) on Friday, December 8th containing the link for the voting process. One week before the election closes, another email will be sent out reminding the faculty that the voting process was coming to an end.

There was concern that all the discussions about the cons on the various proposals were not shared. There was discussion of one of the proposals that was voted on and passed – but there were no discussion of the five that were to be voted on. There was also concern about some inaccuracies that were included in the resolutions. Also, the comments were only from those who proposed them and did not include pros and cons from a cross section of the faculty. The Parliamentarian indicated that the only way to restart the election would be to call a special meeting of the senate and have as an agenda item a motion to withdraw the motion to pass an electronic vote for the five Resolutions and then to proceed at the meeting to vote on the five resolutions on an individual basis. The problem with this option is that faculty who cannot attend the meeting for whatever reason will feel disenfranchised.

**ANY OTHER BUSINESS:**
**STRATEGIC PLANNING:**
Chair Norman gave an update on the Strategic Plan. He has received an email from the EVCP wanting to know when and how the Senate was going to approve, or adopt the Strategic Plan. He also mentioned that the timeline previously set by the EVCP for completion of the strategic plan had changed because Regents meeting planned for March had been moved to September. As the Vice Chair of the Steering Committee, he was open to
suggestions from them on how to proceed. A member asked whether the Senate should endorse the planning process with the understanding that the specific action items would be routed to the appropriate senate committees when action was being considered. Also voiced at the meeting was that the senate should review the documents before they are approved so that they can flag them as potential areas of concern and during implementation phase, pay attention to them.

**Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Position:**

A member wanted to discuss the approval process listed under item No. 3 where it indicated that the CoC, in consultation with the EC, would appoint a senior faculty member to serve as Chair for the 2010-2011 year. There was a concern that faculty on campus might find this inappropriate, it would disenfranchise people and if we are going to hold an election for one person, why not hold an election for the transitional chair. Also raised was the fear that the appointed Chair might end up not having enough credibility as a result of being appointed and not elected. Also, the EC members felt that it was important that the EC be careful of the perception raised across campus. Chair Norman indicated that the reason for including this was because this was a transitional year and that subsequently, the Vice Chair/Chair Elect would be elected. Also, the idea behind it was to facilitate having a chair that already had experience in the Senate and understood how the Senate functioned.

Meeting adjourned at 2:50 PM.

Respectfully submitted,

_Sellyna Ehlers_

*Executive Director*

*Academic Senate*
JANUARY 26, 2010

TO: ANTHONY W. NORMAN, CHAIR
RIVERSIDE DIVISION

FR: V.L. NYITRAY, CHAIR
UNDERGRADUATE ADMISSIONS COMMITTEE

RE: 2009-2010 CONFLICT OF INTEREST STATEMENT

The Undergraduate Council adopted, by unanimous vote, the conflict-of-interest statement below. The adoption was enacted for the 2009-10 academic year at the meeting of the Undergraduate Admissions Committee on January 26, 2010. 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.”
COMMITTEE ON RULES AND JURISDICTION
REPORT TO THE RIVERSIDE DIVISION
March 4, 2010

To be adopted:

BYLAW 8.28 – GENERAL EDUCATION ADVISORY COMMITTEE

PRESENT: 

PROPOSED:

8.28 This committee consists of a minimum of seven faculty. The membership includes at least one member from Bourns College of Engineering, School Of Business Administration, College of Humanities, Arts and Social Sciences, College of Natural and Agricultural Sciences and an ex officio member from the Honors Executive Committee and an ex officio Committee on Educational Policy (CEP) representative.

8.28.1 The charge to the committee will be to oversee the alternative breadth concentrations as defined in R6.4.4, coordinate their distribution, and approve them once they have demonstrated their feasibility.

8.28.1.1 Once a concentration has been formulated, it will be reviewed for approval, consistent with Bylaw 10, by each Executive Committee, then the Committee on Educational Policy, before being reported at the Division for final approval.

8.28.2 The committee will work closely with the Associate Deans and student affairs staff to insure that they (and the students involved) obtain necessary information about the requirements and course offerings.
8.28.3 During the fifth year of the optional general education plan (academic year: 2013-14), the committee will conduct a review to assess the feasibility of continuing the program and/or expanding it. The report will be delivered to the Division meeting.

**JUSTIFICATION:**
To implement a charge for the newly formed General Education Advisory Committee as defined in the report on a Pilot Program for General Education Reform which was approved unanimously at the February, 2009 Division meeting.

R & J approved of the attached revised bylaws with the following statement, along with their approval:

The Committee on Rules & Jurisdiction approves the Revised Bylaws for General Education Advisory Committee. This approval rests on our interpretation of the proposed bylaws that ensures that all curricular changes follow the procedures set forth in Bylaw 10. In particular, our interpretation of the proposed bylaws posts that the approval of a new concentration under R 8.28.1 is subject to the terms of R 8.28.1.1, which requires "approval, consistent with Bylaw 10, by each Executive Committee, then the Committee on Educational Policy, before being reported at the Division for final approval." Hence, the requisite approvals Under Bylaw 10 are required prior to implementation and any post-implementation feasibility assessments of proposed concentrations.

Approved by the General Education Advisory Committee: 10/8/09
Approved by the Committee on Educational Policy: 10/30/09
The Committee on Rules and Jurisdiction finds the wording consistent with the Code of the Academic Senate: January 26, 2010

Reviewed by the Executive Council:
COMMITTEE ON RULES AND JURISDICTION

REPORT TO THE RIVERSIDE DIVISION

To Be Adopted

Proposed Changes to Bylaw - 8.5.1 Executive Council

PRESENT

8.5.1 This committee consists of the Chair of the Division, who is also Chair of this committee, the Vice Chair, the Secretary-Parliamentarian, the senior representative to the Assembly, the Chairs of the Committee on Academic Computing and Information Technology, Committee on Academic Personnel, the Committee on Committees, the Committee on Educational Policy, the Committee on Faculty Welfare, the Graduate Council, the Committee on Planning and Budget, the Committee on Physical Resources Planning, the Committee on Research, the Undergraduate Council, the Committee on Preparatory Education, the Committee on Diversity and Equal Opportunity and the Executive Committees of the colleges and schools at Riverside. (Am 8 Jun 78)(Am 5 Nov 87)(Am 27 May 93)(Am 9 Feb 95)(Am 29 May 97)(Am 5 Feb 98) (Am 21 Feb 06)(Am 30 May 06)

PROPOSED

8.5.1 This committee consists of the Chair of the Division, who is also Chair of this committee, the Secretary-Parliamentarian, the senior representative to the Assembly, the Chairs of the Committee on Academic Computing and Information Technology, Committee on Academic Personnel, the Committee on Committees, the Committee on Educational Policy, the Committee on Faculty Welfare, the Graduate Council, the Committee on Planning and Budget, the Committee on Physical Resources Planning, the Committee on Research, the Undergraduate Council, the Committee on Preparatory Education, the Committee on Diversity and Equal Opportunity, General Education Advisory Committee and the Executive Committees of the colleges and schools at Riverside. (Am 8 Jun 78)(Am 5 Nov 87)(Am 27 May 93)(Am 9 Feb 95)(Am 29 May 97)(Am 5 Feb 98) (Am 21 Feb 06)(Am 30 May 06)

Justification:
The change in bylaw 8.5.1 will make the addition of the General Education Advisory Committee to the Executive Council official. The General Education Committee is charged with overseeing alternative breadth concentrations at UCR.

Reviewed by the Executive Council: Date
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: Date
December 4, 2009

Chair Norman
 Academic Senate

RE: Campus Naming Committee – Room Naming Opportunity

Dear Tony:

As Chair Designee of the UCR Committee on Naming Campus Properties, Programs and Facilities, I am requesting the review and approval by the Academic Senate Executive Council for this naming opportunity.

- Delfino Family Plant Laboratory is the proposed name for a headhouse located off campus at the Mt. Rubidoux site in the Rubidoux Screenhouse. This naming opportunity has been recommended by the Dean, College of Natural and Agricultural Sciences, Thomas Baldwin.

Please review the attached request and summary details. This proposed name needs approval by the Academic Senate before it is endorsed by the Campus Naming Committee. Please respond with your recommendation by Friday December 18th, 2009.

Sincerely,

Gretchen Bolar
Vice Chancellor

Attachments

xc: Vice Chancellor Hayashida
Dean Baldwin
Assistant Dean Preble
Executive Director Lehr
Campus Space Manager Pippert
December 2, 2009

To: Gretchen Bolar, Vice Chancellor Financial & Business Operations and Chair Designee of the UCR Naming Committee; Peter Hayashida, Vice Chancellor University Advancement

From: Judy Lehr, Executive Director, Donor Research & Relations and Gift Administration

Cc: Thomas Baldwin Dean College of Natural and Agricultural Sciences; Assistant Dean for Development Holly Preble, CNAS; Campus Space Manager Berent Pippert

Subject: Delfino Family Plant Laboratory namings for review by the UCR Academic Senate

Dear Gretchen:

In accordance with the approved UCR Policy for Naming Campus Properties, Academic and Non-academic Programs, and Facilities, I am forwarding the Delfino Family Plant Laboratory naming packet to you for the Academic Senate review.

The packet includes:
- Initial Request for Approval to Name document from Dean Baldwin, VCUA Hayashida, and Georgia Elliott for the UC Riverside Foundation
- Executed gift agreement signed by the donors, Divisional Dean Donald Cooksey, Dean Baldwin, and AVCD Georgia Elliott [Note: According to Divisional Dean Donald Cooksey, the gift of $25,000 represents 25% of the unfunded portion of the project, but will cover nearly 100% of the cost to expand the headhouse, which is what the donor wishes to name.]

And support documents and plans:
- Minor Capital Project Approval Mt Rubidoux
- Conceptual Drawings
- CCPPUpgradeDocuments 03-25-09

Once the site drawings that Berent provides are attached, please move to the packet to the Academic Senate for review. When we hear from the Senate, I request that your office move forward with scheduling a meeting of the UCR Naming Committee to review and approve this naming.

Please share any memo responses with me. Should you have any questions or need additional information, feel free to contact me.

Judy Lehr

Judy Lehr

Attachment
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: Thomas Baldwin
      Title, College/Unit: Dean, College of Natural and Agricultural Sciences
   B. Type of Gift and Comments:
      Property: 
      Program: 
      Facility/Building: Plant Preparation Laboratory (Headhouse) in the Citrus Clonal Protection Facility at Mt. Rubidoux
   C. Proposed name: The Delfino Family Plant Laboratory
   D. Honorable naming (no gift involved):
   E. Proposed use(s): 

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

   A priority for the College of Natural and Agricultural Sciences is the renovation of its Citrus Clonal Protection Facilities at Mt. Rubidoux (Project #957292; a Non-State Funded Capital Improvement Program). Located off-campus adjacent to the original Citrus Experiment Station, this facility consists of approximately 5,000 square feet of greenhouse, 9,000 square feet of greenhouse, and a modular office and lab area. The Mt. Rubidoux Quarantine facility provides a safe mechanism for the introduction into California of citrus varieties from any citrus-growing area in the world for research, variety improvement, or for use by the commercial industry of the state. Managed by the Department of Plant Pathology & Microbiology with the UC Cooperative Extension Program in cooperation with the California Citrus Clonal Protection Program (CCCP), the Mt. Rubidoux Quarantine is critical for California as well as our own researchers for screening citrus propagation material for disease and pathogens. The need for upgrades of this facility have become urgent due to the recent arrival of Asian citrus psyllid, an insect which carries a deadly and unstoppable disease called Citrus Greening, has already begun to invade Riverside County.
Funds raised for this Screenhouse and Greenhouse Project will: (1) cover emergency upgrades to the existing greenhouse to make it “bug tight;” (2) replace the existing screenhouse, so in need of major repair that it must be demolished and rebuilt; and, (3) expand the existing headhouse to meet new containment conditions.

In recognition of a $25,000 gift from Tom Delfino and Frank Delfino toward this project, we would like to name the renovated headhouse the Delfino Family Plant Laboratory. This vestibule serves as the preparatory area for researchers prior to entering the main greenhouse, providing a controlled environment devoid of contamination to keep Asian citrus psyllid and other plant diseases from invading into this vital research facility.

Background information on our donors and the Delfino Family is attached.

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.

III. Contribution Information:
A. Total amount of private funds expected to be committed (or being discussed):

$25,000 contingent upon naming approval. The naming will be contingent on fulfillment of the pledge. The total cost of this project is $200,000 with the College of Natural and Agricultural Sciences covering half from Agricultural Experiment Station Research Funds. This personal gift from Tom Delfino and Frank Delfino represents 25 percent of the unfunded portion of this project, with an anticipated gift for the remaining balance from the Citrus Research Board and the California Citrus Nursery Society, key organizational members of the California Citrus Clonal Protection Program (CCCP).

B. Form of private contribution (s):
( ) Outright Gift:
( ) Written Pledge (Expected beginning date: Date of Approved Naming Fulfillment Date: Six Months from Approved Naming Date

C. Initial contribution/pledge payment expected:

D. Source(s) of private contribution(s):

Donor(s)     Amount(s)
Frank Delfino  $20,000
Tom Delfino   $5,000
$25,000

E. Will this gift/pledge be anonymous (donor requests no publicity)? ☐ Yes ☒ No
It is the intent of the College to publicly celebrate this naming as a way to encourage other donors to give as well.
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? Donor Recognition Sign in entry way of laboratory, to be purchased and installed using funds from donor’s gift.

B. If Property, Program or Facility, has consultation with appropriate campus/UC entities occurred?

See attached documents for this Minor Capital Project, approved by Gretchen Bolar, Vice Chancellor-Academic Planning and Budget; Al Diaz, former Vice Chancellor-Administration; and, Thomas Baldwin, Dean of the College of Natural and Agricultural Sciences. Also attached is a March 2009 description of the project by Georgios Vidalakis, director of the Citrus Clonal Protection Program and UC Cooperative Extension Specialist & Plant Pathologist in the Department of Plant Pathology and Microbiology, UCR.

V. College/Unit/Faculty Consultation

This naming has been reviewed by and received approval from the Divisional Dean of Agriculture and Natural Resources and Department Chairs in the College of Natural and Agricultural Sciences affected by the named space, and the Director of the Citrus Clonal Protection Program.

Submitted by:

[Signatures and dates]

Thomas Baldwin, Dean, College of Natural and Agricultural Sciences

Georgia Elliott, Associate Vice Chancellor, Development

Peter Hayashida, Vice Chancellor, University Advancement
SUMMARY INFORMATION

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

Proposed Name: *Delfino Family Plant Laboratory*
In the Mt. Rubidoux Citrus Clonal Protection Facilities

Building Background:
- Official Building Name: Rubidoux Screenhouse
- Building Name (12-byte): RUBIDOUX SCR
- Capital Asset Account Number: P5712
- Building Basic Gross Square Feet: 9,321 gsf
- Location: 4501 Glenwood Dr. Riverside, CA

Description: Tom Delfino and Frank Delfino will be contributing $25,000 toward the renovation of the Citrus Clonal Protection Facilities at Mt. Rubidoux. This project will upgrade facilities (greenhouse, screenhouse and headhouse) used by researchers for screening citrus propagation material for disease and pathogens. In recognition of the Delfino’s gift, the renovated headhouse will be named the *Delfino Family Plant Laboratory*.

See attached Background Information.

Gift Amount: $25,000

Gift Agreement (bequest) executed: Written Pledge fulfilled six months from approved naming date.

Site Map:
Conceptual Drawing:
BACKGROUND INFORMATION
FOR
DELFINO FAMILY PLANT LABORATORY
UCR College of Natural and Agricultural Sciences

Gift Agreement Between
Tom DelFINO, Frank DelFINO,
and the UC Riverside Foundation

Tom DelFINO and Frank DelFINO wish to make a gift of $25,000 (Gift) to the UC Riverside Foundation (Foundation) to benefit the University of California, Riverside campus. Gifts and pledges shall be directed to the Builders Fund for the College of Natural and Agricultural Science and used to help underwrite the renovation of the college’s Citrus Clonal Protection Facilities at Mt. Rubidoux - the Screenhouse and Greenhouse Project.

BACKGROUND
The renovation of the Citrus Clonal Protection Facilities at Mt. Rubidoux is a priority for the College of Natural and Agricultural Sciences. This quarantine facility provides a safe mechanism for the introduction into California of citrus varieties from any citrus-growing area in the world for research, variety improvement, or for use by the commercial industry of the state. With the threat of Asian citrus psyllid and other vector-borne plant pathogens, this is a critical facility for the screening and pathogen elimination of citrus propagation materials.

In recognition of this gift, the Donors wish to name the renovated headhouse, the vestibule that serves as the preparatory area for researchers prior to entering the main greenhouse, the
DelFINO Family Plant Laboratory.

I. ESTABLISHMENT OF FUNDS
This gift is contingent upon the approved naming of the headhouse as the DelFINO Family Plant Laboratory through the UCR Policy for Naming Campus Properties, Academic and Non-Academic Programs, and Facilities. If approved, we understand that formal recognition of this naming will be pending until our pledge commitment has been completed in full.

A. An irrevocable pledge of $20,000 by Frank DelFINO effective upon the date of the approved naming and completed within six months. The entire amount may be paid in full at any time, or in increments, over this pledge period.

B. An irrevocable pledge of $5,000 by Tom DelFINO and Cynthia Dong, wife of Tom DelFINO, effective upon the date of the approved naming and completed within six months. The entire amount may be paid in full at any time, or in increments, over this pledge period.

C. We acknowledge that this pledge may not be satisfied in whole or in part by distributions from a private foundation, charitable remainder trust, or donor-advised fund. We understand that the University will send pledge notices according to our preferred reminder schedule.

D. In recognition of UCR’s intent to rely upon this commitment, we agree that this commitment is a binding and enforceable claim against us, our estates, and successors.
II. PURPOSE AND USE OF GIFT

A. The utilization of this gift will be under the direction of the Divisional Dean of Agriculture and Natural Resources in collaboration with the Dean of the College and Director of the Citrus Clonal Protection Facility.

B. In keeping with UC policy for named facilities, the Delfino Family Plant Laboratory will generally be effective for the useful life of the facility or the designated use of the area. If the Chancellor, in consultation with the Dean of the College, determines that the useful life of the building or the named space is at an end, or the facility must be replaced or substantially renovated, than an alternative naming space will be considered with the Donors, if possible.

III. GIFT FEE

As is customary with universities and other non-profit organizations across the country, a one-time gift fee is applied to each pledge payment in order to provide essential support to UCR's advancement program. We understand that the fee is currently 5 percent.

IV. STEWARDSHIP

An endowed fund is testament to the value the Donors place on intellectual and scientific achievement. The Donors agree that this naming gift may be used in University communications.

ACCEPTANCES:

Tom Delfino or Cynthia Dong; Donors

Signed: ____________________________

Date: November 21, 2001

Frank Delfino, Donor

Signed: ____________________________

Date: 11/24/09

Donald Cooksey
Divisional Dean, Agricultural and Natural Resources

Signed: ____________________________

Date: 11/24/09

Thomas O. Baldwin
Dean, College of Natural and Agricultural Sciences

Signed: ____________________________

Date: 12/02/09

Georgia Elliott, UC Riverside Foundation
Background information on Delfino Family

Tom Delfino is making this family gift along with his father, Frank Delfino, and in memory his mother, Janice Delfino.

Tom Delfino is a member of the UCR Chancellor’s Agricultural Advisory Council. He is the Executive Director of California Citrus Nursery Society, the industry association for citrus nurseries in California. Prior to this appointment, he worked for Geomatrix Consultants, now AMEC Geomatrix, a geosciences and environmental engineering and consulting firm. At Geomatrix, he specialized in matters related to process and environmental chemistry, statistics, and decision analysis. Tom has a bachelor’s and master’s degree in Chemical Engineering from the University of California, Berkeley. He served in the United States Air Force, California Air National Guard, and Naval Reserve, from which he retired. He is a citrus hobbyist with more than 30 varieties of citrus planted in his garden in Moraga, California. At UCR, he is a generous donor to the Citrus Variety Collection and other citrus-related activities. Tom is married to Cynthia Dong, also a contributor to the Delfino Family’s gift.

Frank Delfino was born 1927 in Menlo Park, California. His parents owned a family farm, so young Frank grew up surrounding by apricot and tomato fields. He attended Sequoia High School, then served in the United States Navy. After the Navy, he attended San Jose State College and UC Berkeley, where he was one of the first Chemical Engineering graduates. His early chemical engineering career included positions with the Department of Entology at UC Davis and Tribuno Vermouth in New York. Later, he enjoyed a long career with Best Foods Skippy Peanut Butter in Alameda, California, and Best Foods Mayonnaise. During his tenure with Best Foods, he designed and built in Little Rock, Arkansas, what was then the largest peanut butter production plant in the world. Frank worked tirelessly with his late wife, Janice, to protect the bay shore in Alameda County from development and continues his efforts as a champion of the environment.

Janice Delfino (pronounced “Jan-niece”), was born in 1926 and grew up on a dairy farm near Soledad, California. She attended Gonzales High School, later graduating from Stanford University School of Nursing. Her professional nursing years were spent at Herrick Hospital in Berkeley, California; the Sacramento Bee/McClatchy Newspaper Group in Sacramento, California; Englewood Hospital in Englewood, New Jersey, and Fairmont Hospital, in San Leandro, California. Janice, who died in 2008 at the age of 81, is remembered for her environmental activism and role in helping to establish the San Francisco Bay Wildlife Refuge, the protection and enhancement of wetlands in the southern San Francisco Bay area, and stopping the use of the bay shoreline in southern Alameda County as a disposal site for municipal solid waste. She was a chair, and longtime member, of the Hayward Area Shoreline Planning Agency Citizens Advisory Committee and a docent with Sunol Regional Park in Alameda County. Janice, whose maiden name was Binsacca, was especially proud of her notable ancestors and their contributions to early California history. Jose Maria Sobranes, a member of the 1769 Portola Expedition, was among the first group of Europeans to find San Francisco Bay; Feliciano Sobranes acquired the Soledad Mission and its lands when the Mexican government secularized the California missions; Juana Boronda was the first to make, perhaps even invent, Monterey Jack cheese for sale in the Monterey area; and Desiderio Binsacca, who planted the original tree of the variety now known as the Delfino blood orange.

21
January 8, 2010

TO:

R. Arnott, Chair, Research Committee
S. Axelrod, Chair, Preparatory Education
John Baez, Chair, Library & Scholarly Comm.
John Briggs, Chair, Dist. Campus Service
Marcelle Chauvet, Chair, Univ. Extension
John Cioffi, Chair, Rules and Jurisdiction
Darleen DeMason, Chair, Charges
Jay Farrell, Chair, BCOE Exec. Committee
Scott Fedick, Chair, Distinguished Teaching
Christine Gailey, Chair, Committees
John Ganim, Chair, Physical Res. Planning
Dan Hare, Chair, Faculty Welfare
D. Herzberger, Chair, CHASS Exec.,
Committee
A. H. Huang, Chair, Scholarships and Honors
Carol Lovatt, Chair Planning and Budget
Manuela Martins-Green, Chair, CODEO

D. Mitchell, Chair, GSOE Exec Committee
L. Mueller, Chair, Academic Computing &
Info. Technology
Vivian-Lee Nyitray, Chair, Undergraduate
Admissions
Teodor Przymusinski, Chair, P&T
Natasha Raikhel, Chair, Fac. Res. Lecturer
E. Rolland, Chair, AGSM Exec. Committee
Theda Shapiro, Chair, Courses
John Trumble, Chair, Academic Personnel
Ameae Walker, Chair, Biomed Sci. Exec.
Committee
Alan Williams, Chair, Graduate Council
Jose Wudka, Chair, Educational Policy
M. Yates, Chair, CNAS Exec. Committee
Y. Ye, Chair, International Education

RE: PROPOSED CHANGES IN PROCEDURES FOR ELECTION OF THE UCR DIVISION
SENATE LEADERSHIP POSITIONS

Attached, please find three proposed bylaw changes as well as a summary of why the
changes need to be placed in effect. The proposal has been reviewed and endorsed by the
Executive Council, and it is now being submitted to your committee for review and approval
before taking it to the Division for a vote.

Although all Senate committees are invited to opine on the proposed changes, any
committee may determine that this review is outside its jurisdiction and decline to
comment.

I would appreciate receiving your response by February 3, 2010

Attachments
Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

Background:
As codified in the current UCR Senate bylaws (Sections 2.2 and 2.3), the Divisional Chair is elected for a two-year term, and the Divisional Vice Chair is elected for a one-year term. Currently, there is no formal arrangement for the Vice Chair to succeed the Chair, and there is no formal role for the past Chair. In recent decades, the newly elected Chair has not formerly served as Vice Chair, thus creating a challenging start-up period for the new Chair as well as a loss of institutional knowledge when the past Chair steps down. Many of our sister UC campuses have resolved this discontinuity by formalizing the succession into the Chair position through a single election, whereby the Vice Chair automatically succeeds the Chair after one year, and the Immediate Past Chair is provided a more formal role to allow for institutional memory. This proposal is intended for the same purpose.

Proposal:
It is proposed that the election procedures and terms for the Riverside Divisional Senate leadership be changed as follows:

1. The position of leadership of the Riverside Division will be determined in a single election. The term will be three years, with the first year served as Vice Chair/Chair Designate, the second year served as Chair, and the third year served as Immediate Past Chair.

2. The Vice Chair, Chair, and Immediate Past Chair will serve as voting members on the Executive Council. The Chair will serve as Chair of the Executive Council.

3. The Chair will regularly involve the Vice Chair in all aspects of Senate business at the Divisional and system-wide levels, except in the unusual case where strict confidentiality may be required. At the Chair’s request, the Vice Chair/Chair Designate will serve on additional committees. The Vice Chair/Chair Designate will serve as Chair in the Chair’s absence.

4. The Immediate Past Chair will provide institutional memory and consultation to the Chair, Vice Chair, and the Executive Council; he/she will serve on additional committees at the request of the Chair and/or the
Executive Council. The immediate Past Chair will serve as Vice Chair in the Vice Chair’s absence.

5. If the Senate Chairship becomes vacant, the Vice Chair becomes the Chair for the remainder of that term and the succeeding one-year term. If neither the Chair nor the Vice Chair is able to serve, the Immediate Past Chair assumes the position of Chair until a new election can be held.

Approval and Implementation

1. The standing Committees of the Senate will review the proposed changes during January 2010. Following committee review, the proposal will be considered by the Executive Council in February 2010. If endorsed by the EC, the proposal will be submitted for final Senate approval at the March 2010 Divisional Senate meeting.

2. If approved, the new election procedure will be implemented in Spring 2010, when a Vice Chair/Chair Designate will be elected for the three-year term to begin September 1, 2010. The elected individual will serve as Vice Chair during 2010-2011, as Chair during 2011-2012, and as Immediate Past Chair during 2012-2013. The transition between roles will take place on September 1 of each year.

3. To jump-start the new procedure, for the 2010-2011 transition period, the 2009-2010 Committee on Committees in consultation with the Executive Council will appoint a senior faculty member with appropriate Senate experience to serve as Chair for the 2010-2011 year. Also, the Committee on Committees in consultation with the Executive Council will appoint a senior faculty member who has served as Chair to serve as Immediate Past Chair for the 2010-2011 year.

Justification:
The prime objective of the newly defined terms of the Chair and Vice Chair, and the addition of the position of Immediate Past Chair, is to optimize the quality of the Senate leadership's involvement in the University's shared governance by providing for greater continuity and preservation of institutional memory.
The Divisional Chair is the primary shared governance interface for the faculty and Senate with the UCR Senior Administration team, which includes the Chancellor, the EVC/Provost, all Deans, and other senior administrators (the Vice Chancellors and Vice Provosts for Research, Development, Budget, Student Affairs, Undergraduate Education, and Academic Affairs). The Divisional Chair also serves as the UCR representative to the system-wide Senate Academic Council. It is crucial for UCR's representation (and vote) on the Academic Council to be fully knowledgeable and engaged from the very first meeting of the Academic Council in September. These essential working relationships, and the knowledge required to fulfill expectations of Senate leadership, are best developed over time, beginning during the first-year interval as Vice Chair, and continuing throughout the three-year period.

In summary, a prime objective of the newly defined terms of the Chair and Vice Chair is to optimize the quality of the Senate leadership's involvement in shared governance.

**Background Information:**

<table>
<thead>
<tr>
<th>University</th>
<th>Term Details</th>
<th>Selection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA</td>
<td>1 year as Vice Chair – 1 year as chair; outgoing chair is a member of the Executive Council for the following year</td>
<td>Elected</td>
</tr>
<tr>
<td>UCB</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCD</td>
<td>2 years as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCI</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSD</td>
<td>1 year Vice Chair – 1 year as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSF</td>
<td>2 years as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSB</td>
<td>2 years as chair</td>
<td>Elected</td>
</tr>
<tr>
<td>UCSC</td>
<td>2 years as chair</td>
<td>COC appointment</td>
</tr>
<tr>
<td>UCM</td>
<td>1 year as Vice Chair – 1 year as chair</td>
<td>COC appointment</td>
</tr>
</tbody>
</table>

**1 Year Term** - UCLA, UCSB, UCI, UCSD, UCM, UCSB, UCSC

**2 Year Term** - UCD, UCSF, UCM

Endorsed:
CHAPTER 2 BYLAWS - WITH NO CHANGES

2 Officers and the Executive Office (Am 24 May 2005)

2.1 The elected officers of the Division are the Chair, the Vice Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. The Chair of the Division is elected for a two-year term. In case the Chair is unable to complete the term of office, the Vice Chair shall become Chair pro tempore. The Chair pro tempore shall serve out the unexpired term, unless that term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Chair pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

2.2.1 No one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005)

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division. (Am 24 May 2005)

2.2.6 The Chair exercises general supervision of the Executive Office. (Am 24 May 2005)
2.2.7 Unless otherwise specified in these Bylaws or in enabling acts, the Division’s Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.3.1 The Vice Chair shall assume the duties of the Chair in the Chair’s absence or incapacity, and perform such duties as are assigned by the Chair. (Am 22 Oct 73). (Am 24 May 2005)

2.3.2 The Vice Chair shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73) (Am 24 May 2005)

2.3.3 Unless otherwise specified in these Bylaws or in enabling acts, the Division’s Vice Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (En 22 May 2007)

2.4 Divisional Representatives to the Assembly. The number of the Divisional Representatives to the Assembly of the Academic Senate is established by the Academic Council. The Divisional Representatives are elected for two-year staggered terms, and are chosen from other than the Chancellor, Vice Chancellors, Deans, and ex officio members of the Division. If a representative is unable to complete the term of office, the Committee on Committees shall appoint a member of the Division who holds no other offices to fill the unexpired term pro tempore. The Representative pro tempore shall serve out the unexpired term, unless that unexpired term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Representative pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

2.4.1 No one shall serve as a Divisional Representative for more than two consecutive terms, but shall become eligible to serve again after lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.4.2 The Divisional Representatives shall represent the Division in the Assembly of the Academic Senate. They shall report to the Division at its meetings on all matters of business of the Assembly. (Am 24 May 2005)

2.4.3 In the event that any elected Divisional Representative is unable to attend a meeting of the Assembly, the Chair of the Division is authorized to designate an individual to attend that meeting and vote as an alternate to the absent representative. (En 24 Jan 80) (Am 24 May 2005)
2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term in the year alternate with the election of the Chair. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.5.1 The Secretary-Parliamentarian of the Division shall: (1) in the absence of the Chair and Vice Chair, call to order a meeting of the Division and preside for the purpose of electing a Chair pro tempore for that meeting; (2) prepare and distribute the call and minutes of each meeting of the Division; (3) determine and maintain the roll of the membership of the Riverside Division; (4) communicate any action by the Division to members or committees of the Division and to administrative officers affected by it; (5) upon direction from the Chair, refer to the appropriate standing committees questions (including petitions of students) for presentation to the Division; (6) conduct all elections and balloting in the Division; (7) perform the duties of the parliamentarian. (Am 22 Oct 73) (23 Apr 74)(Am 26 May 94) (Am 24 May 2005) (Am 22 May 2007)

2.6 Executive Office. The Executive Office of the Division is under the general supervision of the Chair. It includes such analytical, administrative, and clerical employees as are made available to the Division and its committees. (Am 22 Oct 73) (Am 24 May 2005) (Am 20 Nov 07)

2.6.1 The Executive Office of the Division shall: (1) be the depository of all records of the Division; (2) maintain current files of all reports of standing and special committees submitted to the Division; (3) as far as possible, provide analytical, administrative, and clerical assistance required by standing and special committees; (4) assist in the preparation and distribution of calls and minutes for meetings of the Division, reports of committees, questionnaires, and other materials required in the work of the Division and its committees; (5) maintain complete files of minutes, reports, and agenda of all Divisional committees and of other Senate agencies; (6) establish and maintain files showing (a) current membership of the Riverside Division; (b) Senate and college committee service of each member of the Division; and (c) current membership of all standing and special committees of the Division; (7) generally assist the officers of the Division in the discharge of their duties. (Am 24 May 2005)

2.6.2 All records of the Executive Office, except those concerning matters not to be reported directly to the Division and for good cause held confidential, are open for inspection by any member of the Division (Am 24 May 2005)
COMMITTEE ON RULES AND JURISDICTION
Report to the Riverside Division

To Be Adopted

Proposed Changes to UCR Bylaws:
Chapters 2 Officers and the Executive Office (Am ----)

PRESENT

2. Officers and the Executive Office

2.1 The elected officers of the Division are the Chair, the Vice Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. The Chair of the Division is elected for a two-year term. In case the Chair is unable to complete the term of office, the Vice Chair shall become Chair pro tempore. The Chair pro tempore shall serve out the unexpired term, unless that term is longer than three months. If it is longer, the Secretary-Parliamentarian shall conduct an election for the unexpired term so that the Chair pro tempore serves no longer than three months. The result of this election shall be reported to the members of the Division as soon as it is known. (Am 22 Oct 73) (Am 24 May 2005)

PROPOSED

2. Officers and the Executive Office

2.1 The elected officers of the Division are the Chair, the Vice Chair (Chair Designate), the immediate Past Chair, and the Divisional Representatives to the Assembly of the Academic Senate. Their election is conducted in accordance with the procedure prescribed for elections. The appointed officer of the Division is the Secretary-Parliamentarian. The terms of office begin on September 1 following election or appointment to a normal term of office. (Am 22 Oct 73)(Am 5 Feb 87) (Am 24 May 2005)

2.1.1 No individual may hold two offices of the Division simultaneously. (Am 24 May 2005)

2.2 Chair. On September 1 of each academic year, the prior year's Vice Chair (Chair Designate) of the Division, shall assume the role of Chair and shall serve for one full year. If the Chair is unable to complete the term of office, the Vice Chair (Chair Designate) shall assume the duties of the Chair and serve the remainder of the original Chair's term of office before beginning his/her own full term. If the Vice Chair is not able to replace the Chair, the immediate Past Chair will assume the position of Chair until a new election can be held. (Am--)}
2.2.1 No one shall serve as Chair of the Division for more than two consecutive terms, but shall become eligible to serve again after a lapse of two years following expiration of the second consecutive term. (Am 24 May 2005)

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005)

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of

2.2.1 An individual becomes eligible for election as Vice Chair (Chair Designate) again after a lapse of one year following expiration of a term as the immediate Past Chair. (Am )

2.2.2 The Chair of the Division presides over the meetings of the Division. The Chair is ex officio a member of the Assembly of the Academic Senate and is a member of the Academic Council of the Assembly. (Am 24 May 2005) The Chair will regularly involve the Vice Chair (Chair Designate) in all aspects of Senate business at the Divisional and system-wide levels, except in the unusual case where strict confidentiality may be required.

2.2.3 The Chair is responsible for coordinating the work of all standing and special committees of the Division. Except when a Divisional committee or subcommittee is considering matters not to be reported directly to the Division, the Chair may attend the meetings of any such committee or subcommittee and may participate in its deliberations without vote unless he or she is a member of such committee. The Chair may present in person or in writing any matters he or she believes should be brought before a committee and call to its attention materials that may be useful to it. (Am 24 May 2005)

2.2.4 The Chair shall determine initially whether any action considered by the Division is solely of Divisional concern. Such decisions may be appealed to the Division. (Am 24 May 2005)

2.2.5 The Chair submits annually a budget request for the work of the Division, its committees, and the Executive Office of the Division; supervises the expenditure of appropriations that may be made; and
appropriations that may be made; and reports annually to the Division on the work of the Executive Office together with any proposals for improvement of its operation which require action by the Division. (Am 24 May 2005)

2.2.6 The Chair exercises general supervision of the Executive Office. (Am 24 May 2005)

2.3 Vice Chair. The Vice Chair of the Division is elected for a one-year term. In case the Vice Chair is unable to complete the term of office, the Committee on Committees shall appoint a Vice Chair for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.3 Vice Chair (Chair Designate). The Vice Chair (Chair Designate) of the Division is elected to serve a one-year term as Vice Chair (Chair Designate) and will automatically progress into a one-year term as Chair, followed by a one-year term as Immediate Past Chair. If the Vice Chair (Chair Designate) is unable to complete the term of office, or if the Vice Chair (Chair Designate) assumes the position of Chair due to a prior Chair's inability to complete a term, the Secretary-Parliamentarian shall hold an election for the unexpired term as soon as practical. (Am _)

2.3.1 The Vice Chair shall assume the duties of the Chair in the Chair’s absence or incapacity, and perform such duties as are assigned by the Chair. (Am 22 Oct 73). (Am 24 May 2005)

2.3.1 The Vice Chair (Chair Designate) shall assume the duties of the Chair in the Chair’s absence or incapacity and perform such duties as requested by the Chair. (Am 22 Oct 73). (Am 24 May 2005) (Am _)

2.3.2 The Vice Chair shall represent the Chair at those meetings of the Academic Council and of the Assembly of the Academic Senate that the Chair is unable to attend. (Am 22 Oct 73) (Am 24 May 2005)

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2.3.3 Unless otherwise specified in these Bylaws or in enabling acts, the Division's Vice Chair shall be chosen from other than the President of the University, the Chancellor at Riverside, the University Librarian, the Registrar, any Vice Chancellor, Associate Chancellor, Associate or Assistant Vice Chancellor, any
any Dean, Associate or Assistant Dean, any Provost, any department chair or a program director of an ORU or MRU. (Am _)

2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term in the year alternate with the election of the Chair. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.5 Secretary-Parliamentarian. The Secretary-Parliamentarian of the Division is appointed by the Committee on Committees for a two-year term. In case the Secretary-Parliamentarian is unable to complete the term of office, the Committee on Committees shall appoint a Secretary-Parliamentarian for the unexpired term. (Am 22 Oct 73) (Am 24 May 2005)

2.6 The immediate Past Chair will provide institutional memory and consultation to the Chair, Vice Chair (Chair Designate), and the Executive Council. She/he will serve on additional committees at the request of the Chair and/or Executive Council, and will serve as Vice Chair in the Vice Chair’s absence.

2.7 In order to transition from the current Bylaw 2 and its subsections to Bylaw 2 as proposed, the Committee on Committees will, on a one-time only basis, appoint a UCR faculty member with appropriate Senate experience to serve as Senate Chair from September 1, 2010 to August 31, 2011. Also the Committee on Committees will appoint a UCR faculty member who has previously served as Chair to the position of immediate Past Chair to serve from September 1, 2010 to August 31 2011. These appointments shall be made in consultation with the Executive Council and will occur by May 30, 2010. This enabling Bylaw 2.7 shall be rescinded as soon as the action it requires is completed.
JUSTIFICATION

The prime objective of the newly defined terms of the Chair and Vice Chair, and the addition of the position of Immediate Past Chair, is to optimize the quality of the Senate leadership's involvement in the University's shared governance by providing for greater continuity and preservation of institutional memory.

The Divisional Chair is the primary shared governance interface for the faculty and Senate with the UCR Senior Administration team, which includes the Chancellor, the EVC/Provost, all Deans, and other senior administrators (the Vice Chancellors and Vice Provosts for Research, Development, Budget, Student Affairs, Undergraduate Education, and Academic Affairs). The Divisional Chair also serves as the UCR representative to the system-wide Senate Academic Council. It is crucial for UCR's representation (and vote) on the Academic Council to be fully knowledgeable and engaged from the very first meeting of the Academic Council in September. These essential working relationships, and the knowledge required to fulfill expectations of Senate leadership, are best developed over time, beginning during the first-year interval as Vice Chair, and continuing throughout the three-year period.

Approved by Executive Council: Date
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: Date
COMMITTEE ON RULES AND JURISDICTION
Report to the Riverside Division

To Be Adopted

Proposed Changes to UCR Bylaws:

Proposed Changes to Bylaw 3.2 - Meetings, Call and Minutes

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>PROPOSED</th>
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<tr>
<td><strong>3.2. Special Meeting.</strong> A special meeting of the Division may be called at any time during the academic year by the President of the Academic Senate or by the Chair of the Division. Upon written request of ten voting members, a special meeting must be called by the Chair of the Division or, in case of the Chair’s absence or disability, by the Vice Chair. (Am 22 Oct 73) (Am 24 May 2005)</td>
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</tr>
</tbody>
</table>
Justification:

If the proposal is approved, then Bylaw 3.2 has to be revised to take note of the new designations.

Approved by Executive Council: Date
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: Date
COMMITTEE ON RULES AND JURISDICTION
Report to the Riverside Division

To Be Adopted

Proposed Changes to UCR Bylaws:
Proposed Changes to Bylaw - 8.5 Executive Council

**PRESENT**

8.5.1 This committee consists of the Chair of the Division, who is also Chair of this committee, the Vice Chair, the Secretary-Parliamentarian, the senior representative to the Assembly, the Chairs of the Committee on Academic Computing and Information Technology, Committee on Academic Personnel, the Committee on Committees, the Committee on Educational Policy, the Committee on Faculty Welfare, the Graduate Council, the Committee on Planning and Budget, the Committee on Physical Resources Planning, the Committee on Research, the Undergraduate Council, the Committee on Preparatory Education, the Committee on Diversity and Equal Opportunity and the Executive Committees of the colleges and schools at Riverside. (Am 8 Jun 78)(Am 5 Nov 87)(Am 27 May 93)(Am 9 Feb 95)(Am 29 May 97)(Am 5 Feb 98) (Am 21 Feb 06)(Am 30 May 06)

**PROPOSED**

8.5.1 This committee consists of the Chair of the Division, who is also Chair of this committee, Vice Chair (Chair Designate), the immediate Past Chair, the Secretary-Parliamentarian, the senior representative to the Assembly, the Chairs of the Committee on Academic Computing and Information Technology, Committee on Academic Personnel, the Committee on Committees, the Committee on Educational Policy, the Committee on Faculty Welfare, the Graduate Council, the Committee on Planning and Budget, the Committee on Physical Resources Planning, the Committee on Research, the Undergraduate Council, the Committee on Preparatory Education, the Committee on Diversity and Equal Opportunity and the Executive Committees of the colleges and schools at Riverside. (Am 8 Jun 78)(Am 5 Nov 87)(Am 27 May 93)(Am 9 Feb 95)(Am 29 May 97)(Am 5 Feb 98) (Am 21 Feb 06)(Am 30 May 06)

**Justification:**
If the proposal is approved, then Bylaw 8.5 has to be revised.

**Endorsed by Executive Council:**

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: **Date**
Hi Sellyna:

Attached is the proposal that R & J reviewed for the February 8, 2010 Executive Council meeting. It is R & J's understanding that after the comments have been received from the various committees and reviewed at Council and if there are significant changes, it will be returned to R & J for further review and then onto the Division.

Thanks, Sue

Sue Stracener
Senior Analyst
Academic Senate
232 University Office Bldg.
Riverside, CA 92521
951 827-5530
Fax 951 827-5545
susan.stracener@ucr.edu
At its January 19, 2010 meeting, the Committee on Research discussed the proposed changes in procedures for election of the UCR Division Senate Leadership and had no strong objections to the proposed changes.
January 28, 2010

TO: Anthony Norman, Chair
    Riverside Division

FR: Steve Axelrod, Chair
    Committee on Preparatory Education

RE: Proposed Changes In Procedures For Election

The Committee on Preparatory Education discussed the proposed changes in the election of Division leaders at its meeting of 1/27/10. Some members expressed enthusiasm, while others expressed concerns.

The Committee was unanimous in not liking the idea of the COC choosing a Division Chair for 2010-2011. In our view, this would sow distrust. We much prefer an election.

Some members were familiar with the kind of system proposed from their experience in professional societies. These members thought the system worked very well in that context. One member wondered what UCLA’s experience with such a system has been.

Several members saw as a major downside the lack of a 2-year term for the chair. These members thought that a chair learned the ropes and became more effective in the second year, especially in dealing with systemwide issues.

Several members worried that the Chair and Vice Chair might not get along, as has been true of chairs and vice chairs in the past. No effective training could be expected to take place in such a circumstance. One member put the issue positively: close cooperation between the Chair and Vice Chair is essential.

One member expressed concern about keeping the former Chair as a voting member, rather than an ex officio one, of the Executive Committee. This member felt that the proposed arrangement gave too many votes to the elected leadership.

One member said that according to Bylaw 8.5.3 a proposal such as the present one must come from a faculty member, not the chair of the Riverside Division.

In sum, the Prep Ed Committee is open to the idea of the change, but many members expressed concern about one aspect of the proposal or another.
February 2, 2010

TO: Anthony W. Norman, Chair
Academic Senate, Riverside Division

FROM: John Baez, Chair
Committee on Library and Scholarly Communications

RE: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

At its recent meeting on February 1, 2010, the Committee on Library and Scholarly Communication discussed the proposed changes in procedures for election of the UCR Division Senate leadership positions.

The committee was supportive of the proposal but feels the positions of Chair and Immediate Past Chair for the 2010-11 transition period should be elected, not appointed by the Committee on Committees.
Committee on Charges

February 3, 2010

To: Anthony W. Norman
   Chair, Riverside Division Academic Senate

Fr: Darleen DeMason
    Chair, Committee on Charges

Re: Proposed Changes in Procedures for Election of the UCR Division Senate

The membership of the Committee on Charges supports the changes in leadership proposed. In fact many academic societies have a similar leadership process to ensure continuity. However, we do not support the suggestion that the Senate Chair and Chair Designate be appointed by the Committee on Committees in the interim. The Riverside campus has a long tradition of Democratic selection of Senate officers. This year, the transition year, is a normal year for electing a Chair and Vice Chair. We should use the normal election process to elect a Chair (who will go on to become Past Chair) and a Chair Designate, who will assume the new tenure of offices.
January 22, 2010

TO:    A. W. NORMAN, CHAIR
       RIVERSIDE DIVISION

FR:    C. W. GAILEY, CHAIR
       COMMITTEE ON COMMITTEES

RE:    PROPOSED CHANGES IN PROCEDURES FOR ELECTION OF THE
       UCR DIVISION SENATE LEADERSHIP POSITIONS

The Committee on Committees discussed the above referenced proposal and
submits the results of their discussion below.

1. The Committee on Committees supports a position where the Immediate
   Past Chair would not serve on the Executive Council, nor have a vote.
   The COC is concerned that should disagreements exist between the
   Immediate Past Chair and the current Chair, the latter’s job would be
   made more difficult.

2. The COC urges that an election be held for both the Chair and the Vice-
   Chair in this first year only.

3. The COC finds no problem with leaving the position of Immediate Past
   Char vacant for the first year, rather than taking the unprecedented step of
   appointing someone.
January 29, 2010

TO: ANTHONY W. NORMAN, CHAIR
RIVERSIDE DIVISION

FM: DANIEL HARE, CHAIR
FACULTY WELFARE COMMITTEE

RE: CFW response on election bylaw changes

The Committee on Faculty Welfare met on January 29, 2010 and approved the changes in Bylaw 2 concerning the election of the Divisional Chair and Vice-Chair with the following recommendations:

The Committee recommends that the language in Section 2.7 for the Committee on Committees to appoint the Divisional Chair and the immediate Past Chair for 2010-2011 be removed. The Committee recommends that the Divisional Chair for 2010-2011 also be elected at the same time as the Divisional Vice Chair for a one-year term, and the immediate Past Chair for 2010-2011 will be the Divisional Chair for 2009-2010.
February 3, 2010

TO: Anthony W. Norman, Chair
    Academic Senate, Riverside Division

FROM: Anthony Huang, Chair
      Committee on Scholarships & Honors

RE: Response to Proposed Changes in Procedures for Election of the
    UCR Division Senate Leadership Positions

The committee on Scholarships and Honors discussed this proposal via email and
supports the proposal.
January 30, 2010

TO: Anthony Norman
Chair, Riverside Division

FM: Carol J. Lovatt
Chair, UCR Academic Senate Planning and Budget

RE: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

At their meeting on January 27, 2010, the members of Planning and Budget reviewed the three proposed changes in the bylaws for election of the Senate leadership positions and the justification for the proposed changes.

The members of P&B were in general supportive of the position of Vice Chair (Chair Designate). However, there was considerable discussion about the role of the immediate Past Chair and the need to make this position a formal one. There was concern among P&B members that the Past Chair might over shadow or create conflict with the Chair. Conversely, others believed that the nature of the leaders we elect and the oversight of the members of the Executive Council would preclude this from happening.

P&B members unanimously voted in favor of all proposed changes to the bylaws (2.1, 2.2, 2.2.1, 2.2.2, 2.3, 2.3.1, 2.3.2, 2.3.3, 2.5 and new bylaw 2.6), with the exception of bylaw 2.7. Members of P&B were unanimously opposed to the proposed new bylaw 2.7.

Members of P&B saw no reason to deviate from the Spring 2010 scheduled election of the Chair of the UCR Division (final election of Chair) at the same time we elect the first Vice Chair (Chair Designate) and initiate the new procedures for electing the Senate leadership positions. Having the Committee on Committees name the Division Chair disenfranchises the faculty and creates unnecessary controversy. With the election of the final Chair, the progression of Chair to immediate Past Chair should also be established. Thus, in Spring 2010, faculty would elect the Division Chair for 2010-2011 (immediate Past Chair Designate 2011-2012) and the Vice Chair 2010-2011 (Chair Designate 2011-2012 and Past Chair Designate 2012-2013).
February 4, 2010

TO:    A. W. NORMAN, CHAIR
       RIVERSIDE DIVISION

FR:    L. MUELLER, CHAIR
       COMMITTEE ON ACADEMIC COMPUTING AND INFORMATION
       TECHNOLOGY

RE:    Proposed Changes in Procedures for Election of the UCR Division Senate
       Leadership Positions

The Committee on Academic Computing and Information Technology
discussed the proposal and chose not to opine.
JANUARY 26, 2010

TO: ANTHONY W. NORMAN, CHAIR
    RIVERSIDE DIVISION

FM: V.L. NYITRAY, CHAIR
    UNDERGRADUATE ADMISSIONS COMMITTEE

RE: PROPOSED CHANGES IN PROCEDURES FOR ELECTION OF THE
    UCR DIVISION SENATE LEADERSHIP POSITIONS

At its January 26, 2010 meeting, the Undergraduate Admissions Committee
discussed the proposed changes in procedures for election of the UCR Division
Senate leadership positions. The committee unanimously approved the
proposal.
To: Anthony W. Norman  
Chair, Riverside Division Academic Senate  

Fr: Teodor Przymusinski  
Chair, Committee on Privilege and Tenure  

Re: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership  

The Committee on Privilege and Tenure reviewed the three proposed bylaw changes and unanimously states the following:  

- Overall, we strongly support the idea of providing continuity and institutional memory into the system. The current bylaws are very deficient in these two respects.  
- Our only objections relate to item #3:  
  - We believe that the Chair of the Division should always be elected rather than appointed and this should apply as well to the next, 2010-2011 Chair.  
  - Similarly, the current Chair should serve as the Immediate Past Chair next year instead of someone being appointed for that post.
February 3, 2010

TO: A. W. NORMAN, CHAIR
RIVERSIDE DIVISION

FR: T. SHAPIRO, CHAIR
COMMITTEE ON COURSES

RE: PROPOSED CHANGES IN PROCEDURES FOR ELECTION OF THE
UCR DIVISION SENATE LEADERSHIP POSITIONS

The Committee on Courses has reviewed the proposal to change the terms and
duties of the Senate leadership and we unanimously support the changes.
February 3, 2010

To: Anthony Norman  
Chair, Riverside Division Academic Senate

Fr: John Trumble  
Chair, Committee on Academic Personnel

Re: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

CAP supports the proposed bylaw changes in procedures for election of UCR Division Senate leadership positions.
To: Anthony W. Norman, Chair of the Academic Senate

From: Ameae M. Walker, Chair Executive Committee, Biomedical Sciences

Re: proposed changes in Procedures for Election of the UCR Division Senate Leadership Positions

The Biomedical Sciences Executive Committee members considered the proposed changes. The Committee is in favor and sees no problems with the major change allowing that the process by which one becomes Chair of the Academic Senate is through election of an individual who will serve as Vice Chair their first year (working closely with the chair), Chair their second year, and Past Chair their third year (as happens already at several UC campuses). However, the Committee has concerns about the transition plan for phasing this in. As written, the Committee on Committees would appoint the Interim one-year Chair from a slate of experienced candidates, while election will be for the Vice Chair (who will become Chair the following year). It is the Committee’s opinion that the one-year Interim Chair should also be elected. This could be accomplished by a joint ballot, one for Interim Chair (who will become past Chair), and one to elect the next Vice Chair. On this campus, the Academic Senate Chair is an elected position. By changing that premise, no matter how exigent, Senate membership may perceive the move as manipulation of the system. Given the current atmosphere on campus in regard to Academic Senate matters, this would not be a good perception. A double election would require a call for nominations for those to serve either as Interim or as Vice Chair then Chair. Presumably, any experienced past chairs who are willing to serve as the Interim will be nominated. If we end up electing someone as Interim Chair who has not previously served, we will be no worse off than we have been after previous elections.
February 1, 2010

To: Anthony W. Norman  
Chair, Academic Senate, Riverside Division

From: Marylynn V. Yates  
Chair

RE: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions; January 8, 2010

The CNAS Executive Committee discussed the January 8, 2010 proposal to change the procedures for election of Senate leadership positions at UCR at its meeting on January 19, 2010.

Before commenting on the specifics of the proposal, the Committee would like to note the following:

1) The proposal as submitted for review to the Senate Committees was not, as stated in the cover memo, “reviewed and endorsed by the Executive Council”. While this issue was discussed by the Executive Council at its November 9, 2009 meeting, and the general concept received generally favorable responses, the Executive Council did not have a copy of the January 8, 2010 proposal to review; the Executive Council had a table of the practices followed at other campuses provided to them for their review.

2) Upon examination of the UCR Division Academic Senate By-laws (By-Laws 8.5.2 and 8.5.3), it does not appear that it is within the powers of the Executive Council to recommend a change in the procedures for election of Senate leadership positions. Per Bylaw 8.5.2, “The Executive Council has only the powers enumerated in these bylaws. It advises the Chancellor of the Riverside campus, and it advises the Chair of the Division in his/her exercise of responsibility to coordinate the work of all standing and special committees of the Division, to submit the budget for the work of the Division, and to prepare the annual report of the work of the Division office. It further advises the Division's representatives to the Assembly and to Senate committees.(Am 20 Nov 07)”. Per By-Law 8.5.3, “At the request of the Faculty of a school or college and with the advice of the appropriate Divisional committees, this committee may act upon courses, curricula, and legislation.”

Notwithstanding the above two issues, the CNAS Executive Committee was generally in favor of the concept of changing the election procedures so that the individual elected to
the position of Vice Chair would serve one year in that position, serve as the Chair the next year, and serve as Immediate Past Chair in the third year. We have some concerns about some specific aspects of the proposal, which are enumerated below.

1) The Executive Committee is opposed to the granting of a full membership and voting position on the Executive Council to the Immediate Past Chair. While this position would be valuable as an institutional memory, there is no need for that individual to have voting rights. Indeed, it would result in an imbalance of representation within the Executive Council and potentially set a precedent whereby immediate past chairs of all Senate committees would have a vote on the Executive Council. It would also unduly empower the office of Chair to call Emergency Meetings, since Bylaw 3.3 states that the Chair and two members of the Executive Council may call an Emergency Meeting.

2) The Executive Committee is opposed to the proposed mechanism for appointing the Division Chair for 2010-2011.

3) The Executive Committee is opposed to the proposed mechanism for appointing the Immediate Past Chair for 2010-2011.

4) The Executive Committee feels that it is important that there be a provision and procedure to effect the removal of the Vice Chair before s/he automatically succeeds to the position of Chair.

To address these concerns, the CNAS Executive Committee makes the following recommendations:

1) **The Immediate Past Chair be an ex officio member of the Executive Council, without voting rights.**

2) **An election for the position of Chair, to be held for the 2010-2011 year, take place at the same time as the election for the Vice Chair (who would serve as Vice Chair for 2010-2011, Chair for 2011-2012, and Immediate Past Chair for 2012-2013). The Chair would become the Immediate Past Chair for 2011-2012.**

3) **An election for the position of Immediate Past Chair for 2010-2011 take place at the same time as the election for the Chair and Vice Chair.**

4) **The Committee on Rules and Jurisdiction should prepare language for a by-law that would describe the procedures for removal of an elected official.**
February 2, 2010

TO: Anthony W. Norman, Chair
   Academic Senate, Riverside Division

FROM: Yang Ye, Chair
       Committee on International Education (CIE)

RE: CIE Response to Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

At its recent meeting on January 27, 2010, the Committee on International Education (CIE) discussed the proposed changes in procedures for election of the UCR Division Senate leadership positions.

While the committee was in general supportive of the proposal, some members wondered if any of the past Senate Chairs had been consulted about the proposed changes, more specifically on the issue whether they would have still been willing to serve as the Chair if they knew it would be a 3-year commitment (including the Past Chair position).

The committee had some reservation about having four votes (Chair, Vice Chair, Secretary-Parliamentarian and now the Past Chair) on the Executive Council and its effect in the case of voting on potentially controversial decisions. To solve the problem, the committee made the suggestion of making the Past Chair an *ex officio* non-voting member on the Executive Council.
February 3, 2010

TO: ANTHONY NORMAN, CHAIR
    RIVERSIDE DIVISION

FR: JOSE WUDKA, CHAIR
    COMMITTEE ON EDUCATIONAL POLICY

RE: PROPOSED CHANGES IN PROCEDURES FOR ELECTION OF THE UCR
    DIVISION SENATE LEADERSHIP POSITIONS

The Committee on Educational Policy discussed the Proposal to Change the Procedures for
Election of the UCR Division Senate Leadership at its meeting on January 29. The Committee
voted to oppose (0 Yes, 11 No, 0 Abstain) the proposed changes, except for the proposed
involvement of the Past Chair.

Our committee saw merit in the historical perspective and internal memory the Past Chair could
provide at Executive Council. However, we did not see the value of a Vice Chair in training;
especially we did not see that this paradigm would insure that the Chair entered into her/his
position “fully knowledgeable and engaged”. Specifically, the Vice Chair will not be present at
Academic Council, and it is unclear what involvement would the Vice-Chair have in Division-
wide training (such as the Chancellor’s Cabinet). In such activities it appears that the education
of the Vice-Chair would be left to the willingness of the current Chair. And even when the
current Chair does take it upon his/herself to educate the Vice-Chair, the effectiveness of such
education would depend greatly on the personalities of the persons involved.

It was then the opinion of the CEP that the proposed system would weaken the position of UCR
at the Academic Council, and that of the Senate with the UCR Administration. This can be
especially damaging in the present economic crisis, and with a newly hired Chancellor and a still
to be selected EVC-Provost.

In addition, the CEP was concerned that the proposed 3 year term may be too long a commitment
(VC 1 year, Chair 1 year, and Past Chair 1 year), which might discourage faculty from serving in
these positions.

A member not present on the meeting also supports the above conclusions.
February 4, 2010

TO: A. W. NORMAN, CHAIR
    RIVERSIDE DIVISION

FR: M. CHAUDET, CHAIR
    COMMITTEE ON UNIVERSITY EXTENSION

RE: Proposed Changes in Procedures for Election of the UCR Division Senate Leadership Positions

The Committee on University Extension discussed the proposal and chose not to opine.
February 3rd, 2010

To: Tony Norman, Chair  
UCR Division of the Academic Senate

From: Manuela Martins-Green, Chair  
CODEO

RE: Proposed changes in procedures for election of the UCR Division Senate Leadership Positions

CODEO has considered your request to evaluate the proposed changes in the process for electing the Chair and Vice Chair of the Division. To do so, we examined a series of pros and cons concerning the current system (Chair elected for 2 years; Vice Chair elected for 1 year) and the proposed system (Vice Chair elected for a 3-year commitment and progresses through Vice Chair, Chair and Past Chair).

One might say that there is an advantage in the continuity that would be provided by the proposed new system. However, it would require a 3-year commitment, only one of which would be as Chair whereas the current system requires only a 2-year commitment, both as Chair. The latter can be a major advantage for UCR to establish statewide leadership because serving on the Academic Council for 2 years provides a strong presence and enhances the opportunity to be elected Chair of the Council the following year. A look at the recent chairs shows that they have come primarily from campuses with 2-year Chairs.

Although the argument for greater continuity with the proposed new system can be made, a counter argument is that a 2-year Chair has greater opportunity to make changes and has more leverage with the administration. A 1-year Chair has less leverage from beginning to end.

As a consequent of these discussions, CODEO, by majority, has decided that the current system suits UCR better at the present time. However, we do feel that the major change that needs to occur relates to the way we run the elections for our Chair of the Senate. We would like to take this opportunity to request that appropriate changes to the bylaws be made to enhance the process of electing the Chair of the Senate. We should have a process in which Chair candidates truly run for the office and in which there are public presentations by the candidates, outlining their reasons for running and their goals for their Senate if they are elected. Nominations could be facilitated by COC creating a nominating committee that would secure some candidates but anyone would be free to declare candidacy.
### Changes to Bylaws 3.3, 3.6, 3.7, 6.2 and 7.3.1

| 3.3. | **Emergency Meeting.** An emergency meeting may be called by the Chair of the Division and two members of the Executive Council. The call to an emergency meeting must be communicated to the members of the Division at least two calendar days of prior to the meeting and shall contain the time, place, and purpose of the meeting. Materials, if any, relevant to the purpose of the meeting must be distributed at least two hours prior to the meeting. In the event of the absence or disability of the Chair, the Vice Chair and two members of the Executive Council may act to call an emergency meeting. The order of business shall be that for a special meeting. Legislation cannot be enacted nor modified at an emergency meeting. (Am 23 Apr 74) (Am 24 May 2005) (Am 20 Nov 07) |
| 3.3. | **Emergency Meeting.** An emergency meeting may be called by the Chair of the Division and two members of the Executive Council. The call to an emergency meeting must be communicated to the members of the Division at least two calendar days of prior to the meeting and shall contain the time, place, and purpose of the meeting. Materials, if any, relevant to the purpose of the meeting must be distributed at least two hours prior to the meeting. In the event of the absence or disability of the Chair, the Vice Chair and two members of the Executive Council may act to call an emergency meeting. The order of business shall be that for a special meeting. Legislation cannot be enacted nor modified at an emergency meeting. (Am 23 Apr 74) (Am 24 May 2005) (Am 20 Nov 07) |
| 3.6 | **Call for a Meeting.** At least five calendar days before every regular and special meeting, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the call, agenda, and all documents pertaining to the agenda. (Am 10/22/73) (Am 5/26/94) (Am 24 May 2005) |
| 3.6 | **Call for a Meeting.** At least five calendar days before every regular and special meeting, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315(B) information about how to obtain a full printed or electronic copy of the call, agenda, and all documents pertaining to the agenda. (Am 10/22/73) (Am 5/26/94) (Am 24 May 2005) |
| 3.7 | **Minutes.** Within thirty days after every meeting of the Division, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315 (B) information about how to obtain a full printed or electronic copy of the minutes. (Am 10/22/73) (Am 5/26/94) (Am 24 May 2005) |
| 3.7 | **Minutes.** Within thirty days after every meeting of the Division, the Secretary-Parliamentarian shall make available to every member of the Division and to the agencies specified in Academic Senate Bylaw 315 (B) information about how to obtain a full printed or electronic copy of the minutes. (Am 10/22/73) (Am 5/26/94) (Am 24 May 2005) |
### 6.2 Due Notice

No legislation may be enacted, modified, or repealed, or matters of policy considered except those of an emergency nature (see 3.3) at any meeting without written notice distributed to every member of the Division at least five days of instruction before the meeting at which action is to be taken. (Am 23 Apr 74) (Am 24 May 2005)

### 7.3.1

If in a meeting of the Division or a Faculty a measure is put to mail or electronic ballot, within ten days of instruction after the meeting the Secretary-Parliamentarian shall prepare and mail or provide electronically to each voter a ballot containing all appropriate texts and a brief summary of such arguments as have been submitted within five days of instruction after the meeting. The ballot will also specify the time and place for counting the ballots, so that any member of the Division shall be able to attend and observe. The voting shall be conducted as described in Bylaws 7.2.4.1 or 7.2.4.2. All ballots received within twenty days of instruction of the meeting shall be counted by the Secretary-Parliamentarian with the assistance of the Executive Office within thirty days of instruction of the meeting. The Secretary-Parliamentarian shall announce the number of votes cast for and against the measure, as well as the number of invalid votes, at the next meeting of the Division, or earlier if so instructed. (Am 24 May 2005)

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**Justification:**

The current Bylaws phrasing of time intervals and dates in terms of “days of instruction” may inhibit the Senate’s ability to act in a timely manner. The use of “days of instruction” is left from an earlier era of paper ballots and “snail mail age”. This was made quite apparent with the recent mail ballot on resolutions proposed at the December 1 Senate meeting, where the voting could not be concluded until the last days of January. In several places (e.g., all sections of...
Bylaw 7 except 7.3.1) currently legislate time intervals in terms of “calendar days”. The proposed Bylaw changes make this uniform: If approved, all mention of time intervals in the Bylaws would be expressed in terms of “days” rather than days of instruction. In 3.3, 3.6, 3.7, and 6.2, the proposed changes do reduce the minimal amount of time required to provide advance notice for meetings and providing due notice, and, also shortens deadlines for making the minutes available. In the case of Bylaw 3.6, this brings the UCR bylaws into conformity with the Systemwide Bylaw 315(B).

The change to 7.3.1 potentially shortens the interval for providing arguments in support or opposition to mail ballot; thus allocating five calendar days to the Secretary/Parliamentarian for the final preparation of the ballot, permits the election process to be shortened if the full interval is not needed. The 14 day voting period is that specified in the Systemwide Senate Bylaw 95.

Given the rapid communication enabled by electronic communications and balloting procedures, these shortened timelines are fully feasible. The very short two calendar day notice for emergency meetings is the change that might provide the tightest deadline. It is important to observe that this is the minimum—a longer interval could be used; and such meetings have not been called in recent memory.

Endorsed by the Executive Council: _________________________
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: _______________
THE UCR STRATEGIC PLANNING REPORT
Proposed Process for Review by the Academic Senate
February 4, 2010

This message is to all members of our Senate Executive Council. As you are likely aware EVC Rabenstein is ‘charged’ by our Chancellor to carry out creation of a new UCR Strategic Planning exercise that is titled UCR 2020: The Path to Preeminence. A statement of what the Planning exercise will accomplish is listed on the following website URL http://strategicplan.ucr.edu/ A key component of the process is that the UCR Strategic Plan could undergo review by the Senate in a fashion much like the UCR School of Medicine Proposal did two years ago. It is also important to realize that the UCR Strategic Plan is intended to be a living document that will be modified over time.

This document presents to the Executive Council a rough plan of how the Senate Committees + Executive Council might carry out this process. The following three pages describe a plan whereby selected Senate committees would have responsibilities from March through June to engage in a review process of several drafts of UCR’s Strategic

**Background:**

The UCR Strategic Planning Process involves nine committees; see Table 1 below. Each Committee has a Chair and Vice Chair and about 13 members drawn from the faculty, staff and community. The full membership of each Committee is available at the following website: http://strategicplan.ucr.edu/

Each of the subcommittees has written a position paper for their assigned topic(s); these will be available for review by the Senate committees. In addition, a writing committee will have DRAFT #1 of the proposed UCR Strategic Plan available by March 1. It is anticipated that this document will go through three iterations by the end of June. Further review will continue over the summer and in the fall quarter of 2020/2011. Also Chancellor White will be presenting UCR’s Strategic Plan to the September meeting of the Regents.

**TABLE 1**

- **Steering Committee** Chair EVC Rabenstein, Vice Chair Tony Norman
- **Academic Excellence** Chair Chancellor White, Vice Chair Steven Brint (CHASS Assoc Dean; Sociology)
- **Excellence in Research and Creative Activity** Chair Jerome Schwartz (Bioengineering), Vice Chair John Anderson (Psychology)
- **Excellence in the Delivery of Graduate Education** Chair Christine Chiarello (Psychology), Vice Chair Ken Baerenklau (Environmental Sciences)
- **Excellence in the Delivery of Undergraduate Education** Neal Schiller (Biomedical Sciences), Vice Chair Victor Zorden (Computer Sciences, Engineering)
- **Advancement Subcommittee** Chair VC for Development Peter Hayashida
- **Resources, Budget Planning and Infrastructure** Chair Jay Farrell (Electrical Engineering), Vice Chair Mary Gauvain (Psychology)
- **Campus Climate and Community** Chair Yolanda Moses (Assoc VC, Conflict Resolution), Veronica Ruiz (Chair, Staff Assembly)
- **Community Engagement** Chair Sharon Duffy (Acting Dean UNEX), Vice Chair Lars Walton, Director Office of Advocacy & Governmental Relations.
## Table 2: UCR Strategic Planning Process Committees

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Chair</th>
<th>Title/Dept</th>
<th>Vice Chair</th>
<th>Title/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering Committee</td>
<td>Dallas Rabenstein</td>
<td>EVC</td>
<td>Tony Norman</td>
<td>Chair, Academic Senate</td>
</tr>
<tr>
<td>Academic Excellence</td>
<td>Tim White</td>
<td>Chancellor</td>
<td>Steve Brint</td>
<td>CHASS Associate Dean, Sociology</td>
</tr>
<tr>
<td>Excellence in Research and Creative Activity</td>
<td>Jerome Schwartz</td>
<td>Bioengineering</td>
<td>John Anderson</td>
<td>Psychology</td>
</tr>
<tr>
<td>Excellence in the Delivery of Graduate Education</td>
<td>Christine Ciarello</td>
<td>Psychology</td>
<td>Ken Baerenklau</td>
<td>Environmental Sciences</td>
</tr>
<tr>
<td>Excellence in the Delivery of Undergraduate Education</td>
<td>Neal Schiller</td>
<td>Biomedical Sciences</td>
<td>Victor Zordan</td>
<td>Computer Sciences</td>
</tr>
<tr>
<td>Advancement</td>
<td>Peter Hayashida</td>
<td>VC Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources, Budget Planning and Infrastructure</td>
<td>Jay Farrell</td>
<td>Electrical Engineering</td>
<td>Mary Gauvain</td>
<td>Psychology</td>
</tr>
<tr>
<td>Campus Climate and Community</td>
<td>Yolanda Moses</td>
<td>AVC for Conflict Resolution</td>
<td>Veronica Ruiz</td>
<td>Chair, Staff Assembly</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Sharon Duffy</td>
<td>Acting Dean, UNEX</td>
<td>Lars Walton</td>
<td>Director, Office of Advocacy &amp; Govt Relations</td>
</tr>
</tbody>
</table>

### Profile of Composition of Strategic Planning Committees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCR Faculty serving on both Strategic Planning Committee (SPC) and Senate Committees</td>
<td>47</td>
<td>34.60%</td>
</tr>
<tr>
<td>UCR Faculty only serving on SPC</td>
<td>44</td>
<td>32.40%</td>
</tr>
<tr>
<td>Non-faculty serving on SPC</td>
<td>45</td>
<td>33.10%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>136</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>
### Table 3: Timeline for Senate Feedback on Strategic Planning Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Body</th>
<th>Event</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/22</td>
<td>Strategic Planning subcommittees</td>
<td>Due date for subcommittee reports to SPSC</td>
<td>Submit reports to Strategic Planning Steering Committee (SPSC)</td>
</tr>
<tr>
<td>3/1</td>
<td>Strategic Planning Steering Committee (SPSC)</td>
<td>Due date for Senate to receive Draft 1 from SPSC</td>
<td>Draft 1 and SP subcommittees are distributed to Senate committees for review; review of Draft 1 to be completed by 3/31</td>
</tr>
<tr>
<td>3/31</td>
<td>Senate committees</td>
<td>Due date for Senate committee reports on Draft 1 to Senate Chair</td>
<td>Complete committee opining on Draft 1 and submit to Senate Chair</td>
</tr>
<tr>
<td>4/19</td>
<td>Strategic Planning Steering Committee</td>
<td>Due date for Senate to receive Draft 2 from SPSC</td>
<td>Draft 2 is distributed to Senate committees for review; review of Draft 2 to be completed by 5/31</td>
</tr>
<tr>
<td>5/31</td>
<td>Senate committees</td>
<td>Due date for Senate committee reports on Draft 2 to Senate Chair</td>
<td>Finalize committee opining on Draft 2 and prepare written report for Senate Chair</td>
</tr>
<tr>
<td>6/4</td>
<td>Strategic Planning Steering Committee</td>
<td>Due date for Senate to receive Draft 3 from SPSC</td>
<td>Draft 3 is distributed to Senate committees for review; review of Draft 3 to be completed by 6/30</td>
</tr>
<tr>
<td>9/1 - 9/20/2010</td>
<td>Strategic Planning Steering Committee</td>
<td>Due date for final Strategic Plan</td>
<td>Announce Plan to Campus; Chancellor reports to Regents</td>
</tr>
</tbody>
</table>
## Table 4: Review of Strategic Planning Report, Draft 1, by Senate Committees (Due March 31, 2010)

<table>
<thead>
<tr>
<th>Senate Committee</th>
<th>Draft 1</th>
<th>Lead Review committee for Strategic Planning subcommittee</th>
<th>Co-lead review committee for Strategic Planning subcommittee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee on Diversity and Equal Opportunity</td>
<td>Review of Full Draft 1 Report</td>
<td>Campus Climate and Community</td>
<td></td>
</tr>
<tr>
<td>Committee on Educational Policy</td>
<td>Review of Full Draft 1 Report</td>
<td>Excellence in Delivery of Undergraduate Education</td>
<td></td>
</tr>
<tr>
<td>Graduate Council</td>
<td>Review of Full Draft 1 Report</td>
<td>Excellence in Delivery of Graduate Education</td>
<td></td>
</tr>
<tr>
<td>Committee on Planning &amp; Budget</td>
<td>Review of Full Draft 1 Report</td>
<td>Resources, Budget Planning, and Infrastructure</td>
<td></td>
</tr>
<tr>
<td>Committee on Academic Personnel</td>
<td>Review of Full Draft 1 Report</td>
<td>Academic Excellence</td>
<td></td>
</tr>
<tr>
<td>Committee on Faculty Welfare</td>
<td>Review of Full Draft 1 Report</td>
<td>Campus Climate and Community</td>
<td>Community Engagement</td>
</tr>
<tr>
<td>Committee on Library and Scholarly Communication</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee on Physical Resources Planning</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td>Resources, Budget Planning, and Infrastructure</td>
</tr>
<tr>
<td>Committee on Research</td>
<td>Review of Full Draft 1 Report</td>
<td>Excellence in Research and Creative Activity</td>
<td></td>
</tr>
<tr>
<td>Committee on Undergraduate Admissions</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHASS Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNAS Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCOE Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SoBA Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GSOE Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biomedical Sciences/SOM Executive Committee</td>
<td>Review of Full Draft 1 Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>