AGENDA
GRADUATE COUNCIL MEETING
Thursday September 27, 2012
9:00 - 11:00 AM
ACADEMIC SENATE CONFERENCE ROOM
ROOM 220 UNIVERSITY OFFICE BUILDING

1. Approval of Minutes of June 7, 2012 meeting Pages 2-5
2. Review and approval of the 2012-13 Conflict of Interest Statement Pages 6-7
3. Announcements
   a. Chair of the Graduate Council
   b. CCGA Representative
   c. Graduate Student Council Representative
   d. Dean of the Graduate Division
4. Subcommittee composition Page 8
5. Review F&R response and vote to close-out Economics review Pages 9-11
6. Graduate Program Review – faculty bio form clarification Pages 12-14
7. Discuss and approve Request for Approval to Modify Graduate Program Degree Requirements form for implementation. Pages 15-17
8. Review and discuss Proposed UCR Academic Calendar Pages 18-27
9. Discuss access to qualifying exams and appeal procedures
   a. Review other campus procedures
   b. Establish a task force to write the policy
   PDF attachment
Present:
Kenneth Barish, Chair
Lynda Bell, History
Christopher Chase-Dunn, Sociology
Iryna Ethell, Biomedical Sciences
Daniel Gallie, Biochemistry
Gloria Gonzalez-Rivera, Economics
Connie Nugent, Cell Biology and Neuroscience
James Tobias, English
Mike Vanderwood, GSOE
Deborah Wong, Music
Jingsong Zhang, Chemistry
Joe Childers, Graduate Dean (ex-officio)

Absent:
Morris Maduro, Biology (Vice Chair)
Mohsen El-Hafsi, SoBA
Nosang Myung, Chemical Engineering
Ertem Tuncel, Electrical Engineering
Gary Coyne (Graduate Student Representative)
Aaron Jones (Graduate Student Representative)

Guests:
Ken Baerenklau
Linda Scott

Approval of Minutes
The agenda items and the minutes from the May 17, 2012 meeting were approved as written.

Announcements:
Chair of the Graduate Council: Chair Barish thanked the subcommittee chairs, members, Joe Childers, and the Graduate Division staff as well as Sellyna Ehlers, the Senate Director. Chair Barish announced that Sellyna will be leaving the Senate and indicated that in addition to this, there will be a large turn-over in graduate council members for FY12/13.

Chair Barish mentioned that the Academic Integrity Policy was approved at the May Division meeting and will be posted online. Dean Childers indicated that it should also be sent out to all programs.
Chair Barish discussed concerns regarding clustering and centralization of graduate student affairs officers in CNAS and CHASS. Graduate Council agreed that Chair Barish should send a memo to the Deans regarding these concerns.

**CCGA Representative:** Prof. Vanderwood reported that CCGA had been asked to circulate the NY article on the budget. The other big issue is the Anderson School of Management which would like to be a 100% self-supporting program. Prof. Vanderwood also mentioned that there was concern at CCGA that the UCR proposal for the MA in Finance was received in CCGA late May. It is not clear why there was a long delay from the time of approval by Graduate Council in October 2011, until it was finally passed on by the administration to CCGA. It was suggested that a procedure is needed that keeps the Grad Council apprised of the status of the proposals we approve.

**Graduate Student Council Representatives:** There was no report.

**Dean of the Graduate Division:** Dean Joe Childers gave the following updates:

- Graduate Division will be making quarterly announcement via a newsletter. Graduate Division plans to use the newsletter as a development tool and will be sending it to UCR alumni too.
- In the fall, Graduate Division will be establishing an event to recognize students. The event will be hosted at the Chancellor’s residence and will be an opportunity to showcase students.
- Grad Division is working on proposals to offer courses on the responsible conduct of research as well as dissertation writing courses. These course proposals will need approval from the GC Administrative Committee.

**Courses and Programs Subcommittee:** The following courses were unanimously approved.

1. BIEN 236 – Nanomaterials for Regenerative Medicine – New
2. BIEN 401 – Fundamentals of Proposal Preparation and Ethical Standards in Bioengineering – New
3. BIEN 402 – Effective Writing for Bioengineering Research Publications – New
4. BIOL 208 – Host-Parasite Relationships – Delete
5. EEOB 212 – (Ecological Systems in Space and Time) - Change
7. ENGR 201 – Technology Innovation and Strategy for Engineers – New
8. ENGR 202 – Introduction to Systems Engineering – New
10. ENGR 208 – Host-Parasite Relationships – Delete
11. ENTM 212 – Ecological Systems in Space and Time - Change
12. ENTM 231 – Insect Pathology – Delete
13. ENTM 232 – (Molecular Biology of Insects) - Delete
14. ENTM 243 – Advanced Insect Physiology, Biochemistry and Molecular Biology – Delete
15. GEO 212 – (Ecological Systems in Space and Time) - Change
16. MGT 292 – Concurrent Studies in Management - New
17. MSE 236 – Nanomaterials for Regenerative Medicine – New
18. STAT 255G – Seminar on Topics in Applied Statistics – New
19. STAT 255L – Seminar on Topics in Applied Statistics – New
The following courses were sent back with a request to provide a syllabus before approval:
1. CHEM 251 – Graduate Seminar in Analytical Chemistry – Change
2. CHEM 252 – Graduate Seminar in Inorganic Chemistry – Change
3. CHEM 253 – Graduate Seminar in Organic Chemistry - Change
4. CHEM 254 – Graduate Seminar in Physical Chemistry – Change

Program Changes and Proposals: There were no programs approved.

Graduate Program Review Update:
Environmental Sciences Graduate Review Program – March 5th and 6th 2012
Prof. Zhang presented the findings and recommendations from Subcommittee B to the Graduate Council. The final copy will be distributed before being sent out to the department.

CMDB: Review Subcommittee B will need to conduct an internal review in the Fall of 2012 to address the issues that were raised in the full review conducted in April 2010.

The following programs will be reviewed in 2012/13:
- Anthropology (Last reviewed May-2004)
- Art History (Last reviewed Feb-2005)
- Genetics, Genomics & Bioinformatics (Last reviewed Jan-2003)
- History (Last reviewed May-2004)
- Plant Biology (Last reviewed Apr-2005)
- Mechanical Engineering (Last reviewed May- 2005)

Fellowship subcommittee Report: There was nothing to report.

Old Business

Policy for Self-Supporting Programs – Dean Childers will provide a draft for discussion in the Fall.

Proposal for an Academic Senate procedure for Transfer, Consolidation, or Discontinuance of a Graduate program – The Subcommittee that was assigned the task of coming up with draft procedures for Transfer, Consolidation or Discontinuance of a Graduate Program has finalized the draft and this will be sent out for discussion in the Fall.

Revised Academic Integrity Policy – Chair Barish mentioned that a Graduate Academic Integrity Committee will need to be set up in the fall that will deal with academic integrity issues. Since the Graduate Council is the final authority in integrity cases, the committee cannot be a sub-committee of the Graduate Council. One obvious issue in setting up the committee will be how to maintain continuity.

New Business:
Policy for Appeals on Candidacy or Qualifying Exams – Graduate Council discussed the need for a policy that deals with graduate student appeals on candidacy exams. The current regulations pertain only to grade appeals. The Council voted unanimously to send out a memo to all programs that requires them to develop guidelines for appealing candidacy or qualifying exams.

Policy on review of results of candidacy exams by students – Graduate Council discussed the recently passed policy on review of results of candidacy exams by students because Campus counsel has indicated that the policy as written conflicts with FERPA regulations. Ken Barenklau and Linda Scott joined the meeting for this discussion. It was agreed unanimously that the Chair would send out an email to all programs informing them that the current policy is being revisited, but that in the meantime, they should ensure that the programs handle exam reviews in a manner consistent with FERPA.

Meeting adjourned at 11:30 AM
Connie Nugent, Secretary
September 29, 2011

TO: MARY GAUVAIN, CHAIR
RIVERSIDE DIVISION

FR: KENNETH BARISH, CHAIR
GRADUATE COUNCIL

RE: CONFLICT OF INTEREST STATEMENT – 2011-12

The Graduate Council approved the following Conflict of Interest statement:

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

**Terms:**
1. Whenever any matter that affects a member of the Council as an Individual or as a member of a department or program is to be decided, that member should absent himself/herself before the vote is taken. If the member does not leave voluntarily, the Chair should excuse the member.
   a. The Chair of the Council may ask the member to provide information on the matter before the member's departure.
   b. When confidential information is being provided to the Council, the affected member will be excused by the Chair before the information is provided.
   c. When student petitions are considered, Council members should consider a student matter in their department/program as a conflict of interest for themselves.
   d. When routine matters (e.g., course approvals) are being considered, the Chair may elect to allow all members to participate in the discussion and vote. This section is not meant to include program revisions, review committee reports on a specific department or individual student matters.

2. Subcommittee operations are subject to the same rules as the Council as a whole. The Chair may name a replacement from the Council membership for an individual serving on a subcommittee who has a conflict of interest when necessary.
3. Students are not permitted to be present in Council meetings when matters pertaining to individual students are discussed.

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

5. Members with possible conflicts of interest should discuss the matter with the Council Chair before the pertinent Council meeting. If the Chair foresees a conflict of interest on the part of a Council member, he/she should discuss the matter with the affected member. It is to be hoped that a course of action satisfactory to the member and the Chair can be achieved. If this is not possible the Chair should determine the proper course of action. The member may appeal to the Council and/or the Committee on Privilege and Tenure as indicated in Section 4 above.
2012-2013 Graduate Council Membership & subcommittees

Chair: Connie Nugent
Vice Chair: Lynda Bell
CCGA Rep.: Mike Vanderwood
Secretary: Ertem Tuncel

Fellowships Subcommittee:
Chair: Jingsong Zhang
Lynda Bell
David Johnson
Rolanda O’Connor
Richard Redak
James Tobias
Jianzhong Wu

Courses & Programs Subcommittee:
Chair: Chris Chase-Dunn
Richard Arnott
Mohsen El Hafsi
Roland Kawakami
Rene Lysloff
Daniel Schlenk
Ertem Tuncel
Mike Vanderwood*

Administrative Committee (proposed):
Chair: Connie Nugent
Vice Chair: Lynda Bell
CCGA Rep.: Mike Vanderwood
Secretary: Ertem Tuncel
Chair of C&P: Chris Chase-Dunn
Grad. Div. Dean: Joe Childers, ex officio

Subcommittee A: Chair -
Anthropology (Feb?) - Chris Chase-Dunn, Richard Arnott
Art History (Jan 7-8) - James Tobias, Rene Lysloff
History (Mar 11-12) - Rolanda O’Connor, Mohsen El Hafsi

Subcommittee B: Chair -
CMDB (internal -Nov?) - Jingsong Zhang, Mike Vanderwood*
GGB (Dec 3-4) - Richard Redak, Roland Kawakami
Mech. Eng. (Jan 14-15) - Jianzhong Wu, David Johnson
Plant Biology (Spring?) - Ertem Tuncel, Daniel Schlenk

*Mike Vanderwood was appointed as a non-voting member this year to continue representation on CCGA.
June 14, 2012

To: Professor Kenneth Barish, Chair  
   Graduate Council

From: Aman Ullah, Chair  
   Economics Department

Subject: Slightly augmented response on points 2 & 3

Thank you for your thoughtful comments on the department's Response to GC Findings and Recommendations. In your memo of June 11, you asked that I provide a "slightly augmented response" to points 2 and 3 of the Graduate Council's Findings and Recommendations, taking your comments into account. Here I present my augmented response.

*Let me first treat point 2.*

The Review Team's report stated:

> We did however hear complaints that at least one instructor was requiring his TA's to undertake many of the duties that one would typically expect the instructor to perform: composing problem sets and midterm and final exams, holding in-class review sessions in place of instructor lectures, being entirely responsible for the conduct of exams. While grading of problem sets and exams may be legitimately delegated to graduate students, we believe that instructors should be obliged to compose examinations and problem sets, as well as present lectures at the scheduled lecture times. We recommend that the Chair clarify appropriate TA duties, and that a list of appropriate duties be circulated among both the graduate students and faculty.

The Graduate Council provided the following recommendation:

> 2. Provide guidance to faculty and students about appropriate use of TA's.

The earlier departmental response was:

> The Department has already provided the UAW guidelines about appropriate use of TA's to the faculty and graduate students, and makes sure they have been followed. The Department will continue implementing this policy in the future.

You commented:

> We believe that the concerns expressed here go beyond the realm of UAW guidelines (which primarily specify limitations on the number of hours Teaching Assistants may work). Could you please further specify if, and in what ways, the above concerns about asking TA's to undertake work that is more legitimately that of the course instructor have been addressed? A statement to the effect that "discussions on this matter" have been conducted by the chair, with some...
information as to the settings in which such discussions have occurred, may suffice. If such discussions have not occurred, could you please further explain why.

I have already talked to the faculty member about it, and that the TA should not be asked to prepare the exam papers. In addition, in the first faculty meeting of the AY 2012-13 I will discuss what TAs can or cannot be asked to do as described in the Graduate Division’s link [http://graduate.ucr.edu/ase.html](http://graduate.ucr.edu/ase.html) for “ASE General Duties and Qualifications of Academic Student Employees”. This link will be distributed to both the students and faculty in each quarter. Further, the Chair will review “Supplemental Documentation for ASE Appointments-Department of Economics”, a contract form listing the duties which is signed by both the TA and the instructor. Each quarter this form is given to every instructor teaching a course.

*Let me now turn to point 3*

The Graduate Council provided the following recommendation:

3. Review the department's written comprehensive exam process to evaluate the extent to which the exams are and should be connected to required coursework.

The earlier departmental response was:

The extent to which our microeconomics and macroeconomics cumulative exams are connected to the required coursework is clearly stipulated in the General Catalog as follows: "All students must pass two cumulative examinations: one in microeconomic theory (covering topics encompassed in the course sequence ECON 200A, ECON 200B, ECON 200C) and one in macroeconomic theory (covering topics encompassed in the course sequence ECON 201A, ECON 201B, ECON 201C). The Department would see it is followed.

You commented:

As for point three, your departmental response indicated that your department will adhere to current catalog descriptions of the relationship between specific graduate courses and the comprehensive examinations in your department. However, in the original Review Team report, there was discussion of widespread discontent expressed by graduate students and faculty alike about the primary instructor's approach to the core sequence in microeconomics, and the design of the comprehensive examination that follows from it. We are left wondering, therefore, if this matter has been adequately discussed among the entire faculty, and if there has been a resolution with which the majority in the department concurs. We note that the instructor in question wrote a reply to the critique of his course sequence in your preliminary departmental response. However, we are still very uncertain about the resolution of these issues among the faculty at large, and would very much appreciate a fuller statement on this matter in your further response.
It so happens that this issue is already under discussion by the department's Graduate Affairs Committee. I have asked the Committee to provide me with a draft proposal by October 1, 2012. After consultation with the Committee Chair, I shall ask the Committee to prepare a proposal for discussion at the earliest faculty meeting after that date.

Kindly let me know whether or not my response to your memo is sufficient. Thank you.
Questions about the Faculty Bio-sketch Form for Graduate Reviews

- **Section – “Number of Ph.D. or Masters Students Supervised in the past 10 years” –** Program assumed “supervised” means that the faculty member served as the Major Professor for the student. However, the table has a column for “Chair” and “Member”. If the faculty member served as the Major Professor, they would always be the “Chair” and there would be no need for the “Member” column. This made the Program think that the committee meant something else by “Supervised”.

  ➢ Intention was to list the number of students supervised by the faculty in a capacity either as Thesis Committee Chair (Chair) or as a Dissertation Committee Member (Member). Should the column headings on the form be changed to clarify?

- **Section – “Graduate Training and Teaching” noted below “Areas of Specialization” –** Program is getting questions from faculty regarding the data that is needed in the Graduate Training and Teaching section. Program needs clarification.
DEPARTMENT OF [OR PROGRAM IN] XXXXXXXXX, FACULTY INFORMATION
BRIEF BIO-SKETCH
[should be limited to 2 pages PLUS appendix for significant extramural grant info]

NAME:

POSITION TITLE:

YEAR AND RANK OF APPOINTMENT AT UCR:

JOINT OR COLLABORATING APPOINTMENTS IN OTHER PROGRAMS, DEPARTMENTS,
OR CENTERS:

HIGHEST DEGREE EarnED, INSTITUTION, YEAR EarnED:

POSTDOCTORAL TRAINING:

AREAS OF SPECIALIZATION
RESEARCH:
GRADUATE TRAINING AND TEACHING:

NUMBER OF PH.D. [OR MASTER'S] STUDENTS SUPERVISED IN THE PAST TEN YEARS:

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<th>NUMBER OF STUDENTS SUPERVISED*</th>
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<td>Ph.D. students who have completed their degrees</td>
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<td>Ph.D. students supervised in other graduate programs</td>
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[*In fields where the highest degree granted is a master’s (e.g., MFA in Creative Writing), please change this table as appropriate]

TOTAL NUMBER OF PEER-REVIEWED PUBLICATIONS: XX

FIVE MOST IMPORTANT PEER-REVIEWED PUBLICATIONS: [FULL CITATIONS; order might change depending on the special conventions of the field; most prominent should be first]

BOOKS
CO-EDITED OR CO-WRITTEN BOOKS
JOURNAL ARTICLES AND BOOK CHAPTERS
OTHER

SELECTED AWARDS AND HONORS OVER THE PAST TEN YEARS:
ADMINISTRATIVE POSITIONS AND SELECTED MAJOR COMMITTEE WORK OVER THE PAST TEN YEARS, INCLUDING DATES OF SERVICE:

FOR FIELDS IN WHICH EXTRAMURAL GRANTS COMPRISE A SIGNIFICANT ACTIVITY THAT CANNOT BE ADEQUATELY COVERED IN “AWARDS AND HONORS” ABOVE, PLEASE APPEND INFORMATION ON:

1. Current Research Grants
2. Research Grants completed in the last ten years
3. Pending Grant applications

PLEASE INCLUDE THE FOLLOWING IN YOUR EXPLANATIONS OF GRANT ACTIVITY:

- Title of project
- Faculty member role
- Agency
- Dates of project
- Average award amount / year
- % effort
MODIFICATION OF GRADUATE DEGREE PROGRAM REQUIREMENTS
UCR Graduate Council

The following guidelines are meant to assist you in preparing program changes to existing graduate programs.

1. A Request for Approval to Modify Graduate Program Degree Requirements Cover Sheet (see attached) must accompany all proposed changes. A cover letter from the Dean, Associate Dean, Chair, Director or Program Advisor as appropriate, must be included. The cover letter should briefly describe the proposed changes as well as provide a justification for the changes. In addition, the cover letter should include the date of the faculty meeting when the proposed changes were approved. The Request for Approval to Modify Graduate Program Degree Requirements Cover Sheet, cover letter, and proposed changes should be sent to the Graduate Council Staff Analyst – Sarah Miller.

2. The proposed changes need to be submitted in "catalog copy" style (two columns). The exact current catalog copy wording should be listed on the left side of the page. The proposed new wording should be listed on the right side of the page. On the current side, you need to strikethrough any text that is to be deleted. On the proposed side of the page, you need to underline any text that is being added (please see example on the Cover Sheet for Request for Approval to Modify Graduate Program Degree Requirements).

3. If the proposed changes include a change/addition/deletion of any courses, the program should indicate whether the affected courses have already been submitted into CRAMS for review/approval.

4. Proposed changes should be submitted as early in the academic year as possible, but no later than April 1, if the desired changes are to be inserted in the General Catalog for the following year.

5. Once the Graduate Council has approved the changes, no further approval is needed. The program will be notified of the Graduate Council's approval, and report the approval in its annual report to the Division.
The following document is based upon anticipated current practice in our office, not on official policy. We will continue to work with the Graduate Division on best practices for the flow of Graduate Council business, as well as roles and responsibilities.

1. A department sends a draft proposal for changes to their M.A./Ph.D. program to the Academic Senate.

2. All proposals are forwarded to the Graduate Council analyst (in the Academic Senate) for placement on the Graduate Council’s record of pending business.

3. The draft proposal will undergo administrative review by the Academic Senate and the Graduate Division, who will work with the initiators to ensure the proposed change adheres to regulations and policies governing graduate education. The Graduate Council Analyst will distribute the proposed changes to Linda Scott in the Graduate Division who will distribute them to Associate Deans and the Admissions Director in the Graduate Division for review and comment.

4. The draft proposal may be returned to the department/program with suggested changes. If revisions are necessary, the Graduate Council analyst drafts a response to the department, requesting additional information, clarification, or noting any issues which will need to be addressed before the proposal can be added to one of the Graduate Council’s next agendas. The response is reviewed by the appropriate Graduate Council sub-committee member, who suggests revisions if necessary. Each proposal may undergo several iterations.

5. The final proposal is submitted to the Graduate Council analyst for placement on the next available Graduate Council agenda.

6. The UCR Graduate Council meets every month. One week prior to Graduate Council meetings, the Graduate Council Analyst prepares a tentative agenda for the Chair. Agendas are sent out the Friday prior to a meeting.

7. The Graduate Dean attends each Graduate Council meeting as an ex-officio (non-voting) member.

8. Graduate Council’s final action will be reported to the Department/Program with a memo from the Graduate Council Chair and copied on the Academic Senate Graduate Council homepage.
Coversheet for Request for Approval
To Modify Graduate Program Degree Requirements

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Proposed Modification(s) (please check all that apply)

- [ ] Admission requirements
- [ ] Course requirements
- [ ] Unit requirements
- [ ] Examination requirements
- [ ] Professional Development Plan
- [ ] Time-to-degree
- [ ] Other (please describe):

1. Proposal must include a cover letter from the Dean, Associate Dean, Chair, Director or Program Advisor as appropriate, taking care to briefly describe the proposed modifications and justification for the request.

2. Attached proposal must include the proposed modifications as formatted in the example below. The existing requirements must be on the left column, and the proposed revisions on the right. Proposed additions must be underlined and deletions must be struck.

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<td>Insert proposed requirements on this side of the table. Underline the additions and strike the deletions.</td>
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Justification: The Justification should include examples such as impact on time to degree, expected impact on employment prospects, expected impact on recruitment. Please address whether current students will be permitted to switch to take advantage of the revisions. If so what will the approval process be?

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Checklist of Required Attachments/Appendices (please check to verify inclusion):

- Dean/Associate Dean/Chair or Program Advisor Cover Letter
- Proposal in proper table format – signed and dated as appropriate
- Revised and Dated Program Summary
- Revised Catalogue Copy
- Revised Website Copy
September 18, 2012

To: Irving Hendrick, Chair
    Committee on Faculty Welfare

Byron Adams, Chair
Committee on Diversity and Equal Opportunity

Ward Beyermann, Chair
Committee on Educational Policy

Connie Nugent, Chair
Graduate Council

Len Nunney, Chair
Committee on Research

Richard Smith, Chair
Committee on Courses

From: Jose Wudka, Chair
Riverside Division

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

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

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

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

Enclosure
CHANCELLORS

RE: Common Academic Calendar Start Dates

Dear Colleagues:

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

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

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

Sincerely,

Wyatt R. Hume
Provost and Executive Vice President

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

Re: Common Academic Calendars

Dear Colleagues:

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

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

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

Thank you.

Sincerely,

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

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

VICE PRESIDENT SWAIN:

Delegation of Authority--Approval of University Calendar

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

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

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

David S. Saxon
President

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Holidays Observed:
   The following holidays are observed by the University:
   
   New Years’ Day (January 1)
   Third Monday in January
   Third Monday in February
   Last Monday in May
   Independence Day (July 4)
   Labor Day
   Veterans Day
   Thanksgiving Day
   Friday following Thanksgiving Day
   December 24 (or announced equivalent)
   December 25
   December 31 (or announced equivalent)
   As of 2005, Cesar Chavez Day (Last Friday in March)

*7/20/87, as amended by various subsequent Presidential policy issuances (see also PPSM 40 and DA 0964)
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*Note: Observance begins at sundown on the preceding day. Although Muslim Holy Days are always on the same day of the Islamic calendar, the date on the Gregorian calendar varies from year to year, since the Gregorian calendar is **10** years behind the Islamic calendar. For the same reason, the start of instruction in Winter Quarter is staggered.
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<th>Academic Year</th>
<th>Fall 2012</th>
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*Note: Observance begins at sunset on the preceding day. Although Muslim Holy Days are always on the same day of the Islamic calendar, the date on the Gregorian calendar varies from year to year, since the Gregorian calendar is a solar calendar and the Islamic calendar is a lunar calendar. This difference means Muslim Holy Days move in the Gregorian calendar approximately 11 days every year. The date of a Muslim Holy Day may vary from country to country depending on whether the moon has been sighted or not. The sights provided here are based on astronomical calculations to affirm each date, and not on the actual sighting of the moon. For those days marked with the asterisk (*), the start of instruction in Fall Quarter is delayed to comply with the UC Policy for Addressing Religious Holiday Conflicts with Residence Hall Move-In Days. For the same reason, the start of instruction in Winter Quarter is delayed. In some years, the start of instruction in Fall Quarter is delayed.*