AGENDA
GRADUATE COUNCIL MEETING
Thursday, September 26, 2013
9:00 - 11:00 AM
ACADEMIC SENATE CONFERENCE ROOM
ROOM 220 UNIVERSITY OFFICE BUILDING

Action
9:00-9:05 1. Approval of Minutes of June 6, 2013 meeting attached

Information/Discussion
9:05 – 9:20 2. Members' Introductions
3. Announcements
   a. Dean of the Graduate Division
   b. Chair

New Business:
Discussion & Action
9:20 – 11:00 4. Conflict of Interest Statement attached
5. Bylaw Change attached
6. Graduate Council Attendance Policy attached
7. Officers and Subcommittee appointments attached
8. Graduate Council 101 Presentation: Duties, Responsibilities, and Procedures
9. Courses & Programs Subcommittee 101 Presentation
GRADUATE COUNCIL
MEETING MINUTES
June 6, 2013
220 UNIVERSITY OFFICE BUILDING

Present:
Connie Nugent, Chair
Lynda Bell, Vice Chair
Chris Chase-Dunn, Sociology
Rene Lysloff, Music
Richard A. Redak, Entomology
Daniel Schlenk, Environmental Sciences
James S. Tobias, English
Ertem Tuncel, Electrical Engineering
Mike Vanderwood, Graduate School of Education
Jianzhong Wu, Chemical/Environmental Engineering
Jingsong Zhang, Chemistry
Joe Childers, Graduate Dean (ex-officio)
Aaron Jones, GSA Student

Absent:
Mohsen El Hafsi, Area of Management Science
David. A. Johnson, School of Medicine
Roland K. Kawakami, Physics and Astronomy
John Kim, Comparative Literature & Foreign Languages
Rollanda O'Connor, Graduate School of Education (On leave Spring quarter)
Henry Huang, GSA Student

Guests:
Linda Scott, Graduate Division

Approval of Minutes
The minutes from the May 16, 2013 meeting were approved as written.

Chair’s Announcements
Chair Nugent had no announcements.

Announcements
Mike Vanderwood (CCGA Representative) – Prof. Vanderwood mentioned that Self-Supporting Programs (SSP’s) are now called Self-Supporting Professional Degree Programs.

President Yudof may make a decision about the Anderson Graduate School of Management policy being revised. Last year CCGA denied Anderson School’s request to be a self-supporting program (at UCLA). This has caused major issues between CCGA and UCOP. In the next few days, Yudof should be making a decision about the school becoming self-supporting. If the
request is approved by Yudof, some people believe that it could have a major impact on the entire UC system. The belief is that other business schools will also want to take the self-supporting route.

The Professional Development Supplemental Tuition (PDST) policy is still being revised. Mike did a brief presentation at the CCGA meeting yesterday about the importance of considering research and applied Ph.Ds.

Aaron Jones (Graduate Student Council Representative) – Aaron discussed the GSA conference travel grants and how they are working diligently to obtain support for these grants.

Mentorship program – an ad hoc committee will be created to find ways to garner more support for the program.

GSHIP – GSA voted and would like to withdraw from GSHIP, only keeping the dental and vision coverage.

Chancellor Search – Interviews for UCR’s new Chancellor were held on Monday and Tuesday. The committee originally had eight interviews; however, only six were interviewed due to dropouts. Every committee member submitted their top three candidates to President Yudof. He will take everyone’s top three, make phone calls, and make a decision.

President Search – The Regents are handling the President search. The new President will have a possible start date of September 2013.

Graduate Dean Joe Childers – Graduate Division has already received about 700 SIR’s; 100-110 more than last year. Dean Childers is anticipating about 750 enrolled, but UCR could get as many as 800 new graduate students. In the past, UCR’s highest number of graduate students was 710.

Unions – The union hopes for GSR’s to be included in the union.

Graduate Division did receive funds for the Mentorship Program from Student Service fees.

GSHIP – Due to the mismanagement of UC SHIP, half of the campuses have decided to pull out of the program. Unfortunately, campuses are still going to have to pay the deficit. The cost is going up about $700 per year, which is what it would have cost if we stayed with GSHIP, but with no guarantee that this will not happen again. Yudof will not assess the students for the deficit; the deficit will affect PI’s. There is talk about a lawsuit against Anthem, the company who managed the program.

Courses and Programs to be approved
Graduate Council voted to approve the following courses:

1. GDIV 398I - Individual Internship – NEW
2. CS 211 - High Performance Computing – NEW
3. MGT 400 - Intensive Accounting Principles and Practices – NEW – Courses and Programs Subcommittee (C&P) was primarily concerned with who would be able to take this course and the quality of instruction, given that TA’s would be doing a lot of the work. It was not clear that the program would use TA’s with proper accounting qualifications. C&P met with the Professor who wrote the proposal, Michael Moore, and talked to him about rewriting the proposal so that it was clear and communicated the standards that would be used to evaluate the TA’s. Professor Moore did rewrite the proposal and C&P approved it.

Dean Childers mentioned that this course is intended for students coming in that want to get the Masters in Accounting, which is a one year program. Certain minimum standards of undergraduate education in accounting are required before students can be accepted. This course was created so that students can complete these requirements faster. Linda and Dean Childers will look over the revised MGT 400 course language.

**Program Changes and Proposals**

1. History program change – Master’s and Ph.D. – approved with one abstention.

**Double Ph.D. Policy**

Ertem Tuncel, Rene Lysloff, and Jingsong Zhang presented their draft of the Double Ph.D. policy to the Graduate Council. Minor revisions were made to the proposed policy and it was approved unanimously.

**Graduate Program Reviews**

1. Anthropology F&R – Lynda Bell presented the drafted F&R to Graduate Council. It was approved by the Graduate Council with a November 1, 2013 program response deadline.

2. Art History F&R – Jim Tobias presented the drafted F&R to Graduate Council. A date under recommendation number three was changed from 2013 to 2014. After minor revisions, the F&R was approved by the Graduate Council with a November 1, 2013 program response deadline.

3. Plant Pathology response to F&R – Connie Nugent presented a drafted memo to Plant Pathology in response to their F&R response. In the response, Graduate Council grants an extension for responding to the recommendation for curricular changes to the program, given the uncertainties associated with the potential restructuring of CNAS. However, an update on the program’s intentions with regard to curricular changes was requested by December 15, 2013. Graduate Council approved this response to Plant Pathology.

4. Mechanical Engineering F&R – Jianzhong Wu presented the drafted F&R to Graduate Council. Graduate Council agreed to draft a separate memo to the BCOE Dean regarding the restriction on recruiting and hiring post-docs. Ertem Tuncel and Jianzhong Wu will draft this memo. Rick Redak mentioned that this restriction may bring up Academic Freedom issues. He suggested copying the Academic Senate committee on Academic Freedom on the memo to the Dean. Another suggestion was to ask Senate Chair Wudka to bring it to Academic Freedom’s attention. Sarah will discuss this issue with Senate Director Cindy Palmer.
5. GGB response to F&R – Dan Schlenk presented GGB’s response to their F&R to the Graduate Council. In the response it was unclear what the consequences were when a faculty member is warned for not participating. There is no timeframe specified for Recommendations three and four. Graduate Council would like to be provided with a general timeframe. Graduate Council positively voted to send this memo to GGB for clarifications and pending clarifications, the review would be closed.

6. CMDB response to F&R/request for clarification – Lynda Bell and Rick Redak presented the memo received from CMDB requesting clarification from Graduate Council about the F&R. Graduate Council’s draft memo responding to CMDB’s memo was also presented for discussion. Graduate Council voted positively to send the drafted memo to the program. Graduate Council also suggested and voted positively to copy the CNAS Dean and Graduate Division Dean on the memo.

7. Sociology response to F&R – Connie Nugent presented Sociology’s response to their F&R to the Graduate Council. Graduate Council discussed the pros and cons of keeping the program in moratorium. It was suggested to remove the moratorium with the condition of the program submitting quarterly progress reports and student questionnaires going out in the Winter quarter. Graduate Council would like to meet with select Sociology faculty prior to June 19th in order to assist in the decision of lifting the moratorium. Sarah will set up this meeting.
September 20, 2013

To: Standing Committee Chairs
Riverside Division of the Academic Senate

From: Jose Wudka, Chair
Riverside Division

Re: Conflict of Interest Statements / Review of Committee By-Laws

I am writing to remind you of Bylaw 8.2.5 as passed by the Riverside Division in 1986, which reads as follows:

Each standing or ad hoc committee of the Academic Senate shall annually consider the impact of conflict of interest considerations on the ability of that committee to conduct its business with the highest possible degree of credibility. To this end, each Academic Senate committee shall place on file each year as the first item of business of that committee, procedures by which conflict of interest concerns will be mitigated. These procedures will be submitted to the Advisory Committee within 30 days of their adoption. For these purposes, "conflict of interest" is taken to refer to those situations for which personal affiliations of individual committee members with departments or programs or with individuals bringing business before the committee might be interpreted as a source of bias in committee deliberations.

It is important that every Senate committee place on file a carefully considered conflict-of-interest statement. A copy of last year's statement is attached, if one was submitted. The same statement or some minor variant thereof may be re-adopted.

You are also encouraged to review your committee by-laws at this time.

In addition, the first meeting of the Riverside Division is scheduled for Tuesday, November 26, 2013 at 2:10 p.m. in Genomics Auditorium, Room 1102A. The deadline to include items on the agenda for the fall Division meeting is Friday, November 1, 2013. Annual Reports for 2012-2013 should be submitted electronically to senate@ucr.edu no later than November 1, 2013.

Attachment: 2012-2013 CoI Statement
September 27, 2012

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: CONNIE NUGENT, CHAIR
GRADUATE COUNCIL

RE: CONFLICT OF INTEREST STATEMENT – 2012-13

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.
CHANGE Senate By-Law 8.14.2:

Current version:

**8.14.2** The Graduate Council exercises regulative and coordinating functions in the Graduate Division of the Riverside campus except for the final approval of new programs leading to established graduate degrees and the final recommendation to the Assembly of the Academic Senate on new graduate degrees. It is the duty of the Graduate Council to:

Suggested revision:

**8.14.2** The Graduate Council sets policy regarding graduate academic affairs on the Riverside campus, and advises the campus Graduate Division on all regulatory issues pertaining to academic matters involving graduate students. The only exceptions to this rule are: final approval of new programs leading to established graduate degrees, and the final recommendation to the Assembly of the Academic Senate on new graduate degrees, both of which come from the Coordinating Committee on Graduate Affairs. It is the duty of the Graduate Council to:
Sept. 20, 2013

Graduate Council: Attendance policy

For discussion and vote: Graduate Council meeting of Sept. 26, 2013

The business of Graduate Council is of vital importance to the health and wellbeing of graduate instruction on the UCR campus. For that reason, regular Council meetings are scheduled in advance, and generally held on the third Thursday of every month, from 9 to 11 a.m. (except in instances of holiday or break, when slight alteration in the schedule occurs, usually moving the meeting forward by one week). When Senate faculty are appointed to serve on Graduate Council, it is expected that they will be available to attend all of these meetings except under special circumstances, including attendance at out-of-town conferences or short-term research travel away from campus. When a special circumstance arises, faculty members of Council should notify the Graduate Council Senate analyst as far in advance as possible; the analyst will also notify the Chair of Graduate Council.

When a faculty member of Council misses a meeting without notifying the Senate analyst in advance, the Chair shall make an inquiry directly to the member about that absence, urging the member to keep in mind that attendance is importance to the smooth functioning of all Council business.

When a faculty member of Council misses two consecutive meetings with or without special circumstances, it shall be up to the discretion of the Chair to recommend that the member resign, and to ask the Committee on Committees to begin a search for an immediate replacement. Whenever possible, the Chair shall consult with the rest of Council membership about the most appropriate course of action in the case of two (or more) consecutive absences.
GRADUATE COUNCIL, 2013-14 -- OFFICERS AND SUBCOMMITTEE APPOINTMENTS

1. OFFICERS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Lynda Bell (also attends bi-monthly meetings of the Senate Executive Council)</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Ertem Tuncel</td>
</tr>
<tr>
<td>Secretary</td>
<td>Rick Redak</td>
</tr>
<tr>
<td>CCGA Rep</td>
<td>John Kim; Chris Chase-Dunn (back up)</td>
</tr>
<tr>
<td>Fellowships Subcommittee Chair</td>
<td>Jingsong Zhang</td>
</tr>
<tr>
<td>Courses and Programs Subcommittee Chair</td>
<td>Chris Chase-Dunn; Rollanda O'Connor (back up)</td>
</tr>
<tr>
<td>Administrative Committee (for emergency business when the full Council cannot convene)</td>
<td>Lynda Bell, Ertem Tuncel, Rick Redak, John Kim, Jingsong Zhang, Chris Chase-Dunn, Dean Joseph Childers</td>
</tr>
</tbody>
</table>

2. COURSES AND PROGRAMS SUBCOMMITTEE (meets the second Thursday of every month, from 9 to 11 a.m.)

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Chris Chase-Dunn, Chair</td>
</tr>
<tr>
<td>John Kim</td>
</tr>
<tr>
<td>Rene Lyslof</td>
</tr>
<tr>
<td>Rollanda O’Connor (chair’s back up)</td>
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<tr>
<td>Jing Shi</td>
</tr>
<tr>
<td>Jorge Silva Risso</td>
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<tr>
<td>(currently vacant)</td>
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</tbody>
</table>

3. FELLOWSHIPS SUBCOMMITTEE (meets once or twice each quarter; reads, evaluates, and ranks graduate student applicants’ files in advance)

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Jingsong Zhang, Chair</td>
</tr>
<tr>
<td>Wendy Ashmore</td>
</tr>
<tr>
<td>Malcolm Baker</td>
</tr>
<tr>
<td>David Johnson [possible vacancy to be filled by new SOM rep]</td>
</tr>
<tr>
<td>Rick Redak</td>
</tr>
<tr>
<td>Dan Schlenk</td>
</tr>
<tr>
<td>Ertem Tuncel</td>
</tr>
</tbody>
</table>

4. GRADUATE PROGRAM REVIEWS SUBCOMMITTEES

<table>
<thead>
<tr>
<th>Program</th>
<th>Review Date</th>
<th>Review Subcommittee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>May 6-7, 2014</td>
<td>Rick Redak, Jing Shi, Ertem Tuncel</td>
</tr>
<tr>
<td>Geological Sciences</td>
<td></td>
<td>Ertem Tuncel, Jingsong Zhang, new Eng rep</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Jan. 7-8, 2014</td>
<td>Lynda Bell, John Kim, Rene Lyslof</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td>Dan Schlenk, Ertem Tuncel, new SOM rep</td>
</tr>
<tr>
<td>Political Science</td>
<td>Nov. 19-20, 2013</td>
<td>Lynda Bell, Chris Chase-Dunn, Jorge Silva-Risso</td>
</tr>
</tbody>
</table>
## 5. OPEN REVIEWS FROM PREVIOUS YEARS – RESPONSIBILITIES AND DATES

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DATE OF REVIEW</th>
<th>STATUS OF REVIEW</th>
<th>GC MEMBER(S) WHO WILL BRING IT TO CONCLUSION/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neuroscience (internal)</td>
<td>May 2011</td>
<td>Response to F&amp;R due 11/1/2013</td>
<td>Bell report and recommendation needed for Nov. Council meeting</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>March 2012</td>
<td>Final close out memo needed</td>
<td>Schlenk/Chase-Dunn—report and recommendation needed for Oct. Council meeting</td>
</tr>
<tr>
<td>Bioengineering (internal)</td>
<td>July 2012</td>
<td>Response late/due 3/25/2013</td>
<td>Bell to press/Ashmore to wrap up—Dec. Council meeting</td>
</tr>
<tr>
<td>CMDB (internal)</td>
<td>Oct 2012</td>
<td>Response due 10/31/2013</td>
<td>Zhang—report and recommendation needed for Nov. Council meeting</td>
</tr>
<tr>
<td>Plant Biology</td>
<td>March 2013</td>
<td>Response due 10/1/2013</td>
<td>Redak—report and recommendation needed for Nov. Council meeting</td>
</tr>
<tr>
<td>History</td>
<td>March 2013</td>
<td>GC HAS NOT COMPLETED A DRAFT F&amp;R</td>
<td>Ashmore to interact with F&amp;R writers (Nugent and El Hafsi) and complete the process</td>
</tr>
</tbody>
</table>