AGENDA
GRADUATE COUNCIL MEETING
Thursday November 17, 2011
9:00 - 11:00 AM
ACADEMIC SENATE CONFERENCE ROOM
ROOM 220 UNIVERSITY OFFICE BUILDING

1. Approval of Minutes of October 20, 2011 Page 1-5

2. Announcements
   a. Chair of the Graduate Council
   b. CCGA Representative
   c. Graduate Student Council Representative
   d. Dean of the Graduate Division

3. Courses and Programs Subcommittee
   Attendance Sheet Page 6
   for Review:
   1. EDUC 205 (School-Community Relations) – Delete
   2. EDUC 210 (Issues in Teacher Education) – Delete
   3. EDUC 221 (Technology in K-12 Education) – Delete
   4. EDUC 226 (Dimensions of Exceptionality) – Delete
   5. EDUC 231 (E-Z (Special Problems in Curriculum and Instruction) – Delete
   6. EDUC 235 (Classroom Processes) – Delete
   7. EDUC 236 (School and Society) – Delete
   8. EDUC 244 (The Student) – Delete
   9. EDUC 248T (Higher Education) - New
   10. EDUC 250 (Seminar in Education) – Delete
   11. EDUC 263 (Seminar in School Organization and Management) – Delete
   12. EDUC 273 (Urban Educational Policy and Politics) – Delete
   13. EDUC 275 (Teaching and Learning) – Delete
   14. EDUC 278 (Research on Online Teaching and Learning) – Delete
   15. EDUC 279 (Literacy and Technology) – Delete
   16. EDUC 297 (Directed Research) – Change
   17. EDUC 347C (Supervised Intern Teaching in a Special Class for Individuals with Moderate/Severe Disabilities) - Change
   18. MATH 297 (Directed Research) – New

Program Changes and Proposals

        1. Designated Emphasis in Book, Archive, and Manuscript Studies Page 7

4. Graduate Program Review Subcommittee
   a. Status Report Page 8
   b. Update on Spanish Program Review

5. Fellowship Subcommittee Report

6. Old Business
   • Graduate Council Bylaw (set up a committee to revise the current GC Bylaws)
7. New Business
Present:

Kenneth Barish, Chair
Morris Maduro, Biology (Vice Chair)
Lynda Bell, History
Christopher Chase-Dunn, Sociology
Iryna Ethell, Biomedical Sciences
Mohsen El-Hafsi, SoBA
Gloria Gonzalez-Rivera, Economics
Daniel Gallie, Biochemistry
Nosang Myung, Chemical Engineering
Connie Nugent, Cell Biology and Neuroscience
Ertem Tuncel, Electrical Engineering
Jingsong Zhang, Chemistry
Joe Childers, Graduate Dean (ex-officio)

Absent:

Mike Vanderwood, GSOE
Deborah Wong, Music
___ (Graduate Student Representative)
___ (Graduate Student Representative)

Guests:

Approval of Minutes
The agenda was approved pending correction to indicate that there were no graduate students present and so there was no report.

Announcements:
Chair of the Graduate Council:
Chair Barish welcomed the two new members to the Council, Prof. Jim Tobias, English and Jingsong Zhang. Chair Barish also reminded the members that for the rest of the year, all GC meetings will take place at 9:00 – 11:00 AM on the third Thursday of the month, and the Courses and Programs Subcommittee would meet at 9:00 – 11:00 on the Thursday of the month.

CCGA Representative: There was nothing to report from CCGA as Prof. Mike Vanderwood, the CCGA representative was not present.
Graduate Student Council Representatives: There were no graduate students present, and so nothing was reported.

Dean of the Graduate Division: Dean Childers provided the Council with the numbers for graduate students indicating that there are 639 new graduate students, down just 4%. He attributed the lower numbers to the inability to provide continuous funding. The total graduate student enrollment is 2434, down from 2502 last year. The numbers decreased in every college. Dean Childers also mentioned that there would be no mid-year fee increase. Finally, Dean Childers indicated that he had sent out a memo to Program directors regarding WASC and stressed the importance of receiving the learning outcomes information as requested.

Courses and Programs Subcommittee: The following courses and programs were unanimously approved:

Courses for Review:

1. CS 207 - Advanced Programming Languages
2. CS 290 - Directed Studies
3. EDUC 335C – Seminar in Special Education, Change
4. GEN 220 Computational Analysis of High Throughput Biological Data, New
5. PSYC 309A, Professional Development and Research Ethics for Early Career Graduate Students
6. PSYC 309B, Professional Development and Research Ethics, Change

Program Changes and Proposals

1. A Proposal for a Flexible Fully-Employed MBA Program
2. Proposal for a Master of Arts in Finance
3. Proposed Changes to Ethnic Studies PhD Program
4. Proposed revisions to PHD Education, Higher Education Administration and Policy area group curriculum

Graduate Program Review Update:

Environmental Sciences:
Vice Chair Maduro indicated that there has been a problem with the reviewers selected due to some conflict of interest and they are still working with the department to get some names. He stressed that, in the future, it will be important to start the process of nominating and vetting reviewers as early as in the winter.

Biomedical Sciences:
It has been very difficult to get responses from potential reviewers but they are working on some names and hope to finalize them soon.

Spanish Review: Discussion on the Spanish review was deferred until the November 17, Graduate Council meeting.
**CMDB Graduate Program Review:** Graduate Council discussed the response from the CMDB Graduate Program and agreed to close the review but to add a sentence in the closeout letter that an internal review will be conducted in one year. The GC also agreed to forward a memo to the Dean of CNAS alerting him to various organizational issues that have repeatedly arisen in reviews of interdisciplinary graduate programs.

**Fellowship Subcommittee Report:** There was nothing to report.

**New Business:**

**Systemwide Review of APM 610 – Residency proposal:**
The Graduate Council discussed the revisions proposed by UCEP to Senate Regulation 610, addressing residency. The proposed revisions aim to reduce ambiguities in the language, and in particular, make it clear that a physical presence is not required.

The Graduate Council noted that GR2.2 and GR4.4 of UCR’s Graduate Division Regulations imply that the residency requirement requires a physical presence. The proposed revisions, therefore, make it evident that some of the Graduate Regulations are at odds with SR 610. The Graduate Council discussed this and felt that these regulations are somewhat outmoded, and will propose revisions of those regulations to bring them in line with SR 610.

The Graduate Council unanimously approved the changes as proposed.

**Amendment to Graduate Council Annual Report:**
The Graduate Council unanimously approved the amendment of the Annual Report to include the following sentence:

> The Grad Council "approved" the professional development requirement for graduate students on May 17, 2010.

**Graduate Council Bylaws:**
The GC discussed the bylaws and after some discussion, it was agreed that a subcommittee should be formed to study the current bylaws and to make necessary changes where it is deemed necessary.

Meeting adjourned at 10:25 AM
Connie Nugent, Secretary
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<tr>
<td>1</td>
<td>Mike Vanderwood, GSOE, Chair</td>
<td>Present via phone</td>
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<td>2</td>
<td>Lynda Bell, History</td>
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<td>3</td>
<td>Mohsen El Hafsi, SoBA</td>
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<td>4</td>
<td>Gloria Gonzalez-Rivera, Economics</td>
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<td>5</td>
<td>Deborah Wong, Music</td>
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<td>6</td>
<td>Connie Nugent, Cell Biology and Neuroscience</td>
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<td>7</td>
<td>Daniel Gallie, Biochemistry</td>
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<td>8</td>
<td>Morris Maduro (Biology), Graduate Council</td>
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<td>Ertem Tuncel, Electrical Engineering</td>
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**GUESTS**
Sellyna Ehlers  
Executive Director of the Office of the Academic Senate  
25 October 2011  

Dear Sellyna,

We would like to amend one sentence in our course requirements for the designated Emphasis in Book, Archive, and Manuscript Studies, allowing students the option to petition to have courses not on the list fulfill the DE requirements when the course content closely fits the DE BAM remit. We have consulted with Graduate Division who recommended that we email you with a request in this form, showing the additional phrase and justification.

DE BAM amendment to Requirements:

**Original sentence: Three (3) courses (12 units) selected from the list below.**

**Amended sentence: Three (3) courses (12 units) selected from the list below, or from another course with relevant content as approved by the DE Chair.**

**Justification:**

We need to make available to students the option of petitioning to the DE Chair to allow a course with significant content that is appropriate to the DE BAM to serve as one of its required courses. This is consistent with DE practice systemwide, and appropriate for the methodological focus of this particular DE. Because the DE focuses on questions regarding the forms of books, archives, and manuscripts (not on a region, a historical period, or a theme) it is likely that graduate courses across CHASS may be directly relevant from time to time. In the English Department in particular, faculty may offer classes like Medieval Literature, Victorian Literature, or Romantic Literature, with a specific focus on manuscripts, paleography, mediation, or print culture, and DE BAM students should be able to take advantage of these. To petition, the student would submit the course syllabus and seminar paper to the DE Chair for approval. Students may always petition for exceptions to program guidelines, and generally do so when available courses do not fulfill a given program's requirements in a timely way. By adding this phrase, we are therefore making students aware of an option they already have, and identifying the program chair, rather than Graduate Division, as the instance for assessing such petitions. Since the program chair is best placed to make such assessments, this procedure is logical, and has been suggested to us by the Graduate Division staff.

Best wishes,

Prof. Adriana Craciun  
Chair, Faculty Committee for the DE in Book, Archive, and Manuscript Studies
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<th>DATE OF REVIEW</th>
<th>TEAM REPORT</th>
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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 degree requirements form (see attached) from either the Program Chair or Program Graduate Advisor, addressed to the current Graduate Council Chair, needs to accompany all proposed changes. The memo should briefly describe the proposed changes as well as provide a justification for the changes. In addition, the cover memo should include the date of the faculty meeting when the proposed changes were approved. The cover memo and proposed changes should be sent to the Graduate Council Staff Analyst – .

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 "bold" any text that is being added.

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 Council’s approval, and report the approval in its annual report to the Division.
Request for Approval to modify Graduate program Degree Requirements

Program
Department/Academic Unit/School
Date
Proposed Effective Date
Faculty Contact Person_____________________________ tel_______email_______

Prepared by__________________________ Telephone_______ E-Mail__________

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. In a cover letter from the Dean, Associate Dean, Chair, or Program Advisor as appropriate, briefly describe the proposed modifications and provide a justification for the request.

2. Existing Program Requirements Proposed Revisions

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<tr>
<th>Existing</th>
<th>Proposed: Underline the additions and strike the deletions</th>
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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?

Faculty Approval Date:

Signatures (as appropriate)- Please type name(s), sign, and date
Department Chair/Program Director _____________________________________________

Required Appendices:
Revised and Dated Program Summary
Revised Catalogue Copy
Revised Website Copy

form request to modify degree requirements.
SUBMISSION OF A PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM
UCR Graduate Council

1. Preparation should be initiated by interested faculty members in consultation with College Deans and Associate Deans. New programs should be listed in the 5-year prospectus, so the Chancellor should be notified as soon as a decision is reached on the new graduate degree proposal. Preparation should include initial proposal guidance and consultation with Graduate Division Dean.

2. Prepare proposal using the CCGA for Proposal for Graduate Degree.

3. Send proposal to each participating school Dean for a letter on the academic merit, resource requirement and funding priority of the proposal.

4. Conduct a faculty vote in each participating school. Include date of vote.

5. If the proposal is for an interdisciplinary program, a faculty vote is not necessary. Instead, please provide letters (a short email will suffice) from all core faculty stating their intent to participate.

6. If a self-supporting or professional degree programs, include a plan for funding.

7. A draft proposal needs to be submitted to the Academic Senate who will forward the same to the Graduate Division (Dean and Staff) to review for policy and procedures.

8. Graduate Division will reply directly to the program with comments and recommendations.

9. The Program will respond back to the Graduate Division.

10. The Graduate Division will ensure that the issues have been addressed and then forward the final proposal to the Academic Senate via the Graduate Council Support Staff.

11. The proposal will be submitted to the Planning and Budget and Library for review prior to submission to Courses and Programs Subcommittee of the Graduate Council.

12. If Courses and Programs is satisfied with responses from P&B and Library, the proposal is submitted for full Graduate Council review and then sent to the Division for Divisional vote.

CHECKLIST FOR SUBMITTING A PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM

☑ Used CCGA format for preparing proposal.
☑ Dean’s letter from each participating school.
☑ Faculty vote
☑ Revised or new Course Action Forms (if applicable)
☑ Additional letter(s) of support (if applicable)
☑ EVC&P’s letter (if applicable)
☑ Plan for funding for self-supporting or professional degree programs (if applicable)

Contact Information:
Sellyna Ehlers
.ehlers@ucr.
951-827-2544
The completed graduate degree program proposal submission packet consists of:
- Graduate degree program proposal
- Letter of support from campus administration
- Letter of approval from divisional Graduate Council
- Faculty curriculum vitae

*Refer to College Bylaws