

## **GRADUATE COUNCIL 2002-2003 Annual Report**

To the Academic Senate, Santa Cruz Division:

The past year was, as usual, very busy for the Graduate Council. The Graduate Council typically met biweekly, with 16 meetings over the course of the academic year. The voting membership of the Graduate Council was composed of: Martin Abadi, Jim Clifford (Vice Chair), Olof Einarsson, Greta Gibson, Diane Gifford-Gonzalez, Claire Gu, Jim McCloskey, Paul Nauert, Bruce Schumm, Quentin Williams (Chair) and Vice Provost and Dean of Graduate Studies, Frank Talamantes. Meetings were also attended by Bob Hastings of the Graduate Division, a Graduate Student Association Representative (Lee Ritscher (F,S) and Emily Moberg-Robinson (W)), a LAUC representative (Beth Remak-Honnef (F,S) and Catherine Soehner (W)) and a member of the Academic Senate Office staff (Laurie Babka). The Chair served as a representative to the systemwide Coordinating Committee on Graduate Affairs (CCGA), the Senate Advisory Committee, and the Graduate Admissions Redesign Planning Executive Committee. B. Schumm served as the GC representative to the Academic Planning Council, convened by VPAA Brown. Guests to the Graduate Council in 2002-2003 included Chancellor M.R.C. Greenwood, Campus Provost and Executive Vice Chancellor J. Simpson, Vice Chancellor for Student Affairs Francisco Hernandez, Vice Chancellor for University Relations Ron Suduiko, Vice Chancellor for Planning and Budget Meredith Michaels, Planning and Budget Director Kathleen Dettman, Vice Provost for Academic Affairs George Brown, Associate Vice Chancellor for Development Paul Prokop, Vice Provost for Information and Technology Larry Merkley, Associate Dean of Graduate Studies Donna Hunter, Health Center Director Leslie Elkind, Health Center Business Manager Robert Antonio, Director of Strategic Planning Linda Kittle, Dean of Physical and Biological Sciences David Klinger, Mathematics Chair Tony Tromba, Post-Doctoral Scholars Association President Clarence Lee, Assistant Graduate Dean Sandra Pacheco, GARP Implementation Team Member Roxanne Woodling, Special Advisor to the Chancellor Michael Cowan and AVCOR Consultants Scott Nostaja and Tom Eaton.

### **1. Graduate Council Organization**

The 11-member Graduate Council is organized into subcommittees that met separately throughout the year to manage the ever-increasing workload of the committee. The Council continued to have a standing subcommittee on Courses, and in 2002-03 a subcommittee on Program Degree Requirements and Catalog Copy was instituted. In addition ad hoc subcommittees were formed for each fellowship award process and external program review. The Council as a whole reviewed each new program proposal and all other policy issues.

The Council also critically depends on the Senate staff for ensuring its smooth functioning and providing vital institutional memory: we profusely thank Laurie Babka for her knowledgeable, patient and good-humored support during an over-subscribed and particularly challenging year.

### **2. The Coordinating Committee on Graduate Affairs (CCGA)**

The systemwide Coordinating Committee on Graduate Affairs (CCGA) is charged with assessing and recommending whether new graduate programs should be approved. It examines such new program proposals in detail, through assessment both by the committee, and through reviews from both within the UC system and from UC-comparable institutions. Additionally, all systemwide policies related to graduate education and postdoctoral appointments are vetted through CCGA. During 2002-2003, two proposals from UCSC were assessed and approved by CCGA: the M.F.A. in Digital Arts and New Media, and the M.S./Ph.D. program in

Bioinformatics. The former has undergone final approval by the Office of the President, while the approval of the latter is (as of the date of this report) pending at O.P.

Specific topics of policy discussed at CCGA during 2002-2003 included:

- Joint UC/CSU Ed.D. programs
- UC Merced graduate planning/initiatives
- UC-wide policies on Postdoctoral Scholars (now APM-390)
- Shifts in policies on distribution of USAP (University Student Aid Program) funds
- Revisions to, and treatments of, campus 5-year Perspectives Planning documents
- Policies on ownership of course materials
- The proposed incorporation of the Monterey Institute of International Studies into UC
- Development plans for the UC Center in Sacramento.

### **3a. Program Reviews**

The Graduate Council is involved in all external reviews of departments and organized research units through reviewing and commenting on the draft charges to external review committees, reviewing the external review reports and accompanying materials, and being represented at closure meetings. The Graduate Council also, where appropriate, follows up on substantive graduate issues raised by the external review process. In 2002-2003, the Council participated in closure reviews of Computer Science, History, Economics, Mathematics, Ocean Sciences, Politics, and Theater Arts. Draft charges were reviewed for Chemistry, Education, Film and Digital Media, Linguistics, Psychology and Women's Studies.

A proposed template for conducting external reviews developed by the Vice Provost for Academic Affairs was assessed by the GC during this year. This template was prepared in response to the marked inconsistency with which External Review teams treat different topics within their charge. From the GC perspective, the analyses of graduate programs by External Review teams (a ubiquitous part of their charge) have varied from quite thorough to only mentioned-in-passing. The proposed template incorporated a major increase in Graduate Council workload in the External Review process, with the GC being charged with conducting a thorough review of the graduate components of each program prior to each Department's external review. Given this markedly increased workload (coupled with the current oversubscription of the GC), the GC rejected the plan unless concomitant resources, in terms of release time/compensation, were released for the GC membership.

### **3b. Suspension of Admissions**

The Graduate Council is vested with the plenary authority to suspend admissions to graduate programs with serious problems and/or inadequacies. In 2001-02, the Graduate Council had declined to endorse the closure of the Department of Mathematics review until a thorough assessment of its graduate program was conducted. The Follow-up Review of the curricular offerings of the Department of Mathematics was convened by the VPAA, and its report was received during this year. Following receipt of this report (coupled with the report of the 01-02 External Review committee), extensive discussion, and consultation with the Dean of Physical and Biological Sciences and the Chair of Mathematics, the Graduate Council voted unanimously to suspend admissions to the Ph.D. program in Mathematics, effective for the 02-03 admissions cycle. The reasons for the suspension are multi-fold: the graduate curriculum in Mathematics was characterized as "the bare minimum," course offerings in important sub-disciplines of mathematics were not regularly offered, and portions of the required Ph.D. course curricula were inconsistently offered and staffed. Additionally, components of the graduate educational environment were viewed as contentious and factionalized within the Department. Many of these observations echoed concerns expressed about the Mathematics graduate program in both the 1989 and 1995 external reviews of this department, particularly with respect to the degree of commitment of the Department to the graduate program. Given these long-standing difficulties, the Graduate

Council made the term of the suspension of admissions indefinite, with reinstatement of admissions being contingent on receipt of planning and staffing documents and commitments from both the Department and Administration that codified the staffing and offerings of the graduate course curriculum, enhancement of their course offerings, and improvement of the graduate educational environment within the Department of Mathematics. The Graduate Council proposed that the EVC establish a committee composed of a CPB representative, a GC representative, the Dean of PBS, the Math Department Chair, the VPAA, a representative of Applied Math, and the EVC (ex officio), with a charge of producing a report on both curricular changes and an ongoing plan to produce a successful and collegial program in Mathematics at UCSC. Although a committee with this make-up was not convened, administrative resources have been deployed towards resolving the difficulties associated with the Department of Mathematics in general, and its graduate program in particular.

#### **4. Changes of Status and Degree Requirements/Program Degree Requirements and Catalog Copy Subcommittee**

As part of its purview, the Council considered a number of requests for shifts in degree requirements for a range of programs. Also, in the previous year, the Council had requested that each department with a graduate program provide a description of their current degree requirements, as some departments appeared to have shifted some of their degree requirements without GC approval since the last time that GC reviewed requirements for programs in 1993. This year, the Program Degree Requirements and Catalog Copy Subcommittee, composed of Martin Abadi, Olof Einarsdottir and Jim McCloskey reviewed the responses received from departments. The subcommittee recommended that the current degree requirements for Astronomy/Astrophysics, Computer Engineering, Computer Science, Earth Sciences, Education, History, History of Consciousness, Music, Ocean Sciences and Philosophy be approved, and the GC in turn formally approved these programs' requirements. A number of other programs have not responded, or responded incompletely, to the request for an update on their current degree requirements.

The Council approved Environmental Studies as a possible parenthetical degree notation on Sociology graduate degrees and Sociology as a parenthetical degree notation on Environmental Studies degrees. The Council also approved a "Planetary Sciences" parenthetical notation for Earth Sciences graduate degrees.

The Council approved reactivation of the M.A. degree in History, and a shift in normative time for the M.A. Degree in Philosophy from two years to three.

#### **5. Courses Review Subcommittee**

The Graduate Courses Review Subcommittee is charged with examining existing course review policy and generating new policy where appropriate, as well as reviewing requests for new courses and revisions to existing courses as they were proposed during the year. The Courses Subcommittee was composed of GC members Bruce Schumm (chair), Greta Gibson, Diane Gifford-Gonzalez, and Office of Publications and Scheduling staff member Margie Claxton.

The Subcommittee reviewed roughly 150 new or substantially revised course offerings, sending about 10% of these back to their proponents for more information or clarification. The Course Review Subcommittee also made a minor change to the "Supplemental Sheet" of issues to be addressed by proposers of new or substantially revised courses, with the italicized words being added to the query: "Describe the nature *and duration* of the structured contact time (seminars, colloquia, lectures group discussion, supervised laboratory or studio time, etc.)."

#### **6. New Graduate Program Proposal Reviews**

The Graduate Council is the final on-campus approval body for proposals for new graduate degree programs before they are advanced to the systemwide level. The Council spends considerable time reviewing new program proposals, in order to ensure that they have the best possible chance for approval when reviewed by the systemwide Coordinating Committee of Graduate Affairs. The Council most commonly focuses on issues of viability (are the necessary resources available from the coupled financial, infrastructure and personnel viewpoints to mount the program?), the demand and need for the program, the structure of the program in terms of curriculum, requirements and bylaws, the means of graduate student support, and the relationship of the program to others on the campus.

The Council received and approved a revised proposal for an M.F.A. in Digital Arts and New Media, which was transmitted to CCGA for review (and ultimately approved, along with the M.F.A. degree designation for UCSC). The Council commented on a revision of a proposal for an M.A. degree in Social Documentation, and approved for transmission to CCGA a subsequent revision of this proposal. The Council also assessed the proposal for a D.M.A. degree in Music, and approved the submission of a revision of this proposal to CCGA. Revisions of proposals for Ph.D. degrees in Molecular, Cellular and Developmental Biology, and Ecology and Evolutionary Biology were received, and approved following modest revisions for forwarding to CCGA. These proposals were produced as part of the previous fissioning of the Department of Biology, and should supplant the parenthetical notations on Biology degrees approved on an interim basis by CCGA in 2000.

The Council also commented on a proposal for M.S and Ph.D. degrees in Applied Mathematics and Statistics, and on a preliminary version of a proposal for a Ph.D. degree in Comparative U.S. Studies.

## **7. Academic Senate Bylaws and Regulations**

The Graduate Council granted the Postdoctoral Scholars Association non-voting representation on the Graduate Council, and the Bylaws of the Academic Senate (SCB 13.21.1) were altered (by vote of the Academic Senate on the recommendation of the GC, with concurrence of COC) to reflect this shift.

### **8a. Graduate Student Issues: Rules**

The Graduate Council approved an Academic Integrity Policy for graduate students. The need for a separate policy for graduate students is illustrated by, for example, the campus Academic Integrity Policy having students' College Provosts set sanctions for academic misconduct. Thus, the extant campus policy identified no sanctioning body for graduate student misconduct. The graduate policy had been drafted by the 2000-01 GC, had recently undergone review by UCSC Counsel, and was revised by the GC in accord with the Counsel's comments. The policy can be found at [www.graddiv.ucsc.edu/PDF/Academic\\_Integrity\\_final.pdf](http://www.graddiv.ucsc.edu/PDF/Academic_Integrity_final.pdf).

The Graduate Council clarified that its policy for allowing students who will finish their degree requirements with reasonable certainty by June 30<sup>th</sup> to participate in public academic ceremonies (e.g., graduation—former SCD Regulation 21.1) extends to such students being listed in the graduation program.

### **8b. Graduate Student Issues: Infrastructure**

The Graduate Council continued to be concerned about long-standing inequities in the allocation of registration fees between graduate students and undergraduates. Some progress has been made, with a Graduate student-focused Career Counselor being hired by the campus. The Council received estimates of the proportion of graduate student fees used for graduate student services over the last three years from the Planning and Budget Office, and the Student Affairs Office is also examining graduate student usage of different facilities/registration-fee subsidized activities in detail, with a particular focus on what current graduate student needs are unmet, and how resources might be deployed to meet them. The most straightforward way to achieve enhanced registration-fee-based funding for the graduate population of the

campus is through establishment of a Graduate College. Both the Vice Chancellor for Student Affairs and the Vice Chancellor for Planning and Budget viewed it as highly likely that the establishment of such an entity would generate approximately 100 K annual funding from the registration fee pool: an amount comparable to that of other Colleges on campus. The Graduate Council received a draft proposal to create a Graduate College at UCSC prepared by Prof. Michael Cowan: with the budgetary difficulties/analyses undergone by the campus, the time appeared inopportune to create a new administrative/academic unit. This is a topic to which the GC is likely to return.

The increased cost of the Graduate Student Health Insurance Plan (GSHIP) was a topic of discussion and consultation by the GC. From a broad perspective, the limited number of health providers in Santa Cruz produce difficulties not encountered by UC campuses in larger cities. From an operational standpoint, the Council requested that the Health Center expedite delivery of the student eligibility roster to the insurance company more rapidly at the start of the academic year, so that students could avoid lengthy delays in reimbursement for early-in-the-academic-year medical expenses. The Health Center revised their procedures to speed up this process.

The Graduate Council had requested, with the concurrence of the Graduate Division, that large graduate student courses enrollments be counted for allocation of TA resources. The EVC is not inclined to do so at this time, as the number of graduate classes with enrollments above 30 is reasonably small at UCSC.

The expense of Graduate Housing on campus is a matter of concern to the GC: this year, some spots in Graduate Student Housing went unfilled by graduate students. The high expense of these units appears to be a principal cause for their lack of occupancy, coupled with the decreased cost of rental units in Santa Cruz. In order to attempt to bring market forces to bear on campus Graduate Student housing (and ensure that incoming students do not simply take pricey spots in campus Graduate Student housing out of ignorance), the Graduate Council requested that Graduate Division prominently furnish all incoming graduate students with representative in-town rents and website addresses of in-town rental agencies.

## **9. Postdoctoral Education at UCSC**

The welfare of postdoctoral scholars at UCSC lies under the purview of the Graduate Council. This year, the recently initiated UCSC Postdoctoral Scholars Association was formally recognized by the GC as an official group affiliated with the Graduate Division, and was granted non-voting representation on the GC. This development is critical for the GC receiving input and being able to consult with a Postdoctoral representative about items of importance to this growing campus constituency. The Graduate Council also discussed and commented on systemwide proposed postdoctoral policies, which include compensation guidelines, durations of appointment, grievance procedures, termination procedures, and leave and benefit policies for Postdoctoral Scholars. These policies, approved by systemwide following revisions in response to input from the campuses, are now APM-390.

## **10. Graduate Enrollment, Admissions and Graduate Student Support**

The Graduate Admissions process was a topic of extensive discussion throughout the course of the year, in conjunction with the campus-wide initiation of on-line Graduate Admissions. Several policy issues emerged in the course of the admissions redesign process. The Council approved the following changes in Graduate Admissions Policies: (1) to delegate to departments the authority to make early offers for exceptional students with approval from the Graduate Dean; (2) to delegate to departments the authority to admit/deny students without financial awards with approval from the Graduate Dean; and (3) to delegate to departments the authority to admit with financial awards after review by the Graduate Dean. The latter two of these changes simply codify that departments are enabled to act on applications individually, rather than en masse. The first of these changes is critical for the competitiveness of UCSC in attracting its best applicants: late notification

(relative to other institutions) of UCSC's offers of admissions/financial packages has been a widespread complaint among our applicants (and enrollees). In order to speed up the assessment process for Cota-Robles/Diversity Fellowships and Superfellowships, the Council voted to restrict departmental admissions deadlines to no later than January 15. This resulted in the application deadlines of two departments being changed from February 1 to January 15, and should result in a two-week earlier notification to admitted students of the awarding of the campus' competitive fellowships. The onset of the on-line admissions process also raised the issue of how the campus treats late graduate applications. No set policy exists, and Graduate Division polled the Graduate Representatives (on behalf of the GC) on their preferences between two possible late admissions policies: (1) restricting the institutional support available if a department decides to extend the application deadline; or (2) no late applications. The departments who responded to the query were sharply divided in their opinions; UCSC Counsel favored the latter policy. The Graduate Council did not reach closure on this issue.

The Graduate Council requested that the Planning and Budget Office provide responses to a series of queries that included graduate student support relative to the cost of living in Santa Cruz, the cost of living as a percentage of graduate student income for students in Santa Cruz relative to comparison institutions, and the trends through time of student support in inflation-corrected dollars relative to the cost of living. In essence, the GC wished to determine how the net living standards of graduate students at UCSC had changed through time: a topic critical for assessing the graduate environment and adequacy of graduate student support at UCSC. Responses to these queries are pending.

The Graduate Council approves and can recommend the awarding of fellowships and graduate scholarships. The Graduate Council discussed the allocation of fellowship block grants primarily with respect to (1) those programs that show significant attrition from their Ph.D. programs, due perhaps to employment opportunities or transfers to Master's programs, and (2) those programs undergoing rapid growth. In the former case, since programs are allocated more for Ph.D. students than for Master's students, significant attrition from a Ph.D. program undermines the overall intent of subsidizing doctoral enrollments at a higher level than Master's students. The Council decided not to alter the block allocation formulation at this time to attempt to correct for such "slippage," but will monitor this phenomenon closely in the future. On the other hand, rapidly expanding programs can be disadvantaged by the current block allocation formulation which relies on two years of past enrollment, plus one projected year to determine their block allocation. The Council affirmed that funding for such rapidly growing programs should be addressed on a case-by-case basis using Dean's discretionary funds withheld from the Block Allocation. The Council observed that such discretionary funds are critical for both new and growing programs and, as such, should be ensured to be of sufficient size to support such needs.

The Graduate Council also discussed the issue of graduate student support for those students who had come up against the system-wide limit of 18 quarters of T.A. support. This problem is fairly limited, with about a half-dozen students having encountered this restriction.

The Council selected winners of the Outstanding Teaching Assistant Award, Cota-Robles/Diversity Fellowships and Superfellowships, and the President's Dissertation-Year Fellowships.

## **11. Other Graduate Issues**

The Council discussed on an informational basis the possible incorporation of the Monterey Institute of International Studies, identifying the considerable graduate (and GC) issues associated with the fusion of this almost-entirely graduate body into UC (and UCSC in particular). These include: bringing the current MIIS degree programs into the UC approval process, and configuring admissions and graduate support procedures at MIIS to bring them in-line with those of UC. If the MIIS merger reaches fruition, this will clearly be a topic of extensive future GC discussion/evaluation/policy decisions.

The Council suggested possible candidates for the graduate commencement speaker. Also, the GC commented on the proposed revision of the systemwide policy on Academic Freedom.

The Graduate Council also commented on the VPAA's solicitation for input on the Five-Year Perspectives plan for the campus. The GC's perspective was that the Five-Year Plan was a purely incremental growth plan, as would be expected to be generated from a decanal structure serving departmental constituencies. Major new initiatives that could create opportunities for significant graduate growth are absent from the plan.

The Graduate Council requested that the administration/EVC produce a plan to deal with the difficulties posed by the SARS epidemic (particularly as significant numbers of graduate students come from regions affected by the SARS virus). The campus and system-wide came up with a comprehensive policy for dealing with SARS.

## **12. Graduate Groups**

Graduate Groups are a means for generating interdisciplinary and/or non-departmental graduate programs. Although used extensively at some of the other UCs, UCSC presently has no Graduate Groups, nor any guidelines for their creation, operation or resource allotment. Instead, the campus has used the Interdisciplinary Degree Program (I.D.P.) designation to launch graduate programs that are not associated with departments. The I.D.P. designation seems to work well for programs that are launched internal to a Division, and with the blessing of the relevant Dean. However, no clear mechanism exists for the establishment of inter-Divisional graduate programs, nor any clear appeal process for dealing with proposed interdisciplinary programs within a Division that lack their Dean's blessing. The lack of approved Graduate Group guidelines is not a consequence of a lack of discussion or effort: Graduate Groups at UCSC have occupied a portion of the GC's and components of the Administration's time for the last half-decade; the latest iteration involved a VPAA-generated outline for a possible proposal process for I.D.P.s at UCSC. However, no procedures for appeal of decanal decisions were proposed, and the logistics of establishing inter-divisional programs remained murky. Therefore, the GC requested that the EVC establish a formal administrative procedure through which decanal decisions relevant to proposed interdisciplinary programs could be appealed. The EVC declined to do so, due to his confidence in the decanal-decision making process. His suggestion was that faculty should work with their deans to prepare two page "pre-proposals" for inclusion in the five-year list of planned program proposals required by UCOP. Those dissatisfied with this process could submit the pre-proposals to the GC, who could request that the cognizant dean explain his/her decision, with the GC ultimately notifying the EVC's office of any concerns. Thus, the current state of affairs appears to be that an interdisciplinary graduate program proposal must enjoy the full backing of the relevant Dean (or both Deans for an inter-divisional proposal, with both agreeing with one another on the logistics of their respective support) to have a chance of success.

## **13. Issues Carrying Forward to 2003-2004**

- Continuing to assist in resolving the long-term difficulties with formalizing establishment procedures for Graduate Groups/I.D.P.'s on the campus
- Instigating the completion of a formal proposal to establish a Graduate College
- Assessing and consulting on the incorporation process of the Monterey Institute of International Studies
- Continue consultation on, monitoring of, and setting policy for the new Graduate Admissions Process
- Completing the overall review of departments' degree requirements
- Consulting and evaluating a proposal for submission of electronic dissertations being prepared by COL

Respectfully submitted:  
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