GRADUATE COUNCIL
2014-15 Annual Report

To: Academic Senate, Santa Cruz Division

Graduate Council (GC) worked on several issues this year, including a) participating in the broader Senate's engagement with graduate growth planning, b) revising the Council bylaws, c) authoring a new policy for graduate certificates that do not conform to Senate Regulation 735 and collaborating with the VPAA on the development of Bachelor's/Master's policy and guidelines, d) reviewing divisional faculty recruitment requests, and e) monitoring of graduate programs under GC review. The Council also spent a considerable amount of time on routine business, including reviewing new program and Designated Emphasis proposals, participating in external reviews for several departments, reviewing proposed graduate program statement changes and course reviews, and participating in the review of applications for the Cota-Robles and Dissertation Year Fellowships. A detailed summary of the Council's work in 2014-15 is provided below.

Graduate Growth

Campus planning for increasing Ph.D. growth to 12% of undergraduate enrollments as part of the University's rebenching efforts has generated much discussion within the Senate about how to achieve this target, how to use the resources allocated for this purpose wisely, and how graduate growth can be achieved while enhancing our academic mission. In 2013, the Joint Senate/Administrative Task Force on Academic Structures produced a report that included a section on graduate growth. Graduate growth continued to be an issue of great importance to the Senate this year, and was engaged by multiple committees. This year, the Senate Executive Committee produced a report "Guiding Principles of Graduate Growth" (October 2014), which included a recommendation for a Joint Senate/Administrative Task Force on Graduate Growth. This task force was convened in winter and spring 2015, and included two members from Graduate Council. The Joint Senate/Administrative Task Force on Graduate Growth set out to assess campus efforts to achieve the graduate growth mandate and to offer analysis and recommendations for graduate growth. Four major topic areas were addressed by the task force: graduate program capacity for graduate growth; analysis of allocation models for graduate growth; faculty incentives to encourage participation in graduate growth; and identifying practices, resources, and needs across the campus for graduate student professional development. The report, which includes a set of recommendations, was completed in June 2015. Graduate Council expects to continue to be actively engaged in campus planning for graduate growth and to participate in the review and implementation of the report's recommendations next academic year.

Graduate Council Bylaw 13.21

The Graduate Council bylaws have undergone very little change in the history of the campus, even as the campus itself has experienced significant change and growth. The Council found that the bylaws did not clearly nor adequately describe the work that the Council currently undertakes, work that is fully consistent with its authority according to systemwide Senate policy. During winter and spring quarters 2015, the Council undertook a review of both GC bylaws across the UC system and relevant campus and systemwide policies, and set to work on proposing changes to existing bylaws, which were presented to and approved by the Senate at its May 29, 2015 meeting.

The revised bylaws 1) clarify the areas of plenary and advisory authority of the Council, 2) clearly describe activities and actions that it regularly undertakes and were not reflected in the bylaws it sought to replace, 3) clarify areas where the Council works with or delegates to the Graduate Division, and 4) update obsolete language. The bylaws clarify that the Council sets policies and procedures on behalf of the Santa Cruz Division on matters pertaining to all graduate academic and professional programs, and more clearly outlines its role in reviewing and approving programs and reviewing proposals and academic plans for the establishment of academics units. The revised bylaws also specify the advisory relationship of GC to the Graduate Division on graduate and postdoctoral matters, including the allocation of graduate support funds, and consistent with systemwide policy, establishes a policy to monitor and review administrative decisions delegated by the Council to the Graduate Division on an annual basis. The text of the revised bylaws are included in the appendix to this report.

Block Allocation Formula
The block allocation is an allotment of funding distributed by the Graduate Division to support new and continuing students in graduate programs across campus. Historically, Graduate Council has reviewed and advised the Graduate Division on the block allocation formula. For reasons not known to GC, the Council had not reviewed nor made recommendations on the block allocation formula since the 2005-06 academic year.

In 2014-15, the Council made the decision to reinstate annual review of the block allocation formula, although this year, it made no recommendations to revise the current formula. The Council invited Vice Provost and Dean of Graduate Studies (VPDGS) Tyrus Miller, ex officio member of the Council, to formally consult on the block allocation formula on January 15, 2015. The Council asked to review the formula in order to better understand it, the factors considered, how it is determined, and how allocations are made across programs. The Council sought to have more transparency about this complex process, and asked Dean Miller to provide an orientation and overview in context of graduate division strategies for graduate growth. Dean Miller provided an orientation and explanation of the process, and discussed campus graduate growth goals in context of the rebenching graduate growth target.

The Council was previously quite involved in this process and established policy for the awarding of the block allocation formula (see for example, 2005-06 Annual Report). The Council expects to annually review and advise the VPDGS on the block allocation formula going forward. The Council further recommends that in 2015-16, GC conduct a comparison of current campus Graduate Council practices and roles in relation to the block allocation formula review to that of other UC Graduate Councils, in order to ascertain what issues, problems, and best practices exist at the local and systemwide level on this issue.

Graduate Certificate Policy
Graduate Council developed guidelines intended for academic units and research centers who wish to propose new graduate certificate proposals. There are two types of graduate certificates: a Graduate Academic Certificate (GAC), and a graduate certificate. The guidelines are intended for the latter type of certificate, as GAC policies are outlined in the systemwide Compendium: University-wide Review Processes for Academic Programs, Academic Units, & Research Units.

The guidelines created by GC define a graduate certificate and establish the process for proposal submission and review by the Graduate Council.

Bachelor's/Master's Guidelines
During winter and spring quarters 2015, the Council reviewed proposed guidelines for establishing joint Bachelor's/Master's degree programs developed by Vice Provost of Academic Affairs (VPAA) Herbie Lee. The guidelines were developed to facilitate the addition of curricular programs that allow undergraduate students to complete a Bachelor's degree in four years and a Master's degree in one additional year, using an existing Master's degree program, and to clearly distinguish this type of program from "hybrid" programs, which require systemwide review by the Coordinating Committee on Graduate Affairs (CCGA). The VPAA specifically requested feedback on substantive curricular issues, including double counting of credits for degree requirements.

The Council deliberated the VPAA's proposed guidelines and agreed that 4+1 programs are a valuable opportunity for undergraduate students and can raise enrollments in campus Master's programs. The Council raised concerns about the proposed approval process and also provided substantial feedback for improvement, including more informative, but succinct guidelines to facilitate proposal submission by departments. The Council expects that it will continue to collaborate with VPAA Lee in order to finalize the program guidelines and requirements early next academic year.

Review of Divisional Faculty Recruitment Requests
Graduate Council reviewed the divisional faculty recruitment requests for 2015-16. Historically, the Council has not been consulted by the CP/EVC on this matter, and Council review of this issue is a relatively new development, beginning in 2012-13 in context of campus planning for graduate growth. This year, the Council increased its level of engagement with this issue, reviewing Committee on Planning and Budget (CPB) pre-consultation memos to each of the divisional deans, as well as the written responses from each division that submitted in advance of the consultation. Where possible, the Council Chair also attended decanal consultations with CPB on this issue. These changes provided the Council access to information about the broader context shaping the decanal requests, and informed Council deliberations and recommendations.

The faculty recruitment call indicated that in 2015-16, sixteen FTE would be allocated, with four reserved for Silicon Valley and four used to complete cluster hires. The remaining eight faculty FTE were to be allocated across the campus. The Council's recommendations were grounded in evaluation of the proposed FTE potential to contribute to graduate growth. More specifically, the primary guiding principle was the FTE's ability and potential to support doctoral growth through a) existing graduate programs (FTE supports new faculty, FTE supports students), or b) support of new graduate programs. This primary consideration overlapped with the criterion to enhance the research profile of the campus.

Program Monitoring
TIM Graduate Programs
During the course of the 2013-14 academic year, Graduate Council spent a considerable amount of time assessing the TIM program, and raised serious concerns about the ability of the programs

to staff a UC-quality curriculum for its M.S. and Ph.D. programs. In a letter dated May 28, 2014, the Council outlined a set of five criteria to be met by November 1, 2014 in order to avoid indefinite suspension of admissions to its M.S. and Ph.D. programs beginning in the 2015-16 year.

During fall quarter 2014, the Council received from VPAA Lee a proposal initiated by the Technology Management faculty to self-suspend admission to the TIM M.S. program for 2014-15. The department cited fiscal reasons for its proposal, which means the decisions to implement a suspension plan is made by the CP/EVC in consultation with GC and CPB. Graduate Council reviewed the request and recommended suspension of the TIM M.S. program for fiscal reasons as requested by the Technology Management Department (GC to VPAA Lee November 19, 2014), which was subsequently approved by the CP/EVC. However, the Council also noted that under its plenary authority, it will require the TIM M.S. program to meet all five criteria outlined in its communication in order for the program to resume admissions. At the time of this communication, BSoE Dean Joe Konopelski had requested, and GC granted, an extension of the deadline for submittal of the TIM graduate programs reports to December 1, 2014. Graduate Council noted it would make a separate decision regarding suspension of graduate programs after receipt of the TIM programs report, under its plenary authority.

The Council reviewed the TIM programs report and in a letter dated February 18, 2015, citing ongoing concerns about the capacity of both the M.S. and Ph.D. programs to offer UC-quality instruction, decided to 1) not suspend admissions to the Ph.D. program, and 2) to suspend admission to the M.S. program indefinitely, beginning in 2015-16. The Council set criteria to be met in order to grant reinstatement of admission to the M.S. program, and requested an annual report on the status of the Ph.D. program and the plans for the M.S. program to be submitted to the Council for the duration of the suspension, with the first report due January 4, 2016. If and when TM proposes to resume admission to the M.S. program, the Department should submit a request to the Council by the deadline for the annual report.

Education Ph.D. Program
Graduate Council continued to monitor the Education Ph.D. program, a process begun in the previous year (2013-14) when the acting chair of the department requested that the Council consider suspending admission to the Ph.D. program. After appropriate deliberation, the Council decided not to suspend admissions, and requested an annual report on the status of the Education Ph.D. program, due by September 20th of each year, from 2014 – 2017. The Council also acknowledged the Education faculty's work on the issues reviewed by GC during the 2013-14 year.

The Council reviewed the Education Ph.D. program report during fall quarter, and in its response (October 29, 2014) commended the department for the progress made in addressing issues concerning the Ph.D. program. The Council was impressed by the care taken in producing the report, and the quality and documentation of the responses. The Council found that the department addressed all the issues raised in the Council's request and decided that the program is making sufficient progress according to the criteria set by the Council. There are some remaining concerns about student progress and degree completion rates, which the Council will review with next year's report, and anticipates that the retooling of the program to a "single track" will have a positive

impact on these issues. Overall, the Council noted the substantial progress made by the Education department in restructuring its Ph.D. program.

Regular Committee Business

New Program Proposals

GC reviewed a revised proposal for an M.F.A.in Environmental Art and Social Practice, and outlined a set of recommendations for revision and resubmittal to the Council (December 2014). Revisions were not submitted this year. GC also reviewed and approved an administrative home change for the Games and Playable Media M.S. from the Computer Science to the recently established Computational Media Department. Finally, the Council reviewed a proposal for both a Ph.D. and Master's degrees in Computational Media, and provided recommendations for revision and resubmittal. The Council expects to review a revised proposal early in fall 2015.

DE Proposals

The Council reviewed proposals for a Designated Emphasis in Computational Media and a Designated Emphasis in Human Language and Media Modeling, the latter which would also be administered by the Department of Computational Media (June 2015). The Council provided recommendations for revision and resubmittal for both proposals.

External Reviews

The Council submitted universal charge questions for upcoming external reviews in Anthropology, Computer Engineering, Computer Science, Economics, Film and Digital Media, and Microbiology and Environmental Toxicology. In addition the Council prepared external review report responses for closure meeting discussion for Electrical Engineering, History of Consciousness, Latin American and Latina/o Studies, Literature, Mathematics, MCD Biology, Physics, Theater Arts, and Technology Management. The Council also reviewed mid-cycle reports from Art and Psychology.

Program Statement Changes

GC reviewed proposed graduate program statement changes for the 2015-16 course catalog copy. The Council reviewed thirty graduate program statement change proposals. The Council notified all Deans, Department Chairs, and Program Directors that graduate program learning outcomes (PLOs) should not be listed in the catalog copy in this and future years (February 4, 2015).

Course Reviews

A subcommittee of Graduate Council members reviewed 63 new graduate courses and 68 course revisions.

GSI Requests

The Council delegates to the Council Chair review and approval of Graduate Student Instructor requests. Instances of graduate students assuming instructional roles for graduate courses are rare, and the systemwide University Committee on Educational Policy and the Coordinating Committee on Graduate Affairs have taken the position that no graduate student take on an instructional role for which they can influence the grade of another student's performance, unless faculty oversight of the assessment process is sufficient to prevent any semblance of conflict of interest. This year,

the Council reviewed and approved four GSI requests in Economics (reviewed by Chair *Pro Tem*), Education, and Literature.

Fellowship Review
Graduate Council subcommittees advised the Vice Provost and Dean of Graduate Studies on the selection of Cota Robles and Dissertation Year Fellowships.

The Graduate Council does not advise on selection for the Chancellor's Graduate Teaching Fellows Program. This year, the Committee on Educational Policy (CEP) raised concerns about its role in approving courses tied to a student's award and about the timeline for approval. The Council reviewed CEP's concerns and recommended that a) there should be a CEP representative on the selection committee of the Chancellor's Teaching Fellows Program, and b) that the Graduate Division redesign the application and approval process to enable course review earlier in the academic year. The Council also recommended that both CEP and GC review and provide input into the revision of the application guidelines by the Graduate Division. At this time, the Council does not think it is necessary to have a representative on the Chancellor's Graduate Teaching Fellows Program selection committee.

Local and Systemwide Issue Review
In addition to the issues discussed in earlier sections of the report, the Council reviewed and commented on the following issues and/or policies:

Systemwide
- Doctoral Student Support Proposal and Recommendations (November 2014)
- Review of Senate Regulation 682 (Residence and Length of Study) (December 2014)
- Review of Presidential Policy on Open Access (December 2014)

Local
- Review of Proposed FTE Transfers (October 2014)
- Review of Education Department Request for Postponement of External Review (November 2014)
- Review of WASC Accreditation Institutional Report, Final Draft (January 2015)

The Council deliberated a guest policy, and agreed to extend a formal invitation to Assistant Dean of Graduate Studies Jim Moore to attend Council meetings as a guest for 2014-15. The Council also received a request from a member to have a substitute attend meetings in his absence. The Council declined this request, noting that the Council bylaws do not allow for member substitutions. The Council guest policy is agreed to by Council members at the start of each academic year.

Continuing Issues for GC in 2015-16
- Graduate growth—the Council will continue to participate in and monitor campus planning for graduate growth
- Graduate program monitoring—continue to monitor Technology and Information graduate programs, Education Ph.D. program

- ▪ GC Annual Delegation Policy—monitor and review routine administrative decisions delegated to the VPDGS for 2015-16.
- ▪ Review of Computational Media M.S. and Ph.D. degrees proposal

Respectfully submitted;
GRADUATE COUNCIL
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John Bowin	Christy Caldwell, LAUC Representative
Jonathan Fortney	Erica Smeltzer, Graduate Representative
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Ken Kletzer, Chair

August 31, 2015

Appendix:
Graduate Council Bylaw 13.21 (Approved May 29, 2015):

13.21.1   There are ten Santa Cruz Division members. The Dean of Graduate Studies serves ex officio, and shall not serve as Chair or Vice Chair. In addition, there are one Library representative, no more than three Graduate Student Association representatives, and one Postdoctoral Scholars Association representative. Among the Division members, there are at least one, but no more than three members from each academic division and the School of Engineering.

13.21.2   The Graduate Council sets policies and procedures on behalf of the Santa Cruz Division on matters pertaining to all graduate academic and professional programs. It establishes policies regarding admission to candidacy for higher degrees, limitation of graduate study lists, appointment of committees in charge of candidates' studies and research, and the supervision of examinations for higher degrees. It approves on behalf of the Santa Cruz Division the award of higher degrees.

13.21.3   The Graduate Council reviews and approves proposals for new programs for existing higher degrees, the establishment of new higher degrees, and changes in existing graduate programs, including, but not restricted to, addition or deletion of programs within existing degrees, joint programs across departments or schools or campuses, and discontinuation of programs. The Council Chair may also act as a pre-consultant for new graduate programs and provide feedback to the proposing faculty. Proposals approved by the Graduate Council, after consultation with the Committee on Planning and Budget, are recommended by the Council to the Coordinating Committee on Graduate Affairs.

13.21.4   The Graduate Council has plenary authority in all matters relating to graduate curricula and courses of instruction in the Santa Cruz Division. The Graduate Council monitors and ensures the quality, viability, and appropriateness of existing graduate programs, and ensures that the graduate curricula are in compliance with Senate Regulations and educational policies. The Council approves catalog program statements and degree requirements for all graduate programs. On these matters, the Council maintains liaison with the Divisional Committee on Educational Policy.

13.21.5   The Council reviews proposals and academic plans for the establishment of academic units (departments, schools and colleges), offering or intending to offer graduate and/or professional instruction and degrees.

13.21.6   The Council advises the Graduate Division on policies and procedures for the allocation of graduate student support funds.

13.21.7   Consistent with Senate Bylaws 20 and 330C, the Council may delegate to the Dean of Graduate Studies routine administrative decisions related to the academic regulations and policies of the Graduate Council. The Graduate Council will monitor and review on an annual basis these delegated decisions.