

UNIVERSITY OF CALIFORNIA

ACADEMIC SENATE

COORDINATING COMMITTEE ON GRADUATE AFFAIRS  
MEETING MINUTES – JANUARY 8, 2014

Present: Donald Mastronarde (Chair, UCB), Jutta Heckhausen (Vice Chair, UCI), Alex Bui (UCLA Alternate), Kwai Ng (UCSD), Carol Burke (UCI), John Bolander (UCD), Valerie Leppert (UCM), Shauna Somerville (UCB), John Kim (UCR), E. Bruce Robertson (UCSB), Bruce Schumm (UCSC), Youngho Seo (UCSF), Hilary Baxter, Pamela Jennings, Mary Gilly (Council Vice Chair), William Jacob (Council Chair), and Todd Giedt (Analyst)

**I. Chair's Report/Announcements/Updates**

Chair Mastronarde reported on the APC conference call. The Open Access Task Force continues to work on implementation. Once the president issues the policy, it will be rolled out gradually.

Work continues on the performance measures with the current focus on trying to define what pieces of information that can be gathered without incurring additional expense and what comparison institutions can be used. Only a few goals should be established at a time, and may be shifted as needed.

The Enrollment Planning Group has released its unofficial report; the University now can have more serious discussions regarding the financial implications of enrollment decisions. Graduate students are generally under-enrolled. Conversely, UC is taking in a burgeoning percentage of non-residents.

At the recent Academic Council meeting, Chair Jacob and Vice Chair Gilly reported that they are getting more frequent meetings with the president; they are welcome to drop by for quick 10 minute consultations. The Council also discussed the change in capital funding. When debt restructuring bill was passed, there was allowance for up to 15 percent for capital projects. A few of the projects were advanced quickly over the summer or fall, leading to some consternation on the campuses.

Finally, UCEP has been working on a provision to help meet the transparent formula request from WASC.

**II. Consent Calendar**

**A. Approval of the Agenda**

**B. Approval of the Minutes from the December 4, 2013 meeting.**

**ACTION:** *Members approved the agenda and December 4, 2013 meeting minutes.*

**III. Announcements from the President's Office, Academic Affairs –**

*Graduate Studies Director Pamela Jennings and Assistant Director of Academic Planning Hilary Baxter*

Assistant Director Baxter remarked that WASC is concerned about credit hours and the Carnegie unit rule in relation to courses being offered in different modalities. At this time, it is not necessary to make any changes at the system level as long as the campuses supplement appropriately.

The California Master Plan for Higher Education will be discussed by President Napolitano and the CCC and CSU chancellors at the next Regents' meeting. The CCC are studying the possibility of adding BA degrees to their mission in a limited way. These would be in areas that UC and CSU don't offer or in programs (such as nursing) where the current offerings are not sufficient.

Director Jennings discussed the UC HBCU program and provided a handout to the committee members. She explained that one key element of the program is the required summer research component. She told the committee that any faculty member can submit a proposal – they are due by March 11 – for either a three-

year grant or one-year grant. The Director then commented on the possibility of a similar program for Hispanic Serving Institutions (HSIs). She noted that such a program would have more challenges than the HBCU partnership.

Director Jennings remarked that the graduate alumni online survey is closed. OP is currently cleaning up the data and getting a sense of how to present that information.

#### IV. Policies under Review

**A. Systemwide Review of Proposed Revised UC Policy on Sexual Harassment and APM Section 035, Appendices A-1 and A-2 – Lead Reviewer Maite Zubiaurre (UCLA)**

After reviewing the document, Professor Zubiaurre commented that the policy is important but that its current revision has a certain “cut and paste” quality. Editing for redundancies is needed.

**B. Self-Supporting Graduate Professional Degree Programs (SSGPDP) Policy Review-- Lead Reviewers Kwai Ng (UCSD) and Shauna Somerville (UCB)**

Professors Ng and Somerville noted that the new draft SSGPDP policy includes implementation information and is a revision to the 2011 policy on Self-Supporting Graduate Degree Programs. The committee discussed the changing role of SSPs and whether the SSP definition should be narrowed. Members expressed a need for more explicit guidance to prevent program duplication and an overabundance of conversions. Access is also an area of concern. The committee discussed the item at length.

**ACTION: Chair Mastronarde will incorporate CCGA’s comments into a response and circulate a draft letter for review.**

**C. PDST Policy Review -- Lead Reviewer John Kim (UCR)**

This new policy consolidates the previous policy by getting rid of the old principles and adding implementation protocol. Two substantive changes are the collection of demographic data and the addition of a fairly rigid timeline. Professor Kim walked the committee through the proposal, raising some questions which were discussed at length by members.

**ACTION: Chair Mastronarde will incorporate the comments into a CCGA response and circulate a draft letter for review.**

#### V. Proposed Graduate Degrees and Programs for Review

**A. Proposal for a New Graduate Program from UC San Diego at the Scripps Institution of Oceanography: Master of Advanced Studies (M.A.S.) Degree in Climate Science and Policy (CSP)**

-- Lead Reviewers Maite Zubiaurre (UCLA) and Shauna Somerville (UCB)

This proposal is in need of further review.

**B. Proposal for a Professional Master of Public Policy degree in the School of Public Policy at UC Riverside -- Lead Reviewer Kwai Ng (UCSD)**

This proposal is in need of further review.

**C. Proposal from the UCLA Department of Economics to Establish a Master of Arts in Applied Economics -- Lead Reviewer John Bolander (UCD)**

This proposal is in need of further review.

**D. Proposal to add a Master's Degree to the Approved Ph.D. in Psychology with a Concentration in Cognitive Neuroscience at UC Irvine -- Lead Reviewer Bruce Schumm (UCSC)**

**Action Taken:** *This proposal was approved with three abstentions.*

**E. Proposal for a Master's Degree of Finance at UC San Diego-- Lead Reviewer Youngho Seo (UCSF)**  
This proposal is in need of further review.

**F. Proposal for a Program of Graduate Studies in Global Studies for the Ph.D. Degree at UC Santa Barbara-- Lead Reviewer Bruce Schumm (UCSC)**  
This proposal is in need of further review.

**G. Proposal for an M.A./Ph.D. in Interdisciplinary Humanities at UC Merced -- Lead Reviewer Donald Mastronarde (UCB)**  
This proposal is in need of further review.

**VI. Draft UC-HSI (Hispanic Serving Institutions) Initiative and Proposal to Establish a Regents Diversity Fellowship**

As proposed, the UC-HSI Initiative (modeled after the recently launched UC-HBCU Initiative) will create incentives for UC faculty and campus departments to develop long-term relationships with HSIs (Hispanic-Serving Institutions). UCOP will invite proposals from UC faculty members at each of the ten campuses who would like to host and immerse students from HSIs in UC research training internships during the summer and develop an ongoing project of collaboration and engagement with students and faculty from partnering HSIs. If approved, the Regents Diversity Fellowship (RDF) will be an alternative source of funding support for all admitted UC-HSI Initiative Fellows for up to two years.

**Action:** *Chair Mastronarde will write a letter lending CCGA's support to the proposal.*

**VII. Consultation – Chair Mastronarde**

**A. Final feedback on CCGA Guidance on Degree Titles**

In recent years, CCGA has tried to uphold the distinctiveness of academic graduate degrees by enforcing the view that a professional Master's degree should not be an M.A. or M.S., but rather a "Master of X." Accordingly, CCGA is considering language for its Handbook that would insist that this distinction be observed in the development and review of new program proposals. Specifically, proposals involving PDST or SSP funding should be described as professional degree proposals and should by default use the "Master of X" degree title, rather than M.A. or M.S. That said, previously approved degrees that do not follow this practice would not be required to change their degree titles.

**ACTION:** *Members agreed to send a letter to the Graduate Councils, with a copy to the Graduate Deans, informing them of this change.*

**B. Discussion of Comments from Other Committees About SSGPDP Revision**

The Academic Planning Council will consider the SSGPDP revisions in a special teleconference meeting on February 18.

**C. Other matters of interest to local Graduate Councils**

- *Council of Graduate Deans (COGD) Meeting:* The graduate deans discussed some practical issues related to SSP programs: 1) The burden of data collection for SSP programs; and 2) the kind and amount of tuition that a state-supported student pays if he or she takes a course in a SSP. Another issue concerns a proposal to waive non-resident tuition for engineering programs; the graduate deans expressed some concern that there

was not sufficient consultation with the COGD. This proposal is an outcome from a recent Council of Chancellors meeting in which the President assigned individual chancellors to write whitepapers on certain topics. CCGA will ask for a copy of this white paper.

- *Capstone Definitions:* The UCSC Graduate Council has been looking at the possibility of a plural review (multiple graders) for capstone projects. CCGA must decide whether to leave the policy as is, or develop a more explicit policy. Another issue is that capstone projects must be more comprehensive than a single 15-hour class. Trends in capstone projects – such as collaborative, as opposed to solitary, projects – are also important to note. The UCSC Graduate Council is trying to maintain a basic standard with respect to these collaborative capstones.

Members briefly discussed the capstone issue, voicing concern about professional programs that are practice-oriented; their mode of assessment may be different than a traditional report or paper. If CCGA prescribes a capstone project too precisely, it may cause problems for these types of programs. That said, individual contributions (within collaborative projects) must be made clear in assessments. There should be some latitude in this area, but the capstone must remain a culminating experience. Assessment by more than one person is also a good idea. Another member opined that it is good practice to have one person in charge of the project, as there is a danger in inconsistent evaluation from multiple graders. A comprehensive exam may also be considered a capstone – specifically this is a Type II Masters capstone, which is usually judged by the entire committee, and is subject to a “pass/fail” assessment. Members expressed a desire to have some guidelines with respect to capstone projects.

**ACTION:** 1) CCGA will request the memo/proposal to waive non-resident tuition in engineering programs; and 2) Chair Mastronarde will draft a letter to graduate councils in order to establish guidelines for capstone projects.

- *UCSD Graduate Council:* Some SSP program proposers have recently expressed interest in expedited reviews; there is an expectation that the process will be very brief at the systemwide level. The San Diego member asked if the option of an expedited review should be taken out of the CCGA Handbook in order to deflate this expectation. Chair Mastronarde clarified that the current language states that CCGA will make this assessment on a case-by-case basis. Indeed, it is often the case that long reviews come from delays in getting responses from the program proposers to external critiques of the proposal, not from obtaining the external reviews themselves. Members agreed that CCGA should have the flexibility to do an expedited review, but retain its own measures of quality control. Some fine-tuning may be needed for the CCGA Handbook; Chair Mastronarde will identify these and bring them to the March meeting.

**ACTION:** Chair Mastronarde will identify gaps (with respect to proposal requirements) in the CCGA Handbook for the March meeting.

- *UCR Graduate Council:* The Riverside representative reported back to the Committee on an online master’s program in engineering. He has begun his research into this program. At this point, he is concerned about an internal push to lower the admission requirements.
- *UCSF Graduate Council:* There is some concern that UCSF may be paying lower honoraria than other campuses to its external reviewers of existing programs. One member replied that \$1,000 is probably typical at many UC campuses, which is probably less than other institutions. In most cases, the campus central administration pays for the review.
- *UCI Graduate Council:* UCI has developed a list of program review practices from the different campuses and will send it out to committee members. One issue is the support for these reviews – are resources available to retain quality reviewers and are the reviews being completed in a timely fashion? Reviews of schools are done every ten years; it is therefore very difficult to tie any funding decisions to these reviews.

Last year, the Irvine Graduate Dean also began to collect comparative data on stipends that departments pay to graduate students. The goal of this collection is to better assess programs against programs at comparable and competitive institutions.

**ACTION:** *The Irvine representative will send out campus data on program reviews to CCGA members.*

- *UCB Graduate Council:* The Berkeley Graduate Council has been asked to review and approve certificates. CCGA addressed certificates in 2009 in its [memo](#) on certificates (“SR 735 certificates”). The Berkeley representative also responded to CCGA’s inquiry about online master’s programs, noting that UCB has three online master’s programs. One program representative noted that there is often more frequent feedback on the online program (as opposed to traditional campus-based program); faculty teaching in this program must often do so on an overload basis. One solution is to apply time limits on how long faculty can serve on overload status. Developing a sense of community is difficult for online programs, but it is accomplished by frequent and timely responses to student inquiries and questions. Student services, especially within the context of job-placement, are very important; one program hired a staff member for this purpose. Start-up costs for these programs are significant, and usually require loans to cover expenses over the first couple of years.
- *UCM Graduate Council:* The Merced representative asked how to assess graduate program proposal review of professionally-accreditable programs, such as a Master’s in Public Health (MPH). Members commented that some graduate councils have traditionally relied on CCGA to do its external reviews. Merced is particularly concerned about the resource implications of such new programs. Members made a recommendation to solicit external reviews at the campus level given the unique conditions at Merced. Other members commented that if this level of detailed review is falling upon the graduate council, it may not have champions at the appropriate levels, and the program may not be viable in the end.
- *UCD Graduate Council:* The Davis Graduate Council will have a discussion with the Provost and the EVC at its next meeting; some issues will include: 1) Follow-up to the 2012 graduate education task force report; 2) campus financial support for graduate students; 3) UCD’s relative conservatism regarding its compliance with Proposition 209; 4) campus strategic plans (current plans separate undergraduate and graduate education, but a number of analyses recommend that these two should be coupled); and 5) the lack of a parental leave policy for graduate students.

#### **VIII. Consultation with Keith Williams and Ellen Osmundson**

Interim UCOE Director Williams provided the committee with an update on online education. UCOE started 3.5 years ago out of the president’s office to jump start development of online courses. The first round of courses was offered only to UC students, but since then, some have been offered to non-students. To date, the number of students has been fairly small, but UCOE is working to find a way to enroll more students directly without an unreasonable amount of paperwork. While all of the courses so far have been for undergraduates, graduate courses could be offered as well. The group has been giving advice on the best way to help faculty and TAs get students engaged online and is developing training that incorporates these tips.

ILTI Project Coordinator Osmundson explained that ILTI (Innovative Learning Technology Initiative) is driven by a steering committee comprised of the Provost, the Senate, and OP staff with input and collaboration from all of the campuses. Through the first RFP, 18 new courses were developed systemwide. The second RFP focused on undergraduate education and funded 12 courses, making 30 in all, both fully online and hybrid. On November 18, ILTI launched a cross-campus enrollment system for online courses. The next step will be the creation of an RFP for campuses to ask directly for support for setting up/supporting online courses.

The Committee asked many questions of the presenters and discussed online education at length.

- IX. New Business: Discussion** – *Chair Mastronarde*  
*There was no new business.*
- X. Executive Session** – *Chair Mastronarde*  
*Minutes are not taken during executive sessions.*

The meeting was adjourned at 3:30 p.m.

Attest: Donald Mastronarde, CCGA Chair  
Prepared by Fredye Harms, Committee Analyst