

COORDINATING COMMITTEE ON GRADUATE AFFAIRS

Minutes of Meeting**Tuesday, March 1, 2011****10:00 a.m. – 4:00 p.m.****UCOP, 1111 Franklin Street, Oakland – Room 12322****Telephone: 510-987-9466**<http://www.universityofcalifornia.edu/senate/>**I. Chair's Report/Announcements/Updates – *Chair Jim Carmody***

- February 23 Academic Council Meeting
- February 22 Academic Planning Council Meeting: Draft PDF language informally endorsed; CCGA will prepare formal recommendation for Council as next step; will do the same for SSP review language.
- CCGA agreed to send a message to local Graduate Councils on the importance of retaining institutional memory á la the Davis model that was discussed; Vice Chair Rachael Goodhue volunteered to draft letter for CCGA.
- CCGA agreed to send a letter of support to the Provost about reductions to the Presidential Scholars Program and how the program enhances the research mission, graduate student diversity. Pamela Jennings will request supporting data from Susan Carlson and forward to Chair Carmody.

II. Consent Calendar

- Approval of the Agenda
- Approval of the February 1, 2011 Meeting Minutes

ACTION: The agenda and minutes were approved as noticed.

III. Announcements from the Academic Senate Leadership

Dan Simmons, Academic Council Chair

Robert Anderson, Academic Council Vice Chair

Chair Dan Simmons reported on legislative developments regarding the state budget and the \$500M cut to UC, including specifying ways in which UC can absorb the budget cuts. He also discussed UCOP cuts under consideration, including an 11% across-the-board cut to UCOP departments. He also discussed graduate student funding and the Funding Streams Proposal. Vice Chair Bob Anderson discussed possible cuts to UC research programs; the Presidential Scholars program, among others.

IV. Announcements from the President's Office, Academic Affairs

Pamela Jennings, Graduate Studies Director

Hilary Baxter, Academic Planning, Programs and Coordination

Pamela Jennings provided a brief update on the UC-HSBC Initiative.

Hilary Baxter noted that it would be especially helpful to Merced for the WASC substantive review process if CCGA could widely share formal correspondence with campus administrators. She also reported on Ralph Wolf's meeting with Academic Council.

V. Proposed Graduate Degrees and Programs for Review

A. Proposal for a Master of Advanced Studies (M.A.S.) degree in Wireless Embedded Systems in the Departments of Computer Science and Engineering and Electrical and Computer Engineering at UC San Diego – Lead Reviewers Morris Maduro (UCR) and Rachael Goodhue (UCD)

REPORT: Prof. Maduro and Prof. Goodhue walked CCGA members through their report and discussed the framework from the CCGA handbook that they used in reviewing the proposal. They recommended approval at this time.

ACTION: After a brief discussion, CCGA voted (9-0-1) to approve the proposal.

B. Proposal for a Master of Advanced Studies (M.A.S.) degree in Simulation-Based Engineering in the Department of Structural Engineering at UC San Diego – Lead Reviewers Christopher Kello (UCM) and Sue Carter (UCSC)

REPORT: Prof. Carter reported that she will work with Prof. Kello to review the proposal for next time.

C. Proposal for a Master of Advanced Studies (M.A.S.) degree in Structural Health Monitoring in the Department of Structural Engineering at UC San Diego – Lead Reviewers Alan Buckpitt (UCD) and Sharon Farmer (UCSB)

REPORT: Prof. Buckpitt and Prof. Farmer discussed their preliminary findings and concerns at this point about faculty overlap and off-load teaching. They will follow-up with the proponents on the "off-load" teaching question (i.e., more teaching than capacity to provide) and other concerns.

D. Proposal for a Master of Advanced Studies (M.A.S.) degree in Medicine Device Engineering in the Department of Mechanical and Aerospace Engineering at UC San Diego – Lead Reviewers Ruth Mulnard (UCI) and Michael Beattie (UCSF)

REPORT: Prof. Mulnard and Prof. Beattie briefed CCGA members on their preliminary findings. They had no concerns with the proposal and recommended approval at this time. They will forward a written summary of their review to Chair Carmody.

ACTION: After a brief discussion, CCGA voted (9-0-1) to approve the proposal.

- E. Proposal for a Graduate Program leading to the Master of Professional Accountancy (M.P.Ac.) degree at UC Davis – Lead Reviewer Dan Arovas (UCSD)**

REPORT: Prof. Arovas was not in attendance.

- F. Proposal for a Graduate Program leading to the M.S. and Ph.D. degrees in Software Engineering at UC Irvine – Lead Reviewer Sharon Farmer (UCSB)**

REPORT: Prof. Farmer reported that she is having some trouble finding a non-UC reviewer. CCGA discussed whether or not this was in actuality a de-coupling/reorganization rather than a proposal to establish a new program. It was determined that because the requested action is based on existing, approved curriculum that we could forego external reviews.

- G. Proposal for a Graduate Program leading to the M.S. degree in Biomedical and Translational Science at UC Irvine – Lead Reviewer Morris Maduro (UCR)**

REPORT: Prof. Maduro reported he has two reviews in hand and is awaiting two others. He expects to have his report and recommendations ready for next time.

- H. Proposal for the UCLA Anderson School of Management to establish a new Executive M.B.A. Program in cooperation with the Universidad Adolfo Ibañez in Santiago, Chile – Lead Reviewer Rachael Goodhue (UCD)**

REPORT: Prof. Goodhue discussed outstanding questions on how to resolve concerns about incremental and cumulative impact on teaching workloads and concerns about overload teaching. She will request data and clarification on these and other issues and will prepare her report and recommendations for next time.

- I. Proposal for a Graduate Program leading to the Ph.D. degree in Public Health at UC Irvine – Lead Reviewer Alan Buckpitt (UCD)**

REPORT: Prof. Buckpitt discussed substantial concerns and reservations at this point in the review. He asked members for advice on how best to proceed given the gravity of the issues with the proposal.

ACTION: CCGA concluded it would be reasonable to reject the proposal and return it to the campus with copies of external reviews accompanied with a letter from CCGA identifying their options. Prof. Buckpitt will draft letter to be co-signed with Chair Carmody.

- J. Proposal for a Graduate Program leading to the Ph.D. degree in Epidemiology at UC Irvine – Lead Reviewer Karen Gyls (UCLA)**

REPORT: Prof. Gyls reported that she is expecting external review later this month.

K. Proposal for a Graduate Program leading to the M.S. degree in Biomedical Imaging at UC San Francisco – Lead Reviewer Ruth Mulnard (UCI)

REPORT: Prof. Mulnard summarized her review and discussed how the proponents responded to the core issues and concerns identified by the reviewers. She feels that the proponents have satisfactorily responded to these concerns and recommended approval at this time.

ACTION: CCGA voted (9-0-1) to approve the proposal.

L. Proposal for a Graduate Program leading to the M.S. degree in Biological Sciences and Educational Media Design at UC Irvine – Lead Reviewer Sue Carter (UCSC)

REPORT: Prof. Carter reported that she is following up with the proponents on a number of concerns.

M. Proposal for a Graduate Program in the Study of Religion Leading to the M.A. and Ph.D. degrees at UC Davis – Lead Reviewer Christopher Kello (UCM)

REPORT: Prof. Kello was not in attendance.

N. Proposal for a Graduate Program in Energy Leading to the M.S. and Ph.D. degrees at UC Davis – Lead Reviewer Dan Arovas (UCSD)

REPORT: Prof. Arovas was not in attendance.

VI. Proposed Draft Program Review Guidelines for Self-Supporting Graduate Degree Programs and Professional Degree Fees – Chair Carmody

ISSUE: CCGA members will discuss proposed draft program review guidelines for Self-Supporting Graduate Degree Programs, as well as Professional Degree Fees (PDF) draft review language. Members were asked to review and recommend adoption of new program review guidelines for SSPs.

DISCUSSION: Chair Carmody walked members through a draft CCGA memo to Graduate Councils on the review of proposed new SSPs and asked members to send him written comments by Tuesday, March 8. This will allow sufficient time to revise the document for submission Academic Council by the end of March. It was suggested that it would be helpful for CCGA to reaffirm in a separate message to Graduate Councils the principle of common good shared by core academic and SSP programs. Dan Simmons recommended that the memo include language that CCGA will require justification for the program (using the “UCLA” language). Others suggested that CCGA require SSPs to demonstrate positive cash flow and to state how it plans to use revenues to contribute to the broader mission of UC. There was a lengthy discussion on how to reconcile the seemingly contradictory goals of using SSPs revenues to support financial aid versus research. CCGA ultimately settled on stipulating a percentage to be taken off-the-top of SSPs with the amount to be determined based on consultation with UCPB.

With regard to the draft PDF language, Hilary Baxter expressed concern that the time frame for the annual call from the Provost to the campuses for PDF proposals does not allow enough time for consultation with the Graduate Councils. Members agreed on the need for the call to go out earlier. Chair Carmody asked members to send him written comments on the PDF draft language (along with the SSP document above) by Tuesday, March 8.

VII. Continued Discussion of On-line Graduate Degree Programs – Chair Carmody

ISSUE: CCGA members will review information gleaned from the campuses on the various issues associated with on-line graduate degree programs including teaching load questions; new modalities for existing programs; review of on-line iteration of an existing program; and others. As soon as practicable, craft a set of guidelines for the review of on-line graduate degree programs. These guidelines should be developed in such a fashion as to empower local Graduate Councils, with CCGA providing assistance as necessary.

DISCUSSION: Several members spoke favorably about the Berkeley document and thought that there was much useful language here that CCGA could adopt and reissue a revised version. Members agreed to forward an extracted version of the document along with a memo from CCGA delineating proposed review guidelines. Chair Carmody will prepare a draft for discussion at the next meeting.

VIII. Preliminary Discussion of Jointly Supervised Ph.D.s – Chair Carmody and Karen Gyls

ISSUE: A forthcoming campus proposal has raised procedural and policy questions regarding joint Ph.D. degrees between the University of California and foreign institutions wherein a UC graduate student receives supervision on his/her dissertation from a UC professor and a professor at another institution. CCGA will discuss issues relating to dual-university Ph.D.s.

DISCUSSION: Prof. Gyls provided some background on the issue and discussed some of the questions that have emerged. CCGA members recommended the use of M.O.U.s as a good model for such agreements and noted that the proposal as described would not need to come to CCGA for approval. It was also suggested that she confirm that “double-dipping” of a research project does not violate University policies.

IX. Graduate Learning Outcomes – Chair Carmody and Hilary Baxter

ISSUE: CCGA will discuss recent developments regarding WASC intentions with respect to graduate learning outcomes and brainstorm on a rubric for graduate program proposals to have sets of learning outcomes.

DISCUSSION: Hilary Baxter provided background on revision of the WASC handbook and recent developments of interest arising from the UCSF accreditation visits with regard to student learning outcomes. She described possible adoption of a couple of terms in defining global learning outcomes. She believes that there will be some push-back by UC. No further action recommended at this time.

X. Revision of CCGA Handbook – Vice Chair Rachael Goodhue

ISSUE: CCGA will continue its review of the CCGA Handbook and, as necessary, propose changes to better reflect current practices and implementing policies including recent updates made to the Compendium.

DISCUSSION: Prof. Goodhue reported on progress the work group has made in revising the handbook and that they hope to have revisions ready for discussion at the next meeting.

XI. Discussion of Issues at the Divisional Graduate Councils –
Chair Carmody and Members

CCGA members will be asked to highlight and discuss important issues coming from their divisional Graduate Councils this year.

- **Davis:** There is concern that graduate programs are being adversely impacted and that programs are being disestablished without due process and not in accordance with established policies. The faculty plan to appeal the Dean's decision to shut down a department and take the matter up with the Academic Senate.

XII. New Business

There were no new business items.

Adjournment:

The meeting was adjourned at 4:00 p.m.

Attest: Jim Carmody, Chair
Prepared by Eric Zárate, Committee Analyst

CCGA 2010-11 Remaining Meeting Schedule:

April 5, 2011 – Room 5320
May 3, 2011 – Room 12322
June 7, 2011 – Room 5320
July 5, 2011 – Room 12322