

## COORDINATING COMMITTEE ON GRADUATE AFFAIRS

## Minutes of Meeting

Tuesday, December 7, 2010

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**

- **November 22 Academic Council Meeting:** In a recent conversation with the Provost, Chair Carmody discussed the need for CCGA to specify what actions it is requesting local Graduate Councils to do with regard to reviewing proposals for new Professional Degree Fee proposals, i.e., specify required elements for proposals, guidelines for proponents). And for substantive changes to the nature of a program, the need for CCGA to determine how extensive a review is required.
- **Calendar:** CCGA agreed to 1) cancel the in-person meeting now scheduled for January 11, 2010 and, 2) if needed, to hold an abbreviated meeting by tele-conference to respond to any emergent urgent business items.
- **Homework:** Chair Carmody asked members what if anything they were able to find out about at-risk and vulnerable departments on the campuses. UCSC: Mostly undergraduate programs vulnerable and at least a couple of graduate programs at-risk, though further budget cuts would result in the closure of one or two graduate programs. UCB, UCLA, UCR: Campuses were resistant to polling exercise or vague in their responses. UCSB: Four humanities departments with very low numbers; the Ph.D. programs of two of these have already been folded into an umbrella program. UCSD: At least one graduate program at-risk. Chair Carmody noted that these findings point to the need for campuses to take extraordinary care in preserving high quality graduate programs that tend to be smaller and poorly funded with fewer faculty FTEs and found in the arts, humanities, social sciences, and agriculture. These types of programs are particularly endangered in lean budget times and tend to be disproportionately affected by budget cuts. Also mentioned was the need for local P&B committees to weigh-in on these decisions.

**ACTION:** CCGA agreed to send a letter to Council summarizing the issues and concerns described above, with the eventual goal of coming up with a list of options for campuses to consider in making budget cuts that result in program closures, e.g., inter-campus consolidation of programs.

**II. Consent Calendar**

- Approval of the Agenda
- Approval of the November 2, 2010 Meeting Minutes

**ACTION:** The agenda was approved as noticed; the minutes were approved with minor corrections.

### **III. Announcements from the Academic Senate Leadership**

*Dan Simmons, Academic Council Chair*

*Robert Anderson, Academic Council Vice Chair*

Chair Dan Simmons suggested that CCGA may want consider crafting an amendment to the Compendium regarding intervention by CCGA in program reviews in instances when there is a change in the curriculum. He also reported on various items discussed at the Academic Council and Regents' meetings in November.

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

*Pamela Jennings, Graduate Studies Director*

*Todd Greenspan, Academic Planning Director*

*Hilary Baxter, Academic Planning, Programs and Coordination*

Director Pamela Jennings reported on a new UCOP initiative to create a grant program to encourage UC faculty 1) to host students from historically Black colleges and universities for a summer research project to create future pathways toward admission to a UC graduate program, and 2) to partner with faculty from historically Black colleges and institutions on research projects of limited duration.

Assistant Director Hilary Baxter reported that the annual call for Five-Year Planning Perspectives went out last August as part of a larger request for information from campuses. The planning perspectives section of that request is due to UCOP on March 1. Once received, initially analyzed and compiled for a system view of academic program directions, that information will be shared with CCGA. Members were reminded to include the CPEC form with program proposals. Hilary will send link to the Boyer Report.

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

#### **A. Proposal for a Graduate Program leading to the M.S. and Ph.D. degrees in Software Engineering at UC Irvine – Chair Carmody**

**ACTION: Sharon Farmer (UCSB) was appointed as Lead Reviewer.**

#### **B. 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 was not in attendance but reported by e-mail that the external reviews have been largely supportive but raised a few questions that he has shared with the proponents. He expects to have his Summary Report ready along with a recommendation by next meeting.

#### **C. Proposal for a Graduate Program leading to the J.D. and Ph.D. degrees in Law and Graduate Studies at UC Irvine – Lead Reviewer Dorothy Hale (UCB)**

**REPORT:** Prof. Hale reported that she has confirmed three reviewers and expects to have these in hand by the end of the month.

**D. 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 shared a copy of her initial draft Summary Report with members and discussed key concerns with the proposal at this point in the review, including procedural concerns and questions about local review and approval and the extent that this SSP will overload faculty resources; and several required documents apparently missing from the proposal that are needed to properly evaluate the proposal. Prof. Goodhue also raised the policy questions raised by the pairing of a “for-profit” university with the non-profit UC in the establishment of this joint program.

**ACTION: Based on consultation with CCGA, Prof. Goodhue will draft a memo for Chair Carmody’s signature that lays out deficiencies with the proposal informing the campus of CCGA’s decision to not review the incomplete proposal as currently submitted.**

**E. 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 reported that he has received three reviews and discussed concerns raised in the reviews. He will follow-up with the campus on these concerns.

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

REPORT: Prof. Gyls discussed concerns and questions raised by a reviewer. She plans to follow-up with the campus on these concerns. The “pre-review” comments were mostly favorable; she will proceed with external reviews and flag key questions for them.

**G. 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 was not in attendance.

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

REPORT: Prof. Carter reported that she has received two reviews and is awaiting a third review. She discussed initial concerns at this point in the review. She expects to be able to make a recommendation by next meeting.

**I. Proposal for a Graduate Program leading to the Ph.D. in Psychological Sciences at UC Merced – Lead Reviewer Rachael Goodhue (UCD)**

REPORT: Prof. Goodhue reported that she has received one review with three others forthcoming. She hopes to complete her review by the next meeting.

**J. Proposal for Graduate Program leading to the M.A. and Ph.D. Degrees in Film and Media at UC Berkeley – Lead Reviewer Sharon Farmer (UCSB)**

REPORT: Prof. Farmer reported that this is a proposal for a program that previously existed in the Department of Rhetoric and a proposed move to the newly created Film and Media Department with no significant changes to the curriculum, faculty, and students. She recommended CCGA approval at this time.

**ACTION: CCGA voted (10-0-1) to approve the proposal.**

**K. Proposal for a Graduate Program leading to the Ph.D. Degree in Quantitative and Systems Biology at UC Merced –**

*Lead Reviewer Morris Maduro (UCR)*

REPORT: Prof. Maduro was not in attendance but reported by e-mail that he working on soliciting external reviewers.

**L. Proposal for a Graduate Program leading to the Ph.D. Degree in Cognitive and Information Sciences at UC Merced – Lead Reviewer Michael Beattie (UCSF)**

REPORT: Prof. Beattie reported that he has received four reviews and is preparing his Summary Report and recommendation to approve the program at this time. He recommended CCGA approval at this time.

**ACTION: CCGA voted (10-0-1) to approve the proposal.**

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

REPORT: Prof. Kello summarized the comments from the external reviews and the additional information provided by the proponents. He discussed key concerns raised by the reviewers and the campus response to these, including the concerns about the viability of the program, sufficient campus resources to support the program's language requirement, and current demand for the program. He consulted with CCGA on how best to proceed in view of the issues that have emerged. He will continue to work with the proponents to satisfactorily address the outstanding issues.

**ACTION: Prof. Kello will draft a memo to the proponents for Chair Carmody's signature laying out the key issues and concerns and request that the proponents respond to these vis-à-vis submission of a revised proposal.**

**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 reported that he has one external review on hand and another review confirmed. He is working on finding an additional internal reviewer. Prof. Carter volunteered to provide a confidential internal review.

## **VI. Proposals for New Professional Degree Fees – Chair Carmody**

**ISSUE:** Last month, CCGA agreed to send a letter to Council concerning the need for the Senate and local Graduate Councils to be involved in a substantive way in the deliberative process of reviewing and approving campus proposals to establish and charge new Professional Degree Fees. At their Nov. 22 meeting, the Academic Council unanimously endorsed CCGA's plans to invoke its delegated authority to 1) require review of graduate programs not previously designated as professional programs before they may charge professional tuition; and 2) request that all proposals for new PDFs be submitted to local Graduate Councils and CCGA for comment. Council also requested that CCGA set guidelines defining the meaning of adequate consultation. Council also suggested that CCGA specify and reference the area in the Compendium for invoking its review authority and local Graduate Councils consult with local Planning & Budget committees. With all due haste, craft a set of guidelines for: 1) the review of proposed PDFs and; and 2) the re-review of any programs with newly imposed PDFs (this is a bit less urgent as CCGA is more concerned with shaping future behavior than fixing what is already done). These guidelines should be developed in such a fashion as to empower local Graduate Councils, with CCGA providing assistance as necessary.

**DISCUSSION:** As a general approach, Chair Carmody suggested that CCGA 1) Spell out what specifically we would like local Graduate Councils to consider in reviewing proposals for new PDFs; and, 2) Define what is meant by "professional" for purposes of reviewing PDFs.

- documentation of the departmental vote and context of the faculty's concurrence with the PDF;
- input of the students concerned;
- the program's stated case for the PDF;
- and others

**ACTION:** CCGA agreed to formally request UCPB's input on the financial aspects of formulating the policy for reviewing PDFs and SSPs. Chair Carmody also asked members to look into the enforcement of Senate Regulation 694 on their respective campus.

## **VII. Systemwide Review: 1996 Policy on Self-Supporting Part-Time Graduate Professional Degree Programs and its Implementation Guidelines – Chair Carmody**

**ISSUE:** Provost Pitts has requested Senate advice on a proposed revision of the 1996 Policy on Self-Supporting Part-Time Graduate Professional Degree Programs and its Implementation Guidelines. Since 1996, there has been an increase in self-supporting graduate degree programs and, earlier this year, the Commission on the Future recommended further expansion of these programs as a potential source of revenue for the University. The administration is proposing to update the policy to reflect the range of self-supporting graduate programs currently offered by the University. The revisions would expand the parameters for self-supporting graduate degree programs beyond the current limitation to part-time, professional programs. Doctoral programs are explicitly excluded from being designated as self-supporting programs. Attached for your reference is CCGA's April 2010 letter highlighting issues to be clarified in the revised policy.

**Systemwide Review: 1996 Policy on Self-Supporting Part-Time Graduate Professional Degree Programs and its Implementation Guidelines** *(continued)*

Such issues include faculty oversight of programs and courses offered through University Extension, the provision of financial support for needy student (the policy does not require that a portion of the revenues be dedicated to return-to-aid), and ensuring that self-supporting programs are truly independent from state support and do not draw resources from state-supported instruction. Comments are due by Jan. 14, 2010.

**DISCUSSION:** See above.

- return-to-aid provisions;
- language specifying that a TBD percentage “cut” of revenue generated by the SSPs be earmarked to fund academic graduate student fellowships as one way to connect SSPs programs to the core academic mission and support the University’s core priorities (with consultation with UCPB on the exact figure);

**ACTION:** See above.

**VIII. Revision of CCGA Handbook – Vice Chair Rachael Goodhue**

*CCGA will kick-off 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.*

Due to time constraints, this item was postponed.

**IX. 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.*

Due to time constraints, this item was postponed.

**X. New Business**

There were no new business items.

**Adjournment:**

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

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

**CCGA 2010-11 Remaining Meeting Schedule:**

February 1, 2011 – Room 5320  
March 1, 2011 – Room 12322  
April 5, 2011 – Room 5320  
May 3, 2011 – Room 12322  
June 7, 2011 – Room 5320  
July 5, 2011 – Room 12322