

APPROVED

2001-02 Annual Report
Graduate Council

In fulfilling its charge as established in the by-laws of the Berkeley Division of the Academic Senate, the Graduate Council (GC) carried out the following activities. The chair of the GC during 2001-02 was Professor Michael Hanemann.

Note: items are listed chronologically in each section.

I. Departments Reviewed¹

- Demography
Comments forwarded to Senate Chair Dowall (9/13/02).

- Mechanical Engineering
Comments forwarded to Senate Chair Dowall (4/17/02).

II. Graduate Group Reviews²

- Energy and Resources Group
Comments forwarded to Group Chair Powell (7/9/02).

III. Finished Business

A. Completed with Written Comment

- Request to Change Name of Graduate Group in Nutrition to Graduate Group in Molecular and Biochemical Nutrition
Comments forwarded to Executive Vice Chancellor and Provost Gray (10/22/01).

- Request to Change Graduation Requirements for MBA Students
Approval forwarded by Associate Dean Duggan on behalf of the GC to Director, MBA Program, Downes (10/22/01).

- Request for Additional Time for Graduate Language Examinations by the Department of Classics
Comments forwarded by Associate Dean Duggan on behalf of the GC to Head Graduate Adviser McCarthy (11/8/01).

- Proposed Change in Status for Doctor of Optometry Program from Undergraduate to Graduate Status

¹ Not all departmental reviews were completed during the 1999-2000 academic year. For more information about individual reviews, please refer to the final letters sent to departments.

² Not all graduate group reviews were completed during the 1999-2000 academic year. For more information about individual reviews, please refer to the final letters sent to groups.

Comments forwarded to Executive Vice Chancellor and Provost Gray (12/6/01).

- Report of the Academic Program Review Task Force
*Comments forwarded to Senate Chair Dowall (12/20/01).*³
- Proposal that the Academic Senate Reaffirm as Recommended Policy Certain Elements of Uniformity in Teaching Evaluations Used in Academic Departments
Comments forwarded to Senate Chair Dowall (2/13/02).
- Proposed Revision of the Teaching Section of the Bio-Bibliography Form
Comments forwarded to Senate Chair Dowall (2/13/02).
- Memorandum of Understanding between Rhetoric and Film Studies
Comments forwarded to Senate Chair Dowall (2/19/02).
- Request for Modification in Normative Time for Doctoral Students in Ancient Philosophy
Comments forwarded by Associate Dean Duggan on behalf of the GC to Department Chair Code (2/26/02).
- Accommodation of Students with Disabilities
Comments forwarded to Senate Chair Dowall (3/18/02).
- Proposal to Terminate Concurrent Program between the Haas School of Business, UC Berkeley, and the Law School, UC Davis, for the MBA/JD Degrees
Comments forwarded to Executive Vice Chancellor and Provost Gray (4/16/02).
- Proposal to Eliminate the Genetic Counseling Track in the Health and Medical Sciences M.S. Program
Comments forwarded to Executive Vice Chancellor and Provost Gray (4/16/02).
- Proposed Name Change for the Ph.D. in Environmental Planning to Landscape Architecture and Environmental Planning
Comments forwarded to Executive Vice Chancellor and Provost Gray (4/16/02).

³ Key recommendations by the GC were: 1) creation of a committee, comprised of the chairs of the Graduate Council, CEP and BIR (or their designees), the dean of the Graduate Division, the vice provost of undergraduate education, the vice provost of academic affairs, and the executive vice chancellor and provost, to exercise oversight over the program review process, 2) creation of a single review committee, comprised of external and internal members, and 3) giving the chairs of the GC, CEP, and BIR (or their designees) the authority to call a discussion meeting at their discretion.

- Request for Modification in Normative Time for Certain Sub-Fields in History
Comments forwarded by Associate Dean Duggan on behalf of the GC to Head Graduate Adviser Hesse (4/24/02).
- California Residency
Comments forwarded to Registrar Castillo-Robson in response to her memo of 4/2/02 (5/7/02).⁴
- Motion regarding Clustering
Motion forwarded to Senate Chair Dowall (5/14/02).
- Core and Elective Unit Configuration for MBA Degree Requirements
Comments sent by Associate Dean Duggan on behalf of the GC to Director, MBA Program, Downes (7/3/02).
- GC's Fellowships and Graduate Scholarships Committee: How to Obtain New Members and Whether Membership Should Be Confidential (Confidentiality of Faculty Membership of Fellowships Committee)
Memo sent to department chairs asking for volunteers (7/10/02).
- Motion regarding Teaching and Course Evaluation Forms
Motion forwarded to Senate Chair Dowall (7/17/02).⁵

B. Completed without Written Comment

- Survey of Graduate Programs at UC Berkeley
Dean Mason shared the preliminary results of a survey of graduate programs at UC Berkeley (10/8/01 meeting), which was conducted as part of the planning for expanded enrollment.
- Meeting with Vice Chancellor for University Relations Donald McQuade regarding Development for Graduate Fellowships
The GC met with Vice Chancellor (VC) McQuade (10/8/01 meeting) to discuss fundraising efforts for graduate students. The GC was able to continue this dialogue with VC McQuade through the participation of Chair Hanemann in the Fundraising Advisory Group, whose charge is to provide faculty advice and consultation on fundraising matters and priorities to VC McQuade.

⁴ The memo affirmed the GC's belief that graduate students should be viewed as year-round residents during the residency process, different than undergraduate students, and expressed support for the steps the registrar outlined in her memo of 4/2/02.

⁵ The motion recommended that responses by graduate students to the following questions on the teaching and course evaluation form be reported to the Academic Senate and Office of Planning and Analysis: 1) how would you rate the overall teaching effectiveness of this instructor, and 2) a rating of the subject matter and choice of topics for the course.

- Draft “Grievance Procedures for Post Doctoral Fellows” and “Policy for Corrective Action and Dismissal of Post Doctoral Fellows”
Dean Mason distributed draft copies of “Grievance Procedures for Post Doctoral Fellows” and “Policy for Corrective Action and Dismissal of Post Doctoral Fellows”(2/11/02 meeting). She asked members for their input, which they provided at the meeting. Dean Mason will forward these drafts for further review at UC Office of the President.
- Career Development and Placement Services for Ph.D. Students at UC Berkeley
The GC met with Andrew Green, Ph.D. Counselor at the Career Center, and Tom Devlin, Director of the Career Center (3/11/02 meeting), to learn about services that the Career Center offers graduate students.
- “UC Berkeley Strategic Academic Plan” by Strategic Planning Committee (SPC)
The GC discussed this item (5/13/02 meeting). Chair Hanemann verbally communicated GC comments to the SPC.

IV. Unfinished Business

- Graduate Record Examination Requirement for Fellowships
The GC discussed this item (10/8/01 and 11/5/01 meetings) and met with Associate Dean Kim, Chair of the Fellowships and Graduate Scholarships Committee. Members agreed to the following actions (11/5/01 meeting).
 - *The GC agreed to suggest to the Fellowships and Graduate Scholarships Committee that departments that require the GRE score of applicants to their graduate programs submit those scores along with other application materials to the committee.*
 - *The GC also requested that Associate Dean Kim send a memo to departments that explains more specifically what information the committee emphasizes in its consideration of applicants.*
 - *The GC asked Associate Dean Kim to report back about how the Fellowships and Graduate Scholarships Committee’s process worked this year under these new guidelines. If need be, the GC will reconsider its recommendation in light of Associate Dean Kim’s report.*
 - *The GC asked Associate Dean Duggan for an update about what the 32 departments that have not specified whether or not they will require GRE scores of applicants ultimately decide, when that is known.*
- Nature of the Qualifying Exam
Associate Dean Duggan noted that the Graduate Division had anecdotal evidence indicating that qualifying exams in some departments focused largely on students’ doctoral dissertation, contrary to GC policy (12/10/01 meeting). After an initial investigation by Graduate Division, members agreed to ask Graduate

Division to send departments a copy of the GC's policy about qualifying exams and ask them how they are meeting the policy's requirements (5/13/02 meeting).

- **Normative Time**

After the announcement of the Dean's Normative Time Fellowships during the spring 2001 semester, the GC began to receive requests from departments to alter their normative times. The GC reviewed and acted upon those requests as a short-term solution. However, it was proposed that a GC subcommittee review the normative times of departments and graduate groups across campus in a more comprehensive manner, rather than individual requests. The GC endorsed a memo about normative time that will be sent to departments and graduate groups during summer, 2002. Once units respond to the memo, a GC subcommittee will review the responses and make recommendations to the GC about the units' proposed normative times (5/13/02 meeting).

- **Graduate Student Financial Support**

The GC discussed this item throughout the year. Chair Hanemann distributed a draft charge for a committee that would review graduate student funding at UC Berkeley. Members agreed that Chair Hanemann and Incoming Chair Mowery should investigate this item over the summer and report back to the GC in the fall regarding recommendations for the charge of this committee (5/13/02 meeting).