

APPROVED

2002-03 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 2002-03 was Professor David Mowery.

Note: items are listed chronologically in each section.

I. Departments Reviewed¹

- Program in Jurisprudence and Social Policy
Comments forwarded to Senate Chair Catherine Koshland (9/20/02).
- Department of Plant and Microbial Biology
Comments forwarded to Division Chair Koshland (11/7/02).
- Department of Landscape Architecture and Environmental Planning
Comments forwarded to Division Chair Koshland (11/20/02).
- Department of Molecular and Cell Biology
Comments forwarded to Division Chair Koshland (3/18/03).
- Department of Spanish and Portuguese
Comments forwarded to Division Chair Koshland (5/20/03).

II. Graduate Group Reviews²

- Graduate Group in Bioengineering
Comments forwarded to Group Chair Theodore Cohn (6/20/03).
- Graduate Group in Vision Science
Comments forwarded to Group Chair Stanley Klein (6/24/03).
- Graduate Group in Ocean Engineering
Comments forwarded to Group Chair Alaa Mansour (8/5/03).

III. Finished Business

A. Completed with Written Comment

¹ Not all departmental reviews were completed during the 2002-03 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 2002-03 academic year. For more information about individual reviews, please refer to the final letters sent to groups.

- Graduate Student Instructor (GSI) Syllabus Oversight and Approval Policy
Comments forwarded to Division Chair Koshland (9/13/02).
- Report on Emerging Instructional Media and Senate Regulation 760 by the Committee on Courses of Instruction
Comments forwarded to Division Chair Koshland (9/23/02).
- Proposed Name Change for the Haas “Evening MBA Program” to the “Evening and Weekend MBA Program”
Comments forwarded to Executive Vice Chancellor and Provost Paul Gray (10/15/02).
- Draft Policy on Ownership of Course Materials
Informal comments forwarded to Division Chair Koshland via e-mail (10/31/02).
- Racial Policy Initiative
Comments forwarded to Division Chair Koshland (11/19/02).
- Strategic Academic Plan
*Comments forwarded to Division Chair Koshland (2/13/02).
11/19/02*
- Proposal to Establish a Graduate Group in Communication, Computation, and Statistics
Comments forwarded to Executive Vice Chancellor and Provost Gray (12/2/02).
- Richmond Field Station Working Paper
Comments forwarded to Division Chair Koshland (1/6/03).
- Draft of Academic Personnel Manual (APM) 390 – Postdoctoral Scholars
Comments forwarded to Division Chair Koshland (1/6/03).
- Proposed Amendment to Berkeley Division By-Law 37 – Graduate Council
 - ▶ *Proposal forwarded to Committee on Courses of Instruction Chair Ronelle Alexander (1/8/03).*
 - ▶ *Proposal forwarded to Division Chair Koshland (1/30/03).*
- Proposal for a Designated Emphasis in Communication, Computation, and Statistics
Comments forwarded to Executive Vice Chancellor and Provost Gray (1/15/03).

- “The Novartis Agreement: An Appraisal”
Comments forwarded to Division Chair Koshland (2/11/03).
- Recommendations of the Task Force on GSI Training and Mentorship
Comments forwarded to Division Chair Koshland (2/13/03).
- Proposal for a Joint Ed.D. Program in Urban Educational Leadership
Comments forwarded to Executive Vice Chancellor and Provost Gray (2/14/03).
- Proposals to Allow Part-Time Enrollment for Students Transferring to UC from California Community Colleges
Comments forwarded to Division Chair Koshland (2/18/03).
- California Residency
Memo forwarded to Registrar Susanna Castillo-Robson in response to her 1/21/03 memo and 2/10/03 meeting with the GC (2/25/03).
- Final Report of the Special Studies Working Group
Comments forwarded to Division Chair Koshland (3/14/03).
- Proposed Revision of Academic Personnel Manual (APM) 010 – Academic Freedom
Comments forwarded to Division Chair Koshland (4/10/03).
- Proposed Revision of Academic Personnel Manual (APM) 015 – Faculty-Student Relations
Comments forwarded to Division Chair Koshland (4/14/03).
- Academic Senate Self-Study
Comments forwarded to Division Chair Koshland (4/22/03).
- UC Berkeley Summer Sessions Regularization Plan
Comments forwarded to Division Chair Koshland (4/23/03).
- Proposal for a Designated Emphasis in Computational and Genomic Biology
Comments forwarded to Executive Vice Chancellor and Provost Gray (5/6/03).
- Graduate Council Budget Resolution regarding Graduate Student Financial Support
Memo with two resolutions, one for Divisional Council (DIVCO) and one for the Coordinating Committee on Graduate Affairs forwarded to DIVCO (5/7/03).

- “Phase II” Report by the Senate Ad Hoc Committee to Review Clustering in the Humanities
Comments forwarded to Division Chair Koshland (5/7/03).
- Proposed Guidelines for Assuring Equal Access by Students to Class Field Trips
Comments forwarded to Division Chair Koshland (5/9/03).
- Proposal for a Designated Emphasis in Nanoscale Science and Engineering
Comments forwarded to Executive Vice Chancellor and Provost Gray (6/9/03).
- “Increasing Access and Sustaining Excellence: A Budget Proposal from UCPB”
Comments forwarded to Division Chair Koshland (7/16/03).

B. Completed without Written Comment

- Nature of the Qualifying Examination
Associate Dean Duggan reported on the results of the survey (11/18/02 meeting). He followed up with those departments and graduate groups whose qualifying examinations were not in compliance with GC policy in writing (6/30/03).
- Partial Dissertation Submissions in Mixed Media
A subcommittee consisting of Professor Michael Buckland and Student Representative David Bithell investigated this item during the fall 2002 semester. The GC agreed to make the subcommittee on partial dissertation submissions in mixed media an ad hoc subcommittee that would include a member from the Library Committee (11/18/02 meeting).
- Update on Fellowships and Graduate Scholarships Committee
Associate Dean Elaine Kim met with the GC to give an update on the work of the 2001-02 Fellowships and Graduate Scholarships Committee (11/18/02 meeting). The GC also reviewed and commented on a memo from Associate Dean Kim to departments and graduate groups about the upcoming fellowship and graduate scholarships competition (memo forwarded 12/13/02).
- Graduate Council Review of Graduate Courses
Members approved an interim procedure to review graduate courses until a divisional by-law change could be made to bring divisional practice in line with systemwide Academic Senate regulations (11/18/03 meeting). This interim procedure ceased once the Berkeley Division approved the GC’s proposed by-law amendment (4/22/02 Division meeting).

- **Update on the Academic Program Review Process**
Associate Dean Reimer updated GC members (12/9/02 meeting).
- **Ad Hoc Committee on the Report on Emerging Instructional Media and Senate Regulation 760 by the Committee on Courses of Instruction**
Professor Griffith and Student Representative Bithell represented the GC on this committee and reported to the GC (4/7/03 meeting).
- **Impact of Post 9/11 Legislation on International Graduate Students**
Ted Goode, Director of Services for International Students and Scholars (SISS), and Dianne Walker, Student and Exchange Visitor Information System (SEVIS) Project Manager of SISS, gave a presentation on legislation affecting international graduate students that had been passed after the attacks of 9/11 (3/10/03 meeting).
- **Speak Test Requirement for Graduates of U.S. Institutions**
Members endorsed the proposal that non-native speakers of English who received a B.A. or B.S. from an U.S. institution be exempt from the Speak Test (5/7/03 meeting).
- **Graduate Council Student Parent Policies**
Members approved proposed revisions to the policies (5/7/03 meeting).
- **Graduate Student Mental Health Issues**
Susan Bell, Counseling Psychologist with Counseling and Psychological Services (CPS) at University Health Services (UHS), gave a presentation about mental health issues impacting graduate students and campus resources for assisting them (5/7/03 meeting).
- **“Leave of Absence” Proposal**
Members approved the creation of a leave of absence status that would allow graduate students to take a leave of absence if they are in good standing and for academic reasons only (5/7/03 meeting).

IV. Unfinished Business

- **Proposal for a Joint Ph.D. Program in Evolutionary Biology between the University of California, Berkeley and San Diego State University**
The GC forwarded comments to Executive Vice Chancellor and Provost Gray (2/11/03).³ After discussion at the Divisional Council meeting, Chair Mowery forwarded a letter to Professor Kevin Padian, the proposer from UC Berkeley, recommending additional revisions to the proposal (3/31/03). The GC is awaiting a response.

³ At its 2/24/03 meeting, the Divisional Council asked the GC to reconsider the proposal. The GC did so and recommended that the proposers make additional changes to the proposal.

- Report from “1st-Year Doctoral Student Financial Support” Subcommittee
This subcommittee was formed during the fall 2002 semester (10/14/02 meeting). There was not enough time to discuss the report, which was distributed at the 5/7/03 meeting as handout B. It was distributed electronically and members were asked to comment by 5/20/03.
- Normative Time Review Subcommittee
Professor Hanemann was the chair of this subcommittee, with Professors Buckland and Adler as members. Professor Hanemann updated GC members on the subcommittee’s work (4/7/03 meeting). The subcommittee will continue its work over the summer.

V. Recommendations⁴

- **Improving the electronic archiving and availability of the minutes and discussion materials for the Graduate Council and all Senate Committees:** At present, the Graduate Council, DIVCO, and all Academic Senate committees rely on paper documents. In most cases, electronic documents are printed out on paper, and only the paper materials are retained. This practice creates enormous headaches for everyone in trying to utilize such materials from previous meetings. Retention of a large paper archive is difficult for anyone who has served on a committee for any length of time; new members (or new chairs or vice-chairs) of committees may or may not have such paper archives, etc.

Rather than relying on this paper-intensive approach to communication and archiving, posting the minutes of all Senate committee meetings (perhaps after review by chairs to address issues of confidentiality or security, or subject to access only to individuals with a password to a secure website) and all materials circulated in the “meeting packets” for Senate committees (subject to similar review or security provisions) on the Senate’s website would create an electronic archive that could be searched for keywords and topics, facilitating review of these archives for previous discussions of issues. Establishment of such an electronic archive also would reduce the burden for committee members and chairs of retaining and organizing the large quantities of paper records that committee service currently generates.

- **Improving coordination between the Graduate Council and other Berkeley Division committees, primarily the Committee on Educational Policy (CEP):** This coordination task is likely to become more important, as the departmental review process is restructured to include reviews of both graduate and undergraduate education, and as (and if) the annual number of these reviews grows.

⁴ All recommendations except the last one are from the Graduate Council’s self-study, 4/22/03.

The Committee considered and rejected the idea of naming one (additional) member to the Graduate Council to serve simultaneously on CEP, based on the arguments that such cross-committee membership would impose a considerable burden on this individual and that any such "cross-appointed" member would be a less than full member of either the GC or CEP. Instead, the Committee recommended that the chairs of CEP and the GC circulate the agenda for each meeting to one another, by way of alerting each committee chair to impending or current issues of mutual interest. Chairs of each committee also could receive copies of the minutes from meetings of the other committee.

- **Improving GC coordination with the systemwide CCGA:** The Administrative Committee recommended that instead of the GC vice chair serving as the Council's representative on CCGA, an experienced GC member should serve for two years as the CCGA representative. This recommendation is intended to reduce the burden on the GC vice chair and to ensure greater continuity in Berkeley Division representation on this important systemwide Senate committee.
- **Graduate Council leadership and succession:** The Administrative Committee recommended that the current informal "norm" of two-year terms of service as GC chair be formalized, perhaps by asking the Committee on Committees to include a willingness by a candidate to commit to a two-year term as a criterion for selecting the GC chair. The GC chair also should be either a former vice chair or a member who has previously served as the GC representative to CCGA.
- **Reviews of graduate groups and existing instructional programs/units:** The GC also recommends that steps be taken to link its reviews of graduate groups with the revised process for reviewing campus departments and programs. "Linking" the graduate group reviews with the departmental review process does not require a comparably elaborate process of selection and staff support. The most important element of this "linkage" is ensuring that the recommendations of the graduate group reviews are made available to and reviewed by the Program Review Oversight Committee and relevant campus administrators, including the appropriate Deans, the Vice Provost for Academic Affairs and Faculty Welfare, and the Executive Vice Chancellor and Provost.