

APPROVED

2004-05 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 2004-05 was Professor Andrew Szeri.

Note: items are listed chronologically in each section. Dates in parentheses, unless otherwise noted, indicate the date of correspondence from the committee about the item of business.

I. Departments Reviewed¹

- Department of Chemical Engineering
Comments forwarded to Division Chair Robert Knapp (9/16/04).
- Department of Integrative Biology
Comments forwarded to Division Chair Knapp (10/14/04).
- Department of Economics
Comments forwarded to Division Chair Knapp (10/14/04).
- Department of Environmental Sciences, Policy, and Management
Comments forwarded to Division Chair Knapp (10/14/04).
- School of Public Health
Comments forwarded to Division Chair Knapp (10/15/04).
 - ▶ *Comments on additional information provided by the school forwarded to Division Chair Knapp (3/8/05).*
- Department of Nutritional Sciences and Toxicology
Comments forwarded to Division Chair Knapp (10/15/04).
- Department of History
Comments forwarded to Division Chair Knapp (1/19/05).
- Department of Physics

¹ Not all departmental reviews were completed during the 2004-05 academic year. For more information about individual reviews, please refer to the final letters sent to departments.

Comments forwarded to Division Chair Knapp (4/8/05).

II. Graduate Group Reviews

- Graduate Group in Medieval Studies
Comments forwarded to Group Chair Maureen Miller (5/13/05).
- Graduate Group in Near Eastern Religions
Comments forwarded to Group Chair Daniel Boyarin and Graduate Advisor Carol Redmount (5/13/05).
- Graduate Group in Performance Studies
Comments forwarded to Group Chair William Worthen (5/16/05).
- Graduate Group in Molecular and Biochemical Nutrition
Comments forwarded to Group Chair Joseph Napoli (6/29/05).

III. Finished Business

A. Completed with Written Comment

- Standardized Definitions and Nomenclature for Berkeley's Academic Programs and Units
Comments forwarded to Division Chair Knapp (9/20/04).
- Executive Summary and Recommendations of the USA PATRIOT Act Task Force on International Students and Scholars
Comments forwarded to Division Chair Knapp (9/27/04).
- Draft Recommendations for Guidelines and Procedures Governing the Academic Senate's Role in the Development of a New UC Campus and for Granting Divisional Status to a New Campus
Comments forwarded to Division Chair Knapp (9/27/04).
- Proposed Discontinuance of the Wood Science and Technology Program Leading to the M.S. and Ph.D. degrees
Comments forwarded to Vice Provost Jan de Vries (10/1/04).
- Proposed Discontinuance of the Ocean Engineering Program Leading to the M.S. and Ph.D. degrees
Comments forwarded to Vice Provost de Vries (10/14/04).

- Report of the Academic Dishonesty and Plagiarism Subcommittee
Comments forwarded to Division Chair Knapp (10/18/04).
- Resources for Cross-Disciplinary and Interdisciplinary Enterprises
Comments forwarded to Division Chair Knapp (11/1/04).
- Proposed Name Change for Women's Studies Department and its Degree Program
Comments forwarded to Division Chair Knapp (11/12/04).
- Proposal for a Designated Emphasis in New Media
Comments forwarded to Executive Vice Chancellor and Provost Paul Gray (11/23/04).
- Requests for a Change in Normative Time
The GC responded to the following requests by departments to change their normative time.
 - ▶ *Department of African American Studies (1/12/05),*
 - ▶ *Graduate Group in Science and Mathematics Education (2/23/05),*
 - ▶ *School of Information Management and Systems (2/23/05),*
 - ▶ *School of Social Welfare (approved at 3/7/05 meeting; e-mail sent on 7/29/05), and*
 - ▶ *Graduate Group in Energy and Resources (6/2/05).*
- Regulations Governing the School of Information Management and Systems
Comments forwarded to Division Chair Knapp (2/10/05).
- Designated Emphasis on Diplomas
The GC approved a motion that the Office of the Registrar list designated emphases on diplomas (2/15/05).
- Proposed Amendment to Senate Regulation 600.B
Comments forwarded to Division Chair Knapp (3/8/05).
- Draft Guidelines and Procedures for the Establishment of Specializations
Comments forwarded to Division Chair Knapp (3/18/05).

- UCAD Addendum to the Report of the Task Force on Graduate and Professional School Admissions
Comments forwarded to Division Chair Knapp (4/6/05).
- Confidentiality of Personal Information arising from the March 11, 2005 Security Incident
Comments forwarded to Graduate Division Dean Mary Ann Mason (4/8/05).
- Further Consideration of Graduate Specializations
Comments forwarded to Division Chair Knapp (4/8/05).
- Proposed Procedures for the Review and Approval of Academic Certificates
Comments forwarded to Division Chair Knapp (5/9/05).
- Final Report of the Ad Hoc Subcommittee on Dissertations with Mixed Media Content
Report approved at the 5/2/05 GC meeting. A copy is attached for informational purposes.

B. Completed without Written Comment

- Proposal to change the Drop Deadline in the College of Letters and Science
The Dean of the Undergraduate Division in the College of Letters and Science (L&S), Robert Holub, met with the GC to discuss L&S's proposal to move the drop deadline for classes earlier in the semester. The new drop deadline would affect undergraduate students only (9/13/05 meeting).
- Committee for the Protection of Human Subjects (CPHS)
Chair Szeri and the chair of the Committee on Research, George Sensabaugh, made recommendations to Division Chair Knapp at his request regarding the administrative structure and reporting of CPHS. Chair Szeri updated members because CPHS is a standing committee of the GC (11/8/04 meeting).
- Proposed Creation of a Standing Committee of the Graduate Council: Advisory Committee on Post-Doctoral Scholar Affairs
The GC endorsed the creation of an Advisory Committee on Post-Doctoral Scholar Affairs as a standing committee of the GC (3/4/05 meeting).

- Proposed Revisions to the Policy on Appointment and Mentoring of Graduate Students
The GC approved revisions to this policy (3/7/05 meeting).

IV. Unfinished Business

- Final Report of the Ad Hoc Subcommittee for Best Practices in Mentoring Research Graduate Students
This item was carried over to the fall 2005 semester.
- Proposed Revisions to Graduate Council's Appendix I Bylaws
This item was carried over to the fall 2005 semester.
- Normative Time
At its 5/2/05 meeting, the GC agreed to recommend to the 2005-06 GC chair that a subcommittee be formed in the fall 2005 semester to consider all issues pertaining to normative time.

Final Report of the Ad-Hoc Subcommittee on Dissertations with Mixed Media Content
Graduate Council
May 2, 2005

Members: David Bates (Chair), Christopher Ansell, Chris Hoffman, Diane Hill
Consultants: Bernie Hurley, Michael Ashley

Introduction.

Guidelines for the inclusion of mixed media content in dissertations are needed now that it has become easy to include sophisticated material in a wide variety of computer file formats. While it has always been possible to include supplementary material with the traditional paper dissertation, catalogued in the Library on an ad hoc basis, the problem of how to deal with these materials is going to intensify now that the Library (beginning next fall) will begin accepting electronic versions of theses as they are deposited with UMI/Proquest. Given that UMI/Proquest is willing to accept a number of different electronic file formats, the Library will potentially be archiving dissertations of great complexity.

However, there is no guarantee that UMI/Proquest will be maintaining these electronic files (other than the PDF files of the core dissertation itself), or migrating them with any predictability as technologies change, or assuring access to the files (which require, of course, certain kinds of software to run). At this point, the Library is planning to store the files with the appropriate "meta-data" (concerning the programs and file formats involved), so that future "digital archeologists" may be able to reconstitute these materials. Yet there is no plan, now or in the future, to assure access to all of this mixed media content. Moreover, many common file formats are based on proprietary software whose accessibility and longevity cannot be easily predicted. Students and faculty must recognize that the library cannot be responsible for preservation of all media formats into the indefinite future. Therefore, submissions need to be made in the formats that entail the least risk for successful migration into contemporary formats.

It is therefore crucial that some academic guidelines be in place so that dissertations remain as accessible as possible and for the longest period possible. The extraordinary academic potential of these new technologies must be balanced with the ideals of accessibility and preservation.

Guidelines for Dissertations with Mixed Media
Graduate Council
May 2, 2005

I. Basic Principles

The dissertation can be understood as having three components: a core thesis, essential supporting material, and non-essential supplementary material.

1. The core thesis (which is still submitted as a paper copy to the Library) must be a self-contained, narrative description of the argument, methods, and evidence used in the dissertation project. For decades dissertations have used textual descriptions of research, in a wide variety of disciplines, and we need to emphasize that despite the ability to present evidence more directly and with greater sophistication (e.g., video clips, visual simulations, etc.) the core thesis must provide an accessible textual description of the whole project.
2. Essential supporting material is defined as mixed media content that cannot be integrated into the core thesis, i.e. material that cannot be adequately expressed as text. The responsibility for deciding whether this material is essential to the thesis lies with the faculty supervising committee. Essential supporting material does **not** include the actual project data (which has never been considered essential to theses or academic publications in general). Supporting material is essential if it is necessary for the actual argument of the thesis, and cannot be integrated into a traditional textual narrative.
3. Supplementary material would include any supporting content that is useful for understanding the thesis, but is not essential to the argument. This might include, for example, electronic files of the works analyzed in the dissertation (films, musical works, and so on) or additional support for the argument (simulations, samples of experimental situations, and so on).

II. Standards

1. The core thesis must stand alone and be printable on paper, as required by the Library. The electronic version of the thesis must be provided in the most stable and universal format available – currently the PDF file (.pdf) for textual materials. These files may include embedded visual images in TIFF (.tif) or JPEG (.jpg).
2. Essential supporting material **must** be submitted in the most stable and least risky format consistent with its representation, so as to allow the widest accessibility and greatest chance of preservation into the future. See Appendix A for general guidelines on electronic formats and for a list of risk categories.

3. Supplementary material should be submitted in the most stable and most accessible format, depending on the relative importance of the material.
4. Note that UMI/Proquest and the Library will require any necessary 3rd party software licenses and reprint permission letters for any copyrighted materials included in these electronic files.

Appendix A
Guidelines for Dissertations with Mixed Media
Graduate Council
May 2, 2005

The following is a list of file formats in descending order of stability and accessibility. This list is provisional, and will be updated as technologies change. Faculty and students should refer to the Graduate Division website's "Guidelines for Submitting a Doctoral Dissertation or Master's Thesis" (<http://www.grad.berkeley.edu/degrees/pdf/disguide.pdf>) for current information on formats and risk categories.

Category A: PDF (.pdf)
TIFF (.tif) image files
WAV (.wav) audio files

Category B: JPEG, JPEG 2000 (.jpg) image files
GIF (.gif) image files

Category C: device independent audio files (e.g.,
AIFF, MIDI, SND, MP3, WMA, QTA)
note-based digital music composition
files (e.g., XMA, SMF, RMID)
MPEG video

Category D: other device independent video formats
(e.g., QuickTime, AVI, WMV)
encoded animations (e.g., FLA or SWF
Macromedia Flash, SVG)

For detailed guidelines on the use of these media, please refer to the Library of Congress website for digital formats (<http://www.digitalpreservation.gov/formats/index.shtml>).

