DRAFT
MINUTES OF MEETING[1]
BERKELEY DIVISION OF THE ACADEMIC SENATE
Wednesday, April 22, 2015

The spring meeting of the Berkeley Division was called to order at 3:10 p.m. on Wednesday, April 22, 2015, in Sibley Auditorium, Bechtel Engineering Center, pursuant to call. Professor Panos Papadopoulos, chair of the Berkeley Division, presided. A quorum of 50 Senate members was confirmed. A request to extend the meeting was approved.

I. Minutes (Enclosure 1)

ACTION: The minutes of the October 29, 2014 meeting were approved as presented.

II. Announcements by the President

President Janet Napolitano was unable to attend.

III. Other Announcements

A. Chancellor Nicholas Dirks

Chancellor Dirks reported on the financial challenges facing UC, and on the status of negotiations by the "Committee of Two". UC's governance structure, funding model, and other processes are being re-evaluated in light of the constrained financial status.

Berkeley continues to plan for the future, developing the Arts, the Undergraduate Initiative, and expanding Berkeley's global footprint through efforts such as the Berkeley Global Campus (BGC). The Senate will be involved in the next planning phase focusing on the BGC's academic and research programs. Bowles Hall is being renovated as a residential college and could become a model for others on campus. Chancellor Dirks highlighted Berkeley's contributions to research and its innovative research climate that supports interdisciplinarity and collaboration.

The Chancellor thanked Division Chair Papadopoulos for his service this year in shared governance.

B. Berkeley Division Chair Panos Papadopoulos

Division Chair Papadopoulos highlighted Divisional honors approved this year:

- The 2015 Berkeley Faculty Service Award will be presented to Professor George C. Johnson (Mechanical Engineering) and Professor Emeritus Harry N. Scheiber (Law). (See Enclosure 3)
- The 2016 Martin Meyerson Berkeley Faculty Research Lecturers are Professor Mark Griffith (Classics/Theater, Dance and Performance Studies) and Professor Pamela Samuelson (Information/Law). (See Enclosure 4)

Updates were presented on other current issues of concern to the Senate:

[1] Recordings of Divisional Meetings are available online at http://academic-senate.berkeley.edu/division-meetings, or by appointment at the Academic Senate Office. Contact <acad_sen@berkeley.edu> for more information.

- Campus Shared Services (CSS): There has been progress on resolving CSS implementation issues reported at the fall Division meeting, and an interim progress report has been received. Research Administration staff will receive additional training. A "PI portfolio" to improve research financial planning is under development. Chief Financial Officer Rosemarie Rae was commended for her assistance with Travel and Entertainment processes. CSS Chief Operating Officer Peggy Huston was commended for her work on Human Resources issues. Few problems with CSS Information Technology have been reported.
- Freshman admissions: A new freshman admissions policy, two years in the making, has been approved by the Committee on Admissions, Enrollment, and Preparatory Education (AEPE) and Divisional Council (DIVCO). Those recognized for their contributions to the effort were: AEPE co-chairs Tom Goldstein and Richard Rhodes and the AEPE committee, Associate Vice Chancellor for Admissions & Enrollment Anne De Luca, and Assistant Vice Chancellor and Director of Admissions Amy Jarich. Executive Vice Chancellor and Provost Claude Steele chaired the Admissions Data Working Group. (See Enclosure 2)

C. ASUC Academic Affairs Vice President Mon-Shane Chou

Mon-Shane Chou is a senior in sociology, and vice president for academic affairs of the Associated Students of UC (ASUC). She summarized ASUC's three highest priorities for this past year:

- Health and wellness: The ASUC is working to reduce the stigma associated with mental health issues so that students will more readily seek help, and plans to conduct an undergraduate survey. The students have approved a fee increase to fund wellness activities.
- Food security: A survey found that many students may be skipping meals because of financial constraints. The ASUC is working with several units within the administration to address the issue.
- Lower Sproul Plaza renovation: The completion of the renovation next year is eagerly anticipated. Vice Chancellor for Undergraduate Education Catherine Koshland and Vice Chancellor for Student Affairs Harry Le Grande were commended for their support.

The newly-elected ASUC officers for next year are: Yordanos Dejen, ASUC president; Marium Navid, external affairs vice president; Lavanya Jawaharlal, executive vice president; and Melissa Hsu, academic affairs vice president

IV. Special Orders-Consent Calendar

*For proposed legislative amendments, **additions** to the current text are noted by an underline; **deletions** to the current text are noted by a strikethrough line. Per Division bylaws the consent calendar is approved in the absence of a quorum.*

The Committee on Rules and Elections reviewed the following legislation and found it to be consonant with Berkeley Division bylaws and regulations. Divisional Council (DIVCO) also approved the proposed legislation.

A. Proposed amendments to Berkeley Division Bylaw 4 governing Divisional Council

At its fall meeting the Berkeley Division enacted a bylaw to constitute an Undergraduate Council (UGC), charged with oversight of matters related to the welfare of undergraduate students. These include, but are not limited to, the review of academic units that offer undergraduate programs (a task presently delegated to CEP) and the approval of new undergraduate degrees and other undergraduate programs, student life issues revolving around residential living, mentorship and counseling, and health and wellness. Given the UGC's scope and the importance of undergraduate affairs, DIVCO proposes that UGC chair serve ex-officio on DIVCO, and that the membership be expanded accordingly.

4. DIVISIONAL COUNCIL (En. 10.89, CC. 3.92, 5.1.14; Am. 11.13.03, 11.8.07, 4.22.10, 10.29/14)

A. Composition

The Divisional Council shall be composed of ~~eighteen~~ nineteen members as follows:

1. The Chair and the Vice Chair of the Division, who are also Chair and Vice Chair of the Divisional Council.

2. Chairs of the following Committees:
Academic Planning and Resource Allocation
Admissions, Enrollment, and Preparatory Education
Budget and Interdepartmental Relations
Committees
Courses of Instruction
Diversity, Equity, and Campus Climate
Educational Policy
Faculty Welfare
Graduate Council
Research
Undergraduate Council

3. Six At-Large members elected by the Division.

The Secretary of the Division serves as non-voting secretary to the Council.

B. Terms

1. The Chair serves for one year.

2. The Vice Chair will serve one year as Vice Chair and the next year as Chair of the Division and of the Divisional Council.

3. Committee Chairs, *ex officio*, normally will serve the same term as the tenure of their Chairs. A Committee Chair may designate a Senate member of that Committee to serve in his or her stead on the Divisional Council (with approval of the Committee on Committees) for a period of one year.

4. At-Large members, half to be elected every year, will serve two-year terms. They cannot serve consecutive terms.

5. Terms begin on the first day of instruction of the Fall term, unless otherwise designated in Divisional legislation.

6. A partial term counts as a full term.

7. A vacancy occurring between regular elections is filled by the Committee on Committees.

C. Duties

The Divisional Council has the following responsibilities and authority.

1. Proposes legislation as needed.
2. Acts on behalf of the Division on matters other than legislative matters retained by the Division.
3. Receives and distributes to the appropriate agency or agencies reports from Standing and Special Committees of the Division and from academic program and Organized Research Unit review committees.
4. Coordinates activities of Divisional Standing and Special Committees.
5. Proposes and approves establishment of Special Committees and task forces.
6. Places items it considers routine on a Consent Calendar to be submitted to a meeting of the Division. Should the meeting not attain a quorum, the Consent Calendar would be taken as approved.
7. Informs members of the Division of its agenda and actions by regularly circulated reports, public forums, Divisional newsletter, or other appropriate channels.
8. May order a ballot by mail, in the event that a quorum was not achieved at a Divisional meeting, on any matter, including legislation that was presented in the Notice for that meeting. (En. 9.91; EC 4.26.05)

B. Proposed amendments to Berkeley Division Regulation A230

The Council of Undergraduate Deans proposes the following revision of Berkeley Division Regulation A230 governing Special Studies, to allow lower and upper-division students alike to take all special studies courses. Currently, Regulation A230 limits enrollment in courses numbered 98 and 99 to students who have completed fewer than 60 units. In addition, course number 97 is not explicitly mentioned in the policy, even though it is currently being used for special studies courses. The amendment would add it for reasons of consistency and comprehensiveness.

A230. SPECIAL STUDIES (Am. 3.83, 4.84, 4.85, 2.87, 12.87, 11.7.12)

A. Undergraduates

1. Credit

Subject to conditions in sections 3 and 4, a student may earn credit for supervised independent study of topics of the student's own selection, or a group of students may earn credit for an organized cooperative study of topics of their own choosing. Such study will receive faculty advice on topics or methods of study.

2. Course Numbers

- The number 97 is reserved for Field Studies Courses at the lower-division level.
- The number 98 is reserved for Directed Group Study ~~by lower-division students~~ at the lower-division level.
- The number 99 is reserved for Supervised Independent Study at the lower-division level by academically superior ~~lower-division~~ undergraduate students, who are to be defined by each department, or equivalent. This definition includes, as a necessary part, a grade-point average of at least 3.3. (Eff. Spring 1985)
- The number 197 is reserved for Field Studies Courses. (En. 3.83)

- The number 198 is reserved for Organized Group Study by undergraduates.
- The number 199 is reserved for Supervised Independent Study by undergraduates.

3. Approvals

1. Each student enrolled in a lower-division Independent Study course (99) must have prior consent of the instructor who is to supervise the study.
   - Approval by the Chair of the Department (or equivalent) must be obtained on the basis of a written proposal that specifies nature of the study, number of units to be credited, and the basis for grading. (En. 4.84)
2. A written proposal for each Field Studies Course (97 or 197), signed by the faculty sponsor, must receive approval by the Chair of the Department.
3. Each section of a Group Study Course (98 or 198) must receive approval by the Chair of the Department (or equivalent) based on a written proposal submitted by the instructor who is to supervise the course that describes the matter to be studied, the methods of instruction, the number of units to be credited, and methods of evaluation of student performance. (EC. 4.88, 00)
   - A copy of the approved proposal must be submitted for information to the Committee on Courses of Instruction.
4. Each student enrolled in an Independent Study course (199) must have prior consent of the instructor who is to supervise the study and of the student's major advisor.
   - Approval by the Chair of the Department (or equivalent) must be obtained on the basis of a written proposal that specifies the nature of the study, the number of units to be credited, and the basis for grading.

4. Limitations

1. The formal description of a 99 Course must explicitly state the qualifications for student admission. (En. 4.84)
2. Students enrolled in 197, 198, and 199 courses must have completed at least 60 units of undergraduate study and must be in good academic standing (2.00 grade-point average or better).
3. Credit for 97, 98, 99, 198, and 199 courses in a single term may aggregate no more than four units.
4. Only a grade of Passed or Not Passed is to be assigned in 97, 98,99, 197, 198, and 199 courses.
5. Subject to approval by the Committee on Courses of Instruction, a Department may impose additional limitations on 97, 98, 99, 197, 198, and 199 courses.
6. No more than a total of 16 units of courses numbered 97, 98, 99, 197, 198, and 199 may be used to meet the requirements for a Bachelor's degree.

5. Exceptions

The Dean of the student's College or School may authorize exceptions to Limitations 2, 3, 4, and 6.

B. Graduates

1. Course Numbers

- Course number 601 is reserved for Individual Study for Master's Degree students.

- Course number 602 is reserved for Individual Study for Doctoral students.

2. **Approval**
   Enrollment in these courses must be approved by the student's graduate adviser.
3. **Credits and Grading**
   A student may earn 1-8 units per Semester and 1-4 units per Summer Session. These courses must be taken on a Satisfactory/Unsatisfactory basis.
4. **Limitations**
   - Units earned in these courses may not be used to meet academic residence or unit requirements for the Master or Doctor's Degree. (Eff. Fall 1987)

ACTION: Both items on the Consent Calendar were approved as submitted.

V. Reports of Special Committees

None

VI. Reports of Standing Committees

A. Committee on Rules and Elections

Gary Holland, chair of the Committee on Rules and Elections reported on the results of the Division elections for 2015-16. There were 504 valid ballots cast.

Senate members elected to the Divisional Council:

Alex Bell, Chemical & Biomolecular Engineering
Peter Glazer, Theater, Dance, & Performance Studies
Kris Gutierrez, Graduate School of Education

Senate members elected to the Committee on Committees:

Danica Chen, Nutritional Sciences & Toxicology
Brian DeLay, History
Mark Goble, English
Sandra Smith, Sociology

B. Committee on Admissions, Enrollment, and Preparatory Education (Written report only – Enclosure 2)

The new freshman admission policy and freshman selection procedures as of Fall 2016 were provided.

C. Committee on Faculty Awards (Written report only – Enclosure 3)

The Committee on Faculty Awards reported on its actions since last year, including selection of recipients for the Edward A. Dickson Emeriti Professorship, the Clark Kerr Award, and the Berkeley Faculty Service Award. FAC also forwarded a Divisional nomination for the Constantine Panunzio Distinguished Emeriti Award. See Item III.B.

D. Committee on Faculty Research Lectures (Written report only – Enclosure 4)

Two faculty have been selected to present the 2016 Martin Meyerson Berkeley Faculty Research Lectures; see Item III.B.

VII. Petitions of Students
None

VIII. Unfinished Business
None

IX. University and Faculty Welfare (Discussion only)

A. Update on the Student Information Systems Replacement Project
Interim Dean of Undergraduate Studies Bob Jacobsen provided an update on the Student Information Systems Replacement Project. Portions of the system have already been activated, and the registration system will be ready to roll out this fall. This project is critical for improving security for sensitive student information and improving connectivity among student-related academic and business functions. Dean Jacobsen elaborated on how the new systems will address four of the Senate's priorities: curriculum management; individual program planning; assessment of prerequisites and wait listing; and program and enrollment management. Data gathered by these new systems can be used to improve how Berkeley serves students. Policy regarding access to student advising records is still undecided and must be determined within the next six months. Division Chair Papadopoulos commended Dean Jacobsen on his stewardship of this project.

B. Size and cost of campus administration
Vice Chancellor for Administration and Finance John Wilton presented the results of a study on the size and distribution of administrative staff on campus and changes to administrative staffing levels over the past five years. Berkeley financial data for the last 10 years show that Berkeley has a revenue problem, but has maintained a low rate of growth in expenses and is performing well compared to other UC campuses. Only service and research staff have increased over the past decade. In most categories, Berkeley's staffing is below UC averages.

A detailed comparison of staffing by units was conducted at the Senate's behest and involvement, using matched human resource and budget data sources. (Berkeley is the only campus that can currently disaggregate its human resource data to enable these comparisons, although UC will soon adopt those definitions.) The data was fascinating but extremely complex, and the context of the changes observed was important. Increases in technical and support staff reflected the larger employment picture and the need to serve Berkeley's expanded student body. During the same time, the number of executives declined.

In an open discussion, opposing conclusions were presented, but the vice chancellor defended the study by saying the conclusions were backed up by data and could be understood in the campus context. In response to a concern about protecting the academic mission, Vice Chancellor Wilton observed that state funding was now even more restricted to core functions than before, and that

donors contributing to auxiliary functions may make significant donations to academic causes as well.

The data will be used for continued analysis of staffing levels into the future, and will be accessible to the Senate for further examination. Division Chair Papadopoulos expressed appreciation for the vice chancellor's willingness to undertake this study and work with the Senate.

C. Strategies for evaluating teaching at UC Berkeley (Enclosure 5)

A panel was held on improving the evaluation of teaching and to more closely adhere to the APM 210.1.d mandate for "clearly demonstrated evidence of high quality teaching" as "an essential criterion for appointment, advancement, or promotion." The three panelists, Professors Glynda Hull (Education), Juan Pestana (Civil and Environmental Engineering), and Barbara Spackman (Italian Studies/Comparative Literature), serve as chairs of relevant divisional committees.

Professor Spackman, chair of the Committee on Budget and Interdepartmental Relations (BIR), addressed BIR's tenure review process. BIR supports the proposal for a teaching dossier made by the Committee on Teaching (COT) and any other means to provide better context on teaching.

COT Chair Pestana described the proposal and COT's intent to create a more comprehensive record of teaching at three critical review points in the career: midcareer, promotion to tenure, and promotion to full professor. He reported that the proposal was unanimously endorsed by DIVCO.

Professor Hull, chair of the Committee on Educational Policy (CEP), expressed CEP's support for the proposal. The teaching dossier would better capture the range of pedagogical methods used by instructors.

During the open discussion, there was wide support for implementing teaching dossiers. Most who commented on student evaluations agreed they had value, but should not be used as the sole basis for evaluating teaching effectiveness.

There should be continued discussion on improving the teaching evaluation process.

X. New Business

None

The meeting was adjourned at 5:15 p.m.

Gary Holland
Secretary, Berkeley Division