



NOTICE OF MEETING*
BERKELEY DIVISION OF THE ACADEMIC SENATE
Wednesday, April 22, 2015, 3:00 p.m. – 5:00 p.m.
Sibley Auditorium, Bechtel Engineering Center

Items on the agenda for the spring meeting of the Berkeley Division include:

- **Strategies for evaluating teaching at UC Berkeley**
A presentation and discussion of work done by the Committee on Teaching as part of an effort to improve the evaluation of faculty teaching and adhere more closely to the APM 210.1.d mandate for “Clearly demonstrated evidence of high quality teaching” as “an essential criterion for appointment, advancement, or promotion”.
- **Size and cost of campus administration**
Vice Chancellor for Administration and Finance John Wilton will report on the findings of an initiative intended to chart the size and distribution of administrative staff on campus, as well as on changes to administrative staff levels over the past five years.
- **Update on the Student Information Systems Replacement Project**
Interim Dean of Undergraduate Studies Bob Jacobsen will provide an update on the Student Information Systems Replacement Project.
- **Update on Campus Shared Services**
During his announcements, Division Chair Panos Papadopoulos will present an update on the Research Administration, Human Resources, and Business and Finance components of Campus Shared Services.
- **Announcements**
Chancellor Nicholas Dirks
Division Chair Panos Papadopoulos
ASUC Vice President for Academic Affairs Mon-Shane Chou
- **Reports of special committees**

* Communications may be directed to the Academic Senate e-mail address: acad_sen@berkeley.edu.

- **Report of standing committees**

Admissions, Enrollment, and Preparatory Education (Written report only)

Faculty Awards (Written report only)

Faculty Research Lectures (Written report only)

Rules and Elections

- **Proposed legislation**

Proposed amendments to Berkeley Division Bylaw 4 (Divisional Council)

Proposed amendments to Berkeley Division Regulation A230 (Special Studies)

In Memoriam

In Memoriam is a compilation of commemorative statements honoring deceased members of the Division, their lives, and service to the University. Memorials are contributed by various sources, including colleagues of the deceased and the Office of Public Affairs; *In Memoriam*, the systemwide Academic Senate's online publication, makes these tributes generally available.

The Committee on Memorial Resolutions has approved memorials for the following Berkeley faculty since October 2014. The authors of the memorials are listed in the column to the right.

Gerald Berreman (Anthropology)	Nancy Scheper-Hughes
Earl F. Cheit (Business)	David Vogel
James William Fristrom (MCB)	Fred Wilt, John Gerhart, Iswar Hariharan
W. Norton Grubb (Education)	Judith Little
Chieh Su Hsu (Mechanical Engineering)	Fai Ma, James Casey, George Leitman, Jian-Qiao Sun (Merced)
Henry J. Lagorio (Architecture)	Gary R. Brown and the Committee on Memorial Resolutions
Robert Martin (ESPM)	Scott Stephens
Susan Rasky (Journalism)	Tom Goldstein, Rob Gunnison
David Ross Stoddart (Geography)	Michael Watts, Paul Starrs, Nathan F. Sayre
George Lewis Turin (EECS)	Alan Jay Smith, Steven Schwartz, Abby Turin, David Turin
David Wessel (Music)	Richard Andrews, Kathleen Maclay, Johanna Devaney
Barbara White (Education)	Joseph Campione, Kathleen Metz
Thomas Dow Wickens (Psychology)	Karen K. DeValois
Bruno Zumino (Physics)	Robert Sanders, Office of Media Relations

ORDER OF BUSINESS

I. Minutes

Minutes of the October 29, 2014 meeting of the Division (Enclosure 1)

II. Announcements by the President

President Janet Napolitano is unable to attend.

III. Other Announcements

A. Chancellor Nicholas Dirks

B. Berkeley Division Chair Panos Papadopoulos

C. ASUC Academic Affairs Vice President Mon-Shane Chou

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, the 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)

V. Reports of Special Committees (None)

VI. Reports of Standing Committees

- A. **Committee on Rules and Elections**
- B. **Committee on Admissions, Enrollment, and Preparatory Education (Written report only – Enclosure 2)**
- C. **Committee on Faculty Awards (Written report only – Enclosure 3)**
- D. **Committee on Faculty Research Lectures (Written report only – Enclosure 4)**

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 will provide an update on the Student Information Systems Replacement Project.

- B. Size and cost of campus administration**
Vice Chancellor for Administration and Finance John Wilton will report on the findings of an initiative intended to chart the size and distribution of administrative staff on campus, as well as on changes to administrative staff levels over the past five years.

- C. Strategies for evaluating teaching at UC Berkeley (Enclosure 5)**
A presentation and discussion of the work done by the Committee on Teaching as part of an effort to improve the evaluation of faculty teaching.

X. New Business (None)