To the Faculty Legislature, Santa Barbara Division:

Graduate Council met for fourteen regularly scheduled two-hour sessions during the 2007-08 term.

Executive Summary

The Graduate Council's purpose is to set standards for and policy on graduate education; to ensure the viability and quality of graduate programs, and to provide advice and consent on all matters of policy, planning, programs, and practice that impact the quality and diversity of UCSB’s graduate students and their educational experience.

The Graduate Council discussed and took action on a variety of key issues during the 2007-08 term, among them:

- The draft Policy for Graduate Students Working with Industry
- The Regents’ Task Force on Diversity Reports, specifically the Report of the Work Team on Graduate and Professional School Diversity and the Campus Climate Report
- The Revised Policies on Transfer, Consolidation, Discontinuation, and Disestablishment
- The Coordinating Committee on Graduate Affairs (CCGA) and University Committee on Educational Policy (UCEP) Report, The Role of Graduate Students in University Instruction

I. Agenda

Graduate Course Proposal Requests

Graduate Council authorizes, supervises, and regulates all graduate courses except such courses exempted by action of the Regents. During the period between 9/1/2007 and 6/30/2008 Council processed 164 course requests, 22% were requests for new courses, 72% were course modifications, and 6% were course discontinuations.

Review of Existing Programs


Graduate Council submitted comments to Executive Vice Chancellor Lucas on the follow-up reports for Film and Media Studies, Mechanical Engineering, Theater and Dance, and Religious Studies. In addition, Council requested graduate program revisions from Spanish and Portuguese, a recommendation from the Department’s recent program review.

Graduate Council and the Graduate Division received a request from Executive Vice Chancellor Lucas to work with Dean Oliver to establish procedures for the review of the M.A. in Global and International Studies. Procedures were established over the summer, and the review will take place during the 2008-09 term.

Approvals for New Programs, Emphases, and Research Units

Graduate Council discussed and took action on several proposals for new programs, emphases, and research units during the 2007-08 term.
Council reviewed and discussed the Proposal to Establish a Department of Teaching, Curriculum, and Professional Development at several meetings over the Fall Quarter. Council requested a number of revisions and clarifications to the proposal, and subsequently received an updated iteration in late spring. A final review will take place during the 2008-09 term.

Council also reviewed the Proposal for a 5-Year Combined BS/MS in Chemistry and Materials, in coordination with the Undergraduate Council. The new program would allow students to undertake an accelerated schedule and complete both the BS in Chemistry and the MS in Materials within five years. The Councils found the proposal to be sound and the requisite endorsements to be enthusiastic, and approved the new program effective Fall 2008.

Council endorsed and provided comment on the proposals for a Center for Stem Cell Biology and Engineering, Institute for Energy Efficiency, and Center for Collaborative Engineering Research and Education. Council strongly encourages research units to identify opportunities for graduate students to participate in research activities that will enhance their academic experience at UCSB.

Name Changes

Council reviewed and discussed the proposal from the Women’s Studies Program to change its name and status to the Department of Feminist Studies. Taking into consideration the Program’s newly approved M.A./Ph.D. program in Feminist Studies, which makes departmental status a natural next step, faculty preference for the name change, consistency between department and graduate program names, and the strong support of the Dean, Council endorsed the proposal.

Council approved the name change for the M.Ed. in Education with an Emphasis in School Psychology to the M.Ed. in Counseling, Clinical, and School Psychology with an Emphasis in School Psychology. The proposed name change request will more accurately identify the degree within Counseling, Clinical and School Psychology, the department in which school psychology training occurs. After consideration by the Graduate Council, the proposal was unanimously approved by the Faculty Legislature, effective June 2008.

Council also endorsed the name change for the Center for Chicano Studies to the Institute of Chicano Studies, as the change would bring this ORU into line with the other ORUs on campus, and allow for the Institute to house Centers in the future.

Changes to Existing Programs

Graduate Council approved the following proposals for changes to existing programs:

- A core course substitution for the Interdepartmental Graduate Program in Marine Science.
- The elimination of the requirement for the Optional Interdisciplinary Ph.D. Emphasis in Women’s Studies that students include a member of the emphasis on their Ph.D. qualifying exam committee.
- A change to the expected time at which the Department of Economics’ Ph.D. students advance to candidacy, and the addition of “experimental/behavioral economics” to the fields of Ph.D. study.
- The addition of a new course to the offerings for the Biochemistry and Molecular Biology Emphasis of the Interdepartmental Graduate Program in Biomolecular Science and Engineering.
- Changes to the linear algebra requirement for the Optional Interdisciplinary Ph.D. Emphasis in Quantitative Methods in the Social Sciences.
- Changes to Department of History’s language requirement.
- Changes to the Materials Graduate Program.
- The addition of the Media Arts and Technology Program and the Department of Film and Media Studies to the participating departments in the Optional Interdisciplinary Ph.D. Emphasis in Technology and Society.
• Changes to the History Ph.D. requirements to allow separate committees for the field exams and the dissertation.
• Changes to the core curriculum in the Bren School's Masters of Environmental Science and Management.
• Changes to the Ph.D. program in the Department of English.
• Changes to the requirements for the Ph.D. in Classics, and for the Ph.D. in Classics with an Emphasis in Ancient History.
• Changes to the M.A. in Global and International Studies.
• Addition of Communication to the participating departments in the Optional Interdisciplinary Ph.D. Emphasis in Cognitive Science.
• Changes to the M.A./Ph.D. in Music with an Emphasis in Musicology.
• Changes to the Graduate Program in Linguistics.

**Individual Interdisciplinary Degrees**

Graduate Council reviews and approves the progress of all Individual Interdisciplinary Degrees. We received updated information on several degrees in progress during the 2007-08 term.

**Student Petitions**

Council received one request for the appeal of academic disqualification over the summer, which was deferred until the start of the 2008-09 term.

**II. Issues and Outcomes**

**Graduate Council discussed the following campus issues during the 2007-08 term:**

**Draft Policy on Graduate Students Working with Industry**

Council was asked to comment on the Draft Policy on Graduate Students Working with Industry, which is designed to provide a mechanism to ensure that graduate student participation in outside research activities is consistent with University policy. The draft policy would require disclosure of conflict of interest for all graduate students prior to formation of a master’s thesis or doctoral dissertation committee. Opportunities for research in the private sector should not excessively influence or narrow students’ academic choices, restrict the freedom to publish or the timely dissemination of research results, or affect the student’s ability to conduct future research. Council agreed that the policy will play an important role in protecting UCSB’s graduate students. During the review process, Council felt that the policy was too broad and over-reaching in several respects, possibly triggering unnecessary disclosures. Council suggested that the main “gateway” condition for disclosure be whether the faculty advisor has a financial interest in the private entity, allowing all other conditions to be covered by a disclosure, but not as sufficient conditions to trigger one.

The draft policy was finalized, approved, and subsequently implemented in early April 2008.

**Revised Policies on Transfer, Consolidation, Discontinuation, and Disestablishment**

The Policies on Transfer, Consolidation, Discontinuation, and Disestablishment (TCDD) are the last major policy and procedures statements in the suite of policies governing academic degree and certificate programs and units. Policies have already been approved for establishments and name changes. Council was asked to provide comments a few years ago during the informal campus review, and the feedback from various campus agencies has since been considered and addressed. Council was then asked to review the draft policies as part of the formal review by both the Academic Senate and the campus Administration. Council agreed to endorse the policies with minor modifications. The TCDD policies will be considered by the Faculty Legislature in fall 2008.
Suggested Guidelines to Enhance Clarity of Graduate Program Narratives in the General Catalog

Council was asked to comment on a draft memorandum from Dean Morrison and the Graduate Council Chair regarding suggested guidelines for graduate program narratives in the General Catalog. Over the past year, it had come to the attention of the Graduate Division and the Academic Senate that greater detail and consistency of department catalog narratives was needed in order to clearly communicate graduate program requirements to students. Key guidelines included:

- Changes to graduate programs must be approved by the Graduate Council prior to implementation and placement in the General Catalog.
- Catalog narratives must be consistent with all other departmental publications, such as graduate handbooks and web pages.
- In graduate programs with MA/Ph.D. degree objectives, the transition from M.A. to Ph.D. should be extremely clear, with detailed criteria for continuation to the Ph.D.
- Catalog narratives should include the total number of units needed to complete the M.A. and Ph.D.
- Catalog narratives should specify the ways in which the departmental language requirement (if applicable) may be satisfied.

The memorandum was revised according to Council’s feedback and distributed in mid-May, to give the departments adequate time to make changes prior to the call for 2009-10 catalog copy.

Draft Guidelines for Departmental Instructional Workload Policies

Council was asked to comment on the Executive Vice Chancellor’s Recommended Guidelines for Departmental Instructional Workload Policies, which requests that each department develop a written policy describing teaching expectations including elements such as annual “formal” course load, additional teaching responsibilities (such as independent study courses, etc.), teaching release, course buyout, and sabbatical. Primarily, Council was concerned that the document emphasizes undergraduate education and does not ask departments to consider UCSB’s commitment to graduate education. Other concerns included the definition of “formal” courses and how they differ from independent study courses, language to address course coverage during sabbatical, and compensation for faculty who consistently carry a teaching overload. Council also requested clarification regarding the document’s reference to a UC policy specifying a minimum number of undergraduate courses per ladder faculty. Council’s comments were included in the Divisional Chair’s response to Executive Vice Chancellor Lucas.

Proposal to Implement a Master’s Thesis Submission Fee

On July 5, 2007, President Dynes approved a campus optional Master’s Thesis Submission Fee, effective Fall 2007. The Graduate Division is currently exploring whether the implementing the fee would be beneficial at UCSB. The new procedures would require that students file their theses with ProQuest, either in paper or electronic form. Currently, students submit two paper copies of their theses to the Graduate Division; one is placed in the Davidson Library for review, while the other is stored in the Library’s archives. It was suggested that the electronic filing of students’ theses with ProQuest would provide wider research dissemination. Council discussed the proposal in detail, noting numerous discipline-specific implications. Members inquired about the possibility of giving students the option to file with ProQuest, rather than requiring it. Council requested that the Graduate Division seek wider consultation (deans and/or departments) with respect to the proposal.

Draft Policy on Zero Tolerance for Violence

Graduate Council was asked to consider a Draft Policy on Zero Tolerance for Violence, which states that intimidation, threats of violence, and acts of violence violate University policy and may result in sanctions. Council endorsed the policy as written.
Recommended Practices for Distributing and Collecting ESCI Forms

Executive Vice Chancellor Lucas requested Senate comment on the Office of Instructional Consultation’s Recommended Methods and Practices for Distributing and Collecting ESCI forms. Council discussed the guidelines, agreeing that the document seems overly complicated and should be simplified, perhaps including guiding principles rather than specific methods and practices. Council also agreed that the Instructor being evaluated should not be present during the evaluation process. Council’s comments were included in the Divisional Chair’s response to Executive Vice Chancellor Lucas.

Proposed Amendment to State Law Regarding 5150 Psychiatric Holds

Council discussed the Campus Security Task Force’s proposal to amend state law to require hospitals that have admitted university students on 5150 (involuntary) psychiatric holds to notify campus housing officials, upon request, about the timing of the student’s release. Council suggested that the Dean of Students be notified in the event of a 5150 hold, as the Dean is involved in responding to distressed students and convening the Threat Management Team, if necessary. Council discussed the need to protect students (both the student on psychiatric hold and other UCSB students) versus the need to respect student privacy. Council also discussed the strict definition of “institutional housing” and whether the law could possibly apply to students residing in Isla Vista. Members recognized the need for a clear UC-policy to complement the proposed amendment, to pinpoint what should happen at the campus level once officials are notified of a 5150 hold.

Proposal to Revise and Clarify Test Score Admissions Requirements

Council was asked to consider the Graduate Division’s proposal to begin requiring that all submitted Graduate Record Examination (GRE) scores be less than five years old. Currently, UCSB is the only UC campus that accepts GRE scores older than five years. The proposal also included revised text for the Test For English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS), as well as the Miller Analogy Test. The expanded text for all three tests are consistent with current policy. Council approved the revised language, effective August 2008.

Graduate Council discussed the following systemwide issues during the 2007-08 term:

The Role of Graduate Students in University Instruction

The Coordinating Committee on Graduate Affairs (CCGA) and the University Committee on Educational Policy (UCEP) developed a proposal which discusses the appropriate roles and responsibilities of graduate students in University instruction. Council was asked to review the original proposal in fall 2006, and the revised proposal in fall 2007. Council found that the revised proposal shifts the main policy and regulatory decisions to the divisions, which naturally eliminated most of Council’s earlier concerns. Council was disappointed that CCGA/UCEP effectively abandoned regularization of titles above that of Teaching Assistant, as well as their supervision requirements.

Council expressed strong concerns regarding summer instruction. While Council agreed that summer instruction should be of the same quality and adhere to the same standards as regular term-instruction, there are practical concerns that emerge when it is applied to the level of faculty supervision of graduate student instructors, as mandated by the proposal. Given that the number of faculty present on campus is significantly reduced during the summer, the overall capacity for faculty supervision and practical structures for its implementation are severely limited. Coupled with the fact that “supervision” has not been defined with sufficient precision at the systemwide level, imposing this principle may directly result in lowering the bar in terms of supervision requirements in regular terms, in order for the “unified standards” to match the severe limitations in the summer.
As the CCGA/UCEP guidelines provide only very general norms for the delivery of instruction by graduate students, it will be essential for the divisional Senate to work with the appropriate administrative offices to establish policies that best fit the needs of our campus. Council’s comments were included in the Divisional Response to the Systemwide Senate.

**Dialectic on the Use of Remote and Online Instruction for the Delivery of University Curriculum**

Council was asked to discuss the jointly drafted paper from CCGA, UCEP and the Committee on Information Technology and Telecommunications Policy (ITTP) entitled *Dialectic on the Use of Remote and Online Instruction for the Delivery of University Curriculum*. The aim of the dialectic was to encourage a discussion on the issue of “UC quality” with respect to remote and online discussion, and the issue of residency when courses are conducted either remotely or online. Council discussed many related considerations, such as the definition of “UC-quality”, student-instructor interaction, peer-peer interaction, and fair access. Council agreed that in order to fully consider the issues involved, the Divisions should be provided with additional background information and empirical data on remote/online instruction, as well as an inventory of current remote/online programs and an evaluation of their effectiveness. Council recommended that the UC start an initiative to generate new research on the effectiveness of remote/online instruction.

Council also agreed that all new proposals for remote/online programs should be evaluated using the same policies and procedures for establishment as are used for traditional programs; and that the programs should also be reviewed as rigorously and frequently.

Council’s comments were included in the Divisional response to the Systemwide Senate.

**Regents’ Task Force on Diversity: Report of the Work Team on Graduate and Professional School Diversity and the Campus Climate Report**

In 2006, President Dynes and Board of Regents Chair Gerald Parsky established The Study Group on University Diversity, to investigate ways in which the University can increase undergraduate, graduate, and faculty diversity. The Study Group formed several Task Forces, one each for Undergraduate student diversity, Graduate and professional school diversity, Faculty diversity, and campus climate. Council was asked to comment on the *Report of the Work Team on Graduate and Professional School Diversity* and the *Campus Climate Report*.

Council strongly supports the goals and objectives stated in the Work Teams’ reports, and recognizes that diversity is crucial to the academic mission of the University, to its contributions to society, and to the success of our graduate programs. It is extremely important for the University to actively pursue these goals. Council also appreciates the breadth of data collected and processed to provide an accurate picture of the current state of diversity in the University. Council offered comments and constructive criticism with the aim of maximizing the effectiveness of future efforts for improvement, and full leveraging of the Work Teams’ reports.

*Report of the Work Team on Graduate and Professional School Diversity*

- While the Work Team’s report provides a comprehensive quantitative analysis of diversity measures that convey the current status, it hardly touches on the root causes of the University’s difficulty in recruiting and retaining a diverse body of graduate and professional school students. The report also offers little or no analysis of the relative effectiveness of various approaches implemented in the past and in current efforts. A thorough understanding of the challenges, coupled with lessons learned from past attempts should inform recommendations for future diversity initiatives in order to effectively use available resources and identify focus areas with the potential for significant impact on the problem.

- Council recommends an intercampus initiative to enhance diversity in graduate programs emphasizing collaboration rather than competition between the campuses for URM students. The objective would be to collectively eliminate the “leak in the pipeline” between the
undergraduate and graduate student populations. Council believes that the highest potential for improving graduate student diversity lies with our own underrepresented minority (URM) undergraduates, given our direct access and influence. The University should focus its efforts to inspire, encourage, and prepare URM undergraduates to pursue graduate education. As the data in the report suggest that URM students tend to be local, the first strategy would be to attempt to retain such students on campus for their graduate studies. Disciplines that strongly discourage such practice would particularly benefit from an intercampus mentoring program, with the objective of facilitating access to and familiarity with graduate programs on other UC campuses.

- It is evident from the statistics that representation of Women and URMs in the STEM disciplines is particularly low, and more concerted efforts are needed to improve it. Some members felt that the report failed to clearly acknowledge the disparity across disciplines in the magnitude and complexity of diversity challenges, and that recommendations involving rewards and penalties must be appropriately nuanced to be realistic and practical.

- Diversity initiatives vary between the UC campuses and also among the disciplines. Council recommends that the University conduct a study of best practices in the recruitment and retention of URM graduate and professional school students, the results of which should be distributed to each campus for review and consideration.

- The Work Team’s recommendations cannot be truly effective without the corresponding commitment of resources. Tasking academic units with reaching diversity goals must be accompanied with the needed tools and resources to be meaningful, and to avoid the “unfunded mandate” scenario. Council recommends that the University commit the resources needed for recruitment and retention, academic preparation programs, and “inreach efforts” if the Work Team’s recommendations are to be implemented.

Campus Climate Work Team Report

- While the Work Team’s report gives four recommendations which outline a plan of action to improve campus climate, the discussion of these items is quite vague. This is especially noticeable in the Work Team’s third recommendation, which does not include any specific suggestions as to how the University should attempt to address unhealthy climate factors. Although Council understands that significant planning must take place at the campus level to implement the Work Team’s recommendations, more specificity and concreteness would have been beneficial.

- Council recommends that the University conduct an in-depth study of best practices within the System with respect to campus climate, the results of which should be distributed to each campus for consideration.

- The recommendations of the Campus Climate Work Team cannot be successfully implemented without the appropriate commitment of resources. Council notes that Senate and administrative consultation is essential during the implementation process that may arise from the Work Team’s recommendations. We remain interested in this process, and request consultation when specific new policies and procedures are proposed.

Council’s comments were included in the Divisional response to the Systemwide Senate.

III. Committees

Committee on Program Review

The Committee on Program Review (CPR) met twice during the 2007-08 academic year. CPR was asked to review and present comments to the full Council on the following items:
- Draft Policies for Transfer, Consolidation, Discontinuation, and Disestablishment

- Academic Program Review Follow-Ups: Film and Media Studies, Mechanical Engineering, Theater and Dance, and Religious Studies. Follow-up memos were approved by the full Council and then forwarded to Executive Vice Chancellor Lucas.

**Committee on Funding and Fellowships**

The Committee on Funding and Fellowships (CFF), met twice during the 2007-08 academic year. CFF met with Dean Morrison, Assistant Dean Anderson, and Assistant Dean Richter to discuss the state of Graduate student funding at UCSB and the Graduate Division’s fellowship practices, including possible changes. Key items of discussion included:

- The request from several departments that the Graduate Division implement a re-award fellowship program, which would allow departments to award fellowship funds to a second candidate should the first offer fall through. While this model is attractive, it is not possible to implement until total allocations for student fellowships are increased.
- The importance of continuous enrollment for students.
- The request that departments be able to nominate students for fellowships prior to enrollment.
- Students with P3 class level designations
- The fellowship review process, including issues related to faculty workload and the volume of nominations that must be reviewed.

**Committee on Graduate Student Affairs**

The Committee on Graduate Student Affairs (CGSA) met once in 2007-08 to discuss the draft Policy on Graduate Students Working With Industry. CGSA presented its recommendations to Council at the meeting of November 19, 2008.

**IV. Council Representation**

Representatives from the Graduate Council served on the following campus committees:

- Central Fellowship Committees for recruitment and continuing students
- Selection committee for the Student Commencement Speaker
- Selection committee for the Lancaster Dissertation awards
- Chancellor’s Advisory Committee on Student Housing

**V. Coordination with Administration**

Graduate Council met with several members of the Administration during the 2007-08 term, including Jane Conoley, Dean of the Gevirtz Graduate School of Education, David Marshall, Executive Dean of the College of Letters and Science and Dean of the Division of Humanities and Fine Arts. Council also met with Monique Limón, Director of Recruitment, Retention, and Diversity at the Graduate Division.

**VI. Carry-Over Issues**

During the 2008-09 term, Council plans to continue work on the following issues:

- Interim review of the M.A. in Global and International Studies
- Review of the Proposal for a Department of Teaching, Curriculum, and Professional Development
- Clarity and consistency in departmental communications to students regarding graduate program requirements
• The role of graduate students in university instruction

Members:
Leon Balents
Beth Digeser
Cynthia Hudley
Bruce Kendall (Chair of CGSA)
Carlos Morton
Robin Nabi
Brad Paden
Stephen Poole (Chair of GF&F)
Cedric Robinson
Geoffrey Rutkowski
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Jodi Anderson (Consultant)
Kimberly Dachel (GSA Representative)
Neda Maghbouleh (GSA Representative)
Mary Hancock (Vice-Chair and Chair of PRC)
Kenneth Rose (Chair and Representative to CCGA)