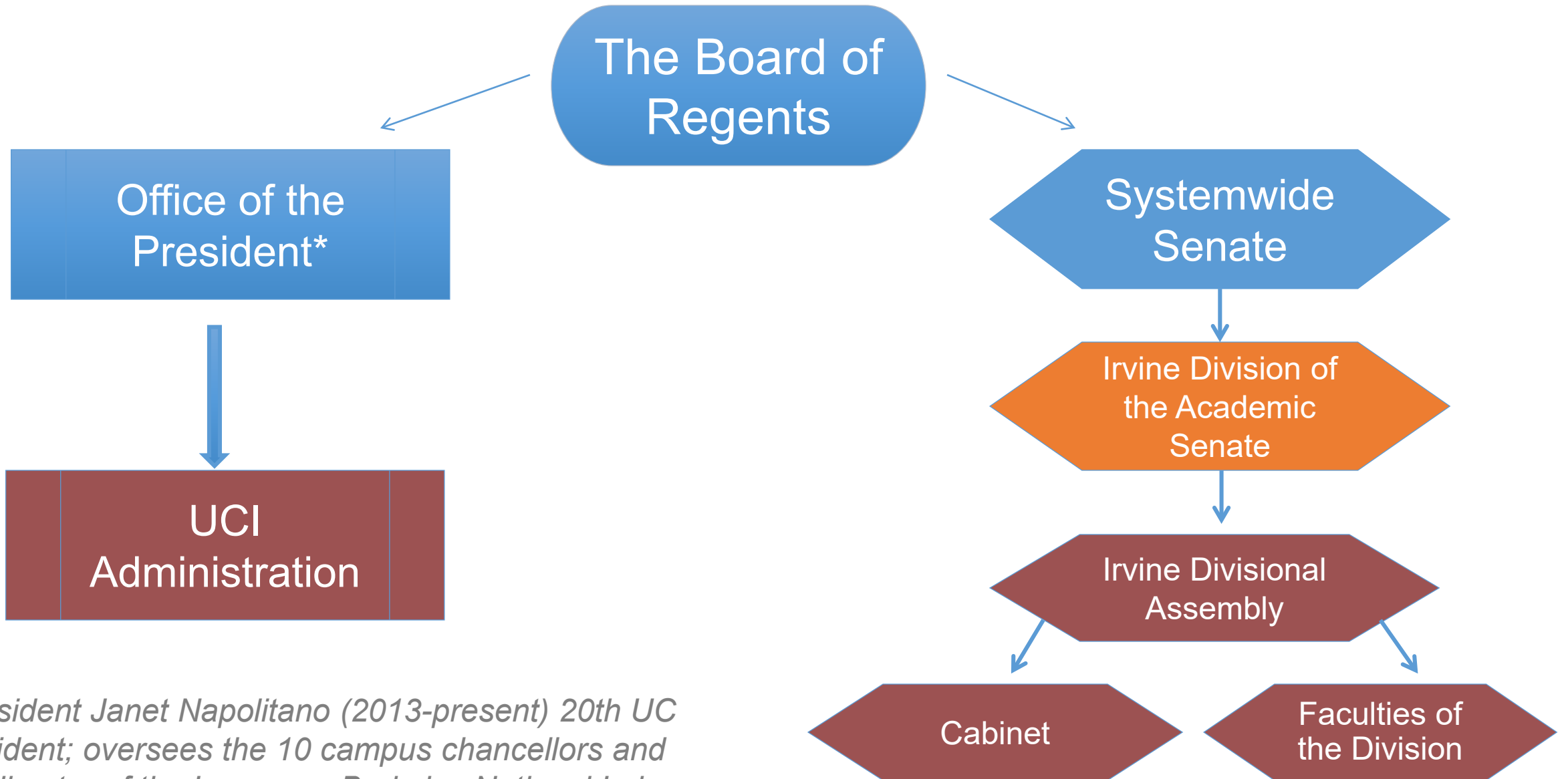




GRADUATE COUNCIL 2020-21 ORIENTATION

Organization, Responsibilities, and Procedures

THE UNIVERSITY OF CALIFORNIA



**President Janet Napolitano (2013-present) 20th UC president; oversees the 10 campus chancellors and the director of the Lawrence Berkeley National Lab.*

BOARD OF REGENTS BYLAW 40.1 & 40.2 :

ACADEMIC SENATE (previously Standing Order 105.1)

Faculty participate in shared governance through the Academic Senate to **ensure the quality of instruction, research, and public service, and to protect academic freedom.**

- Determine the **conditions for admission and for certificates and degrees.**
- Recommend to the President **all candidates for degrees.**
- **Authorize and supervise all courses and curricula** offered, except in the Hastings College of the Law, in professional schools offering work at the graduate level only, and over non-degree courses in the University Extension.
- Select a committee(s) to advise a Chancellor/President concerning a campus/University budget.
- Address the Board, through the President, on any matter pertaining to the conduct and welfare of the University; or directly to the Regents via a formal Memorial.

SENATE LEADERSHIP



CHAIR
Jeffrey Barrett

Chair of the Division

The Chair administers the rules and regulations prescribed by the Irvine Division, and prepares, in consultation with the Senate Cabinet, agenda for meetings of the Divisional Senate Assembly; coordinates the work of all Divisional committees and may refer matters to committees; serves as an ex officio member of the Assembly of the Academic Senate, the Academic Council of the Assembly, and the Divisional Committee on Committees. (Bylaw 20. Chair of the Division)



CHAIR ELECT
Joanna Ho

Chair Elect-Secretary

The Chair Elect prepares and sends out the call and the minutes for each meeting of the Division and the Divisional Senate Assembly; maintains the list of the membership of the Division and the Divisional Senate Assembly; conducts all elections and other balloting in the Division; responsible for Senate quarterly Newsletter. (Bylaw 25. Chair Elect-Secretary)

SENATE COUNCILS



- Academic Personnel (**CAP**)
- Educational Policy (**CEP**)
- Equity and Inclusion (**CEI**)
- Faculty Welfare, Academic Freedom & Diversity (**CFW**)
- Graduate Council (**GC**)
- Planning and Budget (**CPB**)
- Research, Computing and Libraries (**CORCL**)
- Teaching, Learning, and Student Experience (**CTLSE**)
- Undergraduate Admissions and Relations with Schools (**CUARS**)



SENATE COMMITTEES

- Committees (**COC**)
- Privilege and Tenure (**CPT**)
- Rules and Jurisdiction (**CRJ**)
- Scholarly Honors & Awards (**SHA**)

SUBCOMMITTEES & BOARDS

CEP

Subcommittee on Courses and Continuing, Part-Time & Summer Session Education (**SCOC**)

Subcommittee on Programs and Policy

CEP & GC

Academic Program Review (**APRB**)

Subcommittee on International Education (**SCIE**)

CTLSE

Academic Integrity Review Board (**AIRB**)

Board on Undergraduate Scholarships, Honors & Financial Aids (**BUSHFA**)

Campuswide Honors Program Board (**CHPB**)



Graduate Council Membership

Membership

1. The Graduate Council shall consist of one member from each of the Faculties of the Division (as defined by Irvine Bylaw 40). The Dean of the Graduate Division, the Chair of the Academic Program Review Board, and the Chair of the Subcommittee on International Education shall serve as ex officio non-voting members.
2. The Council Officers include the Chair, Vice Chair and a representative to the Coordinating Committee on Graduate Affairs (CCGA). The Divisional representative to CCGA may also hold the position of Chair or Vice Chair.

Chair & CCGA Rep – Arvind Rajaraman

Vice Chair – Erik Sudderth

- School of the Arts – Jaymi Smith (term ending 2021)
- School of Biological Sciences – Cascade Sorte (2022)
- School of Business – Tonya Bradford (2023)
- School of Education – Mark Warschauer (2023)
- School of Engineering – Frithjof Kruggel (2023)
- College of Health Sciences – John Middlebrooks (2023)
- School of Humanities – Michael Szalay (2021)
- School of Information and Computer Sciences – Erik Sudderth (2022)
- School of Law – Gregory Shaffer (2023)
- School of Physical Sciences – Arvind Rajaraman (2022)
- School of Social Ecology – Susan Turner (2023)
- School of Social Sciences – Katherine Faust (2022)

Graduate Council Meeting Schedule

Date: Second Thursday of the month

Time: 9:00 a.m. – 12:00 p.m.

Location: Zoom – Academic Senate Conference Room, 338 Aldrich Hall

Thursday, October 8, 2020

Thursday, November 12, 2020

Thursday, December 10, 2020

Thursday, January 14, 2021

Thursday, February 11, 2021

Thursday, March 11, 2021

Thursday, April 8, 2021

Thursday, May 13, 2021

Thursday, June 10, 2021

Note: Agendas are distributed a week prior to meetings

Graduate Council and Shared Governance

The Systemwide Academic Senate and the Divisional Academic Senate provide the organizational framework that enables the faculty to exercise its right to participate in the University's Shared Governance.

Graduate Council is a council of the Academic Senate comprised of faculty participating in shared governance. Under the leadership of the GC Chair, the Council oversees all academic matters related to graduate education at UC Irvine.

- Non-voting members include three Associated Graduate Student representatives, select consultants from the Graduate Division and the Registrar's Office, and a LAUC-I representative.
- Graduate Council is staffed by Graduate Council Analyst Thao Nguyen who can be reached at thao.nguyen@uci.edu and 824-5163.

Graduate Council – Irvine Bylaw 100

Duties

1. Assume the responsibilities enumerated in Senate Bylaw 330.
2. Report and make recommendations to the Divisional Senate Assembly and Senate Cabinet on rules and regulations governing graduate education, graduate work and bylaws.
3. Advise the Chancellor on all matters relating to graduate education, policies, and work on the Irvine campus.
4. Monitor and ensure quality and diversity in graduate programs. If the Council determines that a graduate program does not have the quality required of a UC education, the Council may suspend admissions to that program, until further notice. Any review or further vetting will be in accordance with the most current systemwide guidelines set forth by the Coordinating Committee on Graduate Affairs (CCGA).
5. Recommend the award of graduate student support. This includes, but is not limited to, block grant and graduate fellowships.
6. Set standards and campus policies for graduate student employee positions.
7. Set standards and campus policies for the conferral of graduate degrees. This includes, but is not limited to, rules and regulations of doctoral dissertation committees and advancement to candidacy.
8. Approve the awarding of graduate degrees for Master's and Doctoral candidates.
9. Review and approve all graduate courses.

Graduate Council – Senate Bylaw 330

1. Make recommendations to the Coordinating Committee on Graduate Affairs, according to procedures adopted by the Division concerning:
 - a. Qualifications of departments and groups of departments for initiating new programs leading to existing graduate degrees, and
 - b. New graduate degrees.
2. Coordinate the procedure of various departments and schools on the campus concerned, as it relates to degrees higher than the Bachelor's degree.
3. Set policy and standards for:
 - a. Admission to graduate status in accordance with the provisions of Bylaw 311.C.1;
 - b. Appointment of graduate students as Teaching Assistants, Teaching Fellows, Graduate Student Researchers, and recipients of University Fellowships;
 - c. Appointment of postdoctoral scholars or their academic equivalent and for their enrollment by the Graduate Division.
4. At its discretion, limit the study lists of graduate students who are employed.
5. Recommend the award of fellowships and graduate scholarships, including honorary traveling fellowships, according to the terms of the various foundations.

Graduate Council – Senate Bylaw 330 (continued)

6. Appoint committees in charge of candidates' studies, who shall certify for every candidate, before recommendation for a higher degree, that the candidate has fulfilled the requirements for that degree; supervise the conduct of examinations for higher degrees; admit qualified students to candidacy for higher degrees.
7. Make rules governing the form of presentation and the disposal of dissertations.
8. Make final reports to the Division concerning the conferring of graduate degrees.
9. Report and make recommendations to the Division on matters pertaining to graduate work.
10. Advise the Chancellor concerning relations with educational and research foundations.
11. Regulate in other ways the graduate work of the Division with a view to the promotion of research and learning, especially through its regular reviews of current graduate programs for their quality and appropriateness.

Subcommittee for Graduate Courses and Program Modifications

Membership

The Subcommittee for Graduate Courses and Program Modifications shall consist of four voting members from the Graduate Council selected by the Graduate Council Chair.

Subcommittee Members:
Four members are needed
(Does not meet and conducts business online)

Duties

The Subcommittee for Graduate Courses and Program Modifications is responsible for reviewing all course modifications and new course proposals through the online Course Inventory Management (CIM) system administered by the Registrar. Subcommittee members are also responsible for reviewing and vetting all program modification requests. This includes, but is not limited to, requests to modify program bylaws and degree requirements such as admission standards, core curriculum, time to degree, and graduation requirements. As such the Subcommittee is expected to keep abreast of current Graduate Council policies of this nature.

Subcommittee for SSGPDP Year Three Review

Membership

The Subcommittee shall consist of two voting members from the Graduate Council selected by the Graduate Council Chair and two voting members from the Council on Planning and Budget selected by the CPB Chair.

Subcommittee Members:

GC reps: Erik Sudderth as Subcommittee Chair and one additional member is needed
(meet in 4-5 times in Winter and Spring quarters)

Duties

The Subcommittee is responsible for the third year review of new SSGPDPs to determine the academic merits and the financial feasibility of the programs. Following a successful third year review by Graduate Council, SSGPDPs will be incorporated into the Academic Senate's standard program review process.

Academic Program Review Board (APRB)

Standing Board of Council of Educational Policy and Graduate Council

Membership

The APRB shall consist of two members from the Council on Educational Policy (CEP) appointed by the Chair of CEP, two members from the Graduate Council appointed by the Chair of Graduate Council, and one Division member who will serve as Chair. The Chair shall be appointed for a three-year term by the Committee on Committees, and is required to have prior experience on either the CEP or the Graduate Council, with strong preference given to Division members with prior experience conducting program reviews.

2020-21 APRB Chair: Jutta Heckhausen
GC reps: Two members are needed
(Typically meets 3-4 times a year)

Duties

The APRB coordinates the academic program reviews for the University, as Delegated by the Regents of California. The focus of every School's review is on evaluating the quality of UCI's undergraduate and graduate education. APRB coordinates these reviews in accordance with the document "Joint Review of Academic Programs – Descriptions and Procedures (2014)."

Review	School
2020-21	School of Social Sciences – Three day external review: May 5-7, 2021 tentative (postponed from 2019-20)
4 year follow-up	School of Physical Sciences
7 year follow-up	Claire Trevor School of the Arts

Subcommittee on International Education (SCIE)

Membership

The Subcommittee shall consist of one Division member from each Faculty offering an undergraduate and graduate degree to be appointed by the Committee on Committees. The Chair of the Subcommittee shall be elected from this group of faculty. The Subcommittee shall also consist of two faculty members from the Council on Educational Policy appointed by the Council chair and two faculty members from Graduate Council appointed by the Council chair. Ex Officio members shall be the Faculty Director of the Center for International Education, the Dean of Undergraduate Education, and the Dean of Graduate Division. The Deans may designate the Associate Deans to represent them on the subcommittee.

2020-21 SCIE Chair: Victoria Bernal
GC reps: Two members are needed
(Meets quarterly)

Duties

Provide academic policy oversight on all matters concerned with the University of California's Education Abroad Program (EAP), UCI's International Opportunities Program (IOP), other formal educational activities of UCI students abroad, and faculty exchanges between UCI and foreign universities. The Subcommittee shall report to its parent councils and maintain liaison with the University Committee on International Education.

What keeps us busy most of the time?

- Reviewing proposals for new graduate degree programs
- Reviewing modification requests for existing graduate degree programs
- Reviewing changes to graduate policies
- Reviewing new and revised graduate courses
- Conducting periodic reviews of all existing graduate programs
- Conducting year 3 reviews of new SSGPDPs

How can members contribute?

Participation:

- Show up (on time)
- Come prepared to meetings
- Read the agenda items
- Provide written and verbal summary of item you are assigned to review
- Contribute meaningful and appropriate commentary to the Council
- Sign up for a subcommittee or board in your capacity as a Graduate Council member

Important items to know about:

- Confidentiality

Members are not to share confidential discussions that take place during a meeting or distribute confidential documents with anyone outside of the Graduate Council. If members are unclear on what is confidential they should ask the Graduate Council Chair and Analyst prior to sharing or disseminating information of any kind.

- Voting

Voting outcomes are public (i.e. what agenda items were approved) but voting specifics are kept confidential (i.e. who voted on what). AGS reps, Ex Officio members, consultants, and the Senate Analyst do not vote.

- Executive Session

Executive Session can be called by the Chair when it's determined that a conversation must be held where only members of the Graduate Council can be present. This would include the faculty voting members and the Senate Analyst.

Conflict of Interest and Recusal Policy

<https://senate.uci.edu/files/COI-and-Recusal-Policy-6.16.20.pdf>

- In the university, the term “conflict of interest” refers to financial or other personal considerations that may compromise a faculty member’s professional judgment in administration, management, instruction, research, or other professional activities.
- Conflicts of interest have the potential to bias, directly or indirectly, important aspects of the committees’ work, including their recommendations about academic personnel decisions, proposals for degree programs and academic units, budgetary and planning decisions, faculty grants programs, and other areas of shared governance.
- Senate committee members must always keep potential conflicts in mind and recuse themselves where a conflict of interest arises.

Conflict of Interest and Recusal Policy

continued...

Senate committee members must recuse themselves in the following circumstances:

1. The Senate committee member has, or has had, a family relationship with the party involved in the action item, such as that of a current or former significant other, partner, spouse, child, sibling, or parent.
2. The Senate committee member has a personal financial interest in the outcome of the action item.
3. The Senate committee member believes that their recusal is necessary to preserve the integrity of the review process.

Upon joining a Senate committee, each member will be informed of the Senate's conflict of interest and recusal policy and will be expected to abide by it.

Distinction of Roles and Purview

- ❑ Graduate Council has authority over: graduate education, degree programs, courses, admissions, fellowships, employment, rules governing dissertations, graduate degrees, etc.
- ❑ Graduate Division is an administrative unit that provides support to Schools and graduate students. Graduate Division works in close collaboration with the Provost, senior administrators, School Deans and Graduate Council in managing graduate education.
- ❑ Deans, Associate Deans, and Graduate Division implement policies and guidelines established by the Graduate Council.

Examples of these policies include:

- Academic disqualification policy
- Leave of absence policy
- Admissions policies
- Fellowship guidelines



**Thank you for your participation
on Graduate Council!**

UCI

University of California, Irvine