Academic Senate
Spring 2018 Newsletter

June 7, 2018

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MESSAGE FROM THE SENATE CHAIR ELECT

As is described below, the Senate is finishing a productive year. Our thanks to the many faculty who made this possible, to the administrators who collaborated with us, to our extraordinary Senate staff, and especially to our faculty chair Maria Pantelia.

- Linda Cohen, Chair Elect

SYSTEMWIDE BUSINESS

Systemwide Issues/Updates

Faculty Salaries

On May 3, 2018 UC President Janet Napolitano announced a "three-year academic salary program that focuses on rebuilding competitive salaries for our ladder-rank faculty and other non-represented academic appointees, and that reinforces the unique, peer-reviewed salary structure of the University of California." President Napolitano has asked the University Chancellors to implement the new program on July 1, 2018. President Napolitano's announcement is available here.

On May 24, 2018, Vice Provost of Academic Personnel and Programs, Susan Carlson, sent a letter to Vice Chancellors and Provosts summarizing the 2018-19 salary program.

Provost Lavernia has been invited to the Irvine Divisional Assembly meeting on June 7, 2018 to discuss the topic of faculty salaries.

The issue of faculty salaries has been discussed by the Divisional and Systemwide Senate since fall 2017. Please see the Irvine Division Winter 2018 Newsletter for more information.

Irvine Review of Proposed Revisions to the APM, Bylaws, Regulations and Appendices

REVIEWED AT SENATE CABINET LEVEL:

- **Supported the Systemwide Review of the proposed Presidential Policy on Supplement to Military Pay-Four Year Renewal** (policy available here).

  o   Reviewed at Council Level by CFW

IRVINE DIVISION BUSINESS

Divisional Issues/Updates

2018-19 Academic Senate Distinguished Faculty Awards

Earlier this spring, the Committee on Scholarly Honors and Awards selected the 2018-19 Academic Senate Distinguished Faculty Awards recipients. The awards are given to Senate members who have achieved excellence through their activities in research, teaching and service. The recipients will be honored at the Faculty Senate Awards Event scheduled to take place next winter. Congratulations to all of our award recipients!

Distinguished Faculty Award for Research
Professor Paolo Sassone-Corsi
Department of Biological Chemistry
Program in Public Health

Distinguished Mid-Career Faculty Award for Research
Professor Nicole Mitchell
Department of Music

Distinguished Assistant Professor Award for Research
Assistant Professor Di Xu
School of Education

Distinguished Faculty Award for Teaching
Professor Georg Striedter
Department of Neurobiology & Behavior

Distinguished Assistant Professor Award for Teaching
Lecturer PSOE Amanda Holton
Department of Chemistry

Daniel G. Aldrich, Jr. Distinguished University Service Award
Chair and Professor Emeritus A. Richard Chamberlin
Department of Pharmaceutical Sciences
Department of Chemistry

Distinguished Mid-Career Faculty Award for Service
Lecturer SOE Alessandra Pantano
Department of Mathematics

Distinguished Faculty Award for Mentorship
Professor Elizabeth Cauffman
Department of Psychology & Social Behavior

UCI

First Annual Academic Freedom Event

The Senate hosted its first Academic Freedom event on April 25th. There was lively discussion between the guest speakers: Howard Gillman, UCI Chancellor, co-author of Free Speech on Campus, (Chemerinsky & Gillman, 2017, Yale University Press) and Song Richardson, Dean, UCI Law School. Due to the event's success, the Senate anticipates hosting annual academic freedom events for years to come.

Academic Integrity

The Divisional Senate Assembly welcomed Holly Hare, Associate Dean, Office of Academic Integrity & Student Conduct, and Rameen Talesh, Assistant Vice Chancellor of Student Life & Leadership, on May 3rd to provide an overview of the academic integrity process, which is managed by the Office of Academic Integrity & Student Conduct (OAISC). The presentation stimulated a discussion among the Assembly about whether faculty are aware of our options and responsibilities when students are found to be cheating or otherwise in violation of academic integrity standards and whether our procedures could be improved. Information about current policies and outcomes are available online.

- Academic Integrity Policy: https://aisc.uci.edu/policies/academic-integrity/index.php
- Academic Integrity Information for Faculty/Staff: https://aisc.uci.edu/faculty-staff/academic-integrity.php
- Reporting an Incident: https://aisc.uci.edu/resources/reporting.php

IRVINE DIVISION BUSINESS

Emergency Procedures

UCIPD (Jorge Cisneros, Chief of Police, Anne Widney-LeSage, Emergency Management Director, and Robert LeSage, Police Sergeant) provided updates about their new initiatives to strengthen community relations and increase campus security. Several emergency resources have been created and are available to faculty here: http://www.police.uci.edu/em/faculty-staff/index.php. Classroom emergency procedures posters are in all general assignment classes on campus (posted near the podium). The Alertus notification system also enables faculty to receive emergency messages (sent via zotALERT- different than zotmail) as a pop-up message on their desktop or laptop: https://www.oit.uci.edu/zotalert/.

Review of Irvine Division Bylaws, Regulations and Appendices

Irvine Bylaw 85: *Educational Policy (Undergraduate), Council on*

Appendix I, Chapter X: *School of Social Ecology Bylaws*

Appendix IV. *Divisional Senate Assembly Scale of Apportionment*

Endowed Chairs

The Senate Cabinet reviewed and endorsed the following Endowed Chair:

- Jerry D. Choate Endowed Chair in Urologic Oncology, School of Social Medicine

Other

The Senate Cabinet reviewed and/or endorsed the following:

- Proposal to change the name of the Department of Linguistics to the Department of Language Science – *Reviewed at Council Level by CPB, GC, CEP*

- Name Change of Department of East Asian Languages and Literatures to Department of East Asian Studies, School of Humanities – *Reviewed at Council Level by CPB, GC, CEP*

- Reviewed the UCI "Student Recording Policy" – *Reviewed at Council Level by CEP, GC, and CTLSE*

- Reviewed the Council on Educational Policy's proposed modifications to the Interdisciplinary Teaching Support Awards program

- The Council on Teaching, Learning, and Student Experience's proposed redesign of the student course feedback form and the implementation of the pilot

- The revisions to the Graduate Council's proposed guidelines for the three-year review of new SSGPDPs with the understanding that the Senate would produce an exit survey template for the programs to use

- Reviewed the proposed process for the handling of prerequisite checking for visiting students during summer session – Reviewed at Council Level by CEP

ACTIVITIES BY SENATE COUNCILS

Council on Academic Personnel (CAP)

Review of Files

The reviews and recommendations of CAP are central to the process by which faculty are appointed, advanced within rank, and promoted. CAP members spend many hours each week reviewing the hundreds of cases that pass through the committee each year and as a group seeks to apply a campus-wide standard for review and recommendation. The policies outlining the criteria for personnel cases and on which CAP bases its recommendations are found in the University of California's Academic Personnel Manual (APM) and UCI's Academic Personnel Procedures (APP). In addition, CAP employs its own evaluative procedures, summarized in a series of questions and answers in "CAP Frequently Asked Questions (FAQs)" posted on the Academic Senate website here. The FAQs will be updated in fall 2018.

CAP Senate Service

At the end of August, CAP will say goodbye to four members whose three-year term has expired and will welcome new members in the fall. As told by the outgoing chair, "though the meetings are long and often intense, I learn something interesting almost every week and am continually impressed at the intelligence, dedication, and general good nature of my fellow CAP members." If you are a faculty member who has an interest in CAP service, we encourage you to work with your school's Committee on Committees representative and let them know of your interest to serve on this council. You may also want to speak with former CAP members, who may be able to convince you to run for election.

Council on Research, Computing, and Libraries (CORCL)

ORUs and Campus Centers

During the Spring 2018 quarter, CORCL continues to focus on the review of ORUs and Campus Centers which include the five-year review of the Genetic Epidemiology Research Institute and the renewals of the Center in Law, Society and Culture; Center for Hearing Research; Center for the Scientific Study of Ethics and Morality; Center for Global Peace and Conflict Studies; and Center for Organization Research. Also under review are two new proposed Campus Centers.

CORCL Ad Hoc Business

In response to IT governance discussions at the systemwide level, an ad hoc CORCL subcommittee is being proposed to promote continued engagement and foster constructive communications between Senate faculty and IT leadership.

The CORCL leadership serves on an ad hoc committee with the University Librarian on a proposal to locate a Student Excellence Center in the Ayala Science Library. The proposed Center is a partnership between the Office of the Vice Provost for Teaching and Learning/Division of Undergraduate Education and the Libraries.

ACTIVITIES BY SENATE COUNCILS

Council on Educational Policy (CEP)

Prerequisite Checking

CEP reviewed a request from the Vice Provost of Teaching and Learning (VPTL) to comment on a Summer Session procedure for enforcing prerequisites for visiting students. Specifically, CEP was asked to advise on the following aspects of the procedure:

1) To allow non-UCI students into a course with a warning that they will need to make sure they meet the prerequisites for the course.

2) Provide a mechanism by which units can check the students "self-reported" meeting of the prerequisites for the course.

3) Drop students who do not meet the course requirements

CEP expressed support for the outlined procedure (1-3 above) as the default process for enforcing prerequisites for visiting students. CEP understood the VPTL's concern that manual pre-checking of prerequisites for non-UCI students across the board would place an intolerable burden on staff and also lead to unacceptable delays for students. CEP also understood that while this would be the default procedure, units would always have the option of refusing enrollment to all students until they had established their readiness for the course, so long as the unit itself is willing to carry out the process of checking.

While CEP supports this procedure, and is pleased to see that prerequisite checking for UCI students will become more uniform, it also recognizes that it is still far from an ideal solution. It is undoubtedly the case that instructors will find themselves teaching courses with inadequately prepared students. We hope that a more comprehensive solution to this problem remains a goal for Summer Session. In the meantime, CEP has asked one of its consultants to provide more clarification about the implementation of the mechanism that would permit the department or instructor to check self-reported accounts by non-UCI students of prerequisite course completion (see below). Ideally, units and instructors would be able to enforce prerequisites of non-UCI students before the students can register for the course, rather than after.

SCOC and UC Regulation 760

The Subcommittee on Courses is in the process of ensuring that all new course proposals select the appropriate number of units based on contact hours and student work outside of the classroom in conformance with UC Regulation 760, which states, "The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent" and that all course instructors provide the necessary information required by SCOC policy on units, which states:

Credit for academic work undertaken at the University is evaluated in terms of units. UCI's unit value is modeled on the Carnegie unit, which allows one unit of credit for three hours of work by the student per week. (Senate Regulation 760)

Included in these three hours may be one hour of lecture or discussion. It is expected that, on the average, a student will spend two hours in preparation for each hour of lecture or recitation.

ACTIVITIES BY SENATE COUNCILS

Two to three hours of laboratory, studio, performance, or individual practice are equivalent to one unit of credit. A two-hour laboratory with one unit of credit should have some outside preparation (approximately one hour), whereas a three-hour laboratory for one unit of credit would not require outside work.

If the number of lecture or discussion hours specified on the course form is less than the number of units of credit assigned to the course, some form of additional non-classroom work, such as a substantial term paper, should be required of the student. Explanatory information can be included in the Reasons for Action/ Comments section.

Faculty are encouraged to use the above as guidelines for unit assignment, and if the unit value for a course submission differs from these guidelines, to explain the reasons in the justification section of the CAF.

Council on Planning and Budget (CPB)

The Council on Planning & Budget continues with its regular portfolio of program reviews, proposals for name changes and chaired positions, and policies of budgetary and policy relevance. CPB has devoted substantial time this quarter and over the past few years to reviews of Self Supporting Graduate Professional Degree Programs (SSPGDP). Given the large number of new and proposed programs, and the potential impact of these programs on the state supported programs and other activities on campus, Senate reviews will require a concise and relevant set of data on program activities and outcomes. Relevant information and other review details remain under discussion.

Graduate Council (GC)

Graduate Education

The Association of American Universities (AAU), comprised of 62 member campuses including UCI, recently issued a recommendation promoting data transparency for doctoral programs, to provide prospective and current students with easily accessible online information. In alignment with AAU's position, the Graduate Council endorsed metrics on productivity including admission data, completion data, Academic Analytics data, and career outcomes to be published on the Graduate Division website.

The Graduate Council reviewed teaching requirements in graduate programs related to students without work authorization. Many of UCI's PhD students, as a degree requirement, must serve and be employed as teaching assistants. However, students who do not have work authorization cannot be employed in any capacity. The Council strongly encourages that exceptions be made for the students in question by waiving teaching requirements. In some cases, programs may reevaluate and reconsider the necessity of their degree requirements for teaching.

The Graduate Council supports the filing fee quarter option for students in self-supporting graduate professional degree programs (SSGPDPs) with the condition that filing fee can only be applied one time for the purpose of completing a final project and that program approval is required for filing fee petitions. Students would need to return to paying full fees should they continue beyond the filing fee quarter. These options are fully consistent with those for graduate students in state-supported programs.

ACTIVITIES BY SENATE COUNCILS

The Graduate Council considered the issue of student recording of faculty lectures and classes. The Council recommends that the default be that students must request and receive instructor permission for any recording; unless there is a compelling reason otherwise, an instructor should allow recording as accommodation for a disability; if recording is permitted, the recording must be for personal, non-commercial use as a study aid; and any request to distribute a recording beyond its original user must be made in writing.

PROGRAMS REVIEWED BY BOTH CPB AND GC:

Graduate Degree Program/Department Changes

- Reconstitution of Department of Chemical Engineering and Materials Science into Department of Chemical and Biomolecular Engineering and Department of Materials Science and Engineering, Henry Samueli School of Engineering
- Suspension of Admissions to the Healthcare Executive MBA, Paul Merage School of Business

Graduate Degree Programs Under Review

- PhD in Language Science, School of Social Sciences
- Master of Presentation Design (SSGPDP), Claire Trevor School of the Arts
- Master of Engineering (SSGPDP), Henry Samueli School of Engineering

Council on Teaching, Learning, and Student Experience (CTLSE)

Guidelines for Reporting and Responding to Reports of Discrimination or Harassment for Students

At its meeting on April 2, 2018, CTLSE discussed a request from Graduate Division to develop a quick guide for students on reporting discrimination and harassment, as the current Office of Equal Opportunity and Diversity website is lengthy and can be difficult for students to navigate. Members agreed that a more truncated or clarified guide would be helpful for students. It was suggested that the issue be routed through the Office of Inclusive Excellence.

Students Writing Letters of Recommendation

At its meeting on April 2, 2018, CTLSE was presented with information from Jonathan Alexander, Director of the Center for Excellence in Writing & Communication, regarding an increasing trend of faculty asking students to write their own letters of recommendation, which often puts students in an uncomfortable position. It was acknowledged that instructors in larger courses receive a lot of requests for letters, and it is sometimes difficult for them to know a student well enough to write a thorough letter. It was suggested that both undergraduate and graduate students receive more guidance on requesting and providing feedback for letters of recommendation, and that the Writing Center partner with Career Pathways to provide better information on this subject to students. Dr. Alexander will be invited back to discuss best practices for faculty and how these will be disseminated.

Celebration of Teaching

CTLSE partnered with Center for Teaching Excellence and Innovation (CTEI) to select finalists for teaching awards. Recipients were celebrated at the awards ceremony hosted by CTEI on April 26th.

ACTIVITIES BY SENATE COUNCILS

Student Pathways to Undergraduate Majors

A CTLSE member had previously requested additional information from the Division of Teaching Excellence and Innovation (DTEI) regarding how students with undeclared majors and students who decide to change majors learn about their options. At its meeting on May 7, 2018, Michael Dennin explained that undeclared majors typically receive hands-on advising through Undergraduate/Undeclared Advising Program. Students can also take University Studies courses to become informed about campus resources, academic success skills, and campus majors. The process of changing majors can be challenging for students. Some Schools do not have the resources to advise non-majors and restrict courses to their own majors, so students have difficulty understanding the requirements for specific majors and are unable to take required courses that would make them eligible to change into a major. It was suggested that Admissions better inform students of all majors during the recruitment process.

Revision of Student Course Feedback Form

At its meeting on May 7, 2018, CTLSE discussed revisions to the Student Course Feedback Form based on input from CEP, CAP and GC. The new format and language is designed to integrate student experience in the course using a set of core questions, along with the ability to add customized questions. Regarding implementation, CTLSE agreed that use of the new form should be piloted and assessed, prior to campuswide adoption.

Items Reviewed from Divisional Senate

- Student Recording Policy

Upcoming Issues

- Academic Performance of Student Athletes
- Student Housing

Council on Faculty Welfare, Diversity, and Academic Freedom (CFW)

Health Affairs and ADA Compliance

The Council was presented with updates regarding UCI medical centers, including ADA compliance. There is a forty year Cal Trans plan for ADA compliance and accessibility, but UCI medical centers plan to complete ADA compliance by 2026. The details of this plan are not public and the pace of ADA compliance retrofits appears to be slow. Some teaching labs (chemistry) may not be able to accommodate students with mobility impairments. CFW was told that all new buildings are ADA compliant. Health Affairs has been updating its website to include information on accessibility. Staff are being trained to better accommodate patients. The call center is now being de-centralized. The Newport facility will soon accept Medicare, and all medical centers are now scheduling appointments without prior insurance authorization to reduce wait times.

ADA Compliance

A staff member from the Office of Equal Opportunity and Diversity (OEOD) presented updates on ADA compliance on the main UCI campus and plans to bring facilities up-to-date. OEOD plans to improve ADA accessibility in the following areas: physical, digital, employment, and programmatic (education/program access). Policies, procedures, and practices related to ADA are being reviewed to address concerns. OEOD is following the Web Content Accessibility Guidelines (WCAG) to provide better digital accommodations, and will be hiring a full-time ADA Coordinator. A Disability Access and Inclusion Committee is being established as well as a Disability Infrastructure work group. The UCI Accessibility website has been modified to specifically reference Disability Access and Accommodations, including being connected to search terms of disability, access, and accommodations. OEOD and the Disability Services Center plan to do trainings for faculty on ADA mandates and accessibility, particularly with exam scheduling.

ACTIVITIES BY SENATE COUNCILS

Cleaning, Trash Pick-Up, and Deferred Maintenance

Several CFW members expressed serious concerns about trash pick-up, bathrooms cleaning, and deferred maintenance in campus buildings. CFW consulted with Ron Cortez, Vice Chancellor for the Division of Finance and Administration, who has implemented a pilot plan for the School of Physical Sciences to address the apparent problems.

New Mobile App for the Division of Finance and Administration
Ron Cortez, Vice Chancellor for the Division of Finance and Administration, demonstrated a new mobile app designed to foster a better customer service delivery model and to easily access services and resources on the go. Some features include: quick access to emergency phone numbers, safety resources, academic calendar, faculty profiles, Office of Institutional Research, safety issue reporting (including a photo function), TRS reporting, campus transit options, campus directory, and campus news and social media. The app also features a feedback option for continued improvement of the service. It is currently in the pilot phase, but should launch in September 2018.

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Items Reviewed from Systemwide

- Systemwide Senate Review of Proposed Presidential Policy on Disclosure of Financial Interests and Management of COI in Private Sponsors of Research and Revisions to APM 028 – Disclosure of Financial Interest in Private Sponsors of Research

Council on Undergraduate Admissions & Relations with Schools (CUARS)

Undocumented Applicants

At its March 13th meeting, the Council heard from the Director of the DREAM Center, Oscar Teran, about ways to support undocumented students. Council members learned that UCI has the largest number of undocumented students in the UC system (657 students; approximated by a query), and that ~60% of UCI's undocumented students are Latino, ~30% are Asian Pacific Islander, and a small percentage are from countries in Africa and Western Europe. Given the current political climate, there is some concern that undocumented students may not apply for DACA or to UCI due to concern about a "paper trail". There is also a concern that current undocumented UCI students may be unable to afford to complete their degree if their work permits are no longer valid. The Committee on Equity and Inclusion of Undocumented Students (CEIUS) authored two documents on best practices for professors and administrators for supporting undocumented students (located here and here). The DREAM Center offers Ally Trainings twice a year to faculty, staff, and graduate students.

Enrollment Growth and Planning in Specific Departments

UCI has seen an increase in student enrollment in the last few years with international students representing the majority of this growth. The increase in students, however, has not been evenly distributed across the majors or Schools, and questions have been raised as to whether faculty hiring can keep up with the significant increases in students. Data provided by OIR shows that international students tend to lean towards certain majors (Business Economics, Economics, Mathematics, and Computer Science and Engineering). The increase in students is impacting faculty-to-student ratios and likely impacting students' time-to-degree. The Council is currently in the process of collecting data and considering potential changes to the admission process that would allow for more controlled growth if needed.

Upcoming

The Council will continue to review its practices but has tabled revising its bylaws at this time to focus on other priorities. Looking forward, the Council will discuss President Napolitano's transfer guarantee and- similarly to the international students concern- consider ways to regulate transfer admissions into certain majors.

SENATE ANNOUNCEMENTS

2018 Academic Senate Special Election

The Academic Senate, Irvine Division Election opened on Tuesday, June 5, 2018, and will close on Tuesday, June 19, 2018 at 5:00 p.m.

The Senate election is being conducted electronically. To vote, you will need to log on to the ballot using your UCInetID and password at: https://dms.senate.uci.edu/~ballots

If you have any questions or need special accommodations, please contact Christine Aguilar in the Academic Senate Office at (949) 824-7458 or cmaguil1@uci.edu.

In Memoriam

At the June 7, 2018 Assembly meeting, the following In Memoriam were approved:

Brown, Rae Linda (1953-2017)   Rostoker, Norman (1925-2014)
McDonald, David (1939-2017)   Rynn, Nathan (1923-2017)
Medhat, Haroun (1951-2012)   White, Joseph (1932-2017)
Miledi, Ricardo (1927-2017)

If you would like to submit any outstanding In Memoriam resolutions, or have any questions regarding the In Memoriam process, please contact Christine Aguilar at (949) 824-7458 or cmaguil1@uci.edu.

For more information please visit: http://senate.uci.edu/in-memoriam/