GRADUATE COUNCIL
Burt Feuerstein, M.D., Ph.D., Chair

MINUTES
Monday, March 3, 2003

PRESENT: B. Feuerstein, G. Marshall, L. Chafetz, S. Majumdar, F. Chehab, P. Calarco,

ABSENT: N. Lane, M. Gillen, D. Kroetz, C. Attkisson, D. Fortin, R. Price, T. Scanlan, A.
Johnson


The Graduate Council was called to order by Chair Feuerstein on March 3, 2003, at 2:10 p.m. in S-226. A quorum was not present.

Approval of Minutes
Minutes of February 3, 2003 were approved unanimously and with no changes.

Chair’s Report:
Chair Feuerstein announced that at the Coordinating Committee meeting on February 7, 2003 it was agreed that Graduate Council approval was not necessary for course reviews and a representative from the Graduate Division (a member of the UCSF graduate faculty) will be added as an ex officio voting member of the Committee on Courses of Instruction. As a result, the Graduate Council and the Committee on Courses of Instruction bylaws were revised to reflect these changes. It is expected that the Biological and Medical Informatics program will send their response on the academic program review report for discussion at the next Council meeting. The proposal for the doctoral program in Physical Therapy (DPT) will be reviewed by the San Francisco Division of the Academic Senate on Wednesday, March 5, 2003. At this meeting, new Senate by-laws will also be discussed and voted on. If approved, the bylaws will be implemented in September 2003. Even though the Council approved the re-opening of the graduate program in Health Psychology, the program does not intend to admit students in fall 2003 as previously planned. The program will provide a letter to Council as to their future plans. As a member of the Clinical Affairs Committee, Chair Feuerstein reported that the committee is discussing residency hours, information technology, and staffing of Mt. Zion.

Vice Chair and CCGA Chair Rep Report:
Vice Chair Majumdar reported that at the most recent meeting of the CCGA discussions primarily involved the joint UC/CSU Ed.D. degree. She also indicated that a recent report provided to CCGA on graduate enrollment trends did not include data from UCSF. A.Sahni will follow-up with UCOP.

Dean’s Report:
K. Nelson updated the Council for Dean Attkisson on the status of new Academic Personnel Manual (APM) policy 390; governing postdoctoral scholars. The policy is currently being finalized at the Office of the President and it is expected that it will be approved for implementation in July 2003.
GSA Report:
No Report

PSA Report:
No Report

Old Business

- Draft Mentoring Guidelines from the Postdoctoral Scholar Sub-Committee
  Council provided the following comments on the draft guidelines: include information on the
  appointment letter in the guidelines; include items for discussion in the evaluation process; and,
  describe the nature of the relationship between the postdoc and the mentor. C. Des Jarlais will
  revise the guidelines and provide a second draft for the committee to review. The Academic
  Senate Task Force recently met to discuss the faculty mentoring guidelines and the postdoc sub-
  committee will be working with them to establish parallel guidelines.

- Campus Enrollment Planning for Graduate and Professional Degree Programs
  A. Sahni reported on the upcoming enrollment planning process required by the Office of the
  President. Each campus is requested to provide projected enrollments to the year 2015. Unlike
  previous years, enrollment projections for health sciences will be included in the University-wide
  enrollment plan.

- Ph.D. Placement Study Update
  A. Rosenblatt provided an update to the Council on a Systemwide initiative to study and survey
  the satisfaction and placement of Ph.D. recipients. This will involve a two phase process with
  initial placement and satisfaction data first collected at the time of completion of the degree
  through an exit survey. The goal is to begin using the survey in the Spring 2003 quarter. Follow-
  up surveys and methods of data collection will be developed by a Systemwide committee.

New Business

- Academic Senate Proposal for the Review of Campus Academic and Research Programs
  Chair Feuerstein updated the Council on a draft academic review process proposed by Academic
  Senate Chair Bikle. He indicated that the proposal places the Graduate Council as a lead
  reviewer for many academic programs that may be more appropriately led by the Committee on
  Educational Policy (CEP). The Council reviewed the proposal and the by-laws of the CEP and
  agreed that the Council is not the most appropriate lead reviewer for certain types of reviews,
  even though Council should have representation in the process. Chair Feuerstein will inform the
  Senate of the recommendations of the Council.

- Submission of Electronic Theses and Dissertations
  Assistant Dean Nelson and Academic Coodinator Lohr updated the Council on a new initiative
  related to the electronic submission of theses and dissertations. The Council was supportive of
  the initiative in concept and indicated that they were interested in learning more as Nelson and
  Lohr continue to research the topic and work with the UCSF Library and other constituents to
  discuss mutual issues and concerns. The Council will be updated as the Graduate Division moves
  forward.

The meeting was adjourned at 3:30 p.m.

Submitted by:
## Meeting Attendance Record

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