The Graduate Council was called to order by Chair Watkins on September 10, 2009 at 2:05 p.m. A quorum was present.

The minutes of June 11, 2009 were approved.

Chair’s Report – Elizabeth Watkins
For the benefit of new Council members and the visiting Chancellor, a description of the Graduate Council is in order. The Council’s activities can be broken down into two areas:

1) Procedure, which involves oversight of graduate programs. We review all proposals for new graduate programs (Masters and Ph.D.), working with the proposers of these new programs to get campus approval before they are presented for system-wide or CCGA approval and then on to UCOP.

We review existing programs; most programs are reviewed every five years. These Academic Program Reviews consist of a handful of external reviewers in the academic field coming to UCSF over two days to meet with program directors, faculty, and students in the program in order to assess the program’s academic quality, resources, facilities, etc. A Graduate Council liaison attends the external reviewer sessions in order to facilitate the review. The external reviewers compile their assessment of the program in a report presented to the Graduate Council. The Council then examines the program’s strengths, as well as areas for improvement, and shares its assessment along with the report to the program’s director(s). The director(s) then respond to the report in a written letter to the Council addressing, among other things, any indicated areas for improvement. The purpose of these reviews is to ensure a degree of consistency and quality across all graduate programs.

The Council is also responsible for awarding the competitive fellowships for graduate students that are distributed through the Graduate Division. There are more than a dozen separate competitions; we review applications for them. There are competitions in February and May and volunteers from the Graduate Council serve on the committee that reviews those fellowship applications.
2) **Policy.** We appoint an ad-hoc task force, on occasion, to review a variety of campus academic issues such as the establishment or disestablishment of a Center, new Academic Senate regulations. For example, the system-wide committee spent two years deciding what to do about Certificate programs; they weren’t quite extension school, they weren’t quite master’s programs and that conversation led to a new Senate regulation that the Graduate Council reviewed and approved. The Graduate Council was the lead committee to review the five-year prospectus that came out of the Executive Vice Chancellor’s office. We review all policies concerning graduate education at the campus and system-wide level. Our proactive role is to propose and develop new initiatives or policy changes that will benefit our students and our educational mission at UCSF.

The Graduate Council is obviously an Academic Senate Committee, but we are unique in that we bring together faculty, administration, and students. The Graduate Council is the body on campus that oversees the *educational* mission of the campus. We serve as a reminder that UCSF is not just about clinical services or the research enterprise, but that we *educate* the next generation of scholars, that is what these academic programs do and it is our *job*, as the Graduate Council, to facilitate that process. We join with the Graduate Division in serving as advocates for these graduate degree programs.

**The Annual Report**

Two items from the annual report, in particular, remain on our agenda.

--We want to establish some guidelines for getting affiliated institutes, clinical departments, and the research units to help pay a portion of the costs of the administration of these interdepartmental programs. Programs like BMS, Tetrad, PIBs, PSPG cut across departments or schools. There is an ongoing issue with getting these entities to pay their fair share and former Chair, Jeff Lansman, was hopeful that, working with the Graduate Division, we could put in place a mechanism to equitably share the cost of administering these programs.

--We want to establish some guidelines for access to courses in self-supporting degree programs by state supported students. Some of these self-supporting programs insist that other UCSF students, not enrolled in those programs, pay to take certain classes in the self-supporting programs. Is this demand fair and/or consistent with the mission of the campus? UCSF is not the only campus facing this issue; there are 30-40 such programs around the 10 campuses. Most of them tend to be programs like an MBA, but increasingly there are other professions and academic programs that are facing this issue. As financial support from the state continues to decline this issue becomes increasingly significant—particularly for students being affected by it in the short term.

Program directors do not always have a good understanding of what the Council is and what we do and our role as advocates for, rather than adversaries of, the programs. We want to improve this relationship and information exchange with program directors so that we are better coordinated and not working at cross purposes.

Council members introduced themselves to each other and Chancellor Hellman.

**Vice Chair’s Report – Michael Beattie**

None

**Dean’s Report – Patricia Calarco**

The Graduate Program Review for Biomedical Sciences (BMS) is scheduled for November 9-10th. Robert Raffai has agreed to serve as the liaison for the review.

The effort to recoup administrative costs for basic science and experimental science programs has progressed over the summer to due a work group consisting of Pat Calarco, Lou Reichardt, Sarah...
Nelson, and Dina Halme. The ten programs involved have an average cost of approximately $4000 per student covering:

• administrators (1 or 2 depending on the size of the program)
• recruiting costs
• the base cost of a retreat
• journal clubs
• financial assistance for fellowship work provided by other departments

Meetings have been held with clinical chairs and others that we would like to have contribute to this. Ancillary costs exist because we are an interdisciplinary campus. It used to be the case that all degrees were aligned with a department and those costs were met by the department. For many years, this model worked well; NIH funding was robust and fees and stipends were relatively modest. For the preceding five years, fees have doubled; they have gone up 10% this fall and we anticipate another 8-10% increase for the following year. Due to rising costs, programs are now beginning to take fewer students and are handicapped in a variety of other ways.

Meetings with the basic science chairs confirm that they are on board with the reality of these expenses that need to be met. A presentation tentatively scheduled for October 5th with Dean Hawgood and the Directors and Chairs will bring the news to all the clinical chairs that this will be the new policy for funding graduate education at UCSF. A similar meeting will be held with Dean Koda-Kimble and the Chairs of her departments. Departments will understand that if they want faculty who have graduate students, there has to be some attempt to meet these expenses going forward. Departments will pay per student, per year.

**WASC**
Parts of the proposal that went into WASC I and WASC II that have received the most criticism are the fact that we do not define our end product in student related outcomes. We will be revising the proposal that we’ve submitted to address this criticism. This approval process occurs once every five years in a process that takes three years.

**GRE Waiver**
The Graduate Dean has granted a waiver to Global Health Sciences on the GRE requirement. Given the population of students who pursue a degree in GHS and where they apply from (often other graduate programs), the GRE exam is deemed unnecessary and not a meaningful indicator of how students will perform in the program.

**Update on the Unionization of the Postdoctoral Scholars – Christine DesJarlais, Assistant Dean for Postdoctoral Affairs**
Chris DesJarlais updated the committee on unionization process.

**Graduate Students’ Association (GSA) Report – Julie Hunkapiller, GSA Representative**
Goals for this year include:
• monitoring and mediating the reductions on campus impacting currently enrolled graduate students
• giving a voice to the priorities of graduate students as polices are enacted (or need to be enacted) which impact graduate student life. (e.g. security at Mission Bay & Parnassus)
• having a presence at all the orientation events to keep graduate students informed when they cannot personally attend
• working more closely with the ASUC (professional students association), the Graduate Division Alumni Association, and the PSA (Post-Doc Scholars Association) on areas of overlapping concern

**Postdoctoral Scholars Association Report – Rishi Kant, PSA Representative**
• The PSA elected a new president and the organization’s agenda is still being formulated
• On the evening of Sept. 23rd the PSA and the Alumni Association are sponsoring a mentoring career dinner modeled on the GSA mentoring dinner
• The National Post-Doc Association has identified Sept. 24 as national Post-Doc appreciation day. At UCSF this will include a BBQ event for Post-Docs

New Business
UCSF currently offers an M.S. in Physical Therapy; a 27 months long joint program with San Francisco State. In 2004 a one-year post profession DPT was added. The programs will now be merged into a three year, 36 months, entry level DPT degree. This proposal has been approved by the Deans of the Graduate Division and Medicine. Similarly, the UC Regents have approved the charging of a professional fee for this merged degree. Two variables have brought about this change
   --the physical therapy accrediting body is requiring all programs to go to this entry level DPT degree.
   --our entry level MS program is currently a state supported, tuition based, degree; our 9 month DPT is a self supporting degree. The only way to get this into a three-year entry level DPT degree is to replace both of those programs and combine them.

This change will not cost the state any additional funds and students will pay an $11,000 professional fee. The students will also pay typical ed. fees & reg. fees. Total cost for a three year DPT program will be $75k-$80k. UCSF will be the only public PT program in the state once this change is adopted. The general curriculum and faculty will remain unchanged.

The Graduate Council voted to approve this change.

The current program will remain open until currently enrolled students graduate, but in 2011/12 we will officially close the MS PT degree program and pass that resolution on to CCGA for approval.

Old Business
None.

Chair Watkins adjourned the meeting at 4:30 p.m.

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