Graduate Council
Tejal Desai, PhD, Chair

Thursday, May 9, 2013
2:00 – 4:00 p.m.
Room HD 296

DRAFT MINUTES


ABSENT: Mark Courey, M. Seielstad, Christian Vaisse, Margaret Walsh, Jason Tien

GUEST: Dandu Madhavi (Global Health Science), Christine De Jarlais

The Graduate Council was called to order by Chair Desai on May 9, 2013 at 2:10 p.m. A quorum was present.

The minutes of March 14 were approved.

Chair’s Report – Tejal Desai
None

Vice Chair’s Report – Youngho Seo
CCGA discussed issue of the need for a more rigorous review of the long-term, self-supported programs based, in part, on the use of additional outside vendors to administrative and marketing costs. None of the online self-supported programs (SSP) have been reviewed by the system-wide committee since there is no requirement for them to do so, with most of the programs being undergraduate programs. It was also suggested that the Graduate Council review the budget of those from UCSF.

The online SSP approval process needs CCGA to perform an academic quality review.

Dean’s Report – Elizabeth Watkins
Christine De Jarlais, Assistant Dean for Postdocs and Career Development, and her team have just completed an NIH Directors’ Biomedical Research Workforce Innovations Award: Broadening Experiences Scientific Training (BEST), which will fund new bold and innovative approaches to graduate and postdoctoral training in biomedical, behavior science, social and clinical (biomedical) sciences. The awardee institutions will work together to define the needs and share best practices based on their findings. The awards will be up to $250,000 per year for 5 five years.
Aim:
- Create catalytic course that will be held on three Saturdays to providing information exploring opportunities in exploring other careers. Students and postdocs will be put into peer-mentorship groups. 47 letters of support from program directors and 22 outside partners that not only pledged support but also offer opportunities for UCSF trainees.
- Transform the culture of biomedical research training.

The product that is to be created is a database, the Mind Bank (Motivations Informed Decisions) that will contain information from the trainees that will fill knowledge gaps.

The grant, if awarded, will start in September, 2013.

Principal Investigators:
Keith Yamamoto, Vice Chancellor, Research Executive Vice Dean, School of Medicine
Theresa O’Brien, Associate Dean, UCSF School of Medicine
Jennie Dorman, Program Director, Career and Professional Development
Bill Lindstaedt, Director, OCPD

Co-Investigators:
Elizabeth Watkins
Christine De Jarlais

The Dean noted that when this grant is funded, faculty will be asked to participate as a campus-wide project. The outcome is to improve the outcome for graduate students.

Alumni Weekend
UCSF held its Second Annual All-Alumni Weekend. The attendance for the Graduate Division gala dinner was 50% greater than last year. The Graduate Division programming centered on a set of 6 “TED-style” Discovery Talks by faculty those were very well-received.

The Graduate Division’s 2013 Alumni of the Year was Pablo Valenzuela, co-founder of Chiron. Meeting these people has created an opportunity to include them in discussions with the development office.

Development Office is considering creating a dean’s advisory board.

The Dean attended a fundraising workshop sponsored by the Development office that developed a statement of the collective goal for fundraising for the graduate division that can be used when discussing the work of the Graduate Division. An internal training program will be available for the Program Directors.

The Dean requested a suggestion of people who would be interested in giving Discovery talks that would give visibility to their work.

Assistant Dean for Graduate Programs and Outreach
The search for an Assistant Dean for Graduate Programs and Outreach resulted in four interviews. A verbal offer has been made.

Non-Academic Senate Membership
The Graduate Council discussed the results of the faculty-wide vote on the issue of non-Academic Senate members being allowed to be chairs standing committees. The campus vote resulted in 60% in favor, 40% opposed.

**Graduate Council Regulation V Changes**

To align with the vote on non-Academic Senate membership, the Graduate Council discussed possible changes to Regulation Part V – Committees for Higher Degrees which regulates who is eligible to serve as chair on dissertation and qualifying exam committees. The Council discussed adding approval language to #1 (in red below) and deleting #2 that would eliminate the rule prohibiting Adjunct and Health Science Clinical faculty members from serving as Graduate Council Chair.

**V. Committees for Higher Degrees**

A. Committees appointed to supervise the research and writing of the thesis or dissertation, or to conduct the doctoral qualifying examination or comprehensive examination for the master's degree, are composed of members of the San Francisco Division of the Academic Senate.

1. Appointment of persons who are not members of the San Francisco Academic Senate requires administrative approval of the Program and concurrence of the Dean of the Graduate Division.

2. In no case may a non-Senate person be appointed as the chair of the committee for a graduate degree. A non-Senate person may serve as co-chair provided that the other co-chair is a member of the Senate.

Dean Watkins approved the changes as proposed as they recognize that, at UCSF, Health Sciences Clinical and Adjunct faculty do the work of full faculty and should get the credit for their work.

**VOTE:** Vote to approve language as proposed to be submitted to the Academic Senate was approved.

**Pathways Certificate Program – Dan Lowenstein**

Following discussion of the proposed changes to the Certificate Program in Biomedical Research (CPBR), it was noted that this program is not within the purview of the Graduate Council since it does not have courses attached to it, therefore, not qualifying it for a Graduate Certificate of Completion. While the Graduate Council has no authority to approve these changes, it did send a letter to Dan Lowenstein supporting the transition of this program to a certificate status (acknowledgement of achievement) that would be run by the schools.

**Revision of Program Review – Dean Watkins**

Dean Watkins requested a vote on the proposal from the program directors to revise their program reviews. Programs with T32 grants want the option to opt in or out of Graduate Council program review. Social and population sciences PhD program and Physical Therapy DPT programs without T32 grants will undergo review every 8 years as indicated on the proposed schedule. The Nursing PhD has elected a 5-6 year external review. The one-year master's programs (Global Health Sciences, Biomedical Imaging, Dental Hygiene, and Translational Medicine) will undergo external program reviews every 5 years. The two- and three-year master’s programs (Clinical Research, Oral and Craniofacial Sciences) will be reviewed every 8 years. These external reviews will be conducted in the same manner as described...
above for the social and population sciences PhD programs. The nursing master’s and MEPN programs are externally reviewed by the state and national accreditation bodies.

VOTE: Graduate Council approved the proposal for revisions to the program review process for masters and PhD programs in the Graduate Division.

2013-14 Merit Fellowship Review – Wendy Winkler
One-hundred thirty Merit Fellowship Nominations have been received for review by the Graduate Council, or 32-34 per reviews per council member. An enhancement to the review system counts down for 30 minutes to give reviewers a timeframe in which to complete each review. Reviewers may opt out if they have a conflict of interest. The deadline is May 31, 2013.

State-Supported Student Fees – Anthony Hunt
The council heard the request for a letter from the Graduate Council Chair be submitted to administration requesting that the campus administration:

1. Allocate funding from Tuition or other revenues to academic programs to pay for the instruction of students in state-supported programs who enroll in courses that exist primarily for students in self-supporting programs, and
2. Ensure that any fees assessed to students in state-supported programs for enrolling in courses are assessed consistent with the UC Guidelines for Implementing Course Materials and Services Fees.

Following the presentation, it was determined that the council didn’t have the authority to opine on financial issues.

The council had authored a memorandum of understanding in an attempted to get approval for state-supported students to attend self-supported courses. There was no unilateral endorsement for allowing state supported students attend self-supported program courses.

Without council support for a letter requesting changes to funding allocations, the issue of existing UCSF courses that assess additional fees against University policy must be addressed. The Registrar’s office acknowledged that they receive complaints regarding these fees and agrees that these fees are against policy and that student fees should cover the cost of courses at the University; the issue is an administration policy rather than an Academic Senate issue.

Some corrective actions suggested were that courses with additional fees, those not available to state supported students, be listed separately and removed from the Graduate Division books.

The question was broached whether the Academic Senate should present this to the Chancellor or EVCP.

Two issues that need to be addressed:

Legal - Current fees assessed against University policy
Financial - The effect on self-supporting courses if a change to the fee structure is changed.

ACTION: Chair Desai will bring this issue to the Coordinating Committee to get Educational Committees (Committee on Courses of Instruction and Committee on Educational Policy) for concurrence on this issue
Global Health Masters - Ed Murphy
Ed Murphy attended the review of the proposed Global Health Masters program in which the reviewers were happy with the proposal. There were three outside reviewers, faculty and students.

While this one-year program is “packed”, the students like the program but would not sign up if it was a two-year program because this self-supporting program costs $40,000/year.

Capstone project is one of the strengths of the program. This is a 10 week program possibly overseas requiring a report upon completion of the program.

The original target audience was the professional students, but has adjusted to accept other students.

Program weaknesses:
Two-tier nature of students
Coordination of internal and research mentors

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