The Graduate Council was called to order by Chair Seo on Thursday, September 12, 2013 at 2:05 p.m. A quorum was present.

The minutes of May 9, 2013 were approved.

Chair Seo instructed the council to become familiar with the bylaws and charge of the council, emphasizing that the council works closely with the Graduate Division.

Michele de Coteau, Assistant Dean for Graduate Programs and Outreach, is the liaison between the council and the Graduate Division, and is responsible for driving the Graduate Council agenda.

**Chair’s Report – Youngho Seo**
Information from the UCSF Coordinating Committee and the UC System-wide Coordinating Committee on Graduate Affairs (CCGA) will be reported throughout the year.

**Vice Chair’s Report – Karen Duderstadt**
Vice Chair Duderstadt requested that council consider: (1) changing the start time for its meetings, (2) changing the meeting location to Parnassus, and (3) using conference calls and/or video conferencing for members who are unable to travel to the meetings at Mission Bay.

The change in location was tabled because suitable rooms and technology are not available. The council discussed changing the meetings to start at 2:30 pm instead of 2:00 pm, and noted that a
change of start time would make it easier for members to coordinate their other commitments with the shuttle schedules.

**ACTION:** Kate Dargan to submit a request to Veronica Nepveu for the Graduate Council to use the current room (HD-296) so that future meetings may start at 2:30 and end at 4:30.

**Dean’s Report – Elizabeth Watkins**

**Rosenberg-Hill Graduate Research Fellows**
Rosenberg-Hill fellows Ugo Edu and Kevin Moos attended the meeting. Dean Watkins noted that they will be working on research projects and data analysis for the Graduate Division.

**MOU between UCSF Graduate Division and China Scholarship Council**
In September, the Graduate Division and China Scholarship Council signed an MOU to establish the CSC-UCSF Scholars in the Biomedical Sciences Program. The Program will sponsor up to twelve Chinese PhD students in the 10 basic biomedical sciences PhD programs. The CSC will fully fund the scholars for their first two years at UCSF, and UCSF will fund the students for their third, fourth, and fifth years.

**Annual Retreat**
The Graduate Division New Student Retreat in Building Community (for first year PhD students) will be held at the San Francisco Presidio on Friday, September 20th. Graduate Division’s Fall Celebration at Mission Bay will follow the retreat. The Celebration is open to students, faculty, postdocs, and program staff.

**Changes to Graduate Division and Student Academic Affairs Reporting Structure**
Dean Watkins now has a dual role: she also serves as Vice Chancellor for Student Academic Affairs. One of her priorities is to increase collaboration between SAA and the Graduate Division. To this end, she has restructured Graduate Division and SAA into teams of existing units with similar functions (e.g. communications and initiatives, student information, student life). She highlighted a new unit, Career Advancement and International and Postdoc Services (CAIPS). This unit will provide career advising and professional development services, and will initiate programming for students and postdocs to explore and prepare for both academic and non-academic (industry, teaching, policy, etc.) careers.

**Proposal for a Faculty Postdoc Advisory Council – Christine Des Jarlais**
Chris Des Jarlais presented a proposal to establish a “Faculty Postdoc Advisory Council” (FPAC) comprised of faculty who value the importance of postdoctoral contributions to the research enterprise and who believe that the training environment for postdocs at UCSF can and should be improved. The main activities of this council would be to:

- Discuss matters relevant to the postdoctoral experience and consider ways to enhance the training environment
- Identify the issues and problems confronting postdocs and develop solutions and recommendations to address them
- Provide recommendations and guidance to the Graduate Dean and Assistant Dean for Postdoc Affairs on issues pertaining to postdocs.

Chris noted that Graduate Council by-laws were developed and approved before the ratification of the UC-UAW Postdoc Union contract. Circumstances around the appointment and treatment of Postdocs have changed substantially over the last 3 years. It was suggested that the council consider modifying the divisional and systemwide bylaws on this subject.
The complete proposal is attached.

**ACTION:** Chris will email the full FPAC proposal to Kate and to Heather Alden for review regarding the graduate council’s concerns and by-laws.

**Analyst’s Report – Kathleen Dargan**

**Pathway Options for Course Review**

The Committee on Courses of Instruction is making several changes to the current Academic Senate Course Review System (CRS). These changes include developing additional pathways for course review and approval. The COCOI is concerned that the Graduate Division has one person performing two of the three reviews required by the current pathway.

In the professional schools, the second review is the responsibility of the school’s curriculum committee. Dean Watkins explained that the Graduate Division is structured differently: the programs draw faculty from all four of the professional schools, and it would be exceedingly difficult to put together one central curriculum committee with expertise spanning the wide range of courses in the 25 graduate degree programs.

Dean Watkins stated that the Graduate Division policy is to delegate responsibility for course reviews to the program directors and faculty. Chair Seo noted that regular reviews are important for quality control, particularly for newly-developed on-line courses. He suggested that the program directors receive regular reminders about course reviews. Chair Seo noted that some programs like master of science in biomedical imaging program have a uniform system for formal student evaluations of all courses; at a future meeting he would like to discuss whether such a system would be appropriate for courses in the Graduate Division programs. John Ziegler stated that the Global Health Sciences program has initiated a number of student feedback systems, including exit interviews.

Vice Chair Duderstadt requested a schematic of the course review system.

**ACTION:** Kate Dargan will submit the course review pathway to the council.

**ACTION:** Kate Dargan will invite a member of COCOI to discuss the course review system.

**Graduate Student Association Report – Joey Foy**

No report

**Review: Response to Program Review - Global Health Sciences Masters of Science Program**

The GHS external review and letter from the Graduate Council noted the program’s strengths and made recommendations regarding its weaknesses. The Council reviewed the response prepared by Global Health Sciences (GHS) Program Director John L. Ziegler, and Interim Graduate Program Director Madhavi Dandu. After discussing the response from Drs. Ziegler and Dandu, a motion was made to postpone approval of the GHS program review until GHS provides additional information in response to the concerns raised in the external review and the Graduate Council.

**ACTION:** The Graduate Council will draft a letter to John Ziegler and Madhavi Dandu requesting additional information.

**Review: Response to Program Review - PhD Program in History of Health Sciences**

The HHS external review and letter from the Graduate Council noted the program’s strengths and made recommendations regarding its weaknesses. The Council reviewed the response from Brian Dolan,
Director of Graduate Studies for the History of Health Sciences Program. After discussing the Dr. Dolan’s response, a motion was made to postpone approval HHS program review until HHS provides additional information in response to the concerns raised in the external review and the Graduate Council.

**ACTION:** The Graduate Council will draft a letter to Brian Dolan, requesting additional information.

Senate Analyst: Kathleen Dargan
Kate.Dargan@ucsf.edu; 415-476-130
Proposal: Faculty Postdoc Advisory Council
9/17/13

To: Academic Senate Staff

From: Elizabeth Watkins, Graduate Dean and VC for Student Academic Affairs & Christine Des Jarlais, Assistant Dean for Postdoc Affairs & Career Development

Introduction

UCSF Postdocs are critically important to the research enterprise, yet they are often invisible in the UCSF community. Although the terms and conditions of their employment are now detailed in the UC-UAW Collective Bargaining Agreement, postdocs face many crucial and constantly evolving issues not addressed by the contract or the union—or by the University. Note that there is a lack of substantial faculty input on postdoc matters.

The Office of Postdoctoral Affairs was established in 2001 with the hiring of Dr. Christine Des Jarlais as the first Assistant Dean for Postdoc Affairs. According to Senate By-laws, the Graduate Council has been the designated faculty group with oversight of postdocs; however, the Council’s primary focus is on graduate education.

Therefore, we would like to establish a “Faculty Postdoc Advisory Council” (FPAC) comprised of faculty who value the importance of postdoctoral contributions to the research enterprise and who believe that the training environment for postdocs at UCSF can and should be improved. The main activities of this council would be to:

- Discuss matters relevant to the postdoctoral experience and consider ways to enhance the training environment
- Identify the issues and problems confronting postdocs and develop solutions and recommendations to address them
- Provide recommendations and guidance to the Graduate Dean and Assistant Dean for Postdoc Affairs on issues pertaining to postdocs.

Purpose & Scope of Work

1. Provide input and develop recommendations for postdoc issues that are not part of “terms and conditions of employment” (the union’s purview).
   a. Possible areas to be addressed are listed in Management/Academic Judgment Rights in the contract:
   b. Make recommendations to Graduate Dean and Assistant Dean for Postdoc Affairs

2. Serve as a forum for the exchange of ideas regarding the postdoc training experience at UCSF. Committee will decide which topics/projects to focus on each year. Possible topics include:
a. Provide guidance for the increase and prioritization of career and professional development programming for postdocs
b. Provide leadership and expertise to the UCSF community for evaluating, promoting, and enhancing the experiences of postdocs and their faculty mentors
c. Examine UCSF postdoc data and relationship/relevance to nationally available data/reports on postdocs.
d. Establishment of a Responsible Conduct of Research course for postdocs in compliance with NIH/NSF requirements
e. Mentoring – Postdocs getting mentoring from faculty and postdocs mentoring graduate students
f. Advertising postdoc positions – affirmative action and accountability issues
g. Increasing diversity among the UCSF postdoc population
h. International postdoc issues
i. Use of National Postdoctoral Association (NPA) Core Competencies
j. Encouraging use of Individual Development Plans (IDPs) as described in the 2012 NIH Biomedical Workforce Report
k. Intellectual property rights (e.g., copyright ownership – university policy includes students but not postdocs)
l. Consulting agreements
m. Entrance/Exit surveys
n. Career outcomes tracking and data collection
o. Postdoc alumni development – work with Alumni Relations
   i. Alumni Mentor & Networking Program
p. Determine standards of performance, evaluation criteria, and performance evaluation (part of management rights)
q. Recommendations/Procedures for PIs dealing with difficult Postdocs
r. Recommendations/Procedures for Postdocs dealing with difficult PIs
s. Implications of the upcoming Committee on Science, Engineering, and Public Policy (COSEPUP) 2013 report: Assessing the Postdoctoral Experience and other reports
   i. COSEPUP will assess which universities and funding agencies have adopted the recommendations from its 2000 report Enhancing the Postdoctoral Experience for Scientists and Engineers, explore how the postdoctoral system has changed in the past decade, pay particular attention to the plight of foreign postdocs, and consider how well current practices meet the goals of preparing the next generation of independent researchers and maximizing the productivity of the research enterprise. A report is expected Fall 2013.
   ii. A Forgotten Class of Scientists: examining the Parental and Family Benefits Available to Research Trainees
   iii. Doctors without Orders
t. Improvement of grant proposal and manuscript writing and rates of publication
u. Postdoc completion certificate – should we create one?
v. How to connect basic science postdocs and clinical research fellows to promote translational science collaborations
   i. See idea from CTSI 2013 Retreat
w. National level advocacy (e.g., urging NIH to allow postdocs paid from R01 grants to have time for professional development; make retirement savings options for postdoc fellows receiving stipends)
x. Make recommendations to UCSF Chancellor and UC Council of Graduate Deans (COGD)

Composition of Faculty Postdoc Advisory Council & Frequency of Meetings

- Co-Chair, Assistant Dean for Postdoc Affairs & Career Development
- Co-Chair, Faculty member TBD
- Nine to eleven faculty members. It is crucial that the faculty who serve on this committee currently work (or have recently worked) with postdocs as they will be more invested in the discussions, recommendations, and outcomes.
- Invite relevant guests to meetings on specific topics; e.g., Director of International Students & Scholars when discussing international postdocs, Office of Research, Postdoc Scholars Association, etc.
- Frequency: Quarterly, 90 minutes each meeting
  o Meeting dates/times will be set for the year
  o Agendas and materials will be sent ahead of each meeting
- Workload: 2 hours per month?

Appointment letter from Graduate Dean and Assistant Dean for Postdoc Affairs

- Tenure on FPAC will be two years. For the first year only, ½ of the members will rotate off. After that each member will serve two years.

Oversight and Relationship to Graduate Council

- The Graduate Dean would have direct oversight of the FPAC.
- We propose that the FPAC should be separate from the Graduate Council, but would provide information about its activities and recommendations to the Graduate Council on an annual or bi-annual basis.
- Future possibility: With about 1,100 postdocs at UCSF and 6,700 in the UC System, it might be appropriate that a new Academic Senate Committee specific to postdoc issues be created both at the system and divisional levels.
125. Graduate Council

A. Membership: This Committee shall consist of thirteen (13) voting members appointed for staggered three-year terms. The selection of membership shall reflect appropriately the departments, Schools, and graduate curricula of the Division, which offer work toward higher degrees; and the Dean of the Graduate Division, ex officio member, who shall not serve as Chair or Vice Chair. The Chair or other designated member shall serve as a member of the University Coordinating Committee on Graduate Affairs (CCGA). At the invitation of the Graduate Council, representatives of the Graduate Student Association and of the Postdoctoral Scholars’ Association, the Associate Dean of the Graduate Division, and the Assistant Dean of Postdoctoral Affairs may serve as ex officio non-voting members. The Assistant Dean for Graduate Academic Affairs of the San Francisco Graduate Division shall act as the Secretary of the Council and as ex-officio nonvoting member who is authorized to refer any or all questions, including petitions of students and postdoctoral scholars, to the appropriate Council committees or to the Council. [Am Jun 06, Feb 10]

B. Duties: (In accordance with Senate Bylaw 330)

1. To set policies and procedures on behalf of the San Francisco Division on matters pertaining to graduate academic programs, conferring of graduate degrees, and on postdoctoral education. [Am 15 April 91]

2. To review and approve new programs for existing graduate academic degrees*, the establishment of new degrees, and any substantial change in existing programs, including but not restricted to, addition or deletion of programs within an existing degree program, joint programs across departments or schools or campuses and discontinuation of a program. The Council will also act as a consultant for new programs for existing professional degrees and provide feedback to the Faculty Council of the relevant school. [Am 1 Sep 03]

3. To recommend policy and regulations for the Coordinating Committee on Graduate Affairs. [Am 15 April 91]

4. To advise the Chancellor concerning graduate academic and postdoctoral matters [Am 15 April 91]

5. To conduct regularly scheduled reviews of existing programs. Such review committees shall include qualified members from comparable institutions of higher learning. [Am 15 April 91]

6. To regulate in other ways the graduate academic programs within the San Francisco Division with a view to the promotion of research and learning.

7. In fulfilling its executive function on behalf of the San Francisco Division, the Council has oversight authority that includes, but is not limited to the following:
   a. University Fellowships and Graduate Scholarships; [Am 1 Sep 03]
   b. Rules governing study lists of graduate academic students;
   c. Membership of committees in charge of a candidate’s studies; fulfillment of the requirements pertaining to the graduate academic degree sought; [Am 15 April 91, 1 Sep 03]
   d. Conduct of examinations for graduate academic degrees;

---

¹ Note that these by-laws were developed and approved before the UC-UAW Postdoc Union Contract was ratified on August 12, 2010.
e. Admission of qualified academic students to candidacy for degrees;

f. Rules governing formal presentation and subsequent deposition of dissertations and theses; [Am 15 April 91]

g. Awarding of graduate academic degrees, and coordination of all academic procedures related thereto including an annual convocation. [Am 15 April 91]

h. Standards for the appointment of postdoctoral scholars.** [Am 15 April 91]

*The term "professional degree," by definition, shall include only DDS, MD, and PharmD. The graduate "academic" degree, by definition, shall include all other higher degrees recommended by the San Francisco Division.

** Bylaw 330 of the Academic Senate defines a postdoctoral scholar as an individual who: has earned a doctoral degree (e.g. PhD, MD, DDS, PharmD, DVM, DPH, DNS, DPTSc, or foreign equivalent); has been awarded a fellowship or traineeship or equivalent support for studies at the postdoctoral level; and is pursuing a program of research and training approved by a department or Organized Research Unit and by the Dean of the Graduate Division. Appointment as a postdoctoral scholar is normally for a period of one to three years, and is limited to a period not to exceed five years.

C. Graduate Council Committees

1. The Chair shall appoint committees of the Council as necessary. The committees shall be appointed each year at the first meeting of the Council for the fall quarter, or at least one month prior to activity required by the committee, and will serve until the first meeting of the Graduate Council of the following year. [Am 15 April 91, 1 Sep 03]

2. List of Council Committees: Powers and Duties:

   a. Agenda Committee: Consists of the Chair, Vice Chair, and Secretary of the Council and the Dean of the Graduate Division and shall decide on what matters shall be referred to the Council committees, to the meetings of the Council, or to the Dean of the Graduate Division.

   b. Committee on Fellowships and Graduate Scholarships: To recommend the award of fellowships and graduate scholarships. [Am 15 April 91]

   c. Committee on Forms of Theses and Dissertations: To prescribe, subject to the approval of the Council, the forms of theses and dissertations submitted in partial satisfaction of the requirement for higher degrees.
UC Systemwide Bylaws for Graduate Councils

330. Graduate Councils

A. General Provisions. Regulative and coordinative functions in a campus Graduate Division shall be exercised in accordance with Bylaw 180 by a Graduate Council of the Division concerned. The Dean of the campus Graduate Division is ex officio a member of the Council but shall not be Chair or Vice Chair.

B. Duties. Graduate Councils shall:

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; (Am 8 Mar 72; Am 12 2004)
   c. Appointment of postdoctoral scholars or their academic equivalent and for their enrollment by the Graduate Division.¹

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.

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. (Am 7 Dec 76)

C. In accordance with the provisions of Senate Bylaw 20, a divisional graduate Council may re-delegate any of the authority vested in it only as may be provided by the divisional bylaws. For purposes of this legislation a postdoctoral scholar is one who:

1. Has been awarded, or has completed requirements for, a doctoral degree or foreign equivalent where at least three years of undergraduate study are prerequisite to admission to the graduate degree program, and

2. Has been awarded a Fellowship or Traineeship or equivalent support for studies at the postdoctoral level and

3. Will pursue a program of research and training approved by a department or research unit and by the Dean of the Graduate Division. The term "academic equivalent" refers to such appointments as Postgraduate Research-category who are in training status but not to interns and residents. Enrollment as a postdoctoral scholar is limited to a period not to exceed five years. (Am 29 Nov 72, 5 May 88)