The Graduate Council was called to order by Chair Seo on Thursday, October 10, 2013 at 2:305 p.m. A quorum was present.

The minutes of September 13, 2013 were approved.

Chair’s Report – Youngho Seo

Academic Senate Coordinating Committee: No report
Coordinating Committee for Graduate Affairs (CCGA):

1. It is no longer required that a separate California Postsecondary Education Commission (CPEC) questionnaire when submitting a new degree program proposal. The CPEC was decommissioned on November 19, 2011. Information formerly gathered from the CPEC is to be included in all new degree program proposals.

2. Policy Change – Office of the President: There is discussion to create a new policy regarding the conversion of state-supported to self-supporting programs. CCGA currently has no clause that would allow this conversion.

   In 2013, UCLA’s Anderson’s School of Management move from a state to a self-supported program was approved by then UC President Mark G. Yudof.

Vice Chair’s Report – Karen Duderstadt

The process and pathway of course review via the Academic Senate’s Course Review System (CRS) was discussed. The document used during CRS user training that outlines and clarifies the course review pathway was made discussed and made available to all council members.
**ACTION:** Include the course review pathway on the Academic Senate Course Review System website

**Dean's Report – Elizabeth Watkins**

Sequoia Capital Chairman Sir Michael Moritz, KBE, and his wife, Harriet Heyman, presented a gift of $30 million to support biomedical research at UCSF. With matching institutional funds from UCSF of $25 million, the Graduate Division has $50 million for The Endowment Program for PhD Students. This is the largest endowed program for PhD students at UC. The interest generated from this funding will replace the $2.5 million that was temporary funding from the Chancellor. It is anticipated that an additional $5 mil will be raised from donors with gifts over 5 years that can be a payroll deduction. The program has a new, dedicated development person for gifts of $100,000+ to help the Chancellor raise these funds and to jump-start a new spirit of fund raising.

Dean Watkins was asked to name and chair a faculty advisory board to determine what the program will look like, how to name the Discovery Fellows. The allocations have been set.

The donor requested the creation of a clinical sciences advisory board, which would consist of all chairs of the clinical departments. These board members will make financial contributions and assist in raising funds to support the Discovery Fellows Program.

The ten basic sciences programs will be funded. Programs will not be increased but the funding will allow students to be funded for additional years. These programs will include international students. Master’s program will not be included.

**Post Doc Advisory Council (PDAC)**

The Graduate Council supports the work done by Christine Des Jarlais, Assistant Dean for Postdoc Affairs & Career Development over the last 12 years.

The council discussed the proposal to create the Faculty Postdoc Advisory Council whose main purpose would be to discuss matters relevant to postdoctoral faculty. Meetings will be held quarterly with a two-year commitment (initially half of the members would have a one-year commitment).

The Graduate Council has been the designated faculty group with oversight of postdocs; however, the Council's primary focus is on graduate education.

As outlined in the proposal, 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.

Following discussion on the purpose and scope of the proposed council, the following decisions were made:
• The council approved the proposal to set up the council with the suggestion to “take baby steps” and submit progress reports to the Graduate Council throughout the process.
• The PDAC will not be an official subcommittee of the Academic Senate, but the Academic Senate will continue to have oversight of the PDAC in terms of shared governance.
• Discussion of bylaw changes regarding oversight role of Graduate Council has been postponed.

ACTION: Council requested the removal of the statement of oversight in the proposal.

Graduate Student Association (GSA) Report – Melissa Hendershott

The GSA has a representative from both Global Health and History of Health Sciences. These representatives help the GSA understand issues those students report. One major issue is being isolated from other students at UCSF and the other major issue is the high cost of tuition in the program. However, the students felt that the short nature of the program (a one-year masters, as opposed to two years) was a major advantage and that they were generally happy in the program. It was noted that, among the students’ issues, many of the changes were requested by the outside program are already being implemented.

Response to Program Reviews:

Dean Watkins requests discussion of the proposed letters regarding the council’s review of the Global Health Sciences Masters of Sciences Program and the PhD Program in History of Health Sciences. Due to the lack of time to fully review the letters prior to the meeting, council could not respond to the issues raised regarding the content of these letters. The reviews will be discussed further at the November council meeting.

New Business:

None

Old Business:

None

There being no additional items for discussion, the meeting was adjourned at 4:12.

The next meeting of the Graduate Council is scheduled for November 21, 2013 at Mission Bay, room HD-296 from 2:30 – 4:30.
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;

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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. **Administrative Committee of the Graduate Council of the San Francisco Division**: Consists of the Dean of the Graduate Division at San Francisco as Chair, and four other members and shall: 1) if necessary or as requested, review for acceptability programs of study presented by applicants for advancement to candidacy for higher degrees or by candidates for higher degrees, subject to the rules of the Academic Senate and the Graduate Council, San Francisco Division; 2) consider other substantial issues pertaining to the welfare of students and postdoctoral scholars. [Am 15 April 91]
   b. 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.
   c. Committee on Fellowships and Graduate Scholarships: To recommend the award of fellowships and graduate scholarships. [Am 15 April 91]
   d. 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.¹ 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)