MINUTES

PRESENT: Youngho Seo (Chair), Karen Duderstadt (Vice Chair), Michele De Coteau, Tejal Desai, Pam England, Melissa Hendershott (GSA), Mary Lynch, Susan Miller, Jason Rock, Mark Seielstad, Janet Shim, Richard Souza, Elizabeth Watkins,

ABSENT: Sunita Ho, Tony Hunt, John Ziegler

GUESTS: Doug Carlson (permanent), Heather Alden, David Solaner

The Graduate Council was called to order by Chair Seo on Thursday, October 10, 2013 at 2:35p.m. A quorum was present.

The minutes of October 10, 2013 were approved.

Chair’s Report – Youngho Seo

UC President on Student Funding and Graduate Education
The new UC President, Janet Napolitano, announced her support for graduate education. The President pledged $5 million per year for all undocumented students, which will include graduate students.

Composite Benefits Rate
CCGA is still discussing the composite benefits rates assessed to grants. This could impact the availability of graduate student/research funding, which is a point of concern for Graduate Council.

CCGA Guidance on Degree Titles
Graduate Council was asked to review the draft document regarding CCGA Guidance on Degree Titles. CCGA is to determine whether it is desirable or practical to have a recommended policy about degree titles.

Vice Chair’s Report – Karen Duderstadt

No report.

Dean’s Report – Elizabeth Watkins

Council of Graduate Deans
No outcomes at this time.
UC President
New UC President, Janet Napolitano visited UCSF on her “listening and learning” tour. This provides UCSF an opportunity to re-assert UC’s position in the world with regard to research and graduate education.

Student Mental Health
Two sessions aimed at assisting students locate the necessary resources when dealing with mental health issues will be held in early January - one at Parnassus and one at Mission Bay in January 2014. UCSF needs to find solutions for long-term care for students within the community. Postdocs can find help through Faculty and Staff Assistance Program (FSAP) rather than the student mental health program.

School of Medicine Leadership Retreat theme: education
The retreat topic this year will be education in general rather than medical education.

Celebration of the Program in Biological Sciences (PIBS) - September 2014

Social Sciences Consortium Proposal
E. Watkins will pay for a retreat to help imagine what this consortium might look like.

Committee on Committees - David Saloner
David Saloner, representative to the Graduate Council in the Academic Senate Committee on Committees (COC), presented the responsibilities of the COC. He also noted that the Call for Service has been sent out. David asked members of the Graduate Council to encourage their colleagues or recommend colleagues to the COC for future appointments to the committees and councils of the Academic Senate.

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.

CCGA Guideline for Degree Titles (SSP/PDST Programs) (Attached)
CCGA circulated a draft proposal to require a new degree title to be created for professional degrees rather than “Master of Arts” or “Master of Science” in an effort to maintain the distinction between academic degree programs and professional degree programs. Chair Seo has requested comments and suggestions for further discussion.

Self-Supporting Graduate Professional Degree Programs Policy (SSGPDPP)
The council discussed a proposal revisions to the 2011 SSGPDPP submitted by Provost and Executive Vice President, Aimee Dorr. The policy was created to establish, discontinue or set charges and requirements for establishing new self-supporting graduate professional degree programs as well as
converting a state-supported graduate profession degree program to a self-supporting graduate professional degree.

The Graduate Council submitted the following concerns:
- This document could prevent UCSF from moving forward with the times.
- Not one person from UCSF on the drafting committee.
- At the UC Systemwide level, many people do not understand self-supporting programs, or the X and Y salary/HSCP structure. Aimee Dorr is the driving force behind this proposal. She is an educator. However health sciences education is different and would not be well served by the proposed policy.
- A member of GC stated that she is working on a new SSP proposal and the changes in this document would impact my faith and loyalty to UC. This document is very anti-UCSF.
- A questions was whether the council could outright oppose this document.

**ACTION:** The council was asked to submit comments by December 5, 2013 to be presented at the January Coordinating Committee meeting.

**Master’s Health Policy and Law Program – Daniel Dohan**
https://ucsf.box.com/s/ocndvuxov63ij5vii6p

Daniel Dohan presented a proposal for a self-supporting master’s degree program, Masters of Science Degree in Health Policy and Law (HPL). This program will be a joint degree program between UCSF and UC Hastings. The program will provide both in-person/online and online-only option which will be administered in the Institute for Health Policy Studies and taught at the Laurel Heights Campus.

The Health Policy and Law Program is intended to be an introduction to health policy and legal reasoning for health sciences and legal people who want additional training. The program does not give sufficient preparation for legal work and is not intended to supplement a JD program.

Following the question and answer session, Chair Seo requested that all council members review the proposal and provide comments prior to the December 12, 2013 meeting.

**ACTION:** The council will submit a letter to Daniel Dohan requesting additional information on several issues.
**ACTION:** Request information from Graduate Dean, Liz Watkins, regarding similar programs currently offered at UCSF.

**Graduate Student Association Report – Melissa Hendershott**
$20,000 has been awarded from a recent Proposition 63 to support student mental health. GSA proposes to distribute these funds to students as mini-grants for mental health.

Housing for UCSF graduate students is a challenge. There is a plan to create a housing listserv which would enable students to connect with other UCSF students. The medical students have already done this successful. The listserv, however, would not include postdocs at this time. Faculty Assistance would be available for postdocs.

**Analyst’s Report – Kathleen Dargan**
Coordinating Committee will review Regulation V changes on December 5, 2013.

**Response to Program Reviews:**

**GHS Program Review Response – (Pending)**
No response yet.
HHS Program Review Response
Following discussion of the response from Brian Dolan, the council voted to approve the program.
ACTION: APPROVED
ACTION: Submit a letter of approval to Brian Dolan.

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 December 12, 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
  - Meeting dates/times will be set for the year
  - 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 nonvoting 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. 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]
   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)