

**Graduate Group Chairs Meeting**  
**Wednesday, November 18, 2020**  
**10:30 A.M. – 11:30 A.M. | Zoom**

**Meeting Minutes**

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Graduate Group Chairs Present: Irene Beattie, Anita Bhappu, YangQuan Chien, Chi-Chun Chien, Martha Conklin, Courtenay Conrad, Justin Cook, Christine Isborn, Sarah Kurtz, Roummel Marcia, Shawn Newsam, Paul Smaldino, Jan Wallander, Irene Yen  
Erin Hestir (Graduate Council Vice-Chair)

Graduate Division Staff Present: Asmeret Berhe, Eric Cannon, Jesus Cisneros, Ashley Eagleson, Heath Jackson, Chris Kello, Tania Macias, Tsu Ya

**1. Dean's Updates & Discussion Items (Interim Dean Kello)**

- Graduate Group Support staff representatives at GGC Meetings?
  - Consensus from all Chairs to allow one Graduate Group Support Staff representative from each School to attend the Graduate Group Chair Meetings.
    - We will hold an executive session when necessary, to manage confidentiality.
- On-campus housing for international grads
  - Housing is available for up to 150 international graduate students (and hardship cases) beginning Spring 2021. The Housing rate is roughly \$900/mo for a 2x1 apartment. If you receive a student inquiry for housing, please forward the request on to Interim Dean Kello.
- Faculty/grad conflict resolution workgroup update
  - The Senate has started a Faculty/Grad Conflict Resolution Infrastructure (CRI) Workgroup in order to talk about processes, policies and procedures that we have in place for dealing with any faculty/advisor conflicts.
    - The next meeting will take place on November 30.
    - We will provide an interim report by the end of the semester, which will serve as a basis for discussion and consultation with the Graduate Group Chairs and Graduate Council.
- Diversity pipeline programs
  - UC-to-UC
  - CSU-to-UC
  - UC-to-CSU/CC internships, jobs
    - There is interest in making partnerships with Community Colleges, CSUs and other UC campuses primarily based on diversity initiatives, in order to help us draw from the diversity of the state of California, into our graduate programs. Also, to provide our PhD students with opportunities for funding, internships, career paths, etc.
- PhD enrollment management: Graduation projections, instructional budgets
  - Meetings have taken place with each of the schools. While, we understand that there are concerns, please know that we still have plenty of time to have conversations and make changes as needed.
    - Graduate Council is working on creating an FAQ list in response to your questions and feedback and will get it out to your shortly (\*see below).

## **2. Application review process in Slate (Tsu Ya)**

- We have received complaints about advancing a file forward when it's residing in someone else's queue. Please know that we are still working with Slate to rectify this issue, but in the meantime, we have moved the button up, to be higher in the review form. While we cannot remove the warning message, please know your files are still being moved forward.
- The Graduate Admissions team has scheduled a virtual Slate training/review session intended for faculty reviewers, Admissions Committee Chairs and Graduate Group Chairs, which will be held on Thursday, December 10 from 10:00-11:00 AM. Training will cover how to review applications and how to advance applications forward for admissions recommendation. An email will go out shortly with more details.
- We have made some changes to the requirements for GRE based on your program's feedback;
  - Not required – it will not show up at all
  - Optional – there is a soft warning for the applicant, but they can still proceed
  - Required – they will receive a hard fail for the application and cannot move on until completed

## **3. Recruiting fellowship nominations and reviews (Eric Cannon)**

- In an effort to try and simplify the process, when you go in to submit your nominations for recruiting fellowships, it will only show the largest fellowships (Eugene Cota-Robles, Graduate Dean's, and the Chancellor's.) The long list of top-offs previously seen, have been removed and will now be handled behind-the-scenes. We will still consider the same students that are nominated, but instead, it will be done using a packaging approach; seeing which student aligns best with which top-off. While there will be a net reduction in the number of fellowships being given out by bundling, the sizes will increase so that we can give out more complete semester/year fellowships.
  - All nomination processes, timelines, and the process of going through Slate, remain the same.
  - The nomination deadline for recruiting fellowships is Friday, January 29.
- There was some concern from the Chairs about how matching will be determined when the students being nominated do not align with the more program/research specific fellowships. Additional concerns about the restriction of spreading fellowships across faculty as well as students.

## **4. Stats & Writing tutors, Dissertation Bootcamp (Asmeret Berhe)**

- Tutor appointments will be renewed for Spring 2021.
  - So far not many students have reached out for help from the tutors, but for those who have, the feedback has been extremely positive. Please help us by encouraging your students to utilize this resource.
- Dissertation Bootcamp (virtual) will be held January 11-15, 2021. The application portal is currently open, with a deadline of 11:59PM on December 6.
- We received funding from UCOP for an additional program, *Adelante HSI: Preparing Future Faculty Bootcamp*, UC Merced. We will be sending out an announcement in the coming weeks with more information that can be shared with your students.

## **5. Graduate Visitation Weekend (Jennifer Quiralte)**

- Interim Dean Kello polled the Chairs to see whether we should hold GVW remotely, or bring students to campus in small groups of 4-5.
  - While some Chairs would like to be flexible, majority voted not to host an event/students on-campus given the national crisis and the fact that we're in a

second resurgence. Recommendation to host GVW synchronously with some level of breakout sessions.

- There was some concern about the scalability of Graduate Group Support Staff not being able to handle large numbers of interviews.
- Decisions will be tabled until the next Graduate Group Chairs meeting so that we can find out more information about the University restrictions on business-related travel.

**ACTION:** Jennifer Quiralte will look into the University-wide restrictions on travel and report back to the group during the next call.

## **6. Graduate Council Vice Chair's Report (Erin Hestir)**

- Graduate Council Vice Chair, Erin Hestir provided an update on Graduate Council recent activities;
  - \*Re: PhD enrollment management, GC has compiled a list of initial FAQs from faculty who reached out about the model and implementation of it. If you have any additional questions or concerns you would like to have added to the list, feel free to contact Erin Hestir, Hrant Hratchian or Chris Kello.
  - GC will be conducting some listening tours and will reach out to all of the Graduate Group Chairs for feedback, prioritizing those graduate groups who are identified as potentially being "high risk" under current model (meaning your numbers will be extremely curtailed in year 1 or 2).
    - GC will work with the Graduate Division to start thinking about what the guiding principles of implementation are for an enrollment management strategy; making sure it is being done in a way that doesn't compromise the academic integrity of the programs.
- To reiterate from last meeting, The Divisional Council has been charged with an anti-racism action plan, which entails all the Senate committees reviewing its bylaws. GC welcomes assistance from the Chairs to review these regulations and identify potential instances where revisions can be made/changed to help reduce occurrences of institutional racism that may be embedded in these rules and regulations. If interested in providing feedback, please contact Erin Hestir.

## **7. Other Business (All)**

- Annual Student Progress Report Format (Heath Jackson)
  - In Progress – Tabled for discussion until the next Graduate Group Chairs Meeting.
- Change of advisor form check boxes (Tsu Ya)
  - In Progress – Tabled for discussion until the next Graduate Group Chairs Meeting.

**The meeting adjourned at 11:31 A.M.**

**Next Graduate Group Chairs Meeting: Wednesday, December 16 from 10:30AM – 11:30AM.**