

**Graduate Group Chairs Meeting**  
**Monday, November 4, 2019**  
**10:30 A.M. – 11:30 A.M. | SSB 250**

**Meeting Minutes**

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Graduate Group Chairs Present: Chris Amemiya, Ramesh Balasubramaniam, Irene Beattie, Martha Conklin, Courtenay Conrad, Gerardo Diaz, Sayantani Ghosh, Boaz Ilan (AM Rep), Marcelo Kallmann, Sarah Kurtz, Erik Menke, Victor Munoz, Denise Payan (PH Rep) Rose Scott (PSY Rep) Hrant Hrachian (Graduate Council Vice-Chair)

Graduate Division Staff Present: Eric Cannon, Jesus Cisneros, Ashley Eagleson, Heath Jackson, Chris Kello, Marjorie Zatz

Guest Presenters: Kurt Schnier (Associate Provost for Academic Planning & Budget), Maria Tinoco (Director of Academic Budget & Financial Planning & Analysis), Kerry Clifford (Interim Director, Office of Periodic Review, Assessment and Accreditation Support)

**1. Updates – Dean Zatz**

- a. Dean Zatz made the following announcements:
  - i. Faculty Careers Day (California Community Colleges & State Universities) will be held November 30, from 9:30am – 3:30pm in KL 232.
  - ii. Dean Zatz requested that each chair email their Graduate Catalog revisions to Assistant Dean Cisneros by December 13.
  - iii. Dean Zatz asked that all revisions to graduate group policies & procedures and bylaws be submitted to Graduate Council by January 21.
  - iv. Postdoc listservs (by graduate group) have been created and are ready to use. See email from Assistant Dean Cisneros.
  - v. As part of academic planning, each chair should anticipate being asked in the spring how their graduate group's strategic planning intersects with those of relevant departments.
  - vi. Graduate Division Holiday Party will be held December 10, from 1pm – 3pm in SSB 310. All are encouraged to stop by for snacks and good cheer!

**2. Graduate Council Vice Chair's Report – Hrant Hrachian**

- a. Graduate Council Fellowships Workgroup recommendations.
  - i. Proposal to keep recruitment and continuing fellowships on different timelines – continuing fellowships now due in the spring instead of fall.
  - ii. More weight is being placed on program nominations for fellowships. The chair or their designee will submit a short narrative (200 words in response to 2 queries) explaining why their student should receive the fellowship (chairs might ask the nominee's potential advisor to draft this).
  - iii. To improve comparability across programs, the committee recommends removal of some parts of the admissions application from the fellowship review, retaining only the letters of recommendation, curriculum vitae and narrative.

- iv. Graduate Council requests that each graduate group identify three faculty to serve as fellowship reviews (for recruitment, continuing fellowships, or both).

Action Item: Graduate Group Chairs to identify three members of their program to assist with reviewing fellowship nominations.

Action Item: Vice Chair Hratchian will send an email out to the group within the next 1-2 weeks with more information to be shared with faculty.

### **3. Centralized Assessment Model – Kurt Shnier, Kerry Clifford & Dean Zatz**

- a. Centralizing assessment across schools is being considered. This will not have much effect on graduate groups as they already work with one person, though it might provide some backup for her. As we consider centralization of assessment more broadly, the following questions were considered: What would a healthy assessment culture look like? What has gone well? What concerns are there about centralization?
  - i. The group will further look at this during the spring.

### **4. Graduate Funding Model – Kurt Shnier, Maria Tinoco & Dean Zatz**

- a. Associate Provost Schnier presented and discussed the graduate funding model under discussion as well as shared a new planning tool that will help chairs model the effects on their graduate groups of incentive structures for master's programs and for funding graduate students on grants.

### **5. Other Business**

- a. Eric Cannon presented on each program's USAP amounts. As agreed by the chairs last year, we are following the UC Irvine model, with the exception that if a program did not yet have any Ph.D.s conferred, we set them at 1 degree conferred. We also tightened the range slightly. By so doing, and with help from the Provost and the Budget Office, we were able to reverse the downward trend, returning to the per student multiplier of just over \$2K/student employed in 2017-18. Students on filing fee or DOC-2A status were excluded from calculations of USAP, as were PDST programs.

Action Item: Graduate Division will send an email out to the group requesting further review of the dynamic model.

- b. As there was considerable interest in the models being discussed, the Graduate Division will host a mini retreat for Graduate Group Chairs and Graduate Council on graduate funding and related models, to be held the week before spring semester classes begin.

Outcome: This meeting has been scheduled for Thursday, January 16, 2020 from 8:30am – Noon. Location: SAAC 209. More information to follow.

**The meeting adjourned at 11:46 A.M.**