

Graduate Group Chairs Meeting
Monday, December 9, 2019
10:30 A.M. – 11:30 A.M. | SSB 250

Meeting Minutes

Graduate Group Chairs Present: Chris Amemiya, Ramesh Balasubramaniam, Irene Beattie, Anita Bhappu, Courtenay Conrad, Justin Cook, Gerardo Diaz, Sayantani Ghosh, Marcelo Kallmann, Sarah Kurtz, Roummel Marcia, Erik Menke, Victor Muñoz, Jan Wallander, Irene Yen
Hrant Hratchian (Graduate Council Vice-Chair)

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

1. Announcements

- a. Graduate Division Holiday Party – Tues Dec 10 – 1:00-3:00 – come by for snacks and good cheer!
- b. Slate training for chairs and faculty members Wed, Dec 11, 2:00-3:30 pm in SSB 250
- c. Graduate Group revisions to the University Catalog are due to jcisneros@ucmerced.edu by Friday, December 13.
- d. Please review your graduate group's spreadsheet of alumni placements and return back to jcisneros@ucmerced.edu by December 20 with any changes/updates
- e. Grad funding model mini-retreat Thursday, January 16th from 9:00-12:00, SAAC 209 (Student Athletics & Activities Center). Breakfast will be served at 8:30am and the meeting will start promptly at 9am. Agenda to follow in January.
- f. Revisions to Graduate Group Policies and Procedures are due to Graduate Council by January 21, 2020.

2. Graduate Council Vice Chair's Report – Hrant Hratchian

- a. Each Graduate Group Chair is asked to provide the names of three faculty who can review about 6-7 proposals across two windows. This equates to 18-24 reviews in total per graduate group.
- b. Chairs will be asked to respond to two 200-word (maximum) prompts to support the nomination of each candidate.
- c. Recruits must be in by no later than January 31. This deadline cannot be extended.

Action Item: Chairs to send their 3 reviewer names to Hrant Hratchian before the end of semester.

3. New Staff/Chair Introductions

- a. Maria Nishanian, Academic Counselor
 - i. Maria will be a resource for graduate students, faculty and postdocs to aid in mentoring, resolving issues and making referrals (e.g., to CAPS). Students are encouraged to meet with Maria Nishanian prior to requesting a meeting with the Graduate Dean. Maria's office is located in SSB 233 and she can be contacted at mnishanian@ucmerced.edu.
- b. Justin Cook, Economics Graduate Group Chair

2. Annual Review of Student Progress

- a. Examples of standardized electronic annual review forms used by UC Davis and Cornell were sent to Chairs for their review. UC Davis has a new form that is used by all programs. If we move towards a more standardized form, Jenny Xiang, Assessment Specialist, could pull assessment information directly from the Annual Reviews. Many have also requested this information be entered into GRIP so that new Chairs have easily accessible historical data on their students.
 - i. Recommendation to upload the overall rating into GRIP as an indicator, as well as, attach the full document for reference.
 - ii. Since some graduate groups require information on the number of students publishing and applying for grants, it would be helpful to also include the student's self-assessment to the UC Davis form.
 - iii. Students can send additional comments and feedback to the Graduate Group Chair directly, via email or in-person.
 - iv. Would be ideal if workflow could be built into the process, so the student initiates the review and then it goes to faculty, and then on to chair.
- b. Unanimous agreement to move to an online model if functional, and to have a single form used across all groups, with programs also able to incorporate additional documents as needed (e.g., IDPs). Also, IDPs should be encouraged (though not consensus on requirement of IDP).

Action Item: Dean Zatz will confer with Jenny Xiang to see if Qualtrics can be used to simplify workflow and will report back to the group with a couple of models.

3. New UC-HSI Doctoral Diversity Fellowships

- a. UCOP has established a new fellowship for graduate students who have advanced to candidacy (prior to being selected for the fellowship), who contribute to diversity, and who want to go into the professoriate.
- b. Each fellow will receive a \$30k stipend for one academic year plus \$10k for professional development. In addition, the Graduate Division will receive a funding for professional development programming designed to diversify the professoriate.
- c. Nominations will be due sometime in March and two names will need be submitted to UCOP by April – fellowship information will be posted to the website shortly.

4. Admissions

- a. Psych Sci went with a December 1 application deadline to align itself with UC competitors, which led to a small decrease in the number of applications but hopefully will increase their yield.
- b. A few changes have been made in Slate regarding the following:
 - i. The reviewer process for fellowship review
 - ii. Queues are now managed by the faculty
 - iii. Applications can be moved forward for admission from any bin, saving time
- c. Slate training will cover all changes and has been scheduled for December 11 – email went out to all faculty on Friday, December 6.

Action Item: Associate Dean Kello to look at the possibility of allowing faculty to search through archives in Slate.

Action Item: Chairs are asked to email a list of all new faculty for Spring to Ashley Eagleson at aeagleson@ucmerced.edu before winter break so that the updated list can be shared with Graduate Council and APO as well as updated in Slate.

5. Academic Planning

- a. Graduate group plans for mission, vision, values, measurable goals
- b. Graduate Division plans for mission, vision, values, measurable goals
 - i. Chairs are asked to think about their measurable goals – how many students do you want, how will they be supported, how many students do you want to receive fellowships, how do you know if your program improving, what matters to you?
 - ii. Currently, there is no hard deadline for when this needs to be completed, but Chairs are expected to start thinking about it.
 - iii. Dean Zatz will bring a draft Graduate Division plan for discussion early in the Spring semester.

6. Other Topics for Discussion/Next Meeting

- a. Suggestion to use the last Graduate Group Chairs Meeting of the spring semester as a brainstorming session to figure out what Graduate Council should be prioritizing for the next year. Graduate Council might address budgeting and procedural barriers to quickly achieving R1 status and how graduate chairs and Graduate Council might help if in the loop.
- b. Think about coordinating seminars to reduce overlap.
- c. Can we get information to Graduate Group Chairs when industry recruiters are coming to campus?
- d. How can we get graduate course offerings from other programs out to students to better encourage interdisciplinary course taking?
- e. Desire by chairs for graduate groups to have some discretionary/bridge funding
- f. Discussion of Title IX process

Action Item: Dean Zatz to work with the Registrar to see if a copy of the course listings can be distributed out to students.

Action Item: Graduate Division to work with the Center for Career & Professional Advancement to try and get a calendar of recruiter events and workshops added to the Weekly Digest.

The meeting adjourned at 11:34 A.M.