

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

Meeting Minutes

Graduate Group Chairs Present: Sarah Kurtz, Jan Wallander, Gerardo Diaz, Marcelo Kallmann, Jeffrey Butler, Roummel Marcia, Martha Conklin, Anita Bhappu, Chris Amemiya, Erik Menke, Sayantani Ghosh, Victor Munoz

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

Guest Speakers: Jenny Xiang, Christy Snyder, Melissa Tessier

Not Present: Courtenay Conrad, Hrant Hratchian (Graduate Council Representative), Kevin Dawson, Irene Yen, Irene Beattie, Ramesh Balasubramaniam

1. Introductions

- Dean Zatz made the following introductions:
 - Jenny Xiang, Graduate Assessment & Substantive Change Coordinator
 - Melissa Tessier, OIT Project Manager
 - Christy Snyder, OIT Communications Officer
 - Christy introduced the new UC Merced Connect project to the group, expected to launch next fall.

Action Item: Christy asked for volunteers to participate in a monthly focus group this semester, dedicating 1 hour towards testing and providing feedback on the current portal.

2. Updates – Dean Zatz

- Dean Zatz made the following announcements:
 - Dean Zatz will be on vacation September 13th – 30th, with very little access to phone or email. Please direct all faculty concerns to Associate Dean Kello in her absence.
 - Chairs' received feedback from faculty and students on the top 3 challenges confronting their graduate groups from the spring annual review.
 - The most common theme found among the comments being recruitment of students. While the quality of our students is good, we just aren't recruiting enough of them to our campus.
 - Postdoc Appreciation Day – September 19, 2019.
 - Graduate Deans' Brown Bag Office Hours began Monday, September 9th. The next session will be Monday, October 14th from 12-1pm in SE1-370K.
 - Graduate Division will be reaching out to chairs for help with identifying faculty/students to be featured in new marketing videos planned for late September/early October. These videos will focus on faculty research.

Action Item: Dean Zatz asked that each chair schedule a 1:1 with her for the fall semester, as well as, invite either her or Associate Dean Kello to one of their graduate group meetings to answer any questions or concerns.

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

- No report; Graduate Council Vice Chair, Hrant Hratchian was unable to attend the meeting.

3. Admissions & Slate – Associate Dean Kello, Tsu Ya

- Slate is now open for graduates to start applying.
- Associate Dean Kello reminded the chairs that faculty will be responsible for managing their own queues.
- Admissions will be reaching out to each chair to outline the program requirements for the master's along the way process.

4. Peer Mentor Planning Models – Assistant Dean Cisneros

- Assistant Dean Cisneros made the following announcements:
 - How to request grad student website: <https://it.ucmerced.edu/content/webpace-hosting>.
 - Revised "[Dates and Deadlines Calendar](#)" document now includes Graduate Council Deadlines.
 - Chairs' were reminded to submit the following items to the Graduate Division if they hadn't done so already:
 - Updated Core & Affiliate Faculty Membership list & Admissions Chair. Dean Zatz stressed how critical it was to submit this list as it is maintained by the University as well as loaded into Slate.
 - Graduate Group priority application deadline date (if relevant).
 - Recommendations for Peer Mentors; there will be a "Meet your Mentor" event on Sept 24th.
 - Annual Student Progress Report summary.
 - Follow-up with students who need to complete a "Change of Advisor" form.

Action Item: Graduate Division will update each Academic Program on the website to include Core & Affiliate Faculty for each Graduate Group once the list is finalized.

5. Finalize Grad Visitation Weekends

- The primary Grad Visitation Weekend will be held February 21st – 23rd.
- Dean Zatz asked the chairs when they would like the second Grad Visitation Weekend to be held this year.
 - **Decision:** Majority vote for a date in late January/early February, for programs with December deadlines.

Action Item: Dean Zatz to decide whether groups will be allowed to participate in both Grad Visitation Weekends.

6. Funding & GRIP Updates – Eric Cannon

- Dean Zatz presented a new model for USAP funds taken from the UC Irvine model, which measures based on graduation rates.

- $(A+B+C+D)*\text{flat rate}$
 - $A = (\text{1st and 2nd year PhD})*(1.0)$
 - $B = \text{if Social Science \& Arts, (3rd year and beyond)}*(0.6)$. If Physical Sciences & Engineering, $(\text{3rd year and beyond})*(0.5)$
 - $C = (\text{Master's})*(0.15)$
 - $D = (\text{Master's Conferred})*(0.1)+(\text{PhD Conferred})*(1.5)$
- This model assumes no USAP funds for professional masters.
- Some groups felt this model should be adjusted to include multiple tiers with cut off points that make sense based on standing (tier one = 3rd & 4th, tier two = 5th & 6th), this way we are not continuing to fund lingering students.
- Overall desire is to incentivize students to graduate faster.
- USAP amounts will be made available shortly after Census.

Action Item: Dean Zatz to send a summary of last year's USAP discussion for comparison (attached).

7. Other Items for Discussion

- Dean Zatz reminded chairs to meet with their department chairs and have continued discussions about the need for graduate courses, hiring priorities, TA assignments, etc.

8. Topics for Next Meeting:

- The chairs were asked to send any discussion items to Dean Zatz before the next meeting on Monday, October 14th at 10:30am.

The meeting adjourned at 11:35 A.M.