

Graduate Group Chair Mini-Retreat
August 30, 2018
SSB 250
11:00 am – 2:00 pm

Meeting Minutes

Present: Ramesh Balasubramaniam, Ireene Beattie, Marc Beutel, Paul Brown, Eric Cannon, Mayra Chavez-Franco, Jesus Cisneros, Courtenay Conrad, Kevin Dawson, Gerardo Diaz, Maggie Farias, Sayantani Ghosh, Cassie Gunter, Boaz Ilan, Heath Jackson, Marcelo Kallmann, Chris Kello, Paul Maglio, Kara McCloskey, Erik Menke, Choua Moua, Brenda Ortiz, Jen Quiralte, Will Suh, Marjorie Zatz

Not Present: Miriam Barlow, Jan Wallander

1. Welcome, introductions 11:00 - 11:05

- Minutes will be sent out to all Graduate Group Chairs for review within 48 hours of each meeting. The Graduate Group Chairs may send any corrections within the next 72 hours (no need to respond if no corrections) so that one week after the meeting they can be sent to the school deans and graduate support staff.
- Graduate Group Chair meetings will be held monthly on Wednesdays from 4:00 - 5:00 pm. Listed below are the meeting dates with their locations. Substitutes are permitted if a Graduate Group Chair is unable to attend a meeting; please notify Graduate Dean Zatz in advance.
 - **Wednesday, September 19** (COB 2 392)
 - **Wednesday, October 17** (COB 2 392)
 - **Wednesday, November 28** (SSB 250)
 - **Wednesday, December 12** (SSB 250)

2. Update from Graduate Council (LeRoy Westerling, GC Chair) – 11:05 – 11:20 am

- Grad Council Chair LeRoy Westerling reported on the academic governance retreat and major upcoming business for the Graduate Council. In particular, he noted that Graduate Council will be drafting a policy for review of new schools, will asking graduate group chairs to confirm that they are operating on a GC approved version of their policies and procedures, and GC will be requesting input from the graduate groups on how the CRF process and platform are working. Chair Westerling also reviewed the GC 2018-2019 Calendar for Academic Programs and Courses and asked if any programs would be submitting new graduate programs proposals this year.

Action: Graduate Group Chairs will notify Graduate Council if there are any CCGA proposals or designated emphasis being submitted for review this year.

3. Roles and responsibilities of Graduate Group Chairs - what has and what has not changed with Academic Reorganization 11:20 - 11:30

- Graduate Dean Zatz led a discussion of the relationship between graduate group chairs and department chairs, especially as they need to collaborate with regards to graduate curriculum, identifying TA positions, appointing graduate Teaching Fellows as instructors of record, planning for multi-year funding packages (that rely less on TAs), etc. Graduate group chairs will play an important leadership role within their schools as well as the Graduate Dean's leadership team.

Action: Graduate Division will provide copies of public reports from the various working groups, including guidance on the formulas for appointing TAs used in the instructional budget.

Action: Graduate Division will be sending a request for an updated grad group faculty membership list and updated student enrollment number for the long-range enrollment plan. Graduate Group Chairs will also be asked to identify their admissions chair and committee if relevant to their program. This request will go out to graduate group chairs within the next few days.

Action: Graduate Division will also send graduate group chairs a form in which they can specify if their stipend should be paid as salary or research funds, and if they want to use any of the funds to pay someone else (e.g., admissions chair). If a response is not received within two weeks, the stipend will be transferred as research funds.

4. Updates – what's new as it relates to graduate groups – 11:30 – 11:50

- Graduate Dean Zatz provided a brief update on various campus working groups originating from campus planning initiatives. Marc Beutel (ES) represents the graduate group chairs on the academic restructuring implementation committee and spoke to the work of that committee.
- Graduate Dean Zatz also commented that she wants to encourage additional training grants and asked anyone interested in developing these to let her know.
- Graduate Dean Zatz discussed the reorganization of the Graduate Division financial area and the roles of graduate support staff hired in the Graduate Division. She also reminded graduate group chairs of the mentoring and advising resources available on the Graduate Division website.

Action: Graduate Dean Zatz will make sure that graduate group chairs receive a copy of the Enrollment Management Committee report when it is released.

- Graduate Dean Zatz outlined the changes to the bargaining agreement with the UAW regarding the Academic Student Employees (i.e., TA):
 - 3% increase per year effective October 1, 2018;
 - \$200 per quarter/\$350 per semester increase in child care subsidy;
 - \$100 per quarter/\$150 per semester campus fee remission (brand new benefit) effective January 2019; June 30, 2022 expiration;
 - \$100 signing bonus – November 2018
- She also summarized the current Graduate Division grants:
 - New grants - NSF AGEP & Luce Foundation Grant
 - Pending grants – NSF INCLUDES & Mellon Foundation Summer Bridge-Faculty Diversity grant
 - Continuing grants – NSF NRT in Interdisciplinary Computational Graduate Education, CGS Career Tracking, Mellon Foundation UROC-H grants
- Graduate Dean Zatz invited graduate group chairs to request co-sponsorship of seminars focusing on computational science through the NSF NRT-ICGE.

Action: Graduate group chairs must notify Graduate Dean Zatz by Tuesday, September 4 if they want to propose a seminar for NRT-ICGE co-sponsorship. The goal is to finalize this list in the next week or two.

Action: QSB and Psych are both undergoing program reviews. Please notify Graduate Dean Zatz if you need anything.

5. New technologies

- SLATE admissions system and CRM –11:50 – 12:10- Associate Dean Chris Kello provided a demonstration of the admissions review tool. The new admissions system is anticipated to go live on September 7.

Action: Associate Dean Kello will send all graduate group chairs the user's guide for review.
- GRIP graduate student record and information system- 12:10 – 12:25 Heath Jackson provided a demonstration of the Graduate Information Program (GRIP). GRIP was created by the School of Natural Sciences to allow users to see graduate student information such as student advancement and funding. A Governance Committee was established to make implementation decisions. This committee consists of a graduate support staff member from each school and the Graduate Division.

6. Discussion of mission and vision statements 12:25 - 12:40

- The grad group chairs approved of the Graduate Division mission and vision statements, with minor modifications.

Action: Graduate Division will upload the new mission and vision statement to the Graduate Division website.

7. Funding 12:40 – 1:00 –

- Graduate Dean Zatz informed the graduate group chairs that the graduate funding model will be moving towards block grants, which will go into effect in two years. The Graduate Division is working closely with the Budget Office in this effort. A draft model or models will be developed by the end of October for campus discussion. The priority at this time is to conduct research and study how other UC's are handling graduate student funding and NRST support, and then to develop our own plan.
- The graduate group chairs discussed the implementation of UC Path, with particular attention to current issues involving deductions. The Graduate Division, HRPC, and the graduate support staff in the schools are all working proactively and collaboratively to discover issues as quickly as possible and to ensure that all students are paid on time. Eric Cannon is the contact person in case anyone hears about any issues.

Action: Graduate Division will send graduate group chairs the requested information on the amount of NRST funding each graduate group has used in the past few years. Graduate Dean Zatz noted that Graduate Council Chair Westerling had also requested a history of how NRST has been funded on campus, and she will provide that information as well.

8. Planning for the admissions cycle – 1:00-1:20

A. What are your deadlines?

- Graduate Dean Zatz asked graduate group chairs to provide their admissions deadline. Physics and Environmental Systems plan to have an early deadline of December 15, with a firmer deadline of January 15. It was noted that perhaps QSB and Psychological Sciences may also offer an early deadline of December 15. All other graduate groups expect to continue their January 15 deadlines.
- Graduate Dean Zatz reminded chairs that admissions review resources and best practices are available in Box (e.g., CGS holistic review, DIMAC, Graduate Academic Practices Discussion Guide).

Action: Graduate group chairs will finalize their deadline within the next week or two so these can be posted on the Graduate Division and program-specific websites.

B. Recruitment

- Will Suh, Recruitment and Retention Manager, has been working closely with all the graduate group support staff in deciding what conferences, presentations and graduate fairs they would like to attend.

Action: Graduate group chairs are asked to submit their brochure revisions as soon as possible to Will Suh.

C. Graduate group chair manual and events/deadlines calendar

- Graduate Dean Zatz reminded chairs that graduate group specific resources are available on the website and in Box. She also highlighted the events/deadlines calendar and asked if chairs had any objections to the current Graduate Visitation Weekend dates.
- A couple of graduate group chairs voiced their concerns as it may be a potential conflict for faculty and staff that have children attending the Merced school district

Action: Graduate group chairs will confer with their faculty and respond to a doodle poll to be sent out by the Graduate Division with their preferred Grad Visitation Weekend date (Feb 15-16, Feb 22-23, & Mar 1-2).

9. Graduate Resource Center – now located in SSB 217 1:20 - 1:30

- Cassie Gunter, Graduate Resources Center Coordinator, and Assistant Dean Jesus Cisneros discussed the various programs offered through the Graduate Resource Center and that all programs are advertised in the Weekly Graduate Digest.
- The Graduate Resource Center Fall 2018 Walk-in hours are: M, W, F (9:00-11:30 am) T & TH (1:30-4:00 pm)

10. Professional Development offerings 1:30 – 1:40

- Thirty-one graduate students are currently registered for the GEARS course. Additional students may attend individual workshops if they wish.
- Winter Dissertation Boot Camp will be held January 7-11, 2019 in the Kolligian Library. Thirty-one graduate students are currently registered for the GEARS

course. Priority goes to Ph.D. students, especially those who are writing their dissertations.

- The qualifying rounds of GradSlam will be held March 14th, the campus final round on April 11th and the systemwide competition on May 8th.
- The Graduate Division will offer National Labs Day again this year as well as Humanities Day.

11. Open discussion, new business 1:40 – 2:00

- Graduate Council rules outlining conditions under which graduate students may TA in graduate courses were discussed.
- The Graduate group chairs requested that to the extent possible, the graduate support staff should be copied when graduate group chairs are asked to disseminate emails to faculty and students, rather than only the chairs.

The meeting adjourned at 2:06 pm.