Graduate Group Chairs Meeting
Thursday, April 4, 2019
9:00-10:00 am

Meeting Minutes

Graduate Group Chairs Present: Ramesh Balasubramaniam, Gerardo Diaz, Courtenay Conrad, Paul Brown, Kara McCloskey, Irenee Beattie, Jan Wallander, Erik Menke, Kevin Dawson, Sayantani Ghosh, Anita Bhappu

Graduate Division Staff Present: Marjorie S. Zatz, Jesus Cisneros, Eric Cannon, William Suh, Mayra Chavez-Franco

Not Present: Miriam Barlow, Marc Beutel, Marcelo Kallmann, Boaz Ilan

1. Updates – Marjorie S. Zatz

   - Graduate Dean Zatz reminded Graduate Group Chairs (Chairs) of the three upcoming major Graduate Division events:
     o Humanities Day- April 5, California Room
     o National Labs Day- April 26, California Room
     o GradSLAM Finals- 1:00 Thurs, April 18, California Room

   - Graduate Dean Zatz made the following announcements:
     o Interdisciplinary Small Grants- The call for the Interdisciplinary Small Grants program has been sent to all faculty and graduate groups. Chairs asked if a proposal for a pilot training grant would be an appropriate submission for the Interdisciplinary Small Grants application. Graduate Dean Zatz indicated it would be a proper use of the funds.
     o Graduate Student Review Working Group- The working group will be meeting next week to discuss and develop templates for the annual review of graduate students. Graduate Council will be represented in the working group.
     o Graduate Group Annual Report- Reports will be sent to Chairs before 4/30/19 and graduate group chairs will be given a month to complete the report. The Graduate Division will also be sending out a Qualtrics survey to students and faculty to evaluate the effectiveness of graduate group chairs at the beginning
     o UCOP Annual Review of Program and Doctoral Placement- A request for updated information is expected to be sent to Chairs by 4/30/19.
     Action Item: Graduate Division will follow-up with the Office of Periodic Review, Assessment and Accreditation Support for more information.

   - Graduate Dean Zatz reported that for Summer Bridge, the Graduate Division would be hiring a Fellowship Coordinator who would allow additional students to be part of the Summer Bridge Program.

Action Item: Graduate Group Chairs will send their additional nominations to the Graduate Division for Summer Bridge.

2. Graduate Council Chair's report – LeRoy Westerling

- No report; Graduate Council Chair LeRoy Westerling was unable to attend the meeting.

3. Recruitment strategies

- Graduate Division Zatz announced that the Graduate Division is looking to partner actively with faculty for the next recruitment cycle. The following recruitment strategies were discussed:
    o Chairs can invite seminar speakers who are significant figures in their fields and who can help with graduate recruitment, increase visibility, and build on the program's reputation.
    o Encouraging faculty to use the Faculty Toolbox available on the Graduate Division website.
    o Finding ways to incentive faculty outreach and recruitment.
    o Having faculty send out notices to colleagues about their program and research accomplishments with a copy sent to the Communications Office.

- Graduate Group Chairs also brought up the following strategies for consideration:
    o Multi-Campus Courses- Encourage more graduate students to take multi-campus courses, as current UC Merced graduate students are doing very well and are a great way to educate campuses regarding the competitiveness of UC Merced.
    o Faculty Talks- Encourage faculty to include information in their talks or presentations about UC Merced graduate programs and Graduate Division can provide swag for faculty to give out.
    o Professional Conferences- If faculty are attending their professional conferences, the Graduate Division can become an active partner by providing recruitment material or exploring possibilities for tabling.

4. GRIP – chair's interface
- Heath Jackson, Graduate Program Coordinator, provided a live demonstration to the Chairs and made the following announcements:
    o Chairs must complete the FERPA training available online before using GRIP. Any information, not FERPA complaint (i.e., grades, gender, ethnicity, etc.) will not be available on GRIP.
    o Graduate Division will be sending out a guide for chairs as a resource.
    o GRIP Fields can be customized and can be changed for each program.
    o The student information on GRIP is coming from SLATE, GLASS, Banner, and the graduate support staff.

- o With GRIP, Graduate Group Chairs now have viewing access for all of the graduate students in their program and changes can be requested on the system or completed through the graduate support staff.
- o Faculty can only view their students and can request input of new information.
- o Reports can be created and generated for each program. If chairs wish to customize their reports, the information must be submitted to Heath Jackson (hjackson2@ucmerced.edu) for potential creation.
- o Graduate student information is currently available for Engineering and SSHA from spring 2017, and for Natural Sciences there is data available from 2015.
- o Only faculty and staff have access to GRIP. Students do not have access.

5. Funding issues
   - Graduate Division was made aware of a problem with one of the Schools regarding faculty not receiving timely information for budgeting GSRs on grants. Chairs described the process of their individuals' schools, and the problem did not seem to be widespread.

6. Other topics for discussion?

   - Planning for GROW 2019- Chairs will begin preparing for GROW at the next graduate group chairs meeting.
     Action Item: Graduate Division will send the tentative dates for GROW 2019 to the graduate group chairs.

The meeting adjourned at 9:55 am.