

Graduate Group Chairs Meeting
Thursday, March 14, 2019
SSB 250
9:00-10:00 am

Meeting Minutes

Graduate Group Chairs Present: Miriam Barlow, Irene Beattie, Paul Brown, Marc Beutel, Courtenay Conrad, Kevin Dawson, Gerardo Diaz, Sayantani Ghosh, Boaz Ilan, Marcelo Kallmann, Paul Maglio, Erik Menke

Guest: Melissa Tessier

Graduate Division Staff Present: Eric Cannon, Jesus Cisneros, Maggie Farias, Chris Kello, Marjorie S. Zatz

Not Present: Ramesh Balasubramaniam, Kara McCloskey, Victor Munoz, Jan Wallander

1. Updates

- Graduate Dean Zatz made the following announcements:
 - GradSLAM! qualifying rounds are today starting at 3:15 pm in COB2 - 140.
 - The Chief Diversity Officer search is almost complete.
 - The Academic Planning Working Group (APWG) is moving forward rapidly and is making progress.
 - Graduate Groups are encouraged to attend the chair training that Vice Provost for Faculty Teenie Matlock is offering.

2. Graduate Council Chair's report

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

3. Curriculog – IT

- Melissa Tessier, Project Manager for Curriculog, opened the discussion about Curriculog.
- Graduate group chairs shared that Curriculog cannot collaborate and delegate tasks to others, that the Registrar does not send the proposal back to the originating faculty member, and that they receive emails to complete irrelevant tasks.

- **Action Item:** Graduate Group Chairs can provide additional feedback to Melissa Tessier through Friday, May 22.

4. Admissions/recruitment

- Graduate Dean Zatz advised that faculty can use their seminar series and small workshops as opportunities to invite department chairs, center directors, and significant figures in fields from across the country.
- The group believes that it would be a good idea to develop advertisements that would target LGBTQ students and undocumented students.
- Graduate Dean Zatz informed the group that theirs a faculty tool kit with script material for emails and slides about UC Merced on the graduate division website under “Faculty & Staff. “
- **Action:** Graduate Dean Zatz will follow up with communication on the timeline for updating faculty websites.
- **Action:** Brenda Ortiz, Communications Specialist, will add “Programs” onto the header on the left side of the academics’ tab on the graduate division website. Please contact Brenda if any graduate group websites need to be updated.

5. Funding issues

- Eric Cannon, Graduate Student Support Manager, reported that the university would no longer provide students with the 1098-T form. He has created a worksheet that will allow students to calculate and self-report. He will be contacting all students on a fellowship individually to inform them of the workshop that will be offered next week.

6. GradSLAM!

- Not discussed due to time limitation.

7. How best to utilize the academic counselor position?

- The graduate group chairs believe that the following are the issues and skill sets that should be prioritized when finalizing the job description:
 - Setting up good mentoring relationships.
 - Need for in-house workshops for faculty and students
 - Creating a clearinghouse for mental health support.

8. Fellowships under control of graduate groups – dissertation – give the option of recruitment instead of the dissertation? Rotate chancellor’s fellowship so that each group gets one every four years?

- Graduate Dean Zatz reported that the dissertation fellowships are essential and would like the chairs to remind the students that they must finish as they will no longer be eligible to receive funding.
- Graduate Group Chairs would like to continue having the dissertation fellowship be under the graduate group’s control.
- Graduate Dean Zatz asked that chairs remind future graduate group chairs that they can use USAP funds to create recruitment fellowships if needed.

9. Taking annual reviews to the next step –making these more useful for students and faculty – does a subcommittee want to work with me on some models we might propose?

- Graduate Dean Zatz, Paul Brown, Gerardo Diaz, and Sayantani Ghosh volunteered to be part of the subcommittee that will discuss the annual reviews.
- **Action:** Graduate Division will set-up a meeting for the subcommittee to meet.

10. Collaborations/coordination with dept chairs and schools --What else will help? – save for next time?

- Graduate Dean Zatz reported that the coordinating selection of TAs across programs has been going well this year.
- Graduate Dean Zatz indicated that she might be able to put in some funding to support/broker faculty hires in the most interdisciplinary graduate groups.

11. Other topics for discussion?

- Graduate Dean Zatz reported that the annual reports to the programs would go out soon.
- **Action Item:** Graduate Dean Zatz will add a SLATE debrief and GROW schedule to the agenda for the next meeting.

The meeting adjourned at 10:07 pm.