UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE- Merced Division**

DIVISION COUNCIL
Minutes of Meeting
February 7, 2011

I. Meeting

Pursuant to call, the Divisional Council met at 9:00 am on Monday, February 7, 2010, in Room 232 of the Kolligian Library, Chair Evan Heit presiding.

II. Chair's Report – *Evan Heit*

A. **A**cademic Council (1/26)
B. Meeting with VCA Miller (1/24)
C. Meeting with EVC/Provost Alley (1/25)
D. Division Meeting April 14th

III. Consent Calendar

The agenda was approved as presented.

IV. CoC Nominations

V. Administrative Guest: Chancellor Kang (10:00)

VI. Support for Untenured Faculty (Professor Susan Amussen)

ACTION: Chair Heit and Professor Amussen to compose a letter to EVC/Provost Alley and circulate to DivCo for final comments.

VII. Budget Meeting at OP: February 11

ACTION: Present feedback to EVC/Provost from DivCo on PowerPoint presentation

VIII. Systemwide Review Item: Funding Streams

CAPRA, UGC and GRC sent DivCo comments regarding the Funding Streams.
ACTION: DivCo Chair and Vice Chair to compose a memo from DivCo compiling the committee responses to systemwide Academic Council.

IX. Committee Chair Reports

- **CoC – Chair Tom Hansford**
- **CRE – Chair Nella Van Dyke**
- **GRC – Chair Chris Kello**

There being no further business, the meeting adjourned at 10:50 AM.

Attest:

Evan Heit, Senate Chair

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE- Merced Division**

DIVISION COUNCIL
Minutes of Meeting
JANUARY 24, 2011

I. Meeting

Pursuant to call, the Divisional Council met at 9:00 am on Monday, January 24, 2010, in Room 232 of the Kolligian Library, Chair Evan Heit presiding.

II. Chair's Report – *Evan Heit*

A. CPPC Meeting 1/13
B. Chancellor Search Committee
C. Strategic Searches

III. Consent Calendar

The Meeting Agenda and the January 10th Meeting Minutes were approved as presented.

IV. CoC Nominations

V. Teaching Relief for Untenured Faculty – Professor Amussen

ACTION: DivCo chair to compose a letter recommending a mentoring policy at the School level and acknowledging teaching release as a priority.

VI. Academic Personnel Processes

VII. Art and Fafa Kamangar Endowed Chair in Biological Sciences

ACTION: DivCo to draft a letter to Interim Vice Chancellor of University Relations David Hosley with DivCo's approval.

VIII. Undergraduate CRF Policy – Professor Amussen

IX. Compensation for Committee Chairs

X. Administrative Guest: EVC/Provost Keith AlleyCommittee

XI. Academic Council Special Committee on a Plan for the University of California – report from Professor Kello

XII. Chair Reports

- **CAP – Vice Chair Tom Harmon**

- **CAPRA – Chair Shawn Kantor**

  ACTION: DivCo will communicate the VPAP findings via the next letter from the Chair encouraging faculty to talk to their Deans and Executive Committees to start the discussion with the Deans regarding instructional budget allocation.
- **CoC – Chair Tom Hansford**
- **GRC – Chair Chris Kello**
- **UGC – Chair Susan Amussen**

There being no further business, the meeting adjourned at 12:00 pm.

Attest:

Evan Heit, Senate Chair

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE- Merced Division**

DIVISION COUNCIL
Minutes of Meeting
JANUARY 10, 2011

I. **Meeting-** Pursuant to call, the Divisional Council met at 9:00 am on Monday, January 10, 2011, in Room 232 of the Kolligian Library. Chair Evan Heit presiding.

II. **Chair's Report** – *Evan Heit*

A. Meeting (conference call) with Dr. Young and Dr. Park (12/6)
B. Meeting with Don Hilty, Ph.D., PRIME program (12/7)
C. CAOB Meeting (12/7)
D. University Relations Meeting (1/5)
E. Meeting with Larry Salinas (12/13)
F. Academic Council (12/5)
G. Meeting with Chancellor Kang (12/16)
H. Meeting with Patti Istas, Director of Communications (1/5)
ACTION: The Senate office will ask the Deans and faculty for a list of faculty awards and grants and share with Communications.

III. **Consent Calendar**
The Meeting Agenda and the November 29th Meeting Minutes were approved as presented.

IV. **Classroom Scheduling**
ACTION: Chair Heit to draft a memo to the Registrar and copy the EVC and VC of Student Affairs suggesting the following: 1) remove the "free time" on Tuesday and Thursday 2) encourage School flexibility 3) the new schedule should not apply to graduate courses.

V. **Teaching Relief for Untenured Faculty – Professor Amussen**

VI. **Academic Personnel Processes**

VII. **Update on Academic Senate Website – Senate Chair Heit**
http://senate.ucmerced.edu/

VIII. **UC Executive Compensation**
ACTION: DivCo Chair to draft a memo to inform the UCM Faculty of DivCo's

opposition to the contents of a letter signed by 36 of UC's high ranking administrators requesting extraordinary pension compensation. A link to the current petition will also be provided.

IX. CoC Committee Preference Survey

X. Campus Review Items

Academic Calendars 2013-2016

ACTION: DivCo to draft a memo to the EVC and the VCSA and copy VCR Traina and VC of Academic Personnel stating the proposal is reasonable. GRC's memo will be included in the transmittal.

XI. Committee Chair Reports

- CAP – Vice Chair Tom Harmon.
- CAPRA – Chair Shawn Kantor.
- CoC – Vice Chair Tom Hansford
- CRE – Chair Nella Van Dyke

  ACTION: Senate office to follow up with the systemwide Senate director regarding where the UCM Bylaws are in the systemwide approval process.
- GRC – Chair Chris Kello
- UGC – Chair Susan Amussen

There being no further business, the meeting adjourned at 12:00 pm.

Attest:

Evan Heit, Senate Chair

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE- Merced Division**

DIVISION COUNCIL
Minutes of Meeting
NOVEMBER 29, 2010

I. **Meeting-** Pursuant to call, the Divisional Council met at 10:00 am on Monday, November 29, 2010, in Room 232 of the Kolligian Library. Chair Evan Heit presiding.

II. **Chair's Report** – *Evan Heit*

A. Meeting of the Division
B. Meeting with EVC/Provost Alley
C. CPPC Meeting
D. Senate Administration Council

ACTION: A sub-committee was constituted: Susan Amussen, Evan Heit, and Tom Harmon, staffed by Susan Sims. Assignment: gather data, conduct analyses including data from UC and Comp 8 and draft memo and proposed policy

E. UCPB

ACTION: Senate Director to continue looking for a UCM representative and or coordinate with GRC Chair Kello for the meeting on December 7th.

F. Future DivCo Meetings

III. **Consent Calendar**

The Meeting Agenda and the November 8 Meeting Minutes were approved as presented.

IV. **CoC Nominations**

ACTION: A motion was made and unanimously approved for the Natural Science Dean search committee.

V. **Administrative Guest: EVC/Provost Keith Alley**

VI. **SACA Update including Discussion on Administrative Periodic Review Schedule:** Vice Chair**,** Anne Kelley

ACTION: Anne Kelley will report DivCo discussion and comments to SACA regarding periodic review schedule.

VII. **Academic Personnel Meeting November 18**

Report from Susan Amussen

VIII. Strategic Planning

IX. Campus Review Items
Bylaw 55 Unit Proposals

X. Committee Chair Reports
- CAPRA – Chair Shawn Kantor
- CoC – Chair Jack Vevea
- GRC – Chair Chris Kello
- UGC – Chair Susan Amussen

There being no further business, the meeting adjourned at 12:00 noon.

Attest:

Evan Heit, Senate Chair

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE- Merced Division**

DIVISION COUNCIL
Minutes of Meeting
NOVEMBER 8, 2010

I. Meeting

Pursuant to call, the Divisional Council met at 10:00 am on Monday, November 8, 2010, in Room 232 of the Kolligian Library. Chair Evan Heit presiding.

II. Chair's Report – *Evan Heit*

A. Meeting with President

B. Meeting with EVC/Provost Alley

C. Meeting with Chancellor Search Committee

ACTION: DivCo members to send perspective names of potential candidates to anyone sitting on the search committee.

D. Meeting of the Division (12/2)

III. CoC Nominations

The CoC nominations for the Recharge committee and the Program Review Committee were endorsed with two abstentions for the PRC.

EVC/Provost Alley is talking to the Deans from Natural Science and Engineering to help identify an additional faculty member for the PRC.

IV. Administrative Periodic Review Schedule

V. Positioning Statement from Office of Communications

ACTION: Motion to approve the DivCo response was made, seconded and passed unanimously. Senate analyst will send DivCo's memo to Director Istas with a cc to Interim VC of University Relations David Hosley and Chancellor Kang.

VI. Strategic Faculty FTE Proposals – *GRC Chair Kello*

ACTION: Motion was made, seconded and carried to approve the draft solicitation.

VII. Systemwide Review Items

Council Recommendation and UCLA Statement on the Future of the University

ACTION: Senate Director Susan Sims will send Merced's response to the Systemwide Academic Senate by November 10, 2010.

VIII. Consent Calendar

The meeting agenda, the October 11 Meeting Minutes and the October 25 Meeting Minutes were approved.

IX. Committee Chair Reports

CAP – Vice Chair Tom Harmon
CAPRA – Chair Shawn Kantor
GRC – Chair Chris Kello

X. Guest: Provost Lawrence Pitts

There being no further business, the meeting adjourned at 12:00pm

Attest:

Evan Heit, Senate Chair

UNIVERSITY OF CALIFORNIA ACADEMIC SENATE · Merced Division

Division Council
Minutes of Meeting
October 25, 2010

I. Chair's Report – *Evan Heit*
A. Meeting with EVC/Provost Alley
B. Meetings with Rod Park and Charles Young
C. Meeting with Fred Meyers and Dan Hilty
D. Senate Administration Council Meeting
E. Upcoming Visit by Provost Pitts and PEB Forum (11/8)

II. Consent Calendar
A. Approval of the agenda
B. Approval of the October 11 Meeting Minutes (to be distributed)

III. Administrative Guest: EVC/Provost Alley (scheduled for 11:00am)

IV. CoC Nominations

V. Chancellor Search Committee

VI. Academic Personnel Processes
ACTION: A motion was put forth, seconded and carried to approve the APO memo regarding issues with the office's processes.

ACTION: DivCo will discuss the memo again on November 29 after it has been submitted to the EVC.

VII. Review of the PEB Task Force Report 10-14
ACTION: A motion was put forth, seconded and carried to approve the revised DivCo memo to the Academic Council Chair.

VIII. Campus Review Items
- Bylaw 55 Unit Proposals
ACTION: The Rules Committee Chair and the DivCo Chair will send proposed revisions to SSHA with a transmittal letter.

IX. Ad-Hoc Committee on Course Evaluations
ACTION: The DivCo Chair proposed to forward the proposed evaluation process to the Schools, on behalf of DivCo, with a brief cover letter emphasizing the need for their expedient responses.

X. Positioning Statement from Office of Communications

This item has been tabled for the following meeting.

XI. Strategic Faculty FTE Proposals – *GRC Chair Kello*

XII. Committee Chair Reports

- CAP – Vice Chair Tom Harmon
- CAPRA – Chair Shawn Kantor
- CoC – Chair Jack Vevea
- CRE – Chair Nella Van Dyke
- GRC – Chair Chris Kello
- UGC – Chair Susan Amussen

There being no further business, the meeting adjourned at 12:00 pm.

Attest:

Evan Heit, Senate Chair

Division Council
Minutes of Meeting
October 11, 2010

I. Meeting
Pursuant to call, the Divisional Council met at 10:00 am on Monday, October 11, 2010 in Room 232 of the Kolligan Library, Chair Evan Heit presiding.

II. Chair's Report – *Evan Heit*
A. Building Advisory Committee meeting
B. Retreat at the Office of the President and Academic Council Meeting
C. Meeting with University Relations
D. Upcoming Visit by Rod Park and Charles Young re: Strategic Planning (10/12)
E. Upcoming PEB Forum (10/13)
F. Upcoming Visit by President Yudof re: Chancellor Search Committee (11/1)
G. Fred Meyers Visit (10/15)

III. Consent Calendar
The agenda and the minutes of the September 27 Meeting were approved.

IV. CoC Nominations
ACTION: A motion was put forth, seconded and carried to approve the student representative for UGC.

V. Academic Personnel Processes—*Vice Chair Kelley, CAPRA Chair Kantor, CAP Vice Chair Harmon*
ACTION: The EVC and the Vice Provost for Academic Personnel will be invited to attend the next DivCo meeting to discuss the document created by the DivCo subcommittee regarding issues with the Academic Personnel processes.

VI. Undergraduate Program Review Policy – *UGC Chair Amussen*
ACTION: A motion was put forth, seconded and carried to approve the Undergraduate Program Review Policy as amended.
ACTION: The DivCo Chair will ask the EVC whether the Administration would like to review the policy.

VII. 2011-2013 Academic Calendar - *UGC Chair Amussen*
ACTION: A motion was put forth, seconded and carried to endorse the new Academic Calendar. DivCo will send a brief communication to the EVC recommending approval of the calendar, and will attach UGC's comments on the subject.

VIII. Graduate Education and Enrollment—*GRC Chair Kello*
ACTION: GRC drafted a memo to the graduate group chairs to begin the process of funding recruitment efforts and requesting information on the recruitment measures planned for each

graduate group. A motion was put forth, seconded and carried to endorse GRC's memo and to forward it to the EVC and the VCR with a cover letter from DivCo.

IX. Strategic Faculty FTE Proposals – *GRC Chair Kello*

X. Committee Chairs Report
CoC – Chair Jack Vevea
CAP- Vice Chair Tom Harmon
CRE – Chair Nella Van Dyke

XI. Systemwide Review Items
Post-Employment Benefits
ACTION: The DivCo Chair asked for Senate Committees to send comments as soon as possible.

There being no further business, the meeting adjourned at 12:00 pm.

Attest:

Evan Heit, Senate Chair

Division Council
Minutes of Meeting
September 27, 2010

I. Meeting

Pursuant to call, the Divisional Council met at 10:00 am on Monday, September 27, 2010, in Room 232 of the Kolligian Library, Chair Evan Heit presiding.

II. Chair's Report – *Evan Heit*

- **A.** CPPC Meeting
- **B.** Senate Chairs, Vice Chairs and Directors Retreat in Oakland
- **C.** Senate Administration Council Meeting
- **D.** Senate and GSA Leadership Meeting
  ACTION: UGC Chair Amussen will work with Chair Heit to draft a resolution addressing low faculty to student ratios.
- **E.** Meeting with ASUCM Leadership
- **F.** Meeting with EVC/Provost Alley
- **G.** Meeting with Chancellor Kang
- **H.** Meeting with VCA Miller
- **I.** Upcoming Forum on Post-Employment Benefits
- **J.** Communications from Senate Chair

III. Consent Calendar

The Meeting Agenda and the 9/13 Meeting Minutes were approved as presented.

IV. CoC Nominations

ACTION: DivCo approved the appointments of Sholeh Quinn to the UCOLASC and Ruth Mostern as a substitute for Sean Malloy at the October 8 UCFW meeting.

V. WASC EER Draft Report

VI. Administrative Guest: EVC/Provost Alley

VII. Update on the September 13th DivCo Discussion Items

ACTION: The subcommittee will meet and present a plan at the next DivCo meeting

VIII. Chancellor's Search

ACTION: DivCo will schedule a 30 minute meeting for Monday, October 4th to consider CoC's recommendations for the search committee.

IX. UC Davis/UC Merced PRIME Medical Program

ACTION: A motion was put forth, seconded and carried to approve the memo outlining the Senate's concerns with the PRIME Program, pending some small stylistic edits.

X. Committee Chair Reports

CAPRA Chair Kantor
UGC Chair Amussen

There being no further business, the meeting adjourned at 11:45 pm.

Attest:

Evan Heit, Senate Chair

Divisional Council
Minutes of Meeting
September 13, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 10:00 am on Monday, September 13, 2010, in Room 232 of the Kolligian Library, Chair Evan Heit presiding.

II. CHAIR'S REPORT – *Evan Heit*

A. Meeting with Chancellor Kang
B. Meeting with EVC/Provost Alley
C. Staff Assembly Leadership Meeting
D. Upcoming Senate-Administration Council Meeting
E. Communication from Writing Program
F. Senate Office Plans
G. December 2, 2010 Division Meeting

III. DISCUSSION ITEMS

A. Budget Process

ACTION: Chair asked for volunteers from each school to collect information about the budget process.

B. Review of Administrative Units

C. Academic Personnel Processes

ACTION: Senate Vice Chair A.M. Kelley, CAPRA Chair Kantor and CAP Vice Chair Harmon will draft a memo outlining the main issues with the academic personnel processes. They will talk to their school staff and to former search committee chairs to gather information. A draft will be circulated before the next DivCo meeting.

D. Graduate Education

ACTION: GRC will formulate an initial communication with graduate group chairs to collect information, and discuss how to maintain current graduate students and improve recruitment efforts.

E. Short-term Instructional Space Planning

ACTION: DivCo moved to make instructional space planning an item for report, to be monitored by the Enrollment Management Council.

IV. FIVE STRATEGIC AREAS OF RESEARCH

DRAFT

ACTION: GRC will form a subcommittee to draft a procedure, criteria and timetable for choosing the five strategic positions. GRC will submit a proposal to DivCo within approximately one month.

V. STRATEGIC PLANNING MEMO

ACTION: A motion was made, seconded and carried to approve the current draft of the strategic planning memo, pending the discussed edits. The memo will be circulated within DivCo then sent to the Chancellor and EVC.

VI. REVISED MINORS POLICY

ACTION: A motion was made, seconded and carried to approve the revised Minors Policy. Policy is available at:
http://senate.ucmerced.edu/sites/senate/files/public/MinorsPolicyFinal9.14.10.pdf
The revised policy will be broadly distributed.

VII. COMMITTEE ON COMMITTEES NOMINEES

VIII. POST-EMPLOYMENT BENEFITS

ACTION: The Senate office will schedule an informational session to educate faculty and staff assembly members on post-employment benefits.

IX. CAMPUS REVIEW ITEMS

A. Program Review

ACTION: UGC Analyst will distribute the revised policy to the Schools and Senate committees for comments.

B. Bylaw 55 Unit Proposals

DivCo will review SSHA Bylaw 55 Unit proposals

There being no further business, the meeting adjourned at 11:55.

Attest:

Evan Heit, Senate Chair

Minutes prepared by Nora Cary, temporary Senate Assistant

DRAFT

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • MERCED DIVISION**

Divisional Council
Minutes of Meeting
March 30, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 9:30 am on Thursday, March 30, 2010, in Room 362 of the Kolligian Library, Chair Martha Conklin presiding.

II. CHAIR'S REPORT

A. April 22 Division meeting. Chair Conklin reminded standing committee chairs that they each will give a very brief summary of their committees' actions during this academic year. Proposed Bylaw revisions from CRE will be included on the agenda. (It was noted that, if approved by the faculty, the Bylaw revisions will not be implemented until they are reviewed and approved by the systemwide Committee on Rules & Jurisdiction.)

B. April 22 Town Hall meeting. The main topic will be the UC Retirement Plan. Systemwide Senate Chair Harry Powell and Vice Chair Dan Simmons will give a presentation. Chair Conklin encouraged attendance and pointed out that the forum will be for faculty only.

C. CPPC meeting. Chair Conklin distributed a brochure from the meeting. DivCo discussed whether there should be increased Senate representation on CPPC. It was agreed to let the current representation stand.
ACTION: Invite Tom Lollini, Associate Vice Chancellor for Physical Planning, Design and Construction, to the next DivCo meeting for a discussion on CPPC.

D. Surge Building Planning Committee. Senate Vice Chair Heit gave DivCo a summary of the meeting. The Committee was receptive to Senate input. The Senate needs to provide them with a list of nominees for the building advisory committee. The building plan currently includes conference rooms, classrooms, research labs, tutorial rooms, and offices.
ACTION: Chair Conklin will draft a joint letter with EVC/Provost Alley to Systemwide Interim Provost Larry Pitts reiterating that UCM is supportive of the Surge Building.

III. CONSENT CALENDAR

A. March 11 Minutes.
ACTION: Minutes will be considered approved if no objections are raised by Friday, April 2.

IV. COMMITTEE CHAIRS REPORT

CAP – Interim Vice Chair Jan Wallander
Cases are slow in coming to AP from the Schools. Wallander attended the UCAP meeting on March 23 and there was a discussion of on scale, off scale, and above scale data in order to compare mean salaries.
ACTION: At Chair Conklin's request, Wallander will distribute the pertinent information from UCAP for discussion at the next DivCo meeting.

CAPRA – Chair Mike Colvin
CAPRA is waiting for the Schools to submit their Strategic Plans. The committee drafted a memo responding to UCPB's white paper on differential fees. DivCo members made revisions during the meeting. DivCo also discussed the Task Force on Investment and Retirement (TFIR) and UCRP.
ACTION: Chair Conklin will distribute the revised response to UCPB to DivCo members for comments. The final memo will be forwarded to UCPB from DivCo. Chair Conklin will draft a statement regarding TFIR for distribution to DivCo members today. This issue will be discussed at tomorrow's Academic Council meeting.

CoC – Chair Carlos Coimbra
Another faculty member has been asked to serve on the Parking Committee.

CRE – Chair Peggy O'Day absent. No report.

GRC – Chair Chris Kello
GRC members have reviewed the research/travel/shared equipment grants/Chancellor's Award proposals. The committee will discuss the revised QSB proposal at today's meeting. Other ongoing agenda items include the ORU and CRU proposals. GRC will also opine on a Call for graduate student summer fellowships. Background: EVC/Provost Alley allocated $500,000 for graduate student support. GRC allocated half the funds directly to graduate groups to use for direct student support, e.g., NRTs. GRC is opining on the remaining half of the funds which the committee plans to use for graduate student summer fellowships for research and travel. In response to a DivCo member's inquiry, it was stated that graduate group chairs were informed about the amount of funding they would receive from the first pool of $250,000.

DivCo had a brief discussion about the policy for NRTs and TAs.
ACTION: Chair Conklin asked CAPRA to request the teaching budgets from EVC/Provost Alley. GRC to develop an NRT policy in relation to TAships.

UGC – Chair Susan Amussen
The committee continues to work on the program review for Applied Math. Following DivCo's request at the last meeting, UGC reviewed its program review guidelines, specifically, the length of the review cycle. UGC will keep GRC informed of any revisions it makes to its program review guidelines so that the undergraduate and graduate guidelines are uniform.

V. 2010-2011 SLATE OF SENATE COMMITTEE ASSIGNMENTS
Executive Session. No Minutes taken.

VI. UC MERCED COMPACT
DivCo members revised the Compact during the meeting.
ACTION: Chair Conklin will distribute the revised Compact to committee members for further comments.

VII. SENATE COMPENSATION
A revised compensation proposal was submitted.
ACTION: DivCo approved the revised proposal.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Martha Conklin, Chair

Minutes prepared by:
Simrin Takhar

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • MERCED DIVISION**

Divisional Council
Minutes of Meeting
March 16, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 9:30 am on Thursday, March 16, 2010, in Room 362 of the Kolligian Library, Chair Martha Conklin presiding.

II. CHAIR'S REPORT

A. Academic Council meeting of February 24. The main topic of discussion was contributions to the UC Retirement Plan (UCRP). There will be a meeting at UCM about the UCRP on April 22 which is also the day of the Meeting of the Division.
B. Ad-Hoc Committee on Course Evaluations. The committee is meeting this week. A faculty member from SSHA has been appointed to the committee. Committee member Professor Van Dyke has collected evaluations from the Schools.

III. CONSENT CALENDAR

A. Approval of the Agenda
B. Minutes from February 9 meeting
C. CoC 2010-2011 Slate

ACTION: Agenda was not approved as the Committee Chairs reports were not included. Minutes were approved. CoC slate was removed from the Consent Calendar for discussion.

IV. COMMITTEE CHAIRS REPORT

UGC – Chair Susan Amussen

A. The committee approved the multiple majors policy on February 10, 2010. It will be published in the catalog. There was some discussion on whether this is an academic policy or a School regulation. It was suggested that UGC should address this question next year.
B. Policy on final exams. UGC asked the School curriculum committees to opine on this issue. UGC chose not to act at this time but Chair Amussen stated that UGC will develop a policy if the Schools request it.
C. UGC was asked to opine on a tutoring policy. The committee affirmed the current policy that an individual does not become a tutor without the recommendation of the faculty member teaching the course.
D. Chair Conklin inquired about UGC's reading week policy. CRE Chair O'Day found a reference in the January 19 DivCo minutes that stated upon the conclusion of DivCo discussion, UGC will send a proposed reading week policy to the School curriculum committees for feedback. Once feedback is received, UGC will present a proposal to DivCo.
E. Chair Conklin requested that UGC re-review the undergraduate program review guidelines as it currently reflects a five year cycle rather than an eight year cycle and that UGC share any changes to the program review policy with GRC as they both need re-approval.

ACTION: UGC Chair Amussen will send the final exam memo and re-send the reading week memo to the Schools. UGC will re-review the time of the review cycle.

GRC – Chair Chris Kello

A. GRC opined on the distribution of NRT slots. Two slots were awarded to each graduate group/area.
B. $500,000 graduate support from EVC/Provost Alley. GRC allocated half the funds to the graduate groups based on their current Ph.D. enrollments. This money can only be used for Ph.D. support. For the remaining half of the funds, GRC will opine today on how to allocate the remaining half of the funds.
C. GRC is reviewing the following: two ORU proposals (HSRI and MERI), two CRU proposals (CAIS and SpARC), and the research/travel/shared equipment/Chancellor's Award grants.

CoC – Chair Carlos Coimbra
Discussion of the 2010-2011 slate. No Minutes taken.

CAPRA – Chair Mike Colvin

A. Schools' Strategic Plans. CAPRA is waiting to receive them.
B. CAPRA is reviewing the CAIS and SpARC CRU proposals. CAPRA Chair Colvin pointed out that the campus should be aware of the lack of funding available for CRUs. It was noted that GRC is working on an indirect cost return policy.

ACTION: CAPRA and GRC will draft a memo to EVC/Provost Alley about the available funding for CRUs and ORUs. The memo will then be sent from DivCo to the Schools.

CAP – Interim Vice Chair Jan Wallander
Despite CAP's stated deadlines at the beginning of the academic year, the cases (in particular mid career appraisals) have been very slow in coming from the Schools.

CRE – Chair Peggy O'Day
CRE previously conducted a poll on Crops for Senate members to leave comments regarding the proposed revisions to the UCM Bylaws. CRE is reviewing the faculty's feedback. The biggest issue is that of CoC appointments. CRE will re-revise the proposed revisions based on faculty feedback. CRE's goal is to have the proposed Bylaw revisions ready for a vote at the April 22 Division meeting.

ACTION: CRE Chair O'Day will send a memo to DivCo summarizing the key sections that CRE is re-revising along with comments on the faculty feedback.

V. UC MERCED COMPACT

DivCo discussed the draft Compact.

ACTION: Chair Conklin will distribute the revised Compact to DivCo for comments.

VI. ADMINISTRATIVE GUEST – EVC/PROVOST KEITH ALLEY
EVC/Provost Alley and DivCo discussed the UC Merced Compact and the new lease that was signed for Castle. The Office of the President is currently working to increase base funding to UCM. Chair Conklin clarified that our base consists of enrollment support and an allocation from the State.

VII. SENATE COMPENSATION COMMITTEE – JAN WALLANDER
DivCo discussed the Committee's report and suggested revisions: (1) stating that some flexibility is needed in giving course relief and summer ninths because faculty in the three Schools have somewhat different teaching duties as well as level of summer support, and (2) giving the Vice Chair one course relief in addition to one ninth of salary.

ACTION: Professor Wallander will revise the report and re-submit to DivCo. This report will be the framework for a future memo from DivCo to EVC/Provost Alley.

VIII. GENERAL EDUCATION COMMITTEE (SUBCOMMITEE OF UGC)
The committee drafted a charge. After some discussion, DivCo requested the charge be revised to clarify the duties and reporting of the general education subcommittee.

ACTION: UGC Chair Amussen and CRE Chair O'Day will revise the draft charge and re-submit to DivCo.

IX. MINORS
UGC previously approved the Public Health and Environmental Science & Sustainability minors. Chair Conklin requested that the minors be reviewed by CAPRA and then reviewed by DivCo. DivCo will send a transmittal letter to EVC/Provost Alley once review is completed.

ACTION: The Public Health and Environmental Science & Sustainability minor proposals will be forwarded to DivCo and CAPRA.

X. PARKING
DivCo discussed the report from the faculty representatives on the Parking Committee.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Martha Conklin, Chair

Minutes prepared by:
Simrin Takhar

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • MERCED DIVISION**

Divisional Council
Minutes of Meeting
March 11, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 1:30 pm on Thursday, March 11, 2010, in Room 232 of the Kolligian Library, Chair Martha Conklin presiding.

II. DIVCO RESOLUTION ON STUDENT ART

ACTION: DivCo revised the Resolution. Resolution to be transmitted to the campus.

III. CONSENT CALENDAR

A. Approval of the Agenda
B. Minutes from the January 19 meeting
C. CoC Slate

ACTION: Consent Calendar was approved as presented.

IV. ADMINISTRATIVE GUEST – Chancellor Kang

Chancellor Kang shared his Campus Overview presentation (distributed to DivCo members at the meeting) that he will deliver to the Regents on March 24, 2010. DivCo discussed various sections of the presentation with the Chancellor.

V. PARKING

DivCo discussed various parking scenarios including a tiered system.

There being no further business, meeting adjourned at 3:30 pm.

Attest:

Martha Conklin, Chair

Minutes prepared by:
Simrin Takhar

UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • MERCED DIVISION**

Divisional Council
Minutes of Meeting
February 9, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 9:30 am on Tuesday, February 9, 2010, in Room 232 of the Kolligian Library, Chair Martha Conklin presiding.

II. FEBRUARY 25 VISIT BY UCOP OFFICIALS

Discussion of talking points with OP.

III. REVIEW OF BYLAWS

CRE set a February 16 deadline for feedback from Senate committees. DivCo requested a deadline extension. CRE Chair O'Day reiterated that comments must be received in time for School and faculty comments. Ultimately, the Bylaw revisions will be an agenda item for the April 22 Division meeting. If Senate committees do not submit feedback in one week, CRE will proceed with solicitation of School and faculty feedback.

IV. ORU REVIEW POLICY

DivCo to review and approve ORU review policy. (GRC is currently reviewing two ORU proposals.)

ACTION: Due to time constraints, GRC will proceed with using the current policy.

V. PARKING

Parking Committee faculty representatives sent DivCo a memo on February 4, 2010. DivCo to draft a memo to the Administration. Chair Conklin requests the parking policies on other UC campuses.

VI. NEW BUSINESS

Bylaws for academic units. CRE Chair O'Day pointed out that the function of Bylaw 55 units is to make faculty appointments and vote on promotions. Therefore, the only requirement for Bylaw 55 unit Bylaws is a procedure for appointments and promotions. CRE can develop some minimum guidance on how to develop this procedure. DivCo members decided that we first need to discuss what would comprise a typical template of a Bylaw 55 unit at UCM. This discussion should involve the Administration, Schools, Deans, and the Academic Senate.

ACTION: Chair Conklin requests that EVC/Provost Alley be invited to the next DivCo meeting to discuss Bylaw 55 unit formation and procedures.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Martha Conklin, Chair

Minutes prepared by:
Simrin Takhar

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UNIVERSITY OF CALIFORNIA **ACADEMIC SENATE • MERCED DIVISION**

Divisional Council
Minutes of Meeting
January 19, 2010

I. MEETING

Pursuant to call, the Divisional Council met at 9:30 am on Tuesday, January 19, 2010, in Room 362 of the Kolligian Library, Chair Martha Conklin presiding.

II. CHAIR'S REPORT – *Martha Conklin*

A. Carnegie Foundation classification. UCM needs to produce 20 Ph.D. students in the AY 2013-14 to be listed as a doctoral-granting institution otherwise the campus will be classified as a baccalaureate institution. VCR Sam Traina is speaking to GRC about this issue today.
B. Welcome new Senate Director, Susan Sims. Her start date is March 1, 2010.
C. December 16 Academic Council Meeting. The meeting was not attended by a UCM representative.
D. February 26 Assembly conference call. An update on the Gould Commission will be discussed.
E. CAP Vice Chair Tom Harmon. Beginning in January 1, 2010 and ending on March 31, 2010, Professor Harmon is serving as interim Dean of Engineering. (CAP sent a memo to DivCo on December 17 about this issue.) DivCo must determine if a new faculty member should be appointed to CAP as Vice Chair or if the Vice Chair should be chosen from the current committee members.

ACTION: Invite VCR Sam Traina to the next DivCo meeting to discuss the Carnegie Foundation categorization.

III. NEW BUSINESS

A. SACA Membership. DivCo must decide which faculty representative gets assigned the three-year term and which gets the two-year term.
B. UGC has approved the Chemical Sciences minor. DivCo will draft the cover memo to EVC/Provost Alley.
C. UGC has proposed a reading week. EVC/Provost Alley previously requested clarification that exams cannot be held during the last week of classes.

IV. CONSENT CALENDAR

A. Agenda approval.
B. Minutes from the November 10, November 24, and December 10 meetings.

ACTION: Agenda was approved pending correction: CAPRA Chair Colvin should not be listed as absent. Minutes are approved if no revisions are received by Friday, January 22.

V. COMMITTEE CHAIR REPORTS

CAP – *CAP member Jan Wallander*
Nothing to report.

Chair Conklin announced that she received a request from the Center for Research on Teaching Excellence (CRTE) Director Robert Ochsner to speak to CAP about teaching portfolios. Since CAP cannot communicate directly with the faculty, CAP Chair Joe Cerny recommended that the request go through Vice Provost for Academic Personnel David Ojcius who would then communicate with CAP. A DivCo member suggested that Director Ochsner also speak to the Schools.

CAPRA - *Chair Mike Colvin*
The committee has begun to review the HSRI and MERI ORU proposals. It also opined on recommending to the Schools that the Strategic Plans be extended to three years per EVC/Provost Alley's plan (the CAPRA guidelines requested two years). Chair Colvin related that UCPB members were positive about the Governor's proposal for a constitutional amendment dictating funding levels for higher education versus prisons.

CoC – *Vice Chair Ruth Mostern*
Professor Mostern called in during the Executive Session portion of the meeting. No Minutes taken.

CRE – *Chair Peggy O'Day*
The next meeting is on January 26. The committee has proposed revisions to Senate Bylaws and is awaiting feedback from Senate committees. At EVC/Provost Alley's request, the proposed Bylaw revisions were sent to the University Legal Counsel. CRE will also provide guidance to the Schools regarding the formation of Bylaw 55 unit Bylaws.

GRC – *Chair Chris Kello*
The Call for Proposals for the GRC research/travel/shared equipment grants was emailed to faculty on January 13. GRC reviewed the CIS and QSB graduate group proposals and forwarded comments to both groups. The committee is also reviewing the HSRI and MERI ORU proposals. Other agenda items include research metrics, Carnegie Foundation classification, indirect cost return, and program review.

UGC – *Chair Susan Amussen*
Chair Amussen met with Applied Math Professor Arnold Kim and Institutional Planning & Analysis (IPA) Director Nancy Ochsner in December 2009 about data that the Applied Math program needs for program review. UGC is also working on a policy for remote and online courses. The committee might ask the Schools for input on policy formulation. UGC approved the Chemical Sciences minor. A member of UGC recently resigned and CoC was notified.

VI. STRATEGIC PLANNING

The Strategic Academic Plan is now the Strategic Academic Vision. VCSA Jane Lawrence is setting up a committee to look at enrollment management. VCR Traina established a task force to examine graduate enrollment. Three GRC members are on this task force.

DivCo decided that a short-term issue is the need for the Senate to develop a Strategic Plan for the Chancellor and EVC/Provost Alley as we face problems with capital, space, graduate student funding, and delivery of undergraduate majors. DivCo will request to be involved in the selection of the consultant that will be hired to assist with development of a Strategic Plan. A DivCo member pointed out that the campus needs a consultant who has experience with strategic academic planning that involved competing priorities for scarce resources.

The long-term issue is how to deal with the influx of new students in light of a faculty shortage. The campus needs more TAs and Lecturers and increased funding for graduate students to support undergraduate courses. UCM makes offers to graduate students based on the guarantee of TAships so there is concern about the loss of these students.

ACTION: DivCo will write a memo to the Chancellor that indicates the Merced need for a consultant to aid in strategic planning. CAPRA will formulate a plan for the number of TA lines that are needed. Senate Director Sims will research if UCLA hired a consultant in the past for strategic planning.

VII. MARCUS SYMPOSIUM

DivCo drafted a memo that summarized five key ideas from the Marcus Symposium.

ACTION: If no comments are received from DivCo members, Chair Conklin will forward the memo to the Chancellor.

VIII. REVIEW OF UCM BYLAWS

DivCo members discussed the authority of CoC in regards to appointments to Senate committees. Currently, CoC appointments are subject to approval by DivCo. The revision proposed by CRE in the draft Bylaw revision is to eliminate DivCo approval of CoC appointments. There was discussion of the possibility of some positions on DivCo being directly elected by Faculty vote in addition to the at-large members. Another issue is the overlap between CAPRA and DivCo. A proposed revision to the Bylaws is that, at the discretion of UGC and GRC, the Vice Chairs of these committees would be the representatives on CAPRA rather than the Chairs

ACTION: Incoming Senate Director Sims volunteered to research CoC authority on the UC campuses.

IX. EVC/PROVOST ALLEY

DivCo discussed with EVC Alley its concerns about the influx of new students, faculty shortage, lack of space, and strategic planning. There was discussion as to whether the five thematic areas of the Strategic Academic Vision will be pursued. DivCo related to EVC Alley that the committee is in favor of hiring a consultant to do strategic planning and is eager to be involved in the selection process.

EVC Alley reiterated the importance of discussing these issues at Senate-Administration meetings. Changing School strategic planning to encompass a longer time period will help stabilize some of the problems. Even with the money for the Surge building, it will be difficult to get a building in place in time for the second year of the plan that OP has put forth. To address the influx of students, more money can be put into the instructional budget, but more TAs are needed to take on the teaching workload. The number of graduate students in some disciplines will need to be increased, which requires more instructional dollars to be put into the TA pool.

EVC Alley suggested that DivCo invite VC for Enrollment Management Kevin Browne and VCSA Lawrence to speak to DivCo about their plans to address enrollment issues and challenges in supporting majors.

Miscellaneous issues:
--EVC Alley mentioned he received the revised Psychological Sciences graduate program proposal. The proposal was submitted to GRC and CAPRA last year and both committees reviewed it and suggested revisions. The revised proposal should be sent back to GRC for another review.
-- EVC Alley mentioned the Carnegie classification issue.
--EVC Alley requested from DivCo nominations for Senate representative for the School of Engineering Dean Search committee.

X. AD-HOC COMMITTEE ON COURSE EVALUATIONS
To complete the committee's membership, DivCo needs to appoint a faculty member from the School of Engineering (Natural Sciences and SSHA are already represented). DivCo also needs to appoint a member of SACA as a non-voting consultant.

ACTION: The SACA representative will be Laura Martin. Chair Conklin will inquire within the Mechanical Engineering group to fill the Engineering vacancy.

XI. S&E II MEMO TO EVC/PROVOST ALLEY
DivCo discussed drafting a memo to request more faculty input on the planning and configuration of S&E II, the reassembling of the space committee, plans for graduate students, and the space and planning of the Social Sciences & Management building.
ACTION: Tabled until the next meeting.

XII. SUBCOMMITTEE ON SENATE COMPENSATION
The subcommittee is working on the issue. Nothing to report.

XIII. TEACHING RELIEF MEMO TO EVC/PROVOST ALLEY
A memo was previously drafted by DivCo will be modified to reflect discussion at a December DivCo meeting.

ACTION: The draft memo will be circulated to DivCo members for comments.

XIV. PARKING MEMO TO EVC/PROVOST ALLEY
The Parking Committee will be asked to submit a list of recommendations. DivCo will use this report as a basis for a memo to Vice Chancellor for Administration Mary Miller.

ACTION: VCA Mary Miller will be invited to the February 23 DivCo meeting after she receives DivCo's memo.

XV. DEAN OF SOE SEARCH COMMITTEE
Executive Session – no Minutes taken.

XVI. SACA MEMBERSHIP

ACTION: Professor Camfield will be appointed to the three-year term and Professor Coimbra to the two-year term. EVC/Provost Alley will be notified.

XVII. CHEMICAL SCIENCES MINOR
The minor has been approved by UGC. DivCo agreed that no other discussion was necessary, as there are no resource implications.

ACTION: EVC Alley will be notified of DivCo's recommendation to approve the minor.

XVIII. READING WEEK
UGC will consult with the Schools before developing a policy on an optional reading week and no exams during last week of courses.

ACTION: UGC Chair Amussen will send proposed policy on an optional reading week and a policy on no exams during the last week of courses to the Deans and School Curriculum committees for feedback. Once the feedback has been received, UGC will present a proposal to DivCo.

XIX. DECEMBER 3 DIVISION MEETING MEMO TO EVC/PROVOST ALLEY

ACTION: Chair Conklin will circulate the draft memo to DivCo members today for comments. Upon DivCo approval, the memo will be forwarded to EVC Alley.

There being no further business, meeting adjourned at 11:30 am.

Attest:

Martha Conklin, Chair

Minutes prepared by:
Simrin Takhar