

## **UC DAVIS GRADUATE COUNCIL**

### **Graduate Council Subcommittees: Internal Guidelines**

**Approved – February 12, 1998**

**Revised – November 21, 2000**

**Revised – October 1, 2010**

#### **ACADEMIC PLANNING AND DEVELOPMENT (APD):**

The Subcommittee on Academic Planning and Development shall consist of 3-7 Academic Senate members, 1 Graduate Student, 1 Postdoctoral Scholar, 1 Academic Federation Representative, and the Graduate Dean or Dean's designee.

The Committee shall advise on matters related to the:

1. Future needs and directions in graduate education,
2. Recommendations to or from the Representative Assembly and Statewide
1. Coordinating Committee on Graduate Affairs relating to the establishment of new graduate degrees,
3. Reports and recommendations to the Representative Assembly on matters pertaining to graduate work, and
4. Reports to the Council on resource needs and procedures for coordination of various departments, graduate programs and schools for conferring of degrees higher than the Bachelor's degree.

#### **ADMINISTRATIVE COMMITTEE (Admin):**

The Administrative Committee of the Graduate Council shall consist of the Chair and Vice Chair of the Graduate Council and the Chair of the Graduate Student and Postdoctoral Scholar Welfare subcommittee (as representatives of the Academic Senate), a designee from the Graduate Dean, and the Graduate Student Assistant to the Dean and Chancellor.

The Administrative Committee of the Graduate Council acts on behalf of the Council to review requests, appeals and recommendations for actions that require variations from established rules and procedures.

1. Student appeals related to oral and/or written qualifying examinations for graduate degrees,
2. Student appeals related to disputed recognition of intellectual achievement including publications, and
3. To evaluate and authorize on behalf of the Office of Graduate Studies for exceptions of regulations and requirements as are advisable under special circumstances.

#### **BYLAWS:**

The subcommittee on Bylaws shall consist of 2 Academic Senate members, and the 1 Graduate Dean or Dean's designee when possible.

The Committee shall advise the Council on the:

1. Review and evaluation of graduate program bylaws, and
2. Recommendations on policies related to the governance of graduate programs.

**COURSES:**

The subcommittee on Courses shall consist of 6-8 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, and 1 Graduate Dean or Dean's designee when possible.

The committee shall advise the Council on the:

1. Recommendation and supervision of all new, changed or deleted graduate courses of instruction, and
2. Assurance that all recommendations of the Graduate Council in matters related to instruction will be conducted in liaison with the Davis Divisional Academic Senate Committee on Courses of Instruction.

**EDUCATIONAL POLICY (EPC):**

The subcommittee on Educational Policy shall consist of 5-8 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, and 1 Graduate Dean or Dean's designee.

The subcommittee shall advise the Council on the:

1. Review and evaluation of all proposals, using Graduate Council guidelines, for modification in existing or in new graduate programs and designated emphases. This charge will include all degree requirements, changes in existing programs, graduate academic certificates, designated emphases, and changes in program descriptions.
2. Policies and standards for admission to full- and part-time graduate status,
3. Establishment of rules governing the form of presentation and the disposition of dissertations.
4. Evaluation and recommendations to the UC systemwide Coordinating Committee on Graduate Affairs (CCGA) concerning the qualifications of departments and graduate groups for initiating new programs and for making changes in existing programs.
5. Recommendations regarding the policy and procedures related to degree requirements, academic process, and new program proposals.

**GRADUATE STUDENT AND POSTDOCTORAL SCHOLAR WELFARE (Welfare):**

The subcommittee on Graduate Student and Postdoctoral Scholar Welfare shall consist of 3 Academic Senate members, 1 Graduate Student, 1 Postdoctoral Scholar, and 1 Graduate Dean or Dean's designee when possible.

The committee shall advise the Council on the:

1. Establishment of standards for appointment of graduate students to be Teaching Assistants, Teaching Fellows, Graduate Student Researchers, and Postdoctoral Scholars,
2. Establishment of standards or policies for the limitation of study lists of students who are employed, and
3. Establishment of standards or policies related to the welfare and mentoring of graduate students and postdoctoral scholars.

**GRADUATE STUDENT SUPPORT (Support):**

The subcommittee on Graduate Student Support shall consist of 3 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, and 1 Graduate Dean or Dean's designee, as well as an appropriate number of fellowship reviewers as is deemed necessary.

The committee shall advise the Council on the:

1. Review and provide advice to the Graduate Dean on the allocation of block grants funds, and
2. Awards of fellowships and graduate scholarships, including honorary travel fellowships and other designated fellowships in accordance with the terms of the donors of the fellowship funds.

**PROGRAM REVIEW (PRC):**

The subcommittee on Program Review shall consist of 12-15 Academic Senate members, 1 Graduate Student, 1 Academic Federation Representative, 1 Graduate Dean or Dean's designee.

The committee shall conduct and advise the Council on the:

1. Review of procedures for graduate programs reviews, and
2. Regular reviews of current graduate programs, graduate academic certificates, and designated emphasis programs for their quality and appropriateness using Graduate Council guidelines.

**PROGRAM REVIEW CLOSURE (PRCC):**

The subcommittee on Program Review Closure shall consist of the immediate previous Chair of the Graduate Council, the Chair and Vice Chair of the Program Review Committee, and the Graduate Dean or Dean's designee.

The committee shall conduct and advise the Council on the:

1. Review of responses from programs, chairs, deans, and other responsible parties regarding the transmitted program review reports, and determine whether responses address the Council and Program Review Committee concerns and recommendations, and
2. Recommend to close or continue open program reviews.