

**Graduate Group Chairs Meeting**  
**Monday, September 9, 2019**  
**10:30 A.M. – 11:30 A.M.**  
**SSB 250**

**Meeting Minutes**

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Graduate Group Chairs Present: Sarah Kurtz, Jan Wallander, Gerardo Diaz, Marcelo Kallmann, Jeffrey Butler, Roummel Marcia, Martha Conklin, Anita Bhappu, Chris Amemiya, Erik Menke, Sayantani Ghosh, Victor Munoz

Graduate Division Staff Present: Marjorie Zatz, Chris Kello, Jesus Cisneros, Eric Cannon, Tsu Ya, Ashley Eagleson

Guest Speakers: Jenny Xiang, Christy Snyder, Melissa Tessier

Not Present: Courtenay Conrad, Hrant Hratchian (Graduate Council Representative), Kevin Dawson, Irene Yen, Irene Beattie, Ramesh Balasubramaniam

## 1. Introductions

- Dean Zatz made the following introductions:
  - Jenny Xiang, Graduate Assessment & Substantive Change Coordinator
  - Melissa Tessier, OIT Project Manager
  - Christy Snyder, OIT Communications Officer
    - Christy introduced the new UC Merced Connect project to the group, expected to launch next fall.

**Action Item: Christy asked for volunteers to participate in a monthly focus group this semester, dedicating 1 hour towards testing and providing feedback on the current portal.**

## 2. Updates – Dean Zatz

- Dean Zatz made the following announcements:
  - Dean Zatz will be on vacation September 13<sup>th</sup> – 30<sup>th</sup>, with very little access to phone or email. Please direct all faculty concerns to Associate Dean Kello in her absence.
  - Chairs' received feedback from faculty and students on the top 3 challenges confronting their graduate groups from the spring annual review.
    - The most common theme found among the comments being recruitment of students. While the quality of our students is good, we just aren't recruiting enough of them to our campus.
  - Postdoc Appreciation Day – September 19, 2019.
  - Graduate Deans' Brown Bag Office Hours began Monday, September 9<sup>th</sup>. The next session will be Monday, October 14<sup>th</sup> from 12-1pm in SE1-370K.
  - Graduate Division will be reaching out to chairs for help with identifying faculty/students to be featured in new marketing videos planned for late September/early October. These videos will focus on faculty research.

Action Item: Dean Zatz asked that each chair schedule a 1:1 with her for the fall semester, as well as, invite either her or Associate Dean Kello to one of their graduate group meetings to answer any questions or concerns.

## 2. Graduate Council Vice Chair's Report – Hrant Hratchian

- No report; Graduate Council Vice Chair, Hrant Hratchian was unable to attend the meeting.

## 3. Admissions & Slate – Associate Dean Kello, Tsu Ya

- Slate is now open for graduates to start applying.
- Associate Dean Kello reminded the chairs that faculty will be responsible for managing their own queues.
- Admissions will be reaching out to each chair to outline the program requirements for the master's along the way process.

## 4. Peer Mentor Planning Models – Assistant Dean Cisneros

- Assistant Dean Cisneros made the following announcements:
  - How to request grad student website: <https://it.ucmerced.edu/content/webpace-hosting>.
  - Revised "[Dates and Deadlines Calendar](#)" document now includes Graduate Council Deadlines.
  - Chairs' were reminded to submit the following items to the Graduate Division if they hadn't done so already:
    - Updated Core & Affiliate Faculty Membership list & Admissions Chair. Dean Zatz stressed how critical it was to submit this list as it is maintained by the University as well as loaded into Slate.
    - Graduate Group priority application deadline date (if relevant).
    - Recommendations for Peer Mentors; there will be a "Meet your Mentor" event on Sept 24<sup>th</sup>.
    - Annual Student Progress Report summary.
    - Follow-up with students who need to complete a "Change of Advisor" form.

Action Item: Graduate Division will update each Academic Program on the website to include Core & Affiliate Faculty for each Graduate Group once the list is finalized.

## 5. Finalize Grad Visitation Weekends

- The primary Grad Visitation Weekend will be held February 21<sup>st</sup> – 23<sup>rd</sup>.
- Dean Zatz asked the chairs when they would like the second Grad Visitation Weekend to be held this year.
  - **Decision:** Majority vote for a date in late January/early February, for programs with December deadlines.

Action Item: Dean Zatz to decide whether groups will be allowed to participate in both Grad Visitation Weekends.

## 6. Funding & GRIP Updates – Eric Cannon

- Dean Zatz presented a new model for USAP funds taken from the UC Irvine model, which measures based on graduation rates.

- $(A+B+C+D)*\text{flat rate}$ 
  - $A = (\text{1st and 2nd year PhD})*(1.0)$
  - $B = \text{if Social Science \& Arts, (3rd year and beyond)}*(0.6)$ . If Physical Sciences & Engineering,  $(3^{\text{rd}} \text{ year and beyond})*(0.5)$
  - $C = (\text{Master's})*(0.15)$
  - $D = (\text{Master's Conferred})*(0.1)+(\text{PhD Conferred})*(1.5)$
- This model assumes no USAP funds for professional masters.
- Some groups felt this model should be adjusted to include multiple tiers with cut off points that make sense based on standing (tier one = 3<sup>rd</sup> & 4<sup>th</sup>, tier two = 5<sup>th</sup> & 6<sup>th</sup>), this way we are not continuing to fund lingering students.
- Overall desire is to incentivize students to graduate faster.
- USAP amounts will be made available shortly after Census.

**Action Item: Dean Zatz to send a summary of last year's USAP discussion for comparison (attached).**

#### **7. Other Items for Discussion**

- Dean Zatz reminded chairs to meet with their department chairs and have continued discussions about the need for graduate courses, hiring priorities, TA assignments, etc.

#### **8. Topics for Next Meeting:**

- The chairs were asked to send any discussion items to Dean Zatz before the next meeting on Monday, October 14<sup>th</sup> at 10:30am.

**The meeting adjourned at 11:35 A.M.**