



***College of Biological Sciences
Executive Committee
Annual Report - May 2007 – May 2008***

Executive Committee Members:

Diana G. Myles., Chair

Sue Bodine, Vice Chair

Julie A. Leary, Member At-Large

Sharon Strauss, Member At-Large

Mitch Singer, Member for Microbiology

Don Strong, Member for Evolution and Ecology

Ken Kaplan, Member for Molecular and Cellular Biology

Pam Pappone, Member for Neurobiology, Physiology & Behavior

Anne Britt, Member for Plant Biology

Kenneth C. Burtis, Dean, College of Biological Sciences (ex officio)

Carol A. Erickson, Executive Associate Dean, College of Biological Sciences (ex officio)

Steven M. Theg, Associate Dean, College of Biological Sciences (ex officio)

*(Invited) Jim MacDonald, Executive Associate Dean,
College of Agriculture & Environmental Sciences*

Summary:

The Executive Committee conducted 6 meetings and several email “conversations” between May 2007 and May 2008 to review, discuss, and resolve issues related to the administration, development, and delivery of quality science education to students in the College of Biological Sciences.

The committee reviewed and made comments and recommendations on proposals and reports from the UCD Academic Senate, UCD administration, UCOP, the Systemwide Academic Senate and other campus committees and councils and held discussions on current and future issues facing the College and the University.

This report summarizes topics, decisions and actions undertaken by the committee for the period May 29, 2007 through May 23, 2008.

Contents

Actions and Topics of Discussion

Curriculum issues

1. Based on discussions in the majors, EC suggested the development of a new upper division core course – a combination of BIS 102 and BIS 103 for those majors wanting to offer shorter upper division core curriculum. Steve Theg and Judy Callis worked to develop the new course (BIS 105). Steve Theg taught BIS 105 for the first time this spring (2007).
 - a. Four majors (NPB, EEB, EXB, PLB) have chosen to accept either BIS 105 or BIS102 + BIS 103.
2. The EC reviewed and endorsed several changes in the Undergraduate Curriculum as approved by the Undergraduate Curriculum and Educational Policy Committee (see report below).
3. Endorsed Undergraduate Curriculum and Educational Policy Committee approval of proposed change in degree designation from A.B. to B.A.
4. EC reviewed the program reviews of the Microbiology and Plant Biology Programs conducted by the CBS Program Review Committee. The Program Review Committee stated that both programs scored satisfactorily in all review criteria. EC advised Dean Burtis that they concurred with the findings of the program review. Dean Burtis forwarded the reviews with his endorsement on April 30, 2008. (See report of the Program Review Committee below.)
5. “Q” courses – Discussed the possibility of requiring “Q” courses in the majors. At this time there is not full faculty support to add 20Q to the curriculum as a requirement. Currently 20Q is offered through the department of Neurobiology, Physiology & Behavior.
6. Approved Course Materials Fees effective Fall 2008 Academic Year and fees for new courses (BIS 2BC)

Campuswide issues

7. EC responded to the Undergraduate Council proposal for campus wide modification of the General Education requirements. This proposal included a substantial component for “writing in the major” that would include feedback to the students and a chance of revision. The Curriculum Committee prepared a full response that included the statement: “While our faculty support and agree with the need to improve writing skills of our students, they will not support the proposal without a reliable commitment of additional funds to ensure success of the program. An unfunded mandate cannot succeed.”
 - a. The GE Task Force, taking this and other feedback into consideration, revised the GE requirement proposal. The literacy requirement was modified to include the wording the Core Literacy’s component could be satisfied with designated writing experience course work in the candidates major or elsewhere”. The new GE requirement, with this modification, passed the Representative Assembly on June 6.
8. The Academic Senate formed a Budget Task Force to represent the faculty in Budget Crisis Planning that included representation from the Executive Committee’s of all the colleges. The Committee met every other week to specifically address the questions of administrative bloat especially in relationship to Budget Cuts, poor services by administrative units and the arbitrary and unfunded mandates passes along to departments and faculty. The full report is available on the executive committee web page http://www.biosci.ucdavis.edu/about/executive_committee.html. Some of the items in the report directly of interest to our college include:

- a. **The Budget Task Force recommended: "More Astute Management of the Explosion of Compliance Requirements:** The Davis Division of the Academic Senate strongly supports efforts to require accountability of faculty, staff and students as well as of administrators. However, in the recent past there has been a dramatic increase in workload under the guise of compliance with various regulations and campus policies, often as unfunded mandates. The purpose and intent of some of these mandates is obscure and many appear to result from a single incident or accident. Further, faculty report that many times a policy implemented at UC Davis in response to a state mandate is not interpreted the same way on other campuses and the investment in staff and faculty time is not nearly as great as it is when implemented by UC Davis."
 - b. **Restructuring of the Office of Research:** The operation of the Office of Research (OR) was mentioned specifically and repeatedly as a concern in all of the meetings with the department/program chairs. The OR plays a critical role in assisting departments in obtaining resources for both the instructional and research missions of the campus. The current consensus view is that OR functions as a gatekeeper for rather than a facilitator of obtaining extramural funding.
9. On the issue of shared governance the Executive Council / Representative Assembly has stated that representation by faculty on administrative committees can only be considered representation if it includes faculty recommended by the Academic Senate.
 10. EC approved the CBS proposal to reconstitute academic units from sections to departments. The proposal was formally approved by the Academic Senate and the Chancellor on February 22, 2008.
 11. EC provided CAP with names of nominees to serve on the Faculty Personnel Committee.
 12. EC participated in System-wide review of the CCGA/UCEP report, *The Role of Graduate Students in University Instruction and Proposed Modification to Senate Regulations 750B and Academic Personnel Manual APM-410-4a and 4b* defining teaching assistant and teaching fellow. EC agreed to voice CBS approval of the proposed changes to the Academic Senate.

Budget issues

13. EC requested and received revision and expansion of the Bridge Grant program. In a letter to VC Barry Klein EC requested that the Research Coordinating Council revise the bridge grant program to provide an increase in the amount and tenure of support to investigators who have lost their extramural funding. As a result the cap on bridge grant was increased from \$35 to \$40K.
14. Throughout the year EC engaged in extensive discussion concerning academic planning and enrollment and considered possible solutions for overcrowded majors and courses. Dean Burtis requested a zero increase in enrollment of incoming freshmen for the 2008-09 academic year.
15. EC requested and discussed a comprehensive report developed by Dean Burtis and Donna Olsson to promote a clearer understanding of the use of indirect funds generated by CBS.
16. EC created an ad hoc faculty sub-committee (Development Committee) to assist Dean Burtis with developing new fund raising strategies. Members are Julie Leary (Chair), Ken Kaplan and Sharon Strauss.
17. EC endorsed the 2008-2009 CBS Budget Reduction plan. Dean Burtis submitted the plan to the Provost on April 28, 2008.
18. EC is charged to develop new strategies and creative ideas to deal with the current budget situation.

Other CBS issues

19. EC requested and received, by a vote of the Representative Assembly of the Academic Senate, the authority to limit the enrollment into majors. The wording passed by Representative Assembly reads, "With the approval of the Executive Committee, the faculty of a major program may limit admission to the program to students who have passed a prescribed set of criteria."
20. EC discussed strategies to decrease the size of the Exercise Biology Major. The major has grown from 291 to 495 students. Due to lack of temporary teaching support and budget cuts, NPB cannot allow continued growth. NPB would like to curtail enrollment total no later than Fall 2009.
21. At the request of department chairpersons, EC developed uniform guidelines for balance of teaching, research and service
22. EC discussed suggestions to reduce duplicate emails and unnecessary on-line paperwork in conjunction with travel expenses and grant administration.
 - a. Ken Kaplan (MCB representative) is working with Hemang Patel to establish a single source for seminar notices to eliminate duplication.
 - b. Other excess paperwork issues were addressed by the Budget Task Force (see above).



Reports of the Standing Committees

Awards and Honors Committee Annual Report - May 2007 – May 2008

29 May 2008

Committee members: Bo Liu (Chair), PLB, Scott Dawson (MIC) Jack Goldberg (NPB)

The CBS Awards and Honors Committee selected recipients for the following three awards:

CBS College Medal. There were two excellent undergraduate students nominated to receive the CBS College Medal. Ms. Christina Kopriva majored in Neurobiology, Physiology, and Behavior, and Mr. Matthew Tamplen majored in Biochemistry and Molecular Biology. Both students have GPAs of 4.0, and have actively participated in research activities. The Committee reached a difficult decision to select Mr. Tamplen to receive the Medal.

Ronald and Lydia Baskin Research Award. Five students from Colleges of Biological Sciences and Engineering were nominated by their faculty advisors. They are Ms. Elena Endrukaite by Prof. Raymond Rodriguez of MCB, Ms. Amanda Kohler by Prof. Andrew Fisher of MCB, Ms. Danielle Mandikian by Prof. Kenneth Kaplan of MCB, Mr. Ali Ozes by Prof. Stephen Kowalczykowski of Microbiology, and Mr. Rameshwar Rao by Prof. Kent Leach of Biomedical Engineering. Based on criteria of the significance, originality and the quality of the research, as well as their overall academic standing, Ms. Kohler was selected to receive the Baskin Research Award.

College of Biological Sciences Faculty Teaching Award. Three nominations were submitted to receive the CBS 2007-2008 Faculty Teaching Award. They are Prof. Irwin Segel from MCB, Dr. James Shaffrath from NPB, and Prof. Peter Wainwright from EVE. All of them have devoted extraordinary efforts to teaching, and made incredible impacts among our students. It was an extremely difficult decision to select Dr. Shaffrath to receive the 2007-2008 Faculty Teaching Award.

Respectfully submitted, Bo Liu, Chair



Undergraduate Program Review Committee Annual Report - May 2007 – May 2008

23 May 2008

Committee Members: Michele Igo (Chair) (MIC), Julin Maloof (PLB), Mark F. Sanders (MCB), Tom Hahn (NPB), Art Shapiro (EVE), Steve Theg, Associate Dean (CBS) (ex-officio)

The University initiated a new process for reviewing undergraduate majors in 2006-2007. The first majors within CBS reviewed using the new guidelines were the Plant Biology Major and the Microbiology Major. Both majors received a satisfactory assessment in all review categories. The reports were approved by the CBS Executive Committee and by Dean Burtis in record time. As a result, the reports were submitted to the Academic Senate Undergraduate Instruction and Program Review Committee (UIPRC) in time to meet the deadline set by the Academic Senate. CBS was the only college to meet the deadline.

The next three majors that will be reviewed are Biochemistry and Molecular Biology, Cell Biology, and Genetics. The CBS-UPRC plans to begin the assessment of these majors in the Fall 2008.

Respectfully submitted, Michele Igo, Chair

Committee on Undergraduate Curriculum and Educational Policy ***Annual Report - May 2007 – May 2008***

5 June 2008

Committee Members: Jeanette Natzle (Chair) (MCB), Peter Wainwright (EVE) Chair, Biological Sciences Major Committee, Anne Britt (PLB) Gail Patricelli (EVE) Kaz Shiozaki (MIC), Jeff Weidner (NPB) Sean Burgess (MCB) Mary Aften (Dean's office), Steve Theg, Associate Dean (CBS) (ex-officio)

The Committee on Undergraduate Curriculum and Educational Policy is charged with reviewing course changes, additions and cancellations as well as majors and minors offered within the College of Biological Sciences. Upon request, CUCEP also provides advice and recommendations to the Executive Committee about curriculum issues.

During the 2007-8 academic year the committee met 8 times. This was an unusually active year for course and curricular changes. The recent adoption and implementation of the new lower division core series (BIS 2ABC) led to the need to revise and update many course prerequisites as well as the course requirements for all of our majors and minors. In addition, we considered and approved the new one quarter Biochemistry course BIS 105 as an alternative upper division core requirement (to replace BIS 102 + BIS 103) for some majors. The adoption of this course also led to additional prerequisite and major requirement changes. With Spring 2008 as the deadline for submission of material for inclusion in the next two-year catalog (2008-10) our goal for this year was to facilitate the updating and approval of as many courses and curricula as possible, to ensure that accurate and up-to-date information is available to students for course planning.

Review of Major and Minor Curricula

We reviewed and approved curricular changes for 14 majors and 6 minors within the College. All reviewed majors made adjustments to accommodate the transition to the new BIS 2ABC lower division core, and many made other substantive changes or updates to their curricula for inclusion in the next catalog publication. The introduction of BIS 105 as a potential one quarter substitute for the upper division BIS 102 and BIS 103 Biochemistry core courses produced additional changes in curricula. Recommendations for BIS 105-related changes in the upper division core course requirements were made by the Departments in

charge of each major, or by the committee in charge of the Biological Sciences major (chaired by Peter Wainwright). The following departmental majors have chosen to accept BIS 105 or BIS102 + BIS 103: NPB, EEB, EXB, PLB. The following departmental majors have chosen to retain the requirement for BIS 102 + BIS 103: MIC, BMB, GEN, CBI. Within the Biological Sciences major (BIS), the MCB emphasis and two tracks within the MIC emphasis (Microbial Physiology & Molecular Genetics, and Microbial Diversity & Ecology) will retain the requirement for BIS 102 + BIS 103. All other BIS areas of emphasis will accept either BIS 105 or BIS 102 + BIS 103.

Course Approvals

In order to expedite review and catalog update of the large number of courses that required only changes in prerequisites to accommodate the adoption of BIS 2ABC or BIS 105, CUCEP developed a procedure for rapid course review in conjunction with the Registrar's office and the Academic Senate Committee on Courses of Instruction (COCI). Forty-three course changes were handled in this "fast-track" system. Courses that required additional changes were subject to standard committee review. We considered 2 requests for course cancellation, 8 requests for new courses, and 22 requests for course changes. Twelve additional courses are scheduled for consideration at our final meeting.

Educational Policy

CUCEP was asked to provide input to the Executive Committee on two educational policy matters. Comment on resolution of inconsistencies for determining if work is of passing quality for assignment of the incomplete grade. The committee concurred with the recommendation of the Academic Senate Committee on Elections, Rules and Jurisdiction that "passing quality" should be interpreted as equivalent to D- or better.

Comment on the proposed changes in campus General Education requirements. On January 11 we met with Chris Thaiss (Director of University Writing Program and member of GE Task Force) and Liz Constable (Co-Chair of GE Committee) to learn more about the GE proposal and discuss potential problems. The main concern of the committee was that the GE proposal at that time included a requirement for students to complete a portion of their writing intensive course requirement in courses within their major, without a sufficient commitment from the campus to provide the training and TA support necessary for that initiative to be successful. The requirement for writing intensive course work within the major has subsequently been dropped from the proposal.

The members of CUCEP would like to thank the Department Vice-Chairs of Teaching and the advising staff for each major for their cooperation and help in moving large numbers of courses and curricula through the approval process in a timely manner. We also appreciate the expert help of Mary Aften in the Dean's office.

Respectfully submitted, Jeanette Natzle, Chair



Committee on Nominations, Elections, and rules Annual Report - May 2007 – May 2008

Committee members: Terence Murphy, (Chair) (PLB), Lesilee Rose (MCB) Jeff Weidner (NPB)

The committee met and nominated the following faculty for the year 2008-2009:

Vice-chair (to become Chair 2009-2010) Rick Grosberg, Evolution & Ecology
Member-at-large (2 year term) Michael Turelli, Evolution & Ecology
No further nominations were submitted; therefore they are elected to serve.



*This report is available on the web at:
http://www.biosci.ucdavis.edu/about/executive_committee.html*