

***College of Biological Sciences
Executive Committee
Annual Report - May 2009 – May 2010***

Executive Committee Members:

*Sue Bodine, Chair
Richard Grosberg, Vice Chair
Michael Turelli, Member At-Large
Sharon Strauss, Member At-Large
Valley Stewart, Member for Microbiology
Sebastian Schreiber, Member for Evolution and Ecology
Ken Kaplan, Member for Molecular and Cellular Biology
John Wingfield, Member for Neurobiology, Physiology & Behavior
Neelima Sinha, 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)
Diana G. Myles, Associate Dean, College of Biological Sciences (ex officio)
(Invited) Jim MacDonald, Executive Associate Dean,
College of Agriculture & Environmental Sciences*

Summary:

The Executive Committee conducted 8 meetings and several email "conversations" between May 2008 and May 2009 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, 2008 through June 12, 2009

Meeting agendas, minutes and discussion documents are available for review on the executive committee web page of the CBS web site at
http://www.biosci.ucdavis.edu/about/executive_committee.html.

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Actions and Topics of Discussion

Curriculum issues

1. Undergraduate Curriculum -- The EC reviewed and endorsed several changes in the Undergraduate Curriculum as approved by the Undergraduate Curriculum and Educational Policy Committee (see report below).
2. BIS Major – EC approved the formation of the BIS Major Program Committee and endorsed the nominees for the committee. The BIS Major Program committee oversees programmatic issues for the BIS Major which unlike other majors does not belong to a department.
3. Undergraduate Program Reviews -- EC endorsed the program review of the Molecular and Cellular Biology department majors in Genetics, Biochemistry, and Cell Biology and recommended that Dean Burtis forward approval of the reviews to the Academic Senate Committee on Undergraduate Instruction and Program Review. The MCB reviews were conducted by the CBS Undergraduate Program Review Committee (UPRC) and the faculty of the department of MCB. The UPRC reports stated that the three programs in MCB scored satisfactorily in all review criteria.
4. Math 17 – EC discussed a suggestion by the Division of Math & Physical Sciences that CBS consider changing the math requirements for all majors in the college from Math 16 to Math 17. Math 17 is calculus for the life sciences, calculus for biologists, however, 10% or less of our students are taking Math 17. For a variety of reasons our students are choosing to take Math 16 (3 units) and some are taking Math 21. While the dean of Math & Physical Sciences is enthusiastic about Math 17 he may not want to continue putting resources into the course if it is only for 10% of our students. EC discussed the possibility of modifying Math 17 c to include more quantitative biology and making it a requirement in 2011. Dean Burtis and the Executive Committee will establish a task force to discuss requirement of Math 17 for all CBS students and make suggestions for curriculum content.
5. Course Materials Fees -- The EC reviewed all CBS Course Materials Fees and approved new and revised fees scheduled for the 2009-2010 academic year.
6. CBS Research Honors Program -- EC discussed implementation of the CBS Research Honors Program developed by the Honors Program Committee. The committee agreed that the purpose of the program should be recruitment, retention and incentive and that the program should offer high levels of support and challenge for high achieving students. Associate Dean Diana Myles is working on a timeline for implementation of the program.
7. The Executive Committee voted on a proposal from CUCEP to require all BIS Majors to declare an emphasis by the end of their sophomore year or the completion of 90 units.

Campuswide issues

8. Library Representative – EC approved the appointment of JaRue Manning as chair of the CBS Library Committee. Dr. Manning will serve as liaison between the AS Library Committee and CBS faculty. Dr. Manning will advise the executive committee regarding library matters of importance and concern to CBS faculty.

9. New GE – Update
The Undergraduate Council proposal for campuswide modification of the General Education requirements was approved with revisions and will become effective in Fall 2011.
10. An updated College of Biological Sciences Academic Plan for 2009-2014 was submitted to the Provost in September 2008. The plan is posted on the web at http://biosci.ucdavis.edu/about/academic_plans.html.
11. 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.
12. EC provided CAP with names of nominees to serve on the Faculty Personnel Committee.
13. 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

14. Budget -- The Provost has established a series of high level budget task forces with full academic senate participation to strategize on ways to deal with the serious budget issues facing the campus. As part of an ongoing discussion, Dean Burtis and Sue Bodine asked CBS Faculty for thoughts and ideas for how we could do things differently and achieve cost savings.

On May 1st, Dean Burtis and Sue Bodine met with the Academic Senate Planning & Budget Committee to discuss college plans to deal with the budget cuts.

Other CBS issues

15. The Executive Committee and Department Chairs and Directors met with Chancellor Vanderhoef and Acting Provost Barbara Horwitz to discuss the Deanship of the College. It was decided that there would not be a search at this time and it was proposed that Dean Burtis' current appointment be extended for two years after which there would be a five year review.
16. Diana Myles was appointed Associate Dean for Undergraduate Academic Programs for a one year term.
17. Executive Committee reviewed and responded to proposed changes to UCD 320 which governs appointments and promotions within the Agricultural Experiment Station. The letter of response is posted on the Executive Committee web page at http://www.biosci.ucdavis.edu/about/executive_committee.html.
18. The Executive Committee responded to the Online Administrative Information Module for Principal Investigators and the letter of response is posted on the Executive Committee web page.
19. The Executive Committee reviewed the proposed changes to the membership and duties of the Academic Senate Library Committee. The new proposal is for the establishment of five disciplinary committees to decide on budgetary and operational issues related to the library. Sue Bodine will respond for CBS and request membership on both the Biological/Agricultural Sciences and Health Sciences Committees.

Reports of the Standing Committees

Awards and Honors Committee May 2008 – May 2009

Date: June 2, 2009

Committee members: Bo Liu (Chair), PLB, Scott Dawson (MIC) Dave Hawkins (NPB)

The CBS Awards and Honors Committee reviewed dossiers and selected recipients of the following three awards.

CBS College Medal: In keeping with the standards of the University Medal, thirteen graduating seniors qualified for consideration for the College Medal. Of these candidates, only eight submitted the necessary documents and letters of support to be considered for the award. The Committee reviewed each nomination and narrowed the field to the top three candidates. The candidates selected were Alice Elizabeth Adriaenssens, Biochemistry and Molecular Biology; Emily Danielle Dubina, Exercise Biology and Alena Sparre Egense, Biological Sciences. Although none of the candidates received all first place votes, Emily Dubina received the highest overall score and was selected to receive the 2009 College Medal.

Undergraduate Student of the Year: The Committee received four nominations for the award and reviewed each candidate based on the criteria of academic success, research opportunities and service to the campus and general community. The Committee came to a unanimous decision for the award and selected Maya Vella, Microbiology as the 2009 recipient of the award.

Ronald and Lydia Baskin Research Award: Four students from Colleges of Biological Sciences and Letters and Science were nominated by their faculty advisors. They are Ms. Maria Cownan by Prof. Jonathan Scholey of MCB, Ms. Navneet Singh by Prof. Aldrin Gomes of NPB, Mr. Alexander Sutherland by Assoc. Prof. Ting Guo of Chemistry, and Mr. Josh Schraiber by Prof. Rick Grosberg of EVE. Based on criteria of the significance, originality and the quality of the research, as well as their overall academic standing, Mr. Sutherland was selected to receive the Baskin Research Award.

CBS Faculty Teaching Award: The call for nominations was sent out by associate dean Diana Myles on May 20. The deadline for submitting nomination is June 30. No action has been taken yet.



Undergraduate Program Review Committee May 2008 – May 2009

Committee Members: The members of the CBS-Undergraduate Program Review Committee (UPRC) for 2008-2009 were Michele Igo, Julin Maloof, Mark Sanders, Art Shapiro, and Craig Warden. Marcia Wienert in the CBS Deans Office, provided staff support.

The members of the CBS-Undergraduate Program Review Committee (UPRC) for 2008-2009 were Michele Igo, Julin Maloof, Mark Sanders, Art Shapiro, and Craig Warden. Our major task this year was to conduct the review of three majors: Biochemistry & Molecular Biology, Cell Biology, and Genetics.

Background:

The new program review process establishes a cluster format under which similar programs are reviewed at the same time. For example, all environmental sciences are in Cluster 5 and all foreign language majors are in Cluster 7. Within each cluster, data are shared among the programs, for comparison purposes. At present, these comparisons are limited to majors within a college. However, eventually it should be possible to compare similar majors in different colleges. Therefore, in future reviews, Biochemistry & Molecular Biology major (CBS) would have access to data about the Chemistry major (CLAS), since they are both part of Cluster 2.

Cluster 2 Reviews

In 2008-2009, the CBS UPRC conducted reviews of the three majors in Molecular and Cellular Biology that are part of Cluster 2: Biochemistry & Molecular Biology, Cell Biology, and Genetics. This process included an examination of data provided by SARI (Student Affairs Research & Information) and by ORMP (Office of Resource Management and Planning) and the self-review documents prepared by MCB for each major. We also gave faculty, students and staff the opportunity to provide confidential feedback on the majors. After the reports were prepared by CBS UPRC, they were returned to the Chair of MCB for comment. Based on these comments, the final reports were approved by CBS UPRC and all three majors in MCB received a satisfactory assessment in all review categories. Dean Burtis and the Executive Committee approved the reports and agreed that MCB accurately assessed their majors and that the program scored satisfactorily in all review criteria. The self review documents were forwarded to Dan Potter, Chair of the Undergraduate Instruction & Program Review committee on April 28, 2009.

Update on Cluster 1 Reviews

Last year, the reviews for the Microbiology and Plant Biology majors were sent to the Chair of the Undergraduate Instruction & Program Review (UIPC). CBS was the only college to get the reviews in on time. The reviews were held up at the executive committee and Dean's office in the other colleges. Therefore, the UIPC decided to wait until this year to continue the review of the cluster 1 Majors. The UIPC plans to complete the review of the Cluster 1 majors in Fall 2009.

Movement of BIS Major to Cluster 6

The review of the BIS Major was scheduled to begin in January 2010. However, due to anticipated changes in the major, Associate Dean Myles requested to delay the review by two years. This request was approved by UIPC; the review of the BIS Major is now scheduled to begin in January 2012. A key factor in the approval of the request was the fact that CBS has been able to get the reviews of our cluster 1 and 2 majors in on time.

Respectfully submitted, Michele Igo, Chair
June 9, 2009



Committee on Undergraduate Curriculum and Educational Policy May 2008 – May 2009

Committee Members: Jeanette Natzle (Chair, MCB), Sean Burgess (MCB), Scott Dawson (MIC), Jack Goldberg (NPB), Samantha Harris (NPB), Terry Murphy (PLB), Gail Patricelli (EVE), Mary Aften (CBS), Diana Myles, Assoc. Dean (CBS, ex-officio)

CUCEP met four times over the course of the year to consider requests for course changes, changes in major curricula, and educational policy issues.

Course Changes: CUCEP reviewed and approved three course cancellations (NPB 163, BIS 120, BIS 120P); four course changes (NPB 165, EXB 112, EXB 121, EVE 103); and seven new courses (NPB 107, NPB 166, NPB 167, NPB 102Q, EVE 120, EVE 131, EXB 189)

Changes in Major Curricula: We reviewed and approved one request for changes in the Plant Biology major curricula, involving updating and revising the area lists for elective course choices for the major.

Educational Policy Issues: (1) Procedures for submission of Course Approval Forms. CUCEP prepared and distributed to departments a checklist of instructions for submitting online course approval forms, in order to minimize returns to departments for missing or inaccurate information. The instructions included a new request from CUCEP to include information about the basis for assignment of the course grade in the Summary of Course Contents and a new request from the Dean's office to include information about the budget implications of the proposed course changes in the Remarks section or as a separate memo to the CUCEP chair. (2) Procedures for approval of GE literacy designations for existing and new courses.

Proposed guidelines and procedures for the GE course approval process developed by COCI were discussed at the June meeting. CUCEP will develop a summary for departments to guide review and assignment of current and planned courses to GE literacy areas. The planned timeline is for departments to submit existing courses to a modified online course approval system that will focus only on GE changes (GETS, GE Tracking System) from July 1 – Oct 31, 2009. These designations will be reviewed by the GE Task Force, College curriculum committees and the campus curriculum committee (COCI), with review scheduled for completion by November 2010. Starting July 1, 2009 new courses and course changes submitted on the online CAF system will need to complete a revised GE section that incorporates the new GE literacies. New GE requirements would take effect for students entering Fall 2011. Discussion included the advantages of incorporating GE literacy requirements into courses that fulfill our major requirements in order to allow our students to complete some of their GE requirements while they complete their major.

(3) Proposal to require MAT 17 calculus series rather than MAT 16, STA 100 rather than STA13. The CBS Executive Committee requested input on a proposal to recommend changing the Calculus and Statistics requirements for our majors to the course series that are taught with a biological rather than general focus. This would be advantageous for our students from an educational perspective, as well as potentially being necessary to provide sufficient enrollment in these courses to justify their continued support by the Math and Statistics Departments. CUCEP will collect additional information to further consider this proposal.

(4) Proposal to require BIS majors to declare an area of emphasis. The Executive Committee requested input from CUCEP on a proposal for BIS majors to declare an area of emphasis by the time they reach 90 units (currently they are not required to do so). This declaration would result in assignment of a registrar's tracking code to the BIS emphasis which will facilitate student advising and allow prioritization of emphasis students for enrollment in impacted lab courses, which currently is not possible. CUCEP was supportive of this proposal.

Respectfully submitted on behalf of members of CUCEP
Jeanette Natzle, Chair
June 9, 2009



Committee on Nominations, Elections, and Rules May 2008 – May 2009

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 2010-2011) Valley Stewart, Microbiology
Member-at-large (2 year term) Ted Powers, Molecular & Cellular Biology
No further nominations were submitted; therefore they are elected to serve.

Terence Murphy, Chair
June 2, 2009



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