Legislative Assembly

Notice of Meeting

Thursday, June 2, 2011
2:00 p.m. - 4:00 p.m.
Charles E. Young Grand Salon, Kerckhoff Hall
University of California
Academic Senate
Los Angeles Division

Academic Senate Faculty

Dear Colleagues,

The final UCLA Legislative Assembly meeting of the 2010-11 Academic Year will take place Thursday, June 2, 2011 from 2:00 p.m. to 4:00 p.m. in the Charles E. Young Grand Salon in Kerckhoff Hall. I encourage all Senate faculty to attend.

At the Legislative Assembly meeting, in addition to regular Senate business, Chancellor Gene Block will provide his perspectives on campus issues. He will be followed by Vice Chancellor Steve Olsen, who will present an update on the campus and UC budget situation.

At the meeting we will also conduct the election for the 2011-12 Executive Board At-Large seats, and will announce the recipients of the 2011-12 Faculty Research Lectureships, the 2010-11 Distinguished Teaching Awards, and the 2011 Gold Shield Faculty Prize.

I look forward to seeing you at this important meeting.

Sincerely,

Ann Karagopian
Chair of the Academic Senate
Meeting of the Legislative Assembly

ORDER OF BUSINESS
Thursday, June 2, 2011 2:00 p.m. - 4:00 p.m.
Charles E. Young Grand Salon, Kerckhoff Hall

1. 2:00—2:25 Welcome & Announcements
   • Legislative Assembly Meeting Minutes: April 21, 2011
     Ann Karagopian, Chair, Academic Senate
   • Executive Board Election
     Neal Garrett, Secretary, Academic Senate
   • Academic Senate Awards
     • 2011-12 Faculty Research Lecturers
       Ann Karagopian, Chair, Academic Senate
     • 2010-11 Distinguished Teaching Awards
       Ann Karagopian, Chair, Academic Senate
     • 2011 Gold Shield Faculty Prize
       Gene Block, Chancellor

2. 2:25—2:30 Approval of the Consent Calendar
   • Annual Report(s)
     Committee on Development, 2009-10
     9
   • Bylaw Change Proposal(s)
     Anderson Graduate School of Management
     College of Letters & Sciences
     Graduate School of Education & Information Sciences
     Graduate Council Bylaw 65.2
     13
   • Appendix V Proposal(s)
     Discontinuance of the Masters Program in Teaching English as a
     Second Language (TESL)
     Discontinuance of the Master of Arts (MA) and Establishment of
     the Master of Science (MS) in Ecology and Evolutionary
     Biology (EEB)
     Miscellaneous Item(s)
     Committee on Committees Slate for 2011-12
     57
     67
     81

3. 2:30—2:40 Action Item: Request for Exception within
   UCLA Divisional Bylaw 45.E.3
   Ann Karagopian, Chair, Academic Senate

4. 2:40—3:00 Updates on UC and Campus Issues
   Ann Karagopian, Chair, Academic Senate

5. 3:00—3:45 Presentations & Discussion
   • A Year in Review
     Gene Block, Chancellor
   • Updates on the Budget
     Steve Olsen, Vice Chancellor, Finance, Budget, & Capital Programs
     Q&A

6. 3:45—3:55 Election Results
   Neal Garrett, Secretary, Academic Senate

7. 3:55—4:00 New Business

Neal Garrett, Secretary – February 24, 2008
* Agenda items for the Legislative Assembly deemed non-controversial by the Chair, in consultation with the Parliamentarian and the chairs of the committees concerned, may be placed on the Consent Calendar. Approval of all Consent Calendar items requires a single unanimous vote at the Assembly meeting; however, at the request of any Assembly member, any Consent Calendar item must be withdrawn and considered in its regular order on the agenda [from Bylaw 140(a)(2)].
**Legislative Assembly**

**MINUTES**

APRIL 21, 2011  2:00 P.M. – 4:00 P.M.  CHARLES E. YOUNG GRAND SALON, KERCKHOFF HALL

<table>
<thead>
<tr>
<th>WITH A QUORUM PRESENT</th>
<th>MEETING CALLED BY</th>
<th>Type of Meeting</th>
<th>GUESTS</th>
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<tbody>
<tr>
<td></td>
<td>Ann Karagözian, Academic Senate Chair at 2:05 p.m.</td>
<td>Legislative Assembly</td>
<td>Presenters: Graduate Division Interim Vice Provost &amp; Dean Michael S. Goldstein, Vice Chancellor for Research Jim Economou, and Vice Chancellor for External Affairs Rhea Turteltaub Also in attendance: Executive Vice Chancellor &amp; Provost Scott L. Waugh and Vice Chancellor of Finance, Budget, &amp; Capital Programs Steve Olsen</td>
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**WELCOME & APPROVAL OF THE CONSENT CALENDAR**

Chair Karagözian began by welcoming the members to the third Legislative Assembly meeting of the Academic Year.

The following Consent Calendar items were unanimously approved by the Legislative Assembly:

- Meeting Minutes  
  - February 17, 2011 Legislative Assembly
- Annual Report(s)  
  - Council on Research, 2009-10
- Bylaw Change Proposal(s)  
  - Anderson Graduate School of Management

**RECENT & UPCOMING SENATE ISSUES**

Chair Karagözian provided the members with an overview of the following Senate Issues:

- UC Budget Updates  
  - State’s $500M cut to UC being implemented; designed to meet part of state’s $25B deficit
    - UCLA’s current share of cut is $96M, but with increased student tuition and UG non-residents, targets cuts, and reductions by UCOP, there will be positive case balances in FY11 and FY 12.
    - UCOP reducing its expenditures by $50-60M to ease cuts to campuses
    - Permanent budget shortfall to UCLA: $55M (as of FY12)
  - See VC Olsen’s presentation at the February 2011 Legislative Assembly meeting
  - Unknown: if additional cuts to UC will be made due to tax extension
impasse in Legislature
  o UCOP initiating a "5-year Planning Horizon" to attempt to bring more stability to the UC funding climate
    ▪ Assumes certain level of state support; looking at possible increases in overhead rates, numbers of non-resident undergraduates, professional degree fees, self-supporting programs, fundraising efforts, efficiencies
    ▪ Would enable greater flexibility, potentially greater stability in campus planning from year to year
    ▪ New processes (e.g., "funding streams") will assist with planning horizon
    ▪ Regents fully supportive of planning efforts

• UC Academic Council Issues and Opinions
  o UCOP "Funding Streams" proposal
    ▪ Allows funds generated by campus (much of which currently is sent to UCOP for redistribution) to remain on campus, but with "tax" to UCOP for central functions and systemwide programs
    ▪ Some concerns expressed by UCLA and a few other Divisional Senates; additional charges possible
  o UCOP "Rebench"ing process
    ▪ Systemwide committee examining mechanisms for distribution of UC General Funds to campuses; likely alternations to "formulas" for funds for undergraduate and graduate students, enrollment targets, etc.
    ▪ UCLA Senate and Administration representation on committee

• Recent Campus Issues
  o Senate Review of Huron Report on UCLA's Graduate Division
    ▪ Many Huron recommendations could improve Graduate processes, efficiencies
    ▪ Many functions of Graduate Division are delegated by the Senate via its Graduate Council
      ▪ Senate is responsible for admissions, curricula development and modifications, degrees, etc.
      ▪ Executive Board and other Senate bodies' opinions are available on the Senate website
    ▪ Visiting Graduate Student Interim Policy
      ▪ Proposed via discussions between Senate leadership and Graduate Division
      ▪ Currently being vetted by Senate committees for implementation as interim policy by Fall 2011
  o UCLA Residential Conference Center/Faculty Club
    ▪ Senate view on project "formally articulated" by Council on Planning and Budget, per Senate bylaws
    ▪ CPB evaluated building and financial feasibility plans for RCC/FC and financial statements for current Faculty Center
      ▪ Documents include those not allowed to be posted publicly
    ▪ CPB Report issued April 1, 2011
      ▪ CPB "does not support the UCLA RCC/FC as
Demand from UCLA will remain “far too low to support facility of this size and these high price levels”

- Questions costs, financial risk even with generous gift
- Half of CPB examined Faculty Center financial documents: concerned about FC finances (projects large deficit in FY11), supports “incorporating FC into a scaled down, more affordable” RCC

**Administration response, April 4, 2011**

- Appreciates CPB’s detailed and thorough analysis
- Aware of concerns of some members of UCLA faculty, Faculty Center, and community
- CPB financial risk analysis did not include all debt as bonds for UCLA buildings; RCC/FC would constitute a minor increase in long-term debt for UCLA
- CPB analysis “raises legitimate concerns regarding financial feasibility that should be explored further,” and will delay environmental review, Regental approval
  - VC Olsen’s office will conduct thorough review of demand analysis, scope/site alternatives, financing
  - VC Olsen’s staff will check that RCC proposal is scaled to realistic estimates of demand and occupancy
  - Will examine financial feasibility of RCC without FC

A link to the UCLA Academic Senate website ([www.senate.ucla.edu](http://www.senate.ucla.edu)) was provided, as was the link to the UC Systemwide Senate website ([http://www.universityofcalifornia.edu/senate/welcome/html](http://www.universityofcalifornia.edu/senate/welcome/html)), as members may find additional information on the above issues there.

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**HURON REPORT ON THE GRADUATE DIVISION**

**INTERIM VICE PROVOST & DEAN**

**MICHAEL S. GOLDSMITH**

**DISCUSSION**

Interim Vice Provost & Dean Goldstein began by acknowledging the work of the previous Vice Provost & Dean Claudia Mitchell-Keman, and explained that when she stepped down, it was a natural time to look at the future of the Graduate Division (GD) and thus the Huron Report was developed.

Interim VP&D Goldstein explained that there are various themes throughout the report:

- Graduate student funding strategies
- Delegation of authority from the Academic Senate
- Cultural Communication Issues
Steps will be taken to make the GD more customer-oriented.
- Remarked that the staff is excellent and dedicated to a customer-oriented model.

- Reorganization within the GD
  - Interim VP&D Goldstein explained that many of the recommendations made within the report make inappropriate assumptions and thus it may be impossible to accommodate recommended configurations.
  - Currently there are three Associate Deans and one Assistant Dean; this will change to two Associate Deans.

Interim VP&D Goldstein also commented on the Graduate Student Resource Center (GSRC), which currently exists separately from the Graduate Division, and the recommendation within the report that GSRC should exist physically within the GD. Interim VP&D Goldstein assured the members that the GSRC will stay where it currently resides; however, there will be enhanced coordination of GSRC with VC Montero.

**INITIATIVES FROM THE VCR'S OFFICE**

Vice Chancellor Economou began by sharing his view on the mission of the university in 21st century, and then outlined the initiatives undertaken by the VCR's office in the furtherance of the university's mission. He also acknowledged the debt owed to his predecessor, Roberto Peccci and the hard work of the staff and cabinet within the VCR's office.

VC Economou remarked on entrepreneurship, stating that “not only are entrepreneurial universities better able to bring discoveries to commercialization, but the potential return in licensing and royalty streams can be reinvested in important academic programs. VC Economou also expressed his strategies to support scholarship and research being conducted in the Humanities, Arts, and Social Sciences. Faculty Diversity was also discussed, and the possible establishment of an Office of Diversity Research, which would promote research on diversity.

VC Economou’s address may be found, in full, at the following link: [http://www.senate.ucla.edu/committees/lga/documents/VCRaddressstotheUCLAAcademicSenate.pdf](http://www.senate.ucla.edu/committees/lga/documents/VCRaddressstotheUCLAAcademicSenate.pdf)

**RECENT UCLA DEVELOPMENT ACTIVITIES**

Vice Chancellor Tuerkeltaub began by providing the members with an overview of UCLA’s Centennial Campaign, and explaining that accelerating the current fundraising programs will create a sustainable increase in private annual support.

UCLA ranks 6th in total private support (average FY 07-09), and is 8th in the level of endowment for public institutions. VC Tuerkeltaub explained that, as of June 2010, UCLA had 359,218 living alumni of record, of which 78% live in California, and 40% have made at least one gift to UCLA. VC Tuerkeltaub explained the necessity of
developing lifelong donors, starting donors out with a minimal contribution and fostering the relationship for substantial donations.

The proposed timeline of the UCLA Centennial Campaign is as follows:

- Intensive Planning Begins: 7/1/10
- Campaign Quiet Phase Begins: 7/1/12
- Public Launch: Spring 2014
- Campaign Timeframe: 7/1/12 – 12/31/19

VC Turteltaub identified the key tasks of the campaign as:

- Formulate the campaign agenda and priorities
- Review and approve the resources and funding plan for the campaign and the External Affairs Organization
- Identify and recruit the volunteer leadership of the Centennial Campaign
  - University-wide committee
  - Unit-based committees

NEW BUSINESS

DISCUSSION

With no new business, the meeting adjourned at approximately 3:30 p.m.
To the Legislative Assembly of UCLA,

At its meeting on May 26, 2011, the Executive Board of the Academic Senate reviewed the *Committee on Development Annual Report, 2009-10*. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting.

Sincerely,

[Signature]

Ann Karagozian  
Chair  
UCLA Academic Senate
Committee on Development
Annual Report
2009-2010

I. Mandate of the Committee

At UCLA’s inception, state funds covered almost all costs that UCLA needed to operate. Today, less than 13% of the University’s total budget is paid for through the state’s general fund. Given the increased role of philanthropy in the future success of UCLA, the Academic Senate founded and charged the University Committee on Development (COD) in AY2008-09. Its mandate is as follows:

The University Committee on Development (COD) is advisory to the administration primarily through the Vice Chancellor of External Affairs. The committee is charged with surveying and evaluating any development activities by the Division and its agencies; advocating direct support for human capital, recommending development policies to the Vice Chancellor and others in the administration; and in cooperation with the administration and the Executive Board, organizing the active participation of Senate members in development projects. The Committee shall also submit an annual report to the Senate on the state of development efforts at UCLA.

II. The Work of the Committee

Constituted in 2008-09 by the Legislative Assembly of the Academic Senate, the 2009-2010 Academic Year was the first full year of operations for the Committee on Development. During this time, COD met four times. The following is a summary of the actions taken by the COD:

1. The signature accomplishment of the Committee on Development in 2009-2010 is the design of the Faculty Giving Campaign. The Campaign plan is the result of close collaboration between the COD, the Vice Chancellor for External Affairs and her staff, and Academic Senate staff. Vetted and approved by the Academic Senate’s Executive Board, “the objectives of the Faculty Campaign are to inaugurate and develop a campus-wide culture of giving by faculty at UCLA and to secure an annual increase in faculty participation. The current annual level of participation averages 22%.”

2. It was proposed and accepted that faculty should be credited for development work in kind rather than limit giving to money. Developing that cadre of faculty and a way of recognizing them remain unfinished work of the COD.

3. The COD advised the Vice Chancellor of External Affairs on a range of issues, including the faculty’s desire to develop a grassroots-style philanthropy campaign.
and the need to cultivate and harness the philanthropy of the faculty. The Vice Chancellor briefed COD on its efforts in this regard, including explorations with Blue State Digital and mobile giving (a model of fundraising, while not without limitations, was hugely successful in the Haiti Relief Drive).

4. **Met jointly with the UCLA Foundations Philanthropy Committee, providing a formal forum for Academic Senate-Foundation information exchange.** This joint meeting will become a tradition of the COD and Philanthropy Committee. As a result of this first joint meeting, the Philanthropy Committee has extended an invitation to the COD to appoint one of its members as a liaison, attending Philanthropy Committee meetings.

**III. Fundraising at UCLA**

UCLA is among the most prolific fundraisers of private support of public universities. Fundraising at UCLA is a partnership between faculty, deans, the Chancellor, Executive Vice Chancellor & Provost, and External Affairs. It is equally so a partnership with donors. Coordinated through the efforts of the Development Department, the largest department in External Affairs, the department raises funds to advance the university’s mission. It does so by creating and enabling enduring relationships with individuals, corporations and foundations. The UCLA Foundation is an independent 501 (c) (3) corporation that was formed to support the University of California, Los Angeles. As such, it is the organization that manages, invests, and stewards the privately gifted assets of UCLA. The Foundation enables private donors to help build, sustain and advance one of the world’s finest academic and research institutions.

In 2009-2010, The Foundation’s net assets (total assets less total liabilities) increased by $157.7 million, to $1.3 billion. The increase resulted from higher investment returns and gifts. Since 1999, The Foundation’s net assets have grown by 94%, enabling an annual payout to UCLA of $55.1 million.

External Affairs has produced two salient reports regarding fundraising for the Fiscal year ending June 30, 2010. The first is the Development Report to the Academic Community. The second is the UCLA Foundation’s Annual Report.

*For the year ended June 30, 2010 (FY10; Source: UCLA Foundation 2009-10 Annual Report)*:

- $1.3 billion: **Net assets** (total assets exceeding total liabilities) — represents an increase of $157.7 million
- $1.6 billion: Total assets (a 15% increase)
- $232.6 million: Total liabilities (a 24% increase)
- $144.1 million: Revenue in donor contributions (a 48% increase)
- $137.3 million: Expenditures in grants and transfers to the campus (a 9% decrease largely due to reduced construction spending)
- $6.8 million: Operating income (increased contribution revenue plus decreased campus support) compared to FY09’s operating loss of $54 million
- $97.5 million: Nonoperating income (due to positive investment returns)
$53.3 million: Other income from private gifts of permanent endowments 12.1% Endowed pool return

$55.1 million: Total FY10 endowment payout available to the campus and affiliated entities (a $6.9 million increase)

IV. The 2010-2011 Academic Year
During the 2010-2011 Academic Year, the COD will continue to advise the Vice Chancellor on a range of issues facing UCLA’s fundraising efforts. COD will maintain an advisory role to the Faculty Giving Campaign, which will begin in earnest in 2010-2011. COD anticipates exploring more ways for faculty to be involved in the donor process. It will also explore creating more means for faculty and donors to interact in less formal ways.

Respectfully Submitted,

Stanley Korenman (Endocrinology), CHAIR
James Atkinson, (Pediatrics)
Dana Cuff, (Architecture & Urban Design)
J.R. DeShazo, (Public Policy)
John W. Mamer, (Anderson School of Management)
Teo Ruiz, (History/Spanish & Portuguese)
John Yagiela, (Dentistry)
Rhea Turteletaub, Vice Chancellor, External Affairs, Ex-Officio Member
David Lopez, Chair, Council on Planning & Budget, Ex-Officio Member
To the Legislative Assembly of UCLA,

At its meeting on May 12, 2011, the Executive Board of the Academic Senate reviewed the proposed changes to the *Anderson Graduate School of Management Bylaws*. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
April 27, 2011

To: Charles Corbett, Chair
    Anderson School of Management

From: Christopher S. Colwell, Chair
      Committee on Rules and Jurisdiction

Re: Proposed Changes to Bylaws of Anderson School

The Committee on Rules and Jurisdiction (CR&J) received the proposed revisions to the bylaws of the Anderson School that were submitted on April 13, 2011 in seeking to correct an error related to UC System Bylaw 55 on “Departmental Voting Rights”. CR&J reviewed and approved the proposed changes, as they were found to be congruent with the bylaws and regulations of the Academic Senate.

These proposed revisions will now be forwarded to the Executive Board for formal review. Barring any objections or comments soliciting further revisions or clarifications, these proposed revisions will subsequently be forwarded to the Legislative Assembly for its formal review.

You will surely be kept apprised of the status of these forthcoming reviews. Should you have any questions or concerns, you may contact John Leary at (310) 206-2469 or email at jleary@senate.ucla.edu.

Cc: Ann Karagozian, Chair, Academic Senate
    Jaime Balboa, Chief Administrative Officer, Academic Senate
    Dorothy Ayer, Executive Assistant, Academic Senate
    Laurie K. Summers, Director of Strategic Initiatives, Anderson School
    John Leary, Senior Policy Analyst, Committee on Rules and Jurisdiction
Memorandum

April 13, 2011

To: Professor Christopher Colwell
Chair, Committee on Rules & Jurisdiction
UCLA Academic Senate

From: Charles Corbett
Professor and Chair
UCLA Anderson School of Management

Subject: Proposed Correction to the UCLA Anderson Bylaws

On behalf of UCLA Anderson, I would like to request a correction to the UCLA Anderson Bylaws.

The current edition of the UCLA Anderson Bylaws (copy attached) contains an error in relation to Voting Rights, Bylaw 55. Specifically, on page two, third item, it says that for "Appointment or Merit Increase to Professor, Step VI, and initial advancement to Professor, Above Scale", only Full Professors vote. The words "Appointment or" should be removed. The lines preceding that one imply that the intention is that all tenured faculty vote on all initial appointments, there is no reason why Step VI should be treated differently. What happens currently is that when we appoint someone at Step VI, only Full Professors vote, but when we appoint someone at any other level, including (hypothetically) Step V or Step VII, all tenured faculty vote.

We respectfully request the following revision:

To remove the words "Appointment or" from the 3rd item on page two of the Anderson Bylaws in relation to voting rights.

The action will now read:

"Merit Increase to Professor, Step VI, and initial advancement to Professor, Above Scale"

This correction was unanimously approved by the Faculty Executive Committee on February 25, 2011 as follows: 6 in favor, 0 opposed, 0 abstentions.

At the March 11, 2011 Department meeting, the ballot results were as follows:
Shall the words "Appointment or" be removed from Anderson bylaws, page 2, 3rd item, Voting Rights, "Appointment or Merit Increase to Professor, Step VI, and initial advancement to professor, Above Scale"?

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<th>Total Faculty Eligible to Vote</th>
<th>96</th>
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<td>On Leave (Not Voting)</td>
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</tr>
<tr>
<td>Number of Voters (Excluding Sub-Categories Above)</td>
<td>94</td>
</tr>
<tr>
<td>Number Who Actually Voted</td>
<td>49</td>
</tr>
<tr>
<td>Voted Yes</td>
<td>4</td>
</tr>
<tr>
<td>Voted No</td>
<td>7</td>
</tr>
<tr>
<td>Abstain</td>
<td>1</td>
</tr>
<tr>
<td>Number Who Did Not Vote</td>
<td>45</td>
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</table>

The Department will recommend "Appointment or" be removed from Anderson bylaws, page 2, 3rd item, Voting Rights.

We would appreciate your review and approval of this proposed correction at your earliest convenience.

Any questions or concerns, please do not hesitate to contact me at: charles.corbett@anderson.ucla.edu or 5-4461.

Thank you.

Charles Corbett  
Professor and Chair  
UCLA Anderson School of Management

encl.

April 13, 2011
March 16, 2010

The Anderson Graduate School of Management

Voting Procedures

The voting procedures for the Anderson Graduate School of Management are divided into two types: 1) those delegated to our Staffing Committee and 2) those extended to all eligible faculty members.

1) Delegation of Voting Privileges to our Staffing Committee

Our Staffing Committee is a five member committee elected by the faculty. The membership consists of five voting members. No more than four Full Professors and no more than two Associate Professors who serve staggered two year terms. One Assistant Professor serves as a non-voting observer for one year.

The voting on any case by the Staffing Committee takes place only after the case has been discussed fully at a meeting of the same committee.

The Department of Management has delegated to the Staffing Committee the right to vote on behalf of the faculty on the following actions:

All merit increases to steps within the Assistant and Associate Professor ranks and to steps I through V, VII, VIII and IX of the Full Professor rank and further advancement within the Above Scale rank.

All renewal of appointments for Assistant Professors.

All appointments and reappointments to the Lecturer Series except initial appointments as a Continuing Lecturer. All merit increases to Lecturers.

All appointments and reappointments to the Visiting Professor Series and to the Adjunct Assistant Professor Series. All reappointments to all ranks of the Adjunct Series.

Recall appointments for Emeriti Professors.

Five-Year Professorial Reviews.

2) Voting by eligible faculty members

All voting is conducted after a meeting is held which provides all eligible members of the Academic Senate the right to discuss fully the case in question.

All voting by eligible faculty members is conducted by secret mail ballot. Voting rights are extended to Emeriti Faculty only during the period in which they are recalled to active service.

Eligible faculty are given five working days to vote and return secret mail ballot. The numerical results are then promptly reported to those faculty who were eligible to vote on the case.
The Anderson Graduate School of Management
Voting Rights – By Law 55

In the Department of Management the following actions require a vote by the eligible faculty constituency as indicated below:

Appointment to Assistant, Associate, and Full Professor titles (Regular, Acting)  
Tenured Faculty

Appointment to Associate and Full Professor titles (Adjunct)  
Tenured Faculty

Appointment or Merit Increase to Professor, Step VI, and initial advancement to Professor, Above Scale  
Full Professors

Appointment of Endowed Chair (after initial appointment to Professorial title)  
Full Professors

Initial Appointment as a Continuing Lecturer  
Tenured Faculty

Promotion to Associate Professorial titles (Regular, Acting, Adjunct)  
Tenured Faculty

Promotion to Full Professorial titles (Regular, Acting, Adjunct)  
Full Professors

4th-year Appraisals, 8-year limit reviews (Regular and Adjunct)  
Tenured Faculty

Appraisal type review of Continuing Lecturer (after 12 quarters of service)  
Tenured Faculty

Non-renewal or terminal appointment of an Assistant Professor  
Tenured Faculty

Merit Increases to steps within Assistant, Associate to steps I-V, VII-IX of the Full Professor rank, and further advancement within Above Scale status (Regular, Acting, Adjunct)  
No faculty vote. Authority delegated to the Staffing Committee* on behalf of the faculty

All other appointments and reappointments  
No faculty vote. Authority delegated to Staffing Committee* on behalf of the faculty

*The Staffing Committee is a five-member committee elected by the faculty. The membership consists of five voting members. No more than four Full Professors and no more than two Associate Professors who serve staggered two-year terms. One Assistant Professor serves as a non-voting observer for one year.
Reassignment of a Chair

The dean and the department chair, upon consultation with the Research Committee, may initiate the process of reassigning a faculty member's chair appointment based on performance. The decision to reassign the faculty member's chair appointment shall be brought before a vote of an ad hoc committee consisting of three chaired professors, the Staffing committee, and the School's full professors. The dean and the department chair shall make the final decision to recommend reassignment of the chair appointment to the Vice-Chancellor, and this recommendation will be reviewed by CAP. This procedure is consistent with APM 191, page 5, which states that "The Chancellor may reassign a chair in accordance with campus procedures, including consultation with the Academic Senate". This procedure will remain in force until UCLA adopts campus procedures that are different from the above, and is subject to any applicable conditions set by the terms of the endowed chair.
To the Legislative Assembly of UCLA,

At its meeting on April 28, 2011, the Executive Board of the Academic Senate reviewed the proposed changes to the College of Letters & Sciences Bylaws. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
March 7, 2011

To: Raymond Knapp, FEC Chair  
    College of Letters and Science

From: Christopher Colwell, Chair  
    Committee on Rules and Jurisdiction

Re: Proposed Changes to Bylaws of the College of Letters and Science

The Committee on Rules and Jurisdiction (CR&J) received the revisions to the proposed bylaw changes of the College of Letters and Science. CR&J reviewed and approved the proposed changes, as they were found to be congruent with the bylaws and regulations of the Academic Senate.

As these proposed bylaw changes will also require formal review and approval from the Executive Board and Legislative Assembly, the proposed changes will proceed to be reviewed by the Executive Board. Barring any comments and/or objections from the Executive Board, the proposed changes will be forwarded to the Legislative Assembly for its formal review. CR&J will surely keep you apprised of the status of these forthcoming reviews.

Should you have any questions or concerns, you may contact John Leary at (310) 206-2469 or email at john.leary@ucla.edu.

Cc: Ann Karagopian, Chair, Academic Senate  
    Jaime Balboa, Chief Administrative Officer, Academic Senate  
    Dorothy Ayer, Executive Assistant, Academic Senate  
    Kyle McJunkin, Academic Administrator, Undergraduate Education Initiatives  
    John Leary, Senior Policy Analyst, Committee on Rules & Jurisdiction
March 16, 2011

To: Ann Karagozian, Chair
    Academic Senate

From: Ray Knapp, Chair
      UCLA College Faculty Executive Committee

Re: Amendments to College Bylaws

On behalf of the Faculty of the College of Letters and Science, I submit to the Executive Board, a measure voted on and approved by the College Faculty. Between February 28 and March 7, 2011, an electronic ballot measure was submitted to all Academic Senate members in the College of Letters and Science, requesting the approval of amendments to the College Bylaws. The faculty overwhelmingly voted to approve the changes (77 approve, 3 disapprove).

The vote followed a period of extensive review, discussion, and consultation among members of the Faculty Executive Committee and the Committee on Rules and Jurisdiction. The proposed changes clarify current practices and update outdated terms and references.

To assist you in the review process, we have attached the following documents:
- Chair’s Letter to the Faculty of the College, dated February 8, 2011
- Proposed draft of College Bylaws
- Current draft of College Bylaws
- Current College bylaws with notations of what has been deleted or moved
- List of Senate regulations cited in the College Bylaws

You are welcome to contact me at knapp@humnet.ucla.edu with questions. Kyle Stewart McJunkin, Academic Administrator, is also available to assist you and he can be reached at (310) 825-3223 or kmcjunkin@college.ucla.edu.

cc: Jaime Balboa, Chief Administrative Officer, Academic Senate
    John Leary, Senior Policy Analyst, Academic Senate
    Muriel McClendon, Vice Chair, UCLA College Faculty Executive Committee
From: FEC Chair  
Sent: Tuesday, February 08, 2011 1:42 PM  
To:  
Subject: College Faculty: Ballot Measure to Amend College Bylaws

Dear Senate Faculty in the College of Letters and Science,

After several months of discussion and consultation, members of the College Faculty Executive Committee (FEC) voted unanimously (10-0-0) at its January 7, 2011, meeting to amend the College Bylaws and submit the matter to a vote of the Faculty. The proposed changes clarify current practices and update outdated terms and references.

The following is a summary of proposed changes:

- Rearranged sections to distinguish between the business of the Faculty as a whole and meetings of the Faculty Executive Committee.
- Removed obsolete Senate and Divisional Bylaws and replaced them with current references.
- Rewrote sections to comply with updated Senate or Divisional Bylaws.
- Deleted redundant sections.
- Clarified delegation of powers to the FEC.
- Clarified ex-officio status.
- Clarified student membership and voting privileges.
- Updated administrative titles.
- Updated academic voting groups with new departments and CIs.
- Deleted the obsolete Honors Committee.
- Removed internal bylaw amendment dates.
- Corrected the number of votes needed to amend the Bylaws.

To assist you in the review and approval process, the following documents are available for viewing:

- Current draft of College Bylaws [http://www.college.ucla.edu/fec/ballotmeasures/current_college_bylaws.pdf]
- Proposed draft of College Bylaws [http://www.college.ucla.edu/fec/ballotmeasures/proposed_college_bylaws.pdf]
- Current College bylaws with notations of what has been deleted or moved [http://www.college.ucla.edu/fec/ballotmeasures/current_proposed_explanation_of_changes.pdf]
- List of Senate regulations cited in the College Bylaws [http://www.college.ucla.edu/fec/ballotmeasures/bylaw_references.pdf]

Please note that given the extensive proposed revisions, a side-by-side comparison of the current and proposed text is not possible.

The FEC welcomes faculty discussion and comment on this important matter. The voting period will begin at 12:00 PM on February 28, 2011 and end at 12:00 PM on March 7, 2011.

You are welcome to contact me at fecchair@college.ucla.edu with questions. Kyle Stewart McJunkin, Academic Administrator, is also available to assist you and he can be reached at (310) 825-3223 or kmcjunkin@college.ucla.edu.

Sincerely,

Raymond Knapp, Chair  
College of Letters and Science
Proposed College Bylaws

Appendix II Bylaws
College of Letters and Science

Part I. Functions
1. The Faculty of the College of Letters and Science shall conduct the government of the College.

Part II. Membership
2. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaws 50(A) and 184.

Part III. Officers
3. Chair. The Faculty shall elect a Chair every two years in odd-numbered years, according to procedures prescribed in Divisional Bylaw 150. The Chair shall serve a two-year term beginning September first.
4. Vice Chair. The Faculty shall elect a Vice Chair every two years in even numbered years, according to procedures prescribed in Divisional Bylaw 150. The Vice Chair shall serve a two-year term beginning September first. The two-year terms of the Vice Chair and Chair shall begin in alternate years.

Part IV. Business of the Faculty of the College
5. The Faculty as a whole shall meet at such times as it may determine or at the call of the Chair or the Vice Chair. Upon the written request of fifty voting members, a special meeting must be called by the Chair or, in her or his absence or disability, by the Vice Chair of the Faculty. Special meetings shall be limited to consideration of the matters of business specified in the request. The call to meetings must be announced to all Faculty of the College at least ten days of instruction prior to the meeting.
6. Matters requiring a vote of the Faculty shall be submitted to an electronic ballot conducted in accordance with Senate Bylaws 95 and 340.

Part V. Faculty Executive Committee
7. The Faculty of the College delegates to the Faculty Executive Committee its powers to act under Divisional Bylaw 50(D) (3).
   (A) The Chair and Vice Chair of the Faculty shall be Chair and Vice Chair of the Faculty Executive Committee.
   (B) The Chair shall appoint committees to conduct the business of the Faculty of the College that are not otherwise provided for, and shall be an ex-officio member on all such committees.

Part VI. Membership of the Faculty Executive Committee
8. The membership of the Faculty Executive Committee shall consist of elected College faculty, student members, and ex-officio members.
   (A) Faculty Members. The Faculty Executive Committee has thirteen voting members: the Chair and Vice Chair of the Faculty and eleven faculty members, one elected from each of the academic groups below.
      (1) English; Applied Linguistics; Comparative Literature; Women's Studies.
      (2) Art History; Classics; Asian Languages and Cultures; Linguistics; Musicology.
Proposed College Bylaws

(3) French and Francophone Studies; Germanic Languages; Italian; Near Eastern Languages and Cultures; Slavic Languages and Literatures; Spanish and Portuguese.

(4) Integrative Biology and Physiology; Psychology.

(5) Ecology and Evolutionary Biology; Microbiology, Immunology and Molecular Genetics; Molecular, Cellular and Developmental Biology.

(6) Mathematics; Philosophy; Society and Genetics; Statistics.

(7) Chemistry and Biochemistry; Earth and Space Sciences; Institute of the Environment and Sustainability.

(8) Aerospace Studies; Atmospheric Sciences; Military Sciences; Naval Sciences; Physics and Astronomy.

(9) Asian American Studies; Chicana and Chicano Studies; History; Communication Studies.

(10) Economics; Political Science.

(11) Anthropology; Geography; Sociology.

(B) Student Members. Two undergraduate and two graduate students appointed by the governing bodies of the Undergraduate Student Association (USA) and Graduate Student Association (GSA) shall participate as non-voting members of the Faculty Executive Committee and shall be appointed annually. The student votes shall be recorded separately and reported.

(C) Ex-Officio Members. The College deans shall serve as non-voting ex-officio members.

Part VII. Terms for Elected Members of the Faculty Executive Committee

9. The term of the elected members shall be two years, beginning on September first. Members representing even numbered groups shall be elected in even numbered years. Members representing odd numbered groups shall be elected in odd numbered years. Interim appointments shall be made by the Chair of the Faculty and shall extend through the remainder of the elected term.

Part VIII. Elections of the Faculty Executive Committee

10. Elections of members shall follow the procedures for electronic ballots set forth in Senate Bylaw 340 and Divisional Bylaw 150 (G).

Part IX. Duties of the Faculty Executive Committee

11. The Faculty Executive Committee shall:

(A) Provide general oversight of the academic programs in the College and bring before the Faculty of the College any recommendations that the Faculty Executive Committee may deem advisable using procedures set forth in Senate Bylaw 95.

(B) Serve as an advisory body on matters concerning the welfare of students in the College.

(C) Designate the specific courses (including prerequisites and limitations) which shall be accepted in fulfillment of graduation requirements of the College.

(D) Review and approve requirements for College majors, minors, honors programs, and other curricular requirements of the College.

(E) Review and propose for faculty vote changes to College regulations.

(F) Review and approve proposals for new departments, Centers for Interdisciplinary Instruction, and interdepartmental programs.
Proposed College Bylaws

(G) Consult with concerned faculty members and members of the administration and make recommendations to the Deans based on established Senate policies about the College’s allocation of educational resources, academic priorities, and planning and budget issues.

Part X. Meetings of the Faculty Executive Committee

12. The Faculty Executive Committee shall meet at least once each quarter.

13. A quorum for the Faculty Executive Committee shall consist of seven voting members.

14. If no quorum is present at a scheduled meeting of the Faculty Executive Committee, all matters on the agenda requiring a vote of the Committee may be carried over to the next scheduled meeting or may be submitted to an electronic ballot to the Committee members.

Part XI. Amendment of Bylaws

15. These Bylaws may be amended by a majority vote of the Faculty voting by electronic ballot, provided notice shall have been given fourteen days prior to the electronic voting deadline.
COLLEGE OF LETTERS AND SCIENCE

Part I. Functions
1. The Faculty of the College of Letters and Science shall conduct the government of the College.

Part II. Membership
2. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaws 50(A) and 184.

Part III. Officers
3. Chair. The Faculty shall elect a Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The chair shall serve a two-year term beginning September first.
4. Vice Chair. The Faculty shall elect a Vice Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The two-year terms of the Vice Chair and Chair shall begin in alternate years. [EC 24 Oct 06]

Part IV. Meetings of the Faculty of the College [EC 24 Oct 06]
5. (A) The Faculty shall meet at such times as it may determine or at the call of the Chair or the Vice Chair. [EC 24 Oct 06]
   (B) Ten students, including five from the Student Educational Policy Commission, appointed by the Student Legislative Council of ASUCLA shall be granted the privilege of the floor, but shall not vote at meeting of the Faculty.
   (C) If no quorum is present, or when no meeting is scheduled, matters requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot in accordance with Bylaw 14. [Am 5/7/80; EC 24 Oct 06]

Part V. Quorum
6. One third of the voting members of the Faculty constitutes a quorum. [Am 5/7/80]

Part VI. Committees

Title I. Appointment and Tenure
7. The Chair shall appoint committees of the Faculty not otherwise provide for. The Executive Dean shall be a member ex officio of all committees. [EC 24 Oct 06]
8. Standing committees shall be appointed on or before the first regular meeting of the academic year and shall serve for one year.

Title II. Standing Committees
9. Faculty Executive Committee. [EC 24 Oct 06]
   (A) Membership. There shall be an Executive Committee of fourteen. One member shall be elected by each of the following eleven academic units: [Am 20 Nov 97]
      (1) English, Applied Linguistics and TESFL, Comparative Literature
      (2) Art History, Classics, Asian Languages and Cultures, Linguistics, Musicology [Am 23
Aug 06]

(3) French and Francophone Studies, Germanic Languages, Italian, Near Eastern Languages and Cultures, Slavic Languages and Literature, Spanish and Portuguese

(4) Physiological Science, Psychology

(5) Ecology and Evolutionary Biology; Microbiology, Immunology and Molecular Genetics, Molecular, Cellular and Developmental Biology [EC 24 Oct 06]

(6) Mathematics, Philosophy, Statistics

(7) Chemistry and Biochemistry, Earth and Space Sciences, Institute of the Environment [Am 23 Aug 06]

(8) Aerospace Studies, Atmospheric Sciences, Military Sciences, Naval Sciences, Physics and Astronomy

(9) Asian American Studies; Chicana/o Studies, History, Communication Studies [EC 24 Oct 06]

(10) Economics, Political Science

(11) Anthropology, Geography, Sociology

The Executive Dean of the College, the Chair of the Faculty, and the Vice Chair of the Faculty shall serve as ex officio members. [Am 23 Aug 06; EC 24 Oct 06]

(B) **Term.** The term of the elected members shall be two years, beginning on September first. Members representing even numbered groups shall be elected in even numbered years. Members representing odd numbered groups shall be elected in odd numbered years. The Chair shall be elected in odd numbered years. The Secretary shall be elected in even numbered years. Interim appointments shall be made by the Chair of the Faculty. [Am 20 Nov 97]

(C) **Organization.** The Chair of the Faculty shall chair the Executive Committee. A quorum shall consist of seven faculty members. The student representatives shall not vote on any motion in which the Committee is taking final determinative action under authority delegated from the Regents. [Am 20 Nov 97]

(D) **Duties.**

(1) The Committee shall have general over-sight of the welfare of the students in the College and shall bring before the Faculty of the College any recommendations that the Committee may deem advisable.

(2) It shall designate the specific courses which shall be accepted in fulfillment of graduation requirements of the College.

(3) Requirements for majors, minors, and interdepartmental degree programs (IDP's), including prerequisites and limitations, programs of alternative electives, shall be submitted to the Committee for approval. [EC 24 Oct 06]

(4) After appropriate consultation with concerned faculty and necessary members of the administration, the Committee shall make recommendations to the Executive Dean and Deans based on established Senate policies about the College's allocation of educational resources, academic priorities, and planning and budget processes. [Am 20 Nov 97; EC 24 Oct 06]

(5) The Faculty delegates to the Committee its powers to act under Divisional Bylaws 50(D), (4), (5), and (6) and authorizes the Committee, at its discretion, to redelegate these powers to the Executive Dean of the College. [Am 20 Nov 97; EC 24 Oct 06]

10. **Honors Committee.** There shall be a Standing Committee on Honors, which shall be charged
with the administration of the regulations on Honors as adopted by the Academic Senate. The Dean or Dean’s representative shall be the executive officer of this Committee.

**Part VII. Order of Business**

11. All meetings of the Faculty shall be governed by procedures specified in Senate Bylaw 162.

**Part VIII. Amendment of Bylaws**

12. The Bylaws may be amended by a two-thirds vote at any meeting, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved.

**Part IX. Mail and Electronic Online Ballots [EC 24 Oct 06]**

13. A mail or an electronic online ballot on actions or measures considered at a meeting of the Faculty must be taken: [EC 24 Oct 06]

   (A) at the request of a majority of the members voting at a meeting of the Faculty;

   (B) at the written request of 35 voting members of the Faculty no later than ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

14. (A) If no quorum is present at a scheduled meeting of the Faculty, all matters on the agenda requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot no later than 10 calendar days after the scheduled date of the meeting. [EC 24 Oct 06]

    (B) At the written request of 35 members of the Faculty no later than 10 calendar days after the scheduled date of the meeting, the Chair shall submit to a mail or an electronic online ballot any matter requiring a vote of the Faculty. [Am 7 May 80; EC 24 Oct 06]

Revised: November 20, 1997; August 23, 2006; October 24, 2006

[Return to Appendix table of content]
Explanation of Changes to Appendix II Bylaws: College of Letters and Science

Sections have been reorganized, renumbered, and updated:

- Clarified delegation of powers to the FEC.
- Removed obsolete Senate and Divisional Bylaws and replaced with current references.
- Deleted redundant sections.
- Rewrote sections to comply with updated Senate or Divisional Bylaws.
- Clarified ex-officio status
- Clarified student membership and voting privileges.
- Updated administrative titles.
- Updated academic voting groups with new departments and CIs.
- Deleted the obsolete Honors Committee.
- Corrected the number of votes needed to amend the Bylaws.

Request that all internal bylaw amendment dates be removed and a summary of revision dates be stated at the end. With the extensive reorganization of sections, adding all the amendment dates to the existing amendment dates within the text, would make the text too difficult to read.

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>EXPLANATION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part I. Functions</strong></td>
<td><strong>See Rewritten Bylaws for Changes</strong></td>
</tr>
<tr>
<td>1. The Faculty of the College of Letters and Science shall conduct the government of the College.</td>
<td>No change.</td>
</tr>
<tr>
<td><strong>Part II. Membership</strong></td>
<td></td>
</tr>
<tr>
<td>2. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaws 50(A) and 184.</td>
<td>No change</td>
</tr>
<tr>
<td><strong>Part III. Officers</strong></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Chair.</strong> The Faculty shall elect a Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The chair shall serve a two-year term beginning September first.</td>
<td>Deleted obsolete SB 180-184 Senate Bylaw references</td>
</tr>
<tr>
<td>4. <strong>Vice Chair.</strong> The Faculty shall elect a Vice Chair every two years, according to procedures prescribed in Divisional Bylaw 150 and Senate Bylaws 180-184. The two-year terms of the Vice Chair and Chair shall begin in alternate years. [EC 24 Oct 06]</td>
<td>Deleted obsolete SB 180-184 Senate Bylaw references</td>
</tr>
<tr>
<td><strong>Part IV. Meetings of the Faculty of the College</strong></td>
<td><strong>Part IV. Business of the Faculty of the College</strong></td>
</tr>
<tr>
<td>5. (A) The Faculty shall meet at such times as it may determine or at the call of the Chair or the Vice Chair. [EC 24 Oct 06]</td>
<td>Clarified how the faculty conducts business through the electronic voting process in accordance with Senate Bylaws 95 and 340.</td>
</tr>
<tr>
<td>(B) <strong>Ten students, including five from the Student Educational Policy Commission, appointed by the Student Legislative Council of ASUCLA shall be granted the privilege of the floor, but shall not vote at meeting of the Faculty.</strong></td>
<td>Deleted section. Student membership on the Faculty Executive Committee is set forth in Part VI.</td>
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<tr>
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<tr>
<td>[C] If no quorum is present, or when no meeting is scheduled, matters requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot in accordance with Bylaw 14. [Am 5/7/80; EC 24 Oct 06]</td>
<td>Deleted redundant section.</td>
</tr>
<tr>
<td><strong>Part V. Quorum</strong></td>
<td>Part VI. Faculty Executive Committee</td>
</tr>
<tr>
<td>6. One third of the voting members of the Faculty constitutes a quorum. [Am 5/7/80]</td>
<td>Deleted section. Voting is by electronic ballot in accordance with Senate Bylaws 95 and 340.</td>
</tr>
<tr>
<td><strong>Part VI. Committees</strong></td>
<td>Part VI. Faculty Executive Committee</td>
</tr>
<tr>
<td><strong>Title I. Appointment and Tenure</strong></td>
<td>Clarified delegation to Faculty Executive Committee (FEC)</td>
</tr>
<tr>
<td>7. The Chair shall appoint committees of the Faculty not otherwise provide for. The Executive Dean shall be a member or officer of all committees. [EC 24 Oct 06]</td>
<td>Deleted obsolete reference. Added that the Chair is ex-officio on all appointed committees.</td>
</tr>
<tr>
<td>8. Standing committees shall be appointed on or before the first regular meeting of the academic year and shall serve for one year.</td>
<td>Deleted item – it’s redundant with SB340 concerning elections with terms starting September 1. (Also contradicts the FEC terms of two years.)</td>
</tr>
<tr>
<td><strong>Title II. Standing Committees</strong></td>
<td>Reorganized section.</td>
</tr>
<tr>
<td>9. Faculty Executive Committee. [EC 24 Oct 06]</td>
<td>Clarified ex-officio membership</td>
</tr>
<tr>
<td><strong>(A) Membership.</strong> There shall be an Executive Committee of fourteen. One member shall be elected by each of the following eleven academic units: [Am 20 Nov 97]</td>
<td>Added section on student membership.</td>
</tr>
<tr>
<td>(1) English, Applied Linguistics and TESFL, Comparative Literature</td>
<td>Updated groups with new departments and CII.</td>
</tr>
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<td>(2) Art History, Classics, Asian Languages and Cultures, Linguistics, Musicology [Am 23 Aug 06]</td>
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<td>(9) Asian American Studies; Chicana/o Studies.</td>
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<tr>
<td>History, Communication Studies [EC 24 Oct 06]</td>
<td></td>
</tr>
<tr>
<td>(10) Economics, Political Science (11) Anthropology, Geography, Sociology</td>
<td>Clarification and update. (Chair &amp; Vice Chair are not <em>ex-officio</em> members of the FEC. They are elected chairs of the Faculty appointed to Faculty Executive Committee. The position of Executive Dean no longer exists.</td>
</tr>
<tr>
<td>The Executive Dean of the College, the Chair of the Faculty, and the Vice Chair of the Faculty shall serve as <em>ex-officio</em> members. [Am 23 Aug 06; EC 24 Oct 06]</td>
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</tr>
<tr>
<td><strong>(B) Term.</strong> The term of the elected members shall be two years, beginning on September first. Members representing even numbered groups shall be elected in even numbered years. Members representing odd numbered groups shall be elected in odd numbered years. The Chair shall be elected in odd numbered years. The Secretary shall be elected in even numbered years. Interim appointments shall be made by the Chair of the Faculty. [Am 20 Nov 97]</td>
<td>Reorganized Part VII - Terms of FEC members Deleted redundant reference to election of Chairs &amp; Vice Chairs. Updated references to Senate and Divisional election Bylaws.</td>
</tr>
<tr>
<td><strong>(C) Organization.</strong> The Chair of the Faculty shall chair the Executive Committee.</td>
<td>Reorganized – moved to Part V</td>
</tr>
<tr>
<td>A quorum shall consist of seven faculty members.</td>
<td>No change in text – moved to Part X</td>
</tr>
<tr>
<td>The student representatives shall not vote on any motion in which the Committee is taking final determinative action under authority delegated from the Regents. [Am 20 Nov 97]</td>
<td>Rewrote and moved section to Part IV on Student Membership</td>
</tr>
<tr>
<td><strong>(D) Duties.</strong></td>
<td></td>
</tr>
<tr>
<td>(1) The Committee shall have general over-sight of the welfare of the students in the College and shall bring before the Faculty of the College any recommendations that the Committee may deem advisable.</td>
<td>New Part IX – Duties – Reorganized and clarified duties Rewrote text, clarified, updated references, and reorganized items.</td>
</tr>
<tr>
<td>(2) It shall designate the specific courses which shall be accepted in fulfillment of graduation requirements of the College.</td>
<td>No change</td>
</tr>
<tr>
<td>(3) Requirements for majors, minors, and interdepartmental degree programs ([IDP’s]), including prerequisites and limitations, programs of alternative electives, shall be submitted to the Committee for approval. [EC 24 Oct 06]</td>
<td>Clarified</td>
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<td>(4) After appropriate consultation with concerned faculty and necessary members of the administration, the Committee shall make recommendations to the Executive Dean and Deans based on established Senate policies about the College's allocation of educational resources, academic priorities, and planning and budget processes. [Am 20 Nov 97; EC 24 Oct 06]</td>
<td>Updated references</td>
</tr>
<tr>
<td>(5) The Faculty delegates to the Committee its powers to act under Divisional Bylaws 50(D), (4), (5), and (6) and authorizes the Committee, at its discretion, to redelegate these powers to the Executive Dean of the College. [Am 20 Nov 97; EC 24 Oct 06]</td>
<td>Moved to Part V  Corrected Divisional Bylaw reference to 50 (D) 3. Deleted delegation to the Executive Dean – position no longer exists.</td>
</tr>
<tr>
<td>10. Honors Committee - There shall be a Standing Committee on Honors which shall be charged with the administration of the regulations on Honors as adopted by the Academic Senate. The Dean or Dean's representative shall be the executive officer of this Committee.</td>
<td>Deleted section. This FEC Committee has been obsolete for quite some time and issues concerning Honors are brought before the FEC committee as a whole.</td>
</tr>
</tbody>
</table>

**Part VII. Order of Business**

11. All meetings of the Faculty shall be governed by procedures specified in Senate Bylaw 162. | New Part VIII – Election of FEC Members  Deleted – Obsolete reference. |

**Part VIII. Amendment of Bylaws**

12. The Bylaws may be amended by a two-thirds vote at any meeting, provided notice shall have been sent to each member at least five days previous to the meeting at which the amendment is to be moved. | Renumbered to Part XI  Updated to majority vote. The Senate R&I website says only a majority is needed at the Faculty level. A 2/3 vote is needed at the LGA level. [http://www.senate.ucla.edu/committees/ri/StepsForLegislativeChanges.htm] Changed the notice period from 5 days to 14 days to comply with SB 95 on voting on non-election issues. |

**Part IX. Mail and Electronic Online Ballots**

<table>
<thead>
<tr>
<th>EC 24 Oct 06</th>
<th>Deleted Section</th>
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</thead>
<tbody>
<tr>
<td>13. A mail or an electronic online ballot on actions or measures considered at a meeting of the Faculty must be taken: [EC 24 Oct 06] (A) at the request of a majority of the members voting at a meeting of the Faculty; (B) at the written request of 35 voting members of the Faculty no later than ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.</td>
<td>These sections refer to the Legislative Assembly and are not applicable to the College electronic voting procedures for elections or issues. Put references to Senate Bylaw 95 concerning electronic voting on issues or Senate Bylaw 340 concerning electronic voting in elections in the appropriate sections.</td>
</tr>
<tr>
<td>14. (A) If no quorum is present at a scheduled meeting of the Faculty, all matters on the agenda requiring a vote of the Faculty shall be submitted to a mail or an electronic online ballot no later than 10 calendar days after the scheduled date of the meeting. [EC 24 Oct 06]</td>
<td></td>
</tr>
</tbody>
</table>

Page 4 of 5
| CURRENT                                                                                                                                                                                                 | EXPLANATION OF CHANGE                                                                                           |
|AINED FEY: at the written request of 35 members of the Faculty no later than 10 calendar days after the scheduled date of the meeting, the Chair shall submit to a mail or an electronic online ballot any matter requiring a vote of the Faculty. [Am 7-May-80; SC 34 Oct 06] | Redundant with section 13 above and not applicable to College procedures.                                      |

Revised: November 20, 1997; August 23, 2006; October 24, 2006
References Used in L&S Bylaws

UCLA Divisional Bylaws

50. Faculties of Schools and Colleges
    (A) Membership. The membership of each Faculty is determined by the Bylaws of the Los Angeles Division and includes the following persons:
        (1) The President of the University
        (2) The Chancellor
        (3) The Dean of the college or school
        (4) All members of the Division who are members of departments assigned to the college or school
        (5) Such other members of the Senate as are specified in Divisional Bylaws 160 through 184 [Membership of Faculties].

    (D) Power and Duties
        (1) The government and supervision of each college and school at Los Angeles is vested in the Faculty concerned. Except as provided in Regental Orders, all graduate study and higher degrees are administered in accordance with the rules and coordinating powers of the Graduate Council.
        (2) Each Faculty is directly responsible to the Division and may report to it. Faculties may present proposals for modification of Divisional and Senate legislation to the Legislative Assembly. The Division or the Assembly of the Academic Senate may from time to time impose specific duties on a Faculty.
        (3) A Faculty may delegate portions of its authority to its committees or executive officers.
        (4) In individual cases of minor adjustments in the requirements for the Bachelor’s degree, a Faculty may approve petitions of students to graduate under suspension of Divisional Regulations.
        (5) Final responsibility for approving on behalf of the Los Angeles Division the award of degrees, certificates, and Honors at Graduation rests with the Faculty concerned, or with the Graduate Council in the case of higher degrees. This duty may be delegated to a committee or administrative officer. The list of persons approved for degrees or credentials is filed with the Secretary of the Division by the Registrar.
        (6) In the exercise of its jurisdiction over scholastically disqualified undergraduate students, a Faculty may suspend the regulations regarding dismissal, or specify conditions for such suspension, and may permit students dismissed under these regulations to return to the University.
        (7) Agencies and administrative officers empowered by a Faculty to exercise its authority to administer or suspend regulations regarding graduation and scholastic disqualification shall report periodically to the Faculty concerning the discharge of their responsibility.

150. Elections. Procedures for elections by mail or electronic online ballot in the Los Angeles Division and its agencies are governed by Senate Bylaws 30, 95, 340(A), and the following provisions: [Am 19 Jan 88, 08 Apr 03]
    (G) Other Elections. All other elections by mail or electronic online ballot in the Los Angeles Division and its agencies are governed by the following provisions: [Am 08 Apr 03]
(1) Notice of Election. The Secretary of the relevant agency sends to each voting member of the agency a notice of election in his or her constituency, a call for nomination and a nominating petition. [En 19 Jan 88]

(2) Nominations. Each nominating petition requires the signature of two Senate members from the constituency concerned who are limited in their number of nominations to the number of positions to be filled.

(3) Number of Votes Required for Election. Candidates receiving a majority vote of the constituency concerned on the first ballot are elected. Any remaining vacancies are filled by plurality vote in a second ballot containing the names of the remaining candidates receiving the most votes, but limited to twice the number of vacant positions, except that persons tied for last place under this limitation are included in the second ballot. If in the run-off election a tie vote results, such subsequent ballots are taken as needed.

(4) Run-Off Elections. Within five days following certification of election results by the Elections Commissioner, such subsequent ballots as are required to fill a position are sent to each voter. The date of the election is noted on the ballot, this being ten days following deposit of the ballot in the University mail or posting of the ballot on the Senate webpage should electronic online voting be used. [Am 08 Apr 03]

(5) Omission of Ballot. If there are no more nominees than vacancies, a mail or electronic online ballot is issued listing the nominee for each vacancy and providing for write-in, or at the next regular meeting of the agency concerned, a single ballot is cast by the appropriate secretary unless nominations are made from the floor. If further nominations are made from the floor, a mail or electronic online ballot listing all nominees for each vacancy and providing for write-ins is issued by the Secretary of the agency immediately following the meeting. In the case of Senate officers, the Legislative Assembly is the agency concerned. [Am 13 Apr 82, 11 Nov 86, 19 Jan 88, 14 Mar 89, 08 Apr 03]

Note: These pertain to the Legislative Assembly

155. Mail or Electronic Online Ballots on Issues. The following provisions govern mail or electronic online ballots on Issues. [Am 08 Apr 03]

(A) Only main motions and amendments thereto which have been considered at a meeting of the Division or the Legislative Assembly may be submitted to a mail or electronic online ballot. [Am 08 Apr 03]

(B) Subject to the provisions of subsection (A) above, action taken by the Legislative Assembly shall be submitted to a mail or electronic online ballot of voting members of the Division if: [Am 08 Apr 03]

(1) the request for the mail or electronic online ballot is made at the meeting at which the issue has been considered and one-third of the members of the Legislative Assembly present join in the request; or [Am 08 Apr 03]

(2) written petition by voting members equal to one-third of the members of the Legislative Assembly is received, singly or collectively, by the Chair within
10 instructional days after distribution of the minutes. [Am 11 Apr 79, 28 May 98]
Action taken at a meeting of the Division shall be submitted to a mail or electronic online ballot at the request of. [Am 08 Apr 03]
(3) one-third of the members present and voting on the question at the meeting;
or
(4) 35 voting members of the Division by written petition submitted singly or collectively to the Chair within 10 instructional days after distribution of the minutes. [Am 28 May 98]

(C) Arguments pro and con, which are submitted within 15 instructional days after the minutes are distributed, are summarized by the Secretary and accompany the ballot. The ballot is sent to electors within five instructional days thereafter and specifies the time and place of the election, which shall be completed within the next ten days. [Am 28 May 98]

(D) In certifying the results to the Division the Secretary gives the number of affirmative and negative votes cast and the number of invalid ballots.

(E) In the event of a written ballot distributed by mail, each voter receives a single envelope addressed to the Elections Commissioner of the Division. This envelope provide space for the name of the department and the signature of the voter. Envelopes lacking the signature are void. To ensure secrecy, the Elections Commissioner will be present at the time of opening and counting the ballots. All ballots will be removed from the envelopes prior to the counting of any ballots. On petition of 1% of all eligible voters, a two-envelope ballot procedure will be used for a specified election. Each voter receives a plain envelope in which to enclose the marked ballot, and a further envelope addressed to the Elections Commissioner of the Division. The latter envelope provides space for the name of the department and the signature of the voter. Envelopes lacking this signature are void. Results of the vote are reported to the Secretary of the Division within six instructional days after the election. [Am 25 Apr 95, 26 May 98, 08 Apr 03]

In the event an electronic online ballot is used, each voter receives access to a secure, web-based, voting system which meets or exceeds campus security standards. The Elections Commissioner shall provide oversight to the administration of the system. The system shall be designed to separate each ballot from the voter who cast it, so that it is impossible to learn how anyone voted. The system shall be designed so that once a vote has been cast, it immediately will be recorded so that neither the voter nor anyone with access to the system will be able to change the vote. Upon request, hard copy ballots shall be provided for those Senate members who do not have access to electronic voting. In case a voter submits both an electronic and a paper ballot, the electronic ballot takes precedence and the paper ballot will be destroyed prior to the count. [En 08 Apr 03; Am 01 Nov 07]

184. Faculty of the College of Letters and Science. Membership in the Faculty of the College of Letters and Science is defined by Divisional Bylaw 50(A).
UC Senate Bylaws

30. Commencement of Terms of Office
   A. Unless otherwise specified, in these Bylaws or in the relevant Divisional Bylaws, the term of office of each person elected to serve in a Senate agency shall begin on September first following election. The length of term shall be determined by the appropriate Senate agency. (Am 12 May 2004)
   B. Initial elections in a newly established legislative agency of the Senate shall occur as soon as possible, and each person elected shall assume office immediately. If at the time of the election the unexpired term of such office is less than four months, the incumbent shall remain in the office until the end of the following term.

95. Mail Ballots and/or Electronic Ballots (Am 28 May 2003)
   A. At least fourteen calendar days before the deadline for completion of voting, the appropriate Secretary shall provide to each voter, either through the mail or electronically, either a ballot or instructions for voting electronically, accompanied by all relevant texts, such background information prepared by the Secretary as the Assembly or Division may direct, a brief summary of arguments pro and con, and a deadline for the return of the ballots or for electronic voting. (Am 28 May 2003: Am 12 May 2004)
   1. In the case of mail ballots, each voter shall receive a plain envelope in which to enclose a marked ballot, and a second envelope addressed to the appropriate Secretary to be used for the return of the sealed ballot. The envelope addressed to the Secretary shall have a space for the signature of the voter. Ballots lacking this validating signature shall be deemed void. (Am 5 May 88; Am 28 May 2003)
   2. For electronic voting, the appropriate Secretary shall utilize a system which verifies each voter’s identity and which maintains security. (En 28 May 2003)
   B. The appropriate Secretary shall deliver the ballots or the electronically received votes to the agency authorized to count the ballots and to certify the results to the appropriate legislative agency. (Am 28 May 2003)
   C. The appropriate Secretary, in certifying the results, shall give the tally of votes, including invalid ballots.
   D. Throughout these Bylaws the term “mail ballot” shall denote either a mail or electronic ballot. (Am 12 May 2004)

340. Mail Ballots and/or Electronic Ballots (Am 12 May 2004)
   A. Election by Mail Ballot and/or Electronic Ballot. Election by mail or electronic ballot in Divisions of the Academic Senate shall be conducted as follows: (Am 12 May 2004)
   1. Notice of Election. At least forty calendar days or any other period specified in the divisional bylaws, prior to any such election, the appropriate Secretary shall mail or provide electronically to each
voting member of the agency concerned a notice of the election. (Am 12 May 2004)

2. Nominations. Nominating petitions shall be filed with the appropriate Secretary within fourteen calendar days, or any other period specified in the divisional bylaws, following the mailing or electronic distribution of the Notice of Election. Willingness to serve must be certified by each nominee. (Am 12 May 2004)

3. Choice of Ballot method. Unless limited by divisional bylaws, divisions may conduct elections using mail ballots, electronic voting, or both methods in a single election. (En 12 May 2004)
   a. For mail ballots, at least fourteen calendar days before the date before the date of election, the appropriate secretary shall mail to each voter a ballot listing alphabetically the names of all persons nominated and including a notification that all ballots must be returned to the Secretary no later than the date of election. Each voter shall receive a plain envelope in which to enclose a marked ballot, and a further envelope addressed to the appropriate Secretary to be used for the return of the sealed ballot. The envelope addressed to the Secretary shall provide a space for the signature of the voter. Ballots lacking this validating signature shall be deemed void. (Am 12 May 2004)
   b. For electronic voting, the appropriate division shall use a system which verifies each voter’s identity and which maintains security. Each voter shall be provided with an access to this system at least fourteen calendar days before the date of the election. The electronic voting system shall list alphabetically the names of all persons nominated and shall include a notification that all ballots must be cast no later than the date of election. (En 12 May 2004)

4. The appropriate Secretary shall deliver the ballots and the electronically received votes to the agency authorized to count the ballots. (Am 12 May 2004)

5. Number of Votes Required for Election. Each Division of the Academic Senate shall determine whether a majority or a plurality of the votes cast is required for election.

6. Certification. The appropriate Secretary, in certifying election results, shall give the tally of votes, including invalid ballots, to the appropriate legislative agency. (Am 12 May 2004)

B. Other Mail Ballots
   Mail and/or electronic ballots on matters other than elections shall be conducted in accordance with Bylaw 95 (Am 16 Mar 71; Am 12 May 2004)
To the Legislative Assembly of UCLA,

At its meeting on May 26, 2011, the Executive Board of the Academic Senate reviewed the proposed changes to the Graduate School of Education & Information Studies Bylaws. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
May 24, 2011

To: Mitchell Chang, FEC Chair
    Graduate School of Education and Information Studies (GSE&IS)

From: Christopher Colwell, Chair
      Committee on Rules and Jurisdiction (CR&J)

Re: Proposed Changes to GSE&IS Bylaws

The Committee on Rules and Jurisdiction (CR&J) received the proposed revisions to the bylaws of the Graduate School of Education and Information Studies (GSE&IS). CR&J reviewed the proposed revisions and deemed them congruent with the bylaws and regulations of the Academic Senate.

CR&J will now forward the proposed revisions to the Executive Board, which must conduct its formal review and approve the proposed revisions prior to formal review by the Legislative Assembly.

Should you have any questions or concerns, you may contact John Leary at (310) 206-2469 or email at jleary@senate.ucla.edu.

Cc: Ann Karagozian, Chair, Academic Senate
    Jaime Balboa, Chief Administrative Officer, Academic Senate
    Dorothy Ayer, Executive Assistant, Academic Senate
    John Leary, Senior Policy Analyst, Committee on Rules and Jurisdiction
-----Original Message-----
From: Mitchell Chang [mailto:mjchang@gseis.ucla.edu]
Sent: Thursday, April 07, 2011 8:07 AM
To: Leary, John
Subject: GSE&IS amendments to bylaws

Dear Mr. Leary,

Per my communications with Chris Colwell, I am submitting to you in my capacity as the Faculty chair of GSE&IS, amendments to our School's bylaws.

Attached is our School's bylaws with the proposed changes underlined in red. The major changes concern the inclusion of professional faculty members in Part V. #13 (B) & (C). Please also note the other two minor changes, (1) we added "All Academic Personnel meeting" to Part VII. #15 so as to clarify the process and changed "Faculty" to "faculty" in Part V. #13 (D) to require a broader distribution of FEC minutes.

I also attached a copy of the current bylaws, approved in October, 2000. This is our original bylaws and has not been amended since the two departments (Education & Information Studies) were merged.
Per our current bylaws, we went through the amendment process as described in Part VII. The vote from our school-wide meeting was:

(1) for amendments to Part VII. #15, 19 approved, 0 disapproved, 0 abstained
(2) for amendments to Part V. #13 (B), 19 approved, 0 disapproved, 0 abstained
(3) for amendments to Part V. #13 (C), 19 approved, 0 disapproved, 0 abstained
(4) for amendments to Part V. #13 (D), 19 approved, 0 disapproved, 0 abstained

The results exceeded the two-thirds vote of all the voting members present at this meeting needed to approve the amendments.

Please confirm receipt and let me know if you need any more information. We hope to include professional faculty on FEC for the upcoming academic year (2011-2012).

Thank you for your help.

________________________

Mitchell J. Chang, Ph.D
Professor
Higher Education and Organizational Change
University of California, Los Angeles
Graduate School of Education & Information Studies
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Los Angeles, CA 90095-1521
(310)825-0504/office; (310)206-6293/fax
http://www.gseis.ucla.edu/faculty/chang
BYLAWS OF FACULTIES
THE GRADUATE SCHOOL OF EDUCATION & INFORMATION STUDIES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
Revised 5/25/11

Part I. Functions

1. The Faculty of the Graduate School of Education & Information Studies, as defined and empowered by Bylaw 50, shall conduct the academic governance of the School. Such governance shall be subject to the rules and coordinating powers of the Graduate Council.

Part II. Membership

2. Membership in the Faculty of the Graduate School of Education & Information Studies is defined in Divisional Bylaws 50(A) and 164.

3. Voting eligibility in the Faculty and on committees shall be as prescribed in Bylaw 50(B) and in UC Bylaw 35.

Part III. Officers

4. The Officers of the Faculty are the Chair and Chair-Elect of the Faculty.

   (A) The Faculty Chair-Elect shall be elected from among the voting members of the Faculty of the School for a one-year term and automatically and successively shall become the Faculty Chair. The Faculty Chair-Elect shall be determined by simple majority of those Education and Information Studies Faculty voting for the Faculty Chair-Elect. The Faculty Chair-Elect’s responsibilities shall include coordinating the recording of minutes at Executive Committee and at All Academic Personnel meetings, and assuring that approved minutes are added to the archives. The Faculty Chair-Elect shall substitute for the Faculty Chair in the Faculty Chair’s absence.

   (B) The Faculty Chair shall serve for a one-year term. The Faculty Chair’s responsibilities shall include setting agendas for and chairing All Academic Personnel and Executive Committee meetings and representing the School in meetings of the Academic Senate Council of Faculty Chairs.

   (C) Terms of service ordinarily shall begin September 1 and end August 31.

   (D) Should the position of Faculty Chair become vacant, the Faculty Chair-Elect shall assume the position immediately.

   (E) Should the position of Faculty Chair-Elect become vacant on or before December 31, then a new election shall be called immediately and the newly elected Faculty Chair-Elect shall assume the position immediately, filling the remainder of the Faculty Chair-Elect term. If the vacancy occurs between January 1 and the
annual Spring Quarter elections, the position shall be left unfilled, unless the
majority of Executive Committee members attending vote to fill the position
immediately. If the position is left vacant, the individual elected in the annual
election shall assume the position immediately, not on September 1.

Part IV. All Academic Personnel Meetings

5. All Academic Personnel meetings shall be held at least once a quarter during the three
quarters of the academic year, unless the Faculty Chair and the Executive Committee
determine that such meeting is not needed.

6. The Faculty Chair, in consultation with the Dean, sets All Academic Personnel meeting
agendas and chairs the meetings. The agenda shall be distributed one week in advance of
the All Academic Personnel meeting.

7. The Faculty Chair is required to call an All Academic Personnel meeting at the written
request of any 10 members of the Faculty as defined by Bylaw 50 (B), and such meeting
shall be called within 10 instructional days after receipt of the request.

8. Personnel with academic titles and the two departmental student representatives (or
alternates) to the Executive Committee shall be invited to attend All Academic Personnel
meetings.

9. By invitation of the Faculty Chair, GSE&IS students other than the representatives (or
alternates) to the Executive Committee and non-academic staff may attend All Academic
Personnel meetings.

10. At the Faculty Chair’s discretion, an executive session of the Faculty may be called.
Only members of the Faculty as designated by Bylaw 50(B) shall be privileged to attend.

11. One-third of the voting members of the Faculty shall constitute a quorum. Voting
members who are on leave or on sabbatical are not included in the quorum count, but
they are eligible to vote.

12. Voting is by secret ballot only when requested by a voting member.

Part V. Committees

13. Executive Committee

(A) Chair. The Executive Committee shall be chaired by the Faculty Chair.

(B) Membership. The Executive Committee shall consist of

   (1) the elected Faculty Chair and Faculty Chair-Elect;

   (2) three Education Faculty elected by Department of Education Faculty;
(3) two Information Studies Faculty elected by Department of Information Studies Faculty;

(4) two Faculty members elected at-large;

(5) two professional faculty\(^1\) members (one from each department). The professional faculty representatives will be nominated by and voted on by the professional faculty in each department, without vote;

(6) Dean, ex officio, without vote;

(7) Associate Dean(s), ex officio, without vote;

(8) Education and Information Studies Department Chairs, ex officio, without vote, and

(9) two student representatives. Students in each department separately shall themselves determine the appropriate mechanism to designate a representative and an alternate to serve for the entire year and so inform the Faculty Chair. For each department, the designated student representative or alternate, but not both, shall attend Executive Committee meetings, without vote.

(C) Elections. Balloted elections shall take place annually in Spring Quarter with those elected taking office on September 1. Faculty Executive Committee members elected by their department or at-large or as professional faculty representatives (2, 3, 4 and 5 above) shall hold two-year terms with staggered elections. In the event that more than one position (2, 3, or 4 above) is open in the same election, in the balloting for these positions each Faculty member in the relevant voting unit shall be able to cast one and only one vote for any one candidate. Vacancies in these positions shall be handled in the same manner as vacancies for the Faculty Chair-Elect (III.4.e above).

(D) Meetings. Executive Committee Meetings shall be called once a month October through May or as determined necessary by the Faculty Chair or a majority of the voting members of the Executive Committee. The Faculty Chair, in consultation with the Dean, shall set the agenda. Agendas for each Executive Committee meeting shall be sent by email to all faculty at least one week before the scheduled meeting. Any attachments may be obtained by request from the responsible staff person, if they were not included with the email. Any faculty member may attend any Executive Committee meeting and always has privilege of the floor. Minutes of the meetings shall be approved by the Executive Committee and distributed to all faculty of the School, and retained by the Assistant to the Dean in the School’s archives.

\(^{1}\) Professional faculty are non-tenure track faculty who participate in the core work of the department (titles include adjunct professors, lecturers, librarians, academic administrators, for example). Ideal candidates would have a sustained commitment to the department, know about the various aspects of work of professional faculty in the department, engage in teaching and be substantively engaged in the department. The department chairs will identify all eligible professional faculty annually.
(E) **Quorum.** A simple majority of voting members shall constitute a quorum.

(F) **Duties.**

1. Provide general oversight of the welfare of the students, faculty, and staff of the School, and bring before the faculty any recommendations that the Executive Committee may deem advisable;

2. Advise the Dean on academic policies of the School;

3. Advise the Dean on long-range planning and future direction of the School;

4. Advise the Dean on budget considerations;

5. Advise the Dean on the allocation of ladder Faculty positions to departments and programs;

6. Review proposed University policies and advise the Faculty Chair and/or Dean on GSE&IS’s response;

7. Advise the Dean on policy and external relations with public and private organizations in the fields of education and information studies, and

8. Establish ad hoc committees as may be deemed necessary to the functioning of the Executive Committee or as requested by vote of the Faculty at an All Academic Personnel meeting. Such ad hoc committees shall be appointed and charged by the Faculty Chair in consultation with the Executive Committee. Such committees shall make reports to the Executive Committee, as requested.

(G) **Voting.** Voting is by secret ballot only when requested by a voting member.

**Part VI. Suspension of Rules**

14. At All Academic Personnel meetings, rules may be suspended by majority vote of the Faculty attending. At Executive Committee meetings, rules may be suspended by majority vote of the Executive Committee Faculty members attending. In both cases, suspension of the rules cannot occur if at least 30% of those present and eligible to vote actually vote against the proposed suspension.

**Part VII. Amendment of Bylaws**

15. The Bylaws may be added to, amended, or repealed at any regular or special All Academic Personnel meeting by a simple majority, provided that written notice of amendment shall have been sent to each member of the faculty at least five instructional days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate. A waiting period of 30 calendar days shall be in effect upon the approval of any amendment.
October 2, 2000 – Final version approved by R&J/submitted to Legislative Assembly

BYLAWS OF FACULTIES
THE GRADUATE SCHOOL OF EDUCATION & INFORMATION STUDIES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
Revised 10/2/00

Part I. Functions

1. The Faculty of the Graduate School of Education & Information Studies, as defined and empowered by Bylaw 50, shall conduct the academic governance of the School. Such governance shall be subject to the rules and coordinating powers of the Graduate Council.

Part II. Membership

2. Membership in the Faculty of the Graduate School of Education & Information Studies is defined in Divisional Bylaws 50(A) and 164.

3. Voting eligibility in the Faculty and on committees shall be as prescribed in Bylaw 50(B).

Part III. Officers

4. The Officers of the Faculty are the Chair and Chair-Elect of the Faculty.

   (A) The Chair-Elect shall be elected from among the voting members of the Faculty of the School for a one-year term and automatically and successively shall become the Chair of the Faculty. The Chair-Elect shall be determined by simple majority of those Education and Information Studies Faculty voting for the Chair-Elect. The Chair-Elect’s responsibilities shall include coordinating the recording of minutes at Executive Committee and at All Academic Personnel meetings, and assuring that approved minutes are added to the archives. The Chair-Elect shall substitute for the Chair in the Chair’s absence.

   (B) The Chair of the Faculty shall serve for a one-year term. The Chair’s responsibilities shall include setting agendas for and chairing All Academic Personnel and Executive Committee meetings and representing the School in meetings of the Academic Senate Council of Faculty Chairs.

   (C) Terms of service ordinarily shall begin September 1 and end August 31.

   (D) Should the position of Chair of the Faculty become vacant, the Chair-Elect shall assume the position immediately.

   (E) Should the position of Chair-Elect of the Faculty become vacant on or before December 31, then a new election shall be called immediately and the newly elected Chair-Elect shall assume the position immediately, filling the remainder of the Chair-Elect term. If the vacancy occurs between January 1 and the annual Spring Quarter elections, the position shall be left unfilled, unless the majority of
Executive Committee members attending vote to fill the position immediately. If the position is left vacant, the individual elected in the annual election shall assume the position immediately, not on September 1.

Part IV. All Academic Personnel Meetings

5. All Academic Personnel meetings shall be held at least once a quarter during the three quarters of the academic year, unless the Faculty Chair and the Executive Committee determine that such meeting is not needed.

6. The Chair of the Faculty, in consultation with the Dean, sets All Academic Personnel meeting agendas and chairs the meetings. The agenda shall be distributed one week in advance of the All Academic Personnel meeting.

7. The Chair of the Faculty is required to call an All Academic Personnel meeting at the written request of any 10 members of the Faculty as defined by Bylaw 50 (B), and such meeting shall be called within 10 instructional days after receipt of the request.

8. Personnel with academic titles and the two departmental student representatives (or alternates) to the Executive Committee shall be invited to attend All Academic Personnel meetings.

9. By invitation of the Faculty Chair, GSE&IS students other than the representatives (or alternates) to the Executive Committee and non-academic staff may attend All Academic Personnel meetings.

10. At the Faculty Chair’s discretion, an executive session of the Faculty may be called. Only members of the Faculty as designated by Bylaw 50(B) shall be privileged to attend.

11. One-third of the voting members of the Faculty shall constitute a quorum. Voting members who are on leave or on sabbatical are not included in the quorum count, but they are eligible to vote.

12. Voting is by secret ballot only when requested by a voting member.

Part V. Committees

13. Executive Committee

   (A) Chair. The Executive Committee shall be chaired by the Chair of the Faculty.

   (B) Membership. The Executive Committee shall consist of

   (1) the elected Chair and Chair-Elect of the School Faculty;

   (2) three Education Faculty elected by Department of Education Faculty;

   (3) two Information Studies Faculty elected by Department of Information Studies Faculty;
(4) two Faculty members elected at-large;

(5) Dean, ex officio, without vote;

(6) Associate Dean(s), ex officio, without vote;

(7) Education and Information Studies Department Chairs, ex officio, without vote, and

(8) two student representatives. Students in each department separately shall themselves determine the appropriate mechanism to designate a representative and an alternate to serve for the entire year and so inform the Faculty Chair. Student representatives shall be permitted to vote, but their votes shall be recorded separately. For each department, the designated student representative or alternate, but not both, shall attend Executive Committee meetings.

(C) Elections. Balloted elections shall take place annually in Spring Quarter with those elected taking office on September 1. Faculty Executive Committee members elected by their department or at-large (2, 3, and 4 above) shall hold two-year terms with staggered elections. In the event that more than one position (2, 3, or 4 above) is open in the same election, in the balloting for these positions each Faculty member in the relevant voting unit shall be able to cast one and only one vote for any one candidate. Vacancies in these positions shall be handled in the same manner as vacancies for the Chair-Elect (III 4.e above).

(D) Meetings. Executive Committee Meetings shall be called once a month October through May or as determined necessary by the Faculty Chair or a majority of the voting members of the Executive Committee. The Faculty Chair, in consultation with the Dean, shall set the agenda. Agendas for each Executive Committee meeting shall be sent by email to all faculty at least one week before the scheduled meeting. Any attachments may be obtained by request from the responsible staff person, if they were not included with the email. Any faculty member may attend any Executive Committee meeting and always has privilege of the floor. Minutes of the meetings shall be approved by the Executive Committee and distributed to all Faculty of the School, and retained by the Assistant to the Dean in the School’s archives.

(E) Quorum. A simple majority of voting members shall constitute a quorum.

(F) Duties.

(1) Provide general oversight of the welfare of the students, faculty, and staff of the School, and bring before the faculty any recommendations that the Executive Committee may deem advisable;

(2) Advise the Dean on academic policies of the School;
(3) Advise the Dean on long-range planning and future direction of the School;

(4) Advise the Dean on budget considerations;

(5) Advise the Dean on the allocation of ladder Faculty positions to departments and programs;

(6) Review proposed University policies and advise the Faculty Chair and/or Dean on GSE&IS’s response;

(7) Advise the Dean on policy and external relations with public and private organizations in the fields of education and information studies, and

(8) Establish ad hoc committees as may be deemed necessary to the functioning of the Executive Committee or as requested by vote of the Faculty at an All Academic Personnel meeting. Such ad hoc committees shall be appointed and charged by the Chair in consultation with the Executive Committee. Such committees shall make reports to the Executive Committee, as requested.

(G) Voting. Voting is by secret ballot only when requested by a voting member.

Part VI. Suspension of Rules

14. At All Academic Personnel meetings, rules may be suspended by majority vote of the Faculty attending. At Executive Committee meetings, rules may be suspended by majority vote of the Executive Committee Faculty members attending. In both cases, suspension of the rules cannot occur if at least 30% of those present and eligible to vote actually vote against the proposed suspension.

Part VII. Amendment of Bylaws

15. The Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the faculty at least five instructional days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate. A waiting period of 30 calendar days shall be in effect upon the approval of any amendment.
To the Legislative Assembly of UCLA,

At its meeting on May 12, 2011, the Executive Board of the Academic Senate reviewed the proposed changes to Graduate Council Bylaw 65.2. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
April 28, 2011

To: Steven Nelson, Chair
    Graduate Council

From: Christopher Colwell, Chair
      Committee on Rules and Jurisdiction

Re: Proposed Changes to Divisional Bylaw 65.2 “Graduate Council”

The Committee on Rules and Jurisdiction (CR&J) received the proposed changes to Divisional Bylaw 65.2 of the Graduate Council. CR&J approved the proposed changes, as they were found to be congruent with the bylaws and regulations of the Academic Senate.

These proposed changes will be forwarded to the Executive Board for its review. Barring any suggestions for further changes from the Executive Board, the proposed revisions will subsequently be forwarded to the Legislative Assembly for formal review. CR&J will certainly keep you updated on the status of these forthcoming reviews.

Should you have any questions or concerns, you may contact John Leary at (310) 206-2469 or email at jleary@senate.ucla.edu.

Cc: Ann Karagozian, Chair, Academic Senate
    Jaime Balboa, Chief Administrative Officer, Academic Senate
    Dorothy Ayer, Executive Assistant, Academic Senate
    Kyle Cunningham, Senior Policy Analyst, Graduate Council
    John Leary, Senior Policy Analyst, Committee on Rules & Jurisdiction
April 28, 2011

Christopher Colwell, Chair
Committee on Rules and Jurisdiction

Dear Chair Colwell,

At its meeting on April 1, 2011, the Graduate Council discussed a proposed change to Divisional Bylaw 65.2 “Graduate Council,” which was to remove the voting rights from its ex officio member, the Dean of the Graduate Division. By a unanimous vote (13 in favor, 0 opposed, 0 abstentions; GSA Reps: 1 in favor), the proposed change was approved.

The revision is being proposed to be consistent with the bylaws of other Senate standing committees and, specifically, with the Graduate Council’s sister committee, the Undergraduate Council. The Graduate Council feels that the current provision for the ex officio’s vote is in conflict with that position’s role as an administrative agent for the Graduate Council and that the approval or denial of proposed actions for graduate degree programs and policies appropriately rests with the Senate members appointed to the Graduate Council by the Committee on Committees. Additionally, Council members feel that the Dean will be able to opine on matters more openly if s/he is not able to vote on them.

Attached is the proposed bylaw submitted in conformance with R&J’s guidelines. I respectfully ask that the Committee on Rules and Jurisdiction approve the proposed revision so that it can be included on the June 2, 2011, Legislative Assembly agenda.

Please feel free to contact me via the Council’s analyst, Kyle Cunningham, at kcunningham@senate.ucla.edu, if you have any questions or require clarification about this response.

Best regards,

[Signature]

Steven Nelson, Chair
UCLA Graduate Council

cc: Ann Karagolzian, Chair, Academic Senate
    Jaime Balboa, Chief Administrative Officer, Academic Senate
    John Leary, Sr. Policy Analyst, Rules and Jurisdiction
    Kyle Cunningham, Sr. Policy Analyst, Graduate Council
    Dorothy Ayer, Executive Assistant, Academic Senate

Encl.
Audit of the Los Angeles Division
Academic Senate Bylaws

Committee: Graduate Council, Bylaw 65.2

<table>
<thead>
<tr>
<th>Current Bylaw</th>
<th>Proposed Bylaw</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Membership.</strong> The Council is selected to give proper representation to the academic departments, colleges, professional schools, and interdepartmental programs that offer graduate curricula. The Council consists of 21 members: 20 appointed members, the Dean of the Graduate Division, ex officio, and 4 graduate students appointed in accordance with SBL 45. The chair is designated by the Committee on Committees. [Am 11 Nov 86, 8 Nov 88, 11 Jan 94, 8 Nov 94]</td>
<td><strong>A. Membership.</strong> The Council is selected to give proper representation to the academic departments, colleges, professional schools, and interdepartmental programs that offer graduate curricula. The Council consists of 21 members: 20 appointed members, the Dean of the Graduate Division, ex officio, <strong>without a vote</strong>, and 4 graduate students appointed in accordance with SBL 45. The chair is designated by the Committee on Committees. [Am 11 Nov 86, 8 Nov 88, 11 Jan 94, 8 Nov 94, 2 June 11]</td>
</tr>
<tr>
<td><strong>B. Duties.</strong> The Council</td>
<td><strong>B. NO CHANGE</strong></td>
</tr>
<tr>
<td>1. makes policy for graduate education at UCLA and discharges duties in accordance with the stipulations of Senate Bylaw 330. In exercising its functions under Senate Bylaw 330, the Council reports directly to the Legislative Assembly.</td>
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<tr>
<td>2. consistent with SBL 330, recommends to the Legislative Assembly graduate programs leading to new degree; it also authorizes, supervises and regulates all graduate courses and graduate programs of instruction except such courses and programs as have been exempted by action of the Regents. In discharging this duty the Council shall maintain liaison with the Undergraduate Council. [Am 11 Jan 94, 25 Apr 95]</td>
<td></td>
</tr>
<tr>
<td>3. periodically reviews and evaluates all graduate programs of study. If the Graduate Council judges after a review of a graduate program that it should be discontinued, procedures outlined in Appendix V shall be observed. [See</td>
<td></td>
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</table>
also Appendix III, Part VII) [Am 11 Jan 94]

4. is delegated authority from the Los Angeles Division of the Academic Senate to recommend to the Coordinating Committee on Graduate Affairs (CCGA) proposals for:
   a. New graduate programs leading to existing degrees; and
   b. New programs leading to graduate-level certificates. [Am 11 Nov 86]

5. appoints the Committees to Administer the Interdepartmental Degree Programs (CAIDPs) for graduate programs, and, together with the Undergraduate Council appoints CAIDPs with both graduate and undergraduate programs; members shall serve for three years. In discharging this duty the Council shall formulate and approve written policies for the selection of the Administrative Committees and the Committee Chairs, and shall consult with the Executive Committee of the appropriate College or schools if an undergraduate degree is also offered by the Program. [En 24 May 88, Am 11 Jan 94, 9 Jun 08]

6. as allowed in Senate Bylaw 20 and Senate Bylaw 330(C), the Graduate Council reserves the right to delegate to the Dean of the Graduate Division routine administrative decisions related to the regulations and policies of the Graduate Council as described in its delegation guidelines (see Appendix III, Bylaws of the Graduate Council). The Graduate Council will monitor and review these delegated decisions on an annual basis, and revise its delegation guidelines accordingly. [En 28 May 98]
To the Legislative Assembly of UCLA,

At its meeting on May 26, 2011, the Executive Board of the Academic Senate reviewed the proposed Appendix V Action: Discontinuance of the Master Program in Teaching English as a Second Language (TESL). The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
May 16, 2011

Ann Karagozian, Chair
UCLA Academic Senate

Dear Ann,

At its meeting on May 13, 2011, the Graduate Council reviewed the request from the Department of Applied Linguistics to discontinue its Master of Arts (MA) in Teaching English as a Second Language (TESL). The Graduate Council approved this request by a unanimous vote (13 in favor, 0 opposed, 0 abstentions; GSA Reps: 2 in favor).

As noted in the department chair’s letter, admissions to the MA in TESL have been voluntarily suspended for seventeen years. The department voted unanimously to discontinue the program in the Fall 2009, which recently received the endorsements of the Dean of Humanities and the College Faculty Executive Committee. Additionally, the Council on Planning and Budget and the Associate Vice Chancellor for Academic Planning and Budget indicate that the proposed action has no budgetary ramifications. As such, and given that the request has been expected for a number of years, the Graduate Council supports the degree program’s discontinuance.

The Council has determined that the action falls under the Appendix V’s “alternate dispute resolution” procedures and now seeks endorsement of the degree program’s discontinuance by the Legislative Assembly at its meeting on June 2, 2011.

If you have questions or require additional information, please do not hesitate to contact me via the Graduate Council’s analyst, Kyle Cunningham, at 310-825-1162.

Regards,

[Signature]

Steven Nelson, Chair
UCLA Graduate Council

cc: Tim Stowell, Dean, Division of Humanities, College of Letters and Science
    Michael Goldstein, Interim Dean, Graduate Division
    Shoichi Iwasaki, Chair, Department of Applied Linguistics
    James Carmody, Chair, Coordinating Committee on Graduate Affairs (CCGA)
    Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget
    Jaime Balboa, Chief Administrative Officer, Academic Senate
    Dan Bennett, Assistant Dean, Graduate Division
    Kathleen Copenhaver, Associate Registrar
    Kyle Cunningham, Sr. Policy Analyst, Graduate Council
    Eric Zarate, Sr. Policy Analyst, CCGA
    Dorothy Ayer, Executive Assistant, Academic Senate
    Sonia Johnson, Admin. Specialist, Analysis and Information Management
April 12, 2011

Steven Nelson
Chair, Graduate Council

In Re: Appendix V Request – Discontinuance of the Masters Program in TESL

Dear Steven,

At its meeting on March 31, 2011, the Executive Board has approved, by consent calendar, the initiation of the Appendix V action for the discontinuance of the Masters Program in TESL. Graduate Council has been identified as the designated committee for this action, process to be completed for inclusion on the June 2011 Legislative Assembly agenda.

Please do not hesitate to contact me should you have any questions.

Sincerely,

[Signature]

Ann Karagozian
Chair, Academic Senate

Cc: Jaime Balboa, Senate CAO
Kyle Cunningham, Sr. Policy Analyst, Graduate Council
March 21, 2011

Professor Ann Karagozian, Chair
Academic Senate
3125 Murphy Hall

Dear Chair Karagozian,

The faculty of the Department of Applied Linguistics met on October 1, 2009, and voted to disestablish the Masters Program in TESL. The total eligible faculty is 6; the vote was 5 in favor, 1 absent, 0 abstentions.

The justification for the decision is as follows.

Admission to this program was voluntarily suspended by the Department 17 years ago when the MA program in Applied Linguistics & TESL (now referred to as the MA program in Applied Linguistics) was established with the intention to replace the MA in TESL. The graduate Division found a handwritten note to that effect in its files that indicated that a formal disestablishment of the MA in TESL was expected to be requested soon. There were no further indications of any action taken after that note, and the MA program in TESL has remained on the books. In the fall of 2008, I was verbally notified by the Graduate Division that a graduate program cannot continue to remain suspended for such a long time and that the Department must either re-open admission into it or disestablish the program. The Department has now voted to disestablish it, as was its original intention 17 years ago.

On behalf of the Department, I would like to submit a formal proposal to disestablish the MA in TESL and request your support.

Sincerely,

Shoichi Iwasaki
Professor and Chair
Department of Applied Linguistics
Responses to the Appendix V Proposal to Discontinue the Master of Arts in Teaching English as a Second Language (MA in TESL):

1. Dean, Division of Humanities, College of Letter and Science Dean
2. Faculty Executive Committee - College of Letters and Science
3. Associate Vice Chancellor, Academic Planning and Budget
4. Council on Planning and Budget
5. Graduate Division (no response received)
MEMORANDUM

Office of the Dean of Humanities
College of Letters and Science
2300 Murphy Hall
143801

May 6, 2011

To: Steven Nelson
Chair, Graduate Council

From: Tim Stowell
Dean, Division of Humanities

Re: Proposed Disestablishment of MA in TESL

I support the request of the Department of Applied Linguistics to disestablish the MA in TESL.

From what I understand, admissions to the TESL MA program were (voluntarily) suspended almost 20 years ago, and until a couple of years ago the Department had forgotten about it. This MA program used to function as a point of entry into the Applied Linguistics Ph.D. program, but the Applied Linguistics MA program has long since taken over this role. The Department has no desire to restart the TESL MA, and it lacks the faculty resources to staff it. Likewise, the Humanities Division has no interest in investing new resources in this. For all of these reasons, it makes sense to disestablish this MA, as proposed.
April 27, 2011

To:  Steven Nelson, Chair  
     Graduate Council

From:  Raymond Knapp, Chair  
        UCLA College Faculty Executive Committee

Re:  College FEC response to the Appendix V proposal to discontinue the MA in Teaching English as a Second Language

Thank you on behalf of the College Faculty Executive Committee for the opportunity to review and opine on the Appendix V proposal to discontinue the MA in Teaching English as a Second Language housed in the Department of Applied Linguistics. We discussed the matter at our April 22, 2011 meeting.

At present, the FEC believes the proposal constitutes a “friendly action” under Appendix V and endorses the request to discontinue the program (11 approve, 1 oppose, 0 abstain). Please note, the member who voted against the proposal wished only to express her support for the program, which she thought had been discontinued years ago.

If you have any questions or concerns, please contact me at knapp@humnet.ucla.edu. Kyle Stewart Mcjunkin, Academic Administrator, is also available to assist you and he can be reached at (310) 825-3223 or kmcjunkin@college.ucla.edu.

cc:  Jaime Balboa, Chief Administrative Officer, Academic Senate  
     Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives  
     Kathleen Copenhaver, Associate Registrar  
     Kyle Cunningham, Senior Policy Analyst, Academic Senate  
     Ann Karagozian, Chair, Academic Senate  
     Linda Mohr, Assistant Chief Administrative Officer, Academic Senate
Kyle,

I see no budgetary ramifications to this proposal.

Glyn

Glyn Davies
Associate Vice Chancellor
Academic Planning and Budget
(310) 206-8041

From: Cunningham, Kyle
Sent: Thursday, April 14, 2011 9:57 AM
To: Stowell, Tim; Knapp, Raymond; Goldstein, Michael (mgoldstein@gdnet); Lopez, David; Davies, Glyn
Cc: Nelson, Steven; Balboa, Jaime; Bennett, Daniel; Copenhaver, Kathleen; Cunningham, Kyle; Iwaski, Shoiici; Karagozian, Ann R.; McJunkin, Kyle; Mohr, Linda
Subject: Appendix V Proposal to Discontinue the MA in TESL
Importance: High

Dear All,

On behalf of Graduate Council Chair, Professor Steven Nelson, please find attached a proposal from the Department of Applied Linguistics for the discontinuance of the MA in TESL. Such an action follows Appendix V procedures, so we now seek the input from the College FEC and Dean of Humanities before bringing the proposal to the Graduate Council for its vote on the proposed action.

Note I have included Associate Vice Chancellor Glyn Davies and Chair of the Council on Planning and Budget, Professor David Lopez, on this distribution. I see no obvious impact on the department's budget or resources, but should APB/CPB wish to provide statements, they would be most welcome. We ask that responses be submitted to my attention no later than Friday, May 6th.

Please contact me if you have any questions.

Regards,

Kyle R. Cunningham
Senior Policy Analyst
UCLA Academic Senate
3125 Murphy Hall; Box 951408
Los Angeles, CA 90095
Direct: 310.825.1162
E-Mail: kcunningham@senate.ucla.edu
URL: www.senate.ucla.edu
I agree that there are no budget issues here; we pass.

David

David Lopez
Professor of Sociology
UCLA
310-210-1118
dlopez@ucla.edu

On Apr 14, 2011, at 9:56, "Cunningham, Kyle" wrote:

Dear All,

On behalf of Graduate Council Chair, Professor Steven Nelson, please find attached a proposal from the Department of Applied Linguistics for the discontinuance of the MA in TESL. Such an action follows Appendix V procedures, so we now seek the input from the College FEC and Dean of Humanities before bringing the proposal to the Graduate Council for its vote on the proposed action.

Note I have included Associate Vice Chancellor Glyn Davies and Chair of the Council on Planning and Budget, Professor David Lopez, on this distribution. I see no obvious impact on the department’s budget or resources, but should APB/CPB wish to provide statements, they would be most welcome. We ask that responses be submitted to my attention no later than Friday, May 6th.

Please contact me if you have any questions.

Regards,

Kyle R. Cunningham
Senior Policy Analyst
UCLA Academic Senate
April 14, 2011

Tim Stowell, Dean of the Division of Humanities, College of Letters and Science  
Ray Knapp, Chair, College Faculty Executive Committee  
Michael Goldstein, Interim Dean, Graduate Division  
David Lopez, Chair, Council on Planning and Budget  
Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget

Dear Colleagues:

The Academic Senate received a proposal from the Department of Applied Linguistics to discontinue its MA Degree in TESL. The proposed discontinuance entails an Appendix V Action, for which the Graduate Council has been assigned the designated committee by the Academic Senate’s Executive Board.

Per the Appendix V guidelines, the Graduate Council now seeks input from campus entities to aid in its review of the proposal. As noted in the letter from Senate Chair Karagozian, the Executive Board requests that the review and approval process be completed for inclusion on the June 2011 LgA agenda. In order to accomplish this, the Graduate Council must vote on the proposal at its meeting of May 13, 2011. Therefore your response is requested no later than Friday, May 6, 2011.

If you have any questions or require additional information, please contact Graduate Council analyst, Kyle Cunningham, at kcunningham@senate.ucla.edu.

Thank you in advance.

Sincerely,

[Signature]

Professor Steven Nelson, Chair  
UCLA Graduate Council

Cc: Jaime Balboa, CAO, UCLA Academic Senate  
Daniel Bennett, Assistant Dean, Graduate Division  
Kathleen Copenhaver, Associate Registrar  
Kyle Cunningham, Policy Analyst, Graduate Council  
Shoichi Iwasaki, Chair, Department of Applied Linguistics  
Ann Karagozian, Chair, UCLA Academic Senate  
Kyle McLunec, College FEC Coordinator  
Linda Mohr, Assistant CAO, Academic Senate/Council on Planning and Budget
To the Legislative Assembly of UCLA,

At its meeting on May 12, 2011, the Executive Board of the Academic Senate reviewed the proposed Appendix V Action: Discontinuance of the Master of Arts (MA) and Establishment of the Master of Science (MS) in Ecology and Evolutionary Biology (EEB). The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
May 2, 2011

Ann Karagozian, Chair
UCLA Academic Senate

Dear Ann,

At its meeting on April 15, 2011, the Graduate Council reviewed the proposal from the Department of Ecology and Evolutionary Biology to discontinue its Master of Arts (MA) in Biology and to establish the Master of Science (MS) in Biology in its place. By a unanimous vote, the Graduate Council approved the proposal (13 in favor, 0 opposed, 0 abstentions; GSA Reps: 1 in favor).

The Council feels that the proposed action, effective Fall 2011, better reflects the Department’s mission and the training it provides its graduate students. Additionally it will have no impact on the program’s current admissions or degree completion requirements. Comments were invited from the Dean of Life Sciences and the College FEC, as well as from the Associate Vice Chancellor for Academic Planning and Budget and the Council on Planning and Budget. No response was received from the Dean. The College FEC voted unanimously in favor of the proposal. APB and CPB commented that there were no budgetary concerns that required their assessments.

The Council now seeks endorsement of the proposal by the Legislative Assembly at its meeting of June 2, 2011. If you have any questions or require additional information, please do not hesitate to contact me via the Graduate Council’s analyst, Kyle Cunningham, at 310-825-1162.

Regards,

Steven Nelson, Chair
UCLA Graduate Council

cc: Victoria Sork, Dean, Division of Life Sciences, College of Letters and Science
   Michael Goldstein, Interim Dean, Graduate Division
   Dan Blumstein, Chair, Department of Ecology and Evolutionary Biology
   Peter Nonacs, Vice Chair, Department of Ecology and Evolutionary Biology
   James Carmody, Chair, Coordinating Committee on Graduate Affairs (CCGA)
   Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget
   Jaime Balboa, Chief Administrative Officer, Academic Senate
   Dan Bennett, Assistant Dean, Graduate Division
   Kathleen Copenhaver, Associate Registrar
   Kyle Cunningham, Sr. Policy Analyst, Graduate Council
   Eric Zarate, Sr. Policy Analyst, CCGA
   Dorothy Ayer, Executive Assistant, Academic Senate
   Sonia Johnson, Admin. Specialist, Analysis and Information Management
March 7, 2011

Victoria Sork, Dean of the Division of Life Sciences, College of Letters and Science
Ray Knapp, Chair, College Faculty Executive Committee
Michael Goldstein, Interim Dean, Graduate Division
David Lopez, Chair, Council on Planning and Budget
Glyn Davies, Associate Vice Chancellor, Academic Planning and Budget

Dear Colleagues:

The Academic Senate received a proposal from the Department of Ecology and Evolutionary Biology (EEB) to discontinue its MA Degree and establish the MS in its place. The proposed change in degree entails an Appendix V Action, for which the Graduate Council has been assigned the designated committee by the Academic Senate’s Executive Board.

The Graduate Council now seeks input from campus entities to aid in its determination of whether the proposal constitutes a friendly action or requires further investigation. In order to facilitate as timely a review as possible, we respectfully ask for your comments no later than Friday, April 8, 2011. Please send all responses to the Graduate Council’s analyst, Kyle Cunningham.

Following collection of the campus’ input, the Committee on Degree Programs, a subcommittee of the Graduate Council, will convene to determine whether the action is “friendly” or if the proposal requires further investigation. If necessary, the Committee will solicit input from individual faculty members and students involved in the program and/or call for town hall meetings to discuss the proposed action with the impacted parties. Questions concerning the process may be directed to Kyle Cunningham at kcunningham@senate.ucla.edu or 310-825-1162.

Thank you in advance for your input and contributions to this important process.

Sincerely,

Professor Steven Nelson, Chair
UCLA Graduate Council

Cc: Arri Karagözian, Chair, UCLA Academic Senate
    Jaime Balboa, CAO, UCLA Academic Senate
    Daniel Bennett, Assistant Dean, Graduate Division
    Dan Blumstein, Chair, Department of Ecology and Evolutionary Biology
    Kathleen Copenhaver, Associate Registrar
    Kyle Cunningham, Policy Analyst, Graduate Council
    Kyle McLuckin, College FEC Coordinator
    Linda Mohr, Assistant CAO, Academic Senate/Council on Planning and Budget
    Peter Nonacs, Vice Chair for Graduate Studies, Department of Ecology and Evolutionary Biology
March 3, 2011

Steven Nelson
Chair, Graduate Council

In Re: Discontinuance of the MA in Ecology and Evolutionary Biology (Appendix V Action) and the Establishment of the MS in Ecology and Evolutionary Biology

Dear Steven,

As you are aware, the Department of Ecology and Evolutionary Biology has submitted a proposal to discontinue its MA degree while concurrently establishing an MS degree—utilizing the same curriculum. The Executive Board has approved by consent calendar over email the initiation of the Appendix V action and has identified the Graduate Council as the designated committee.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Ann Karagozian
Chair, Academic Senate

Cc: Jaime Balboa, Senate CAO
    Kyle Cunningham, Sr. Policy Analyst, Graduate Council
February 1, 2011

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY
621 CHARLES E. YOUNG DRIVE SOUTH
LOS ANGELES, CALIFORNIA 90095-1666
PHONE: (310) 206-7132
FAX: (310) 206-3987
E-MAIL: ecnecs@biology.ucla.edu
Webpage: http://www.eeb.ucla.edu/Faculty/Nonacs/

Senate Chair,
Ann Karagozian

Dear Dr. Karagozian,

The Department of Ecology and Evolutionary Biology requests to make two changes to our graduate program:

1. Discontinue our existing Masters of Art (MA) program.
2. Establish a new Masters of Science (MS) program.

The overall goal of these changes is to shift from awarding a degree in “Arts” to awarding a degree in “Sciences”. Existing university regulations require that such a shift occur with the above two steps. The driving rationale for this change is that an MS degree better reflects the mission of our department and prospective students are more likely to view themselves as future “scientists” rather than future “artists”. Therefore, with this simply switch in the name of the degree we expect to be able to attract more applicants of a higher quality. The features of our ‘new’ MS would be as follows:

- The requirements for admission and successful degree completion would be completely identical with our current MA program (see attachment). No new requirements would be added.
- All future admissions for a Master’s degree would be to the MS program.
- All current students in our MA program would be given the option to have either an MA or MS. We suspect all or the majority will opt to switch. Switching students will not have any new requirements to fulfill.
- The changes are to be implemented for the Fall, 2011.

These requests were duly presented at a faculty meeting of the EEB Department, on Jan. 24th, 2011, with a following 14-2 vote in favor of both actions. It is unclear why two faculty members voted against the measure. No objections were either raised during the faculty discussion or relayed privately before or after the vote.

Sincerely,

Peter Nonacs
Professor, EEB Vice Chair for Graduate Studies

[Signature]

Dan Blumstein
Professor, EEB Chair
Ecology and Evolutionary Biology
College of Letters and Science

Graduate Degrees
The Department of Ecology and Evolutionary Biology offers the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees in Biology.

Admission
Program Name
Biology
Address
2329A Life Sciences
Box 951606
Los Angeles, CA 90095-1606
Phone
(310) 825-1959
Email
eeobgrad@ebucl.edu

Leading to the degree of
M.A., Ph.D.

Admission Limited to
Fall

Deadline to apply
December 1st

GRE (General and/or Subject), TWE
GRE: General and Subject in Biology.

Letters of Recommendation
3, from professors, supervisors, or others who may provide an evaluation of the applicant's accomplishments or potential in research, teaching, and related scholarly activities

Other Requirements
In addition to the University's minimum requirements and those listed above, all applicants are expected to submit a statement of purpose.

The department encourages applications from students in all areas of science, but expects successful applicants to have or to acquire a background comparable to the requirements for the bachelor's degree in biology at UCLA. A background in chemistry, physics, and mathematics is desirable. Deficiencies in these or other subjects should be made up at the earliest opportunity. Undergraduates who are prospective applicants should remedy their deficiencies by preparatory study at an appropriate institution. Students with academic deficiencies may be admitted on a provisional basis.

**Master's Degree**

**Advising**

All academic affairs for graduate students in the department are directed by the departmental Graduate Adviser who is assisted by the administrative staff of the Graduate Affairs Office. The Graduate Adviser establishes, at the time of admission to graduate study, a guidance committee for each student that consists of three faculty members for each student.

The chair of the guidance committee acts as the provisional adviser until a permanent adviser is selected. Service as a provisional adviser is designed to be provisional for both professor and student. It does not commit the professor to supervise the thesis, nor does it commit the student to a provisional adviser. The provisional adviser serves until a permanent adviser is found and the master's examination or thesis committee is established.

**Areas of Study**

Study consists of coursework and research within the department and within related programs in biochemistry, geology, microbiology, and molecular biology on campus. Opportunities are also available off-campus for intensive study of marine biology at a marine science center in Fall Quarter, of field biology in Spring Quarter, and of tropical biology through courses offered by the Organization for Tropical Studies.

**Foreign Language Requirement**

None.

**Course Requirements**

Students must be enrolled full time and complete a minimum of 36 units (nine courses) of graduate (200 or 500 series) or upper division (100 series) coursework for the master's degree. Within this overall requirement, students must complete 20 units (five courses) at the graduate level for a letter grade. Of these five required graduate courses, four must be in the 200 series and one may be in the 200 or 500 series. Students must take the following courses during their first year: (1) two from Ecology and Evolutionary Biology M200A, 200B, and 200C; (2) Ecology and Evolutionary Biology 250. Students also must complete an advanced course (100 or 200 series) in statistics, biomathematics, or bioinformatics. Other specific course requirements are established individually for each student by the guidance committee.

**Teaching Experience**

Not required.

**Field Experience**

Not required.

**Comprehensive Examination Plan**

Students who select this plan are required to take the Departmental Written Qualifying Examination for the Ph.D. degree during their first year in residence. The examination consists of two parts. Part I examines the breadth of understanding (conceptual and synthetic) of the diversity of specialized subjects within integrative biology and consists of an examination based on two of the three following courses: Ecology and Evolutionary Biology M200A, 200B, and 200C. Part II consists of a first-year literature review and research proposal that is ten pages in length. The first draft of the proposal must be submitted to the student's advisory committee for comment by the end of Winter Quarter. A final draft of the proposal must be submitted to the advisory committee in the eighth week of Spring Quarter. The advisory committee evaluates and grades the proposal as
not pass or M.A. pass and forwards the results to the Graduate Adviser.

Thesis Plan

*Every master's degree thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.*

Before beginning work on the thesis, students must obtain approval of the subject and general plan from the master's thesis committee, which consists of three faculty. The thesis must be prepared in accord with University format requirements in *UCLA Policies and Procedures for Thesis Dissertation and Filing*, available on the Graduate Division website. The completed thesis is presented to the thesis committee for approval.

Time-to-Degree

The normative time-to-degree for the master's degree is six quarters.

**Doctoral Degree**

**Advising**

All academic affairs for graduate students in the department are directed by the departmental Graduate Adviser who is assisted by the administrative staff of the Graduate Affairs Office. The Graduate Adviser establishes, at the time of admission to graduate study, a guidance committee for each student that consists of three faculty members for each student.

The chair of the guidance committee acts as the provisional adviser until a permanent adviser is selected. Service as a provisional adviser is designed to be provisional for both professor and student. It does not commit the professor to supervise the dissertation, nor does it commit the student to a provisional adviser. The provisional adviser serves until a permanent adviser is found and the doctoral dissertation committee is established.

Students are required, as part of their degree requirements, to find a faculty member who agrees to serve as their permanent adviser and dissertation research supervisor/chair of the doctoral committee. Students who fail to find or retain a permanent adviser and dissertation research supervisor will be placed in departmental probationary status for one quarter. If the student does not find an adviser by the end of that quarter, they are recommended for termination of graduate study to the Graduate Division. Students are urged to discuss permanent sponsorship and dissertation research with faculty at the earliest opportunity, to pick a permanent adviser by the end of their first year, and are expected to advance to candidacy by the end of Winter Quarter of their third year of graduate study.

**Major Fields or Subdisciplines**

Study consists of coursework and research within the department and within related programs in biochemistry, geology, microbiology, and molecular biology on campus. Opportunities are also available off-campus for intensive study of marine biology at a marine science center in Fall Quarter, of field biology in Spring Quarter, and of tropical biology through courses offered by the Organization for Tropical Studies.

**Foreign Language Requirement**

No foreign language is required for admission to the Ph.D. program, and there is no uniform language requirement for the Ph.D. degree. However, at the discretion of the faculty, students who pursue certain specialties of biology may be required to gain proficiency in one or more foreign languages.

**Course Requirements**

Students must enroll for full-time study as defined by the university. Doctoral students must complete a minimum of 20 units of graduate-level courses (200-series). Students must take the following courses during their first year: (1) two from Ecology and Evolutionary Biology M200A, M200B, and M200C; (2) Ecology and Evolutionary Biology 250. Students also must complete an advanced course (100 or 200 series) in statistics, biomathematics, or bioinformatics. Other specific course requirements are established individually for each student by the guidance committee.

**Teaching Experience**

Each student is required to serve a minimum of three terms as a teaching assistant.
Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee. In addition to University requirements, some graduate programs have other pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.

Students are required to take the Departmental Written Qualifying Examination during their first year in residence. The examination consists of two parts. Part I examines the breadth of understanding (conceptual and synthetic) of the diversity of specialized subjects within integrative biology and consists of an examination based on two of the three following courses: Ecology and Evolutionary Biology M200A, 200B, and 200C. Part II consists of a first-year literature review and research proposal that is ten pages in length. The first draft of the proposal must be submitted to the student's advisory committee for comment by the end of Winter Quarter. A final draft of the proposal must be submitted to the advisory committee in the eighth week of Spring Quarter. The advisory committee evaluates and grades the proposal as not pass, M.A. pass, or Ph.D. pass and forwards the results to the Graduate Adviser.

The University Oral Qualifying Examination is conducted by the doctoral committee and must be completed by the end of the second year of graduate study. Students prepare, present and defend an original written dissertation proposal. The examination focuses on the content of the final dissertation proposal and topics directly related to it. The final dissertation generally follows the format of a National Science Foundation Dissertation Improvement Grant and forms the basis of the student's defense. The examination is graded pass, fail, or repeat. A failure results in a recommendation for termination of graduate study to the Graduate Division. A repeated examination is graded pass/fail only. Students who do not pass the examination and advance to doctoral candidacy by the end of Winter Quarter of their third year will lose fellowship support and access to departmental grants.

Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations.

Doctoral Dissertation

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.

Final Oral Examination (Defense of Dissertation)

Not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee.

Time-to-Degree

The normative time for the Ph.D. degree is 18 quarters.

Termination of Graduate Study and Appeal of Termination

University Policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

Special Departmental or Program Policy
In addition to the standard reasons outlined above, a student may be recommended for termination for unsatisfactory performance as determined by the advisory committee, failure to pass all areas of the departmental written qualifying examination, failure to pass the master's comprehensive examination, and failure to maintain a provisional or personal adviser. A student may appeal a recommendation for termination to the appropriate subgroup or the departmental chair.
Responses to the Appendix V Proposal to Change the MA in EEB to an MS in EEB

1. Interim Dean, Graduate Division – no response received
2. Dean, Life Sciences – no response received
3. College of Letters and Science FEC
4. Council on Planning and Budget – declined to comment
5. Associate Vice Chancellor, Academic Planning and Budget

Updated 4/13/2011
April 4, 2011

To:       Steven Nelson, Chair
          Graduate Council

From:    Raymond Knapp, Chair
          UCLA College Faculty Executive Committee

Re:      College FEC response to the Appendix V proposal to discontinue the MA in Ecology and Evolutionary Biology and establish an MS in Ecology and Evolutionary Biology

Thank you on behalf of the College Faculty Executive Committee for the opportunity to review and opine on the Appendix V proposal to discontinue the MA in Ecology and Evolutionary Biology and establish an MS in its place. We discussed the matter at our April 1, 2011 meeting after Professor Peter Nonacs, Vice Chair for Graduate Studies in the Department of Ecology and Evolutionary Biology, introduced the proposal and answered questions.

At present, the FEC believes the proposal constitutes a "friendly action" under Appendix V and unanimously endorses the request to discontinue the MA and establish an MS degree in its place (10 approve, 0 oppose, 0 abstain).

If you have any questions or concerns, please contact me at knapp@humnet.ucla.edu. Kyle Stewart McJunkin, Academic Administrator, is also available to assist you and he can be reached at (310) 825-3223 or kmcjunkin@college.ucla.edu.

cc:      Jaime Balboa, Chief Administrative Officer, Academic Senate
          Daniel Bennett, Assistant Dean, Graduate Division
          Dan Blumstein, Chair, Department of Ecology and Evolutionary Biology
          Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives
          Kathleen Copenhaver, Associate Registrar
          Kyle Cunningham, Senior Policy Analyst, Academic Senate
          Ann Karagozian, Chair, Academic Senate
          Linda Mohr, Assistant Chief Administrative Officer, Academic Senate
          Peter Nonacs, Vice Chair, Department of Ecology and Evolutionary Biology
CPB is happy to pass on this one. Good programs and reliable colleagues have it well in hand.

Best, David

David Lopez
Professor of Sociology
UCLA
310-210-1118
dlopez@ucla.edu

On Apr 1, 2011, at 12:58, "Cunningham, Kyle" <kcunningham@senate.ucla.edu> wrote:

Good Afternoon,

As a reminder, the Graduate Council requests responses from Dean Sork and the College FEC concerning the proposed change to the Department of Ecology and Evolutionary Biology’s master’s degree designation – from an MA to an MS – by next Friday, April 8th. APB and CPB are invited to submit comments, as well.

Please feel free to contact me if you have any questions.

Thank you.

Kyle

From: Cunningham, Kyle
Sent: Monday, March 07, 2011 11:29 AM
To: Sork, Victoria; Knapp, Raymond; Goldstein, Michael S.; Lopez, David; Davies, Glyn
Cc: Nelson, Steven; Karagozian, Ann R.; Balboa, Jaime; Bennett, Daniel J.; Blumsten, Dan; Copenhaver, Kathleen; Cunningham, Kyle; McJunkin, Kyle; Mohr, Linda; "Peter Nonacs"
Subject: Appendix V Proposal to Change the MA in EEB to a MS
Importance: High

Dear All,

On behalf of Graduate Council Chair, Professor Steven Nelson, please find attached a proposal from the Department of Ecology and Evolutionary Biology to change their MA degree to a MS degree. Such an action follows Appendix V procedures, so we now seek the input from the College FEC and Dean of Life Sciences before bringing the proposal to the Graduate Council for its vote on the proposed action.

Note I have included Associate Vice Chancellor Glyn Davies and Chair of the Council on Planning and Budget, Professor David Lopez, on this distribution. I see no obvious impact on the department’s budget or resources, but should APB/CPB wish to provide statements, they would be most welcome. We ask that responses be submitted to my attention no later than Friday, April 8th.
Cunningham, Kyle

From: Davies, Glyn
Sent: Sunday, April 03, 2011 8:41 AM
To: Cunningham, Kyle
Subject: RE: Appendix V Proposal to Change the MA in EEB to a MS

Thanks, Kyle. I have no budgetary concerns regarding the change.

Glyn

From: Cunningham, Kyle
Sent: Friday, April 01, 2011 4:10 PM
To: Davies, Glyn
Subject: FW: Appendix V Proposal to Change the MA in EEB to a MS

Glyn,

Below is the original request for comments with the description of the proposal attached.

Kyle
Kyle R. Cunningham
Senior Policy Analyst
UCLA Academic Senate
3125 Murphy Hall
Direct: 310.825.1162
E-mail: kcunningham@senate.ucla.edu
URL: www.serate.ucla.edu

From: Cunningham, Kyle
Sent: Monday, March 07, 2011 11:29 AM
To: Sork, Victoria; Knapp, Raymond; Goldstein, Michael S.; Lopez, David; Davies, Glyn
Cc: Nelson, Steven; Karagozian, Ann R.; Balboa, Jaime; Bennett, Daniel J.; Blumstein, Dan; Copenhaver, Kathleen; Cunningham, Kyle; McJunkin, Kyle; Mohr, Linda; ‘Peter Nonacs’
Subject: Appendix V Proposal to Change the MA in EEB to a MS
Importance: High

Dear All,

On behalf of Graduate Council Chair, Professor Steven Nelson, please find attached a proposal from the Department of Ecology and Evolutionary Biology to change their MA degree to a MS degree. Such an action follows Appendix V procedures, so we now seek the input from the College FEC and Dean of Life Sciences before bringing the proposal to the Graduate Council for its vote on the proposed action.

Note I have included Associate Vice Chancellor Glyn Davies and Chair of the Council on Planning and Budget, Professor David Lopez, on this distribution. I see no obvious impact on the department’s budget or resources, but should APB/CPB wish to provide statements, they would be most welcome. We ask that responses be submitted to my attention no later than Friday, April 8th.

Please contact me if you have any questions.

Regards,
Kyle R. Cunningham
To the Legislative Assembly of UCLA,

At its meeting on May 26, 2011, the Executive Board of the Academic Senate reviewed the Committee on Committees Slate for 2011-12. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
Committee on Committees: Slate for 2011-12

To the Academic Senate, Los Angeles Division

The Committee on Committees reports the 2011-12 committee slates and recommends confirmation of the following:

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<th>Membership</th>
<th>Department</th>
<th>Term of Service</th>
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2011-12 Standing Committee Slate
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**Committee on Development (7 of 7)**

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**Committee on Diversity and Equal Opportunity (9 of 9)**

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<td>Cooper, Robert</td>
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<td>Favro, Diane</td>
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<td>Harris, Neil</td>
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<td>Kavehpour, Pirouz</td>
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Moon, Ailee  Social Welfare  3
Valenzuela, Abel  Chicana and Chicano Studies  3
Wiley, Dorothy  Nursing  1

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Ackerman, Hal  Film, Television and Digital Media  2
Blaisdell, Aaron  Psychology  2
Caldwell, John  Film, Television and Digital Media  3
Carpenter, Ellen  Psychiatry and Biobehavioral Sciences  2
Carter, Troy  Physics & Astronomy  3
Cooperson, Michael  Near Eastern Languages and Cultures  2
Estrada, Leobardo  Urban Planning  2
Glanzman, David  Integrative Biology & Physiology  1
LeGuin, Elizabeth  Musicology  1
Manousiouthakis, Vasilios  Chemical and Biomolecular Engineering  2
McCumber, John  Germanic Languages  2
McLaren, Peter  Education  1
Ozler, Sule  Economics  1
Schuh, Russell  Linguistics  3
Tobin, Elaine  Molecular, Cell and Developmental Biology  2
Trueman, Brett  Management  2
Vroom, Ronald  Slavic Languages & Literature  3
Weiss, Richard L. - CHAIR  Chemistry & Biochemistry  3
Woo, Jason  Electrical Engineering  1
Zhou, Min  Sociology  3

Undergraduate Council - Honors, Awards and Prizes Committee (8 of 8)
Bergero, Adriana  Spanish and Portuguese  1
Chappelli, Francesco  Dentistry  3
Diaconescu, Paula  Chemistry and Biochemistry  1
Hakak, Lev  Near Eastern Languages & Cultures  3
Klug, William  Mechanical and Aerospace Engineering  3
McDonald, William  Film, Television and Digital Media  2
Miller, James N.  Microbiology, Immunology & Molecular Genetic  3
Normore, Calvin  Philosophy  1

University Emeriti and Pre-Retirement Relations Committee (5 of 5)
Babbitt, Donald  Mathematics  1
Fluharty, Arvan  Psychiatry and Biobehavioral Sciences  1
Mitchell, Daniel J.B. - CHAIR  Management  3
Rouse, Richard  History  2
Taylor, Anna  Neurobiology  1

Respectfully submitted,

2011-12 Standing Committee Slate
2010-11 Committee on Committees:
Alex A.T. Bui, Radiological Sciences
Nicholas Cacalano, Radiation Oncology
Jack Feldman, Neurobiology, Chair
Robin Fisher, Psychiatry and Biobehavioral Sciences
Craig Fox, Management/Psychology, Vice Chair
Alan Garfinkel, Integrative Biology & Physiology
Lillian Gelberg, Family Medicine
Deborah Glik, Community Health Sciences (S11)
James Gober, Chemistry & Biochemistry
Timothy Malloy, Law (S11)
Istvan Mody, Neurology
Joyce Newman Giger, Nursing
William Oppenheim, Orthopaedic Surgery
Alex Ortega, Health Services (F10; W11)
Roger Savage, Ethnomusicology
Hans Schollhammer, Management
Willeke Wendrich, Near Eastern Languages and Cultures
William Worger, History

2011-12 Standing Committee Slate
To the Legislative Assembly of UCLA,

At its meeting on May 26, 2011, the Executive Board of the Academic Senate reviewed the proposed Exception to UCLA Divisional Bylaw 45.E.3. The Board unanimously approved calendaring this item for the June 2, 2011 Legislative Assembly meeting. This proposal will go into effect immediately upon ratification by the Legislative Assembly.

Sincerely,

[Signature]

Ann Karagozian
Chair
UCLA Academic Senate
May 18, 2011

Professor Ann Karagozian
Chair, Academic Senate

In Re: Compliance with Academic Senate UCLA Divisional Bylaw 45(E) Paragraph 3

Dear Ann,

Academic Senate Divisional Bylaw 45(E) ¶ 3 (located in Chapter IV, Section 3) requires that the Chair, Vice Chair, and Immediate Past Chair of the Senate receive permission from the Legislative Assembly to serve in an administrative capacity when the appointment is to begin within one calendar year after leaving office.

I have been asked to serve as the Vice Provost for Graduate Education and Dean of the Graduate Division, beginning July 1, 2011. I am therefore writing to request that the Legislative Assembly take action in accordance with this bylaw.

As you know, I have already recused myself from all duties as the Immediate Past Chair of the Senate (vacated the office). My Senate service would have otherwise run until August 31, 2011.

Thank you in advance for your consideration of this matter.

With best regards,

Robin L. Garrell
Academic Senate Chair 2009-10
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Legislative Assembly Meeting Dates for 2010-11:

All meetings will be held from
2:00 p.m.— 4:00 p.m.
Charles E. Young Grand Salon, Kerckhoff Hall

November 4, 2010
February 17, 2011
April 21, 2011
June 2, 2011