UNIVERSITY OF CALIFORNIA
SAN DIEGO DIVISION OF THE ACADEMIC SENATE
REPRESENTATIVE ASSEMBLY
[see pages 3 and 4 for Representative Assembly membership list]

NOTICE OF MEETING
Tuesday, April 12, 2016, 3:30 p.m.
Garren Auditorium, Biomedical Sciences Building, 1st Floor

ORDER OF BUSINESS

(1) Minutes of Meeting of February 2, 2016 5

(2-7) Announcements
(a) Chair Robert Continetti Oral
(b) Chancellor Pradeep Khosla Oral
(c) Cybersecurity Oral
   • Pierre Quillet, CFO & Vice Chancellor
   • Brian DeMeulle, Executive Director, ITS-Infrastructure & Operations and Acting Chief Information Security Officer
   • Adam Lyddane, Director Clinical Applications and Practice Affiliations

(8) Special Orders
(a) Consent Calendar
   Senate Election – Nominations for Committee on Committees Handout
   Temporary Committee on Committee Appointment Oral

(9) Reports of Special Committees [none]

(10) Reports of Standing Committees
(a) Graduate Council, David Salmon, Chair 10
   • Proposed PhD in Physics and Bioengineering with a Specialization in Computational Neurosciences

(b) Undergraduate Council, Geoffrey Cook, Chair 12
   • Proposal from the Division of Arts and Humanities Seeking Authority to Offer Basic Writing Courses at the Divisionwide Level

(c) Undergraduate Council, Geoffrey Cook, Chair 24
   • Proposed Revisions to Regulation 600(E)&(G), Campuswide Graduation Requirements

(d) Committee on Senate Awards, Susan Tapert, Chair Oral
   • 2015-2016 Distinguished Teaching Awards

[Any member of the Academic Senate may attend and make motions at meetings of the Representative Assembly; however, only members of the Representative Assembly may second motions and vote.]
(e) Senate Council, Eric Halgren, Senate Council Member and Committee on Campus & Community Environment, Chair
   • Fossil Fuel Divestment Resolution

(11) Reports of Faculties

(a) Health Sciences Faculty Council, Bob Carter, Chair
   Proposed Revisions to Bylaws of the Faculties of UCSD
   • Appendix 5.7, Bylaws of the School of Medicine
   • Appendix 5.8, Bylaws of the Health Sciences Faculty
   • Appendix 5.11, Bylaws and Regulations of the Faculty of the School of Pharmacy and Pharmaceutical Sciences

(12) Petitions of Students [none]

(13) Unfinished Business [none]

(14) New Business
### Ex Officio Members:

- **Chair of Division:** Robert Continetti
- **Chancellor:** Pradeep Khosla
- **Vice Chair of Division:** Kaustuv Roy
- **2014-15 Chair of Division:** Gerry Boss
- **Chair, Committee on Academic Personnel:** Robert Horwitz
- **Chair, Committee on Admissions:** Melissa Famulari
- **Chair, Committee on Diversity and Equity:** Daniel Widener
- **Chair, Campus Community Environment:** Eric Halgren
- **Chair, Committee on Committees:** William Griswold
- **Chair, Educational Policy Committee:** Petr Krysl
- **Chair, Undergraduate Council:** Geoffrey Cook
- **Chair, Committee on Faculty Welfare:** Sheila Gahagan
- **Chair, Graduate Council:** David Salmon
- **Chair, Committee on Planning and Budget:** Sonia Ramsamoorthy
- **Chair, Committee on Privilege and Tenure:** Katja Lindenberg
- **Chair, on Research:** Frank Powell
- **Member, Academic Assembly:** Grant Goodall
- **Member, Academic Assembly:** Joanna McKittrick
- **Executive Vice Chancellor, Academic Affairs:** Suresh Subramani
- **Vice Chancellor, Health Sciences:** David A. Brenner
- **Vice Chancellor, Marine Sciences:** Margaret Leinen
- **Vice Chancellor, Research:** Sandra Brown

### Representatives:

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Chair Continetti called the meeting to order. A quorum was present (see attached attendance sheet). Chair Continetti welcomed everyone to the meeting and introduced Vice Chair Kaustuv Roy, Parliamentarian Gerry Mackie, and Academic Senate Office Director, Ray Rodriguez. Chair Continetti also introduced the Senate Office Staff present: Tara Mallis, Assembly Recorder; Trevor Buchanan, Programmer Analyst and technical support; Danny Kopp, Senate Analyst; and Alex Tea, Executive Assistant. Chair Continetti reviewed the Academic Senate Bylaws governing the privilege of the floor and voting.

ANNOUNCEMENTS BY THE CHAIR OF THE DIVISION

a. Systemwide Enrollment Increases
President Napolitano has proposed that the University enroll 10,000 new California residents through the 2018 academic year. It is anticipated that this proposal will present significant fiscal challenges. UC San Diego has been asked to enroll 750 additional California residents as part of the enrollment increase agreed to as part of the President’s budget negotiations with the Governor. It is unclear how many additional students UC San Diego will be asked to enroll in light of this new proposal. Academic Council is advising the President to proceed carefully.

b. Systemwide Cybersecurity
Following the cyber-attack on the UCLA Health System, UCOP installed software to monitor network traffic. This software installation was not done in consultation with the Senate and the Senate was not notified when the installation was completed. Faculty members from UC Berkeley found out about the software and raised the issue systemwide. Rachel Nava, Executive Vice President – Chief Operating Officer, sent a letter to UC faculty explaining the course of action taken by UCOP. That letter has been posted to the UC San Diego Academic Senate website. This is a developing issue that will likely continue to be discussed as UCOP continues to work to address vulnerabilities presented by older computers and systems.

c. UC San Diego Parking
The San Diego Chair, Vice Chair, Committee on Campus and Community Environment (CCCE), and the Committee on Faculty Welfare (CFW) have engaged with Transportation Services to understand parking issues and the efforts being taken to mitigate these issues. Chair Continetti noted that parking has always been an issue but this year has been particularly difficult. Chair Continetti encouraged faculty to continue to send in their complaints so that he can continue to communicate those issues to the administration.

d. UC San Diego Intercollegiate Activity Fee
Students have elected to vote on the imposition of a new intercollegiate activity fee as a first step towards moving into Division I sports. The Senate will continue to gather information as this effort develops.

e. Undergraduate Applications and Early Calling Campaign
A record number of undergraduate applications were received systemwide. A campus notice will be sent to faculty shortly regarding the early calling campaign. Faculty will be asked to call newly admitted students to encourage them to come to UC San Diego. These types of campaigns have been successful in
the past.

The Retirement Options Task Force released its report on January 15, 2016. UCOP hosted an informational webinar on February 1, 2016, and will host another webinar on Wednesday, February 3, 2016. The ROTF Report will be discussed in detail today.

To maximize the available time for the ROTF Report discussion, Chair Continetti asked if the Assembly would agree to proceed out of the normal order of the agenda to allow earlier discussion of the two items on the Consent Calendar. There were no objections. The discussion of the Consent Calendar items are recorded in the original order of the agenda under the Special Orders – Consent Calendar section below.*

PRESENTATION BY CFO PIERRE OUILLET – RETIREMENT OPTIONS TASK FORCE REPORT TO THE PRESIDENT

Chair Continetti introduced the Retirement Options Task Force Report (ROTF Report) and briefly summarized the report’s background information and the current steps taken by the Academic Senate to review the document. The 2015-16 budget agreement between the Governor and the UC President included a commitment of $436 million over the next three years towards UC’s retirement program in exchange for UC accepting the retirement cap established by the California Public Employees’ Pension Reform Act (PEPRA). The President appointed the Retirement Options Task Force (Task Force) to suggest options for implementing a third retirement tier that would be subject to the cap. The Task Force’s report was released to the President in December and was released for Senate review in January. The report was circulated widely and a Senate ad hoc committee was convened to formally review the report. The ad hoc committee’s assessment was discussed at the January Senate Council meeting. Chair Continetti invited CFO Pierre Ouillet to discuss the report further. Systemwide Senate Vice Chair Jim Chalfant was also present via Skype.

CFO Ouillet thanked Chair Continetti for the introduction and gave more background information on the Task Force and their retirement plan recommendations. The acceptance of the PEPRA cap came as part of the budget negotiations that secured the four percent salary increase, the tuition freeze, and no enrollment cap, though the issue of an enrollment cap has been placed back on the table. CFO Ouillet provided basic definitions to explain the difference between defined benefit (DB) and defined contribution (DC) plans and outlined the cost considerations in generating the new retirement tier.

CFO Ouillet explained that the Task Force was asked to ensure that the proposed tier could be both competitive and financially sustainable. The proposed retirement tier makes use of both a DB plan and a supplemental DC plan to cover wages earned above the PEPRA cap. Both the employee and the University will contribute to the DC plan. Both staff and faculty will have access to the same retirement plan. The proposed default is to enroll new employees into the combined DB/DC plan with an alternate option to allow new employees to enroll in a DC only plan with a one-time opportunity to switch into the combined plan after a set number of years.

It was noted that due to the nature of DC plans versus DB plans, the competitiveness of the proposed retirement program would wane for long-term employees and would likely be less attractive to more senior recruits who would be hired into higher level positions whose salaries would necessarily start near or above the PEPRA cap. It was also pointed out that the savings from the proposed plan are relatively small considering the total UC budget. Additionally, the DC option doesn’t actually offer significant savings unless benefits are cut. Alternately, the DC plan might prove attractive to some employees. The DC plan is more portable then the DB plan and there is flexibility built in that would allow employees who initially opted into the DC only plan to opt into the DB plan.
later. The proposed plans align UC more with the public sector. Based on the current political climate, it has been made clear that retaining the existing retirement plan is not politically popular and likely not possible.

CFO Ouillet shared that there were a number of features that didn’t make it into the final plan. Some of those features included separating retirement plans for staff and faculty, and the possibility of implementing a graded plan that would allow progressively larger contributions from the University over time. He also reminded attendees that a retirement program is only part of the recruitment package and there are more components that could be addressed to maintain competitiveness in faculty recruitment. CFO Ouillet closed his presentation by noting the Task Force understands that its recommendations are imperfect and welcomes feedback.

[CFO Ouillet’s presentation was posted to the Representative Assembly homepage on February 22, 2016 and is attached to these minutes as Enclosure A.]

Comments from Systemwide Senate Vice Chair

At the end of CFO Ouillet’s presentation, Chair Continetti asked Systemwide Senate Vice Chair, Professor Jim Chalfant if he had any comments and invited him to address the Assembly. Professor Chalfant acknowledged the widespread concerns about the harm this proposal could cause. He encouraged faculty to read the guide he and Systemwide Senate Chair, Professor Dan Hare, wrote to help clarify the report. Like CFO Ouillet, Professor Chalfant encouraged faculty to share their concerns about the proposed tier. However, despite the harm, Professor Chalfant also pointed out that rejecting the deal outright would not likely benefit the UC system. He reminded the Assembly that the $436 million offered in exchange for accepting the PEPRA cap would be money the UC would not have to repay that would go towards paying down the unfunded liability. The Regents and the President are unlikely to turn such funds down; especially if rejecting these funds would make it appear that the University doesn’t want or need additional state money.

Professor Chalfant shared that though maintaining the competitiveness and stability of the UC retirement plan were key objectives, a third objective of saving money slowly crept into the discussions. Looking to the options, allowing a split plan may ultimately cost more than requiring individuals to choose one plan or the other. Professor Chalfant pointed out that it is important to examine the existing fund menu, specifically the lifecycle funds where people are most likely to place their DC balances. The Office of the Chief Investment Officer (OCIO) is currently looking into options to help manage the risks presented by the various lifecycle funds currently offered by the UC system. Professor Chalfant also shared that an updated total remuneration study should be available in the next few days. This study will model the effects of the proposed third tier on total remuneration. [The study has been posted to the Senate website. The link can be found at the end of this section.]

Chair Continetti thanked Professor Chalfant for his remarks and shared that in the process of discussing the report, the ad hoc’s discussion focused on the effects the proposed tier would have on total compensation. Chair Continetti expressed interest in seeing the outcome of the total remuneration study in light of this widely held concern and expressed reservations about endorsing any proposal that would negatively impact total remuneration. The floor was opened to questions and comments.

General Comments and Questions

Given the circumstances, the prevailing perception was that this third tier was being imposed on the University. Attendees expressed disappointment in President Napolitano’s seeming indifference to shared governance and raised the possibility of formally expressing a lack of confidence in the President. Many attendees also expressed
deep concerns that the proposed third tier will cause irreparable harm to the long-term health of the University by significantly eroding the total faculty compensation and negatively impacting the University’s ability to remain competitive in faculty hiring. Attendees also questioned whether the one-time infusion of $436 million was worth making such a permanent change to the retirement program.

Attendees agreed that it seemed as though there was little choice in accepting the PEPRA cap. Despite this, other attendees noted the value in coming up with alternative ideas for the University to have on hand if and when University administrators are asked to make other changes. Overall, the attendees acknowledged how challenging it must have been to develop recommendations within the report, but concluded the best choice would be a plan that would encourage faculty to remain long-term to preserve the quality of instruction and research at the University. The proposed plans do not appear to meet that objective.

An attendee referred to the graded contribution plan previously referenced by CFO Ouillet and asked how drastic contributions would have to be over time to make such a plan equivalent to the current retirement plan. Professor Chalfant shared that he and Professor Hare performed this calculation to include with their guide to the report. As explained in the guide, Professor Chalfant and Professor Hare determined that the necessary contribution rates would be dependent on the starting salary of the individual in question. In general, to mitigate the losses due to the decreased value of the retirement program, the University will likely have to consider offering higher salaries.

Attendees raised questions about the ability to use the programs that the report offered as examples of comparable plans to draw accurate conclusions as to the potential effects the proposed retirement plan would have on the UC system. There were questions about whether the employee populations from the examples were sufficiently analogous to the UC population such that those plans could serve as an accurate indicator of what individuals within the UC system would actually do when presented a choice between plans. There was particular concern about how the plans would affect the University’s ability to remain competitive with the Comparison Eight universities. Professor Chalfant explained that the updated total remuneration study should help clarify questions about competitiveness, specifically in relation to competitor institutions. CFO Ouillet clarified that while the DC plan on the table is consistent with other DC plans, it is likely that existing salaries will fall short of keeping UC total remuneration competitive.

At the close of questions and comments, Chair Continetti explained that a final response from the San Diego Division was in process and additional feedback from attendees was still welcome. Chair Continetti called for a vote to determine whether attendees wanted to endorse the options presented in the ROTF. A voice vote was taken, the majority of members voted against endorsing the ROTF options with one member voting to endorse the ROTF options. The response will reflect that the majority did not endorse the options and include the points made regarding the need to ensure the competitiveness of the UC retirement program going forward. Chair Continetti also confirmed that once the new remuneration study is available, it will be posted to the Senate website.

[The updated total remuneration was posted to the Senate website on February 17, 2016 and is attached to these minutes as Enclosure B.]

**SPECIAL ORDERS**

Consent Calendar

*Election of Representative Assembly Member to Senate Council*

Senate bylaws require that two members of the Representative Assembly serve on Senate Council. Currently
Representative Assembly  
February 2, 2016

Senate Council only has one representative from Representative Assembly. Chair Continetti announced the vacancy at the October meeting and asked members to brainstorm nominees. Chair Continetti called for nominations from the floor. A member nominated Professor Maryanne Martone, highlighting the quality of her work. The nomination was seconded. Chair Continetti asked if there were any other nominations. There were no other nominations. Chair Continetti called for a voice vote. The vote passed unanimously.

Temporary Committee on Committees Appointment
Chair Continetti announced the need to find a temporary replacement for ConC member Yen Espiritu during her sabbatical. Professor Gershon Shafir was nominated by Senate Council to serve as the temporary replacement. Chair Continetti called for a voice vote to affirm the appointment of Professor Shafir. The vote passed unanimously.

REPORTS OF SPECIAL COMMITTEES [None]

REPORTS OF FACULTIES [None]

PETITIONS OF STUDENTS [None]

UNFINISHED BUSINESS [None]

NEW BUSINESS [None]

At the close of discussion on the Retirement Options Task Force Report, there was a motion to adjourn. The motion was seconded and affirmed by a unanimous voice vote. The meeting was adjourned at 5:07 p.m.

Tara A. Mallis, Senate Analyst
REPORT OF THE GRADUATE COUNCIL

At its January 11, 2016 meeting, the Graduate Council approved a proposal for the establishment of a PhD specialization in Computational Neuroscience in the Departments of Bioengineering and Physics. Students in this specialization must satisfy all degree requirements for a PhD in their home department and complete a series of courses related to computational neuroscience. The specialization was established in 2008 for PhD students in the Neurosciences Graduate Program who have an interest in computational neuroscience. The Council is supportive of expanding the specialization to include students from Bioengineering and Physics and recommends that the Representative Assembly approve the proposal.

David Salmon, Chair
Graduate Council

The complete proposal is available for review: http://senate.ucsd.edu/media/199726/proposal-to-expand-phd-specialization-in-computational-neuroscience.pdf

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Executive Summary

The goal of the existing Specialization in Computational Neuroscience at UCSD is to train researchers that are equally at home measuring large-scale brain activity, analyzing neural data with advanced computational techniques, and developing new models for brain development and function. The specialization is currently open to students in the Neurosciences Graduate Program (NGP). The NGP, the Department of Bioengineering and the Department of Physics propose to expand the specialization so that students pursuing their PhD in Physics and Bioengineering graduate programs can also join the specialization.

Academic Rationale and Justification

The current Specialization in Computational Neuroscience (SCN) grew out of the Computational Neurobiology Program (CNP), a degree-granting graduate program within the Biology Department established in 1999. The CNP was a highly interdisciplinary program, with faculty in the Departments of Biology, Physics, Electrical Engineering, Mathematics, Cognitive Science and the School of Medicine. For administrative and academic reasons, the CNP was merged with the NGP in 2008, giving rise to the current SCN. At present, any student admitted into the NGP can elect to pursue the SCN, and provided all the requirements are met, receive a designation on their Neurosciences PhD diploma noting their Specialization in Computational Neuroscience. The CNP-NGP merger has been very successful. The SCN is now drawing a steady stream of outstanding students through the NGP who are attracted to computational neuroscience.

As the size and scope of neurobiological data increase, we foresee tremendous need in the broader neuroscience field for PhDs that combine biological and quantitative expertise from the physical sciences and engineering. The NGP is in theory open to applicants with non-traditional undergraduate neuroscience majors, such as physics, engineering and mathematics. In practice, however, the highly...
competitive nature of our applicant pool places students without substantial neuroscience experience at a disadvantage. As a result, the current SCN now trains mostly neuroscientists seeking to strengthen their computational skills. Expanding the SCN so that it is open to students in the Physics and Bioengineering PhD Programs will broaden the scope of our training to include physical scientists seeking to develop their quantitative and theoretical skills in a neuroscience framework.

Expansion of the SCN to include Physics and Bioengineering students will have several benefits to current and future students, and to each department/program. For Physics and Bioengineering, the specialization will offer the opportunity for students to focus (and formally denote) their current interests in biological physics or bioengineering thesis projects that have clear ties to neuroscience theory and/or application. This formal designation and training should benefit individual graduate program recruitment and open additional opportunities for post-graduation placement. The expanded specialization will also offer a core set of courses in Computational Neuroscience that will bring together students from Physics, Bioengineering and the NGP. This will create a highly interdisciplinary training environment that enhances the core curriculum within each department by offering a fuller and more complete education in Computational Neuroscience than is currently available in any one department or program.

The expanded specialization will also enrich the overall neuroscience community at UC San Diego. Its interdisciplinary nature will help to harness the collective strength of Computational Neuroscience efforts across the roughly 150-member strong neurosciences faculty in the La Jolla Mesa community (UC San Diego, UC San Diego School of Medicine, The Salk Institute, The Scripps Research Institute, Sanford-Burnham). By acting as an informal bridge between Neurosciences, Physics, and Bioengineering graduate students, the specialization will further develop collaborative networks that span divisions and institutions.
The Undergraduate Council (UGC) and the Committee on Preparatory Education (COPE) reviewed and approved the attached proposal from the Division of Arts and Humanities requesting authority to offer division-wide courses in basic writing. The proposal was also reviewed and endorsed by the Educational Policy Committee.

In Spring 2015, the Representative Assembly approved removing a requirement in San Diego Senate Regulation 600(K) that students must pass an exit exam in addition to a basic writing course in order to satisfy the UC Entry Level Writing Requirement (ELWR). With this change that became effective in Fall 2015, students are only required to pass a designated course with a C or better in order to satisfy ELWR.

In addition to removing the exit exam, COPE approved implementing a new curriculum for the Basic Writing Program in 2015 that is being used in the existing basic writing courses offered at Mesa College, SDCC 1 and SDCC 4. The new curriculum focuses on a portfolio review, rather than the exit exam, to determine a student’s readiness for college-level writing courses.

To complete plans to restructure the Basic Writing Program, the Division of Arts and Humanities is requesting permission to offer two new courses at UC San Diego, ELWR 1 and ELWR 2A-2B. These courses will be based on the new curriculum and will be used to satisfy ELWR. The courses will no longer be offered through Mesa College. The Division of Arts and Humanities currently does not have authority to offer courses, and they are requesting approval from the Academic Senate to offer the basic writing courses, beginning in Fall 2016, at the division-wide level. COPE and UGC support the request for the following reasons:

1. Offering the basic writing courses at UC San Diego will improve faculty oversight over the content, instruction, and quality of the basic writing courses. The Division has proposed the establishment of a Basic Writing Program Education Committee, consisting of Academic Senate members from the departments in the Division and the College Writing Programs to conduct periodic review of the basic writing courses.

2. The content of the basic writing courses is not discipline-specific in terms of content and approach. Therefore, they do not fit within the discipline-specific programs offered by individual departments within the Division or any of the other academic units on campus.

3. There is precedent for offering division-wide courses. In 2008, the Jacobs School of Engineering was granted permission by the Academic Senate’s Representative Assembly to offer division-wide courses to offer interdisciplinary courses that transcended departmental boundaries.

Geoffrey Cook, Chair
Undergraduate Council

Carrie Wastal, Chair
Committee on Preparatory Education
Date: January 22, 2015

To: Professor Robert Continetti
    Chair, Academic Senate

From: Cristina Della Coletta
       Dean, Division of Arts & Humanities

Re: Divisional Course in Arts & Humanities

Dear Bob:

Please find attached a proposal requesting Academic Senate approval for the Division of Arts & Humanities to offer division-wide courses in Basic Writing using the ELWR designation (namely ELWR 1 and ELWR 2a and 2b).

Letters of support from each of our six department chairs as well as interested faculty provide evidence of the importance of these courses and their appropriateness as division-wide offerings.

We look forward to the Senate’s review and approval of this important proposal.

Sincerely

Cristina Della Coletta
Dean, Arts & Humanities
Chancellor’s Associates Professor of Italian Studies
Proposal for the Division of Arts & Humanities to Offer Divisional Courses

Introduction

As part of the ongoing process of redesigning the Basic Writing Program’s curriculum and relocating its instruction from Mesa College to UC San Diego, Division of Arts & Humanities, this proposal respectfully requests Academic Senate approval for the Division of Arts & Humanities to offer ELWR courses at the divisional level through the newly restructured Basic Writing Program (henceforth BWP).

A. The Basic Writing Curriculum

Following Senate’s approval of the new curriculum for the Basic Writing Program, the Division of Arts & Humanities seeks Senate authorization to offer Basic Writing courses using the ELWR designation at the Divisional level. There are only two courses for consideration: ELWR 1 and ELWR 2a and 2b. We do not expect to increase the number of courses offered in the BWP.

We propose to offer these courses using the ELWR designation at the divisional, rather than departmental, level because these courses transcend departmental boundaries and engage a broad student population not defined by a chosen major. Furthermore, these courses do not fit within the discipline-specific programs offered by individual departments in Arts & Humanities (or any other division). No existing department in the division of Arts & Humanities hosts a writing program (the only writing program is Creative Writing, but this is a graduate MFA program in the Literature department offering cross-genre curriculum with emphases in fiction or poetry).

Together, the ELWR courses will ensure a level of rigor that will prepare students for the demands of College Writing as well as all writing in our rigorous B.A. or B.S. curricula.

Concurrent with this submission, a separate proposal has been submitted to the Undergraduate Council and the Committee on Preparatory Education to establish the new ELWR courses at UC San Diego to satisfy the entry-level requirement. The new courses are listed below.

ELWR 1 develops critical thinking and writing skills, and trains students to create personalized writing portfolios that demonstrate their readiness for college writing. ELWR 2a and 2b will be implemented as a singular “stretch” course, in which the curriculum of ELWR 1 will be “stretched” over two terms to allow instructors to offer the type and pace of instruction that most benefits our less-prepared students.

“Stretch” courses are common in basic writing programs at several institutions, including public institutions like Arizona State and California State, and private institutions like Dartmouth College. Ideally, in a stretch course, students take the class with the same instructor, across two terms. Instructors working with students over a two-term period can monitor individual progress more extensively, and adjust instruction to meet individual student needs. Moreover, in a large university where first-year students meet
their requirements by mostly attending large lecture courses, the small basic writing classroom can, over two terms, come to feel like a student’s intellectual home.

Students fulfilling the Basic Writing curriculum will experience how writing and critical thinking skills are foundational to all of their university work, no matter which major they choose to pursue.

With the benefits of the “stretch” course in mind, we propose that the UC San Diego Basic Writing course descriptions be articulated as follows:

- **ELWR 1**: ELWR 1 provides underprepared writers the opportunity to develop their critical thinking and writing abilities. At the end of ELWR1, students will produce a portfolio of work that will determine their readiness to enter the College Writing Programs.

- **ELWR 2a-2b**: ELWR 2a-2b is a “multi-term” or “stretch” course designed to offer students whose first language is not English the opportunity to develop their critical thinking and writing abilities over two terms. Students who enroll in ELWR 2a are required to enroll in ELWR 2b in the subsequent term. At the end of ELWR 2b, students will produce a portfolio of work that will determine their readiness to enter the College Writing Programs. Students will receive a grade of “In Process” (IP) for ELWR 2a; upon completion of ELWR 2b, students will receive a letter grade, which will apply retroactively to ELWR 2a.

**BWP Education Committee**

With a structure and function similar to the Engineering Education Committee and the Division of Biological Sciences Education Committee, the BWP’s Education Committee will be composed of voting members as follows:

- Three Academic Senate members selected from any of the six departments in the division of Arts & Humanities, to be nominated by the Departments’ Chairs and selected and appointed by the Dean of Arts & Humanities;

- The Director of BWP (The Director will hold an LSOE title and as such will be a member of the Senate);

- Three Academic Senate members from the Writing Programs in the Colleges, to be nominated by the Committee and appointed by the Dean of Arts & Humanities;

The Committee will be chaired by one of the voting members in Arts & Humanities chosen by a majority vote of the Committee. The membership term proposed is a two-year appointment, staggered for departmental members. Similarly, a vice chair will also be named by a majority vote from the voting membership of the Committee to ensure continuity of the process.
We also propose that the Committee may include as Ex Officio (non-voting) members faculty or staff in Arts & Humanities who are directly associated with BWP. Ex Officio members will be nominated by the Committee and appointed by the Dean of Arts & Humanities.

The Committee will be responsible for periodic reviews of the two BWP’s courses, ELWR 1 and ELWR 2a and 2b. These reviews will occur at least every three years. The purpose of these reviews is to determine the courses’ continued relevancy, effectiveness and content. These reviews will also establish criteria by which these courses will be evaluated. Data and review results will be shared with the Senate if requested. We would expect the criteria to include but not be limited to CAPE ratings, student surveys and faculty evaluation (for example, by the group of related faculty involved in these courses).

Faculty members of the Committee will be recognized, just as with other university committee service, and ladder rank faculty who teach divisional courses will be credited with the appropriate teaching load credit.

No additional resources will be needed to support this committee. No special space requirements for these courses are anticipated.

We look forward to the Academic Senate’s review and approval of this proposal so we can offer Basic Writing courses using the ELWR designation, namely ELWR 1 and ELWR 2a and 2b, at the Divisional level.
To the Faculty Senate:

As Chair of the Department of History, Division of Arts & Humanities, I am writing to support the proposal to offer ELWR courses at the divisional level through the Basic Writing Program. The Basic Writing Program will provide two courses for our UC San Diego’s basic writers: ELWR 1 and ELWR 2a and 2b. The Division of Arts & Humanities requests to offer these courses using the ELWR designation at the divisional level.

These new BWP’s curriculum will benefit the Department of History in important ways. All courses in History are writing-intensive and we expect students to have strong critical writing and thinking skills. Requirements in history courses typically include significant essay writing in both exams and papers and we expect our students to be able to write clearly and coherently. The program could also benefit our graduate students, with the opportunity to serve as GTAs in the two courses, thus enhancing the opportunities for graduate funding.

Please contact me for any further information.

Sincerely,

Pamela Radcliff
Chair, Department of History
January 21, 2016

Dear Colleagues in the Academic Senate,

In my capacity as Chair of the Department of Literature, I am writing to support the proposal presented by the Dean of Arts & Humanities to the Academic Senate to allow the Division of Arts & Humanities to offer ELWR courses at the divisional level through the newly restructured Basic Writing Program.

The Division is in the process of relocating the Basic Writing Program’s instruction from Mesa College to UC San Diego. The relocation comes with a new curriculum of two courses: ELWR 1 and ELWR 2a and 2b. The Division is proposing to offer these courses using the ELWR designation at the divisional level because these courses are not department-specific and engage a student population not defined by a chosen major.

A revamped and rigorous Basic Writing Program will benefit the Department of Literature, as well as all other departments in the Division and beyond, because it will train students to hone critical thinking and writing skills, and to develop personalized writing portfolios that will constitute the foundation for further training in college writing programs at UC San Diego.

All courses in Literature are writing-intensive, and we expect our students, who are increasingly non-Literature majors these days, to have mastered basic writing skills. The proposed new divisional curriculum of ELWR 1 and ELWR 2a and 2b will therefore benefit my department by ensuring that our students come with adequate skills in critical thinking and basic writing.

In conclusion, I fully support the Division of Arts & Humanities to offer ELWR courses at the divisional level through the Basic Writing Program. I appreciate your attention.

Sincerely,

Yingjin Zhang, PhD
Distinguished Professor of Literature
Chair, Department of Literature
Re: ELWR Courses

January 24, 2016

Dear Colleagues in the Academic Senate,

I enthusiastically support Dean Della Coletta’s proposal to offer ELWR courses in the Division of Arts & Humanities.

The newly designed BWP’s curriculum will benefit our undergraduate students in the Department of Music in a few significant ways. Several courses in Music (such as MUS 107 Critical Studies Seminar, 112 Topics in European Music before 1750, 113 Topics in Classic, Romantic and Modern Music, 120 History of Music in Western Culture) are writing-intensive. We expect our students to have strong critical writing and thinking skills when they enroll in these courses, and the Basic Writing Program’s curriculum will ensure that our Music students can use more developed writing skills in their assigned research papers and be able to express their critical analysis of music more effectively.

The program would also offer our graduate students with opportunity to serve as TAs in the two courses. Throughout the arts and humanities, the job market is much more closely focused on teaching than it is in STEM fields, and in particular our graduates are often called on to teach writing-intensive courses throughout their teaching careers. The experience of participating in these proposed courses would give them an important preparation in their future job searches.

Given the above considerations, we strongly support Dean Della Coletta’s proposal.

Sincerely,

Lei Liang, Ph.D.
Acting Chair, Music Department
January 22, 2016

To: Academic Senate  
From: Craig Callender, Chair of Philosophy  
Subject: Basic writing

Dear Colleagues:

I understand that the Dean of Arts & Humanities, Cristina Della Coletta, has submitted a proposal to the Faculty Senate to request permission to offer ELWR courses at the divisional level through the newly restructured Basic Writing Program. I write today to strongly support this request.

Once moved from San Diego Mesa Community College to UC San Diego, the Basic Writing Program will provide two courses: ELWR 1 and ELWR 2a and 2b. The Division of Arts & Humanities is proposing to offer these courses using the ELWR designation at the divisional level because these courses are not department-specific but rather benefit a student population not defined by a chosen major.

These new BWP’s curriculum will benefit the Philosophy Department as it will help students to improve their writing abilities and prepare them for the rigor of the college writing programs. All courses in Philosophy are writing-intensive, so preparation in this program will aid our majors, minors, and others. In addition, Philosophy has agreed to provide at least two Teaching Assistants per year to the Program. Since our graduate support is heavily dependent upon the existing college writing programs, having two or more possible assignments will be a small boon to the graduate program.

Sincerely,

Craig Callender  
Professor and Chair of Philosophy
January 22, 2016

RE: ELWR Courses

Dear Faculty Senate colleagues:

I write to support Dean Della Coletta’s proposal to offer ELWR courses at the divisional level through the newly restructured Basic Writing Program. The Basic Writing Program will provide two courses for our UC San Diego’s basic writers: ELWR 1 and ELWR 2a and 2b. The Division of Arts & Humanities requests to offer these courses using the ELWR designation at the divisional level.

These new BWP’s curriculum will benefit the Department of Theatre & Dance in a number of ways. Several courses in T&D (such as Asian American Theatre, American Theatre, African American Theatre, Hispanic-American Dramatic Literature, American Musical Theatre, History and Theory of Directing, Playwriting Workshop) are writing-intensive and we expect students to have strong critical writing, argumentation and thinking skills. The program could also benefit our graduate students by giving them the opportunity to serve as GTAs in the two courses thereby gaining experience as teachers and developing their pedagogical approaches around writing.

I hope you support Dean Della Coletta’s efforts with this initiative. If you have any questions or would like further clarification, please don’t hesitate to ask.

Sincerely,

Nadine George-Graves, Chair
Department of Theatre & Dance
January 26, 2016

Dear Colleagues in the Academic Senate:

I am pleased to write this letter in support of the proposal by Cristina Della Coletta, Dean of the Division of Arts & Humanities, that the ELWR courses, traditionally offered at Mesa College, be offered on our campus at the divisional level through the newly reconfigured Basic Writing Program. We believe that the transition of these courses from Mesa College to our campus, as well as the redesigned curriculum of ELWR 1 and ELWR 2a and 2b, will better meet the needs of our students, and we agree that the Basic Writing Program courses are best offered by the Division, since they serve students from across a wide spectrum of majors and intended majors and are not specific to individual departments.

The curriculum of the Visual Arts Department has long been designed to encourage a fruitful exchange between artists, critics, and scholars by training majors and students taking courses as electives in all our areas to engage in critical and theoretical thinking and writing. Our courses in Art and Media History build on and further develop the kinds of critical writing and thinking skills that the Basic Writing Program teaches, and our courses in Studio, Media, ICAM, and Speculative require critical reading, thinking and verbal expression, and many require papers as well. The establishment of the Basic Writing Program on campus at the divisional level will benefit our students by introducing them at an earlier stage to the academic culture of our university and giving them the skills needed for the writing, reading, research, critical thinking and theory components of our required curriculum. Transitioning this program to campus will also provide additional employment opportunities for our graduate students, especially those in our PhD program. On behalf of the Visual Arts Department, I give the proposal from Cristina Della Coletta my enthusiastic support.

Yours truly,

[Signature]

Jack M. Greenstein
Professor and Chair of the Visual Arts Department
Dear Colleagues in the Academic Senate:

In my capacity both as Director of the Warren Writing Program and as Interim Director of the Basic Writing Program, I am writing to voice my support to the proposal that the newly restructured Basic Writing Program be housed in the Division of Arts and Humanities, as recommended by Cristina Della Coletta.

The Division of Arts and Humanities is proposing to relocate the Basic Writing Program from San Diego Mesa Community College (which now offers the courses) to UC San Diego. In preparation for this relocation, the curriculum has been re-designed in order to better prepare students for the rigor of the College Writing courses. The new curriculum, implemented in fall term, proved very successful—over 95% of the students surveyed felt that the new curriculum was superior to the old, and over 90% declared that the curriculum helped them to meet the course’s objectives for college-level writing. When the program is relocated, this curriculum will inform the proposed courses: ELWR 1 and ELWR 2a and 2b.

As Director of Warren Writing, I can attest to how important it is to prepare our basic writers for the rigor of college writing. As the Interim Director of Basic Writing, I can also attest that we have a curriculum that works well for our students, giving them the confidence and the skills that they need in order to succeed in College Writing. It is keenly important to the success of our students that UC San Diego regains oversight of this important program. Furthermore, the Arts and Humanities Division is the appropriate place to locate the program. Such an institutional location will encourage the program to offer a curriculum that is in the best interest of all the Writing Programs. It will also provide the the kind of oversight that will ensure that the program continues to foster the writing and critical thinking that is essential to the Arts and Humanities, and to the university as a whole.

In sum, I fully support this proposal.

Best,

Karen Gocsik
February 1, 2016

PROFESSOR ROBERT CONTINETTI, Chair
Academic Senate, San Diego Division

SUBJECT: Proposed Amendments to San Diego Senate Regulation 600. Campuswide Graduation Requirements

Dear Bob,

The Undergraduate Council and Educational Policy Committee approved amendments to San Diego Senate Regulation 600, Sections E(3) and G, which we now submit to the Committee on Rules and Jurisdiction (CRJ) for review. We hope that CRJ will find these amendments consonant with the Code of the Academic Senate and ready for Representative Assembly review and approval.

Amendment to Section E(3) (Minors)
The committees support amending the text in Section E(3) as follows:

3. A student may not apply the equivalent of two upper-division courses (a maximum of eight units) to fulfill the requirements for a minor toward a minor any upper-division course that has have also been used to satisfy the requirements of a major.

The proposed revision was submitted by the Director of the African American Studies Minor to allow students to apply up to eight units of upper-division coursework to fulfill the requirements for a minor that have also been used to satisfy the requirements of a major. The committees support the change for the following reasons:

1. The proposed change to allow overlap between major and minor coursework will facilitate students’ ability to pursue their interests in minor fields. This will encourage interdisciplinary scholarship without further delaying their degree progress.
2. Senate Regulation 600(A) allows up to eight units of overlap between two majors for students pursuing a double major. The committees find that if overlap is allowable for students pursuing double majors, it should also be permissible for students pursuing minors.
3. The majority of other UCs allow some degree of overlap between major and minor requirements and therefore the change will bring UC San Diego in line with its sister campuses.

Amendment to Section G (Requirement in Diversity, Equity, and Inclusion)
The committees support amending the text in Section G(1) and (2) as follows:

1. This requirement shall be satisfied by passing, with a grade not lower than C- or P, a one-quarter, four-unit course expressly approved by the Committee on Educational Policy Undergraduate Council for that purpose. A list of approved courses will be provided in the UC San Diego General Catalog.
2. This requirement may be satisfied by presenting proof of having passed a one-quarter, four-unit transfer course, or its equivalent, at a recognized institution of higher education, community colleges included, that has been articulated to one of the courses approved by the Committee on Educational Policy Undergraduate Council for the purpose of meeting the Diversity, Equity, and Inclusion requirement.

The committees propose designating the Undergraduate Council, rather than the Committee on Educational Policy, as the committee responsible for approving which courses may satisfy the requirement in Diversity, Equity, and Inclusion (DEI). In Spring 2011, the Committee on Educational Policy was renamed the Educational Policy Committee (EPC) and its responsibilities were split between EPC for educational policy and the Undergraduate Council for undergraduate curricula and education. As a result, the Undergraduate Council has been approving DEI
courses since Fall 2011. The committees propose amending SD 600(G) to make explicit that the Undergraduate Council has authority to approve DEI courses. This is consistent with the Undergraduate Council’s charge to focus on undergraduate curricula and education and the Undergraduate Council’s oversight over the American History & Institutions Requirement.

The attached Regulation shows the affected portions of the Regulation, with proposed additions underlined and proposed deletions shown with strike outs. Please let us know if we can provide any additional information.

Sincerely,

Geoffrey Cook, Chair Petr Krysl, Chair
Undergraduate Council Educational Policy Committee

cc: T. Mallis
    R. Rodriguez
    K. Roy
February 3, 2016

ROBERT CONTINETTI, Chair
Academic Senate, San Diego Division

SUBJECT: Proposed Amendments to San Diego Senate Regulation 600. Campuswide Graduation Requirements

Dear Professor Continetti:

The Committee on Rules and Jurisdiction has reviewed the joint proposal to amend San Diego Senate Regulation 600 submitted by Undergraduate Council and the Educational Policy Committee. We found the proposed amendments consonant with the code of the Academic Senate and believe that these are ready for Representative Assembly approval.

Sincerely,

Guy Masters, Chair
Committee on Rules and Jurisdiction

cc: K. Roy
    G. Cook
    P. Krysl
    R. Rodriguez
    L. Hullings
    L. Vong
    T. Mallis
MANUAL OF THE SAN DIEGO DIVISION
OF THE ACADEMIC SENATE

REGULATION

600. Campuswide Graduation Requirements [En 6/13/78; Am 5/26/15]
   (A) Every candidate for a Bachelor's degree must have completed a major. [En 11/27/90]
       (1) A major shall require the equivalent of 12 or more upper division courses (48 or more units).
       (2) Requirements for majors shall be determined by departments and programs, subject to the approval
           of the Undergraduate Council. [Am 3/1/11]
       (3) Double Majors
           With the approval of both departments or programs and of the college provost, a student in good
           standing may declare a double major. [Am 2/27/96]
           (a) A student with a double major must fulfill the separate requirements of each major, and the
               equivalent of at least ten upper-division courses (40 units) must be unique to each major. 
               Courses taken in fulfillment of lower-division requirements may overlap to any degree. [Am 2/27/96]
           (b) The two majors may not be within the School of Engineering, nor, except with the approval
               of the Undergraduate Council, within a single department. When a departmental major is
               combined with a major in an interdepartmental or interdisciplinary program, the ten
               courses counted as unique to the interdepartmental or interdisciplinary program must all be
               drawn from outside the departmental major. [En 2/27/96; Am 3/1/11]
           (c) A student who has declared a double major is not subject to the maximum-unit limitations
               of Regulation 600(C) and may accrue up to 240 units. [En 2/27/96]
           (d) A student with a double major may graduate only upon completion of all requirements for
               both majors. Both majors will be noted on the student's transcript and diploma. If the two
               majors lead to different degrees (B.A. and B.S.), that fact will be noted on the transcript,
               and the two degree designations will appear on one diploma. [Am 2/26/91; Am 2/27/96]
           (e) A student who has declared a double major may graduate in one major upon the
               completion of all requirements for that major, but may not continue in the University for
               completion of the second major. [Am 4/25/95; Am 2/27/96]
       (4) An undergraduate student must have declared a major or pre-major upon completion of 90 units.
   (B) Other requirements for graduation shall be determined by the colleges in conformity with
       Universitywide regulations and subject to approval by the San Diego Division of the Academic
       Senate.
       (1) Each college must set a minimum requirement for a bachelor's degree equivalent to at least 180
           units, including not less than 60 at the upper division level. The minimum number of units required
           by a college must be the same for the degrees of Bachelor of Arts and Bachelor of Science. Except
           as may be otherwise provided in the Regulations of the Academic Senate or of the San Diego
           Division, no college may set a standard higher than passing for the satisfaction of any requirement
           for graduation. [Am 5/23/95]
       (2) The value of a course in units ("quarter units" or "quarter credits") shall be reckoned at the rate of
           one unit for three hours' work per week per quarter on the part of the student, or the equivalent [SR
           760]. [Am 5/22/90; Am 11/27/90]
   (C) Maximum Unit Limitation [En 11/27/90]
       (1) An undergraduate student may register for no more than 200 course units. An exception is
           permitted for candidates for B.S. degrees in engineering, for whom the limit is 240 units in Revelle
           and Eleanor Roosevelt Colleges and 230 units in all other colleges. Other exceptions will be
           granted only for compelling academic reasons and only with the approval of the college provost and
           the concurrence of the Educational Policy Committee. [Am 3/1/11]
       (2) Transfer units applicable toward general education requirements or major requirements are to be
           included in the maximum unit calculation; all other transfer units are to be excluded. Advanced
           Placement and International Baccalaureate units are to be excluded.
Special kinds of study -- e.g., laboratories, reading programs, studio work -- may be required in addition to the basic course work in given curricula.

Minors [En 5/28/91; Am 5/28/96 (changes effective for students entering after January 1, 1998)]

A minor is not required for graduation. A student in good standing may declare an optional minor. [Am 5/28/96]

1. A minor shall consist of at least 28 units, of which at least 20 units must be upper division. For sound academic reasons and with the approval of the Undergraduate Council a minor may be established with fewer than 20 upper-division units. [Am 5/28/96; Am 3/1/11]

2. Requirements for minors shall be determined by departments and programs, subject to the approval of the Undergraduate Council. [Am 3/1/11]

3. A student may not apply the equivalent of two upper-division courses (a maximum of eight units) to fulfill the requirements for a minor toward a minor any upper-division course that has been used to satisfy the requirements of a major. [Am 5/26/92]

Double Minors
(a) With the approval of both departments or programs and of the college provost, a student in good standing may declare a double minor.
(b) A student with a double minor must fulfill the separate requirements of each minor, with no overlap of upper-division courses. Courses taken in fulfillment of lower-division requirements may overlap to any degree.

American History & Institutions Requirement [Am 1/26/71; Am 1/21/86, Rtv by Assembly 5/6/86]
Knowledge of American history and of the principles of American institutions under the federal and state constitutions is required of all candidates for the degree of A.B., B.Arch., or B.S. This requirement may be met in any one of the following ways:

1. One high school unit in American history, or one-half high school unit in American history and one-half high school unit in civics or American government, with a grade of C or better. [Am 10/23/90]

2. By completing, with a grade of C- or better or a grade of P, any one-quarter UCSD course of instruction accepted as satisfactory by the Undergraduate Council. Courses suitable for fulfilling the requirement will be designated by the Undergraduate Council. The list of suitable courses will be indicated in the UCSD Catalog, or other official academic publications of the colleges. [EC 5/29/73; Am 10/23/90; Am 3/1/11]

3. By presenting proof of having received a grade of 3 or higher on the Advanced Placement Test in American History administered by the Educational Testing Service of Princeton, New Jersey.

4. By presenting proof of having satisfied the present requirement as administered at another collegiate institution within the state.

5. By presenting proof of successful completion of a one-quarter or one-semester course, with a grade of C or better, in either American history or American government at a junior college within the state.

6. By presenting proof of successful completion of a one-quarter or one-semester course, with a grade of C or better, in either American history or American government at a recognized institution of higher education, junior college included, in another state. [Am 2/25/69]

7. An alien attending the University on an F-1 or J-1 student visa may, by showing proof of his or her temporary residence in the United States, petition for exemption from this requirement through the office of the student's college provost.

Requirement in Diversity, Equity, and Inclusion [En 3/1/11]
A knowledge of diversity, equity, and inclusion is required of all candidates for a Bachelor’s degree who begin their studies at UC San Diego in lower-division standing in Fall 2011 or thereafter, or in upper-division standing in Fall 2013 or thereafter.

1. This requirement shall be satisfied by passing, with a grade not lower than C- or P, a one-quarter, four-unit course expressly approved by the Committee on Educational Policy Undergraduate Council for that purpose. A list of approved courses will be provided in the UC San Diego General Catalog.

2. This requirement may be satisfied by presenting proof of having passed a one-quarter, four-unit transfer course, or its equivalent, at a recognized institution of higher education, community colleges included, that has been articulated to one of the courses approved by the Committee on Educational Policy Undergraduate Council.
Educational Policy Undergraduate Council for the purpose of meeting the Diversity, Equity, and Inclusion requirement.

(H) Residence

Except as provided in SR 614, the minimum residence at the University of California required for a degree is three terms. Each summer session in which a student completes a course of at least two units may be used in satisfaction of half a term's residence. [Am 12/2/08]

Except as otherwise provided in this section and SR 614, 35 of the final 45 units completed by each candidate for the Bachelor's degree must be earned in residence in the college or school of the University of California in which the degree is to be taken. A student who completes the graduation requirements while in the Education Abroad Program, the UC Washington, D.C. program, or the UC Center in Sacramento Program may satisfy the requirement with the final 45 units preceding the student's entrance into any of these programs. [Am 5/23/01; Am 12/2/08]

Faculties may permit a student who is enrolled in the Education Abroad Program, the UC Washington, D.C. program, or the UC Center in Sacramento Program to satisfy the residence requirement by earning at least 35 of the final 90 units, including the final 12 units, in residence in the college or school of the University in which the degree is to be taken. [En 4/1/75; Am 12/2/08]

(I) Part-Time Study [En 11/24/92]

(1) Degree programs in the University may be open to part-time students whenever there are good educational reasons for so doing. No majors or other degree programs will be offered only for part-time students, except as specifically authorized by the Academic Senate.

(2) A part-time undergraduate student is one who is approved to enroll for ten units or fewer, or an equivalent number of courses per quarter.

(3) The same admissions standards that apply to full-time students will apply to part-time students. Approval for individual students to enroll on a part-time basis will be given for reasons of occupation, family responsibilities, health, or for one quarter only graduating senior status. Approval to enroll as a part-time undergraduate student shall be given by the appropriate provost.

(4) Residence in any regular term is validated for a part-time student on the San Diego campus by a program of one or more courses. Part-time undergraduate students shall not be required to meet minimum progress requirements.

{(I) Subject A Requirement [Variance En 5/27/75, Rt by Academic Council 7/14/76; Rp 11/27/84 because variance rescinded by amendment of SR 636] [See SR 636]}

(J) Standards for Award of Honors at Graduation [En 5/23/78, Rt by Assembly 3/28/79]

(1) There shall be a campuswide requirement for the award of college honors at graduation. No more than fourteen percent of the graduating seniors on campus shall be eligible for college honors. Normally, no more than the top two percent shall be eligible for summa cum laude and no more than the next four percent for magna cum laude, although minor variations from year to year shall be permitted. The remaining eight percent are eligible for cum laude. The ranking of students for eligibility for college honors shall be based upon the grade point average. In addition, to be eligible for honors, a student must receive letter grades for at least 80 quarter units of course work at the University of California. Each college may award honors at graduation only to those who are eligible to receive college honors.

(2) Each department or program may award honors to a student at graduation in accordance with the following criteria:

(a) The student must have completed a special course of study within the department or program. The requirements for this special course of study shall be approved by the divisional Undergraduate Council and published in the Catalog. The requirements must include 8-12 units of supervised research or other creative activity leading to the preparation of a paper or other appropriate project. Public presentation of the project, through performance, participation in the undergraduate research conference, or other appropriate means, shall explicitly be encouraged. [Am 4/23/96; Am 3/1/11]

(b) The department or program shall establish formal procedures and criteria for application and admission to the program, which shall normally include a GPA of 3.5 in the major as a
prerequisite. Students with a GPA lower than 3.5 may be admitted by exception if they show promise of success in research or creative activity. [En 4/23/96]

(c) Each student whose project earns the equivalent of a grade of B or better and who has maintained a GPA of at least 3.25 in the major shall be entitled to the designation “with distinction” on the diploma after the departmental or program name. Subject to the approval of the Undergraduate Council, each department or program shall establish criteria for the award of the designations “with high distinction” and “with highest distinction”. [Am 4/23/96; Am 3/1/11]

(K) University of California Entry Level Writing Requirement (formerly called the Subject A Requirement)
[Variance En 5/27/75; Rp 11/27/84; SR 636 governed campus practice from 1984 to 1996; En 6/10/97 (also see 600H above); Am 5/26/15]

(1) University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. [SR 636(A) Am 5/23/96; [Am 5/26/15]]

(2) Satisfaction of the University of California Entry Level Writing Requirement is a prerequisite for every university level undergraduate course in English composition, including all courses approved as meeting the writing requirements of the undergraduate colleges at UCSD. [Am 5/26/15]

(3) Prior to his or her first quarter of study at UCSD, each student may satisfy the University of California Entry Level Writing Requirement by any of the means approved by the Universitywide Committee on Preparatory Education and authorized under Universitywide Senate Regulation 636. [Am 5/26/15]

(4) A student who has not satisfied the University of California Entry Level Writing Requirement prior to his or her first quarter of study at UCSD must satisfy the requirement by completing with a grade of "C" or better a course approved for this purpose by the divisional Committee on Preparatory Education. No baccalaureate credit will be awarded for completion of the course specified in this paragraph. Workload credit towards satisfaction of the Minimum Progress Requirement (SDR 516) will, however, be awarded. [Am 5/26/15]

(5) A student who has not satisfied the University of California Entry Level Writing Requirement must register for the course in Paragraph 4 during each quarter of residence at UCSD until the University of California Entry Level Writing Requirement is satisfied. [Am 5/26/15]

(6) In accordance with Universitywide Senate Regulation 636, a student who has not satisfied the University of California Entry Level Writing Requirement after three quarters of enrollment at any campus of the University of California will not be eligible to enroll for a fourth quarter. Exceptions to this regulation may be considered in accordance with Divisional Bylaw 200, but only within policies established by the Divisional Educational Policy Committee and the Divisional Committee on Preparatory Education. [Am 3/1/11, Am 5/26/15]
Fossil Fuel Divestment Resolution
Accepted by Senate Council on March 14, 2016 for a vote of the Divisional Senate members.

Whereas, global warming due to carbon emissions is a profound threat to the suitability of our planet for our descendants and other species, and effective actions against global warming are currently blocked in the United States by massive political contributions of fossil fuel corporations;

Whereas, fossil fuel stocks may further fall in value if proven reserves must remain in the ground in order to meet the goals of the Paris conference;

In view of the pioneering research by UCSD faculty in discovering and documenting the scientific basis of global warming;

Notwithstanding the exemplary leadership of the University of California, its President, Faculty and Staff in committing to a carbon-free and sustainable future;

We, the faculty of the San Diego Divisional Senate respectfully request the Regents to instruct the UC Chief Investment Officer to divest our investment portfolio of stocks in companies whose primary business concerns the extraction and sale of fossil fuels.
February 3, 2016

PROFESSOR BOB CONTINETTI, Chair
Academic Senate, San Diego Division

Dear Chair Continetti,

On behalf of Chair Bob Carter, the Health Sciences Faculty Council has approved amendments for the following:

1. Bylaws of the Faculty of UCSD School of Medicine – Section VI.E (approved by Health Sciences Faculty Council on October 6, 2015)
2. Bylaws of the Health Sciences Faculty – Section VI.A and VI.C (approved by Health Sciences Faculty Council on October 6, 2015)
3. Bylaws and Regulations of the Faculty of the School of Pharmacy and Pharmaceutical Sciences – Sections II, IV, V, VI, VII, VIII, IX, and X (approved by Health Sciences Faculty Council on January 5, 2016)

The changes to the bylaws are to accurately reflect the current membership and functions of the committees as well as to update regulations and amendments.

We now submit these amendments to the Committee on Rules and Jurisdiction for review. Attached please find the following:

1. Report of the HSFC for both the SOM/HSFC and SSPPS.
2. Current versions of the SOM, HS and SSPPS bylaws.
3. Red-line versions of the SOM, HS and SSPPS bylaws to reflect the requested changes.

Please let me know if you need additional information, and feel free to contact me if you have any questions.

Kind regards,
March 2, 2016

ROBERT CONTINETTI, Chair
Academic Senate, San Diego Division

SUBJECT: Proposed Amendments to Appendix 5.7 – Bylaws of the Faculty of the School of Medicine; Appendix 5.8 – Bylaws of the Health Sciences Faculty; and Appendix 5.11 – Bylaws and Regulations of the Faculty of the School of Pharmacy and Pharmaceutical Sciences

Dear Professor Continetti:

The Committee on Rules and Jurisdiction has reviewed the proposal to amend Appendix 5.7 – Bylaws of the Faculty of the School of Medicine; Appendix 5.8 – Bylaws of the Health Sciences Faculty; and Appendix 5.11 – Bylaws and Regulations of the Faculty of School of Pharmacy and Pharmaceutical Sciences. We found the proposed amendments consonant with the code of the Academic Senate and believe that these are ready for Representative Assembly approval.

Sincerely,

Guy Masters, Chair
Committee on Rules and Jurisdiction

cc: K. Roy
    B. Carter
    R. Rodriguez
    T. Mallis
REPORT OF THE HEALTH SCIENCES FACULTY COUNCIL

The proposed changes to Appendix 5.8: Bylaws of the Health Sciences Faculty and Appendix 5.7: Bylaws of the Faculty of the School of Medicine have been endorsed by the School of Medicine (SOM) Committee on Educational Policy and the Health Sciences Faculty Council (HSFC). The revisions are membership updates, and these revisions were approved by a vote of the Health Sciences Faculty Council on October 6, 2015.

The rationale for the proposed revisions can be summarized as follows:

Currently, the position of Associate Vice Chancellor for Academic Affairs, Health Sciences, serves as an ex officio member of the Committee on Educational Policy (CEP). The appointment of this position to the council was related primarily to Endowed Chair approvals, however this function has been moved to the Health Sciences Faculty Council to ensure that input is obtained at the highest committee level (the HSFC) when proposals for endowed chairs are reviewed.

It is proposed that the position of the Associate Vice Chancellor for Academic Affairs, Health Sciences, be removed as an ex officio member of the CEP and added as an ex officio member of the HSFC in light of the shift of the review and approvals of Endowed Chairs from the CEP to the HSFC.

Additionally, there is a proposed change of membership for the Health Sciences Faculty Rights and Welfare Committee to include the Assistant Vice Chancellor for Faculty Affairs, Health Sciences, and the Associate Dean for Academic Affairs SSPPS.

The proposed changes are attached to this report.

Bob Carter, M. D., Chair
Health Sciences Faculty Council
APPENDIX V, SECTION 5.7

BYLAWS OF THE FACULTY OF
UCSD SCHOOL OF MEDICINE

(Approved By The San Diego Division 1/21/69; Am 10/28/08, Am 5/25/10, Am 1/25/11, Am 5/22/12, Am 1/28/14)

I. FUNCTIONS

All faculty of the School of Medicine (SOM) and Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) are considered Health Sciences (HS) faculty. Therefore, the HS Faculty Council and standing committees assume some duties for the SOM and SSPPS when they are not specifically required for the operation and accreditation of the individual school, as detailed in the HS Bylaws. Standing committees required for the operation and accreditation of the SOM are described in the SOM Bylaws below.

The primary function of the Faculty of the UCSD School of Medicine shall be to authorize and supervise all courses and curricula for medical students, and to advise the Dean of the School concerning various matters, including the resources necessary to perform its missions and to implement the curricula as part of the shared governance process of UCSD Health Sciences. The SOM Faculty shall be responsible for determining the conditions for admission, testing, and promoting medical students, and determining the conditions for awarding the degree of Doctor of Medicine and recommending to the President candidates for the degree.

The SOM Faculty shall be responsible for selecting, training, and certifying students in Graduate Medical Education Programs. The SOM Faculty shall participate in selecting, training, and certifying health sciences graduate students to the Graduate Dean for research degrees. The SOM Faculty shall also participate in the training of other professionals.

II. MEMBERSHIP

The members of the SOM Faculty shall consist of:

(A) Those members of the San Diego Division of the Academic Senate who hold appointments in SOM Departments or who hold an FTE, or portion thereof, assigned to the SOM.

(B) Other Faculty and Academics, i.e., Clinical Professors, Adjunct Professors, Project Scientists, Research Scientists, Lecturers and any other series approved by HS/Faculty Council, who have appointments in SOM Departments and who devote 100% of their professional effort in support of the programs of the SOM.

(C) Other UCSD Faculty who devote a significant proportion of their professional effort to the programs of the SOM; subject to annual approval by the HS/Faculty Council on recommendation of the HS/Nominating Committee, which shall solicit their nomination from SOM Faculty.

All other individuals who hold academic titles in Departments of the SOM shall be designated SOM Associate Faculty.

(D) The Associate Faculty of the SOM shall be invited to attend all meetings of the General SOM Faculty and to participate in all discussions. Associate members may also be appointed to serve as voting members of Standing Committees or Subcommittees of the SOM Faculty, including the HS/Faculty Council, in which case voting privileges are restricted only as indicated in Section III of the Bylaws of the Health Sciences Faculty.

III. VOTING MEMBERSHIP

The voting Members of the Faculty of the School of Medicine shall consist of those members of the School of Medicine Faculty who are also members of the Health Sciences Compensation Plan (HSCP), salaried physicians or academic staff at the VA who hold a faculty appointment in the SOM subject to academic review, academics in the Research Scientist series in the SOM who hold 51% or greater appointments, and SOM emeritus faculty; with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75. All members of the Faculty, as defined above, shall have the privilege of voting. To ensure compliance with Legislative Ruling 12.75, on those occasions when the Faculty is either taking final action on any matter for the Academic Senate or advising in the name of the Senate, votes of Senate and of non-Senate members shall be recorded separately and only votes of
Senate members will be transmitted. Compliance with Legislative Ruling 12.75 also allows that all eligible faculty can vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or campus Graduate Council.

IV. OFFICERS

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Officers of the Faculty of the SOM shall consist of the Officers of the Health Sciences Faculty Council, as described in “Section IV Officers” of the Bylaws of the Health Sciences Faculty.

V. MEETINGS

The Faculty of the SOM shall meet at least once during the academic year and, in addition, on written request by twenty of its members as described in “Section V. Meetings” of the Bylaws for the Faculty of Health Sciences. In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, meetings may be in conjunction with all of the Health Sciences Faculty or specific to the Faculty of the SOM.

VI. COMMITTEES

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Standing Committees of the Faculty of the SOM include the following Standing Committees of the Faculty of the Health Sciences, as described in “Section VI. Committees” of the Bylaws of the Faculty of Health Sciences; which section addresses quorum requirements for all Standing Committees:

(A) Health Sciences Faculty Council
(B) Health Sciences Committee on Planning and Budget
(C) Health Sciences Faculty Rights and Welfare Committee

Although the Standing Committees listed above are described in the Bylaws of the Faculty of Health Sciences, they are essential to the function of the Faculty of the SOM. No change in these Bylaws may be made that will be in conflict with the Bylaws of the Health Sciences faculty, or with the Bylaws, Regulations, or legislative rulings of the Academic Senate of the University of California or of its San Diego Division.

In addition, the following Standing Committees are necessary for the specific functions of the Faculty of the SOM.

(D) School of Medicine Committee on Academic Personnel (SOM/CAP)

The SOM/CAP Committee shall consist of a Chair, a Vice-Chair, and three members of the full-time Faculty, three of whom must be Senate members appointed as specified in Article VI. F (paragraph 3). The members shall serve staggered 3-year terms.

This Committee shall review all salaried Clinical Faculty in the School of Medicine for appointments, accelerations, appraisals, career reviews, promotions or terminations, who may not otherwise be reviewed by the Divisional Committee on Academic Personnel; makes recommendations to the SOM/Associate Dean for Academic Affairs on the basis of these reviews; reviews and revises as necessary the criteria for appointment and advancement for the Faculty series in its purview. The committee also reviews the nonsalaried Clinical Faculty for appointment and promotion at the Associate or Full Professor rank. The committee reports to the HS/Faculty Council annually.

(E) SOM/Committee on Educational Policy (SOM/CEP)

The SOM/CEP shall consist of a Chair (to be selected from a past Chair of the SOM/Core Curriculum Committee or the SOM/Electives Committee or someone who has served on the SOM/CEP for a minimum of two years); a Vice-Chair (the Chair of either SOM/Core Curriculum Committee or SOM/Electives Committee), the Chairs or representatives of the SOM/Core Curriculum Committee, SOM/Electives Committee, SOM/Associated Health Professions Education Committee, SOM/Continuing Medical Education, SOM/Graduate Medical Education Committee, SOM/Graduate Programs Education Committee, SOM Recruitment and Admissions Committee, SOM Standing Promotions Committee, and SOM Student Affairs Committee; the Vice-Chair of the SOM/Core Curriculum Committee, Vice-Chair of the SOM/Electives Committee, and three at-large members, two of whom shall be elected by a vote of the SOM Faculty according to Bylaws of the Health Sciences Faculty, Section IV A. The at-large members
shall serve staggered 3-year terms. At any given time, no less than seven members of CEP must be Senate faculty. [AM 1/28/14]

To provide appropriate liaison with other faculty committees performing activities of relevance to the SOM/CEP mission, the following individuals will serve as ex officio members without vote: Dean for Medical Education, the SOM Associate Deans for Admissions and Student Affairs, Undergraduate Medical Education, Graduate Medical Education, and Continuing Medical Education; Assistant Deans for Educational Support Services and for Student Affairs; the Chair of the Skaggs School of Pharmacy and Pharmaceutical Sciences EPAOC or Chair or Co-Chair of SSPPS CEP, and both the Associate Vice Chancellor for Academic Affairs, Health Sciences, and the SSPPS Associate Dean for Academic Affairs.

The SOM/CEP shall also include, ex officio without vote the Director of the Biomedical Library, the Assistant Dean for Educational Development and Evaluation, the Assistant Dean for Educational Computing and the Assistant Dean for Curriculum. [AM 1/28/14]

The function of the SOM/CEP shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing medical education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. SOM/CEP reports to the HS/Faculty Council for information or to resolve difficult problems, on request of more than one member of SOM/CEP, or on matters that must be presented to the full Faculty. The SOM/CEP shall establish liaison and coordination with the Academic Senate Committee on Educational Policy, Graduate Council, and appropriate student organizations.

The SOM/CEP shall have the following subcommittees:

1. **SOM/Associated Health Professions Education Committee (SOM/AHPEC)**

   The SOM/AHPEC shall consist of a Chair, a Vice-Chair (chosen from among the other members of SOM/AHPEC by the HS/Nominating Committee) and four full-time Faculty members, including one based on the La Jolla campus and at least one based at the UCSD Medical Center, appointed as specified in Article VI. F. (paragraph 3). Membership shall also include the Director of the Department of Nursing at the UCSD Medical Center; the Dean of the SOM and the Chief of Staff Veterans Affairs San Diego Healthcare System, or their respective representatives. All members shall have the right to vote. Members shall serve staggered 2-year terms.

   The Chair of SOM/AHPEC is a member of SOM/CEP, and shall be a member of the full-time Faculty. This is a joint committee of the Faculty and the Administration of UCSD Medical Center that reports to the SOM/CEP for approval and action.

   SOM/AHPEC is charged with responsibility to perform the academic review of existing and new programs for education in the associated health professions which do not grant UCSD Health Sciences’ degrees and are not part of the Medical Doctor residency. The work of the committee includes an assessment of each program’s quality and its impact on other medical education programs both existing and new. The committee also advises the Chief Executive Officer, University of California San Diego Medical Center or other appropriate official regarding the impact of these programs on UCSD facilities.

2. **SOM/Core Curriculum Committee (SOM/CCC)**

   The SOM/CCC shall consist of a Chair (appointed for a two year term), a Vice-Chair and a minimum of twelve other members, at least ten of whom should be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. The function of the SOM/CCC shall be to recommend to the SOM/CEP that curriculum which shall be required of all undergraduate medical students. The SOM/CCC shall identify and recommend to the SOM/CEP the time that shall be allocated to each course. It will focus its duties on the core courses of the SOM. SOM/CCC shall approve a Course Chair who will act as the instructor of record and provide oversight for each course.

   The SOM/CCC shall have joint responsibility with the SOM/Electives Committee (SOM/EC) for those courses that fulfill the requirements for direct patient care responsibility, as described in Article VI.E.3.

3. **SOM/Electives Committee (SOM/EC)**
The SOM/EC shall consist of a Chair (appointed for a two-year term), a Vice-Chair and a minimum of twelve other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

The SOM/EC shall make recommendations to the SOM/CEP concerning elective courses and administration of the undergraduate requirement for satisfactory completion of the elective component of the curriculum (including the Independent Study Project). The SOM/EC shall review new preclinical electives, third-year electives, fourth-year electives, and SOM graduate course proposals that pertain to medical students. Those graduate courses in which there is a clear time conflict which would prohibit medical students from enrolling in the courses, or are deemed to be specialized to the point that medical students would not enroll except in rare and specialized situations will be reviewed by the SOM/GPEC. The Chair of SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate course proposals are appropriate for SOM/EC review. [AM 1/28/14]

The SOM/EC shall have the primary responsibility to perform reviews of new and existing advanced senior clerkships and all elective courses, including those with direct patient care. The SOM/EC shall meet with the SOM/CCC at least once per year to discuss the portfolio of all electives, including those with direct patient care, and shall consult with the SOM/CCC on the status of direct patient care electives at other times as needed. The Chair of the SOM/EC will consult with the Chair of the SOM/CCC on electives for which a determination needs to be made as to whether they involve direct or non-direct patient care responsibility; if necessary, the proposals shall be reviewed by two SOM/CCC members who will assist the SOM/EC in making this determination.

SOM/EC shall also have joint responsibility with the SOM/CCC as described in Article VI.E.2.

4. SOM/Graduate Medical Education Committee (SOM/GMEC)

The SOM/GMEC shall consist of a Chair, a Vice Chair and a minimum of six other members, at least five of whom shall be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

Additional voting membership on the SOM/GMEC shall also include the Associate Dean for Graduate Medical Education (GME) and Accreditation Council for Graduate Medical Education (ACGME) Designated Institutional Official (DIO), residents nominated by their peers, representative Program Directors, the Director of GME, and GME administrators in order to comply with ACGME requirements. The Chief of Staff Veterans Affairs San Diego Healthcare System and the Chief Medical Officer of the UC San Diego Health System, or their designees, are invited to attend all meetings.

The function of the SOM/GMEC shall be to ensure that clinical graduate training programs offered by departments of the SOM meet institutional and national performance standards, including ACGME and American Board of Medical Specialties (ABMS) standards. The SOM/GMEC shall assume all functions not otherwise specified herein as required by ACGME. The SOM/GMEC shall report to the SOM/CEP and shall advise the Vice Chancellor Health Sciences. The Dean of the SOM/GMEC may create subcommittees or task forces in order to maintain compliance with ACGME requirements.

The SOM/GMEC receives input regarding institutional and ACGME guidelines from the SOM/GMEC Executive Committee, which meets monthly. Membership of the SOM/GMEC Executive Committee includes the SOM/GMEC Chair and Vice-Chair, subcommittee Chairs, the Associate Dean for GME/DIO, the Director of GME, and GME administrators as needed. The SOM/GMEC Executive Committee has a reporting responsibility to SOM/GMEC.

5. SOM/Graduate Programs Education Committee (SOM/GPEC)

The SOM/GPEC shall include ex-officio, with vote, the Associate Vice Chancellor for Scientific Affairs, a minimum of three other SOM Faculty, appointed as specified in Article VI. F. (paragraph 3), plus the Health Sciences representative to the campus-wide Graduate Council. At large faculty members shall serve staggered 3-year terms.
The SOM/GPEC shall monitor and make recommendations on 1) SOM financial and other support of graduate programs; 2) SOM learning environment for graduate students, postgraduate academic trainees and medical students pursuing research; and 3) new SOM graduate programs or major changes or expansions in existing programs. These recommendations and proposals will be presented to SOM/CEP, after which the Chair of the SOM/CEP shall present them to the HS/Faculty Council. Proposals for new or changed/expanded graduate programs shall then be submitted to Graduate Council.

The SOM/GPEC shall have the responsibility to perform reviews of new and existing SOM graduate courses that would pertain only to graduate students, and not medical students. The SOM/EC is responsible for reviewing SOM graduate courses that pertain to medical students. The Chair of the SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate courses are appropriate for the SOM/EC to review, and which courses should be referred to the SOM/GPEC for review, as described in Article VI.E.3. [AM 1/28/14]

Periodic reviews of graduate programs involving the SOM are conducted by the Office of Graduate Studies on behalf of Graduate Council. The SOM/GPEC is available as needed to assist in these reviews.

6. SOM/Recruitment and Admissions Committee (SOM/RAC)

The SOM/RAC shall consist of a Chair a Vice Chair and members appointed as specified in Article VI. F. (paragraph 3). The SOM/RAC may also provide for student participation. In addition, a representative from the Administration shall be appointed with the privilege to vote. Members shall serve staggered two-year terms. [AM 1/28/14]

The SOM/RAC shall determine the conditions for the admission of undergraduate medical students, including but not limited to the educational requirements, policies and procedures for selection, the sequence for admission of candidates, and shall participate in other aspects of admissions process. [AM 1/28/14]

An Executive Committee shall be established with duties as set forth in the Policies and Procedures of the SOM/RAC as approved by the SOM/CEP. It shall consist of the Chairperson of the SOM/RAC, a representative from the Administration other faculty members, and SOM students to be selected by the Chairperson of the SOM/RAC and approved by the SOM/CEP. [AM 1/28/14]

7. SOM/Standing and Promotions Committee (SOM/SPC)

The SOM/SPC shall consist of a Chair a Vice Chair and fifteen other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. [AM 1/28/14]

This Committee will be concerned with the academic performance of students in both clinical and non-clinical courses. At the end of each quarter the SOM/SPC is charged with examining the records of all students and making decisions regarding the future course of action. Using all available data on student performance, the SOM/SPC is also charged with determining that a student is ready for promotion to subsequent years. It is also to examine the records of each student prior to graduation and certify to the HS/Faculty Council that the requirements for the M.D. degree at the UCSD SOM have been met. [AM 1/28/14]

8. SOM/Student Affairs Committee (SOM/SAC)

The SOM/SAC shall consist of a Chair a Vice Chair and five other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. Additionally, the Assistant Dean for Diversity will serve ex officio without vote.

This committee shall deal with student affairs other than those concerned with the admissions process or academic performance. [AM 1/28/14]

(F) SOM/Nominating Committee (SOM/NC)

The SOM/Nominating Committee shall consist of seven full-time Faculty members (two of whom shall be non-Senate faculty and not more than two of whom shall be from any one department) who shall be elected
by the Health Sciences Faculty from among those nominated by the HS/Faculty Council (two nominees for each open position). The current members of the Committee shall elect the Chair from among the Committee membership each year. The members shall serve staggered 3-year terms.

This Committee shall submit a slate from which the Faculty Officers will be elected, as specified in Health Sciences Bylaws Article IV A and SOM Bylaws Article VI. F. (paragraph 3).

This Committee shall nominate all Chairs, Vice-Chairs and committee members for standing committees of the Health Sciences and School of Medicine faculty, in consultation with the current committee Chairs, except those specified to be elected by the Faculty as a whole, or as otherwise specified in the Bylaws. The HS/Faculty Council, on recommendation of the HS/Nominating Committee, shall appoint all Chairs, Vice-Chairs and committee members prior to the September 1 start of their term of office. Appointment of Chairs, Vice-Chairs and members of these committees is subject to approval by a majority of the HS/Faculty Council. Each Committee Chair appointed shall serve a one-year term, with the possibility of reappointment to one additional year.

The SOM/Nominating Committee shall also recommend to the Health Sciences Deans the names of Faculty for service on Administrative Committees, as needed. It shall make other nominations from time to time as required by the HS/Faculty Council or the Health Sciences Deans.

VII. PARTICIPATION OF THE ADMINISTRATION ON COMMITTEES

The Dean of the SOM shall appoint members of his or her staff to serve on each Committee of the Faculty of the SOM (without privilege of vote, except as provided above for the SOM/RAC). These appointments shall be made annually in consultation with the Chairperson-Elect of the Faculty of Health Sciences and the Chairs of the respective SOM committees.

VIII. PARTICIPATION OF STUDENTS ON SOM COMMITTEES

Students in good standing may be appointed by their Class Steering Committee or other duly constituted body to represent their class as members of SOM/CEP and its associated subcommittees. Student members of the SOM/GMEC shall be postgraduate medical students (residents or fellows) appointed by the Interns and Residents Association. Each standing committee shall determine the number of student members to maintain appropriate participation.

The privilege of voting on a SOM Committee shall be awarded each year to student members on the basis of a majority vote by the faculty members of that committee or subcommittee. The faculty members shall determine the number of student votes appropriate to each committee each year. Voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may only vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or the campus Graduate Council.

IX. ELECTIONS

Except for special elections, election of Officers of the Faculty for any given academic year will be held as described in “Section VIII Elections” in Bylaws for the Faculty of Health Sciences.

X. AMENDMENTS

Initiative for amendment of the SOM Bylaws may be taken either by the HS/Faculty Council or by petition signed by five or more members of the Faculty of the SOM. Such amendments are to be submitted to the Faculty of the SOM in writing at least five days prior to a meeting, but approval of the amendment requires a two-thirds majority vote of those faculty responding to a mail ballot.

At the request of thirty-five (35) members of the faculty, submitted in writing to the Chair of the Health Sciences Faculty Council within ten calendar days after the posting of the minutes of a Council meeting to the Council’s website, any action of the Council shall be submitted to the vote of the full faculty of the Health Sciences. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days.
I. FUNCTIONS

The primary function of the Health Sciences Faculty shall be to authorize and supervise all courses and curricula for health science students and to advise the Vice Chancellor Health Sciences concerning various matters, including the resources necessary to perform its missions and to implement the curricula as part of the shared governance process of UCSD Health Sciences. The Faculty shall be responsible for determining the conditions for admission, testing, and promoting medical and pharmacy students, and determining the conditions for awarding the degree of Doctor of Medicine and the degree of Doctor of Pharmacy, and recommending to the President candidates for each degree.

The Faculty shall be responsible for selecting, training, and certifying students in Health Sciences Graduate Education Programs. The Faculty shall participate in selecting, training, and certifying health sciences graduate students to the Graduate Dean, for research degrees. The Faculty shall also participate in the training of other professionals.

The Faculty shall engage in research in biomedical science, health care, or related fields, to fulfill the responsibility of the University to develop, transmit, and apply new knowledge in the health sciences.

II. MEMBERSHIP

The members of the Health Sciences Faculty shall consist of:

(A) Those members of the San Diego Division of the Academic Senate who hold appointments in Departments of Health Sciences Schools or who hold an FTE, or portion thereof, assigned to the School of Medicine (SOM) or Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS).

(B) Other Faculty and Academics, i.e., Clinical Professors, Adjunct Professors, Project Scientists, Research Scientists, Lecturers and any other series approved by Faculty Council, who have appointments in Health Sciences Departments and who devote 100% of their professional effort in support of the programs of the Health Sciences Schools.

(C) Other UCSD Faculty who devote a significant proportion of their professional effort to the programs of the School of Medicine or Skaggs School of Pharmacy and Pharmaceutical Sciences; subject to annual approval by the HS/Faculty Council on recommendation of the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, which shall solicit their nomination from Health Sciences Faculty.

All other individuals who hold academic titles in Departments of the School of Medicine or Skaggs School of Pharmacy and Pharmaceutical Sciences shall be designated Associate Faculty.

(D) The Associate Faculty of the Health Sciences Schools shall be invited to attend all meetings of the General Faculty and to participate in all discussions. Associate members may also be appointed to serve as voting members of Standing Committees or Subcommittees of the Health Sciences Faculty, including the HS/Faculty Council, in which case voting privileges are restricted only as indicated in Bylaw paragraph III “Voting Membership”, immediately below, which includes the provision, “voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may vote only on questions that will be referred for final Senate action to another Senate agency.”

III. VOTING MEMBERSHIP

The voting Members of the Faculty of the Health Sciences shall consist of those members of the School of Medicine or Skaggs School of Pharmacy and Pharmaceutical Sciences Faculty who are also members of the Health Sciences Compensation Plan (HSCP), salaried physicians or academic staff at the VA who hold a faculty appointment in the SOM subject to academic review, academics in the Research Scientist series in the SOM who hold 51% or greater appointments, and SOM emeritus faculty; with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may vote only on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or the campus Graduate Council officers of the Faculty shall consist of a Chair, a Vice Chair, and a Secretary.
IV. OFFICERS

The Officers of the Faculty shall consist of a Chair and a Vice-Chair.

(A) The Chair shall be assumed by the Vice-Chair of the preceding year. In case the Vice-Chair is not able to serve, the Faculty shall elect a Chair from a slate of two nominees proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee. Additional nominations may be made by petition of five members of the Faculty. The Chair of the Faculty shall serve also as Chair of the HS/Faculty Council. He/she shall serve ex officio, and with the privilege of vote, on the Health Sciences Executive Committee and without vote on the UCSD Medical Center Board of Governors.

(B) The Faculty shall elect the Vice-Chair of the Faculty each year. The SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, shall propose two nominees. Additional nominations may be made by petition of five members of the Faculty. The Vice-Chair of the Faculty shall serve as Vice-Chair of the HS/Faculty Council. He/she shall become Chair of the Faculty at the end of his/her first year in office, or at any earlier time that the Chair should be vacated.

(C) The Vice Chancellor Health Sciences shall designate a Secretary of the HS/Faculty Council, annually from the Health Sciences Administrative staff. The Secretary shall not have the privilege of vote, and shall be responsible for the recording and distribution of Minutes.

Department Chairs and Administrative Officers of the Schools shall be ineligible for nomination as either Chair or Vice-Chair of the Faculty. All Officers of the Faculty as well as Chairs and members of the Faculty Committees (except those serving ex officio) shall serve from September 1 of each year.

V. MEETINGS

The Faculty shall meet at least once during the academic year and, in addition, on written request by twenty of its members. Notice of a Faculty meeting must be given at least five days in advance of each meeting. The number equal to 25% of the Faculty shall represent a quorum. The Associate Faculty shall be invited to attend all Faculty meetings of the School. The HS/Faculty Council shall meet at least once during each month of the regular academic year.

VI. COMMITTEES

As required by Legislative Ruling 12.75, all votes conducted by any standing committee of the Health Sciences where non-Senate faculty have a vote will be submitted to the Health Sciences Faculty Council for final approval by its Senate membership. For all Standing Committees of the Faculty, a quorum shall consist of one half the voting membership, plus one. The Standing Committees of the Faculty shall consist of committees that are both common and specific to the individual schools, i.e., Medicine and Pharmacy and Pharmaceutical Sciences. Standing Committees common to the Health Sciences include:

(A) HS/Faculty Council

The HS/Faculty Council shall consist of the positions described herein below. Please note that all positions on the HS/Faculty Council may be filled by Senate-member faculty however certain positions must be filled by Senate-member faculty only. Those positions which must be filled by Senate-member faculty only are followed by the designation “Senate Faculty Only” shown as (SFO) in these bylaws.

The HS/Faculty Council is composed of the Chair (SFO); the Vice-Chair (Chair-Elect) (SFO); one member of the Associate Faculty nominated by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, and approved by the balance of the Council; and six other members of the Faculty elected by ballot of the Health Sciences faculty. Not more than two of such six members may come from the same department. The ballot shall consist of a slate of two candidates for each open position proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, plus any nominations made by petition of five members of the Faculty following circulation of the proposed slate. Directly elected members of the HS/Faculty Council shall serve staggered three-year terms.

The HS/Faculty Council shall also include the Chairs of the following committees from SOM and SSPPS: SOM Committee on Educational Policy (SFO); both the SOM and SSPPS Committees on Academic Personnel (both SFO) and the SSPPS Educational Policy and Academic Oversight Committee (EPAOC) (SFO). In addition, the HS/Faculty Council shall include the immediate past Chair of the HS/Faculty Council (SFO), the Chair of the SOM/Nominating Committee (SFO), Chair of the HS/Faculty Rights and Welfare Committee, and Chair of the HS/Planning and Budget Committee. [AM 1/28/14]
The Dean for Medical Education, the Chair of the Board of Governors, the Chief of Staff Veterans Affairs San Diego Healthcare System, the Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences, the Associate Vice Chancellor for Academic Affairs, Health Sciences, and the Vice Chancellor Health Sciences shall also serve, ex officio without privilege of vote. In future, the HS/Faculty Council may approve more or different Committee Chairs as members of HS/Faculty Council as individual Schools evolve and change their Committee structure. [AM 1/28/14]

The HS/Faculty Council shall advise the Vice Chancellor Health Sciences and represent the Faculty on matters related to the education, research, and service programs of the Schools. It shall review proposals for the creation of endowed chairs in the SOM. It shall also resolve all tie votes in connection with runoff elections specified by the HS/Bylaws. The HS/Faculty Council shall approve matters that must (by regulation) receive final action by the Academic Senate. [AM 1/28/14]

A member of the HS/Faculty Council who holds a position by virtue of being a Chair of a Committee of the Faculty may be replaced at a HS/Faculty Council meeting by the Vice-Chair of that committee or another member designated by the committee, who will have the right to vote providing the Senate Faculty Only requirements stated in these bylaws are followed. Elected members of the HS/Faculty Council may not send substitutes to meetings.

The HS/Faculty Council shall be responsible for coordinating and integrating the activities of the other Faculty Committees. To facilitate this, the minutes of each of the other Committees shall be distributed to the HS/Faculty Council. The HS/Faculty Council shall be the final decision making body of the Health Sciences Faculty for all matters save those requiring full Faculty vote. In addition, in order to comply with Legislative Ruling 12.75, the Senate-member faculty members of the HS/Faculty Council shall have final approval of all Health Sciences and School of Medicine standing committee votes submitted for approval. In these cases, each item must be placed on the agenda and distributed to the entire HS/Faculty Council membership at least one week prior to the meeting. To ensure the representation of the full Health Sciences faculty, it is imperative that each Senate-member of the HS/Faculty Council vote to represent both the Senate and non-Senate member viewpoint.

(B) Health Sciences Committee on Planning and Budget (HS/CPB)

The HS/Committee on Planning and Budget shall consist of a Chair and Vice-Chair, and two other members selected in accordance with SOM Bylaws Article VI.F. (paragraph 3). The Deans of the School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences, or their representatives shall serve ex-officio, without vote. The members shall serve staggered 3-year terms.

The HS/Planning and Budget Committee shall provide faculty input on resources necessary for the Faculty to fulfill its missions. This committee shall review and comment on Administration plans in regard to School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences budgets, plans for new and existing programs and facilities, and other resources that affect the functioning of the Faculty.

(C) Health Sciences Faculty Rights and Welfare Committee (HS/FRWC)

The HS/Faculty Rights and Welfare Committee shall consist of six full-time Health Sciences faculty members proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, and elected by the Faculty in accordance with Article VI.A. To ensure broad representation on the HS/FRWC, the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, shall, when possible, consider nomination of individuals from all faculty series. The Chair and Vice-Chair of the Committee shall be selected in accordance with VI.A. The Assistant Vice Chancellor for Faculty Affairs, Health Sciences, and the Associate Deans for Academic Affairs of both SOM and SSPPS serve ex-officio without vote. The members shall serve staggered 4-year terms.

The HS/FRWC shall consider and make recommendations to the HS/Faculty Council on matters pertaining to the welfare of the Health Sciences Faculty in general or of specific faculty groups having shared concerns. The HS/Faculty Council will develop specific charges as issues arise. While individual faculty members may propose such issues, it is not intended that the HS/FRWC act as a grievance committee for individual problems.

(D) Special Committees, Commissions and Task Forces

From time to time HS/Faculty Council may create special Committees, Commissions, or Task Forces to address issues that either do not fall under the jurisdiction of standing committees, or which require effort, resources, or expertise beyond the capabilities of standing committees. Such bodies shall be created by vote
of the HS/Faculty Council, and their terms shall normally not exceed three years without re-authorization by the HS/Faculty Council. Depending on circumstances, HS/Faculty Council may appoint the Chair of the Special Committee, Task Force, or Commission to the HS/Faculty Council as either a voting or nonvoting member.

VII. PARTICIPATION OF THE ADMINISTRATION ON COMMITTEES

The Vice Chancellor Health Sciences shall appoint members of his staff to serve on each Committee of the Health Sciences Faculty (without privilege of vote). These appointments shall be made annually before September 1 in consultation with the Chairperson-Elect of the Faculty and the Chairs of the respective committees.

VIII. ELECTIONS

Except for special elections, election of Officers of the HS/Faculty for any given academic year will be held in the spring quarter of the preceding academic year. Terms of office shall commence September 1 of each year. In the election of the Vice-Chair/Chair-Elect of the Faculty, or membership on the HS/Faculty Council, whenever there are more than two candidates and no candidate obtains a majority of the votes cast, a runoff election shall be conducted between the two candidates with the greatest number of votes.

IX. AMENDMENTS

Initiative for amendment of the Bylaws may be taken either by the HS/Faculty Council or by petition signed by thirty-five (35) or more members of the Faculty. Such amendments are to be submitted to the Faculty in writing at least five days prior to a meeting, but approval of the amendment requires a two-thirds majority vote of those faculty members responding to a ballot.

At the request of thirty-five (35) members of the faculty, submitted in writing to the Chair of the Health Sciences Faculty Council within ten calendar days after the posting of the minutes of a Council meeting to the Council’s website, any action of the Council shall be submitted to the vote of the full faculty of the Health Sciences. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days.
The proposed changes to Appendix 5.11: Bylaws and Regulations of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) have been endorsed by the SSPPS and the Health Sciences Faculty Council (HSFC). The bylaw changes were approved by a vote of the Health Sciences Faculty Council on January 5, 2016.

The rationale for the proposed revisions can be summarized as follows:

The SSPPS bylaws were created in November 2002, and because there were so few faculty, the SSPPS essentially duplicated the School of Medicine bylaws. The SSPPS bylaws were revised in October 2008, and the main purpose of the revision was to add the word “Skaggs” to the school name.

SSPPS feels that it is appropriate and timely to make revisions to the bylaws to accurately reflect the function, membership, committees, regulations, and amendments of the SSPPS. The bylaws need to match current policies and also ensure consistency between documents. Additionally, the proposed revisions to the SSPPS bylaws simplify wording that was too complicated and the changes are an effort to make things clearer and easier to understand.

The proposed changes are attached to this report.

Bob Carter, M. D., Chair
Health Sciences Faculty Council
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

[Approved by the Faculty of the School 11/20/02, Approved by The San Diego Division 2/25/03, Am 10/28/08]

I) FUNCTIONS

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) shall govern and supervise the School (SBL 50). The Faculty shall authorize and supervise all courses and curricula for Doctor of Pharmacy students and advise the Dean on resources necessary to implement the curriculum. The Faculty shall be responsible for determining the conditions for admission, for testing and promotion of students, for determining the requirements for being awarded the Doctor of Pharmacy degree, and recommending to the President candidates for the degree.

The Faculty shall be responsible for selecting, training, and certifying students in Graduate Pharmacy Education Programs. The Faculty shall participate in selecting, training, and certifying graduate students to the Graduate Dean, for research degrees. The Faculty shall also participate in the training of other professionals.

The Faculty shall engage in teaching, research and service in the biomedical and pharmaceutical sciences, health care or related fields, so as to fulfill the responsibility of the University to develop, transmit and apply new knowledge in the health sciences.

II) MEMBERSHIP

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall consist of:

A. Members of the Academic Senate who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences.

B. Members of the Academic Senate who hold appointments in the departments affiliated with the Skaggs School of Pharmacy and Pharmaceutical Sciences and are engaged primarily in instruction for the School.

C. Other faculty who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences and who devote most of their professional effort in support of the School.

A. The President of the University

B. The Chancellor of the San Diego Campus

C. The Vice Chancellor for Health Sciences

D. The Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences

E. Members of the Academic Senate who hold appointments in the departments affiliated with the Skaggs School of Pharmacy and Pharmaceutical Sciences and are engaged primarily in instruction for the School.

F. Other faculty who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences and who devote most of their professional effort in support of the School.
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

G. Other faculty who devote a significant proportion of their professional effort to the programs of the Skaggs School of Pharmacy and Pharmaceutical Sciences; subject to annual approval by the Educational Policy and Academic Oversight Committee on the recommendation of the Department and Division Chairs or the Dean.

All other individuals who hold academic titles in the Departments or Divisions of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall be designated Associate Faculty. The Associate Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall be invited to attend all meetings of the Faculty and to participate in all discussions. Associate members may be appointed as voting members of Standing Committees or Subcommittees of the Faculty, including the Educational Policy and Academic Oversight Committee, in which case voting privileges are restricted only as indicated in Bylaw III.

III) VOTING MEMBERSHIP

Faculty as defined in Bylaw II shall have the privilege of voting, with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may vote only on questions that will be referred for final Senate action to another Senate agency.

IV) OFFICERS

Two SSPPS faculty "Senate Faculty Only" shown as (SFO) in these By-Laws will serve as representatives to the Health Sciences Faculty Council for a minimum one year term.

Positions which must be filled by Senate-member faculty only are followed by the designation "Senate Faculty Only" shown as (SFO) in these bylaws. The officers of the Faculty representatives, who shall serve on the Health Sciences Faculty Council, shall consist of a Chair (SFO) and Vice Chair (Chair Designate) (SFO), and Secretary.

A. The Chair for any year shall be the Vice Chair (Chair Designate) (referred to elsewhere in these Bylaws as Vice Chair) of the preceding year. The Chair will serve for a minimum term of one year. The Chair of the Faculty will also serve as Chair of the Educational Policy and Academic Oversight Committee and as the designated representative to the Health Sciences Faculty Council. In case the Vice Chair (Chair Designate) is not able to serve as the Chair in the succeeding year, a Chair shall be elected by the Faculty from a slate of two nominees proposed by the Faculty Nominating Committee. Additional nominations may be made by petition of five members of the Faculty.

B. The Vice Chair of the Faculty shall be elected each year by a simple majority of all eligible Faculty. Nominees shall be proposed by the Nominating Committee. Additional nominations may be made by petition of five members of the Faculty. The Vice Chair of the Faculty will serve as Vice Chair of the Educational Policy and Academic Oversight Committee. Upon completion of the term of office of the preceding Chair, the Vice Chair will assume the office of Chair. In the event of a vacancy in the office of the Chair, the Vice Chair shall become Chair for the balance of the term of the Chair and for the succeeding term, provided that the total service as Chair does not exceed 18 months. At the time of ascension to the Chair, an election shall be held to select a new Vice Chair as specified in this article.
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C. The Secretary of the Faculty, who shall also serve as the Secretary of the Educational Policy and Academic Oversight Committee, shall be appointed annually by the Dean from the administrative staff. The Secretary shall not have the privilege of vote, and shall be responsible for the recording and distribution of minutes and other administrative duties as deemed appropriate by the Chair and Dean.

Department Chairs of the School of Medicine or the Skaggs School of Pharmacy and Pharmaceutical Sciences, should it form departments, shall be ineligible for nomination as either Chair or Vice Chair of the Faculty. All officers of the Faculty and chairs of the Faculty committees (except those serving in ex-officio capacity) shall serve from July 1 of each year.

V) MEETINGS

The Faculty shall meet at least twice during the academic year and, in addition, on written request of at least five members of the Faculty. Notice of a faculty meeting must be given at least five days in advance of each meeting. The number equal to 25% of the voting faculty shall be considered a quorum. The Associated Faculty shall be invited to attend all faculty meetings of the School. The Educational Policy and Academic Oversight Committee shall meet every other month during the regular academic year.

VI) COMMITTEES

For all standing committees of the Faculty, if not otherwise specified by the committee, a quorum shall consist of one half of the voting membership, plus one. The standing committees of the Faculty shall consist of:
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND
PHARMACEUTICAL SCIENCES

A. Committee on Educational Policy (CEP)

The CEP shall consist of a chair (SFO) and at least four faculty members.

The function of the CEP shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. The committee is charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs.

The CEP shall review and evaluate the curriculum leading to the Doctor of Pharmacy degree and the Postgraduate Pharmacy Education programs. The CEP shall represent the Faculty in its role in all educational matters, especially regarding the curriculum for undergraduate, graduate, and continuing pharmacy education and other aspects of educational policy. The CEP shall maintain an ongoing evaluation of the curriculum leading to the Doctor of Pharmacy degree and Postgraduate Pharmacy Education programs. The CEP shall make recommendations to the Faculty of the School regarding initiation or discontinuance of core courses of instruction. The CEP shall have authority to take action on educational matters which do not require a vote of the Faculty. On request of more than one member, specific committee actions or decisions of the Educational Policy and Academic Oversight Committee shall be reviewed by the committees listed in Articles (B) through (H). The CEP shall establish liaison and coordination with the Academic Senate, Faculty Council and School of Medicine Committee on Educational Policy, the Graduate Council, and appropriate student organizations.
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

During the inception of the School, and while the number of faculty is small, the following committees will act as subcommittees of the Educational Policy and Academic Oversight Committee.

A. Educational Policy and Academic Oversight Committee

The Educational Policy and Academic Oversight Committee shall act as a subcommittee of the Educational Policy and Academic Oversight Committee. The committee shall consist of the Chair (SFO), Vice Chair, and Past Chair of the Faculty, the chairs of the standing committees, and three members of the faculty at large. Unless otherwise specified in these Bylaws, standing committee chairs will be appointed by the Educational Policy and Academic Oversight Committee following submission of a slate of at least two nominees by the Nominating Committee. For each at-large member, the Nominating Committee shall prepare a slate of candidates that shall offer two names for each vacant position. Election will take place by mail ballot to all voting members of the Faculty. The at-large members shall serve staggered three-year terms. The Dean of the School shall serve on the Educational Policy and Academic Oversight Committee, ex officio, without the privilege of vote.

The Educational Policy and Academic Oversight Committee shall represent the Faculty on matters related to the education, research, and service missions and programs of the School. The Educational Policy and Academic Oversight Committee shall have oversight of all faculty committees. It shall also resolve all tie votes in connection with elections specified in the Bylaws. The committee's role in educational policy shall be limited to matters that must (by regulation) receive final action by the Academic Senate, or to resolve problems that are contested by the committees listed in Articles (B) through (H). All germane actions and policy decisions of the Educational Policy and Academic Oversight Committee shall be reported in writing to the faculty.

Elected members of the Educational Policy and Academic Oversight Committee may not send substitutes to attend meetings.

The Educational Policy and Academic Oversight Committee shall review and evaluate the curriculum leading to the Doctor of Pharmacy degree and the Postgraduate Pharmacy Education programs. The Educational Policy and Academic Oversight Committee shall represent the Faculty in its role in all educational matters, especially regarding the curriculum for undergraduate, graduate, and continuing pharmacy education and other aspects of educational policy. The Educational Policy and Academic Oversight Committee shall maintain an ongoing evaluation of the curriculum leading to the Doctor of Pharmacy degree and Postgraduate Pharmacy Education programs. The Educational Policy and Academic Oversight Committee shall appoint subcommittees, as necessary, to achieve its goals of review. The Educational Policy and Academic Oversight Committee shall make recommendations to the Faculty of the School regarding initiation or discontinuance of core courses of instruction. The Educational Policy and Academic Oversight Committee shall have authority to take action on educational matters which do not require a vote of the Faculty. On request of more than one member, specific committee actions or decisions of the Educational Policy and Academic Oversight Committee shall be reviewed by the
committees listed in Articles (B) through (H). The Educational Policy and Academic Oversight Committee, shall establish liaison and coordination with the Academic Senate, Faculty Council and School of Medicine, Committee on Educational Policy, the Graduate Council, and appropriate student organizations.
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND
PHARMACEUTICAL SCIENCES

During the inception of the School, and while the number of faculty is small, the following committees will act as subcommittees of the Educational Policy and Academic Oversight Committee.

B. Academic Oversight Committee (AOC)

The Academic Oversight Committee shall consist of a chair (SFO) and at least four faculty members.

The committee will be concerned with the academic performance of students. The AOC is charged with examining the records, at the end of each quarter, of all students and determining if a student is in good academic standing and is ready for promotion. Prior to graduation, the committee will review all student records to certify that each graduating student has met the requirements for the Doctor of Pharmacy degree at the UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences.

The committee shall also deal with student affairs matters (for example, student life, academic dishonesty, ethical and professional behavior) other than those concerned with the admissions process.

B. Nominating Committee

The Nominating Committee shall consist of four full-time faculty members, broadly representing the various disciplines, nominated by the Educational Policy and Academic Oversight Committee (usually two nominees for each open position) and elected by the Faculty. The Chair shall be elected each year by the members of the committee. The members shall serve staggered two-year terms.

The committee shall submit a slate of nominees from which the faculty officers shall be elected as specified in Bylaws III and VIII.

The committee shall submit a slate of nominees to the Educational Policy and Academic Oversight Committee for all chairs and members of standing committees except those specified to be elected by the Faculty as a whole. Appointment of chairs and members of these committees is subject to approval by a majority of the Educational Policy and Academic Oversight Committee. The Nominating Committee shall also recommend to the Dean the names of faculty for service on administrative and ad hoc committees as required. It shall make other nominations from time to time as required by the Educational Policy and Academic Oversight Committee or Dean.

C. Admissions Committee (AC)

The Admissions Committee shall consist of a chair (SFO) appointed as specified in Bylaw VI. Article (A) and at least four faculty members, appointed as specified in Bylaw VI. Article (B). In addition, an Associate Dean and members of the Associate Faculty may serve with the privilege of vote on this committee. Members will serve staggered two-year terms.

The AC will develop and implement the terms and conditions for the admission of Doctor of Pharmacy students, including the educational requirements, policies, and procedures for their selection.
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Educational Policy and Academic Oversight Committee will determine such terms and conditions annually. AC shall have responsibility for determining the sequence or admission of qualified candidates, and shall participate in and oversee all aspects of the admissions process. AC shall report to the Educational Policy and Academic Oversight Committee on a quarterly basis at least annually.
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D. Academic Oversight Committee (AOC)

The Academic Oversight Committee shall consist of a chair (SFO) appointed as specified in Bylaw VI, Article (A) and four members appointed as specified in Bylaw VI, Article (B). Members will serve staggered three-year terms.

The committee will be concerned with the academic performance of students. The AOC is charged with examining the records, at the end of each quarter, of all students and determining if a student is in good academic standing and is ready for promotion. Prior to graduation, the committee will review all student records to certify to the Educational Policy and Academic Oversight Committee that each graduating student has met the requirements for the Doctor of Pharmacy degree at the UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences.

The committee shall deal with student affairs matters (for example, student life, academic dishonesty, ethical and professional behavior) other than those concerned with the admissions process or academic performance.

E.D. Skaggs School of Pharmacy and Pharmaceutical Sciences Committee on Academic Personnel (SSPPSCAP)

The School of Pharmacy and Pharmaceutical Sciences Committee on Academic Personnel, SSPPSCAP, shall consist of a chair (SFO), a vice chair, and six members, at least four members of the full-time faculty. At least three members of the committee must be members of the Academic Senate. The Educational Policy and Academic Oversight Committee, SSPPS Dean shall recommend two candidates for each open position on the committee. The chair shall be a Senate member. Members will serve staggered three-year terms.

The SSPPSCAP will review Clinical X and Health Sciences Clinical faculty files all faculty in the School of Pharmacy and Pharmaceutical Sciences, SSPPS, for appointments, appraisals, promotions, and accelerations. The SSPPSCAP will advise the Skaggs School of Pharmacy and Pharmaceutical Sciences, SSPPS, Dean on academic personnel matters.

F. Associate Faculty Committee (AFC)

This committee will be composed of at least five volunteer faculty and one full time faculty member (SFO), who are active in UCSD clinical teaching programs. The membership should reflect the diversity of practice type and locations of the volunteer faculty. Members will be nominated by the Nominating Committee and appointed by the Educational Policy and Academic Oversight Committee. Members will serve staggered two-year terms.

This committee will be concerned with issues of the Associate Faculty and will advise the Educational Policy and Academic Oversight Committee on those issues in the curriculum that relate to clinical teaching. AFC will help the School address the needs and concerns of the local pharmacy community and will assist.
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the School in its academic missions.
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G. Committee on Educational Policy

The function of the Committee on Educational Policy shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. The committee is charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs.

H.E. Ad Hoc Committees

The SSPPS Dean and Faculty Educational Policy and Academic Oversight Committee may appoint ad hoc committees for specific purposes and identified short-term needs. All appointments to ad hoc committees shall expire at the end of one year unless reappointed by the Educational Policy and Academic Oversight Committee.

VII) PARTICIPATION OF STUDENTS ON COMMITTEES

Students play a major role in their own professional education; therefore, it is desirable to have student representation on all faculty committees that directly affect students. Students in good academic standing may be appointed to standing and ad hoc committees of the Faculty. Student representatives will be appointed by the student association or other duly constituted groups representing the students. In the absence of students so identified, students may be nominated by the Associate Dean for Student Affairs (or equivalent) and approved by the committee on which they will serve.

VIII) ELECTIONS

Elections will be by mail or electronic ballot to all voting members of the Faculty. Except for special elections, election of officers of the Faculty for any given academic year will be held prior to June 1 of the preceding year. In the election of the Vice Chair of the Faculty or membership on the Educational Policy and Academic Oversight Committee, whenever there are more than two candidates and no candidate obtains a majority of the votes cast, a runoff election shall be conducted between the two candidates with the greatest number of votes. The runoff election results will be available by September 1.

IX) VACANCIES

If, unless otherwise specified in these bylaws, if a vacancy occurs, the position will be filled by a vote of the Faculty. For any reason a vacancy occurs among the elected officers or representatives of the Faculty, the vacancy will be filled by the candidate, from the appropriate group for whom the vacant position represents, who received the next largest number of votes in the most recent election. If that candidate declines to serve, the position will be filled by vote of the Educational Policy and Academic Oversight Committee.
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X) AMENDMENTS

Initiative for amendments to these bylaws may be taken by the Educational Policy and Academic Oversight Committee or by petition signed by five or more members of the Faculty. Such amendments are to be submitted to the Faculty at least five days prior to a meeting at which the proposed amendment will be discussed. Approval of the amendment requires a two-thirds majority vote of the Faculty by mail or electronic ballot.

No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division.

REGULATIONS

Requirements of the Doctor of Pharmacy Degree (Pharm.D)

Requirements for the Doctor of Pharmacy (Pharm.D.) Degree shall be determined by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS). The following minimum requirements pertain to the award of the Pharm.D. Degree.

A) Admission

To be admitted to the program an applicant must

1) be eligible for admission to the University of California

2) complete the pre-requisite subject requirements as determined by the Faculty and published annually by the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS)

3) meet the minimum grade point average requirement established by the Faculty

4) demonstrate a high level of academic achievement, leadership and professional potential, as evidenced by transcripts and letters of recommendation, and

5) be evaluated and accepted for admission by the Admissions Committee of the School.

B) Residency

1) be eligible for admission to the University of California

C) Time Limitations

4) The normative registered time to complete the requirements for the Pharm.D. degree is four years. Extensions to this limitation may be granted by the Dean in unusual circumstances.
1) The maximum registered time to complete the requirements for the degree is five years.

2) A course may be repeated only one time. Extension beyond the five-year maximum must be approved by the Dean following a recommendation from the Committee on Educational Policy and Academic Oversight and the Standing and Promotion Committee.

3) The maximum calendar time allowed to complete the requirements for the Pharm.D. degree is six years. Time spent pursuing other interests, if approved by the Associate Dean for Student Affairs, will not be counted as part of this six-year limit.

4) Coursework in any year may not be repeated more than once.

D) Program

1) Students must complete the required curriculum as determined by the Faculty of the School.

2) Students must complete each required curriculum course with a grade of (H) honors or (P) pass, except where the required courses are cross-listed with School of Medicine courses and only graded P (pass) or F (fail). Such courses must be completed with a grade of (P) pass.

3) Courses taken prior to admission to the School which are deemed by the instructors of record for a particular required curriculum course to be equivalent to the required course, and for which the student demonstrates required competencies, may be credited toward the degree. The maximum number of units credited for a course may not exceed the number of units assigned for the course in the curriculum.

4) Elective courses to fulfill the unit requirement for the degree must be taken after admission to the School. Courses taken prior to admission to the School may not be applied toward the elective requirements.

E) Satisfactory Professional Qualifications

1) Students must demonstrate throughout the curriculum that they possess the professional, ethical, and moral characteristics necessary for professional practice.

150) Evaluation

A) Student evaluation is based on the following:

1) Oral and written examinations

2) Performance in laboratory and discussion group activities

3) Clinical performance

4) Other tools deemed appropriate by the Faculty
200) Grading Policy

A) Grades
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

1) The work of all students in those courses designated by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) as required courses will be reported in terms of the following grades: H (honors), P (pass), F (fail), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).

2) The work of all students in those courses designated by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) as elective courses will be reported in terms of the following grades: S (satisfactory), U (unsatisfactory), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).

3) No grade points per unit shall be assigned.

B) Definitions of Grades

B1) The H (honors) Grade

1a) The grade H (honors) shall be assigned to those students whose overall performance in a required course is considered to be outstanding.

B2) The P (pass) Grade

a) The grade P (pass) shall be assigned to those students whose overall performance in a required course meets at least the minimum standard established by the faculty and is considered satisfactory.

B3) The F (fail) Grade

1a) The grade F (fail) shall be assigned to those students whose overall performance in a required course is unsatisfactory. The F grade will remain on the transcript.

2b) In Years 1 – 3, in order to progress through the curriculum, all grades of F must be remediated by repeating the course by the end of the next term in which the course is normally given, unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period. In Year 4, the APPE in which the student received an F grade must be repeated after completing the remaining scheduled APPEs. If a course is repeated, the course will appear a second time on the transcript.

B4) The S (satisfactory) Grade

a) The grade S (satisfactory) shall be assigned to those students whose overall performance in an elective course meets at least the minimum standard established by the faculty and is considered satisfactory.
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E15) The U (unsatisfactory) Grade

1.5) The grade of U (unsatisfactory) shall be assigned to those students whose overall performance in an elective course is unsatisfactory. The U grade will remain on the transcript.
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24h1) The U grade in an elective course may be remediated by repeating the course. If a course is repeated, the course will appear a second time on the transcript.

24c1) Courses in which a student receives a final grade of U will not be applied toward meeting the requirements for the Pharm.D. degree.

24e1) The Y (provisionally unsatisfactory) Grade

1.21) The grade Y (provisionally unsatisfactory) shall be assigned as an initial grade when a student has not performed to a satisfactory level in a course but the instructor wishes to provide for an additional finite period of time for the student to demonstrate competency in the course.

24h1) The Y grade is replaced with a P (pass) grade for required courses or an S (satisfactory) grade for elective courses when the course requirements have been satisfied within the time determined by the instructor.

24c1) The Y grade is replaced with an F (fail) grade or U (unsatisfactory) grade if the requirements have not been satisfied within the time determined by the instructor.

4d1) The time period for satisfactory completion of the course requirements should normally not extend beyond the start of the next academic year, unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period. Should a student not complete the work to the satisfaction of the instructor by the end of the specified period or not be granted an extension by the Associate Dean, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated.

24i1) The I (incomplete) Grade

4i1) The grade I (incomplete) shall be assigned when a student’s work is of passing quality but is incomplete.

24h2) The student should normally complete the work of the course by the end of the next term in which the student is registered unless a petition, prior to that time, has been approved by the Associate Dean for Academic Affairs allowing a further specified period.

3i1) Should the student not complete the work by the end of the next term or not be granted an extension by the Associate Dean for Academic Affairs, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated.
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**I) The IP (in progress) Grade**

a) The grade IP (in progress) shall be assigned for courses extending over more than one quarter and in which evaluation of a student’s performance is deferred until the end of the final quarter of the course. The IP grade shall be replaced by a final grade when the student completes the course sequence.

**J) The W (withdraw) Grade**

a) The grade W (withdraw) shall be assigned when a student has completed some portion of the course (generally up to the first half) and for personal or other reasons, must withdraw from the course. Generally, students are not permitted to withdraw after the course midpoint.

b) For required courses, the W (withdraw) grade must be approved by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may approve exceptions to the assignment of the W grade, including allowing a student to withdraw after the midpoint of a course if there are extenuating circumstances.

The W grade will remain on the transcript.

c) For elective courses, the W (withdraw) grade shall be assigned for courses dropped after the beginning of the fourth week of instruction. The W grade will remain on the transcript. If the course is repeated, it will appear a second time on the transcript.

**C) Blank on Students’ Transcript**

1) If a student’s name appears on the end of quarter course list for a course, but no grade is reported, the Registrar will leave a blank for that course on the student’s transcript.

2) A blank which is not replaced by a grade assigned by the instructor, after one quarter on a student’s record, then will be replaced by an F, NP, or U grade.

**D) Grade Appeals**

A pharmacy student may appeal a course grade by following procedures described in the SSPPS Grade Appeal Policy.

**250) Academic Review**

A) A student with an F (fail) grade in a required course or a student experiencing continued academic difficulties or first time difficulties in multiple courses in a given year may be referred to the Academic Oversight Committee for either an informal academic review or an in-depth academic review, as deemed appropriate by the Associate Dean for Student Affairs.

B) Failure to pass a required course normally results in a one-year deceleration of a student’s progress in the curriculum.

**300) Dropping Courses**
5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

A) Students may drop a required course only with the approval of the Associate Dean for Academic, Student Affairs. If a student drops a required course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.

B) Students may drop a pre-clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a pre-clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.

C) Students may drop a clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.
350) Withdrawal, Leaves of Absence, and Discontinuance Without Notice

A) **Withdrawal:** A student wishing to withdraw from all classes may request of the Dean of the School a leave of absence or an honorable withdrawal. A withdrawal may be requested by a student when a student has no intention of returning to the Pharm.D. program. Unless approved by the Associate Dean for Student Affairs, a student who is subject to dismissal for any reason, may not withdraw.

B) **Brief Leave of Absence:** A student who intends to return to the Pharm.D. program may request a leave of absence for personal, professional or medical reasons. A request for a leave of absence must be approved by the Associate Dean for Student Affairs. A student who does not return at the end of an approved leave of absence is considered to be dismissed from the School. Permission to be absent from the University for a brief period of time may be granted by the Dean of the School to a student in case of illness or other emergency. Such leaves shall not exceed six weeks in any academic year. Approval of a leave of absence shall not exempt a student from satisfactorily completing all work in progress for each course in which the student is enrolled. If the student is unable to complete the work by the end of the term, the I (Incomplete) grade shall be entered for each course.

C) **Prolonged Leave of Absence:** Permission to be absent from the University for a prolonged period of time may be granted by the Dean of the School to a student in good academic standing who does not wish to retain class status. A student in good standing is entitled to a certificate of honorable withdrawal. To be eligible for consideration for readmission, the student must provide an annual status report and the leave must be approved annually by the Dean.

D) **Discontinuance without Notice:** Once enrolled, students are expected to continue in the program without interruption, unless approval of a leave of absence is obtained. A student who (1) withholds from the School without notice, or (2) fails to report after a specified leave of absence, or (3) fails to register for any term within one month after the beginning of that term, is considered academically dismissed from the School without further notice.

D) **Readmission:** A student who has withdrawn from the School may reapply through the regular admissions process. If re-accepted, that student would start the program over as a first year pharmacy student. Students who have discontinued without notice, or have been dismissed for any reason, are not eligible for readmission.

400) Academic Disqualification

A) **Academic Probation:** A student shall be placed on academic probation

1) Upon receipt of one grade of F (fail) in a required course

2) Upon receipt of two Y (provisionally unsatisfactory) grades in one academic year.

3) Upon failure to remediate a Y grade to a P grade before another Y grade is received.
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4) If the student’s overall performance at any time is determined by the Academic Oversight Committee to be marginal or unsatisfactory.

5) A student placed on probation is subject to supervision by the Faculty.

B) Academic Dismissal. A student is subject to dismissal

1) Upon receipt of the F (fail) grade for a course that the student had taken previously and had earned a grade of F (fail), or

2) Upon receipt of two F (fail) grades in one year or
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3) Upon being placed on academic probation a second time, or

4) If the student’s overall performance at any time is determined by the Academic Oversight Committee to be marginal or unsatisfactory, or

5) If the student is pursuing a program of study that, upon projection, cannot be accomplished within five registered years or six calendar years of the date he/she entered as a first year student, or

6) If in the opinion of the Academic Oversight Committee the student, while on academic probation, is continuing to perform in a marginal or unsatisfactory manner.

C) Academic Misconduct. Upon discovery of substantive evidence of academic misconduct, a student may be subject to suspension or dismissal. The procedures leading to discipline will guarantee procedural minima of due process in accordance with Faculty, School, Academic Senate, and University policies.

450) Professional Disqualification

A) A student shall be subject to professional disqualification, leading to probation or dismissal, if after review by the Academic Oversight Committee, a committee of the Faculty, of the alleged charges, it is found that the student:

1) Has manifested or threatened violence against a patient, a fellow student, a fellow professional, staff personnel, faculty member, or others in carrying out his/her professional assignments, and/or

2) Has abused professional privileges by taking advantage of professional relationships with patients or others, or has abused other privileges of the profession, such as access to drugs and equipment, and/or

3) Has failed to meet professional responsibilities by reason of being mentally incompetent, and/or by being under the influence of alcohol and/or controlled substances, and/or

4) Has been negligent in carrying out professional duties in such a way that harm to a patient has or could occur, or

45) Has engaged in other misconduct or violated a policy of the School or the University.

500) Grade and Evaluation Appeals

A) Time Limits

Grade appeals, for both required and elective courses, must be made within 90 calendar days after the grade has been assigned.

B) First Step: Appeal to the Instructor(s)

1) Students may appeal in writing to the instructor(s) within the 90 calendar day period cited in (A).
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above. In the written appeal, the student should specify the grounds and/or facts for the appeal.
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**2)** The instructor(s) should respond in writing to the student within 14 calendar days of receiving the student’s written appeal. Possible responses may include:

- a) Denial of the appeal, or
- b) Granting of the appeal, or
- c) Granting of the appeal with contingency, as deemed appropriate, or
- d) Acknowledging receipt of appeal, with a state plan for investigation to be concluded no later than 30 calendar days after receipt of the appeal.

**C)** Final Step: Appeal to the Academic Oversight Subcommittee of the EPOAC

1) If the student believes that the matter is not yet resolved to his/her satisfaction, he/she may appeal in writing to the Academic Oversight Committee through the Office of Student Affairs.

2) At its first regularly scheduled meeting following receipt of the appeal, the committee will review the written appeal from the student and the written report from the instructor(s).

3) Written notification of the decision of the committee will be mailed to the student within 14 calendar days following the meeting where the appeal was discussed.

#### 550) Policy on Evaluation of Professionalism

Pharmacy students are required to demonstrate professionalism as described in the SSPPS Guidelines on the Evaluation of Professionalism, part of the requisite clinical competency. Many attributes of professionalism cannot be observed on one rotation; thus, patterns of behavior, as observed throughout the continuum of training and within the education environment, play an important role in making these determinations. The demonstration by a pharmacy student of satisfactory professional and personal attributes is necessary to successfully complete the curriculum. Therefore, these attributes will be evaluated throughout the student’s enrollment.

It is the intent of the School, in placing this policy into effect, to give all manner of assistance to the student to remedy any deficiencies. It is the School’s hope that the student may, subsequently, be successful and move forward in his/her profession with utmost confidence.

**A)** Students who have not demonstrated adequate professional and personal attributes or who demonstrate unprofessional behavior will be identified by instructors and reported to the Associate Dean for Student Affairs as follows:

1) The instructor will prepare a statement describing in detail the unprofessional behavior demonstrated by the student.
2) The instructor will discuss the contents of the statement with the student, and the student will be given the opportunity to submit a written response.

3) The Associate Dean for Student Affairs will evaluate the statement and student response and if the incident(s) or issue(s) is severe or the behavior is repetitive in nature the student will be presented to the Academic Oversight Committee.

4) The Associate Dean for Student Affairs will have the responsibility to evaluate the student’s professional performance as a continuum throughout the student’s enrollment and to present the evaluation to the Subcommittee.

5) Upon presentation to the committee and following discussion of the student, the Associate Dean for Student Affairs will prepare a Professionalism Remediation Summary (PRS) that, depending on the severity of the unprofessional behavior, may include, but is not limited to:
   a) Restriction of clerkship enrollment
   b) Completion of additional clerkship assignments
   c) Counseling
   d) Suspension
   e) Dismissal

6) Upon completion of remediation, a final Professional Remediation Report (PRR) will be prepared by the Associate Dean for Student Affairs describing the improvements demonstrated by the student.

Amendments

A) The Regulations of the School may be amended at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.

B) Amendments of Regulation 100 (Requirements of the Pharm.D. Degree) and Regulation 200 (Grades) are subject to approval by the San Diego Division Representative Assembly.

C) No change in the Regulations may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division.