

Graduate Division  
University of California, Berkeley

**GRADUATE ADVISERS, ASSISTANTS, AND GSAOs  
Fall 2008 MEETING**

Thursday, August 28, 2008  
9:00 – 10:30 a.m.  
Lipman Room, Barrows Hall

**NOTES**

**Andrew Szeri, Dean, Graduate Division**

**Graduate Council**

Dean Szeri introduced Ron Cohen, the new Chair of the Graduate Council. Chair Cohen welcomes input and suggestions to the Graduate Council. Items on the Graduate Council's agenda this year include program reviews and distance learning.

**The Budget**

The budget picture for graduate fellowships is relatively stable but final funding levels for this year are uncertain, pending finalization of the State budget and UCOP distributions to campuses. Thus, fellowships offers for 2008-2009 have been made judiciously and a few programs whose awards were still uncommitted for this year (the APA, conference travel grants, and the summer grant) have been suspended. These cuts are minor in light of the size of the entire graduate student fellowship budget managed by Graduate Division (less than 2% of the entire ~\$50M fellowship budget). A review of resources available to departments suggests that, in many cases, departments will be able to cover relatively small costs to fund activities involving summer research or conference attendance (from departmentally restricted funds, for example). Once the State budget is signed, we will reconsider whether further cuts must be made or whether any of the suspended programs can be restored.

**The Graduate Fellowships Matching Program**

Our goal is to attract endowments for the benefit of every graduate student in every program. These endowments will provide benefits in perpetuity. The matching funds will double the value of the donor funds that support a student and allow for accelerated growth of the principal. The program will increase funds for graduate student support while allowing "local" control at the departmental level, concerning which students receive awards.

Currently development officers are already seeking donor contributions for this program. Tools for the administration have been developed in close collaboration with MSOs and CAOs. Our online reporting system, GLOW, will identify which funds need to be matched. Financial reports for donors will be generated as well as recipient profiles sent to them.

At the departmental level, departments can also provide material to development officers to help them cultivate donors. In the case where a small program has concerns about matching a large endowment, the Graduate Division can help if departments don't have sufficient funds in their block grants to match a donation.

The presentation of the Graduate Fellowship Matching Program can be viewed at: <https://ruby.urel.berkeley.edu/eureka/advancementops/index.cfm>. Logon is required using your Calnet ID. On the right side of the page that appears after you have logged on, in the light turquoise box with the heading: **Fundraising Council (FRC)**, click on the first bullet item, [Graduate Fellowships Matching Program forms, FAQs, and more](#). Then, under the heading, **Scholarships and Fellowships**, Graduate Fellowships Matching Program, click on "[Presentation \[PPT\]](#)", delivered by Susan J. Muller, associate dean, Graduate Division, at the Fundraising Council meeting on July 10, 2008". This is the PowerPoint presentation delivered at the Graduate Advisers Meeting of August 28, 2008.

Presenting this information at our meeting was intended to show the role of graduate fellowships in the Campaign for Berkeley and to share the content of upcoming meetings between Dean Szeri and all department and program chairs and their development staff.

### **David Blinder, Associate Vice Chancellor, University Relations**

The "quiet" phase of the campus-wide, comprehensive Campaign for Berkeley ended June 30. \$1.25B was raised of the \$3B campaign goal, with nearly \$75 million for graduate fellowships. The overall campaign goal for fellowships is close to \$350M. September 20 is the "kick-off" of the public phase of the campaign. Private philanthropy is crucial because State support has decreased to less than 30% of the University's budget. Members of the graduate community can help by sharing success stories of graduate students who have benefited from fellowships funded by individual donors.

### **Joseph J. Duggan, Associate Dean for Admissions, Appointments, Degrees, and the GSI Teaching and Resource Center**

#### **Admissions**

We expect 2,775 new graduate students to enroll this semester. The admission rate was 16%, down from 18% for 2005, 2006, and 2007. Most of the difference is accounted for by the increased number of applicants, about 2000 more than in 2007.

The application for admission to graduate study for the next cycle will be up and running September 8. This year's version incorporates several enhancements, and should be much easier for departments and programs to use.

#### **Degrees**

This past year, Berkeley awarded 863 doctorates and 1,968 master's degrees.

Carol Rachwald is our new Director of Graduate Services and Jeret Lemontt is the new Assistant Director of Degrees. Jeret's appointment started at the end of June.

The Advancement to Candidacy fee for doctoral degrees increased to \$90, effective July 1, 2008.

Departments should turn in their signature authorization forms as soon as possible so that the processing of graduate petitions is not delayed.

#### **Appointments**

Please enter your appointments into HRMS as soon as possible. The new Interim Fee Remission screen in Grad Link on the Web can be used through September 12 to enter a temporary fee

remission until the appointment is put into HRMS. This will help students to become registered on time.

Students who are appointed as GSIs for the first time must have completed or be enrolled in a 300-level pedagogy course. If you do not plan to offer the 300-level course in the spring semester because of budgetary difficulties, please be sure that those teaching for the first time in spring 2009 take the 300-level course this semester.

Please remember that all first-time GSIs, including any undergraduate GSIs you may have, are required to take the On-line Course on Professional Standards and Ethics by the end of the third week of classes. The course is accessed through the GSI Teaching and Resource Center's web site ([gsi.berkeley.edu/index.html](http://gsi.berkeley.edu/index.html)).

Article 4 of the UAW contract is in effect for the first time this semester. It specifies that each GSI, Reader, or Tutor with an appointment of 25% or greater, who has a child below school age in child care, is entitled to a reimbursement of \$450 per semester. Funding for this new Childcare benefit will be paid by the departments. Labor Relations will be holding a workshop in September on the implementation guidelines. There were also changes in the Leaves article, Article 17, of the current contract, which I recommend that you read.

All new GSIs, Readers, and Tutors are required to attend one of three orientations co-sponsored by the Office of Labor Relations and the UAW. The three dates are: September 8 at 9 a.m., and September 11 and 26 at 4:15 p.m., all in 150 University Hall. Participation at one of these is obligatory for all new appointees, and attendance will be taken.

Please consult the GSI Teaching and Resource Center's web site for the Graduate Council's policy on Appointment and Mentoring of GSIs.

### **Ombudsman**

Carmen McKines retired as Campus Ombudsman for Students at the end of last academic year. The new Ombudsman for Students and Post-Doctoral Scholars is Marcia Gee Riley, who has served in various capacities on the Berkeley campus for eighteen years, most recently in Campus Life and Leadership.

### **Carlos Fernandez-Pello, Associate Dean for Fellowships, Diversity, Academic Services, and Communications and Events**

#### **Fellowships**

##### **Appointments while receiving the DNTF**

After receiving petitions to reconsider the no-work stipulation of the Dean's Normative Time Fellowship in light of our inability to increase that fellowship's stipend level, we conducted a study of utilization of the DNTF, involving the Graduate Assembly, which conducted a randomized student survey; a focus group of doctoral students, convened by Dean Szeri; and analysis of data on past requests for exceptions to this rule

As a result, beginning in fall 2008, the DNTF may be supplemented by a single one-semester GSI, AI-GS, GSR, Reader or Tutor appointment for no greater than 25%. Previously, no graduate student appointment was permitted for holders of the Dean's Normative Time

Fellowship. For students who are eligible for two semesters of DNTF, the 25% appointment may be taken in only one of the two semesters. Direct questions about such appointments to the Graduate Fellowships unit of the Graduate Division by phoning: 510-642-0672.

### **Elimination of One Semester DNTF Award**

The one-semester "consolation award" for students who missed the DNTF deadline by one or two semesters is eliminated for students whose initial admission is for the fall semester, 2008, or a subsequent semester. The DNTF has been extremely successful in encouraging students to advance to candidacy within normative time.

### **Fellowships competition**

Despite resource challenges, yield targets have been reached in most of our multi-year offers. Because stipend levels matter greatly in recruitment, we recommend that departments make strategic use of their departmentally restricted funds and block grants to supplement our multi-year offers and attract top fellowship recipients to Berkeley.

Our fellowships competition review process is expected to be on-line by the next cycle, so that faculty reviewers will be able to assess and rank nominations remotely. We hope this significant change will encourage more faculty to participate in this important process.

We are examining the structure of the reviewing process in order to improve the selection of students, particularly in aspects related to diversity.

### **Registration and Enrollment for Fellowships**

All students must register before the end of the third week of classes. To be considered enrolled full-time, students must register and enroll in 12 units (unless advanced to doctoral candidacy), pay at least 20% of the registration fees, and have no registration blocks. As a condition of receiving Graduate Division funding, fellowship recipients must maintain full-time registration, remain in "good academic standing," and maintain a GPA of at least 3.0.

## **Communications & Events**

Summer 2008 was spent producing a number of publications for prospective students and new students and updating the website. Highlights include:

### **Graduate Spotlights (a project with Graduate Development Office)**

We've been developing profiles and soliciting "in your own words" articles about the accomplishments of graduate students and alumni — and the impact of fellowship support on their teaching and research. New spotlights will appear on the Graduate Division website this fall, and some may appear in the next issue of The Graduate magazine.

Please send news about your students and their research, their honors, and the ways they work with faculty, undergraduate students, and the community, to Lisa Harrington at [gradpub@berkeley.edu](mailto:gradpub@berkeley.edu).

### **eGrad**

Recent issues of our monthly electronic newsletter, *eGrad*, have been distributed directly to students through the Registrar's Office. To make sure your students are aware of all the resources and services available to them, encourage your students to visit the Graduate Division

website often and to watch for *eGrad* each month. To submit news to *eGrad*, contact Dick Corten at [gradpub@berkeley.edu](mailto:gradpub@berkeley.edu).

### **Guide to Graduate Policy**

This publication was updated and refreshed over the spring and summer, thanks to a large review team. Please make sure to replace your old copy by printing the new PDF for your department. Find it on the Graduate Division website under the “Faculty & Staff” link on the homepage, [www.grad.berkeley.edu](http://www.grad.berkeley.edu).

### **Fall 2008 Lectures**

- Linda Greenhouse, former Supreme Court Correspondent for *The New York Times*, will deliver the Jefferson Lecture, **The Mystery of Guantanamo Bay**, on September 17 at 4:00 p.m. in the Lipton Room, Barrows Hall.
  - Talal Asad, Distinguished Professor of Anthropology, City University of New York Graduate Center, will give The Foerster Lecture on the Immortality of the Soul, **Thinking about Religion, Belief, and Politics**, on October 2 at 4:10 p.m. in the Toll Room, Alumni House.
  - Amory Lovins, Chairman and Chief Scientist, Rocky Mountain Institute, will deliver the Barbara Weinstock Lecture on the Morals of Trade, **Natural Capitalism: The Next Industrial Revolution**, on October 28 at 4:00 p.m. in the Lipton Room, Barrows Hall.
- For more details, visit [www.grad.berkeley.edu/lectures](http://www.grad.berkeley.edu/lectures).

### **Graduate Diversity Program**

Reception Honoring Graduate Diversity will be held Sept 10th, 5-7 pm, Alumni House.

UC Berkeley will host the Northern California Forum for Graduate Diversity on Saturday, November 8, with an anticipated 1,200 diversity undergraduates and 250 faculty and staff speakers.

The Office for Equity and Inclusion (VC Gibor Basri) is coordinating efforts regarding Faculty Equity Advisors who work on graduate student diversity issues and faculty recruitment / advancement issues. Direct any questions regarding these matters to Carla Trujillo, [carlat@berkeley.edu](mailto:carlat@berkeley.edu).

The Graduate Division can help departments or faculty in writing training grants (such as GAANN, IGERT, etc.) by providing information about diversity resources and efforts at UCB.

### **Susan J. Muller, Associate Dean**

#### **Monthly GSAO Workshops**

CAO Moira Perez began a series of workshops about one year ago as a forum for sharing information, leveraging resources, and networking amongst GSAOs from different units across campus. Typically several relevant Graduate Division staff are present to answer questions at these meetings.

#### **Recent topics have included:**

- Student Mental Health with CPS staff members
- Accommodations for Graduate Students with Disabilities with AVC Sarah Hawthorne
- Language Proficiency Programs with Linda von Hoene

- Financial Aid for Grad students with John Choppy of Financial Aid Office
- Labor relations, GSI appointments, and the ASE contract with Debra Harrington
- HRMS and Hiring Student Employees

**Upcoming workshops:**

- Grad Admissions Demo of new application (Friday, August 22 and 29)
- CARS training with John Aczon of Financial Services (Friday, September 19)

Browse our bSpace website “GSAOspace” to view the calendar, announcements, and other resources Graduate Division and other GSAOs have posted.

**Academic Services**

Sabrina Soracco of Graduate Division’s Academic Services will offer a new, semester long course titled “Academic Writing for Graduate Students” next spring: GSPDP (Graduate Student Professional Development Program) 321. This will supplement the shorter 2-4 hour long writing workshops that Sabrina offers throughout the year. A description of the course will be posted on the website.

See entire calendar of workshops on Graduate Division’s website (GROW calendar).

**New developments in health benefits for graduate students**

Beginning this semester, SHIP benefits have been significantly expanded and now include:

- 1) vision care through the UCB Optometry School,
- 2) an increase in the annual pharmacy benefit from \$2,000 to \$5,000, and
- 3) an increase in the maximum lifetime benefit from \$250,000 to \$400,000.

Counseling and Psychological Services now has a satellite counseling office dedicated to graduate student counseling. The office – at 2241 College Ave (near Calvin/EBI Lab) – has been extremely well-received by graduate students due to its location and privacy. Two additional counseling staff, devoted to graduate student counseling, are planned.

Graduate Division and Berkeley International Office rolled out the International Student Family Grant last spring. Supported with funding from GD and administered by Ivor Emmanuel and his staff, this program provides need-based support similar to the Student Parent Grant (available to students eligible to receive federal financial aid). Details on both student family grants are in the revised version of the “Families Matter” brochure, downloadable from the GD website.

**“YOU ASKED, WE ANSWER”**

**Andrew Szeri, Dean, Graduate Division**

A suggestion to the change the name of the Financial Aid Office was relayed; that office is changing its name to The Financial Aid and Scholarships Office.