

Graduate Division
University of California, Berkeley

**GRADUATE ADVISERS, ASSISTANTS, and GSAOs
Spring 2009 Meeting**

Thursday, January 15, 2009
9:00 – 10:30 a.m.
Alumni House

NOTES

Andrew Szeri, Dean, Graduate Division

Thanks to all for patience throughout the difficult situation with the **online application**. IST will be studying the cause for screen freezes and may approach departments soon with a request for more information on their experiences.

Admission allocation letters have gone out, and **block grant and fellowship nominations** remain as they were last year. Graduate Division has done everything possible to shelter graduate student support from the adverse economic and budgetary climate.

The release date of the National Research Council's (NRC) Survey of Research Doctoral Programs has been further delayed until mid-March to mid-April.

The **conference travel grant program** has been fully reinstated. An announcement was made to students in the January *eGrad*.

**Gloria Saito, Director of Training, Counseling & Psychological Services,
University Health Services**

Graduate students comprise 40% of the students seeking assistance from UHS. Various kinds of stresses are addressed at UHS, such as the stress of coping with graduate school, as well as psychological issues such as depression. UHS offers up to six free counseling sessions, as well as health and wellness programs on specific interest to graduate students. Group programs are increasing, including stress and anxiety management and time management workshops to help with procrastination. The purpose of these workshops is to give students tools so that they can continue to move forward in their education and career.

Previewing this online booklet will help in dealing with distressed students:

<http://uhs.berkeley.edu/Students/pdf/CPS/AssistingtheEmotionallyDistressedStudent.pdf>

Our commitment is to better serve graduate services across campus. Bilingual counselors are available in Cantonese and Spanish. In addition to the Tang Center, new locations have been set up at 2241 College Avenue and on Bowditch and in the Law School. A location on the north side of campus is being sought, such as in the College of Engineering. Counselors are available at Albany Village for couple counseling, with referrals for families with children.

For assistance with student issues, faculty and staff may call the UHS Advice Nurse at 643-7197 Monday - Friday, 8 am to 5 pm; the same number connects to After Hours Assistance (AHA) when the Tang Center is closed. AHA will refer students with urgent needs to local medical facilities. Faculty and staff with their own issues may call CARE Services at 643-7754. Confidential messages may be left with CARE Services 24 hours a day.

Andrew Green, PhD Counselor, Career Center

Dr. Green's topic was "Practical strategies for graduate students to deal with the stress of job searching."

Academic Hiring: How bleak is it? Long-term prospects are relatively good, although the next two years are likely to be slow as many searches are on hold. Out of 214 institutions, only 5% have a hiring freeze for faculty positions. Students should not think there is no possibility of finding a job even in this slumping economy – they just need to intensify their search. Outside academia, internships are an excellent avenue for strengthening one's resume. This year, students may need to be more proactive and start their search earlier than later, but businesses are hiring post-docs and graduate students. Also, students can network with alumni from their undergraduate university.

The Career Center exists to make student job searching easier. The Center offers 20 workshops per semester. Students need to learn how to negotiate for themselves during the hiring process. If students wonder how to transform their CV into a resume, would like someone to take a look at their cover letters, or want to know what "evidence of teaching effectiveness" looks like, the Career Center can help answer these questions. (Alumni may have 12 months of service for \$100.00.) Resources include The Career Center's website, <http://career.berkeley.edu/>, workshops such as negotiating your first academic job, one-on-one advising with a PhD counselor, and an automated letter service for getting the PhD student on the market. The Career Center also forwards job openings for PhD students directly to departments.

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

Degrees

The Degrees staff took in 476 doctoral dissertations and 80 master's theses in the fall semester. We continue to grant more doctorates than any university in the country (895 in 2006-07, the last year for which national statistics are available, which is 112 more than the runner-up University of Michigan).

Please remember to submit the results of your master's comprehensive examinations to Graduate Degrees by the close of business today.

We no longer require that the semester and year be included on the *signature* page of theses and dissertations. The semester and year, however, are still required on the *title* page.

Please submit applications to take the Qualifying Examination at least three weeks before the date of the examination. It is often difficult to resolve problems if applications are submitted later than that.

Admissions

Last semester 2,808 new graduate students enrolled and the total enrollment was 10,258.

Applications for admission are up around 4% overall this cycle, excluding the Haas School of Business. For the College of Engineering they were up 11%. We expect the same number of new graduate students to enroll in fall 2009 as in fall 2008. For fall 2009 admissions, we have so far received over 22,000 completed on-line applications and over 34,000 on-line letters of recommendation.

We extend an enthusiastic thank you to all departments for your cooperation with Graduate Admissions, and Information Systems and Technology, in working through difficulties with the on-line application. This year's experience has made the limitations of the system clear to us, and we are planning on radical improvements for next year. Graduate Admissions will keep you closely informed and involved in the decision-making process, beginning with a GSAO meeting devoted to this on February 27.

Please do not submit recommendations for admission in the periods in which we are processing fellowship offers, which this year are: February 5-11 and February 24-March 2.

Appointments

All first-time GSIs teaching in your department this semester must attend the Spring Teaching Conference for GSIs on 1/16/09 in 155 Dwinelle Hall, 8:30 a.m-3:30 p.m.

First-time GSIs must also complete the *On-Line Course on Professional Standards and Ethics in Teaching* by the end of the third week of teaching and must enroll in a semester-

long departmental 300-level course on teaching. Students who served as GSIs in the fall 2008 semester but have not completed the *On-Line Course*, as mandated by the Graduate Council, are not eligible for reappointment. If you have questions about this policy, please contact the GSI Teaching and Resource Center, which administers the on-line course.

All those serving for the first time in spring 2009 as GSIs, Readers, or Tutors are required to attend an hour-long orientation organized by the campus Office of Labor Relations: January 22 and February 3, 2009, both at 4:30 p.m. in 150 University Hall.

Please be sure that all first-time GSIs who do not speak English as a native language have fulfilled the language proficiency testing requirement. For details, please consult the GSI Teaching and Resource Center web site, gsi@berkeley.edu.

Carlos Fernandez-Pello, Associate Dean for Fellowships, Diversity, and Communications and Events

Fellowships

Nominations for the fellowships competition are due in 331 Sproul, on Thursday, February 5, 2009. The fellowships staff would be happy to take in any early submissions. If your department will have problems meeting the deadline, please call Carol Rachwald at 642-4971 as soon as possible. Competition results will be available on GLOW on March 2.

Starting with the 2009-10 cohort, university support years for the Berkeley, Diversity, and Humanities Fellowships will ordinarily need to be used during the first two years of the student's graduate studies.

The International House fellowships for new students will expire on April 15th if the student has not accepted the award. I-House will hold a separate competition to offer I-House awards to continuing students. Academic units should nominate students directly to I-House by March 2, 2009.

Humanities departments, and including History, each can make a single nomination for a Mellon top-off. The final awards will be given to the top Berkeley and Diversity awardees and the top Mellon-only nominees, creating five year packages of \$26,000/year plus fees. If a Mellon-only nominee receives an award, the department will be required to provide \$24,000/year and fees for the first two years.

Conference travel grants have been reinstated.

Students should be encouraged to fill out the FAFSA so that the campus can maximize USAP funding.

Regarding diversity, a new handbook entitled "Guide to Recruiting and Retaining Diverse Students at UC Berkeley" was written by Gloria Chun, Sheila O'Rourke, and

Carla Trujillo and is available at
http://diversity.berkeley.edu/docs/Graduate_Diversity_Guide.pdf.

Communications & Events

The spring 2009 edition of The Graduate magazine will include articles by and about graduate students and alumni, as well as features on fellowship recipients, recent development efforts, and Meet the Dean events.

Graduate Division's annual publications (Prospective Student Brochure, Guide for New Students, Orientation Packets) will be revised for 2009-10, redesigned for cost-effectiveness, and employ "greener" publishing practices. Some information will become online-only, to reduce print costs and to make timely updates more possible.

Graduate Division Web Stats:

- The Website was viewed by over 1.373 million visitors in 2008, a 21% increase over 2007.
- Over 4.385 million pages were viewed in 2008, a 13% increase over 2007.
- The Graduate Spotlight on the Web received 13,355 visits, an increase of 105% over 2007.
- New spotlights were launched in December and January and feature grad alums from Physics, Chemistry, EECS, Public Policy, and Public Health.
- Our electronic newsletter, eGrad, had almost 35,000 visits in 2008. Page views have increased by nearly 100% since we began sending it directly to students.

Susan J. Muller, Associate Dean for Student Life, Academic Program Reviews, and Academic Services

Monthly GSAO Meetings: Organized and co-hosted by CAO Moira Perez, these continue to gain momentum and are a great forum for networking, sharing information, providing access and feedback to units and administrators across campus with whom you interact.

Dean Szeri joined a Q & A session at our last meeting in December. We received great feedback and suggestions on Admissions, training regarding student conduct, academic services that could be shared, and streamlining forms. We sent a summary e-mail, and hope to send an update soon on remedies, and actions taken or planned.

Next meeting: January 23, 370 Dwinelle Hall: Foreign Language and Area Studies (FLAS) Fellowship Program. Vice-chairs from the various national resource centers and institutes on the Berkeley campus will discuss upcoming award competition

Future meeting topics: Advising and dealing with difficult advising scenarios; efficient strategies for using block grant and departmentally restricted funds. More ideas are welcome. Please watch for future announcements via e-mail and on B-space at the GSAOspace website.

Academic Services: New semester-long course by Sabrina Soracco: The new Graduate Student Professional Development Program (GSPDP) 320 course (Academic Writing for Graduate Students) is full. Currently 40 graduate students are enrolled and 40 more are on the wait list. This course will be offered again in spring 2010. Meanwhile, graduate students may want to attend one of the upcoming workshops on grant writing or dissertation writing; see: http://www.grad.berkeley.edu/acapro/academic_services.shtml. In addition, note that the Human Subjects Research workshop series will be offered again this spring, featuring Rebecca D. Armstrong, director of the Office for the Protection of Human Subjects.

2009 Summer Institute for Preparing Future Faculty: The deadline for applications is Monday, March 2, 2009. Information about the Summer Institute is available on both the Academic Services webpage and the GSI Teaching & Resource Center website.

New Graduate Student Orientation, August 2009: Graduate Division is working with the Graduate Assembly to re-think the campus-wide NGSO. Last year, because of the shortened welcome week, the NGSO overlapped with many departmental orientations, and attendance was disappointing. In the next few weeks a brief survey will ask for your input to try to make the NGSO more useful and better aligned to complement your orientations.

Sarlo / FMA awards: The Sarlo Distinguished Graduate Student Mentoring Awards, established in 2007, recognize UC Berkeley faculty for their vital role in mentoring graduate students and training future faculty. The awards are administered by the Graduate Division in collaboration with the Graduate Council. Nominations may come from department chairs, faculty colleagues, or former students of the nominee who have received their doctorates as of the due date for nominations; the initial call went out in December, deadline is February 20, 2009. For details, please see: <http://www.grad.berkeley.edu/sarlo/index.shtml>

The Graduate Assembly sponsors the Faculty Mentoring Awards, and their call for nominations, which may come from current or former students, has also gone out and follows a similar timetable. For details, please see: <http://ga.berkeley.edu/gis.aspx?uid=133>

“YOU ASKED, WE ANSWER”

Andrew Szeri, Dean, Graduate Division

Question: I would like clarification on units required to qualify for fellowships. 12 units is (and always has been) full time and required of fellowship recipients unless they were teaching or advanced to candidacy in which case they could take 8 units.

Answer: The number of units in which graduate students not yet advanced to doctoral candidacy must enroll is stated in the Guide to Graduate Policy: <http://grad.berkeley.edu/policies/guide.shtml>

Enrollment requirements. The minimum enrollment requirement for all graduate students who are not yet advanced to doctoral candidacy is 12 units per semester, including those holding academic appointments. International students on F-1 or J-1 visas should also enroll in 12 units, but there may be exceptional circumstances where they may enroll in fewer units and be considered full-time in compliance with the regulations of SEVIS.

If you get a question from an international student who wants to enroll in less than 12 units, please refer them to the Berkeley International Office.

All graduate students who are advanced to doctoral candidacy are considered to be full-time students, so the minimum unit requirement does not apply to them

Question: Will Graduate Division try to consult with departments about any proposed changes or cuts to services before implementing them? Sometimes we can help ... our ideas can sometimes improve implementation and outcomes.

Answer: Yes. We have continued to communicate and consult via the monthly meetings of the GSAO group, these fall and spring meetings, and occasional brief surveys.