

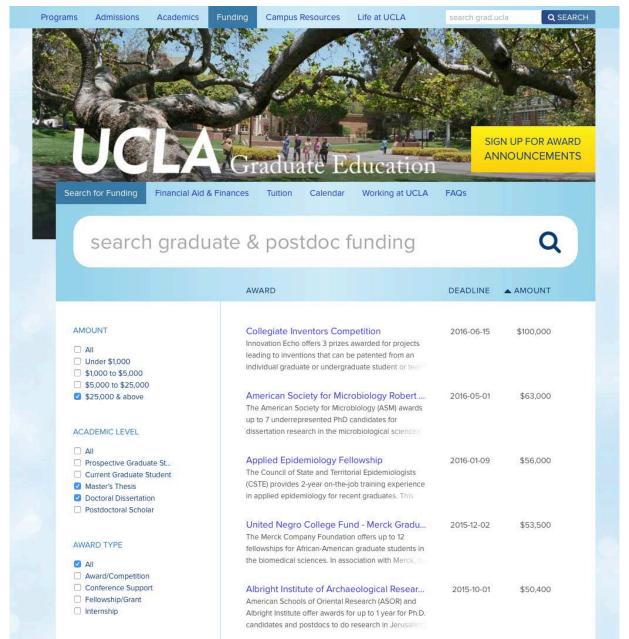
## Agenda (Oct. 21)

- 1. Graduate fellowships and other support
- 2. Teaching Apprentice policies
- 3. Doctoral committee constitution and modes of participation
- 4. Filing Fee policy changes
- 5. Required training for graduate students
- 6. English as a second language requirements
- 7. Time-to-degree and updating program requirements
- 8. Students in difficulty policies, resources and best practices
- 9. Professional development
- 10. Grad Slam
- 11. Announcements



# **GRAPES** GRaduate And Postdoctoral Educational Support

https://grad.ucla.edu/funding/



# **Training Grant Matching Program**

**Purpose:** Graduate Divisions provides incentive to garner extramural training grants and amplify the impact of the awards

#### For Grant to be Eligible for Match

- Agency must categorize award as a training grant
- Program must have multiple faculty as primary mentors
- Trainee appointment process is competitive; in most cases, students from more than one department are eligible
- Program provides training complementary to the research experience

Examples: NIH T32, NSF IGERT/NRT, some Mellon Foundation

The Match: Graduate Division will match up to 15% of the student-support\* portion of the training grant.

**Process**: Send request to Sherman Chew in Graduate Division

<sup>\* &</sup>lt;u>Includes</u>: stipend, tuition & fees. <u>Excludes</u>: professional supplemental tuition, travel, research support, programming, etc.





# Individual Extramural Fellowship Matching Program

Purpose: Provide students and their programs incentives to apply for and win extramural fellowships (US-based foundations/agencies). Award must provide a minimum of \$6,000 per quarter.

Graduate Division provides 50% of the shortfall between the individual extramural award amount and UCLA's cost of education (tuition & fees)<sup>1,2</sup>

- <sup>1</sup>NRST for 1<sup>st</sup> yr only; <sup>2</sup>excludes PDST/NRPDST

#### Student's graduate program is <u>required</u> to provide:

- the other 50% (filling gap in cost of education)
- when applicable, subsequent years of NRST at 100%
- 100% of PDST/NRPDST.



### **Undocumented Students**

- Understand their status
- Know the funding opportunities
- Refer them to:
  - > Fellowships & Financial Services in Grad Div
  - Bruin Resource Center

### What is AB 540?

CA law exempts certain non-resident students from paying non-resident supplemental tuition (NRST)

<b>Documented AB 540</b>	Undocumented AB 540
US Permanent Resident or	No US citizenship
Citizen non resident of CA	No US residency
	No non-immigrant visa (F, J, H, etc.)

- Attended high school in CA for ≥3 years and graduated or attained a GED.
- Must file an affidavit with UCLA's Registrar's Office

More information can be found on the following link:

http://ucop.edu/student-affairs/policies/universitywide-program-policies-and-guidelines/AB540.html



# Deferred Action for Childhood Arrivals (DACA)

DACA provides certain undocumented young people who came to the U.S. before reaching their 16<sup>th</sup> birthday work authorization for a period of two years, subject to renewal.

Deferred action confers a lawful presence but does not confer lawful status.

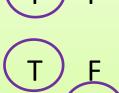
http://www.ucop.edu/general-counsel/ files/ed-affairs/uc-residence-policy.pdf



# Undocumented AB 540 and DACA Students

#### TRUE OR FALSE?

- 1. UAB 540 students are eligible of State of CA funding (T) F
- 2. UAB 540 students may be appointed as TAs.
- 3. DACA students may be appointed as TAs.
- 4. DACA students may be appointed as GSRs.
- 5. UAB 540 & DACA are eligible for work-study.



# Funding Sources for Undocumented AB 540 and DACA Students

Type of Funding	UAB540	DACA
All GD funding (allocated unrestricted, special fellowships: e.g., Cota Robles, GOFP, DYF)	<b>√</b>	
All State funding	٧	
Gift or endowed funds without citizenship restrictions	٧	
Private loans	<b>V</b>	<b>&gt;</b>
Employment (including Federal Sources)		٧
Any Federally funded student financial aid (loans, grants, scholarships, workstudy)		



### **ASE Quarter Count**

The total length of service in any one or any combination of ASE titles (includes teaching assistant/associate, fellows, tutors, readers, special readers) may not exceed four years (12 quarters).

By exception only, following advancement to candidacy, up to 18 quarters.

No exceptions beyond 18 quarters.

For additional info. on this Academic Senate policy, see p. 7 of <u>Academic Apprentice Personnel Manual</u>



## **Departmental Scholars as TAs**

Effective Fall 2015, Departmental Scholars are eligible to be Teaching Assistants, for lower-division courses only (no exceptions).

Appointments can be made only if the pool of qualified graduate students has been exhausted. It is expected that departments will consider graduate students enrolled in related degree programs.

For additional info. on this Academic Senate policy, see p. 14 of <u>Academic</u> Apprentice Personnel Manual



# **Graduate Students as TAs for Graduate Courses**

#### Eligibility expanded effective Fall 2015\*

- Must have completed 3 quarters of graduate course work at UCLA and be in good academic standing
- Earned an A- or better in the course to which he/she will be assigned, or in an equivalent course taken at another institution
- Level of appointment will be commensurate with the student's teaching experience and candidacy status

For additional info. on this Academic Senate policy, see p. 8 of <u>Academic Apprentice</u> <u>Personnel Manual</u>

<sup>\*</sup>Previously, was restricted to students eligible to be appointed as teaching fellows.



# Inappropriate Use of Reader, Special Reader and Tutor Non-student Titles

Reader, Special Reader and Tutor non-student titles should not be used if the duties of individuals holding these titles are those of a TA, including running discussion sections or labs and holding office hours.

The duties performed under these titles are distinct and restricted compared with those performed by a TA.

This is a matter of labor and employment law, as tutor, readers and special readers are paid hourly and are eligible for overtime, while TAs are given a monthly salary and exempt from receiving overtime.



### **Doctoral Committee Constitution**

#### **Workgroup Members**

Co-Chair: Joe Watson GD Associate Dean/Psychiatry & Biobehavioral Sciences

Graduate Council Member/Education Co-Chair: Alison Bailey

Luisa Iruela-Arispe Molecular Biology IDP (GPB)

Marilyn Raphael Geography

**David Schaberg** Dean of Humanities/Asian Languages & Cultures

Keith Stolzenbach **Environmental Science and Engineering** 

Ben Wu Bioengineering

GD Director of Academic Services April de Stefano Estrella Arciba GD Academic Policy Coordinator

*Kyle Cunningham* Principal Committee Analyst (for Graduate Council)

Considered the nature of doctoral committees for the 21st century

Consulted widely with faculty, graduate students, and staff

Graduate Council reviewed and approved recommendations in Spring 2015



#### **Doctoral Committee Constitution**

#### Fall 2015: Remote Participation ("videoconferencing")

- One of the new university minimum standards
- By necessity rather than for convenience
- Never the chair or a co-chair; only one member
- Committee chair (or co-chairs) review and approve
- Committee chair to notify the Graduate Division within 14 business days of the chair's approval of remote participation (not the exam itself)



### **Doctoral Committee Constitution**

#### Fall 2016: University Minimum Standards

- Committee Chair must hold Academic Senate appointment in student's graduate program
- 2) 3 of 4 must be UCLA Academic Senate faculty; 2 of 3 UCLA faculty must be Professor or Associate Professor
- 3) 1 of 3 from UCLA may be a CDP\*-approved Adjunct or Professor of Clinical X series
- 4) 1 member may be an equivalent faculty from another university (without need of an exception petition!)
- 5) Each graduate program may add (and monitor) additional requirements beyond these university minimum standards.
- 6) All committee members certify and approve dissertation
- All committee members certify fairness, equity, and academic integrity of oral qualifying exam and final defense

\*Committee on Degree Programs (Grad Council subcommittee)





## Filing Fee Policy Changes

#### Effective Fall 2015:

- Students will be allowed one academic quarter use of the Filing Fee during graduate status, rather than one per degree.
- Graduate status includes all periods of registration and enrollment in any graduate-level degree program at UCLA.

# Filing Fee Quiz

**Question 1**: If a student applies for Filing Fee status for Fall and then finds himself unable to file by the Fall degree deadline, may he apply for the Winter Filing Fee?

**Answer**: No, because students can use Filing Fee for only one academic quarter.

<u>Note</u>: to use a Filing Fee for Summer or Fall, students must have been enrolled full-time the previous Spring term.

# Filing Fee Quiz

Question 2: If a student applies for Summer Filing Fee status and then finds herself unable to file by the Summer degree deadline, may she apply for the Fall Filing Fee?

**Answer**: Yes, because Summer does not count as an academic quarter for this purpose.

# Filing Fee Policy Changes

#### Effective Fall 2016 (next fall):

- The deadline for the Filing Fee application is earlier.
- The deadline to complete degree while on Filing Fee moves from 10<sup>th</sup> week to end of 2<sup>nd</sup> week in an academic term.
- All registered/enrolled graduate students must complete degree requirements by the Friday of tenth week of the academic quarter. There will no longer be an interim period.



### Sexual Violence & Harassment Prevention Training for Graduate Students

- Online training required for all Graduate Students
- System-wide contract with vendor Campus Clarity
- Incoming students required to complete by end of Fall, all continuing graduate students to complete by Winter
- Holds will be placed on all students not in compliance, preventing enrollment and access to services

### Sexual Violence & Harassment Prevention Training for New Graduate Students

Student Population	Deadline for Course Completion	Initial Email	Reminder #1	Reminder #2
Graduate Division	Nov 9	Sept 24	Oct 9	Weekly, starting Oct 15
Dentistry	Nov 30	Oct 8	Oct 22	Weekly, starting Oct 29
Law	Nov 30	Oct 8	Oct 22	Weekly, starting Oct 29
Medicine	Jan 4	Oct 8	Oct 22	Weekly, starting Oct 29

# Required TA Training for Graduate Students

- Will be required for all students holding ASE teaching apprentice positions
- Modeled after Berkeley's Graduate Student Instructor Professional Standards and Ethics Training modules
- Will launch in Winter 2016



# Q1. An applicant calls your department to ask if she needs to take the TOEFL or IELTS. What's the best response?

- A. Say "You sound like your language skills are fine. You don't need to take a test," and then submit a DSA request to admit her.
- B. Ask where she received her undergraduate degree and the language of daily life in that country. Then advise her accordingly, consulting Grad Division DIA if needed.
- C. Recommend her for admission and tell her she can take the exam after she accepts the offer of admission.

### **University TOEFL/IELTS Admissions Requirements**

#### **Minimum IELTS & TOEFL Scores**

- IELTS overall band score of at least 7.0
- *TOEFL* score of or at least 87 (~57%\*\*) iBT\*
- Some majors require higher scores as noted in <u>Departmental Information</u>.
- UCLA highly recommends minimum subscores for TOEFL iBT:

Writing: 25 (75%ile among grad-level takers; 78%ile among all)

Speaking: 24 (78% among grad-level takers)

Reading: 21 (40%ile among grad-level takers)

Listening: 17 (25%ile among grad-level takers)

- •Higher minima may be appropriate for many programs.
- •See www.ets.org/s/toefl/pdf/94227 unlweb.pdf for 2014 TOEFL test data.
- \*iBT= internet based test. \*\*This is the %ile among ALL test takers, the basis for comparison found in ETS student score reports. For grad-level non-business test takers. 87 = 52%ile; for graduate-level business students, 87 = 49%ile.
- Applications are not complete without the test scores.
- Please note that scores are considered valid for only two years, and that if several scores are submitted, only the most recent is considered. Source: https://grad.ucla.edu/gasaa/admissions/ENGREQ.HTM



- Q2. An admitted applicant contacts you to inquire whether he is required to take the English as a Second Language Placement Exam (ESLPE). What do you do?
  - A. Tell the applicant not to worry about the ESLPE since he is already admitted and no one will check.
  - B. If the applicant's official TOEFL total score is ≥100 (or IELTS overall band score ≥7.5), advise him that he is waived from the ESLPE.
  - C. If the applicant's official TOEFL total score is <100 (or IELTS overall band score <7.5), tell him that he must take the ESLPE.

## **Revised ESLPE Policy**

As recommended by UCLA Writing Programs faculty, the Graduate Council approved waiving the ESLPE for some matriculating students, effective Fall 2015.

- International graduate students with ≥100 on the TOEFL iBT exam, or an overall band score ≥7.5 (equivalent to >102 on the TOEFL) are not required to take the UCLA ESLPE.
- International graduate students will not be allowed to retake the ESLPE exam.

Departments may require students to take ESL courses to support success in courses and other degree requirements.

Guidance on use of TOEFL and IELTS sub-score data for admissions and advising will be presented at the November Admissions Chairs meeting.



# **Applying ESLPE Policy to Students Who Matriculated before Fall 2015**

	Took ESLPE	Have not yet taken ESLPE	
TOEFL ≥ 100 or IELTS ≥ 7.5	Departments must determine whether to require student to take any ESL courses that were recommended.	Exempt from ESLPE	
TOEFL < 100 or IELTS < 7.5	Required to take ESL courses that were recommended.	ESLPE required and any ESL courses that are recommended.	

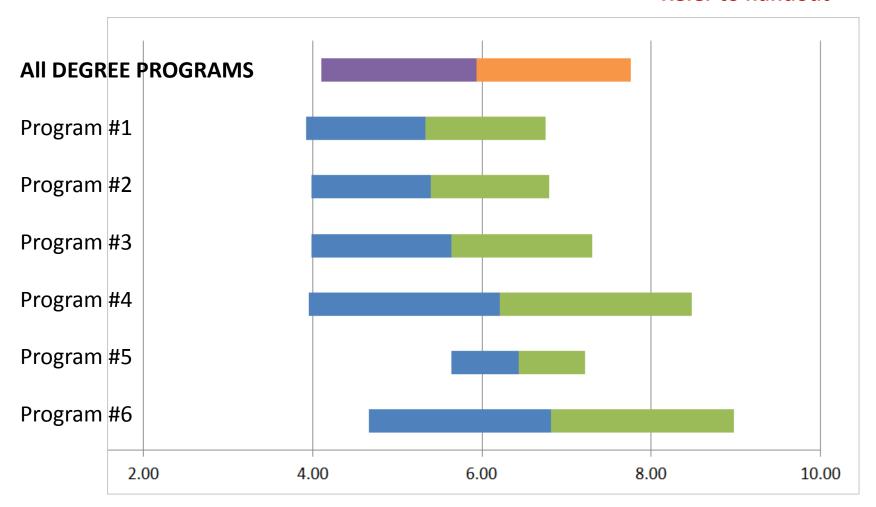
Departments are responsible for counseling students early in the program about ESL resources. At their discretion, they may require students to take ESL courses that support the student's success in courses and other degree requirements.





# Mean Elapsed Time-to-Degree ± one standard deviation

Refer to handout



# **Program Requirements Updates**

## **Updates to consider for AY 2016-17:**

- Doctoral Committee Constitution:
   Department should decide whether to use the University minimum requirements or impose additional requirements (current or new)
- Time-to-Degree
- Timing of Comprehensive Exams or Projects, and the nature of the requirement (newly standardized descriptors)



# **Best Practices for Dealing with Students in Academic Difficulty**

- Meet regularly with your graduate students.
- Frequently monitor their degree progress.
- Create an academic plan for all students. Especially important for students in academic difficulty.
- Reference Standards & Procedures about academic disqualification.
  - Don't compel a student to withdraw from the program.
  - Don't terminate a student from the program. Submit a recommendation for termination to Graduate Division.
- Take a holistic approach to student success

# **LEGAL MANDATES**

- The OSD assists the faculty and university in meeting the legal mandates
- Americans with Disabilities Act of 1990 and Amendments
   A federal civil rights law, prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973
  - Forbids institutions from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services.
  - Section 504 only applies to entities that receive federal financial assistance. Whereas the ADA covers most establishments whether privately owned or assisted with state and/or federal funds.
- California Assembly Bill 746 (1987)
- University of California Policy 140 (prohibits discrimination)
- UCLA Policy 230.1 (prohibits discrimination)

# Office for Students with Disabilities

The Vice Chancellor of Student Affairs designates the Director of the Office for Students with Disabilities (OSD) with responsibility for oversight of the OSD which is the sole entity authorized to determine a student's eligibility for accommodations and services by reason of disability.

The Director also ensures that the OSD's policies and practices are consistent with all applicable federal and state laws and University policy.

# **Students with Disabilities**

### "Qualified"

Meets the academic and technical standards of the University.

### "Person with a disability"

A person with a physical or mental impairment that substantially limits one or more major life activities, including but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

# REQUEST FOR ACADEMIC ADJUSTMENTS

- When a student makes a request for academic support services to the OSD:
  - ✓ An OSD counselor evaluates the documentation.
  - ✓ Determines the functional limitations.
  - ✓ Determines reasonable accommodations.
  - $\checkmark$  Maintains the privacy of student information.
  - ✓ Emails the faculty member with the approved accommodations.
- When a student makes a request for academic support services to faculty:
  - Refer the student to the OSD
  - In most cases faculty will receive an email from an OSD Counselor regarding approved accommodations



### Faculty & Staff 911 Guide

### Assisting Students in Distress

#### UCLA

#### Awareness

Personal and academic challenges may lead to distress in undergraduate and graduate students. You are in a unique position to identify students who may be in need of help.

#### Communication

Sharing your concern directly with the student or reaching out to campus and community partners can be an important first step in helping a student access help and services. Our campus partners can help ensure the safety of the student and our campus and provide a coordinated response.

#### Engagement

Students may not know that help is available, or where to find it. Reach out to a student who you believe to be in distress, using the guidelines provided below.

# DO

#### Privacy Laws and Confidentiality

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern in connection with a health and safety emergency. Observations of a student's conduct or statements made by a student are not FERPA protected. Such information should be shared with appropriate consideration for student privacy.

#### Preparing to Reach Out

- Know the available campus resources and the referral process.
- If safe, meet privately and always allow sufficient time to meet.
- Ensure your safety.
- If you decide not to have direct contact with the student, refer the incident to the Consultation & Response Team.
- Contact UCPD if a student expresses a direct threat to self or others,

#### Distressed Students

may be irritable, sad, unduly anxious, withdrawn, disoriented, angry or hostile; may show a decline in quality of work, bizarre content or nihilistic themes in writings or presentations, marked changes in appearance; or may make implied or direct threats of self harm

#### Consultation and Referrals:

UCLA Counseling and Psychological Services 310-825-0768

Consultation & Response Team 310-825-0628 or 310-825-7291 or 310-794-7299

#### Issues of Student Conduct:

310-825-3871

#### Academic Status and Accomodations:

Academic Counseling 310-825-3382

Office for Students with Disabilities 310-825-1501

Departmentental Student Affairs Officers Departmentental Graduate Advisors

#### Disruptive Students

may interfere with UCLAs learning environment with behavior that is reckless, disorderly, paranoid, aggressive, defiant, destructive, threatening, dangerous to self or dangerous to others; may taunt, badger, or intimidate others; or may communicate threats via email, correspondence, text, or phone calls

#### For Consultation and Reporting: Consultation & Response Team

310-825-0628 or 310-825-7291 or 310-794-7299

### Undergraduate and Graduate Students:

310-825-3871

Departmentental Student Affairs Officers Graduate Division Deans

#### Professional School Students:

Professional School Deans
Professional School Student Affairs Officers

#### If You Feel Unsafe

Call 911

or the UCLA Police Department 310-825-1491

for immediate response

#### Connecting with the Student

- Clearly express your concerns focusing on the behavior in nondisparaging terms.
- Do not challenge or become argumentative with the student.
- Ask directly if the student wants to hurt him/herself or others,
   Respect the students privacy without making false promises of

#### Making the Referral

- Recommend services and provide direct referrals. Assist student in contacting resources.
- Frame any decision to seek and accept help as an intelligent choice.
- Make sure the student understands what actions are necessary.
- Be frank with the student about your limits (e.g. time, expertise).
- . Encourage and assist student to make and keep an appointment and

http://www.studentincrisis.ucla.edu/Portals/36/Documents/911Guide.pdf



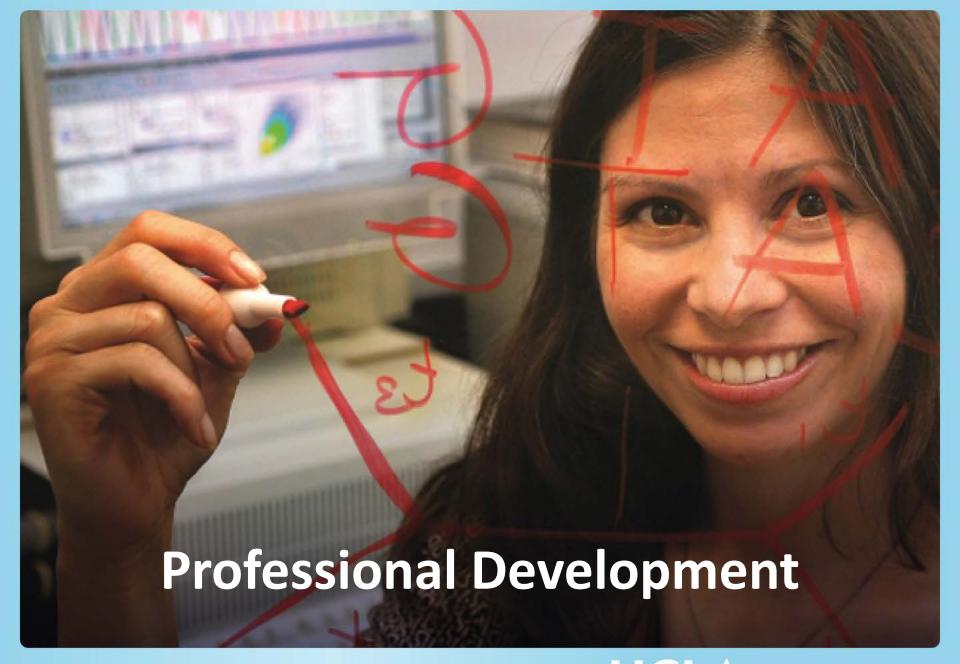
# **Students in Difficulty: Holistic Approach**

Resources for cases with other dimensions (AVC Student Affairs Monroe Gorden)

Consultation Response Team – how to refer and engage

Office of Students with Disabilities – how to refer, engage, and put accommodations in place





# **Professional Development Workgroup**

### Co-charged by the Graduate Division and Student Affairs

**Workgroup Chair:** Felix Schweizer, Neurobiology

Faculty: Diana Hilberman, Barbara Drucker, Ellen Carpenter, Hal

Monbouquette, Maite Zubiaurre, David Myers, Lois Takahashi

Postdoctoral Scholar: Tiffany Greco

Graduate Students: Nicole Robinson, Jennifer Steers, Helen Sanchez,

Meghedi Babakhanian

Staff: Annie Maxfield (Career Center) & Sarah Valdovinos (Grad Div)

## **Six Core Competencies**

Self-Assessment & Development

Project Management Leadership Collaboration

**Communication Skills** 

Scholarly Expertise & Integrity

**Career Path Preparation** 

Teaching & Mentorship



# **Professional Development**

# **Core Competencies Rollout: Proposed Next Steps**

- Senate leadership endorsement.
- Small teams present to FECs, chairs' meetings, and faculty meetings and gather feedback.
- Engage graduate students & postdoctoral scholars.
- Chancellor and EVC/Provost endorse the focus on professional development for graduate students and postdoctoral scholars and support the implementation plans.

# **Professional Development**

**Graduate Student Support Conference** sponsored by UCLA Graduate Council – Friday, November 20th

UCLA is hosting more than 50 career/professional development events and 3 to 4 discipline-focused conferences for graduate students and postdoctoral scholars in 2015-16!

Careerhub 2.0 is coming <a href="https://grad.ucla.edu/careerhub/">https://grad.ucla.edu/careerhub/</a>

Career Toolkit for graduate students and postdoctoral scholars (will be available end of October 2015)







MASTER'S AND DOCTORAL STUDENTS COMPETITIVE RESEARCH SHOWCASE

10 preliminary rounds2 semi-finals1 final

# **Grad Slam**

Inaugural UCLA Grad Slam held April 2015

Awards prizes for the best <u>3-minute</u> research presentations by graduate students

### The competition:

- <u>Showcases</u> the excellence, importance and relevance of the <u>student research</u>
- Provides students the opportunity to <u>articulate their</u> research in understandable and engaging ways to specialists and non-specialists
- Provides an opportunity to <u>directly engage valued</u>
   <u>UCLA associates (donors, alumni and elected officials)</u>
   with our research and graduate student community

### **58 students** (50 doctorate, 7 master's, 1 medical doctorate) representing 34 programs competed in Grad Slam.

Anthropology Electrical Engineering

English

Molecular Biology Molecular Toxicology

Bioinformatics Chemistry

**Environ & Sustainability Music** 

Psychology **Public Health** 

Cinema & Media Studies Epidemiology

Finance

Sociology

Community Health Sci.

History

Neuroscience

Musicology

Neurology

Spanish & Portuguese

Psychiatry & Biobeh Sci

Dentistry

Classics

Integrative Bio & Physics Physics

**Urban Planning** 

Economics Education

Mech & Aero Engr Physics & Astronomy Mechanical Engineering Political Science

Training opportunities (public speaking overview and small group) coaching) helped prepare the students for the competition



More than 50 volunteer judges – faculty, deans, postdoctoral scholars, alumni, donors, elected officials and UCLA staff.



### The Prizes

All Finalists: Certificate and \$50 gift card to UCLA Store

### 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and Audience Choice:

- Dinner with VP & Dean Robin Garrell, EVC&P Scott Waugh and other VIP leadership
- Opportunity to present in a Grad Slam showcase at the UCLA Masters & PhD Career Conference
- Opportunity to present at an upcoming <u>LA Nerd Nite</u>

1<sup>st</sup>: \$3,000 stipend and round-trip travel expenses to compete

in the <u>UC-wide Grad Slam competition</u>

2<sup>nd</sup>: \$2,000 stipend

**3**<sup>rd</sup>: \$1,000 stipend

Audience Choice: \$500 stipend



### **2015 UCLA GRAD SLAM WINNER**

**Jean Paul Santos**, Electrical Engineering – *How to Talk to Mars* 

### OTHER FINALISTS

- Oscar Campos, Molecular Biology—Distorted DNA structure in cancer: Lessons from yeast
- Sarah Hersman, Neuroscience Interdepartmental Program, Psychology—Using Lasers to Illuminate Acetylcholine's Role in Fear Memory
- **Brian Odegaard**, Psychology—Recalibrating Your Brain: How Space and Time Influence the World Inside Your Head
- **Aolin Wang**, Epidemiology—*Opening the Black Box: Pathways from Night Shift to Heart Disease*
- **Yibo Zhang**, Electrical Engineering—Lensfree On-Chip Microscope for Cancer Detection



## 2016 Grad Slam-- PARTNER WITH US!

Help us get the word out...encourage your students to

participate...volunteer to serve as a judge

### **Tentative Schedule for Grad Slam 2016**

Registration	<b>December &amp; January</b>
Prep workshops	Weeks of Feb. 1, 8, 15
<b>Preliminary Rounds</b>	Feb. 23-25
Semi-finals	March 1
Finals	March 2 or 3
UCLA Final Exam Week Spring Break	March 14-18 March 21-25
UC-wide Grad Slam	April 22







# **Announcements**

**Admissions Chairs Meeting** 

Tuesday, November 3<sup>rd</sup> 10 am-noon Young Research Library Conf. Rm 11360

**Graduate Student Support Conference** 

Friday, November 20<sup>th</sup> 10am-2pm Faculty Center

Chairs' Discussion Forums: Topics

**Postdoc Negotiation Updates** 



