Enclosed please find two versions of the Food Science Graduate Group By-Laws. The older "Current" version was approved by our graduate group (many years ago) and has been reviewed by graduate studies in the fall of 1997. In order to update these and to respond to suggestions made by Graduate Studies, the attached "revised" version was drafted and discussed with the Executive Committee. Its approval by the group members is still pending however. Since I have only recently begun my term as group chair, I may make some additional changes before completing the approval process. I will keep Graduate Studies updated on our progress.

The current course requirements, reviewed and approved by Graduate Studies in 1997, are also enclosed. Please let me know if you need any further information.

Stephanie R. Dungan
BY-LAWS

GRADUATE GROUP IN FOOD SCIENCE

ARTICLE I – Purpose and Intent

The Graduate Group in Food Science (hereafter referred to as the Group) is organized to establish and administer a graduate program of instruction and research leading to the Master of Science degree (Plan I and Plan II) and the Doctor of Philosophy degree in Food Science. This will be done in conformance with requirements specified in Senate Regulations, additional requirements established by the Group, and procedures and rules of the Graduate Council and the Graduate Division of the Davis Campus of the University of California.

Since Food Scientists on the Davis campus are distributed among several schools and colleges, this Group also serves to arrange their periodic assembly, to provide a forum for Group members and others with interests in Food Science, and to represent Food Scientists collectively to the University administration and other academic groups.

ARTICLE II – Membership

Members of the Group are actively engaged in teaching and research in Food Science and deemed qualified by the Executive Committee.

Persons desiring to become a Member of the Group may submit a Curriculum Vitae to the Chairperson of the Group listing their qualifications and stating reasons for wanting to become a Member. These applicants will be evaluated in terms of their research interests, potential for graduate student guidance, and potential for contributing to the good of the Group.

Individual membership in the Group shall be reviewed triennially by the Executive Committee; each year one-third of the Members shall be reviewed. The Executive Committee will evaluate an individual’s contribution to the Group in validating continued membership. Criteria for participation will include sustaining an active research program, participation in directing the research of the Group’s graduate students, service on administrative or student evaluation committees of the Group, and teaching relevant graduate courses. At the time of written notification of review, Members shall supply to the Executive Committee written documentation of
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their involvement in research training, committee service, and teaching. A Member
may resign by written request submitted to the Chairperson of the Group.

ARTICLE III – Committee Structure

A. Executive Committee

Management of the Graduate Group shall be vested in the Executive Committee.
An election for members of this committee shall be held at least three weeks before
the end of the Spring Term of each even-numbered year. Election results shall be
announced to the Group members by mail and the newly elected members shall
serve a term of two years; members may be elected to serve two consecutive
terms on the Executive Committee. Interim Executive Committee vacancies shall be
filled by appointment by the Executive Committee.

The Executive Committee shall consist of eight elected faculty members, plus
the Chairperson of the Group and a graduate student representative. To ensure
broad representation, at least one member of the Executive Committee shall be
elected from faculty with primary interests in each of the following emphasis areas
of Food Science: food chemistry, food biochemistry, food microbiology, food
processing/engineering, and sensory science. At least one Executive Committee
member shall be from the Department of Viticulture and Enology. The student
representative to the Executive Committee shall be selected by the graduate
students of the Group through the leadership of the Graduate Student Association
representative for Food Science.

The appointment and review of the Chairperson of the Group is described in the
Academic Personnel Manual, UCD-245B. The Executive Committee will confer with
Group members to select a nominee (or nominees) for Chair who shall be appointed
by the Chancellor upon recommendation of the Dean of Graduate Studies. The
principal responsibilities of the Chairperson of the Executive Committee are to
provide academic and administrative leadership to the Group as delineated by the
Graduate Council.

The functions of the Executive Committee are: (1) to act as representatives in
official matters pertaining to the Group, both within and outside of the University;
(2) to establish Group policy concerning graduate curriculum and student
admissions; (3) to review membership in the Group and maintain a list of active
members; (4) to oversee administrative and clerical matters related to activities of
the Group; and (5) to appoint members to committees of the Group including (a)
Admissions, (b) Educational Policy, and (c) Student Welfare and Advising.
B. Admissions Committee

An Admissions Committee shall be appointed by the Executive Committee to recruit and evaluate student applicants to the Group.

The Admissions Committee shall consist of seven faculty members, including one member each from food chemistry, food biochemistry, food microbiology, food processing/engineering, and sensory science, two members from the Executive Committee, and one graduate student selected by the graduate students of the Group through the leadership of the Graduate Student Association representative for Food Science. At least one Admissions Committee member shall be from the Department of Viticulture and Enology. Committee members shall serve a term of two years; each year half of the Committee members shall retire and their places shall be filled by new appointees. Members can be appointed to consecutive terms. A Chairperson and Vice-Chairperson shall be appointed; the Vice-Chairperson shall succeed the Chairperson during the normal Committee membership rotation. The Chairperson and Vice Chairperson of the Admissions Committee, and in their absence, the Chairperson of the Group, shall have the signature authority of recommending graduate student admission to the Graduate Division.

The procedures used to evaluate initial applicants shall be decided by the Admission committee and normally would include ranking according to GPA and university affiliation, letters of recommendation, student statement of research and intellectual goals and scores on the verbal, quantitative and analytical sections of the GRE. The Admissions Committee shall evaluate applications from graduate students-in-residence requesting change of major or degree objective on the basis of criteria similar to those of initial applicants.

C. Committee on Education Policy

A Committee on Educational Policy shall be appointed by the Executive Committee to: (1) define and periodically review a graduate curriculum that presents fundamental concepts of modern Food Science; and (2) recommend procedures for, and administration of, the Master of Science degree Plan II final examination and the examination leading to advancement to candidacy in the Doctor of Philosophy degree program.

The Committee on Educational Policy shall consist of seven faculty members, including one member each from food chemistry, food biochemistry, food microbiology, food processing/engineering, and sensory science, two members from the Executive Committee, and one graduate student selected by the graduate students of the Group through the leadership of the Graduate Student Association representative for Food Science. Committee members shall serve a term of two
years; each year half of the committee members shall retire and their places shall be filled by new appointees. Members can be reappointed for consecutive terms. A Chairperson and a Vice-Chairperson shall be appointed; the Vice-Chairperson shall succeed the Chairperson during the normal committee membership rotation. The Chairperson and Vice-Chairperson of the Committee on Education Policy, and in their absence, the Chairperson of the Group, shall have signature authority for recommending members on examination committees to the Graduate Division.

The Committee on Educational Policy shall broadly define the criteria for successful performance in the examination for the Master of Science degree, Plan II. The Committee on Educational Policy shall define the rigor, comprehensive topics, format, and criteria for successful completion of the examination in the program leading to advancement to candidacy for the Doctor of Philosophy degree.

D. Committee on Student Welfare and Advising

A Committee on Student Welfare and Advising shall be appointed by the Executive Committee to coordinate orientation activities for first year students, to provide advice in academic planning to first year and continuing graduate students, and to evaluate and rank fellowship and financial aid applications of continuing students in the Group.

The Committee on Student Welfare and Advising shall consist of six faculty members, including one member each from food chemistry, food biochemistry, food microbiology, food processing/engineering, and sensory science, one member from the Executive Committee, and one graduate student selected by the graduate students of the Group through the leadership of the Graduate Student Association representative for Food Science. At least one member from each of the five emphasis areas shall be appointed Academic Advisors for students with interests in that emphasis area. The Advisors and Committee members shall serve for two years; they may be reappointed for consecutive terms. The Chairperson of the Committee shall be the member appointed from the Executive Committee.

ARTICLE IV – Meetings

A regular meeting of the graduate Group shall be held annually during the Spring quarter. The Chairperson of the Group shall call other meetings of the Group as are deemed necessary or desirable by the Executive Committee. The Chairperson shall call a special meeting of the Group at any time he or she is so requested by written notice from five or more members of the Group. Meeting shall be conducted in accordance with generally accepted procedures including a review of the minutes of the previous meeting, report of the Executive Committee, reports of the subcommittees, unfinished business and new business. At meetings, twenty-five
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(25) percent of the members of the Group in residence shall constitute a quorum for the conduct of business.

Minutes of each meeting shall be the responsibility of the Chairperson and shall be distributed to the membership within twelve calendar days following the meeting.

ARTICLE V – Amendments

Amendments to the By-Laws of the Group may be proposed to the membership by the majority of the Executive Committee or by written request submitted to the Chairperson of the Group by any five members of the group. Proposed changes shall be submitted to the membership for mail ballot or for vote at a meeting of the Group provided written notice of the proposed changes are sent to the Members of the Group at least one week prior to the date of the meeting. Approval of changes in these by-laws shall require a two-thirds majority of the votes cast. Approved changes shall be submitted to the Graduate Division by the Chairperson.
BY-LAWS

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Revised By-Laws, approval pending

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10/99