January 20, 2009

PROFESSOR PETER YELLOWLEES, Chair
Graduate Group in Health Informatics

RE: Graduate Group in Health Informatics Bylaws

Dear Professor Yellowlees:

At its meeting of January 14, 2009, Graduate Council considered and approved the Graduate Group in Health Informatics bylaws, contingent on some minor edits. Thank you for working with the Council and making those changes.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,

JOHN F. GUNION, Chair
Graduate Council

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ARTICLE I – OBJECTIVE

Health care in the 21st Century is an information industry. Health informatics is the multidisciplinary and interdisciplinary scientific field that bridges the study of information technology and communication and organizational systems in health care. The mission of the Graduate Group in Health Informatics (hereafter referred to as the Group) is to explore and teach information technology in the domain of health care.

The Group is organized primarily to establish and administer graduate training leading to the Certificate, and M.S. degree in conformance with the rules and procedures of the Office of Graduate Studies of the Davis Campus of the University of California (M.S), and with UC Davis Extension (for the Certificate).

However, since faculty with expertise in health informatics on the Sacramento and Davis Campuses are distributed among several departments, schools, and colleges, this Group also serves the indispensable function of arranging for their periodic assembly, of providing a forum for them and for others with related interests, and of representing the health informatics area collectively to the campus administration and other academic groups.

Consequently, the organization and operational characteristics of the Group should be construed broadly enough to permit consideration of all academic aspects of this field and all other matters affecting the position and programs of this field on the Sacramento and Davis Campuses of UC Davis.

ARTICLE II – MEMBERSHIP

Membership in the Group will be drawn from those persons at UC Davis qualified to guide candidates for the Certificate, and M.S. degree in Health Informatics, based on demonstrated expertise and research interests in the field. Eligible individuals must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment), (d) Cooperative Extension Specialist or (e) Research “__”. Emeritus faculty members have the same rights, roles, and responsibilities of membership as any other member. Individuals who wish to be part of the Group but who do not hold one of these titles must be appointed as “Lecturer without Salary” within a relevant department.

Group Membership is conferred upon application to, and with approval of, the Executive Committee of the Group. Initial membership requires a stated commitment to the objectives of the Group, with a pledge to actively participate in the Program. Continued membership requires demonstration of commitment to the objectives of the Group through active participation in the Program. Active participation includes the following activities:
• teaching regular, graduate-level or ad hoc courses.
• delivering guest lectures or seminars relevant to the Program,
• providing research instruction,
• serving as graduate adviser to students in the Program,
• serving on examination and dissertation/thesis committees, and
• serving on administrative committees of the Program.

All active members are eligible to vote. Faculty members in the Group will be evaluated by the Executive Committee every 3 years according to the above criteria, and will be dropped from the Group if they have not engaged in at least one of the listed activities within the three-year period. Applicants denied admission to or retention of membership in the Group may appeal that decision, in writing, to the Graduate Group Chair. Applicants denied membership or renewal may direct a final appeal to the Dean of Graduate Studies.

ARTICLE III – ORGANIZATION AND ADMINISTRATION

(1) The management of the Group will be vested in an Executive Committee chaired by the Graduate Group Chair, and including five additional faculty elected from the Group membership, the Vice-Chair, the Chair of the Committee on Admissions and Awards, plus the student representative, for a total of 9 members.

(2) The Secretary will serve at the Group and Executive Committee meetings, and prepare and distribute minutes of meetings.

ARTICLE IV – GRADUATE GROUP CHAIR

The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm.

A “Nominating Committee” will be named by the Executive Committee or Chair to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees, the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair’s appointment is three years; however, what is recommended will be based on the nominees’ willingness to serve.

The Chair will be the chief officer and spokesperson for the Group and for the Executive Committee. S/he will:
• provide overall academic leadership for the program,
• develop and implement policies for the program,
• represent the interests of the program to the campus and University administrators,
• call and preside at meetings of the Executive Committee,
• call and preside at meetings of the program,
• be responsible for coordinating all administrative matters with the Office of Graduate Studies,
• manage the budgets of the program,
• submit course change or approval forms,
• be responsible for the accuracy of all publications related to the program including web pages and catalog copy, and
• nominate graduate advisers and the Master Adviser for appointment.

The Vice-Chair will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed. As indicated in Article V(1)v, the Executive Committee will select the Vice-Chair, who will serve for two years.

The Vice-Chair will serve on the Executive Committee, the Committee on Admissions and Awards, and will have the same voting rights accorded the other members of those committees.

**ARTICLE V – COMMITTEES**

The rules and policies of each committee will be submitted to the Group for approval. The standing committees of the Group are:

(1) Executive Committee.

i. To ensure broad participation, the faculty members of the Executive Committee (including the Chair) will collectively have their positions based in at least three different schools represented within the Group. (College of Engineering, School of Medicine, School of Veterinary Medicine, School of Public Health, School of Nursing.)

ii. The five faculty members of the Executive Committee (not counting the Graduate Group Chair, the Vice-Chair, and the Chair of the Committee on Admissions and Awards), will be elected by the graduate group membership for two-year terms. Two members will be elected in even-numbered years and three in odd-numbered years. The student representative will be elected by a vote of the students, and is non-voting. All other members of the Executive Committee will have full voting rights. Student representatives will be excused when any discussion of individual students or personnel matters occurs, or any other matter deemed sensitive or confidential. All members can be re-elected for up to four consecutive terms.

iii. Note: “(e-)mail” means “either regular mail or electronic mail.” Nominations for faculty membership on the Executive Committee will be made either by (e-)mail or from the floor at the regular spring quarter meeting of the Group. Elections will be conducted by (e-)mail ballot and completed at least two weeks before the end of the spring quarter. In the election, each member of the Group will vote for not more than the number of positions to be filled on a ballot provided, without weighting of choice.
Those receiving the most votes, with possible exceptions arising from implementation of Article V(1)i of the By-Laws, will be declared elected. Ties will be resolved by a random process chosen by the Chair. Election results will be mailed to the members of the Group promptly. Elected members will assume their duties on July 1.

iv. The principal duties of the Executive Committee will be:
- to determine and implement policy for the good of the Group,
- to represent the interests of the Group generally to the University and other agencies, and
- to approve new members and review continuing members for retention in the graduate group.

The Executive Committee will meet at least annually. Additional meetings, executive sessions, and conferences by e-mail or telephone may be held as deemed necessary, or upon petition by five faculty members of the Group. The Executive Committee will fill interim vacancies on any committee (as appropriate) for the remainder of the current year.

v. By any method of its choosing, the Executive Committee will select of and for itself, and for the Group, a Vice-Chair and Secretary to serve for the ensuing two years.

(2) Committee on Educational Policy. The Committee on Educational Policy will consist of the members of the Executive Committee, including the student representative, and the graduate advisers, with their terms on the Committee coinciding with their terms in those respective offices. The Committee on Educational Policy will meet at least annually. The functions of this committee will include:
- determining the requirements for the Certificate Program and M.S. degree in Health Informatics,
- recommending course offerings,
- supervising teaching assignments, and
- overseeing other educational matters requiring collective action/consideration.

This Committee is also responsible for monitoring the normal progress of graduate students in the Program. This task includes approval of student petitions for normal progress extensions and recommendations for dismissal, when appropriate. The student representative must be excused from meetings and communications regarding specific student progress. All members will have full voting rights, with the exception of student representatives who will be excused (and will hence not vote) when any discussion of individual students or personnel matters occurs, or any other matter deemed sensitive or confidential. All members can be re-elected for up to four consecutive terms.

(3) Committee on Admissions and Awards. The Committee on Admissions and awards will consist of the Vice-Chair of the Group, as well as up to four group members (for two year terms) who are not graduate advisers, with their terms on the Committee coinciding with their terms in those respective offices. The Committee on Admissions and Awards will elect the chair of the Committee from among their members, and the
Chair will be an automatic member of the Executive Committee. The functions of this committee will include recommendations to the Executive Committee for admission of students to the Group and for their financial support. All members of the Committee will have full voting rights and can be re-elected for up to four consecutive terms.

ARTICLE VI – STUDENT REPRESENTATIVE

The student member of the Executive Committee will represent student views to the Committee and the Group as a whole on matters relating to curriculum, by-laws, invitation of faculty members to join the group, and marketing the group. As a member of the Executive Committee, the student will also participate in meetings of the Committee on Educational Policy and the Annual Graduate Group meeting. The student representative will be appointed by the Graduate Group Chair, upon the recommendation of the program’s graduate students.

The student representative will serve in an advisory capacity, as a non-voting member of the Executive Committee. The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

The term of office will be from July 1 to June 30 of the following calendar year. A maximum of two consecutive terms are possible, subject to re-election.

Criteria for eligibility are:

- Current student enrollment in the Health Informatics Graduate Program, and
- Satisfactory academic progress at the time of election and throughout his/her tenure as student representative.

ARTICLE VII – GRADUATE ADVISERS

Graduate Advisers are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. When selecting Graduate Advisers, nominations shall be solicited from Group members. The Chair and Executive Committee will recommend nominees to be forwarded to the Office of Graduate Studies for review and appointment. If possible, a student’s thesis/dissertation adviser should not serve as their Graduate Adviser.

Three to six graduate advisers serve the Program’s students during each Academic year.

Appointments are normally for a period of two years. Sequential terms are allowed.

The Program Chair will designate one graduate adviser to be the Master Adviser, who will serve as an advising resource for other advisers and preside over meetings of the advisers as a group. The Master Adviser may serve for up to two consecutive two-year terms.
The Master Adviser will review and recommend the composition of Master’s committees (oral exam and thesis) to the Dean of Graduate Studies, in keeping with guidelines published in the Group advising manual and the policies of the Graduate Council and the Office of Graduate Studies.

All Graduate Advisers will:
- serve on the Committee for Education Policy,
- monitor the normal progress of graduate students in the Health Informatics Program,
- provide students guidance with regard to their individualized program, and
- assist students with selection of their major professor and thesis/dissertation committees.

ARTICLE VIII – MEETINGS

An annual meeting of the Group will be held during the Spring Quarter, which will be announced via email at least 3 weeks prior to the event. Other meetings may be called as frequently and for such purposes as deemed desirable by the Executive Committee, or by petition of at least five faculty members. Members who are away from campus, and who wish to attend the meeting, may participate by teleconference or by submitting comments in advance to the Chair.

ARTICLE IX – QUORUM

All issues that require a vote must be voted on by greater than 50% of the eligible members. With the exception of amendments to the by-laws (see Article XI), passage requires support by greater than 50% of those voting. Voting may be conducted by e-mail.

ARTICLE X – AMENDMENTS

The Bylaws of the Graduate Group may be amended in the following manner:

A ballot will be circulated to all members of the Graduate Group via email, stating the proposed amendments, including material to be added or deleted from the Bylaws. The ballot will be circulated for a minimum of two weeks before the deadline for voting on the amendment. The Executive Committee will administer and oversee the balloting. The amendment is passed if it is approved by greater than 50% of the graduate group membership.

All amendments and revisions to the by-laws must be submitted to Graduate Council for review and approval.