

Minutes

Commission on Graduate Studies & Policies

November 19, 2008

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Ms. Megan Armbruster, Dr. Richard Benson, Dr. Ron Daniel, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Ms. Laura Freeman, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Dr. Thomas Martin, Ms. Penny McCallum, Ms. Margaret Merrill, Dr. Patrick Miller, Ms. Evelyn Richardson, Dr. Kerry Redican, Dr. Cliff Shaffer, Ms. Hanna Swiger

Absent with Notification: Mr. James Freeman, Dr. Kumar Mallikarjunan, Dr. Michael Mortimer

Positions needing to be filled: Dr. Kumar Mallikarjunan needs a replacement for fall 2008

Absent without Notification: Mr. Gabe Goldman for Ms. Amanda Olejarski, Dr. Muzzo Uysal for Dr. Sue Murrmann

Visitors and Invited Guests: Ms. Linsey Barker, Mr. Marvin Foushee, Ms. Ennis McCrery, Ms. Gail McMillan, Dr. Brian Mihalik

Dr. Paul Deck, Chair, called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from November 5, 2008: Approved with minor corrections. Under *DRSCAP*, the word “procedures” replaced “a report”.

Committee Reports

Graduate Curriculum Committee (GCC): No report. Dr. Elvinger will have an update on the status of 4000 level courses for graduate credit and the conjoint courses at a future meeting.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Ms. Merrill presented a draft of a set of procedures to address “fair use” for graduate students to follow when writing their thesis/dissertation. Dr. Shaffer reviewed the procedures developed by DRSCAP. Fortunately, Ms. Gail McMillain [of Universities Libraries] had been working on this issue and could share her knowledge with DRSCAP.

Dr. Shaffer reviewed DRSCAP’s draft of procedures for “Documenting and Assessing Fair Use of Copyrighted Material in Electronic Theses and Dissertations”, below:

United States copyright law recognizes the concept of “fair use” of copyrighted material for educational purposes, such that certain uses of copyrighted material do not require permission from the copyright holder. Whether or not any given use of copyrighted material constitutes “fair use” can be hard to judge. The purpose of this document is to define a set of procedures that students should follow if they wish to claim “fair use” of copyrighted material in their ETDs.

The VT Graduate School approves ETDs. Part of the approval process is consideration of copyright issues. The expectation is that a student who properly follows the procedures outlined here will normally have their “fair use” claim in an ETD accepted by the graduate school. Students seeking to apply “fair use” to an artifact used in their ETD should complete all of the following steps.

1. Be informed about the issue. See the Virginia Tech library website discussing “fair use” at <http://scholar.lib.vt.edu/copyright/doesntsa.html#fairuse>. In particular, you should review the examples of what has been accepted in the past as fair use at <http://etd.vt.edu/guidelines/samples.html>.
2. Whether any images or other artifacts in your ETD are being claimed as “fair use” or not, all images, tables, etc. need to be documented as to their source. See citation examples at <http://scholar.lib.vt.edu/theses/copyright/ETDCopyrightCitations.pdf>.
3. Each copyrighted artifact for which you received permission from the copyright holder should have documentation.
4. Each artifact for which you claim “fair use” should be documented by filling out the “4 factors” form available at <http://scholar.lib.vt.edu/theses/copyright/FairUseChecklistVT.pdf>. Use a separate form for each artifact for which you claim “fair use.”
5. If you claim fair use for one or more artifacts, you must include the following statement signed by your ETD committee chair: “<Name> has appropriately considered copyright.”
6. All forms and documents from steps 3-5 should be included as an appendix in your ETD.

Dr. DePauw will work with Ms. McMillain and Graduate School personnel on an implementation plan using DRSCAP’S material as guidelines.

Other Reports

Graduate Student Assembly (GSA): The Graduate Student Assembly is continuing their work on the resolution for diversity. At the upcoming meeting on Thursday, they will have a second reading of the proposal for graduate student input on the tenure review process. The GSA is still working on the issues of graduate student fees, and health insurance.

Graduate Honor System (GHS):

Ms. Laura Freeman reported that this semester:

- GHS has had 14 hearings.
- GHS has had 9 investigative boards. Eight were moved to JP; one was dismissed.
- GHS has had 5 judicial panels. One case was dismissed; four students were found guilty.
- Forty-nine new student panelists have been trained, including one in Northern Virginia
- One faculty member has been trained as a panelist.
- Two ethics panels have been held [with ombudsperson]. An ethics panel is scheduled for December 9th, 11:30 am.
- The constitution review committee has reconvened.
- There will be a panelist appreciation breakfast on reading day.

There are no trends in the cases to-date.

University Library Committee (ULC): The commission approved the minutes from October 21st. Dr. Hitchingham will be asked to make a presentation about the library's funding at the next commission meeting.

University Council: Dr. Deck reported on agenda items at the recent University Council meeting. Much of the meeting was taken up by a discussion of possibly closing the university after the Christmas holiday. Staff members present expressed concern that they would lose the ability to choose when they used compensatory leave [awarded for holidays worked]. Dr. DePauw noted that closing the university may impact graduate students who needed to continue research. The issue will be referred to Staff Senate and the Commission on Staff Policies and Affairs for discussion.

Old Business:

Enrollment Management Strategies

The commission gave Dr. DePauw feedback on the list of items presented at the November 5th meeting. Dr. DePauw asked the commission to continue to give her feedback on enrollment management strategies.

New Business:

Defending Student Status: tabled

Residency in Industrial Systems Engineering students at the NVC:

Dr. DePauw described the current policy for doctoral residency, i.e., two semesters of full time enrollment. In order for students in a program to obtain residency outside of Blacksburg, a request for an exception is presented to the dean, who, in turn, presents it to the commission for their input. The commission endorsed the ISE proposal. Dr. DePauw will communicate her approval to the ISE program.

Announcements: The joint meeting of the Commission on Undergraduate Studies and Policies and the Commission on Graduate Studies and Policies is scheduled for January 23rd, 1:00 – 5:00 pm in the Graduate Life Center.

Adjournment: The meeting was adjourned at 5:00.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of Dr. Karen P. DePauw,
Vice President and Dean for Graduate Education