

## **Minutes**

### **Commission on Graduate Studies & Policies**

**November 18, 2009**

**3:30 pm – 5:00 pm**

**Graduate School, GLC, Conference Room**

Present: Dr. Don Leo for Dr. Richard Benson, Ms. Tracey Cameron for Ms. Kimberly Carlson, Dr. Carolyn Copenheaver, Dr. Paul Deck, Dr. Karen DePauw, Mr. Jonathan Duggins, Dr. François Elvinger, Dr. Tom Grizzard via videoconference, Mr. Mark Halsey, Dr. Kumar Mallikarjunan, Dr. Thomas Martin, Ms. Michelle McLeese, Dr. Patrick Miller, Dr. Kent Nakamoto for Dr. Sue Murrmann, Dr. Aaron Purcell, proxy for Dr. Hitchingham, Dr. Kerry Redican, Ms. Nasim Sabounchi via videoconference, Dr. Cliff Shaffer, Dr. Susan Short via videoconference, Ms. Hannah Swiger, Dr. Mary Ann Lewis for Dr. Daniel Wubah

Absent with Notification: Dr. Joe Eska, Dr. Eileen Hitchingham, Ms. Catherine Tredick

Absent without Notification:

Visitors and Invited Guests: Ms. Ennis McCrery, Ms. Jacqueline Nottingham, Ms. Janet Rankin

Dr. Patrick Miller, Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from November 4, 2009:** Approved.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from November 12, 2009 were approved with one minor correction.

Graduate Student Appeals: An appeals committee was organized to work on a current graduate student appeal. Members of the committee are: Dr. Carolyn Copenheaver, Dr. Kumar Mallikarjunan, Ms. Tracey Cameron and Dr. Kerry Redican.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Kumar Mallikarjunan presented a draft for a first reading of a proposal which addressed graduate student employment. Following discussion, the commission agreed that the first two paragraphs could be considered policy. The third and fourth paragraph could be considered procedure. The committee will re-word the fourth paragraph, and the revised document will be an agenda item at the December 2<sup>nd</sup> meeting. Comments from various constituencies will be solicited prior to the meeting.

## **Other Reports**

Graduate Student Assembly (GSA):

The next meeting is November 19<sup>th</sup>. Ms. Michelle McLeese reviewed some of the GSA activities. Their first newsletter will be published soon. Ms. Frances Keene will be the guest at their meeting tomorrow.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

University Council: No report.

**Old Business:**

*Accelerated undergraduate / graduate program*

Dr. Miller reviewed the recent history of the proposal. He will be attending the next Commission on Undergraduate Studies and Policies (CUSP) to address questions and concerns.

At the next University Council meeting we have the option of requesting only one reading. The commission decided that two readings would give different academic areas time to voice feedback. The role of exceptions to policy was discussed and clarified.

Dr. Miller encouraged commission members to talk to their own CUSP representatives.

Dr. Manuel Perez Quinones will be invited to a future meeting to discuss diversity in graduate education.

*NRC Assessment*

Dr. DePauw explained the NRC study of doctoral programs using a PowerPoint presentation. When it is published, we will have 72 hours to formulate a response before the data is made public.

*Operating Procedures*

In order to provide more structure and order to commission meetings, new operating procedures were adopted (attached). It was noted that the operating procedures allow the chair broad latitude in making exceptions.

**New Business:** None.

**Announcements:**

Dr. Tom Grizzard introduced Dr. Gabriella Belli, the alternate representative from the NCR.

Dr. DePauw announced the names of the two finalists for the associate dean position in the NCR. Both candidates will visit Blacksburg as part of their interview process.

**Adjournment:** The meeting was adjourned at 4:58 pm.

*Respectfully submitted:*

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice President and Dean for Graduate Education

## **Working Rules for the Commission on Graduate Studies and Policies**

Prepared by PA Deck

Preamble. These proposed Working Rules are intended to (a) improve the efficiency of meetings, (b) help members make informed contributions with feedback from their constituencies, (c) facilitate the close working relationship of the Commission and the Graduate School, and (d) ensure a thorough and accurate record of Commission business.

### 1. Attendance and Substitutes

- a. Commission members who must be absent from a meeting are asked to identify another qualified individual (a substitute) who can attend the meeting on their behalf and thereby ensure a quorum for voting on motions. This practice is most important for members who have assigned constituencies.
- b. Substitutes should be identified to the Chair prior to the meeting.

### 2. Agenda

- a. The Chair will prepare the agenda in consultation with the Dean for Graduate Education.
- b. Members are welcome to suggest agenda items for future meetings to the Chair at any time. About ten days before each meeting, the Chair will also invite members to submit agenda items.
- c. Members submitting items for the agenda should inform the Chair if supporting documents will be needed (see the next section), or if the item will require the Chair to invite any guests. Members should also advise the Chair whether an item is intended for discussion only, or whether the member expects the Commission to take more formal action, or whether some other specific outcome is desired.
- d. The agenda will be established (and closed to additional items) five calendar days prior to each meeting. Commission members will be notified by email that the agenda and any supplementary documents are posted electronically (Blackboard or Scholar) and ready for their review. The Chair may add items to a closed agenda to accommodate emergencies.

### 3. Supporting Documents

- a. Members and guests are asked not to distribute handouts during Commission meetings.
- b. Supplementary materials for agenda items (such as documents for Commission review, minutes of standing committees, and task force reports) must be submitted in electronic form (PDF) seven calendar days prior to each meeting, so that they can be approved by the Chair and posted electronically for Commission review.
- c. At the discretion of the Chair, supporting documents may be appended to the Commission minutes, thereby becoming part of the Commission's permanent record. Members are asked to provide documents in a form suitable for eventual public exposure.
- d. These rules may be suspended at the discretion of the Chair when the Commission must handle supporting documents that contain especially sensitive or confidential material.

### 4. Major Business

- a. The Commission will handle its major business, including proposed Resolutions for University Council, new and revised degree programs, and other substantive matters, in a minimum of two separate readings, to allow members at least the interval between successive meetings to obtain feedback from constituencies throughout the University.
- b. Commission members should report selected, relevant Commission business to their respective constituencies promptly and solicit their comments and questions to be presented at the second reading of major business items.

### 5. Minutes

- a. Draft minutes will be prepared for distribution to the Commission as promptly following a meeting as practicable (preferably within two business days). During this interval supporting documents may also be revised as needed. Commission members will be notified when draft minutes are posted electronically and available for review. Draft minutes will be clearly marked "DRAFT – Not yet approved by the Commission" to help prevent information conveyed to constituencies from being mistaken for settled policy.
- b. At the discretion of the Chair, electronic presentations used during the meeting shall be converted to a suitable format and appended to the draft minutes.
- c. Minutes of prior meetings will be submitted, within one week of approval, to the President's Office for distribution *via* the governance web site.

## 6. Committees

- a. Committees and other groups that report regularly to the Commission may deliver their reports in the traditional oral format. However, if a complex or lengthy reports will be delivered, the committee representative is encouraged to provide an outline of the report to the Chair one week before the meeting so that this summary can be posted electronically and reviewed by Commission members in advance. Alternatively, members may guide the Commission through complex reports using PowerPoint.
- b. Degree Requirement Standards Criteria and Academic Policy Committee (DRSCAP). The (proposed) Charge of DRSCAP is: “The review of graduate degree requirements, criteria for standards of graduate education, and academic policies. Business is referred to DRSCAP by the Commission, and DRSCAP reports to the Commission.”
- c. Graduate Curriculum Committee (GCC). The (proposed) Charge of GCC is: “The review of new and revised graduate courses and graduate degree programs in consultation with the Office of the University Registrar. Review criteria shall include compliance with established guidelines and procedures, potential overlap and conflict with other courses and programs, academic quality and relevance, resources needed, and available supporting courses and programs. Additional business (e.g., departmental name changes, professional and graduate degree credit management, and revision of course proposal guidelines) is referred to GCC by the Commission, and GCC reports to the Commission.”
- d. Graduate Appeals Committee. The (proposed) Charge of the Appeals Committee is: “Investigation and review of graduate student appeal cases assigned to the Committee by the Dean for Graduate Education. The Committee shall recommend the acceptance or denial of each appeal directly to the Dean, who alone renders the formal decision on each appeal. The Appeals Committee shall provide a succinct, periodic report of its activities to the Commission.”
- e. The Commission may constitute and charge additional (ad hoc) committees as needed.