

## **MINUTES**

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

**February 7, 2018**

**3:30 – 5:00 p.m.**

**Graduate School Conference Room**

**Present:** Kevin Edgar (Chair), Alan Abrahams, Adwoa Baah-Dwomoh, Rajesh Bagchi, Jacob Barney, Sudip Bhattacharjee, Nancy Bodenhorn, Karen DePauw (ex officio), Rachel Holloway, Alex Hyler, Erin Lavender-Stott, Peizhen Lu, Brett Netto, Hannah Parks, Gina French (for Robert Sumichrast), and Zhiwu Xie.

**Absent with notification:** Lesa Hanlin, Eric Hill, Xin Luo, Sally Paulson, Annie Pearce, and Martina Svyantek.

**Absent without notification:** Lujean Baab, Julie Billingsley, and Tyler Walters (ex officio).

**Visitors and invited guests:** Janice Austin, Ron Fricker, Muhammad Hajj, Bill Huckle, Jessie Mann, and Kenneth Wong.

### **Call to Order**

The meeting was called to order by Dr. Edgar at 3:30 p.m.

### **Approval of the Agenda**

The agenda was approved as presented.

### **Approval of the Minutes**

The minutes of January 17, 2018 were approved as presented.

### **Committee Reports**

#### **Graduate Curriculum Committee**

The minutes of January 25, 2018 were accepted as presented. Dr. Bagchi reported on the proposals reviewed and said the approval rate is improving. There will be no meeting this week.

#### **Graduate Student Appeals Committee**

Dr. DePauw has acted on the committee's report for the most recent appeal and there are no further pending appeals.

#### **Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP) Committee**

Dr. Bodenhorn reported on a draft letter to be sent to the Council of Graduate Schools that seeks reconsideration of the April 15 resolution indicating that the deadline as the earliest required date for graduate students to respond to offers of assistantships is April 15. The commission supported the letter going forward. A Resolution to Incorporate an Inclusion and Diversity Education Component into Graduate Education was presented. The Graduate School Dean, Associate Deans and Director of OIRD would be included in a review of the diversity plans submitted from the departments. The proposed resolution will move forward to Faculty Senate for review. DRSCAP will not meet again in February.

## **Constituency Updates**

### Graduate Student Assembly

Ms. Hyler reported that Career Services staff attended a recent GSA meeting. A job board for graduate students will be developed. This past weekend's social and basketball game were well attended, with representatives from northern Virginia and Roanoke. Unfortunately, the brunch was cancelled due to weather. A group of students from northern Virginia may also participate in spring commencement in Blacksburg. The GSA will explore additional topics to include parking, student fees, and mental health resources this spring.

### Graduate Honor System

Ms. Lavender-Stott reported the first meeting on the constitution revision will be Monday.

### University Library Committee

Dr. Xie reported on the pilot to explore graduate data management procedures. The main goal is to produce an inventory to manage data and improve research quality. One department has begun the pilot and two other departments are under consideration. A form for student disclosure of data, the Graduate Student Research Products Inventory, has been developed, indicating the type(s) of data being disclosed. As this process is adopted, an e-form may be developed. A preliminary survey has been developed with some responses. Faculty support a more defined procedure and do not see this process as burdensome. While it is not a top priority, faculty do support the process. Hong Kong University has developed a much more stringent plan than what is proposed in our pilot. The presentation will be added to SharePoint.

### Faculty Senate

Dr. Barney and Dr. Abrahams had no report.

### Student Government Association

There was no report.

### Board of Visitors

Mr. Netto reported that next year's representative will be announced soon.

## **University Council and Commission Updates**

Dr. Edgar reported the Resolution UC 2017-18A Resolution to Amend the University Council By-Laws as Recommended by the Governance Task Force (Includes Governance Task Force report as requested by CSA Resolution 2015-16B & CFA Resolution 2015-16D) was approved.

The Commission on Student Affairs provided training at the most recent commission meeting. Also, CSA will be partnering with others to develop mental health awareness programs.

### **Graduate School Update**

Dr. DePauw reminded everyone that the last full week of March is Graduate Education Week. The banquet and awards program will be held on Thursday evening. Everyone is invited to support their students at the appreciation lunch. The Cunningham and other fellowship nominations should be submitted now. An international student fee is being considered. The medical school integration is happening, and their leaders will be invited to this group for informal participation. The medical school will have its own honor system. Medical school students will also be invited to have representation with the GSA. Based on a wonderful opportunity to make a dual career hire, we will hire an Assistant Director for OIRD. Dr. DePauw announced that Dr. Hajj will resign effective July 1 and begin a new position at Stephens Institute of Technology.

### **Old Business**

Dr. DePauw announced that TLOS will provide workshops for Feedback Studio and iThenticate soon. Availability will likely be in March. Implementation for the ETD will be Summer I and II. The student will submit the initial report to the faculty chair. A final report will be submitted to the Graduate School.

Dr. Bagchi announced the disrupting academic bullying website continues to evolve. Bryan Hanson will be organizing workshops at the college level. Common messaging will be included as well as action plans after bullying is identified. A workshop will also be offered for the graduate program directors.

### **New Business**

Dr. Wong reviewed the NCR working groups summary provided to the Commission. The focus is only on programs offered in northern Virginia and is intended to generate revenue. Many of the programs that have been offered do not have common financial models. This is a barrier and a template that supports a standard financial model will allow for quicker implementation and scale. Program incubators may be helpful for new start-ups. Housing will be a critical consideration. The fundamental question for this working group is to address agility and speed in the market while maintaining academic quality.

Dr. Fricker presented the MA in Data Analysis and Applied Statistics. It has been offered on campus for the last year and a half. This degree will be offered in northern Virginia as a terminal degree in the next year or so. A director will likely manage this program when it begins in northern Virginia. Demand is being studied with consideration for the current big data interest. The model in northern Virginia will likely be a cohort group with support through other programs, maintaining the core curriculum as originally designed. The IGEP model will give students an opportunity to enter into various other academic programs and exit with this degree.

Dr. Austin reported on the processing time for plans of study. She reviewed plans of study from the point the plan enters Banner until Graduate School approval. Fifty-nine percent were approved within the first 30 days, 74% were within 60 days, 82% were approved within 90 days. Some plans are returned due to errors on submission. The highest volume months are May, July, and September. A question was fielded on why the Graduate School does not use DARS, the undergraduate system. The differences in undergraduate and graduate programs generally address why DARS would not be acceptable. Consideration will be given to potential improvements to the process in the future. Automating may have a positive impact on earlier student participation as well as the faculty finalizing the degree plan. Coordinator training was also recommended for improved accuracy and completion of the plans.

### **Announcements**

The Resolution to Amend the University Council By-Laws as Recommended by the Governance Task Force was passed and will be effective fall, 2018.

### **Adjournment**

The meeting was adjourned at 5:03 p.m.

Respectfully Submitted,

/s/

Marilynn R. King  
On behalf of Karen P. DePauw, Ph.D.  
Vice President and Dean for Graduate Education