

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
15 SEPTEMBER, 1993 3:30 P.M.
206 SANDY HALL

Present: Drs. Boyle, Eaton, Eustis, Eyre, LaBerge, Merola, Mitchiner, O'Brien, Richard Oderwald (as substitute for Dean Stauffer), Olin, Orcutt, Peters, Smith, Ms. Joyce Bohr (Rep. for Staff Senate as well as substitute for Richard Wokutch), Mr. Ken Kahn, Mr. Tim Schell, Mr. Dan Waddill

Absent with notification: Burger, Stauffer, Wokutch

Absent: Boles, Brooker-Gross, Haney, Jeanes, Nolan, Stout, Torgersen

Visitors: John Aughenbaugh - Student Affairs Coordinator from the
Vice President for Student Affairs Office

Susan Trulove - Spectrum Representative

Marvin Foushee - Registrar's Office Representative

1. ANNOUNCEMENTS- Dr. Reginald Mitchiner introduced himself to the CGS&P membership as the elected chairman for the 1993-94 academic year. He then asked that each member introduce themselves and state their affiliation.

Dr. John Eaton referred to a handout that was circulated regarding enrollment comparisons. He pointed out there are 1077 new masters students and 191 new doctoral students on campus. He also stated that our total enrollment is down about 70 students and our doctoral enrollment is down by 60 students. Black student enrollment has increased.

There have been 230 parking permits issued to GTAs. Some concerns have been expressed by GAs with similar duties to the GTAs and these concerns will probably be examined by the Graduate Student Assembly.

Dr. Mitchiner stated that the Course and Program Criteria Committee will have it's first meeting next Wednesday, September 22 at 3:30 in 117 Randolph Hall.

INFORMATIONAL HANDOUTS - Committee Assignments; 1993-94 Membership listing; and a Enrollment Comparisons listing.

2. APPROVAL OF THE AGENDA - Approved as distributed.
3. APPROVAL OF MINUTES OF 21 APRIL 1993 - The minutes were approved as distributed
4. STATE OF THE COMMISSION REPORT - Dr. Mitchiner stated that the chairman from last year, Dr. Michael Sporakowski, had emphasized the need for the new chairman to review the "State of the Commission" to identify where the commission stands on issues at the beginning of the year and to recount the experiences of the previous year.

Dr. Mitchiner reviewed the charge of the commission. The CGS&P is one of the commissions that reports directly to the University Council. The chairman of this commission will sit on the University Council and take the minutes of this commission, as well as resolutions that have been prepared by the CGS&P, to become part of the policy structure of this University. The charge of this commission as it appears in the

University Council Constitution reads as follows: "The charge is to study, formulate and recommend to University Council policies and procedures concerning on and off-campus graduate academic matters. Areas for consideration include: admissions, academic progress, degree requirements, commencement, registration and scheduling, curriculum, courses, advising and instruction, teaching and research, financial assistance (including assistantships, scholarships, fellowships and tuition), library resources and other matters affecting the graduate student academic environment." In order to accomplish this mission the commission organized around a number of committees.

COURSE AND PROGRAM CRITERIA COMMITTEE - this committee has, as one of its major responsibilities, the review of new and revised courses and degree programs. The criteria to be considered in the review process include compliance to established guidelines and procedures, potential overlap and conflict with other courses and programs, academic quality and relevance, and resources needed and available supporting courses and programs. This committee is also responsible for other issues relating to graduate education as deemed necessary by this committee, the chair of the CGS&P, and as advised by the Dean of the Graduate School, ie. departmental name changes, professional and graduate degree credit management and revision of course proposal guidelines.

In the 1992-93 year, that committee, in addition to dealing with a number of courses, dealt with a resolution that has gone on to UC relating to the approval process of courses and programs. Also, that committee, with CUS and the Registrar's Office, dealt with the guidelines relating to course proposals. There are six items that the committee brought forward to this year. Four of them relate to course proposals, one item relates to the name change for the Agricultural Engineering Department, the other item relates to the joint graduate program between the Civil Engineering and Forestry Products departments.

This committee will be chaired by Professor Michael O'Brien from the College of Architecture. All elected faculty representatives will be members on this committee.

GRADUATE STUDENT RELATIONS - the charge for this committee is to serve as a recognized channel by which graduate students at large can gain access to the administration. This committee receives white papers from the Graduate Student Assembly and examines, in detail, proposals which may directly concern graduate students (such as health care, registration, continuous registration and others).

Last year this committee considered the parking situation relating to graduate students. The assistantship offer letters that are sent to prospective graduate students were also examined. This committee recommended to this commission that we go on record favoring some form of parking differentiation for graduate students. The establishment of special parking for GTAs has also been implemented. This year it is hoped that the committee will assess how effectively this GTA parking process is going forward and what kinds of things should be brought before the commission for change.

The standard assistantship offer letter sample was developed by the committee and the use of this sample was recommended throughout the University. Along with this sample letter was a recommendation that there be a follow-up mounted with respect to the departments to determine the extent to which this offer letter is being utilized. An additional item to be included in this follow-up is, when there are negative responses from prospective students, a determination of the reasons for those negative responses.

GRADUATE APPEALS - last year the committee evolved a policy/procedure

relating to graduate appeals. That procedure went through the approval process and is now in place.

DEGREE REQUIREMENTS, STANDARDS, CRITERIA AND ACADEMIC POLICIES - this committee's charge is to provide a review of on-going degree requirements and evaluate the standards and criteria by which the graduate programs are limited. That committee, last year, looked at the revision of policy related to late drops as the result of receiving a proposed resolution from the President of the Faculty Senate. The items that remain for review are: strengthening the Ph.D. examining committee and procedures (influencing or providing for graduate school or outside membership on the final examining committee and matters relating to that); recently implemented Policy Memorandum 126 and what kinds of things this commission needs to do to re-address the issues from that memorandum. Steve Boyle from Veterinary Medicine served as chairman of that committee and continues to do so for this year.

GRADUATE RESEARCH POLICIES AND PROGRAMS - the committee produced a report that has been superseded. The committee charge is to evaluate existing graduate research programs and recommend policies governing the fiscal needs of these programs that aide in the development of overall graduate research policies.

Dr. Eaton stated that he has made changes to the overall report and hopes to have it ready for the next meeting.

SCHOLARSHIP COMMITTEE (AD HOC) - That committee, last year, reviewed the Cunningham Award procedures and Instructional Fee Scholarships as well as dealt with the increase in funding level available for minority graduate students.

There is a need for two new ad hoc committees.

Ad hoc Nominations Committee for Chairman Elect

Bob Smith - Chairman
Dave Orcutt
Peter Eyre

Ad hoc Catalog Committee

John Eaton
Dean Stauffer
Jim Burger
Joyce Bohr

The chair of the Catalog Committee will be decided at a future date.

5. GRADUATE STUDENT ASSEMBLY REPORT - Tim Schell stated that the GSA officers met this summer and formulated an agenda for the year. He briefly stated these agenda items: (1) educational issues on the value of graduate education, (2) publicity of programs, (3) faculty/graduate student relationships, (3) international/domestic student relationships, (4) handbook with helpful hints for graduate students, (5) on-line computer system that will allow graduate students access and identify other students with similar interests.

Ken Kahn and Tim Schell will be meeting Saturday 9/18 in Charlottesville with counterparts from around the state to look at ways to promote graduate education throughout the state.

On September 21, 1993 will be a voter registration drive from 9:00-3:00.

On September 23, 1993 will be the first general meeting of all delegates.

October 6, 1993 will be the date of the Graduate Fair.

6. DEAN LEONARD PETERS ADDRESS TO THE COMMISSION - Dean Peters stated that he joined Virginia Tech on August 1, 1993 to begin his tenure as Vice Provost for Research and Dean of the Graduate School. He stated that he had been reading a book called "Remembering the University of Chicago" written by Edward Shields and in the foreword Mr. Shields talks about the value of graduate education at his institution. Dr. Peters quoted, "The faculty would not have been nearly as good if the students whom they taught were not as good as they were. By good, I do not mean uniformly brilliant and original, what I mean is their capacity for hard and persistent work..... The students were more demanding towards their teachers than compared to other places that he had been associated with. When the students are more demanding intellectually, teachers are more responsive intellectually to the expectations of the students." Dr. Peters stated that he felt that this was a viewpoint that we all share but that it helps to have it reinforced by people from other institutions.

One thing that was very evident, relative to the quality of graduate students at Virginia Tech, when he was interviewing for this position, was the state of affairs of graduate student stipends. He (Dr. Peters) realized that one of the things that needed to be addressed quickly was the issue of competitive stipend levels. Tuition, summer tuition, stipend issues were all items that needed to be addressed. John Eaton and Martha Johnson spent a lot of time during this past summer gathering information regarding stipend offerings from other institutions and answering the questions: What do other institutions do in regard to summer tuition? Could we quantify the discrepancy between where Virginia Tech is and where we think we should be? In order to get this data, we surveyed 27 institutions. The results were as follows: 15 provide full tuition assistance, a large majority required students to pay tuition in the summer (however, the students that were supported were accommodated again with a tuition scholarship or waiver). We also selected the 60th percentile as a goal for graduate student support. In order for Virginia Tech's graduate students to achieve the 60th percentile each student would need an increase of support of \$3,800.00. The appropriations request for the biennium budget proposes a three year strategy to bring the stipend level up to the 60th percentile. In year one, there is a request \$2.175 million would be included in the approximately \$4,000,000.00 that currently are available for tuition support. We would use those funds to provide tuition scholarships for all GTAs and GAs. There are currently 1,215 GTAs and GAs. The first advantage of putting this request in as tuition scholarships in the first year is that these funds are not taxable. The second advantage is that research assistants who are supported on sponsored activities have to be treated in the same way - the advantage of this is that when proposals are prepared, which include graduate research assistants, tuition will be included as well as the stipend. The tuition scholarship item will fall into the category where indirect costs are not charged. The second year of the biennium we are proposing a \$1.215 million to put a \$1,000.00 stipend supplement on each particular GTA and GA and in the first year of the following biennium there would be another \$1,000.00 stipend supplement. At the same time, we have proposed that graduate student increases be tied, percentage wise, to faculty salary increases.

Dr. Peters also stated that he felt that it is time to think about the strategy of having a formal locked in stipend scale. He thinks it provides some advantages to the departments, however, in some departments it has limited their competitiveness. One of the things he

thinks would be valuable for this commission to consider is how do we want to move ahead with stipend scales and it is important that these studies be closed linked with the Commission on Research. We want to make sure that tensions are not created by giving departments more flexibility. Dr. Peters stated that he has some concerns that if we

don't make stipend adjustments, our research programs and graduate programs are going to suffer in the long term.

He noted that he has begun departmental visits spending time to discuss research and graduate education problems such as tuition issues, stipend scales and competitive stipends and how it has effected their programs. His goal is to visit all departments by the end of the year.

In closing, Dr. Peters stated that one of the things that attracted him to Virginia Tech was the good environment for doing interdisciplinary research. He also asked the commission to consider how should interdisciplinary graduate education should be approached; do we do interdisciplinary graduate education as well as interdisciplinary research. Are there interdisciplinary graduate education initiatives that should follow on from the research that is occurring? What are the mechanics of beginning such programs?

After a brief question and answer period, Dr. Mitchiner thanked Dr. Peters for his information and thoughts and continued on with the next agenda item.

7. UNIVERSITY LIBRARY REPORT - Joanne Eustis asked the membership whether they would want only a report on previous minutes of the University Library Committee meetings or whether they would be interested in relevant issues involving the library. It was decided that she provide the minutes as well as substance information from the library. Her report will be a carryover item for the next meeting.
8. ADJOURNMENT - 4:48 p.m.

Respectfully submitted,

John L. Eaton
Secretary

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
6 OCTOBER, 1993 3:30 P.M.
206 SANDY HALL

Present: Drs. Boles, Boyle, Brooker-Gross, Eaton, Eustis, Haney, Merola, Mitchiner, O'Brien, Orcutt, Peters, Smith, Stauffer, Michael Vorster (for Paul Torgersen), Wokutch, Audrey Zink (for James Burger), Ms. Joyce Bohr, Mr. Ken Kahn, Ms. Earline Rainer-Jeanes, Mr. Tim Schell, Mr. Dan Waddill

Absent with notification: Eyre

Absent: Kahn, Nolan, Olin

Visitors: Susan Trulove - Spectrum Representative

Marvin Foushee - Registrar's Office Representative

1. ANNOUNCEMENTS- Dr. Reginald Mitchiner introduced Audrey Zink, Assistant Professor in Wood Science, who will be sitting on this commission in the place of Dr. Jim Burger who is on sabbatical. Dr. Mitchiner asked that all members in attendance today, who were not at the last meeting, introduce themselves. Dr. Mitchiner also noted that Dr. Paul Torgerson has been named as Interim President and will therefore be lost as a member of record with this commission. Dr. Michael Vorster will be sitting on the commission as his replacement.
2. INFORMATIONAL HANDOUTS - none
3. APPROVAL OF THE AGENDA - Approved as modified.
4. APPROVAL OF MINUTES OF 15 SEPTEMBER 1993 - The minutes were approved as distributed.
5. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Michael O'Brien presented the committee minutes and noted that two department name changes were considered and approved: Agricultural Engineering and been changed to Biological Systems Engineering Department; Hotel Restaurant and Institutional Management has been changed to Hospitality and Tourism Management Department. There was a request for a reduction in hours for the masters program in the HTM Department from 45 to 37 hours which was also approved. The committee considered 17 courses and tabled 4 courses at this meeting. The committee report was accepted.

GRADUATE RESEARCH POLICIES AND PROGRAMS - John Eaton presented the committee report regarding continuous summer enrollment. No action was taken on the report and the report was accepted.

AD HOC NOMINATING COMMITTEE REPORT - Bob Smith, chairman of this committee, noted the other members of the committee: David Orcutt and Peter Eyre. Dr. Smith stated that Michael O'Brien from Architecture and Joe Merola from Chemistry were invited to be nominated for Chair-elect of the CGS&P and both individuals agreed to the nomination. There will be an election at the next meeting on October 20.

6. UNIVERSITY LIBRARIES COMMITTEE REPORT - Regarding old business from last year, Joanne Eustis circulated an amended charge for her committee. The committee name changed from the "Library Committee" to the

"University Libraries Committee", the charge stayed the same, and the members are now listed. These revisions were approved by the CGS&P membership. (A copy is attached for informational purposes.)

Ms. Eustis stated that the committee had met one time this year and the guest was Erv Blythe. He spoke mainly about the search for the University Librarian. An ad should appear in the CHRONICLE in October.

7. GRADUATE STUDENT ASSEMBLY REPORT - Tim Schell stated that the Grad Fair was held today 10/06/93 and approximately 40 colleges were represented. Last year, there were 500 students in attendance, this year there were approximately 1,000.

There will be a political forum on October 13 at 6:00 p.m. in Colonial Hall, the gubernatorial candidates should be in attendance. A rally, sponsored by the SGA and GSA, will be held on the drill field from 11:30-12:30 on October 20 to draw attention to further cuts in higher education in the state. A similar rally should occur at every institution across the state. Survey information on how students view their programs/GSA/etc. has been collection and will be presented at the next meeting.

Mr. Schell stated that he, along with other student representatives across the state, was called to Richmond to meet with the Governor. He briefly discussed the questions and issues that were raised during the meeting regarding the proposed cuts in higher education.

8. APPROVAL OF LATE DROPS - Dr. Mitchiner stated that last year a memo was sent by Leon Geyer to the CGS&P and CUS proposing modifications to the policy for approval of late drops. CUS will be referring the matter to their Academic Policies Committee. Dr. Mitchiner referred the matter to our DRSCAP committee.
9. PROPOSAL RELATING TO MODIFICATION TO OUR CHARGE - Susan Brooker-Gross discussed a possible amendment to the resolution for accelerated approval of course proposals. The amendment would allow greater flexibility to department and colleges in the offering of experimental programs. While supportive of investigating the issue, the sense of the commission was that the issue should be reviewed by the CPCC committee before being sent forward for approval. The proposal was forwarded to the committee for review at their next meeting.

10. ADJOURNMENT - 4:30 p.m.

Respectfully submitted,

John L. Eaton
Secretary

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
20 OCTOBER, 1993 3:30 P.M.
206 SANDY HALL

Present: Drs. Baudoin (for D. Orcutt), Haney, Merola, Mitchiner, O'Brien, Olin, Peters, Stauffer, Wokutch, Vorster, Zink

Absent with notification: Boles, Brooker-Gross, Eaton, Eustis, Eyre, Kahn, Orcutt, Schell, Smith

Absent: Bohr, Boyle, Rainer-Jeanes, Waddill

Visitors: John Aughenbaugh - Student Affairs Coordinator from the
Vice President for Student Affairs Office

Susan Trulove - Spectrum Representative

Marvin Foushee - Registrar's Office Representative

1. ANNOUNCEMENTS- Dr. Reginald Mitchiner distributed copies of a letter sent from Dr. Cornel Morton to participants in the Governance System regarding training activities. There will be two scheduled training sessions: Monday, November 1, from 9:00 a.m. until noon and Tuesday November 9, from 9:00 until noon. All sessions will be in the Brush Mountain Room at Squires and Dr. Mitchiner encouraged participation in the sessions.

Dr. Mitchiner stated that the committee structure of the commissions is being studied and that the constitution and by-laws will be rewritten. Dr. Mitchiner stated that a committee to address the restructuring will be appointed and that issue will be brought back to the commission for consideration.

2. INFORMATIONAL HANDOUTS - letter from Dr. Cornel Morton.
3. APPROVAL OF THE AGENDA - Approved as modified.
4. APPROVAL OF MINUTES OF 6 OCTOBER 1993 - The minutes were approved as distributed.
5. VOTE FOR CHAIRMAN-ELECT - Michael O'Brien was elected by a unanimous vote.
6. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Michael O'Brien presented the committee minutes on October 1, 1993. He stated that there was discussion of a draft proposal that would authorize the College of Arts and Sciences to revise and propose new graduate courses without the review of the CGS&P. There was no request for action on this proposal at this time.

Two courses were conditionally approved: AGE 4504 - Instrumentation and Control for Biological Systems and EDHL/PSYC 5444 - Behavioral Medicine. Two courses were approved: BFIN 5024 and BFIN 5184 (tabled from a previous meeting). One course was tabled at this meeting: AGE 4144 - Biological Systems Simulation.

He also noted that University Council had passed the new course ap-

proval flow. There will no longer be a 30 day deans review. There is now a 15 day review concurrent with CUS and CGS review of courses. The committee report was accepted.

7. ADJOURNMENT - 4:08 p.m.

Respectfully submitted,
John L. Eaton
Secretary

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
3 NOVEMBER, 1993 3:30 P.M.
206 SANDY HALL

Present: Drs. Boles, Boyle, Brooker-Gross, Eaton, Eustis, Eyre, LaBerge, Merola, Mitchiner, O'Brien, Olin, Orcutt, Peters, Smith, Stauffer, Zink, Ms. Bohr, Ms. Rainer-Jeanes, Mr. Schell, Mr. Kahn, Mr. Waddill

Absent with notification: Haney, Wokutch

Absent: Bezold, Vorster

Visitors: John Aughenbaugh - Student Affairs Coordinator from the
Vice President for Student Affairs Office

Marvin Foushee - Registrar's Office Representative

1. ANNOUNCEMENTS- no announcements.
2. INFORMATIONAL HANDOUTS - University Library Committee minutes of September 15, 1993 were circulated.
3. APPROVAL OF THE AGENDA - Approved as modified.
4. APPROVAL OF MINUTES OF 20 OCTOBER 1993 - The minutes were approved as distributed.
5. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Michael O'Brien presented the report of the committee.

No courses were considered at the meeting. Discussion was held regarding the Ph.D. proposal for Hotel and Tourism Management which is being revised and resubmitted to SCHEV. Dr. Eaton will obtain a copy of the proposal and present it to the committee at a later date.

The Women's Studies program presented a course last year that was tabled because the Women's Studies program did not offer a masters or doctoral degree. After reviewing policies, it was found that there is no policy mandating that a program that does not grant a graduate degree could not offer a course for graduate courses. As the University is being restructured, the committee feels that there will be likelihood for more proposals for core concentrations, even though the departments offering them don't offer their own degrees but are doing this as a service to other degree programs. It was requested that the Women's Studies program formulate a proposal outlining key points that the committee would then review in acting on this proposed area of concentration. The Women's Studies program has agreed to this request and will be submitting the information to committee.

The committee discussed the proposed guidelines for course review, name changes and new program proposals. A first draft was completed and those are in the process of being re-drafted. When these guidelines are completed, the committee proposed that those be sent out to department heads and chairs of curriculum committees and that workshops may be offered to familiarize everyone with the new process.

The committee report was accepted.

Please see attached committee report for full explanation of all issues discussed during the meeting. (see Attachment A)

GRADUATE STUDENT RELATIONS COMMITTEE - Dr. Bob Smith stated that the committee met on 11/2/93. The first item for consideration was the procedure for notifying graduate students about acceptance and financial aid. The committee has been working on a model letter that could be distributed to departments that would provide a basic letter for departments to send to graduate student candidates specifying all the details, expectations and information that the graduate student would need to make a judgement. At the end of the last academic year, a model letter was prepared but never presented to the commission for consideration. After meetings with departmental representatives, it has been determined that the model letter is too formal and that what is needed is to have the department head issue a letter to each prospective graduate student assistant along with a form that would specify all the conditions that would have been contained in the model letter. The committee agrees that this approach is appropriate. The form has not been prepared as yet and will be presented to the commission for consideration at a later date.

The second item for consideration was the development of a protocol that would lead to doing a study to discern why students who have been offered admission into graduate programs chose not to accept those offers. Dr. Eaton reminded the committee that the Graduate School has requested additional resources for instructional fee scholarships that should provide tuition assistance for students who would normally not accept a graduate student position without those additional resources. It was decided that it would be wise to wait to see if those additional resources would be provided and to reconsider the need for study at a later date.

DEGREE REQUIREMENTS, STANDARDS, CRITERIA AND ACADEMIC POLICIES COMMITTEE - Dr. Steve Boyle stated that the committee met and began a discussion on the proposal to examine the strengthening of the procedures for dissertation examinations. Specifically the use of external, outside the University, examiners in the process of the dissertation exam. A survey of peer institutions, regarding their procedures for these examinations, has been completed. A position paper will be drafted and brought to the commission for discussion at a future meeting.

GRADUATE RESEARCH POLICIES AND PROGRAMS COMMITTEE - Dr. Bob Olin stated that his committee will be meeting on 11/4 in 460 McBryde Hall.

6. REPORT OF THE UNIVERSITY LIBRARY COMMITTEE- Dr. Joanne Eustis referred to the minutes of the September 15, 1993 meeting which had been distributed earlier in the meeting.

Dr. Eustis noted that a document was distributed stating the library's goals such as: a librarian will meet with each department head and each departmental library liaison to explain budget and program issues of interest, library plans for great attention to preservation, a new information desk inside the front doors in the lobby, a new door-opening system for greater accessibility for handicapped patrons, and to establish a "Friends of the Library" group. She also stated that she is still hopeful that the ground will be broken before the end of this year for the new storage building. The library plans to be involved with Information System's Faculty Initiative Program, which is working toward equipping every faculty member on campus with a state of the art

workstation.

Dr. Eustis also brought attention to the draft of the ad that was placed in the CHRONICLE for the University Librarian. See Attachment B for complete committee report.

Tim Schell asked for clarification about the student representative on the search committee for the University Librarian. Dr. Eustis stated that she would talk to Erv Blythe regarding student representation. Mr. Schell asked that the message be relayed that the GSA would like to be represented on that committee.

7. GRADUATE STUDENT ASSEMBLY REPORT - Mr. Tim Schell stated that he had attended a meeting in Richmond with the candidates for Governor to discuss issues on higher education. Neither candidate identified higher education as a priority for their administration.

The APEX has been mailed and he urged the commission members to review the document.

The GSA Handbook, an informational guide for graduate students, has also been distributed.

The off-campus housing office will be open in January. This office will be jointly operated by the GSA and SGA. The office will be located at 121 Squires.

8. DISCUSSION AND COMMITTEE REFERENCE

- a) 4000/5000 Level Courses: The issue here is that some departments are having difficulty offering enough 5000 level courses for their student's needs. Some would like to use more 4000 level courses on the plan of study. Others would like to have graduate students receive 5000 level credit for 4000 level courses by having them do extra work not required of undergraduates. Dr. Eaton indicated that he surveyed all departments to determine the extent of their problems. When asked to provide additional information about the 4000 level courses, he indicated that there are three kinds of 4000 level courses 1) those approved for graduate credit, 2) those for which graduate credit have not been requested, and those for which 3) graduate credit is excluded. Outside the graduate department, if the advisory committee consents, there is no prohibition about using any 4000 level course up to the limit allowed on the master or doctoral degree plans of study. Inside the department there is no restriction except those placed by the department on the 4000 level courses that are used by their students for their plans of study.

This issue was referred to the Course and Program Criteria Committee.

- b. Graduate Catalog - Unoffered Graduate Course Catalog Policy - Dr. Mitchiner stated that the members of the ad hoc Catalog Committee are Joe Merola; chair, Joyce Bohr, Dean Stauffer, Marvin Foushee and John Eaton. The committee has two charges: 1) to investigate the policy/manual/catalog for inconsistencies in respect to the approach to graduate students, 2) report to the commission to respect to policy relating to graduate courses that are not offered but are listed in the graduate catalog.

Marvin Foushee stated that, 18 months ago, a call was sent to various departments regarding courses that had not been offered since Fall 1988. Some of those courses have been deleted per the department, other departments had offered justifications for continued listings of these courses. Presidential Policy Memorandum 11 states that a course that has not been offered in at least 3 years can and should be

dropped from the University Catalog. Mr. Foushee noted that college representatives can use the IMS transaction (CTINQ) to check the enrollment statistics for course offerings.

Dr. Peters stated that there is a concern in the graduate community regarding the availability of courses that are offered in the course catalog. It appears that students are concerned that they have come to Virginia Tech expecting certain courses to be offered that haven't been offered for a certain period of time and appear to be no longer available to them. The Registrar's Office has the ability to eliminate these courses from the catalog, however, he stated that the procedure needs to be formalized to include the departmental justifications as to how they want to handle each of their specific courses as well as responses from the College Deans and the Graduate Dean.

Dr. Mitchiner stated that there is a need to put a policy in place that can serve all colleges, departments and programs so that the catalog will be an accurate listing of the availability of courses.

Dr. Merola asked that the Registrar's Office run another report of the course listings that have not been offered so that the committee can review the listing.

- c) Copyright of Dissertations - Tim Schell stated that a student had come to the GSA Office regarding concerns he had regarding the copyrights of his dissertation. Dr. Eaton briefly explained the procedure for copyrighting a dissertation and it was decided that Mr. Schell would have the student see Ted Kohn or a library representative with any further questions that the student may have regarding copyright.
- d) Graduate Assistantships, Stipend levels and Scales - Dr. Mitchiner asked the commission members to refer to the minutes of the September 15 CGS&P meeting. At that meeting, Dr. Peters discussed the possibility of this commission looking at the issue of flexibility of stipend levels. On this issue, Mr. Mitchiner turned to Dr. Peters for comment.

Dr. Peters commented that the issue of our ability to recruit the very best students is becoming increasingly locked into the stipends that are being offered. The issue is that with the fixed stipend scales, the departments have considerably less ability to respond to adjustments in the market place in a timely fashion. One policy consideration in this matter is to insure that TA and RA stipends "don't get out of whack". Another issue is that we need to insure that there are no differential stipends related to international students versus U.S. students. Departments and colleges need a little more flexibility to respond to student's needs. He stated that the committee (Graduate Research Policies and Programs) needs to look at the implications of various changes that can be made to the stipend scales.

Dr. Mitchiner stated that Dr. Robert Olin is the chair of the committee that will be studying this issue and other members of the committee are: Joseph Merola, Dean Stauffer, Tim Schell, Earline Rainer-Jeanes and Mike Vorster. He asked that any suggestions that

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17 NOVEMBER, 1993 3:30 P.M.
206 SANDY HALL

Present: Drs. Boles, Boyle, Mary Catherman (in attendance for A. Haney), Eaton, Eustis, Eyre, Johnson, LaBerge, Steve McMullin (in attendance for Dr. Stauffer), Merola, Mitchiner, O'Brien, Olin, Orcutt, Peters, Smith, Stout, Vorster, Zink, Ms. Bohr (in attendance also for Dr. Wokutch), Ms. Bezold, Ms. Rainer-Jeanes, Mr. Schell, Mr. Kahn, Mr. Waddill

Absent with notification: Aughenbaugh, Foushee, Haney, Smith, Wokutch

Absent: Brooker-Gross, Stauffer

1. ANNOUNCEMENTS- no announcements.
2. INFORMATIONAL HANDOUTS - CGS&P Committee on Restructuring membership roster and meeting dates (to be addressed later in the agenda); Report of the State Council of Higher Education on Graduate education.

Dr. John Eaton prefaced his remarks on the SCHEV report by stating that there was a meeting of the state graduate deans the previous week in Williamsburg with the guest speaker being Gordon Davies from SCHEV. Dr. Eaton stated that Dr. Davies reported that, of the figure of 40-65,000 students entering the state university system between now and 2001, this figure includes students receiving high school diplomas and advancing to University education plus other returning students (graduate students). Dr. Davies also discussed budgets and the U21 report. He also stated that we needed to reconsider how we do higher education, teach our courses and run our universities. Dr. Davies pointed out Virginia Tech's Phase II restructuring efforts as an example of how other schools might proceed. Another discussion item was training of graduate students to be better prepared to be teachers, both as GTAs and as future faculty.

The SCHEV report was produced as a result of a discussion of ideas from SCHEV representatives, graduate students and various Deans across Virginia. This document was reviewed at the State Graduate Deans meeting in Williamsburg. This document has been distributed to the state legislature and to the Governor. The impact of this report will be dependant upon SCHEV's ability to inform the new Secretary of Education and to have this document reviewed and considered. Dr. Eaton said that there were some concerns that this report didn't deal with non-resident part-time students. Dr. Eaton also pointed out various items that were revised before this document was presented to the Governor. Dr. Eaton also noted two items in the document that are of currently of concern to the CGS&P: 1) inform students in their letter of acceptance about the amounts, terms and conditions of any financial support; and 2) publish a brochure that fully informs prospective and in-coming students about the program and job prospects upon graduation. Dr. Eaton noted that there is debate regarding the possibility of accurately informing students about job prospects upon graduation.

3. APPROVAL OF THE AGENDA - Approved as modified.
4. APPROVAL OF MINUTES OF 3 NOVEMBER 1993 - The minutes were approved as distributed.
5. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Professor Michael O'Brien presented the report of the committee.

The committee met on November 10, 1993. Six new courses approved were:

ENGL 4074 - English Syntax,
FOR 4374 - Forested Wetlands
MSE 4215/4216 - Intermediate Solid State Material Devices
MSE 4244 - Intro. to Semiconductor Device Processing
MSE 4254 - Science and Technology of Thin Films
MSE 4554 - Polymer Engineering.

Courses tabled were:

ENGL 4784 - Senior Seminar, FOR/CSES 4334 - Principles and Practice of Agroforestry.

4000/5000 level courses for Graduate Credit - this discussion was appropriate to this meeting because there were a number of MSE courses acted on in this meeting that were being changed from 5000 level courses to 4000 level courses. In the process of discussing these changes, the committee could see a potential trend toward downgrading 5000 level courses to 4000 level in order to alleviating the appearance of low enrollment courses. This appears to be an accounting or administrative problem. The general concern is that if this becomes a trend, there will be many more 4000 level courses. It was proposed that, rather than down-grade 5000 level courses in order to make them accessible to undergraduate students, the policy on undergraduate student participation in 5000 level courses could be modified. Also considered was the possibility of putting the responsibility of allowing undergraduates to participate in 5000 level courses in the hands of the instructor of the course. That faculty member should meet with the student to find if the student is qualified to take course, if those qualifications are met, the student will be allowed in the course. Further discussion on this issue will be held at the next CPCC meeting on December 8.

Revised operating guidelines were distributed at the meeting for review. The committee will act on those guides at the next meeting. Should these guidelines be approved, they will be distributed throughout the University and there may also be a workshop on the procedures of the review of courses, departmental name changes and program proposals.

The committee's report was accepted.

DEGREE REQUIREMENTS, STANDARDS, CRITERIA AND ACADEMIC POLICIES - Dr. Steve Boyle reported that the next meeting of this committee will be November 19.

GRADUATE RESEARCH POLICIES AND PROGRAMS COMMITTEE - Dr. Bob Olin distributed the committee's report of Thursday, November 4. An initial discussion was held at this meeting regarding the issue of flexible graduate student stipends. Dr. Olin listed items that will be considered by this committee.

- 1) RA and TA salaries within a given department should be very close together.
- 2) There should not be a distinction between foreign and American graduate student salaries.

- 3) Policy should assume that all graduate student on support are receiving tuition fee scholarships.
- 4) Departments should have the flexibility to compete with other universities for the excellent students, even at the expense of funding fewer students.
- 5) Realization that this policy could cause various pay scales from department to department.

The next meeting of this committee will be Tuesday, November 30 at 2:00 p.m. in 460 McBryde.

The committee report was accepted.

6. REPORT OF THE UNIVERSITY LIBRARY COMMITTEE- Professor Joanne Eustis stated that she had relayed the message to the Vice President for Information Systems that the graduate students would like to be included in the search committee for the University Librarian.
7. GRADUATE STUDENT ASSEMBLY REPORT - Mr. Tim Schell stated that he and other members of the GSA attended the regional meeting of the Graduate and Professional Student Association at Florida State. Time was spent with the Dr. Mabe, Dean of the Graduate School at Florida State, discussing some of the issues that are of concern to both universities such as the 4000/5000 level courses, decreased funding from the state, tuition scholarships and graduate housing. At the regular GPSA meeting, Carl Mitchell and Tim Schell were both nominated for national offices which they declined because they are graduating. The Virginia Tech GSA was encouraged to host a national meeting, which was an indication that the GSA is doing something right. Virginia Tech was commended for the GSA involvement at different levels of the governance system and for the good relationship with the Dean's Office.

Mr. Schell also stated that he did meet with the Board of Visitors to ask for additional funds for graduate stipends. He also relayed, to the board, some of the survey results from last spring.

8. DISCUSSION AND COMMITTEE REFERENCE

a) CGS&P Committee for Restructuring - Dr. Mitchiner referred to hand-out that was distributed earlier in the meeting. He listed the committee members: Professors Mitchiner, O'Brien, Boyle, Olin, Wokutch, Orcutt, Dean John Eaton and Dean Leonard Peters, Mr. Tim Schell and Professor Michael Sporakowski (previous chair of the CGS&P). The meeting time for this committee will be from 2:30-3:15 in 206 Sandy Hall directly before each CGS&P meeting. The charge of this committee is the determination of the structure of this commission, given the charge to the commission in the University Council Constitution. What kind of committees are required in order to satisfy the CGS&P function within the governance system? In addition, what other university committees should report to this commission. An assessment needs to be completed regarding the adequacy of the current committee structure, verify charges, look at the memberships, and if not adequate in any area, change needs to be prescribed. This restructuring will bring forth commission subcommittees composed entirely of commission members; university standing committees to which the members will be elected; and university standing committees to which all members are appointed by the President from nominations.

b. Graduation Under a Particular Catalog - Dr Mitchiner stated that a concern has been raised by graduate students relating to the determination of which issue of the catalog governs a student's program of study: the (DOE) date of entry of the student or the (DOG) date of

graduation of the student. The current policy applied by the Graduate School is the date of entry applies unless a policy beneficial to the students is approved in the interim.

This question was referred to the Degree Requirements, Standards, Criteria and Academic Policies Committee.

9. ADJOURNMENT - 4:45 p.m.

Respectfully submitted,

John L. Eaton
Secretary

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
19 JANUARY, 1994 3:30 P.M.
206 SANDY HALL

Present: Drs. Boyle, Brooker-Gross, Eaton, Eustis, Eyre, Johnson, LaBerge, Merola, O'Brien, Olin, Orcutt, Peters, Smith, Stauffer, Stout, Wokutch, Ms. Bezold, Ms. Rainer-Jeanes, Mr. Schell, Mr. Kahn, Mr. Waddill

Absent with notification: Aughenbaugh, Mitchiner, Waddill

Absent: Bohr, Boles, Burger, Haney

Visitors: Marvin Foushee - Registrar's Office Representative

Susan Trulove - Spectrum Representative

1. ANNOUNCEMENTS- Professor Michael O'Brien stated that Dr. Mitchiner would be absent from the meeting and he would be presiding, as Chairman-Elect, over today's meeting.
2. INFORMATIONAL HANDOUTS - Two resolutions were circulated from the Course and Program Criteria Committee; Committee report and resolution from the Degree Requirements, Standards, Criteria and Academic Policies Committee and a proposal from the Graduate Research Policies and Programs Committee.
3. APPROVAL OF THE AGENDA - Approved as modified.
4. APPROVAL OF MINUTES OF 17 NOVEMBER 1993 - The minutes were approved as distributed.
5. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Michael O'Brien presented the report of the committee.

At the meeting on December 8, 1993, seven courses were considered. CE 5344 - Environmental Systems Optimization was approved; CE 5574 - Geoenvironmental Engineering was approved; EE 5534 - Representation and Cynthesis of Computer Systems was approved contingent on no objects in the 15 day review and minor modifications; EE 6204 - Advanced Topics in Electronics was tabled; ISE 4244 - Fundamentals of Computer Integrated Manufacturing was tabled, ISE 4254 - Computer-aided Process Planning was tabled; ISE 4264 - Industrial Automation was tabled.

There was additional discussion of the 4000/5000 level courses for Graduate Credit which will be brought forward in the form of resolutions for consideration at this meeting as Item 8a and 8b.

The next meeting will be January 26 in 201 Hancock Hall and this will be noted on the agenda for the next meeting.

DEGREE REQUIREMENTS, STANDARDS, CRITERIA AND ACADEMIC POLICIES - Steve Boyle referred to the Proposed Revision 6325 (circulated earlier) dealing with adding and dropping of classes.

Dr. Boyle stated that this revision is intended to define the circumstances under which students can add or drop courses. The second sec-

tion of the revision is to define the mechanics of the timing by which the students are allowed to do this. The situation is that there are a number of instances in which students, beyond the last drop date, have requested to add or drop courses. The graduate school has been permitting students, with permission of the advisor, to drop/add courses after this deadline. This revision was proposed to provide guidelines for this add/drop period and to provide a mechanism for noting the academic circumstances under which the drop occurred.

There was considerable discussion of the proposed revision and there were suggested changes that the commission membership asked the committee to consider. Dr. Boyle asked that all suggestions be submitted to the committee for consideration at their next meeting. The proposed revision was referred back to the committee for further consideration.

Dr. Boyle asked that members refer to the the second section of the committee report entitled: Survey Results: External examiners in dissertation programs. The committee has been attempting to evaluate the proposal that current procedures concerning the administration of the preliminary and final examinations in our doctoral programs be modified to reflect that they are "examinations by the department as distinct from examinations by the student's supervisor and advisory committee". The following changes were suggested by the proposal:

Preliminary examination

- a. Examining committees should be appointed by the Department Head in consultation with the Advisory Committee; some, but not necessarily all, members of the Advisory Committee may be appointed as examiners.
- b. One or two additional faculty who are not members of the Advisory Committee would be appointed as examiners.
- c. The chair of the Examining Committee should not be the student's advisor, but would be chosen from the two additional faculty appointed by the Department Head.

These changes were proposed as a means of increasing the objectivity and the departmental nature of the preliminary exam with respect to any particular doctoral candidate.

Final dissertation examination

- a. Departments should be permitted the option of appointing an External Examiner, who may be one of the above-mentioned "additional" examiners. The External Examiner may be from a cognate discipline within the University or may be from an institution outside the University.
- b. The External Examiner would be appointed by the academic department head in consultation with the dissertation advisor.
- c. The External Examiner would receive a copy of the dissertation and would submit to the Chair of the Examining Committee (or to the Department Head) a written appraisal of the dissertation. This Examiner would be expected to participate in the final examination; the academic department would be responsible for expenses incurred by External Examiners outside the University.

An examination was conducted of the 19 peer institutions as defined by SCHEV as well as some 90 Deans and Department Heads within Virginia Tech to find out whether outside examiners were utilized in the preliminary or final examinations.

In the case of our peer institutions (19); at the final examination, 11 use at least one examiner outside the department (1 reported using an examiner outside the University), 7 do not use external examiners and 1 did not respond. Therefore, approximately 61% of our peer institutions use an external examiner.

In the case of Virginia Tech, more specific questions were asked and the departments responded as summarized:

Preliminary Examination:

- Q1. Is the preliminary examination committee the same as the dissertation advisory committee? Answer: 83% yes, 17% no (46 responses).
- Q2. Do you require a dissertation advisory committee member outside the department? Answer: 66% yes, 33% no (48 responses).

Final Dissertation Examination:

- Q3. Is the final dissertation examination committee the same as the dissertation advisory committee? Answer: 100% yes (46 responses)
- Q4. Is the final dissertation examination committee the same as the preliminary examination committee? Answer: 80% yes, 20% no (45 responses)

In general based on these survey results, it would appear that approximately 60 percent of the departments surveyed use some type of external examiner, either to the department or to the university, in an attempt to bring a measure of objectivity to the preliminary or final examinations within their doctoral program.

Because of the variety of opinions that have been expressed regarding these proposed changes, and given that these changes will have profound repercussions within the structure with which preliminary and final examinations are administered, the committee recommended that 1) the representatives of CGS&P survey their constituents to determine the need for adopting the proposal; 2) be prepared to discuss and vote on the proposal (or some modification thereof) during the Spring, 1994 meetings of the CGS&P.

Dr. Boyle stated that in general, there is a sense that if only 60% of the departments are using some type of external examiner to the examination process, that it might be worthwhile to consider increasing the rate of participation of various departments in using such a process. There will be many variations and inabilities to start this process, depending upon the department, however, the committee felt that, in general, it is a worthwhile proposal to consider in terms of improving the quality of students being produced from our doctoral programs. The exact mechanism for this is still unclear at this time.

The committee's report was accepted.

GRADUATE RESEARCH POLICIES AND PROGRAMS COMMITTEE - Dr. Bob Olin referred to a proposal (distributed earlier in the meeting) regarding flexibility in graduate student stipends. Dr. Olin explained that currently the stipend levels are fixed according to scale defined by the University. This leaves little room for adjusting those scales to meet the stipends from competing institutions.

This committee proposes to open up the fixed stipend levels into ranges

of stipends for each step and to allow each department to determine where in that range they wish to pay their students. Dr. Olin summarized various scales as outlined in his proposal.

The commission approved the concept of flexible stipend scales.

RESTRUCTURING - Dr. Dave Orcutt stated that this committee met immediately before this meeting and came up with six suggestions on restructuring for the CGS&P membership to consider.

- 1) Need for another member on the CGS&P representing the college of the individual that is currently the chair of this commission. The purpose of this is to take some of the responsibility for sitting on some of the other subcommittees.
- 2) Need for written descriptions and charges for the various subcommittees and specific responsibilities for committee members.
- 3) Combining some subcommittees (i.e., Appeals Committee and Graduate Student Relations Committee)
- 4) Reduce the number of meetings of CGS&P and/or consider having more subcommittee meetings early in the year and more CGS&P meetings later in the year.
- 5) In the development of the new governance system, the proposal is for university standing committees reporting back to the commissions. Two standing committees that are proposed to report to the CGS&P are the University Library Committee and the Graduate Curricula Committee. The definition of the Graduate Curricula Committee is already covered in one of our subcommittees currently and therefore unnecessary.
- 6) The combination of the Commission on Research and the Commission on Graduate Studies and Policies.

6. REPORT OF THE UNIVERSITY LIBRARY COMMITTEE- Dr. Joanne Eustis referred to the minutes of the October 27, 1993 which had been distributed in the agenda package. Dr. Eustis that the bids have been opened for the storage facility and the groundbreaking is expected in March.
7. GRADUATE STUDENT ASSEMBLY REPORT - Mr. Tim Schell stated that the executive board met and they agreed that a high percentage of their goals for this year will be accomplished. He also noted the Off-Campus Housing Center will be opening in 121 Squires, a GAPSAV meeting to be held in Charlottesville this Saturday to discuss health insurance issues and budget cuts around the state; Ken Kahn met with Congressman Rick Boucher regarding health insurance and the exclusion of graduate students or subjecting to insurance rates of \$1,800.00 per year. Tim reported that the Graduate Research Symposium will be held on the first weekend in April and that the first GSA meeting this semester will be held on Thursday 1/27/94 in Johnston Student Center 100B.
8. DISCUSSION AND COMMITTEE REFERENCE
 - a) 4000/5000 Level Courses Admission Resolution from the Course and

MINUTES
VPI&SU
COMMISSION ON GRADUATE STUDIES AND POLICIES
2 FEBRUARY, 1994 3:30 P.M.
206 SANDY HALL

Present: Drs. Boyle, Burger, Eaton, Eustis, Eyre, Merola, Mitchiner
O'Brien, Olin, Orcutt, Peters, Smith, Stauffer, Zhiming Zhang (for J.
Boles), Ms. Bohr, Ms. Bezold, Mr. Kahn, Mr. Schell

Absent with notification: Boles, Brooker-Gross, Rainer-Jeanes

Absent: Haney, Waddill, Wokutch

Visitors: Marvin Foushee - Registrar's Office Representative

Susan Trulove - Spectrum Representative

John Aughenbaugh - Student Affairs Coordinator from the
Vice President for Student Affairs Office

1. ANNOUNCEMENTS- Dr. Mitchiner announced that there would be a Degree Requirements, Standards, Criteria and Academic Policies committee meeting will be on Friday, February 4 at 8:00 a.m. in 206 Sandy Hall.
2. INFORMATIONAL HANDOUTS - Two resolutions were circulated from the Course and Program Criteria Committee; Policy Memorandum #126
3. APPROVAL OF THE AGENDA - Approved as published.
4. APPROVAL OF MINUTES OF 19 JANUARY 1994 - The minutes were approved as amended.
5. COMMITTEE REPORTS

COURSE AND PROGRAM CRITERIA COMMITTEE - Michael O'Brien presented the report of the committee.

At the meeting on January 26, 1994, fourteen courses were considered. CE 4514 - Methods in Geotechnical Engineering was approved; ISE 4244 - Fundamentals of Computer Integrated Manufacturing was approved with modification of senior standing; ISE 4254 - Computer-aided Process Planning was approved; ISE 4264 - Industrial Automation was approved; MSE 4034 - Thermodynamics of Materials Systems was approved; MSE 4564 - Polymer Engineering Laboratory was approved contingent on CUS approval; MSE 5214 - Optoelectronic and Magnetic Applications was approved with modifications; VMSC 8494 - Aquatic Medicine and Fish Health was tabled; VMSC 8514 - Advanced Equine Reproduction was approved with changes; VMSC 8624 - Surgical Principles and Practices I was approved with verification; VMSC 8724 - Surgical Principles and Practices II was approved with verification; VMSC 8504 - Advanced Ophthalmology was tabled; VMSC 8474 - Reproductive Pathology was approved; VMSC 8484 - Comparative Anesthesia was approved with modifications.

A proposal for a Ph.D. program in Hospitality and Tourism Management was approved. This was a renaming of an existing Ph.D. option.

DEGREE REQUIREMENTS, STANDARDS, CRITERIA AND ACADEMIC POLICIES - Steve Boyle stated that his committee would appreciate input from the commission membership and other faculty regarding the committee's attempt to

evaluate current procedures for the administration of preliminary and final examinations in our doctoral programs. Dr. Boyle referred to the previous set of minutes to point out questions that were asked of our peer institutions as well as survey questions that were asked of our department heads and program chairs.

There was discussion regarding the need and expected outcome of the proposed changes to the examination procedures, however, no general conclusions were reached.

RESTRUCTURING - Dr. Dave Orcutt stated that two issues were discussed in their meeting.

(1) Combining the Commission on Research with the Commission on Graduate Studies and Policies: it was decided that the two commissions are so significantly different that the combination of the two would not be a possibility.

(2) Standing Committees: in the reorganization process, it has been suggested that the commissions make recommendations for university standing committees. For this commission, the recommendation was for two standing committees be developed; the University Library Committee (which has already been developed) and a Graduate Curriculum Committee. Dr. Orcutt stated that the committee needs the commission members' input on the following factors: (a) does the commission need more faculty, staff and students members on the commission and (b) how we would want to structure the commission with these changes.

6. REPORT OF THE UNIVERSITY LIBRARY COMMITTEE- Dr. Joanne Eustis referred to the minutes of the December 8, 1993 which had been distributed in the agenda package. Dr. Eustis stated that the Library has purchased server software and the goal is to be distributing data through the network to people's offices. The committee is also involved in what parts of collections will be stored in the storage facilities and what will be moved off site.
7. GRADUATE STUDENT ASSEMBLY REPORT - Mr. Tim Schell stated that the Graduate Research Symposium will be April 22, 1994. Eleanor Gibson, a noted psychologist and winner of the Presidential Science Award, will be the key-note speaker for the symposium. Calls for abstracts should go out later this month.

A copy of a bill was distributed that was introduced into the state legislature by Jim Schuler and Madison Mayre. This bill charges the state with investigating the possibility of creating a state-wide health insurance pool for graduate students and their dependents and other means of providing adequate and affordable health insurance coverage. The bill also calls for an investigation of the feasibility of relaxing the state personnel regulations to allow teaching and research assistants, who are part of the institutional staff, to participate in the state health insurance plan.

There was a resolution passed supporting the stipend increase resolution that was discussed at the last CGS&P meeting. In the discussion of that resolution, there was concern that some students might be lowered in their pay during their time as a graduate student; the students were interested in getting a commitment, from the department, of what they would be receiving on assistantship as a graduate student; there was also concern about the scales that departments use for assistantship levels; there was concern about the separation of students within a department on the pay scale.

A new treasurer of the GSA was elected at the last meeting.

8. DISCUSSION AND COMMITTEE REFERENCE

- a) 4000/5000 Level Courses Admission Resolution from the Course and Program Criteria Committee - Professor O'Brien stated that this resolution was brought forward because so many courses were being lowered from 5000 to 4000 level courses. This proposal will allow qualified undergraduate students (within the same department) to enroll in a 5000 level course with approval of the department head and the instructor of the course. The resolution was passed and will be forwarded to the appropriate commission/council for consideration.

- b. Course Revision Resolution from the Course and Program Criteria Committee - Professor O'Brien explained that, earlier in the year, Susan Brooker-Gross came to the committee meeting and encouraged the committee to review the current process for reviewing course and program proposals. This resolution to relax the rules for syllabus revision is being presented as a result of that review. The proposal provided that CGS&P will review those course modifications that change the catalog description of a course. All minor modifications (syllabus, text, etc.) would be taken up as a college matter. The resolution was passed and will be forwarded to the appropriate commission/council for consideration.

9. ADJOURNMENT - 4:31 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

20 April, 1994 3:30 P.M.

206 Sandy Hall

Present: Drs. Boles, Boyle, Brooker-Gross, Eustis, Eyre, Merola, O'Brien, Orcutt, Peters, Smith, Stauffer, Vorster, Wokutch, Ms. Bezold
Ms. Bohr, Mr. Kahn,
Mr. Schell, Mr. Waddill

Absent with notification: Eaton, Mitchiner

Absent: Aughenbaugh, Burger, Haney, Olin, Stout

Visitors: Susan Trulove - Spectrum Representative

Marvin Foushee - Registrar's office Representative

Dr. Ron Johnson - Business Administration Department

Brian Sayre - newly elected GSA officer

Michele Huebsch - newly elected GSA officer

Robyn Hohausser - newly elected GSA officer

1. Announcements: - Professor O'Brien announced that a reception will be held on April 28 for the Commission on Graduate Studies and Policies and the Commission on Research.

Tim Schell introduced the new GSA officers for 94-95:

Maureen Bezold - President
Brian Sayre - Vice President
Michele Huebsch - Treasurer
Robyn Hohausser - Secretary

Approval of the Agenda - with the addition of item 8b, the agenda was approved.

Approval of Minutes of April 6, 1994 - approved as submitted.

Course and Program Criteria Committee - Professor O'Brien presented the report of the committee as a draft. Prof. O'Brien stated that Dr. Mitchiner had asked the committee to review their charge. In the draft report, editorial changes were made to the operating policies that the committee used during the academic year. These changes were minor and no major changes made to the charge of the committee. It seemed important that the responsibility for the care and improvement of the processes should also be part of the charge of the committee. Attention to the processes will become more

important as we face further institutional reorganization. Next year, this committee will be composed of elected members from college curriculum committees. It is proposed that the committee be chaired by the vice-chair of this commission. It was also proposed that a member of the GSA be a member of this committee.

Ninety courses and three programs were acted on during this academic year. The committee has seen alternatives to new programs. Concentrations in specific areas have been considered as well as certificate programs. Next year, it has been proposed that this committee make recommendations regarding these alternative programs and the processing of such.

A complete report, including these recommendations and others, from this committee is attached for further review.

Graduate Student Relations - Dr. Robert Smith reported that the responsibility of this committee is to receive matters of concern and interest from the Graduate Student Assembly and from the Graduate School and to act upon them appropriately. There were no items submitted to this committee during this past academic year.

Graduate Appeals - Dr. Richard Wokutch reported there were no items presented to this committee to act upon during this past academic year. A copy of the committee's final report, which includes recommendations regarding restructuring of the committee, is attached.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Steven Boyle referred the membership to the final report of his committee, which had been distributed earlier in the meeting and is attached to these minutes.

In summary, the specific charge of this committee is to deal with the review of on-going degree requirements as well as evaluating the standards and criteria by which the graduate programs are operated. The committee makeup is a balanced group that includes a graduate student representative as well as faculty representatives.

Agenda items:

- a. Proposed changes in the structure of the preliminary and final dissertation examinations committee. The committee felt that there was not sufficient discussion to bring his proposal to a vote. The proposal was tabled and a white paper will be drafted, for release this fall, to stimulate more faculty discussion, so that when the committee does vote, it will be as informed as possible. The proposal, if approved, would significantly affect the way graduate students are examined on both on the preliminary exams and the final doctoral exams.
- b. Proposed revision 6325 (clarification of late drop policy). The proposal itself was revised to address the late drop policy as it applies only to graduate students. The proposal revision was passed by the CGSP and forwarded to University Council.

A charge to this committee is conducting the review, in conjunction with the Graduate School, of standards and policies guiding/conducting of Graduate programs by departments. This review requires a broad expertise to make a fair and sound evaluation of programs. It would be helpful in accomplishing the charge of the committee, if the departments were to perform reviews of their graduate programs much like an accreditation report is prepared for a visiting team of accreditors. The Graduate School, in conjunction with the CGS&P, could then appoint an evaluation team to review the report and then visit the various departments to evaluate graduate programs.

Graduate Student Catalog and Program of Study: The determination of which issue of the graduate catalog governs a student's program of study has not been stated in writing. The Graduate School as been asked to

amend the next issue of the Graduate Catalog to state that the date of entry governs which catalog a student's program of study.

Ah-Hoc Committee on the Graduate Catalog - Dr. Joe Merola

stated that the committee was charged with two missions: (1) to review the combined Graduate Policies and Procedures and Course Catalog for any inconsistencies in the policies and procedures listed and (2) to review courses that are listed in the catalog for those that have not been offered in the past three years.

Upon review of the Graduate Policies and Procedures and Course Catalog, no errors or inconsistencies were found. However, it was recommended that a new section be written to describe the various permutations possible under the new graduate tuition policy.

Retrieval of information on course listings and various statistics proved to be quite a task for the Registrar's Office. The listing that was generated does not contain a significant number of courses. The course listings are attached to this committee's report. Following a review of these courses, the ad-hoc committee made the following recommendations.

1. Several departments had indicated, in 1991, their approval to remove some courses from the catalog. A number of these are still being listed and the committee recommends that these courses be removed from the catalog without any further deliberations.

2. The college representatives to CGS&P should contact their respective college's departments and inform them about these courses and that they will be dropped from the catalog unless a compelling case can be made for continuing them. In addition, departments should be asked to review their prerequisite and sequence courses to insure that any dependence on any of these non-offered courses is resolved.

3. Information concerning 4000 level courses approved for graduate credit should be passed along to CUS for their consideration.

4. Since the Graduate Policies and Procedures and Course Catalog is scheduled to be printed every two years, an ad-hoc committee should be impaneled every two years to review the graduate catalog and course listing. It is also recommended that a graduate student be a member of this committee in the future.

2. Report of the University Library Committee- Joanne Eustis reported that the groundbreaking for the storage facility would be this month and is expected to be completed in January.

3. Graduate Student Assembly Report - Mr. Tim Schell stated that the Graduate Research Symposium would be Friday, April 8. There are 45 poster/demonstrations set up at Squires Student Center. A trip, by GSA representatives, to the northern Virginia campus has been planned to try to alleviate problems they may have with representation by the GSA.

4. Discussion and Committee Reference

- 8a) Professor R. Wokutch - Study of Graduate School policies relating to IFS allocations and improvements to such policies. Prof. Wokutch stated that this is a proposal for an ad-hoc committee to monitor the impact of the new graduate instructional fee scholarship policy. The concern that has led to this proposal is the lack of CGS&P input into the specifics of the instructional fee scholarships, in particular, tying the instructional fee scholarship into the assistantship allocations without any flexibility.

After a brief discussion of committee makeup, there was a unanimous vote to form this committee.

- 8b) Resolution on Graduate Research Hours - Ken Kahn presented a proposed resolution, to be assigned to a committee next year. The issue is the requirement to register for research hours in the summer and after all research hours are completed on a student's program of study. In particular, this resolution provides that the University administration provide direct benefits to students from the tuition that is paid for research only credits.

The resolution was tabled for further review next year.

6. Adjournment - 4:58p.m.

Respectfully submitted,

John L. Eaton

Secretary