

Minutes

Commission on Graduate Studies and Policies

5 October, 1994, 3:30 P.M.

206 Sandy Hall

Present: Drs. , Bunce, Burton, Chaloux, Eaton, French, R. Johnson, Lovingood, Merola, Mullins, Stauffer, Vorster, Ms. Haney, Ms. Hohausen, Mr. Sayre, Ms. Tank, Mr. Waddill, Dr. Daisy Stewart (for Wayne Worner)

Absent with Notification: Ms. Bohr, Dr. Boyle, Dr. Eustis, Dr. M. Johnson, Dr. Mitchiner, Dr. Peters, Dr. Sina, Dr. Vorster

Absent: Dr. Benson, Dr. Brooker-Gross, Ms. Gaynor, Dr. LaBerge, Dr. Stout, Mr. Waddill

Visitors: Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joseph Merola announced that there will be a meeting held on Saturday, October 29, 1994 for Department Heads and Graduate Chairs, the Deans and Associate Deans for Research and Graduate Studies and the Commission members of both the CGS&P and COR. The meeting will be to discuss some of the issues affecting research and graduate education.

Dr. Eaton announced that, at the Graduate and Professional School Day that was being held on this date, there were representatives from twenty-five graduate schools, two engineering programs, seven health programs, six law schools and the Kapland Test Center.

Dr. Chaloux added that participants had stated that our graduate fair and the Clemson Graduate Fair are two of the best organized and attended. He stated that this speaks well for the GSA and their efforts and to our student body who attend.

2. Informational Handouts - none

3. Approval of the Agenda - approved as submitted.

4. Approval of the Minutes of September 21, 1994 - the minutes were approved as submitted.

5. Election of Vice-Chair - tabled until October 19, 1994 meeting.

6. Report from the University Advisory Council for Strategic Budgeting and Planning - Dr. Merola stated that, in our meeting of September 21, the commission had spent a great deal of time discussing the restructuring plan for the College of Education. The Commission was concerned with the issue of privatization of the Adult and Continuing Education program. Reservations revolved around the idea of privatization and issue of academic quality and integrity. As a result, a resolution was passed and was presented to the University Advisory Council for Strategic Budgeting and Planning. This resolution stated that this commission was opposed to the concept of privatization because of its potential negative impact on program and academic quality and expressed its view that the Adult and Continuing Education program may be consistent with the overall university mission.

At that meeting, there was a resolution already prepared to forward to University Council. The resolution contained two action statements: (1) to go forward with the restructuring plan and (2) to appoint another committee to implement the privatization. After our resolution was voiced, there was

significant discussion and it was clear that a number of the members of that committee also objected to the idea of privatization. From the resolution, the action statement concerning privatization has been stricken. As it will be presented to University Council, assuming that no further amendments are made at the next meeting, it simply states that the restructuring plan will go forward. Committee members questioned whether this plan is part of the university mission. At the next meeting a companion resolution will be proposed asking the university commission to study where the Adult and Continuing Education program should go - whether it should be a part of another college, etc. The council would like to take the actual resolution to the Board of Visitors in November.

7. Ad hoc Restructuring Committee Report - Dr. Merola stated that this item is a carryover item from a report from last year. A major part of that report was our new way of operation for the Curriculum Committee. The Curriculum Committee would not be a sub-committee of CGS&P but would rather be a standing university committee that would report to CGS&P and that it would not be composed of CGS&P members. The members will be representatives from individual college curriculum committees.

8. Ad hoc Catalog Committee Recommendations - Dr. Merola stated that this is also a carryover item from a report from last year. This past year, the committee looked at courses that were not offered for a period of time. Letters were sent out to individual departments involved saying these courses will be dropped from the catalog unless reasons were indicated to keep them.

There were approximately 2400-2500 courses involved in this inquiry and Dr. Eaton stated that 94 courses were deleted from the catalog listing.

Dr. Eaton stated that the Graduate School is presently revising the front matter of the graduate catalog, the policies and procedures area. After January 1, Dr. Eaton asked that this committee be re-structured to review this material before the catalog is reprinted. Most of the catalog is on-line now and will be available on GOPHER or the World Wide Web.

9. Report of the University Library Committee - Dr. Joanne Eustis will be unavailable for a report until November 2, 1994.

10. Graduate Student Assembly Report - Robyn Hohausser stated that the GSA primary efforts have been toward the Grad Fair that was meeting on that day. The Research Symposium will be the next event scheduled sometime in the spring. Efforts are still be made to place a graduate student on the Board of Visitors. The APEX has been published and mailed to departments.

11. Discussion and Committee Reference

11a. Extended Campus Graduate Programs - Dr. Bruce Chaloux stated that the potential for expanding graduate activities occur at our existing centers, and also at other locations using traditional means and technology to accomplish this growth. Both of the issues that we face is trying to shake a diminishing resource tree to accomplish these efforts. With the support of the Provost's Office, a new initiative is underway to provide support for expanded activites away from campus. A baseline of extended campus activity has been developed using data from the past three years. New activities in any college or program beyond this base can be supported by the tuition to the Deans group and materials are now starting to move out to units within the colleges about this. In large measure, the initial task is to inform the community of the importance and value of what is being accomplished away from campus. At the graduate level, the national trends are suggesting that more students are studying part-time. Most of our part-time

students are already involved with our extended campus activities. We are trying to attract and define the part-time student market around Virginia and find ways to support those new initiatives. There is also an issue of program mix. We'd like to extend more programs off-campus. He pointed out that an analysis is being conducted of the existing university policies and procedures to determine suitability for extended campus students.

An Extended-Campus Graduate Programs Planning and Coordinating Committee has been developed and charged with assisting the Graduate School in planning, development and implementation of an expanded extended-campus program at Virginia Tech. This committee will be meeting for the first time next week.

11b. Formulation of committee on IFS allocations - Dr. Merola stated that there was discussion last year concerning the policy concerning the re-allocation of scholarship moneys across the campus that Dean Peters implemented. Professor Richard Wokutch put together a proposal last year to monitor and evaluate the impact of the new graduate student instructional fee scholarship policy.

Dr. Ron Johnson stated from the proposal: "the chair of the Commission on Graduate Studies and Policies will appoint an ad hoc committee to monitor and evaluate the impact of the new graduate student instructional fee scholarship policy during the fall semester of the 1994-95 academic year. This committee will be charged to report back to the Commission by the last commission meeting in November with any recommendations for how this policy and its implementation might be improved for the graduate student recruiting period for the 1995-96 academic year. Dr. Johnson said that the spirit of the proposal was to look at the process and have some context to evaluate how the system is working and how it can be improved.

Dr. Merola stated the recommendation to put together this committee was voted on last year and approved. Dr. Merola asked for volunteers for this committee. Dr. Ron Johnson will chair the committee. Members will be Robyn Hohauer, Ed Bunce, Don Mullins. There was discussion of members outside the commission from non-academic and academic departments. Dr. Johnson stated that there should be a level of balance when it comes to the review of this policy and that all areas should be represented in this committee make-up.

11c. CGS Resolution on Graduate Research Hours - Dr. Merola stated that a resolution was presented at the last meeting of the CGS&P last year by Ken Kahn (a GSA representative). The resolution was not acted on at that time. Dr. Merola stated that Mr. Kahn presented this resolution as a graduate student who saw that his research was being conducted away from the university but he was being required to sign up and be charged for research/dissertation hours. Mr. Kahn asked for this resolution to require the University to disclose how tuition dollars for research hours are being dispersed.

After discussion among the membership, Dr. Merola stated that he sensed the underlying frustrations and issues that led to the resolution, however, this resolution doesn't address the problems. He charged the Degree Requirements, Standards, Criteria and Academic Policies committee with looking at the issue of how other universities handle

registration and charges for students who have completed their coursework and are in the process of finishing their degree. Summer registration on-campus is also an issue that should be investigated in this matter.

11d. Joint Degree in Timber Engineering - Dr. Merola stated that, last year, the Course and Program Criteria Committee, looked at a proposal that came forth from Civil Engineering and Forest Products for a joint degree program. For several reasons, rather than offering the joint degree, the option of having a timber engineering option as part of either a masters program in Civil Engineering or a masters program in Forest Products was deemed to be a better solution. Discussions over the summer concluded that this joint degree would be now and joint Timber Engineering Option. The CGS&P approved the joint degree program last year, this issue is now before us to see if this change to "option" is now acceptable. The Timber Engineering Option was voted on and agree to.

11e. Representative to University Library Committee - Anita Haney was nominated and elected.

11f. Thesis and dissertation defense monitoring issues - Dr. Merola stated that this issue was also a carryover item from last year. The Degree Requirements, Standards, Criteria and Academic Policies committee looked at the whole issue of quality and monitoring of thesis and dissertation committees. They focused on the idea of should there be an outside member (outside the department) on every committee as a check on the quality, integrity of all the committees on campus. The proposal was tabled and a white paper was to 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 overall issue is to look at the quality of all graduate committees. This year the committee should look at this issue again in terms of thesis and dissertation defense monitoring issues in the broader sense of quality of the graduate programs rather than the specific issue of whether there should be an outside examiner on all committees.

11g. Access of non-degree students to Virginia Tech courses - after a brief discussion, this issue was tabled for our next meeting date of 10/19/94.

12. Adjournment - 5:03 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

19 October, 1994, 3:30 P.M.

206 Sandy Hall

Present: Drs. Boyle, Burton, Chaloux, Michael Cramer (for Joanne Eustis), Eaton, M. Johnson, Lovingood, Merola, Mullins, Peters, Rohr, Sina, Stauffer, Ms. Bohr, Ms. Hohausler, Mr. Sayre, Ms. Tank, Mr. Waddill

Absent with Notification: Dr. Benson, Dr. Bunce, Dr. Eustis, Ms. Haney, Dr. R. Johnson, Dr. Mitchiner, Dr. Vorster

Absent: Dr. Brooker-Gross, Dr. French, Ms. Gaynor, Dr. LaBerge, Dr. Lovingood, Dr. Stout, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joseph Merola announced that Dr. Ron Johnson, the chair of the ad hoc committee impaneled to gather information concerning the instructional fee scholarship policy, has scheduled three open meetings at which he is asking for comment from anyone concerning how the instructional fee scholarship policy has impacted on their departments. The dates, times and locations are: October 24, 219 Squires, 3:30-5:00 p.m.; October 25, 219 Squires, 3:30-5:00 p.m.; October 26, Pamplin 1045, 7:00-8:30 p.m.

Susan Trulove noted that Spectrum will be publishing the wrong room locations for these meetings because the rooms were changed a hour after Spectrum went to press. E-mail with the correct locations will be sent to interested parties.

2. Informational Handouts - GTA Training Workshop Final Report

3. Approval of the Agenda - approved as amended.

4. Approval of the Minutes of October 5, 1994 - the minutes were approved as amended.

5. Election of Vice-Chair - A nominations ad hoc committee was formed, chaired by Steve Boyle, to contact potential individuals regarding their willingness to service in this capacity.

6. Graduate Student Assembly Report - Brian Sayre stated that the Grad Fair this year was successful. Informal polling found that the majority of the schools who attended stated that they were pleased with the fair and stated this was one of the better fairs that they attended. Penn State and Cornell had, in the range of, 500 students inquire about attending graduate school at their school.

He also stated that Maureen Bezold, Michelle Huebsch, he had just returned from the National Association of Graduate and Professional Student Organizations in Tucson. Good contacts were made with other school's graduate organizations and interesting information was attained regarding health care benefits/factors and how these issues are handled at other schools.

Robyn Hohausler stated there will be a regional graduate meeting in February at Auburn University and a proposal will be prepared in hopes that Virginia

Tech will be able to host the regional meeting next year. Plans are underway for the research symposium which is the spring event for the GSA. The treasurer of the GSA will be graduating in December and a search is underway for a replacement for that position. The GSA Delegate Meeting will be Thursday, October 27 at 5:30 in the Brush Mountain Room, Squires Student Center.

7. Discussion and Committee Reference

7a. Access of non-degree students to Virginia Tech Courses: Dr. Merola stated that this issue concerns a policy change to allow students who are not seeking degrees wider access to Virginia Tech courses. The attachment from the September 21 meeting detailed the University of Virginia program. In his discussions with Dr. Chaloux, it was pointed out that the Extended Campus Graduate Programs Planning and Coordinating Committee has been established. This committee is looking at the planning, development and implementation of the extended campus programs at Virginia Tech. Dr. Chaloux felt that this committee would be the appropriate body to begin these deliberations concerning access of Virginia Tech to the broader community for non-degree students. This matter has, therefore, been referred to Dr. Chaloux and this committee.

7b. PM-126: Dr. Merola stated that this is a policy memorandum from CGS&P that was approved in 1992 but, in effect, has never been implemented. In terms of the quality of and regulations concerning the various graduate programs around campus, the policy memorandum directs that each department designate a faculty member to serve as liaison with the appropriate college dean and to formulate and provide to the graduate students, the college dean and the Graduate School Dean, copies of their department policies on admission, participation on graduate student advisory committees and on the management of graduate students. The question to the commission is, what is the best vehicle to go out to the departments with this in terms of getting them to implement this policy memorandum.

Dr. Eaton stated that Policy Memorandum 14 spoke to this general set of issues. Some concerns were raised that this policy memorandum didn't adequately address the issues and, in particular, that concern developed because of some students not being well informed of what departmental expectations were. In particular we had a couple of graduate student appeals that were upheld in favor of the student because the departments hadn't told the student the requirements at the beginning of their study. This raised the sensitivity of the members of the commission to this issue and the Degree Requirements, Standards, Criteria and Academic Policies committee took this issue and revised it to the current Policy Memorandum 126. Over the summer Dr. Eaton prepared a draft of Guidelines for Departmental Responses to PM 126: Graduate Program Standards and Policies. Dr. Eaton stated that he felt that the appropriate measure would be to move this issue back to the DRSCAP committee and ask them to review this draft and bring something forward for the commission to act upon.

7c. Future of the Adult and Continuing Education Program: Dr. Merola stated that discussions of the College of Education restructuring plan had been prominent in past meetings and this commission was very concerned with the aspect of the restructuring which centered around the privatization of the Adult and Continuing Education program. A resolution that evolved from these discussions was presented to the Council on Strategic Budget and Planning from CGS&P that this commission was opposed to that particular privatization plan and this commission secondly believed the Adult and Continuing Education program may still have a place in the University even though it doesn't fit into the colleges new focus of K-12. The Council on Strategic Budget and Planning debated the issue extensively and struck from that resolution, any reference to privatization for that program. The sense of the resolution that was brought forth to University Council then said that they recommended approval for the plan of restructuring of the College of Education except for section 7 pages 25-28 dealing with the

privatization of the Adult Education program. First reading was waived and second readings was conducted Monday at the University Council meeting so that this could be brought to the Board of Visitors at their November meeting. The resolution was passed. The fact is that the program itself is still in limbo. Dean Worner had stated, at University Council, that he would then send a memo to President that, as this moves forward, he needs to know whether there is a home for this program, otherwise, he will start the activity of moving that program toward elimination.

After discussion among the commission membership, Dean Peters asked that this issue be tabled until the next meeting when he will report on meetings he will be having with the involved departments and administrators.

7d. Action on recommendations of the CGS&P Restructuring Committee: Dr. Merola referred to the final report of the CGS&P Restructuring Committee from last year and the implementation of the committee's recommendations.

The report was in response to the recommendations sent forth from the Dr. Larry Moore and the Structures and Communication: University Standing Committees and Commission Subcommittees to try to streamline some of the committee assignments.

1) Formulation of a "Graduate Curriculum Committee" which would be non-commission members elected by the college curriculum committees and chaired by the chair-elect of the CGS&P. We are still trying to put this committee in place and have not yet received names from all of the college committees.

2) Retain the Library Committee as a University Standing Committee to report to CGS&P. That is no change from the past.

3) Appoint/elect a commission member to sit on the Computer Committee and that minutes of the Communication Resources Committee be transmitted to CGS&P. Dr. John Burton stated that he was on that committee and would gladly report to the commission.

4) Combine the Graduate Student Relations Committee and the Graduate Appeals Committee to form the Graduate Student Relations and Appeals Committee. This recommendation is tabled for the time being. A second Graduate Student Appeals Committee was impaneled at the beginning of the semester because there was a case pending. Dr. Merola asked Dr. Stauffer, as chair of the Graduate Student Relations Committee, to discuss the implementation of this committee in terms of being active in graduate student relations and in being responsive to graduate appeals.

5) Eliminate the Graduate Research Policies and Programs Committee but to elect/CGS&P member to serve on the Research Commission alternating every other year with an elected/appointed member from the Research Commission to serve on CGS&P. The Research Commission has considered this and endorsed the recommendation. Dr. Merola has currently been responsible for this activity to keep abreast of both activities. The CGS&P membership agreed that he should continue to act in that capacity.

For information purposes, there is a joint committee of the CGS&P and the COR that has been impaneled this year to study the issues of academic integrity and to put in place, by the end of this academic year, a policy for the University on conflict of interest. This committee is jointly chaired by Janet Johnson and Dr. Merola.

7e. Appointment of representative to the Supplemental Grants Committee: Dr. Merola read from a memo from Wendy Farkas asking that we appoint a representative to the Supplemental Grants Committee. This committee only meets once a semester. This is an important committee that reviews all of the applications for supplemental grants for travel, etc. The committee will not meet again until January 17, 1995. Martha Johnson asked that Dr.

Rebecca Lovingood be approached to serve on that committee because of the character and the charge of that committee. Dr. Merola agreed to contact her.

8. Adjournment - 4:35 p.m.
Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

16 November, 1994, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Burton, Eaton, Eustis, French, Larry Harris (for Wayne Worner), R. Johnson, Merola, Mullins, Peters, Rohr, Sina, Vorster, Ms. Bohr, Mr. Waddill

Absent with Notification: Dr. Benson, Dr. Boyle, Dr. Chaloux, Ms. Haney, Ms. Hohausser, Dr. M. Johnson, Dr. LaBerge, Dr. Lovingood, Dr. Mitchiner, Dr. Stauffer, Dr. Stout, Ms. Tank, Dr. Vorster

Absent: Dr. Brooker-Gross, Dr. Bunce, Ms. Gaynor, Mr. Sayre, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joseph Merola stated that the next meeting of this committee will be on January 18, 1995.

Dr. Peters stated that he had met with Dr. Worner and Dr. Meszaros regarding the Adult and Continuing Education Program at Northern Virginia. There is a consensus that this program has been a viable program and discussion needs to be continued regarding options for this program. (1)

2. Informational Handouts - Special Research Faculty Appointments - proposed revisions;
Review of Proposals for New Graduate Degree Proposals from Pat Hyer

3. Approval of the Agenda - approved as submitted.

4. Approval of the Minutes of November 2, 1994 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Merola reported for Rebecca Lovingood that, she, Dr. Eaton and Dr. Merola met and reviewed eight 4000 level courses requesting graduating credit and two 5000 level courses. Dr. Merola asked that this commission approve these courses in lieu of an official committee report. Dr. Merola's request was approved.

DRSCAP Committee - Dr. Don Mullins reported that the committee's next meeting will be 11/18/94.

Graduate Student Relations Committee - no report.

Joint Committee on Academic Integrity - Dr. Merola stated that the committee is putting together a document concerning conflict of interest to satisfy requirements from NSF and other federal agencies to have that type of declaration available from principle investigators at the time of submission of proposals. That document should be available at the next CGS&P meeting. After this task is accomplished, the committee will start to review the broader issues of academic integrity and academic conduct.

Ad Hoc Committee on IFS policy: Ron Johnson distributed an interim report.

After a brief discussion, it was decided that the committee would return with a final report at a future meeting.

6. Graduate Student Assembly Report - no report.

7. University Library Committee: - no report.

8. Discussion and Committee Reference:

8.a. Graduate Student Continuous Enrollment Policy: Dr. Merola stated that the currently continuous enrollment policy is that if a student is enrolled in Fall and Spring, he/she is automatically enrolled in the following Fall and Spring. This policy does not require graduate students to be enrolled during a summer session. There has been a great deal of conversation regarding the payment of tuition and the requirement for graduate students to register during the summer session. There is currently a policy separate from continuous enrollment, that students who are here during the summer and who are pursuing their degree activities must be enrolled because they are here and are working toward their degree. From the graduate student point of view, there is concern that they pay tuition in return, no services are received. A second issue is that some students do enroll and pay tuition while others do not enroll. This is a fairness issue. Dr. Merola suggested that the membership survey colleagues and students regarding this issue and, at a future meeting, prepare a policy proposal for summer enrollment.

8b. Special Research Faculty Appointments: Dr. Merola referred to the handout regarding Special Faculty Appointments. He said that this is another revision of this proposal. He took the previous CGS&P concerns to the Commission on Research last week. He referred to the concern regarding advisees assigned to these faculty. He said Policy Memorandum 126 should cover those concerns because each department will have, in print, the policy for their department regarding these appointments. Discussion also came about regarding the duration of these faculty appointments. The response was that may or may not be any more of a concern than those of regular tenure faculty. This revision was presented for the commission's information so all can keep up with the changes that are being made in the document. The Commission on Research is expected to act on this before the end of the semester and hopefully a finished document will be available for review at the next CGS&P meeting.

9. Adjournment - 4:43 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

18 January 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Burton, Eaton, Ehrich, French, Hitchingham, R. Johnson, Lovingood, Merola, Mitchiner, Mullins, Stauffer, Wokutch, Worner, Ms. Haney, Ms. Hohausler, Mr. Waddill

Absent with Notification: Ms. Bohr, Dr. Chaloux, Dr. M. Johnson, Dr. LaBerge, Dr. Peters, Dr. Rohr, Dr. Stout

Absent: Dr. Brooker-Gross, Ms. Gaynor, Dr. Rohr, Mr. Sayre, Dr. Sina, Ms. Tank

Visitors: Janet Johnson - Chair, Commission on Research
Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joseph Merola welcomed everyone to the meeting. There have been membership changes and Dr. Merola asked that everyone introduce themselves and state their affiliation.
2. Informational Handouts - Proposed Conflict of Interest Policy; Research and Graduate Studies Annual Report 1993-94
3. Approval of the Agenda - approved as amended.
4. Approval of the Minutes of November 16, 1994 - the minutes were approved as submitted.
5. Committee Reports:

Graduate Student Appeals Committee - Dr. Mitchiner stated that a case had been dispatched in November and there are no pending cases at this time.

Graduate Curriculum Committee - Dr. Merola stated that a meeting was held in December and the minutes of that meeting are as follows:

Report from Graduate Curricula Committee
December 1, 1994

Present: John Eaton, Mike Ellerbrock, Marvin Foushee, Joseph Merola, Karen Hult, Bill Reynolds, Don Elson

Course	Action
AAEC 4504	Approved (M. Ellerbrock to check on text)
APSC 4414	Approved
APSC 4424	Approved
APSC 4434	Approved
APSC 4444	Approved
APSC 4504	Approved
ACCT 5024	Tabled (May be similar to other courses)

EDP 6104 Approved

CS 4234 Approved

EE 4274 Approved pending check of a typo in the catalog description.

ESM 5174 Approved (Date of text to be confirmed.)

ESM 6044 Approved (Date of text to be confirmed.)

ISE 6624 Approved contingent upon adding a simple syllabus

We also considered amendments to the Graduate MCBB (Molecular Cell Biology and Biotechnology Option.) This amendment was tabled. Steve Boyle will be consulted to discuss the seminar requirement as listed in the amendment.

Respectfully submitted,
Joe Merola

DRSCAP Committee - Dr. Merola stated that Dr. Boyle will be on sabbatical during the Spring Semester and a new chair will need to be appointed.

Graduate Student Relations Committee - no report.

Joint Committee on Academic Integrity - Dr. Merola commented that Item 7C on today's agenda has been brought forward by this committee and deferred discussion to that point.

Ad Hoc Committee on IFS policy: Ron Johnson stated two appointments will need to be made to this committee. Dr. Cox and Dr. Bunce will not be available during Spring Semester.

He also asked whether it would be appropriate to request a status report on the meetings between the Graduate School and various colleges with regard to next year's IFS policy.

6. Graduate Student Assembly Report - Robin Hohausser stated that a retreat has been planned for the Executive Board on Friday 1/20/95. The monthly GSA meeting will be January 26, 1995 at 5:30 in the Brush Mountain Room at Squires. She also stated that Maureen Bezold and Paula Williams are heading up the plans for the graduate poster session.

Dr. Eaton stated that Ms. Bezold is preparing materials for another visit with the Academic Committee of the Board of Visitors regarding the request from the GSA to have a representative on the BOV.

8. Discussion and Committee Reference:

8.a. Graduate Student Continuous Enrollment Policy: There is currently a policy separate from continuous enrollment, that students who are here during the summer and who are pursuing their degree activities must be enrolled because they are here and are working toward their degree. Dr. Merola stated that Dr. Peters, who was unable to attend this meeting, will comment at our next meeting with respect to his discussions with the college deans to try to phase out summer tuition for graduate students.

8b. Special Research Faculty Appointments: Dr. Merola referred to the latest revision of the Special Faculty Appointments. This version was passed at the most recent Commission on Research meeting. The commission, at this time, is being asked to give endorsement to this. The next stage would be for the Commission on Research to bring it forward to University

Council.

Dr. Janet Johnson, Chair of the Commission on Research, stated that this proposal is viewed as a way of investing in our intellectual capital. In reality of the situation on campus, new positions aren't going to be opening up for some time. This is an avenue to add some research faculty who might come to this University on a short-term basis on soft money.

After a brief discussion, the commission members endorsed this document.

8c. Conflict of Interest Policy: Dr. Merola stated that Dr. Peters asked that a joint committee be put together of the Commission on Research and the CGS&P to develop a University policy on Academic Integrity. Referring to a handout from earlier in the meeting, Dr. Merola noted that this is the fourth draft and is now being reviewed jointly by us and the Commission on Research.

There was preliminary discussion about how such a policy can be implemented. This issue will be carried forth at the next CGS&P meeting for action.

9. Adjournment - 4:30 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

1 February 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Burton, Chaloux, Eaton, Ehrich, Lovingood, Peters,
Stauffer, Worner, Ms. Bohr, Ms. Hohausen, Mr. Sayre,

Absent with Notification: Mr. Foushee, Ms. Haney, Dr. E. Hitchingham, Dr.
M. Johnson, Dr. R. Johnson, Dr. Merola, Dr. Mitchiner, Dr. Stout

Absent: Dr. Brooker-Gross, Dr. French, Ms. Gaynor, Dr. LaBerge, Dr.
Mullins, Dr. Rohr, Dr. Sina, Ms. Tank, Mr. Waddill, Dr. Wokutch

Visitors: Janet Johnson - Chair, Commission on Research
Bill Camp - Professor, Agricultural Education
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Rebecca Lovingood welcomed everyone to the meeting and announced that she would chairing the commission on this day in Dr. Merola's absence.

Dr. Eaton announced that Todd Wetzel, a graduate student from Aerospace Engineering, has won the Conference of Southern Graduate School's Outstanding Master's Thesis Award. Mr. Wetzel will receive this award at the Annual Meeting of the CSGS in Asheville, NC. This is the first year that a Virginia Tech graduate student has won this award.

2. Informational Handouts - none

3. Approval of the Agenda - approved as amended.

4. Approval of the Minutes of January 18, 1995 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that a meeting was held in January and the minutes of that meeting are as follows:

Report from Graduate Curricula Committee,
January 19, 1995

Present: Julia Beamish, Robert Brown, Scott Gartner, John Eaton, Mike Ellerbrock, Don Elson, Marvin Foushee, Joseph Merola, Karen Hult, Dean Stauffer, Rebecca Lovingood, Bill Reynolds,

Course	Action
AEE 4884	Approved
AEE 5004	Approved
AEE 5034	Approved
AEE 5754	Approved
AEE 5744	Tabled

EE 5364	Approved
EDVT 4224	Approved
EDVT 5734	Tabled
EDVT 5684	Tabled
ESM 6154	Approved
FCD 4544	Approved
FIW 4464	Tabled
GEOL 4634	Tabled
GEOL 4644	Tabled
HTM 5024	Tabled
UAP 5244	Approved
UAP 5314	Approved
VMS 6514	Tabled

Proposal for the Master of Science in Agricultural and Extension Education was approved.

Proposal for the Master of Science (non-thesis option to be added to M.S. Program) in Hospitality and Tourism Management was approved.

Respectfully submitted,
Rebecca Lovingood

This report was accepted as amended.

Dr. Lovingood asked Dr. Bill Camp to speak about the proposal for the Master of Science in Agricultural and Extension Education. Dr. Camp stated that this program is distance based using satellite technology over a system to add a masters program and a number of courses with minimal cost to the university. This is a satellite consortium of 40 land grant university colleges of agriculture and it's called AGSAT.

He also mentioned that currently there is a limit of six hours of special study work on programs of study on master's programs. In this proposal, there is a request to extend that limit to twelve hours to accommodate satellite courses.

Dr. Lovingood stated that this section of the proposal was not considered during the Graduate Curricula Committee meeting. She asked how this section of the proposal should be acted upon? Dr. Eaton stated that this issue should be brought to the Degree, Requirements, Standards, Criteria and Academic Policies committee after the proposal has been passed by SCHEV.

DRSCAP Committee - Dr. Lovingood stated that Dr. Merola had contact Dr. John Burton to chair this committee and Dr. Burton has accepted that role.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: no report.

Ad Hoc Committee on Extended Campus Graduate Programs: Dr. Bruce Chaloux stated that the CGS&P assigned the task to this committee of studying a way of awarding credits and providing options for students to enroll in graduate courses who have not been formally accepted into the Graduate School. A proposal has been drafted for review by this committee and is called "The Land Grant College". This proposal should satisfy both the interests of students who want to be served by this university and respond to the question of qualitative concerns. The hope is that this proposal should be fully considered by the Extended Campus committee and brought forward to this commission in March.

The Extended Campus Graduate Programs Revenue Sharing initiative is underway and we are supporting eight courses. One CE course, two EE courses, two courses in Education, one in FCD, one in CSA and one in PAPA. Of the eight courses, four of them are fully subscribed; another one, which did not have a cap, is at twenty-nine. The other three courses have sufficient numbers to meet our minimum targets.

In the fall, various departments were contacted regarding the development of programs to serve extended-campus students. Science and Technology Studies (STS) has arranged to have a faculty member at the Northern Virginia Graduate Center this spring semester to do a market analysis. If there is sufficient interest in that area, then we will proceed to launch that program next fall. There are on-going discussions with forestry and also with mathematics about new extended-campus initiatives.

6. Graduate Student Assembly Report - Brian Sayre stated that the Board of Visitors meeting will be held on February 13 to consider and vote on accepting a member of the GSA to the board. The GSA is sending members to a regional conference which will be held on February 10, 11 and 12. The GSA is proposing that Virginia Tech host the conference next year. The Graduate Research Symposium will be held on March 21, 1995 with Dr. Ed Freeman (a UVA Business Ethics faculty member) as guest speaker. There will be an election of new officers at the next GSA meeting.

Robyn Hohausser stated that the APEX will be out soon. There will be a phone and letter writing campaign to members of the General Assembly in Squires Student Center on Monday, February 6 to promote the Virginia Tech Higher Education Advocacy Day. This event will be sponsored by the SGA and GSA.

7. Discussion and Committee Reference:

7a. Conflict of Interest Policy: Dr. Janet Johnson circulated a Diagram of Possible Actions and explained all revisions that had been made in that diagram. She followed the scenarios through the flowchart that an investigator will follow in filing this conflict of interest policy. Following Dr. Johnson's presentation, the commission members voted unanimously to approve the policy.

7b. Graduate Student Summer Enrollment Policy: Dr. Peters stated that discussion has been held with the College Deans regarding the path we want to take in term of enrollment for 5994/7994 hours during the summer. The Deans, for the most part, agree that we should try to accommodate registration for thesis/dissertation research credits in a way that more appropriately recognizes the activities of graduate students during the summer time. The reality of the situation is that, if we suddenly stopped summer enrollment, there would be a reduction of tuition in the area of one million dollars. The Deans feel that there are some programmatic and academic issues that indicate that change is appropriate. Under consideration is a phase out (over a two to three year period) of the requirement of enrollment for 5994-/7995 hours during the summertime. Unless the students require those credits for their degree. There will be further meetings to discuss these issues and Dr. Peter's will report the

decisions and concerns from those meetings. There is hope that this issue will come to closure and implementation for this upcoming summer session.

7c. Update on IFS for 1995-96: Dr. Peters stated that the Deans were unanimous in agreeing that the procedures used for allocation of IFS monies in the 1994-95 year should be implemented again this year with the inclusion of basing allocations on TG/GA/GAR positions, as well as providing bridge funds for three colleges. A letter will be sent out to Deans, Department Heads and Institute Directors telling them, that while we don't have the exact numbers, they should plan on about the same IFS monies that they received this year.

8. Adjournment - 4:30 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

15 February 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. G. Brown, Burton, Chaloux, Eaton, Ehrich, Hitchingham, M. Johnson, Lovingood, Merola, Mullns, Peters, Stauffer, Stout, Vorster, Wokutch, Ms. Bohr, Ms. Haney, Mr. Sayre,

Absent with Notification: Ms. Hohausner, Dr. Mitchiner, Dr. Rohr, Ms. Tank

Absent: Dr. Brooker-Gross, Dr. French, Ms. Gaynor, Dr. LaBerge, Dr. Sina, Mr. Waddill, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative

Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joe Merola welcomed everyone to the meeting and asked for announcements.

Dr. Mike Vorster stated that he will be teaching a class this spring semester that will conflict with the CGS&P meetings. He asked that Dr. Gene Brown substitute for him for the balance of the semester. Dr. Brown is in the Mechanical Engineering Department and is Assistant Department Head and Chairman of the Graduate Committee.

2. Informational Handouts - none

3. Approval of the Agenda - approved as submitted.

4. Approval of the Minutes of February 1, 1995 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that the minutes of the last meeting are as follows:

Report from Graduate Curricula Committee
February 9, 1995

Present: Julia Beamish, Robert Brown, Mike Ellerbrock, Susan Asselin (for Don Elson), Marvin Foushee, Karen Hult, Rebecca Lovingood, Bill Reynolds, Dean Stauffer, Stephen Smith

All the following courses were tabled at a previous meeting. The revisions had been made and brought back for consideration.

Course	Action
EDVT 5734	Approved
EDVT 5684	Approved
FIW 4464	Approved
GEOL 4634	Approved

GEOL 4644	Approved
HTM 5024	Approved
VM 6514	Tabled

Proposal for the merger of Animal and Poultry Science Programs was approved.

Respectfully submitted,
Rebecca Lovingood

The committee's report was accepted as submitted.

DRSCAP Committee - Dr. John Burton referred to attachment 3 which was a draft of recommendations on implementation of PM 126. In PM 126, department are required to submit written copies of their graduate procedures to the Graduate School. The guidelines for those documents and the implementation of such were difficult to enforce. The past experience was that 50-60% of departments were actually submitting such documentation. The committee is currently working on the guidelines for submission and maintenance of these files.

Dr. Merola stated that, in the Fall, this committee brought forth revisions to PM 126. In looking at the review that the committee has done, the implementation factor is what is being studied at this point. The process of submitting a resolution for a revision to a PM has been discussed with the President's Office and, at the next meeting of University Council, a new policy memorandum will be presented.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: Dr. Merola stated that Garth Wilkes, from the Department of Chemical Engineering, has agreed to take over the position vacated by David Cox on that committee.

Ad Hoc Committee on Extended Campus Graduate Programs: no report.

6. Graduate Student Assembly Report - Brian Sayre stated that the Board of Visitors met on Monday 2/13/95 and the proposal to have a graduate student member on the BOV was approved. Applications for this position are being taken now and three names will be submitted to the board.

The Graduate Research Symposium is coming up March 21 and they are calling for abstracts now. There will be an undergraduate division this year for students doing research.

Robyn Hohausser attended the NAGPS (National Association for Graduate and Professional Students) regional meeting in Auburn. The regional conference will be hosted by Virginia Tech next year.

7. University Library Committee - Dr. Eileen Hitchingham stated that she had the opportunity to visit the Northern Virginia Graduate Center. She met with the faculty there to discuss programs that are offered. She stated that there may be some issues that may need to be addressed that are related to the strength and underlying support for graduate programs. These are being folded into "no additional monies" that will come for these programs and it becomes a question of, how do we support, not only the academic needs of the students in these programs, but the faculty were quite concerned about their particular research needs as well.

8. Discussion and Committee Reference:

8a. Graduate Student Summer Enrollment Policy: Dr. Eaton stated that there will be another Dean's Meeting and summer enrollment will be decided at that time.

8b. Update on IFS for 1995-96: Dr. Eaton stated that this program is coming together and all the college deans and department heads have been sent letters in this regard. The offerings will look much like they did last year.

9. Adjournment - 4:35 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

1 March 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Brown, Chaloux, Eaton, Hitchingham, M. Johnson, Lovingood, Merola, Mullins, Peters, Stauffer, Stout, Worner, Ms. Bohr, Ms. Haney, Ms. Hohausler, Mr. Sayre, Ms. Tank, Mr. Waddill

Absent with Notification: Dr. Burton, Dr. Ehrich, Dr. French, Dr. LaBerge, Dr. Mitchiner, Dr. Rohr, Dr. Wokutch

Absent: Dr. Brooker-Gross, Ms. Gaynor, Dr. Sina

Visitors: Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Joe Merola announced that this meeting will be the only meeting in March due to spring break. The next meeting will be April 5, 1995.

2. Informational Handouts - none

3. Approval of the Agenda - approved as amended.

4. Approval of the Minutes of February 15, 1995 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that the minutes of the last meeting are as follows:

Report from Graduate Curricula Committee
February 9, 1995

Present: Julia Beamish, Robert Brown, Mike Ellerbrock, Susan Asselin (for Don Elson), Marvin Foushee, Karen Hult, Rebecca Lovingood, Bill Reynolds, Dean Stauffer, Stephen Smith

All the following courses were tabled at a previous meeting. The revisions had been made and brought back for consideration.

Course	Action
EDVT 5734	Approved
EDVT 5684	Approved
FIW 4464	Approved
GEOL 4634	Approved
GEOL 4644	Approved

Proposal for the merger of Animal and Poultry Science Programs was approved.

Respectfully submitted,
Rebecca Lovingood

The committee's report was accepted as submitted.

DRSCAP Committee - In Dr. Burton's absence, Dr. Merola distributed a memorandum outlining DRAFT recommendation on implementation of memorandum 126. He suggested that the membership review these guidelines and be prepared to discuss this at the next meeting.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: no report.

Ad Hoc Committee on Extended Campus Graduate Programs: no report.

6. Graduate Student Assembly Report - Brian Sayre stated that the GSA held their election. The new officers are: President; Bryan Rowland, Vice President; Tabitha Copley, Secretary; Andrea Lawson, Treasurer: Mike Schroder.

Robin Hohouser stated that she attended the National Association for Graduate and Professional Students Regional Conference. At that conference, a bid was submitted to have the next conference at Virginia Tech. That bid was accepted. A committee has already been established to begin planning this event. Andrea Lawson was elected as Regional Legislative Coordinator.

The APEX has been distributed.

The Research Symposium plans are coming along. Maureen Bezold is the chair of the committee planning that event.

Dr. Eaton announced that there are four candidates for the graduate student representative for the Board of Visitors position. That committee will be meeting within the next week and three nominees will be sent forward.

7. University Library Committee - Dr. Eileen Hitchingham stated that the Library Committee will be meeting on March 2 and there will be more to report at the next meeting of this commission.

Dr. Hitchingham noted that the construction of a remote storage facility has been completed. This facility is for storage of materials (some 250,000 volumes) that are currently stored at a storefront operation. The movement of these materials will occur over the next several months. Very little funding has been provided for moving these materials so, people who would normally be in the Library, may be over at the new site moving these materials. She also noted that a study should be implemented of what should be stored and for how long.

8. Discussion and Committee Reference:

8a. Report from University Council: Dr. Merola stated that University Council held the first reading on the Research Faculty Series; a first reading was held on the Conflict of Interest Policy. There will be a second reading on both at the next University Council meeting. At that next meeting, a first reading should be held for the resolution to amend Policy Memo 126.

8b. Academic Integrity: Dr. Merola stated that a joint committee had been established to prepare a Conflict of Interest Policy and to study the general idea of Academic Integrity. The Conflict of Interest Policy has already been established and has been sent forward for approval. The study of Academic Integrity is on-going. Dr. Merola asked that the commission members go back to their colleges and survey; "what is the standard of academic integrity to which we aspire". In your own areas, is there documentation? Do you have programs to help with awareness of academic integrity? What barriers are these to achieving that standard? The committee would like to study what we can do to (a) get rid of accute problems but (b) to have activities that will foster overall awareness and aspirations toward standards of academic integrity.

8c. Graduate Student Summer Enrollment Policy: Dr. Peters stated that the previous summer enrollment policy has not been popular with students, Department Heads, Deans or the faculty in general. The new policy will be phased in during a three year time period.

Summer 1995; students who have not exceeded the minimum number of thesis or dissertation credits required in their program will be required to sign up for three (3) hours. If they have exceeded the requirements, they will not be required to sign up for hours.

Summer 1996; students who have not exceeded the minimum number of thesis or dissertation credits required in their program will be required to sign up for one (1) hour. If they have exceeded the requirements, they will not be required to sign up for hours.

Summer 1997 and thereafter; registration will be completely eliminated.

8d. Policy for Graduate Program Initiation and Closure: Dr. Eaton stated that the Graduate Curriculum committee has been concerned about the sudden appearance of new program proposals and the apparent lack of the appearance of those proposals and the planning for any resources that might be needed and other issues. The committee believes that there an absence of any University policy on program initiation and closure. Currently, there is a lack of understanding of what is the role of the Commission and what is the role of the Provost's Office and how do they interact to promote changes.

A survey is being done of other graduate schools regarding this issue and responses are being received and studied. One feature that has been seen in some of these surveys is called either a "Preliminary Proposal" or "Permission to Plan Request". These requests let both the Commission and the Provost's Office know that a department is planning to initiate or close a program in advance.

Information will be brought to this Commission regarding procedures from other institutions and hold a discussion of what we perceive to be the problem.

9. Adjournment - 4:20 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

5 April 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Brown, Eaton, M. Johnson, Lovingood, Mitchiner, Mullins,
Rohr, Stauffer, Wokutch, Ms. Hohausler, Mr. Waddill

Absent with Notification: Dr. Chaloux, Dr. French, Dr. LaBerge, Dr.
Merola, Dr. Peters, Dr. Stout, Mr. Sayre

Absent: Ms. Bohr, Dr. Brooker-Gross, Dr. Burton, Dr. Ehrich, Ms. Gaynor,
Ms. Haney, Dr. Hitchingham, Dr. Sina, Ms. Tank, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative

1. Announcements - Dr. Rebecca Lovingood announced that she would be
conducting the meeting in Dr. Merola's absence.

Dr. Eaton announced that Pat Hyer has forwarded to SCHEV the finalized the
bachelors and masters degree merger proposal of the Animal Science and
Poultry Science Departments and the proposal for elimination of the BS in
Health Education; the MS in EDAC, EDPE and EDCH; the CAGS and the doctoral
degree in EDAC, EDCC and EDAD.

2. Informational Handouts - none

3. Approval of the Agenda - approved as amended.

4. Approval of the Minutes of March 1, 1995 - the minutes were approved
as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that the minutes of
the last meeting are as follows:

Report from Graduate Curricula Committee
February 23, 1995

Present: Julia Beamish, Robert Brown, John Eaton, Mike Ellerbrock, Don
Elson, Barbara Simpson (for Marvin Foushee), Karen Hult, Rebecca Lovingood,
Bill Reynolds

1. New Course - CE 4354 - Environmental Hydrology was approved

2. New Course - ACCT 5024 - Seminar in Accountability was tabled for
additional information and discussion with the Public
Administration/Public Affairs Department

3. New Course - COMM 4374 - New Communications Technology was approved
with minor charges.

4. Revised Course - EM 4054 - Solid and Structural Mechanics was
approved minor changes.

5. Revised Course - EM 4094 - Computational Methods in Mechanics was
approved.

6. Revised Course - EM 4105-4106 - Engineering Analysis of Physiological Systems was tabled for more information on justification.

7. New Course - EM 4204 - Biomechanics Control tabled for additional references.

8. New Course - FIW 4464 - Human Dimensions of Fisheries and Wildlife course was previously approved.

Twelve courses from the College of Veterinary Medicine were reviewed and tabled. Details in course proposal preparation will be forwarded to the college for revision of the courses.

Respectfully submitted, Rebecca Lovingood

Report of the Graduate Curriculum Committee
March 23, 1995

Members present: Drs. Brown, Eaton, Ellerbrock, Elson, Gartner, Hult, Lovingood, Reynolds and Ms. Barbara Simpson for Marvin Foushee.

1. Revised Course - ALS 5224 - Protein and Amino Acid Metabolism in Animals. The course was tabled and the committee requested revision of the ADP title, justification and educational objectives.

2. Barbara Simpson, Assistant Registrar, stated that the Theater Arts Department is completely revamping their undergraduate curriculum. In the approval of new courses, there was a deletion of most of their old courses. Among those courses listed for elimination are three graduate level courses: TA 5515,5516, Child Drama Studio I; TA 5525,5526, Child Drama Studio II; and TA 5535,5536, Child Drama Studio III. These courses have been listed on the timetable beginning Fall 1989 but have never had any enrollment. It was Ms. Simpson's suggestion that this committee recommend that these courses be deleted. The committee accepted her recommendation.

Dr. Eaton stated that this is consistent with the move last year to eliminate courses from the Graduate Catalog and database that were not taught.

3. Dr. John Eaton reviewed a brief history of the Graduate Curriculum Committee and its emergence through the governance system to the committee structure that is currently being observed. Dr. Lovingood distributed copies of a fax that was received from the President's Office listing the new Graduate Curriculum Committee charge and membership.

A discussion was held regarding rotation of terms for this new committee structure and it was agreed that the College Curriculum Committee Chairs would be contacted regarding appointments of representatives to this committee for the upcoming 1995-96 academic year.

Respectfully Submitted, Rebecca Lovingood

The committee's report was accepted as submitted.

DRSCAP Committee - no report.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: no report.

Ad Hoc Committee on Extended Campus Graduate Programs: no report.

6. Graduate Student Assembly Report - Robin Hohauser stated that the Research Symposium was successful. There were forty graduate and six undergraduate entries. The GSA Spring Picnic is April 29 from 4:00-7:00 at Owens Dining Hall. The current and next year's GSA officers met with President Torgersen recently at the GSA Executive Meeting.

7. University Library Committee - no report.

8. Discussion and Committee Reference:

8a. Report from University Council: Dr. Eaton stated that he attended the most recently University Council meeting. At that meeting, the Amendment to Policy Memorandum 126 was approved. The Research Faculty Series Proposal was also approved.

8b. Chair-Elect of CGS&P (95-96): Dr. Lovingood stated that there is a need to elect the vice-chair this spring to take office in the fall. The vice-chair is chair to the Graduate Curriculum Committee and there is a need to start off fall semester with meetings on agenda items that arrive during the summer. The vice-chair would move into the chair position of CGS&P the following year.

After a brief discussion of procedures, a nominating committee was formed with Reginald Mitchiner as Chair. Dr. Rohr and Dr. Wokutch volunteered to serve on the committee.

8c. Request for Posthumous Degree (Richard Cullum): Dr. Eaton stated that the Graduate School had received a request from the Public Administration/Public Affairs Department for a Posthumous Ph.D. degree for Mr. Richard O. Cullum. Dr. Philip Kronenberg and Dr. James Wolf provided letters of support for this degree for Mr. Cullum. The letters outlined the student's exemplary performance as a doctoral student in that department before his death of bone marrow cancer in February 1994.

The Commission members voted unanimously for approval of the degree.

9. Adjournment - 4:20 p.m.

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

19 April 1995, 3:30 P.M.,
206 Sandy Hall

Present: Drs. Brown, Chaloux, Eaton, Ehrich, French, Hitchingham,
Lovingood, Merola, Mullins, Peters, Rohr, Stauffer, Ms. Bohr, Ms.
Hohausen, Mr. Waddill

Absent with Notification: Dr. M. Johnson, Dr. Mitchiner, Dr. Stout, Ms.
Tank, Dr. Wokutch

Absent: Dr. Brooker-Gross, Dr. Burton, Ms. Haney, Dr. LaBerge, Mr. Sayre,
Dr. Sina, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative
Susan Trulove - Spectrum Representative
Dr. Jack Dudley - University Honors Program

1. Announcements - Dr. Joe Merola asked that all committee chairs prepare
and submit their final reports at the May 3, 1995 meeting.

Dr. Peters announced that Danny Waddill had been selected by the Board of
Visitors to be the Graduate Student Representative. He congratulated Mr.
Waddill for being the first graduate student to sit on the Board.

2. Informational Handouts - "Rethinking the Ph.D."

3. Approval of the Agenda - approved.

4. Approval of the Minutes of March 1, 1995 - the minutes were approved
as submitted.

5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that the minutes of
the last meeting are as follows:

Graduate Curriculum Committee
April 13, 1995

Attending: Rebecca Lovingood, Mike Ellerbrock, Karen Hult, Bob Brown, Bill
Reynolds, Dean Stauffer, Julia Beamish, Stephen Smith, Marvin Foushee, John
Eaton

1. Amendments to the MCBB Option approved.
2. Revised Course - ALS 5224 - Protein and Amino Acid Metabolism in
Animals - course was approved.
3. New Course - HIDM 4604 - Housing Design, Energy and Environment was
approved.
4. Revised Course - HIDM 4674 - Housing Management for the Elderly was
approved.
5. New Course - MATH 5495/5496 - Mathematical Methods in Engineering
I, II - was approved.
6. New Course - PHYS 4614 - Optics - was tabled for corrections.
7. Revised Course - PSYC 5344 - Advanced Seminar in Human Choice
Behavior was approved.
8. STS Program Revision - approved.

- New Course - STS 5445 Issues in Bioethics
 New Course - STS 5514 Research Designs and Practices for STS
 New Course - STS 5614 Introduction to Science and Technology Policy
 New Course - STS/HIST 6224 Science,Technology, and the Enlightenment
 New Course - STS 6234 Advanced Topics in the History of Modern
 Science,Technology and Medicine
 New Course - STS 6334 Advanced Topics in Philosophy of Science
 New Course - STS 6514/PHIL 6514 Cognitive Studies of Science and
 Technology
 New Course - STS 6524 Critical Approaches to Science and Technology
 New Course - STS 6534 Cultural Studies of Science,Technology and
 Medicine
 New Course - STS 6614 Advanced Topics in Technology Studies
 New Course - STS 6624 Advanced Topics in the Life Sciences and Medicine
 New Course - STS 6634 Advanced Topics in Natural Philosophy
 New Course - STS 6644 Advanced Topics in Physical Science
 New Course - STS 6664/PAPA 6664 Advanced Topics in Scvience and
 Technology Policy
 New Course - STS 6674 Advanced Topics in Alternate Perspectives on
 Science,Technology and Medicine
 New Course - STS 6824/SOC 6824 Normative Structuring of Science and
 Technology
 New Course - STS 6834/Soc 6834 Advanced Topics in Social Studies of
 Science,Technology, and Medicine
 9. Revised Course - BIOL 4474 - Ethology was approved
 10. Revised Course - CE 4124 - Environmental Information Management was
 approved.
 11. Revised Course - CE 4184 - Environmental Design of Water Supply and
 Sewerage Systems was approved.
 12. New Course - CE 5774 - Hazardous Waste Management approved pending
 receipt of resource letter.
 13. Revised Course - EE 4004 - RC Active Filter Design was approved.
 14. Revised Course - EE 4114 - Antennas was approved.
 15. Revised Course - EE 4304 - Design in Power Engineering was approved.
 16. Revised Course - EE 4605-4606 - Radio Engineering was approved.
 17. Revised Course - EE 4624 - Introduction to Signal Processing was
 approved.
 18. New Course - ESM 5604/MSE 5604 - Mechanics of Ceramic and Metal
 Composites was approved.
 19. Revised Course - ESM 6084 - Mechanics of Fatigue was approved.
 20. New Course - VMSC 5474 - Veterinary Neurbiology - carryover course
 for the next meeting.
 21. New Course - VMSC 6524 - Population Medicine carryover course for
 next meeting.
 22. New Course - VM 9494 - Small Animal Theriogenology Elective
 Clerkship was approved.
 23. New Course - VM 8524 - Large Animal Clinical Problem Solving was
 approved.
 24. New Course - VM 8244 - Functional Morphology and Natural History of
 non-Domestic Mammals was approved.
 25. Revised Course - VM 8004 - The Profession of Veterinary Medicine
 was approved.
 26. Revised Course - VM 8344 - Veterinary Ophthalmology was approved.
 27. New Course - VM 9704 - Veterinary Clinical Pathology Elective
 Clerkship was approved.
 28. New Course - VM 9464 - Radiology Elective Clerkship was approved.
 29. New Course - VM 9564 - Food Animal Elective Clerkship was approved.
 30. New Course - VM 9584 - Veterinary Clinical Nutrition Elective
 Clerkship was approved.
 31. New Course - VM 9484 - Cardiology Elective Clerkship was approved.
 32. New Course - VM 9474 - Veterinary Clinical Neurology Elective
 Clerkship was approved.
 33. New Course - ACCT 5024 - Seminar in Accountability was approved.

Respectfully submitted, Rebecca Lovingood

The committee's report was accepted as submitted.

DRSCAP Committee - no report.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: no report.

Ad Hoc Committee on Extended Campus Graduate Programs: no report.

6. Graduate Student Assembly Report - no report.

7. University Library Committee - Dr. Hitchingham noted that the Library will be doing a budget and materials review and an assessment of serials.

8. Discussion and Committee Reference:

8a. Chair-Elect of CGS&P (95-96): Dr. John Rohr presented the report from the nominating committee. The committee consisted of Professor Mitchiner, Professor Wokutch and Prof. Rohr. The committee contacted three collegiate members who were completing their first year on the commission. Dr. John K. Burton, from the College of Education, agreed to the nomination.

Discussion and action on the committee recommendation will be held at the next commission meeting.

8b. 5-year BS/MS Proposal: Dr. Jack Dudley presented a proposal for a five year bachelor/master's program for majors in the College of Arts and Sciences. This proposal would provide superior students additional educational opportunities. Juniors with a minimum QCA of 3.5 (exclusive of the freshman rule) could be nominated for graduate admission once they have a minimum of 75 credit hours. These juniors must be nominated by their department for a master's degree. In the fourth year of undergraduate study, they could enroll in graduate courses as a graduate student. The undergraduate department would accept their enrollment in those courses as completion of the undergraduate degree. The graduate degree requirements would be unaffected. The student may choose to take graduate courses for up to 10% of their undergraduate requirements. The students would not be permitted to enroll in more than six (6) credit hours of graduate work per semester. The students must submit two programs of study (one for undergraduate, one for graduate). This program would be carefully monitored by the various departments, the Dean of the Graduate School and the Director of the University Honors program.

The commission voted unanimously for approval of this proposal.

9. Adjournment - 3:52

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

3 May 1995, 3:30 P.M.

206 Sandy Hall

Present: Drs. Brown, Chaloux, Eaton, Ehrich, Hitchingham, M. Johnson, R. Johnson, Lovingood, Merola, Mitchiner, Mullins, Peters, Rohr, Stout, Wokutch, Ms. Bohr, Mr. Sayre, Ms. Tank, Mr. Waddill

Absent with Notification: Ms. Haney, Dr. Stauffer.

Absent: Dr. Brooker-Gross, Dr. Burton, Dr. French, Ms. Hohausner, Dr. LaBerge, Dr. Sina, Dr. Worner

Visitors: Marvin Foushee - Registrar's Office Representative

Susan Trulove - Spectrum Representative

1. Announcements - no announcements
2. Informational Handouts - NAS Report on Graduate Education in the Sciences
3. Approval of the Agenda - approved as amended.
4. Approval of the Minutes of April 19, 1995 - the minutes were approved as submitted.
5. Committee Reports:

Graduate Student Appeals Committee - no report.

Graduate Curriculum Committee - Dr. Lovingood stated that the minutes of the last meeting are as follows:

Graduate Curriculum Committee

April 27, 1995

Attending: Mike Ellerbrock, Donald Elson, Karen Hult, Bob Brown, Ron Kander (for Dr. Reynolds), Dean Stauffer, Stephen Smith, Marvin Foushee, John Eaton

1. New Course - VM 6524 - Veterinary Medical Sciences was approved.
2. New Course - VM 5474 - Veterinary Neurobiology was approved.
3. New Course - VM 6514 - Advanced Equine Reproduction was approved.
4. New Course - COMM 4384 - Criticism of Public Communication was approved.
5. New Course - CE 5074 - Construction Engineering: Means and Methods was approved.
6. Revised Course - EDVT 4234 - Curriculum for Career and Occupational Education was approved.
7. Revised Course - EDVT 4244 - Methods of Teaching in Career and Occupational Education was approved.
8. Revised Course - EE 4205-4206 - Electronic Circuit Design was approved.
9. Revised Course - EE 4234 - Microelectronics was approved.
10. Revised Course - EE 4405-4406 - Control Systems was approved.
11. Revised Course - EE 4535-4536 - Microprocessor Design was approved.
12. Revised Course - MGT 5334 - Managing Change Through Leadership: Individual and Team Development was approved.
13. New Course - MGT 5384 - Ethical Dimensions of Leadership was approved pending review by CPAP.
14. Revised Course - MGT 5714 - Human Resource Staffing and Development was approved.
15. Revised Course - MGT 5724 - Compensation and Rewards Systems was approved.
16. New Course - MGT 5744 - Employee Relations was approved.
17. New Course - MGT 5754 - Dispute Resolution Techniques/Simulations was approved with editing of Learning Objectives.
18. New Course - MGT 5804 - Strategic Leadership in Technology-Based Organizations was approved.
19. New Course - MGT 5814 - Entrepreneurial Leadership was approved.
20. New Course - MGT 6384 - Topics in Business Ethics was approved.
21. New Course - MSCI 5494 - International Operations and Information

Technology was tabled for revisions.

22. Course Deletions - Anaerobic Microbiology 5004-5054 approved to delete from catalog.

A decision was made by the committee for the final meeting to be held on May 11th at 3:00 for review of the courses/proposals that have been received recently.

Course & Program Criteria Committee
(Graduate Curriculum Committee)
Final Report - Academic Year 1994-95

I. MEMBERS: Vice-chair, CGS&P - Rebecca Lovingood, Chair College Curriculum Committee Representatives: M. Ellerbrock, AGRI; S. Gartner, ARCH; K. Hult, A&S; R. Brown, BUS; D. Elson, EDUC; W. Reynolds, ENGR; D. Stauffer, FWR; J. Beamish, HR; S. Smith, VMSC; Administration: M. Foushee, Registrar's Office; J. Eaton, Graduate School

II. Charge (Commission on Graduate Studies and Policies 2.10.94):

Review new and revised courses and degree programs. 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, resources needed, and available supporting courses and programs.

III. Summary of Year's Activities:

A. Meetings - Eight meetings - December 1, January 19, February 9 and 23, March 23, April 13 and 27, and May 11.

B. Courses Considered

Approved - 130

Deleted upon request of department - 7

C. Programs Considered

New programs approved - 2

Program revisions approved - 3

V. Recommendations

A. Have college representatives and chair identified before the end of Spring Semester in order to begin work early in the Fall.

B. Encourage Colleges to provide briefing for their representative before sending course or program proposals forward.

Submitted by Rebecca P. Lovingood, Chair

The committee's reports were accepted as submitted.

DRSCAP Committee - no report.

Graduate Student Relations Committee - no report.

Ad Hoc Committee on IFS policy: Dr. Ron Johnson stated that the work of this committee has not been completed for the year.

Ad Hoc Committee on Extended Campus Graduate Programs: Dr. Bruce Chaloux stated that an information copy of the Commonwealth Campus proposal has been shared with all commission members. Copies of this proposal have also been shared with the Provost's staff and with the College Deans and the responses have been positive. The final draft of the proposal will be brought to this commission at the first meeting in the fall semester.

Academic Integrity Committee: Dr. Merola stated that the committee was organized as a co-committee of representatives from CGS&P and COR. The committee was charged with two tasks: (1) to formulate a conflict of interest policy that would put the university into compliance with federal regulations (2) to begin discussions on the general topics of academic interests, conflict of interests and conflict of commitment.

The Conflict of Interest Policy was discussed throughout the governance system and adopted during the University Council meeting on March 6, 1995.

The college representatives of the commissions were asked to discuss the general topics of academic interests, conflict of interests, etc. within their individual colleges and departments. At this point, many responses have been collected and will be distributed to committee members to contemplate over the summer months and discuss in the fall semester meetings.

6. Graduate Student Assembly Report - Brian Sayre stated that this is a transition period to bring in the new officers. The Travel Fund and GRDP application forms have been distributed and are due in July. He thanked the commission, on behalf of the GSA, for its support throughout the year.

7. University Library Committee - Dr. Hitchingham noted that the Library will be doing a budget and materials review and an assessment of serials.

8. Discussion and Committee Reference:

8a. Action on Recommendation for Chair-Elect: Dr. John Burton was elected unanimously.

8b. Report from the Graduate Honor System: Mr. Danny Waddill, Chief Justice of the Graduate Honor System, stated that the Graduate Honor System has been handling 8-10 cases per year for the past few years. Most cases involve cheating and plagiarism. This year, however, three cases have involved falsification of research data or credentials. In light of these violations, Mr. Waddill feels that the Committee on Academic Integrity will serve a useful purpose and this is something that is needed.

The Graduate Honor System Constitution is found in Appendix III in the Policies and Procedures and Course Catalog. Knowledge of these rules are the complete responsibility of the student. One standard applies to all graduate students regardless of the varied backgrounds. The Honor System tries to educate incoming students as much as possible especially in the fall. The Honor System representatives speak to the large groups at orientation and ask that they be invited to all departments. Mr. Waddill stressed that all violations should be submitted to the Honor System for investigation.

8c. Graduate Assistantship Contract: Dr. Martha Johnson stated that problems with not having standardized appointments for graduate assistants have been of concern for approximately ten years. The problems have been recognized by the graduate commission since 1990. When this issue was originally studied by the commission, it was considered a "truth in packaging" issue. The Student Relations Committee devised a standard letter for department use in 1991. The same issue came to the commission in 1992 and the written offer letter was studied again. The problems, that were being addressed by the commission's work in drafting these letters, have never been effectively dealt with. Dean Johnson listed many areas that need to be covered in an offer letter to individuals who have been given assistantships.

Dr. Johnson circulated a draft contract as a guideline to begin discussion on a template that can be used university wide. The Personnel Appointment Committee has reviewed this draft for use in the BANNER system. Currently, BANNER cannot review the in-basket system that is used for assistantships. When the BANNER system is implemented the procedure for processing assistantships will be changed and that will necessitate the use of these contracts. From an audit point of view, a signed appointment contract must be developed and in place in the departments at the time of BANNER implementation.

A committee will study this contract during the summer months and Dr. Johnson requested that volunteers contact her to serve on the committee.

8d. Final Comments by the Chair: Dr. Merola stated that, at the first of the year, Dean Peters asked that this commission not dwell so much in minutia but to deal with substantive issues. Dr. Merola said that he feels that the commission met that charge for this year.

Dr. Peters stated that he wanted to re-enforce the issue that the National Research Council ranking of Graduate Schools is scheduled to come out late

this summer. This is conducted every twelve years. This ranking will be fairly controversial because one of the things that will be examined will be the comparison of departments from this university to departments at other universities within this state. This will not be used as an internal documents, state coordinating councils will be studying this document. Dr. Peters also said that he expects that CGS&P will examine some aspects of that report.

9. Adjournment - 4:32

Respectfully submitted,

John L. Eaton
Secretary