

Minutes
Commission on Graduate Studies and Policies
6 September 1995, 3:30 P.M.
206 Sandy Hall

Present: Drs. Brown, Burton, Chaloux, William Devenport (for Uri Vandsburger), Anita Haney (for Alan Armstrong), Donald Kenney (for Eileen Hitchingham), M. Johnson, Ley, Lovingood, Merola, Rott, Stauffer, Wokutch, Ms. Bohr, Mr. LaBel, Mr. Rowland, Ms. Tank

Absent with Notification: Dr. Eaton, Dr. Hitchingham, Ms. Nolte, Dr. Peters, Mr. Waddill

Absent: Dr. Brooker-Gross, Dr. Burger, Dr. French, Dr. Mullins, Dr. Stephenson

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

The meeting was called to order at 3:30. Rebecca Lovingood, chair of the commission, welcomed everyone to the first meeting of the Commission on Graduate Studies and Policies for the 1995-96 academic year.

There was a brief introduction session where the membership roster was distributed and reviewed.

1. Announcements - Dr. Lovingood announced that a joint meeting of the Commission of Research and the Commission on Graduate Studies and Policies will be held on September 20. The meeting will be in 1045 Pamplin Hall from 3:00-5:00. Dean Len Peters will issue the charge to the commissions and enlighten us on some of the issues coming before the two commissions this year.

The 1995 Research and Graduate Studies Retreat will be on Saturday, October 21 at the Marriott from 7:30am to 1:45pm. Everyone is encouraged to attend. Formal invitations will be mailed later this month.

Dr. Bruce Chaloux announced that, in advance of our next formal meeting in October, he will be submitting a revised version of the Commonwealth Campus Proposal. This proposal is designed to allow students who are qualified to pursue graduate study to enroll in approved graduate courses at the university. Students wishing to pursue a degree after taking courses as a Commonwealth Campus Student would be required to meet all departmental admission requirements. Credits earned as a Commonwealth Campus Student could be applied to a degree program with departmental approval.

Dr. Martha Johnson announced that a committee had studied and approved the on-line contract for graduate assistantship appointments. The form has been prepared in a "text-protected" format for departmental use. A demonstration of this on-line appointment contract will be conducted at the next CGS&P meeting on October 4, 1995.

2. Informational Handouts - Membership roster and e-mail listing

3. Approval of the Agenda - approved as submitted.

4. Approval of the Minutes of May 3, 1995 - the minutes were approved as submitted.

5. Committee Structure

Dr. Lovingood stated that various issues are directed to the committees of the Commission. The committee structure allows these smaller groups to

discuss issues and develop recommendations to bring to the full commission for discussion and final decision.

She introduced Dr. John Burton as chair of the Graduate Curriculum Committee. Dr. Burton stated that this committee approves new courses, new programs, name changes, etc and the committee will meet for the first time on September 7.

The Graduate Appeals Committee is charged with reviewing the appeals procedure for graduate students relating toward progress to degree issues. The committee also serves as a panel within the appeal procedure to review appeals of actions within the graduate programs and within the Graduate School. Dr. Jim Burger has agreed to chair this committee. Other members are Dr. Bob Brown, Dr. Uri Vandsburger and Ms. Jennifer Tank.

The Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) reviews or provides a review of on-going degree requirements and evaluates the standards and criteria by which graduate programs are limited. Dr. Dean Stauffer will chair this committee. Other members are Dr. Don Mullins, Dr. Joe Merola, Mr. Alan Armstrong and Mr. Luc LeBel.

The Graduate Student Relations Committee is charged with serving as a channel by which graduate students at large can gain access to the administration. They receive whitepapers from the Graduate Student Assembly or other sources and, examine for details, proposals which may directly concern graduate students such as, health care, registration, continuous registration and others of a similar nature. The chair has not been chosen for this committee as yet. Other members of the committee are Dr. William Ley, Dr. Hans Rott, Ms. Joyce Bohr and Ms. Beth Nolte.

6. Graduate Student Assembly Report - Bryan Rowland, President of the GSA, stated that the Graduate and Professional School Fair is scheduled for Wednesday, October 11 from 10 am-3 pm. in the Commonwealth Ballroom in Squires. Forty schools from the southeast are expected to be present for the event.

Mr. Rowland distributed a document describing the Virginia Tech Off-Campus Housing Center (located at 121 Squires Student Center). This center helps undergraduate and graduate students find housing. Faculty and staff also can use this service. He also distributed a document describing the GSA, it's structure, mission and 1995-96 issues.

7. University Library Committee - Donald Kenney stated that this committee will have it's first meeting this month and a chair will be chosen at that time. The move to the new storage facility has gone well and the management and staffing of this facility is being considered now.

8. Adjournment - 4:09

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

4 October 1995, 3:30 P.M.

206 Sandy Hall

Present: Drs. Eugene Brown, Burger, Burton, Chaloux, William Devenport (for Uri Vandsburger), Eaton, Carola Haas (for Dean Stauffer), Hitchingham, M. Johnson, Ley, Lovingood, Merola, Pearson, Rott, Vorster, Mr. Armstrong, Ms. Bohr, Mr. LaBel, Ms. Nolte, Mr. Rowland, Mr. Waddill

Absent with Notification: Dr. Mullins, Dr. Peters, Dr. Stauffer, Ms. Tank

Absent: Dr. Brooker-Gross, Dr. Robert Brown, Mr. Foushee

Visitors: Susan Trulove - Spectrum Representative
Douglas Strickland - Director, Roanoke Graduate Center
Linda Woodard - Assistant Director of Personnel Services
Mike Naff - Systems Analyst with Project Enable

1. Announcements - Dr. Lovingood stated that individuals attending University Council meeting were given the opportunity to view the video that will be used in the Campaign for Excellence. She distributed the case statement, the theme is "Making a World of Difference".

Announcements have been mailed to the college deans, individual department heads, members of the Commission on Research and to members of the Commission on Graduate Studies and Policies for the 1995 Research and Graduate Studies Retreat to be held on Saturday, October 21 at the Marriott from 7:30am to 1:45pm. Dean Les Sims, from the University of Iowa, will be the guest speaker. Dean Sims has been working on a review of graduate programs at the University of Iowa and he will be sharing his views with us.

Dr. Joseph Merola stated that, last year, we had a joint committee with the Commission on Research on Academic Integrity. The mission last year was to formulate the Conflict of Interest Policy. Dr. Peters has asked that this committee continue and this year, to tackle the broader issues of academic integrity and to take a look at what is being done on campus and what is not being done on campus. Dr. Janet Johnson and Dr. Merola are co-chairs of this committee and will be convening the committee soon. The committee will be looking to this committee and all colleges for input.

2. Informational Handouts - Dr. Eaton distributed a document prepared by Dr. Bruce Chaloux outlining the Council of Graduate Schools Summer Workshop. This document contains information on what issues are concerning graduate deans and graduate schools.

3. Approval of the Agenda - approved as submitted.

4. Approval of the Minutes of September 6, 1995 - the minutes were approved as submitted.

5. Committee Structure:

Dr. John Burton presented the following minutes from the Graduate Curriculum Committee:

Agenda for Graduate Curriculum Committee
September 21, 1995, 206 Sandy Hall
3:30 to 5:00 p.m.

Attending: John Aughenbaugh, Sue Murrmann (for Julia Beamish), Duane

Berry, John Burton, John Eaton, Marvin Foushee, Ron Johnson, Brian Love (for Bill Reynolds), Bob Tracy (for Ed Robinson), Stephen Smith, Jay Sullivan

1. New Course - BSE 4344 - GIS for Engineers. Course was tabled for discussion between the Departments of CE and BSE.
2. New Course - ALS 4554 - Neurochemical Regulation was approved.
3. Revised Course - ESM 4574/MSE 4574 - Biomaterials was approved.
4. New Course - GEOL 4554 - Geologic Aspects of Nuclear and Toxic Waste Disposal was approved.
5. New Course - CE 4174 - Solid and Hazardous Waste Management was approved.
6. New Course - MATH 4254 - Chaos and Dynamical Systems was approved.

Respectfully submitted
John Burton, Chair

The report was approved presented.

6. Graduate Student Assembly Report - Bryan Rowland, President of the GSA, invited everyone to the Graduate and Professional School Day, Wednesday, October 11 from 10 am-3 pm. in the Commonwealth Ballroom in Squires. Fifty-three schools/departments/colleges are expected to be present for the event.

7. Discussion and Committee Reference:

7a. Graduate Assistantship Contract - Martha Johnson introduced Linda Woodard, Assistant Director of Personnel Services and Mike Naff, System Analyst with Project Enable who will demonstrate the Graduate Assistantship Agreement.

Dr. Johnson distributed samples of the agreement which has, as a part of it, the appointment eligibility, as well as, the University Tuition Reimbursement Policy. There is also an area at the bottom of the document that requires departmental initialed approval. This area was requested by staff so that appointments will not be entered without being verified by someone within the department.

The idea of a graduate assistantship contract was on the agenda at the last CGS&P meeting last year. Dr. Peters referred the contract to a committee to be discussed during the summer. The committee members were Marvin Lentner, Statistics; Bob Brown, Accounting; Aicha Elshabini-Riad, Electrical Engineering; Joe Merola, Chemistry; Jennifer Tank, Graduate Student, Biology; Saifur Rahman, Electrical Engineering; Louis Helfrich, Forestry; Dave Martens, Crop and Soil Environmental Sciences; Diane Robertshaw, Education; Linda Woodard, Personnel Services; and Bryan Rowland, Graduate Student in VTE and GSA President.

The committee met several times for general discussion and drafts were circulated for comments and suggestions. The committee recommends calling the document an agreement rather than a contract. The change does not change the intent of the document nor the legality of the document.

Various committee members circulated the document among the faculty in their departments and it has been presented at faculty meetings. The faculty response has been favorable. There was one point on which the committee did not agree. The agreement asks for a decision on whether or not students would work during the school breaks. The majority of the committee wanted the choice left on the document but there was not total

agreement. Mike Naff demonstrated the Word 6.0 version. The Word 6.0 does not have an option for making only the single selection to appear on the agreement. Word 5.1 has the option to automatically print on the document only the statement that applies directly to that student. Mr. Naff stated that this program can be adapted to most any program that the staff on campus may be using. Script users will have to be converted to other systems because this program is not for script use.

After a brief question and discussion period, Dr. Joe Merola moved that CGS&P puts forth the policy that this contract be adopted and further that all departments be required to use this contract with all their students on graduate assistantships. The motion was seconded by Dr. Jim Burger. The policy was approved unanimously.

7.b. Commonwealth Campus Proposal - Dr. Bruce Chaloux stated that this proposal is in it's model form. Fundamentally, this is a proposal to establish a Commonwealth Campus to provide opportunities for qualified graduate students. There are several elements in the proposal which are designed to remove some of the barriers that have been in place in the past and have put Virginia Tech at a disadvantage in competing for students who want to take courses but not necessarily pursue a degree. Dr. Chaloux gave many examples of students who want or need to take several courses but do not need an additional degree. It is believed that quality of the students can still be assured with this proposal. A tracking mechanism will be in place within the Graduate School to insure that this system will not be used as a "back-door" into graduate programs.

Dr. Hans Rott moved that the Commonwealth Campus Proposal be approved. The motion was seconded by Dr. Joe Merola. The policy was approved unanimously.

8. Adjournment - 5:00

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

18 October 1995, 3:30 P.M.

206 Sandy Hall

Present: Drs. Eugene Brown, Burger, Burton, Chaloux, William Devenport (for Uri Vandsburger), Eaton, Lindell Haverstic (for Hans Rott), Hitchingham, M. Johnson, Ley, Lovingood, Merola, Peters, Stauffer, Vorster, Mr. Armstrong, Ms. Bohr, Mr. LeBel, Ms. Nolte, Mr. Rowland

Absent with Notification: Dr. Mullins, Dr. Pearson, Ms. Tank, Mr. Waddill

Absent: Dr. Brooker-Gross, Dr. Robert Brown

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

1. Announcements - Rebecca Lovingood called the meeting to order and reminded the members of the 1995 Research and Graduate Studies Retreat for department heads, graduate chairs, and members of the research and the graduate commissions to be held on Saturday, October 21, from 8:30 am until 1:45 pm. She encouraged everyone to r.s.v.p. their intentions as soon as possible.

Dr. Len Peters stated that Dean Les Sims, from the University of Iowa, will be the luncheon speaker. Dean Sims evaluated the graduate programs at the University of Iowa and came up with a set of objective measures. Dean Sims will be sharing his experiences and views with us regarding these evaluations.

2. Informational Handouts - Commission Committee Roster; Userid and Telephone Number Listing; and Graduate Assistantship Agreement and Assistantship Appointment Eligibility template. Dr. Eaton remarked that all changes that had been suggested by this commission and the CARS/CAGS group have been incorporated into this version.

3. Approval of the Agenda - approved as submitted.

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

5. Committee Reports:

Graduate Student Appeals Committee - Dr. Jim Burger stated that two appeals had been referred to this committee from the Graduate School. An organizational meeting is planned for 10/19/95 to discuss procedures.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Dean Stauffer stated that the committee would meet in the near future to begin their work for the year.

Graduate Student Relations - Dr. Eugene Brown recently became chair of the committee and will hold an organizational meeting in the near future.

6. Graduate Student Assembly Report - Bryan Rowland, President of the GSA, stated that the Graduate Professional School Day was held on October 11. The attendance was estimated between 650 and 750. Mr. Rowland stated that the University of Georgia and Penn State University tables seemed to be popular with the students this year.

7. University Library Committee - Dr. Eileen Hitchingham stated that the Library Committee had discussion at it's first meeting regarding the Library's focus on user services. Members agreed that they may be first responders to some of the work that they may do and will try to assist with working with the rest of the user community to study library services and how these services can be focused.

Currently Newman Library is number 8 out of 100 for the proportion of resources that we spend on materials. We are 98 out of 100 on personnel support resources.

8. Discussion and Committee Reference:

8a. PM-152 Compliance - Dr. Eaton stated that this is a continuation of the efforts to give departments some guidance in complying with PM 126. He drafted a set of guidelines that he asked the Degree Requirements, Standards, Criteria and Academic Policies Committee to review, discuss and bring recommendations back to this commission.

8b. Electronic Thesis and Dissertation Proposal - Dr. Eaton stated that the Graduate School, Dr. Ed Fox and Gail McMillian have been studying the feasibility of students submitting, instead of a paper copy, an electronic copy of their thesis/dissertation. We now have in place, a system for doing that, software called Adobe Acrobat. This system will enable students to take Microsoft word files, word perfect files, or tech files and convert them to what Adobe calls PDF (portable document format) files. Those PDF files may be transmitted over computer networks free of platform and operating system limitations. PDF files can be read over the internet free of charge. It is proposed that this commission grant the Graduate School the privilege of requiring students, by the fall 1996 semester, to submit their documents electronically (unless excused by the Dean of the Graduate School). Dr. Eaton referred this issue to the DRSCAP Committee for their review and recommendation.

8c. Graduate Program Review - Dr. Eaton said this topic comes from the restructuring plan of Research and Graduate Studies put together last spring. In that plan, setting up a Graduate School based university wide graduate program review was proposed. While there are programs reviews across the university, they come from a variety of areas and do not address graduate program issues in sufficient detail. What the Graduate School would like to provide is a skeleton to go along with existing reviews which will examine some issues that we feel is important in maintaining quality in graduate programs and for responding to changing needs. This issue was also referred to the DRSCAP Committee.

8d. New Graduate Program Proposals - Dr. Eaton referred the on-going issue of graduate program proposal review to the Graduate Curriculum Committee. In the past, there have been questions related to budget and other resource allocation decisions before new graduate programs come to the graduate curriculum committee. A survey was conducted last year of other colleges which handle graduate program proposals and how their reviews are conducted.

8e. Posthumous Degree Request - Mr. Byron Dowell; MS in Entomology - Dr. Eaton stated that last summer, a graduate student drown while on an outing at New River. The student, Mr. Byron Dowell, was a graduate student in Entomology. He was approaching his last summer of thesis work. He had completed all his coursework and had completed the majority of his research. A request came to the Graduate School from Dr. Richard Fell, Associate Professor of Entomology, who was Mr. Dowell's major professor, to award a posthumous M.S. degree for his efforts.

The request to posthumously award the M.S. degree in Entomology to Mr. Byron Dowell was unanimously approved.

9. Adjournment - 4:08

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

1 November 1995, 3:30 P.M.

206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burton, William Devenport (for Uri Vandsburger), Eaton, Hitchingham, M. Johnson, Ley, Lovingood, Pearson, Stauffer, Vorster, Mr. Armstrong, Ms. Bohr, Mr. Rowland, Ms. Tank, Mr. Waddill

Absent with Notification: Dr. Burger, Dr. Chaloux, Mr. Foushee, Dr. Merola, Dr. Mullins, Ms. Nolte, Dr. Peters

Absent: Dr. Brooker-Gross, Mr. LeBel, Dr. Rott, Dr. Scott

Visitors: Susan Trulove - Spectrum Representative

1. Announcements - Dr. Eaton commented on an e-mail document that was distributed to all members from the University of Oregon. The document, "Guidelines for Good Practice in Graduate Education", has some ideas that are consistent with the way we would like to operate the graduate program here at Virginia Tech. As departments move to comply with Policy Memorandum 126, some of the materials in this document might be of some value.

2. Informational Handouts - Commission Committee Roster; Userid and Telephone Number Listing

3. Approval of the Agenda - approved as revised.

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

5. Committee Reports:

Graduate Curriculum Committee - Dr. John Burton presented the following report which was accepted.

Agenda for Graduate Curriculum Committee

October 19, 1995, 206 Sandy Hall

3:30 to 5:00 p.m.

Attending: John Aughenbaugh, Julia Beamish, Duane Berry, John Burton, John Eaton, Marvin Foushee, Ron Johnson, Bill Reynolds, Ed Robinson, Stephen Smith, Jay Sullivan

1. New Course - BSE 4344 - GIS for Engineers was approved by a majority vote.

2. New Course - TA 5004 - High Concept Low Tech Theatre, I was approved.

3. New Course - TA 5014 - High Concept Low Tech Theatre, II was approved.

4. Revised Course - UAP 5394 - World Development and the Environment was tabled.

Respectfully submitted
John Burton, Chair

Graduate Student Appeals Committee - Dr. Robert Brown stated that two cases have been distributed to the committee. The committee will be meeting again on November 10 for deliberation on those cases.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Dean Stauffer stated that the committee has three items to discuss. The Guidelines for Compliance with Graduate Program Standards and Policies will be discussed at the next committee meeting and a recommendation should be brought to this commission at the next meeting. Discussion on the Electronic Thesis/Dissertation will also continue at the next committee meeting. The last item to be considered will be the Graduate Program Review.

Graduate Student Relations - Dr. Eugene Brown presented the following report which was accepted.

Minutes of the Graduate Student Relations Committee
of the
Commission on Graduate Studies and Policies
October 26, 1995, 12:00 Noon
Mechanical Engineering Conference Room

Present: Dr. Eugene Brown, Chair; Joyce Bohr; and Beth Nolte

Since this was our first meeting, and no one had ever served on this committee before, we spent most of our time defining the committee's purpose. It seemed to us a number of institutional issues currently receiving attention across the campus could benefit from some graduate student input and it was up to us to figure out a way to make this happen.

A good case in point might be the decline in graduate enrollment which we've seen over the past several years. It seems rather natural in attempting to attract additional students to ask the students who are already here why they came. Perhaps the committee can (maybe in cooperation with the GSA?) find a way to collect such data. Are current students glad they came? If not, why not? Are improvements in the University's and Research Graduate Student's homepage necessary to put our best recruiting foot forward? Again, a student perspective might be helpful.

Are there opportunities for the graduate school to sponsor a graduate student gathering to give our graduate students more of a sense of community? Ties to thesis research might leave the lives of many graduate students socially unfilled. Can our committee do something on the social scene?

What about students after they leave us? Have we created the kind of allegiance and identification within the university that will bring our successful graduate students back? What we are talking about here is university development and possibly reselection of Virginia Tech as a venue for future study. As one of our committee said, "How can we expect there to be a strong allegiance with the university if we don't express a caring attitude about them when they are here?"

More along the academic lines, can our committee through the graduate school, assure that opportunities for professional growth and development are made available to our graduate students? A special workshop on resume preparation was suggested. Clearly, the GTA Training Program and the Research workshops run by the RGS Division are examples of such programs. Perhaps they can be expanded. Are our new students given the information they need before they arrive on campus? Again, this committee might play a role in answering that question and assisting with any improvements that appear to be indicated.

At our next meeting which will be on Thursday, December 7, at 12:00 noon, we will try to be more specific about social, professional growth, informational and institutional issues and formulate some specific goals for the coming year. Our general objectives as I see them are:

1. to assist the university in attracting increased numbers of high quality graduate students,
2. to help the graduate school make sure that our students are treated right once they arrive, and
3. to create in them an institutional allegiance such that when they leave, we can count on them to assist us in the future development of the university.

6. Graduate Student Assembly Report - Bryan Rowland, President of the GSA, distributed the latest edition of the APEX.

The GSA, in conjunction with other University organizations, will be co-sponsoring a "Social".

A survey will be designed and distributed to all students in the spring.

7. University Library Committee - Dr. Eileen Hitchingham stated that the Library Committee has taken upon itself to get to better know functional areas in the Library. An indepth exploration of VTLS and other databases will be presented at the next meeting. The focus now is on user-services within the library and we are reallocating functions and activities to concentrate more heavily on this. The members of the committee were solicited to participate in focus sessions along with graduate and undergraduate students to make suggestions about how services can be improved. All the sessions are to focus on and better understand the value of our current services and what we might do that we aren't already doing. These sessions will be followed up by a specific survey to a random sample of faculty and students later in this term.

8. Discussion and Committee Reference:

8a. Preparation of a document for Virginia Tech that would be comparable to the University of Oregon document - Mike Vorster stated that he had reviewed the University of Oregon, "Guidelines for Good Practice in Graduate Education" document that Dr. Eaton had mentioned earlier in the meeting. He felt that a similar document could be prepared by Virginia Tech which would be of value to ourselves and of value to others.

The task of preparing this document was referred to the Graduate Student Relations Committee.

9. Adjournment - 3:50

Respectfully submitted,

John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

15 November 1995, 3:30 P.M.

206 Sandy Hall

Present: Drs. Robert Brown, Burger, Burton, Chaloux, Eaton, Hitchingham, M. Johnson, Ley, Lovingood, Bob Mahan (for Eugene Brown), Merola, Pearson, Mr. Armstrong, Ms. Bohr, Mr. LeBel, Mr. Rowland, Mr. Waddill

Absent with Notification: Dr. Eugene Brown, Dr. William Devenport, Dr. Mullins, Ms. Nolte, Dr. Peters, Dr. Stauffer, Dr. Vorster

Absent: Dr. Brooker-Gross, Dr. Rott, Dr. Scott, Ms. Tank

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

1. Announcements - Dr. Rebecca Lovingood stated that Dr. John Burton had attended the previous University Council meeting in her absence. At that meeting, the CGS&P minutes of October 4, 1995 were approved. In approving these minutes, University Council approved the Commonwealth Campus Proposal and the Graduate Assistantship Agreement.

2. Informational Handouts - none

3. Approval of the Agenda - was approved as submitted.

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

5. Committee Reports:

Graduate Curriculum Committee - Dr. John Burton presented the following report which was accepted.

Agenda for Graduate Curriculum Committee
November 2, 1995, 206 Sandy Hall
3:30 to 5:00 p.m.

Attending: Julia Beamish, Duane Berry, John Burton, Marvin Foushee, Scott Gartner, Ron Johnson, Steve Parson, Bill Reynolds, Ed Robinson, Jay Sullivan

1. (Proposal) Adult Learning and Human Resource Development Option within the MS and Ph.D in Family and Child Development. The option received a majority endorsement vote by the committee.

2. (Proposal) Non-Thesis Master's Degree Program in Crop and Soil Environmental Sciences and CSES 5904 - Project and Report. The program and the project and report proposal was approved by a majority vote. There was one abstention vote.

3. New Course - MSCI 5454 - Distributed Processing and Data Communications was approved with suggested revisions.

4. New Course - MSCI 5464 - Object Oriented Programming for Business was approved with suggested revisions.

Respectfully submitted
John Burton, Chair

Graduate Student Appeals Committee - Dr. Jim Burger stated that there are four appeal cases that are being reviewed. There is another scheduled meeting on Friday 11/17/95.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Joe Merola reported that one of the issues that the committee has been undertaking is the Guidelines for Departmental Responses to PM 126/152: Graduate Program Standards and Policies. In PM 126/152, each department needs to formulate, and have on file with the graduate school, all of their policies with regards to all aspects of graduate life. It was felt that each department needs guidelines to follow in preparing these statements. The committee has revised a document that was prepared by the DRSCAP committee last year and presented that document for approval at this meeting. This document, if approved, would be distributed to departments to help them with preparing this document.

Dr. Merola moved that the commission approve these guidelines so that they can be distributed to departments to allow them to be in compliance with PM 126/152. There was a suggestion that one statement in the document be revised. There was agreement to the revision. The motion to approve the amended document was seconded and the guidelines were approved unanimously.

Dr. Merola stated that deliberations have begun on the Electronic Dissertation Project. This concept is the idea that the theses/dissertations electronic submission would be required beginning Fall 1996. It was clear that there are questions that need to be answered. Dr. Ed Fox, who has technical expertise in this area, will be meeting with the committee to help answer some of the questions/concerns. Dr. Merola also asked that the members of this committee return to their departments/colleges and solicit comments on this project.

6. Graduate Student Assembly Report - no report.

7. University Library Committee - Dr. Eileen Hitchingham announced that Britannica On-Line is available through the Library Homepage. This is the full text of the entire Encyclopedia Britannica and some of the illustrations. The address is <http://refserver.lib.vt.edu>

8. Discussion and Committee Reference:

8a. Graduate Honor System - Danny Waddill, Chief Justice of the Honor Court, stated that the Graduate Honor System has seen twelve cases in the past year. One case was referred anonymously and that was not investigated, two were not sent forward by the Investigative Board. The majority of the cases found the students guilty and the resulting penalties were: five- probations, one- suspension for two semesters, two students were permanently dismissed from the University and one case is still pending which was referred by the Northern Virginia Campus. This represents hard thought and soul-searching by a judicial panel because these are serious penalties. It also reflects the support that the system has for professor who turn in cases and it sends a message that Virginia Tech will simply not tolerate any violations of academic integrity.

Most cases involve cheating or plagiarism. We did have three that involved falsification of research data or academic credentials and one involving academic sabotage of a computer project. Three cases involved an external funding agency and the implications can go far beyond Virginia Tech. On this basis, he encouraged everyone to be interested in the Honor System and it is something that cannot be taken for granted.

Dr. Waddill circulated a handout regarding the Graduate Honor System Policies.

He mentioned three ways faculty could help with the Honor System:

1. Talk about the Honor System in the class room and in research settings. Mention the Honor System in writing on your course syllabus.

2. Report suspected violations.

3. Serve as a volunteer for the investigative boards and judicial panels. Faculty are allowed to serve up to eight years, normally 1-2 years is the standard.

9. Adjournment - 4:20

Minutes

Commission on Graduate Studies and Policies

17 January 1996, 3:30 P.M.

206 Sandy Hall

Present: Drs. Brooker-Gross, Eugene Brown, Robert Brown, Burger, Burton, Chaloux, Eaton, Ley, Lovingood, Pearson, Peters, O'Brien, Scott, Stauffer, Vandsburger, Vorster, Mr. Armstrong, Mr. LeBel, Ms. Nolte, Mr. Rowland, Ms. Tank, Mr. Waddill

Absent with Notification: Dr. Hitchingham, Dr. Johnson, Dr. Mullins

Absent: Ms. Bohr, Dr. Merola

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

1. Announcements - none

2. Informational Handouts and Reports - Dr. Bruce Chaloux circulated a document on the Commonwealth Campus Program. This commission formally approved this program last year. This is a program designed to permit qualified students to enroll in graduate courses without going through the formal application process. This is a non-degree program and students are limited to twelve hours in this status. The student will be allowed to take more hours after re-declaring their intent not to apply for a degree. Should students wish to pursue a degree, they can make application to Graduate School and the student's advisory committee will make a determination about the credits earned while under the Commonwealth Campus status being applicable toward their degree program. This program is marketed toward: (1) students who already have graduate degrees who are desiring to take courses to update knowledge or skills. (2) a large number of students who are baccalaureate degree holders wanting only to take two or three courses (3) students who are wishing to "test the waters". these students will not be displacing our regular degree seeking students in classes, they will be filling in sections and excess seating capacity. The response from the colleges has been excellent.

3. Approval of the Agenda - was approved as revised.

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

5. Committee Reports:

Graduate Student Appeals Committee - Dr. Jim Burger stated that two of the four graduate student appeals cases have been completed.

Degree Requirements, Standards, Criteria and Academic Policies -Dr. Dean Stauffer circulated a report/summary of the January 4 meeting of this committee. Two items were discussed.

1) There was a request from the Center for Public Administration and Policy that the non-course requirement for the Master of Public Administration degree be reduced from 12 to 6 credits. This items was tabled for further clarification from the department.

2) The committee considered the issue of requiring electronic theses and dissertations. The committee felt it best to solicit input from CGS&P. This issue has been

added to the agenda for today's meeting.

The report was accepted.

Dr. Lovingood referred to the previous minutes of the CGS&P in which the Guidelines for Departmental Responses to PM 126/152 were approved. She asked the status of the departments receiving these guidelines and returning information to the Graduate School. Dr. Eaton stated that a memorandum is to be drafted for Dr. Len Peters' signature informing the departments of the changes that have taken place and their need to review their standards and have a document on file in the Graduate School.

Graduate Student Relations: - Dr. Eugene Brown stated that this committee met on December 14 to review and discuss the "University of Oregon Guidelines for Good Practice in Graduate Education" document. He stated that the committee is gathering and studying current documents from Virginia Tech to develop "guidelines" for this university. Bryan Rowland, President of the GSA, is meeting with the committee at its next meeting to help provide input from the "student view point".

6. Graduate Student Assembly Report - Mr. Bryan Rowland reported that the GSA is co-sponsoring, through our Virginia Tech Off Campus Housing Center, a Housing Fair, January 31 from 1:00-6:00 at Squires Student Center.

Virginia Tech is hosting a Southeastern Regional Conference for the National Graduate and Professional Student Association on February 23, 24 and 25 at the CEC. It is expected that representatives will be here from all across the southeast.

The Research Symposium annual fair will be held in late March.

7. University Library Committee -there was an attachment to the agenda/minutes of the minutes of October 19, 1995. Mr. Armstrong had nothing to add to those minutes.

8. Discussion and Committee Reference:

8a. Policies for Participation in Graduate Commencement Ceremonies - Dr. Eaton stated that the Graduate School has always required doctoral students, who participate in commencement, to have completed all requirements for graduation including submission of the dissertation. When we began having a fall commencement, we decided we needed to have a policy for masters students participating in the commencement. That policy, based on discussion with departmental representatives across campus, was to require masters students to take and pass their final exam but not necessary to submit their thesis or final paper. This Fall there was a large number of masters students under the impression that they could participate in the ceremony without taking their final examination. Because of this problem and the fact that the Commencement Committee is considering going to a Spring commencement which is much like the Fall ceremony where the masters and doctoral student would go through one commencement ceremony. We feel that there is a need to reach a decision regarding the "requirements" and circulate this information to the students as soon as possible. Dr. Eaton proposed that the policy remain the same for doctoral students and that masters students must, at least, have taken the masters final exam and passed it. He stated that two weeks before commencement is the normal deadline for defense for masters students.

The issue was referred to the Graduate Student Relations committee.

8b. Continuation/Discontinuation of Graduate Degree Programs - Dr. Lovingood stated that this issue is being brought forward because of an earlier discussion she had with Dr. Eaton regarding programs which are

being changed or discontinued, and yet these issues are not coming forth to this commission.

Dr. Eaton stated that programs have two elements; the programmatic element and the resource element. The policy has been for new graduate programs to be approved that they must first come from the Department to the College Curriculum Committee, then to the Graduate Curriculum Committee and through the Provost to the State Council of Higher Education. From a resource view, the Graduate Curriculum Committee has taken the view that they would like to see all resource issues solved before the proposal comes to them. It seems that discontinuation of a program should follow the same process. The college of Arts and Sciences is proposing the discontinuation of two doctoral programs. The question now seems to be, what is the role of the governance system in granting that request from the college and can the governance system say that these programs are important to the university and, if so, seek ways to keep them.

After a discussion regarding previous proposals that have been brought to this commission, the issue of the role of governance in discontinuation of programs was referred to the Graduate Curriculum Committee for further study.

8c. Status of the College of Education - Dr. Eaton stated that he attended committee meetings and that a recommendation has been made to make the College of Education part of the College of Human Resources. The Provost should be making a recommendation to the President soon regarding the merger of the two colleges.

Bryan Rowland questioned the "role of governance" in the closing of colleges as well. Dr. Uri Vandsburger noted that closing of departments and colleges effects undergraduates as well as graduate students. Mr. Rowland agreed and stated that closures effect the "student experience" and it's a much larger issue than just the "closing" of a program.

8d. Electronic Theses and Dissertation - Dr. Dean Stauffer stated that, in the earlier discussion of the DRSCAP committee report, a draft was circulated of a proposed policy for implementation of electronic theses and dissertations at Virginia Tech. The basic proposal has been made to have all students submit their thesis or dissertation in electronic format. As a whole, the committee is excited about this proposal and feel that we have an opportunity to be right at the forefront of development and becoming a national leader in this effort.

Some of the potential concerns that the committee sees at this time are:

- 1). The committee feels that this policy should be phased in. A pilot year likely would reveal "bugs" in the process that need to be fixed and will provide information concerning what students may expect as they develop EDTs. A pilot study of a dozen departments, representing a variety of thesis types, should be promoted to see how easily this will work. The hope is that this will provide information/experience to draw from when all departments are required to begin this policy.

- 2). Availability of resources to support this change; software and technical personnel to help with conversion of documents.

- 3). Copyright laws.

- 4). Procedures for exemptions from the ETD format must be clearly developed and stated before the policy is implemented.

- 5). The extent to which hard copies will be provided to the library.

- 6). Adaptation to new software. Will a previous thesis be readable 5-10 years from now when software has changed? Is there a potential to lose

information as software changes?

Dr. Stauffer asked the members to go back to their colleges/departments and discuss these issues and have all concerns and statements submitted to him.

9. Adjournment - 4:52

Minutes

Commission on Graduate Studies and Policies 7 February 1996, 3:30 P.M.
206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burger, Burton, Chaloux, Eaton, Hitchingham, M. Johnson, Ley, Lovingood, Mullins, Peters, O'Brien, Vandsburger, Mr. Armstrong, Mr. LeBel, Ms. Nolte, Mr. Rowland, Ms. Tank, Mr. Waddill

Absent with Notification: Ms. Bohr, Mr. Foushee, Dr. Pearson, Dr. Stauffer

Absent: Dr. Brooker-Gross, Dr. Merola, Dr. Scott, Dr. Vorster

Visitors: Dr. Ernest Houck - Management Science Department
Dr. Douglas Strickland, Director, Roanoke Valley Graduate Center
Susan Trulove - Spectrum Representative

1. Announcements - Dr. Rebecca Lovingood announced that the Southeastern Universities Research Association, Inc. (SURA) has funded Virginia Tech's Electronic Thesis and Dissertation Project. Dr. Ed Fox, Dr. John Eaton and Gail McMillan are the principal investigators on this \$90,000 per year grant to develop and test the Monticello Electronic Library Thesis and Dissertation Program. She stated that this is a significant milestone and one more way that Virginia Tech is taking the lead in graduate education and research.

Dr. Eaton stated that Dr. Ed Fox and Neal Kipp, a graduate student, will be developing DTDs (document type definitions) for using SGML to prepare stylesheets for submitting theses and dissertations electronically. This will make them more usable in libraries across the country and is part of the SURA initiative to develop partnerships with other universities in the southeast. The hope is to have 500-1000 theses and dissertations from universities across the southeast all in one area and make them accessible to scholars.

Dr. Eaton announced that Virginia Tech is participating in the National Survey of Graduate Student Assistant Stipends, Fellowships and Post-Doctoral Fellowships (commonly known as the Nebraska Survey). This survey has been in existence at least six years. It comes out every two years, the University of Nebraska surveys institutions including specific departments across the country and publishes an annual survey. There are over 200 institutions invited to participate and this is the first year that Virginia Tech has been included. The survey will be published in Spring 1996 and a copy will be sent to Virginia Tech. When the publication is received, a notice will be made to the commission members so the survey can be reviewed.

Dr. Martha Johnson announced that the Commencement Committee voted to combine the masters and doctoral students in the Spring Graduate Ceremony as was done in the Fall ceremony. Diplomas will be distributed in the Spring ceremony which was not done in the Fall ceremony.

2. Informational Handouts and Reports - none

3. Approval of the Agenda - was approved as submitted

4. Approval of the Minutes of January 17, 1996 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Curriculum Committee - Dr. John Burton announced that there had been two meetings since the last CGS&P meeting. The following minutes were accepted.

Minutes for Graduate Curriculum
January 18, 1996, 206 Sandy Hall
3:00 to 4:00 p.m.

Attending: John Aughenbaugh, John Burton, John Eaton, Marvin Foushee, Scott Gartner, Ron Johnson, Stephen Smith, Jay Sullivan

Guest: Dr. Ernest Houck

1. New Course - CSES/ENSC 4114 Soil Physics was approved.
2. New Course - CSES/GEOG 4834 Soil Characterization and Interpretation was approved.
3. Existing Course - UAP 5394 Nature, Society and the Global Economy: Interdisciplinary Perspectives was approved.
4. Proposal to change the title of the Department of Management Science to the Department of Management Science and Information Technology was approved.
5. An introductory discussion was held on the "draft" of the New Graduate Program Proposal Process. The issue of discontinuation of graduate programs was also briefly discussed. Both items are carryover agenda items for the next Graduate Curriculum meeting.

Respectfully submitted
John Burton, Chair

Minutes for Graduate Curriculum
February 1, 1996, 206 Sandy Hall
3:00 to 4:00 p.m.

Attending: John Aughenbaugh, Julia Beamish, John Burton, John Eaton, Marvin Foushee, Scott Gartner, Ron Johnson, Jim Michaels, Steve Parson

1. New Course - HORT 6004 - Advanced Topics in Horticulture was approved conditional to providing additional information.
2. Proposal to change the title of the Department of Human Nutrition and Foods to the Department of Human Nutrition, Foods and Exercise was approved.
3. "DRAFT", the New Graduate Program Proposal Process was approved.
4. Discontinuation of Graduate Degree Programs - the committee discussed the need for a process for discontinuation of graduate degree programs. Dr. Eaton will draft a document for future committee discussion.

Respectfully submitted
John Burton, Chair

Graduate Student Appeals Committee - Dr. Jim Burger stated that three of the four graduate student appeals cases have been completed.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Lovingood stated that she had received an e-mail message from Dean Stauffer stating that the committee had not met. The committee plans to meet next week to wrap up the Electronic Thesis/Dissertation issue and begin on Program Review Guidelines. He also wanted to let the members know that he had heard from only one individual concerning the electronic thesis/dissertation issue, after putting out the request for input by February 1. He stated, in the e-mail message, that he assumed that this is either not much of an issue or everyone has been too busy to respond with questions or concerns about the electronic thesis/dissertation issue.

Dr. Lovingood asked that, if there are concerns or input that the members or their affiliations might have, those need to reach Dr. Stauffer for discussion at the next meeting of the DRSCAP committee.

Graduate Student Relations: - Dr. Eugene Brown circulated the minutes of the committee meeting on January 18. He stated that the committee considered the issue of a policy for participation by masters students in graduate commencement ceremonies. The committee recommended to Dr. Eaton that:

Students may request permission from the Graduate School to participate in the spring commencement ceremony if all degree requirements are scheduled to be completed during spring semester, the first summer term, or the second summer term as determined by the members of the student's advisory committee. The requirement for participation in the fall commencement remains unchanged from the currently in place.

Dr. Eaton asked for input from the Commission and Dr. Martha Johnson regarding her earlier announcement from the Commencement Committee. Dr. Johnson stated that the Commencement Committee had decided that the diplomas would be distributed at the Spring Commencement. Dr. Eaton stated, with that being the case, only students who are fully complete can participate in the ceremony. Dr. Peters stated that he felt that we should survey standard practice at other universities. He asked that Dr. Eaton send out a note to the CGS list-serve to get input regarding practices at other universities. After a brief discussion, it was decided that Dr. Eaton will report his findings at the next CGS&P meeting.

The second item that was considered by the committee was the Oregon Guidelines for Good Practice. The committee is studying the Graduate Honor Code, the Graduate Student Appeals statement in the Graduate Catalog, the Graduate Honor System Constitution and the Professional Ethics Statement in the Faculty Handbook. Mr. Bryan Rowland gave perspective on good practice from a graduate student's point of view.

6. Graduate Student Assembly Report - Mr. Bryan Rowland distributed a flier listing the dates and location of the Research Symposium (April 2, 1996 in the Commonwealth Ballroom - Squires) and the deadlines for the Graduate Representative to the Board of visitors (application due date February 16, 1996).

He also distributed handouts about the Southeastern Regional Conference for the National Graduate and Professional Student Association on February 23, 24 and 25 at the CEC. It is expected that representatives will be here from all across the southeast.

7. University Library Committee - Dr. Hitchingham stated that this committee did not meet in January, the next meeting will be 2/16/96. Peter Karp will be at that meeting to talk about the Advanced Communication Building.

The Survey of Faculty and Students is being conducted and the committee is awaiting the results. We are looking at refocusing on services and what kinds of services can be provided to the university.

8. Discussion and Committee Reference: none

9. Adjournment - 4:20
Respectfully submitted,
John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies 21 February 1996, 3:30 P.M.
206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burger, Chaloux, Eaton, Hitchingham, M. Johnson, Lovingood, Merola, Mullins, Pearson, Peters, O'Brien, Stauffer, Mr. Armstrong, Ms. Bohr, Mr. LeBel, Ms. Nolte, Mr. Rowland,

Absent with Notification: Dr. Brooker-Gross, Dr. Burton, Ms. Tank

Absent: Dr. Ley, Dr. Scott, Dr. Vandsburger, Dr. Vorster, Mr. Waddill

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

1. Announcements - Dr. Eaton stated that he had submitted survey forms for Virginia Tech's participation in the National Survey of Graduate Student Assistant Stipends, Fellowships and Post-Doctoral Fellowships (commonly known as the Nebraska Survey). There was a 80-90% response rate from the departments here. Should any additional survey forms arrive at the Graduate School, those forms will be forwarded on to be included in the report which should be published this Spring.

2. Informational Handouts and Reports - Science Journals Go Wired

3. Approval of the Agenda - was approved as amended

4. Approval of the Minutes of February 7, 1996 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Relations: - Dr. Eugene Brown stated that the committee considered the issue of a policy for participation by masters students in graduate commencement ceremonies. Dr. Brown moved that the following paragraph be adopted as commission policy as regards the graduation requirements for masters students here at Virginia Tech beginning Spring 1996:

Students may request permission from the Graduate School to participate in the spring commencement ceremony if all degree requirements will be completed during spring semester, the first summer term, or the second summer term in those circumstances in which:

1) completion of all requirements during the spring semester was precluded for programmatic reasons, and

2) there is an approved plan of study on file with the Graduate school by the established deadline.

Requirements for participation in the fall commencement remain unchanged from that currently in place.

Discussion of this motion revolved around the positive and negative aspects of the policy change as well as the recent decision by the Commencement Committee to have all master's diplomas distributed at the Spring Commencement.

A voted was taken and this policy was approved by a majority.

Graduate Student Appeals Committee - Dr. Jim Burger stated that a recommendation letter from this committee is being forwarded to Dr. Peters on the last of four cases that this committee has considered. There are no appeals pending.

Graduate Curriculum Committee - In Dr. John Burton's absence, Dr. Eaton presented the following resolution (see attachment) for CGS&P consideration. This resolution deals with the procedure for approval of new graduate degree programs. Two issues are addressed by this

resolution: (1) resource issues must be resolved before coming to the committee; (2) bringing the Graduate Dean more into the process of reviewing of these proposals as they come forward - prior to coming to the Graduate Curriculum Committee.

The resolution was approved unanimously.

Degree Requirements, Standards, Criteria and Academic Policies - Dr. Stauffer presented a document prepared by this committee regarding the implementation of electronic theses/dissertation. The document was discussed by the members of CGS&P and modifications were suggested. The document, as amended, was approved by unanimous vote.

The amended document is as follows:

Policy for Implementation of Electronic Theses/Dissertations at Virginia Tech

We endorse the concept and implementation of the use of electronic theses/dissertation (ETD) at Virginia Tech and recommend that ETD be required of all graduate students effective January 1, 1997. We also recommend that students submitting theses/dissertations prior to that time be strongly encouraged to do so in electronic format, and that incentives (e.g., waivers of archive fee) be provided to encourage students to do so. The following recommendations are suggested to accompany implementation of ETD:

An oversight committee, convened by the Dean of the Graduate School, should be established to provide input and help direct the process of implementation. Membership on the committee should include representation (at a minimum) from:

CGS&P
University Computing and Communications Reserves Committee Library
GSA

The conversion to EDT should receive wide publicity so that all students and faculty know it is coming. Outlets for such may include Spectrum, APEX, Collegiate Times.

Training and workshops for students, faculty and staff should be provided. A suggested format would be to provide training seminars for individual colleges or groups of departments with similar theses/dissertations. Training also should be provided in FD

The source and extent of resources (financial, personnel, space, software, etc.) must be explicitly stated prior to implementation. Information concerning individuals responsible for various aspects of the conversion must be clear. Implementation of ETD should be such that no significant net burden is placed upon departments in terms of financial or time requirements. The oversight committee is charged with assuring that this is true.

Some theses/dissertations may be in a form that is not suitable for conversion to electronic format and should be exempted from this requirement. Decisions concerning exemption should be made on a case-by-case basis by the Graduate School.

6. Graduate Student Assembly Report - Mr. Bryan Rowland distributed the first edition of the APEX for this year. He also noted that the 1996 Southeastern Region National Association of Graduate and Professional Students Conference begins at Virginia Tech Friday, 2/23/96.

7. University Library Committee - Dr. Hitchingham stated that the last meeting was primarily an information meeting. The committee did address some discussion about the plan for the Advanced Communications Information Technology Center whose plans are not yet formalized.

8. Discussion and Committee Reference: none

9. Adjournment - 4:50
Respectfully submitted,
John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

6 March 1996, 3:30 P.M.

206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burton, Chaloux, Eaton, Hitchingham, M. Johnson, Ley, Lovingood, Merola, Mullins, Pearson, O'Brien, Mr. Armstrong, Mr. LeBel, Ms. Nolte, Mr. Rowland, Ms. Tank

Absent with Notification: Dr. Brooker-Gross, Mr. Foushee, Dr. Peters, Dr. Stauffer, Dr. Vorster

Absent: Ms. Bohr, Dr. Burger, Dr. Scott, Dr. Vandsburger, Mr. Waddill

Visitors: Susan Trulove - Spectrum Representative
Dr. Douglas Strickland - Director, Roanoke Valley

Graduate Center

1. Announcements - Dr. Rebecca Lovingood updated the membership regarding the University Council approval of past CGS&P minutes. She noted that President Torgerson stated that the University is cautiously optimistic with respect to the proposed University budget and the salary increases for faculty and staff.

Issues and agenda items for the Commission on Research and the Commission on Graduate Studies and Policies are discussed on a regular basis with Dr. Eaton and Dr. Peters. At the last meeting, discussions was held on the budget meetings being held in Richmond. It was decided to have Dwight Shelton come to the commissions in April to update everyone on the budget situation.

Dr. John Eaton stated that Virginia Tech was one of several universities mentioned in this week's Chronicle of Higher Education about the electronic theses and dissertation project.

2. Informational Handouts and Reports - none

3. Approval of the Agenda - was approved as submitted

4. Approval of the Minutes of February 21, 1996 - the minutes were approved as amended.

5. Committee Reports:

Graduate Student Relations: - Dr. Eugene Brown stated that this committee met on February 15 to discuss the "University of Oregon Guidelines for Good Practice in Graduate Education" document. The committee has heard from graduate student representatives, Dr. Jim Burger and Mr. Danny Waddill and have the idea that there is the need to present a suitably generic statement which outlines the mutual responsibilities and expectations of graduate students and advisors. The committee feels that the Graduate Catalog would be a suitable starting place for the addition of such a statement. The committee feels that a statement should be included in departmental information distributed to students.

Dr. Lovingood suggested that this statement issue be reviewed and discussed by the Academic Integrity Committee which is co-chaired by Dr. Janet Johnson and Dr. Joe Merola.

6. Graduate Student Assembly Report - Mr. Danny Waddill noted that the Search Committee for the Graduate Student Representative to the Board of

Visitors met the preceding evening. The committee was successful in narrowing the field of candidates to three.

Mr. Bryan Rowland announced that the application deadline for the Research Symposium is April 2, 1996. Each year a presentation is sponsored and this year the invited guest is Richard Lynch. The title of his presentation is "Human Resources and Education: Connections for the Twenty-First Century".

Mr. Rowland also congratulated Ms. Beth Nolte on the successful completion of her master's thesis exam on the preceding Monday.

7. University Library Committee - Dr. Eileen Hitchingham stated that, on the agenda for the next committee meeting, she will be making a presentation of statistics and overall look at the Library. She stated that she would be pleased if this group would also schedule this presentation at a future meeting. The committee will also be examining loan periods within the library.

8. Discussion and Committee Reference:

8a. Policy Memorandum 152 - Dr. John Eaton noted that the policy memorandum and the instructions for compliance will be sent to graduate chairs. In the cover memo to the departments, Dr. Eaton asked that submission of these guidelines by May 15, 1996 so that these documents will be available to the students in fall semester.

9. Adjournment - 4:12

Respectfully submitted,
John L. Eaton
Secretary

Minutes
Commission on Graduate Studies and Policies
20 March 1996, 3:30 P.M.
206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burger, Chaloux, Eaton, Hitchingham, Ley, Lovingood, Mullins, Peters, Stauffer, Mr. Armstrong, Mr. LeBel, Ms. Nolte, Mr. Rowland, Mr. Waddill

Absent with Notification: Prof. O'Brien, Dr. Pearson, Dr. Vorster

Absent: Ms. Bohr, Dr. Brooker-Gross, Dr. Burton, Dr. M. Johnson, Dr. Merola, Dr. Scott, Ms. Tank, Dr. Vandsburger

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

1. Announcements - Dr. Len Peters announced that Dr. Eugene Brown has been offered and accepted the position of Associate Provost for Program Development to begin May 16, 1996.

Rebecca Lovingood stated that, at the previous University Council meeting, Minnis Ridenour discussed raises for University faculty and how they would be handled. She shared a copy of the proposed pay dates and salary increases chart for classified salary. Dr. Peters stated that a letter to faculty and staff should be coming out soon from Minnis Ridenour regarding the salary increases and the shift in paydays. Dr. Lovingood said that Mr. Dwight Shelton will be attending the CGS&P meeting on April 3 to share information and insights from the legislative sessions in Richmond.

Dr. Lovingood stated that the minutes of February 21 were approved at the last UC meeting. The proposal on the new program process was presented for first reading and will come up for second reading and discussion in two weeks.

Dr. Eaton announced that there will be a workshop on March 29 from 4:00-6:00 on preparing Electronic Theses/Dissertations. The workshop will be held in 100 McBryde Hall.

Dr. Peters announced that Training the Future Professoriate will be held on March 30.

2. Informational Handouts and Reports - none

3. Approval of the Agenda - was approved as submitted

4. Approval of the Minutes of March 6, 1996 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Curriculum: - the following minutes were approved.

Minutes for Graduate Curriculum
March 7, 1996, 206 Sandy Hall
3:00 to 4:00 p.m.

Attending: Julia Beamish, John Burton, John Eaton, Jim Michaels, Barbara Simpson

1. Revised Course - CS/ISE 5714 - Usability Engineering was approved.

2. New Course - CS 5724 - Models and Theories of Human-Computer Interaction was approved pending receipt of letter indicating that no additional resources would be required to offer the course.
3. New Course - CS 5734 - Computer-Supported Cooperative Work Interaction was approved pending receipt of letter indicating that no additional resources would be required to offer the course.
4. New Course - CS 6724 - Advanced Topics in Human-Computer Interaction was approved pending receipt of letter indicating that no additional resources would be required to offer the course.
5. New Course - ENGL 4084 - Topics in Linguistics was approved.
6. New Course - MATH 4324 - Elementary Topology was approved.
7. New Course - MATH 5344 - Specialized Topics in Topology and Geometry was approved.

Respectfully submitted
John Burton, Chair

6. Graduate Student Assembly Report - Mr. Bryan Rowland announced that the Research Symposium is April 2, 1996 and the presentation will be Wednesday April 3 and is co-sponsored by the Graduate Student Assembly, the College of Human Resources and the College of Education. Dr. Richard Lynch, Director of the School of Leadership and Lifelong Learning at the University of Georgia, will present "Human Resources and Education: Connections for the Twenty-First Century".

7. University Library Committee - Dr. Eileen Hitchingham stated that the committee spent some time looking at different loan periods from peer institutions. This is an area that is flexible but unlikely ever to please everyone. The representatives were to go back and discuss this within their own areas.

8. Discussion and Committee Reference:

8a. Graduate Program Review - Dr. John Eaton stated that the aim of program review is not to burden departments with an additional review process, but to explore conducting graduate program reviews on a parallel course as part of ongoing department reviews. He described what is presently being done at Virginia Tech, what is done at Iowa and Duke, and the impetus for change.

Three colleges at Virginia Tech -- Agriculture, Forestry, and Human Resources -- participate in Cooperative State Research, Education and Extension Service (CSREES) reviews at five-year intervals. The colleges do a self study, then an external team does a review. The aim is to determine if CSREES resources are wisely used. The final report goes to the dean. In addition, forestry has on site reviews by two professional groups every 10 years. These reviews include accreditation of undergraduate programs.

The College of Education has done program improvement and resource allocation reviews using an external team. Emphasis has been on teaching and faculty-student relations. The final report is to the dean.

The College of Engineering has several undergraduate accreditation reviews. It also has a graduate program review using external teams. The reviewers look at program goals, size, support, leadership, faculty, students, courses, research, facilities, and standards. The final report goes to the

dean.

Business also has accreditation reviews by professional groups.

In Arts and Sciences, internal committees review department profiles, interview the department heads, staff and students, and prepare evaluations of the heads and of the departments. The committees select two-person external teams that interview faculty, staff, students, and external administrators. The external teams prepare their reports for the dean.

Dr. Eaton made the following points regarding Virginia Tech's review systems: (1) In general, graduate program quality does not have a major emphasis in the present system. (2) Benchmarking in or outside the university plays a minimal or no role in the present review process. (3) Generally, there is no required involvement of the provost or graduate dean in the present process.

He provided case studies from Iowa and Duke as examples of two systems of graduate program review.

Criteria were program quality and "centrality" or importance to the mission of the university. Secondary criteria were student demand, potential for excellence, external impact, and cost. The review measured "income assessment," program performance, outcome assessment, and cost financing, Eaton said. He explained that "income assessment" is data on applications, admissions, enrolled students, GPA, GRE, undergraduate institutions, and awards to determine the quality of incoming students.

Program performance is based on numbers of students who complete, faculty and student awards, productivity, degrees awarded, diversity, and time to degree.

Outcomes are based on placement of students, career paths of students, evaluations by graduates' employers, and national rankings.

Within the university, similar programs were compared -- that is, art and music would be compared, or chemistry and physics. "They found that good departments were high across the variables," Eaton reported. Iowa also benchmarked programs against similar programs using the National Research Council rankings. The final report went to the Provost.

The issue of graduate program review was referred to the Degree Requirements, Standards, Criteria, and Academic Policies committee. Dr. Eaton suggested the committee could point out areas where additional attention is desirable, recommend that the university set up a benchmarking process, and recommend that reports could go to the Graduate Dean and Provost.

9. Adjournment - 5:00

Respectfully submitted,
John L. Eaton
Secretary

Minutes

Commission on Graduate Studies and Policies

3 April 1996, 3:30 P.M. 206 Sandy Hall

Present: Drs. Eugene Brown, Robert Brown, Burton, Chaloux, M. Johnson, Ley, Lovingood, Merola, Mullins, Pearson, Peters, Stauffer, Vorster Mr. Armstrong, Mr. LeBel, Mr. Rowland, Ms. Tank, Mr. Waddill

Absent with Notification: Dr. Eaton, Mr. Foushee, Dr. Hitchingham, Ms. Nolte, Prof. O'Brien

Absent: Ms. Bohr, Dr. Brooker-Gross, Dr. Burger, Dr. Scott, Dr. Vandsburger

Visitors: Susan Trulove - Spectrum Representative
Bea Mahan - Budget and Financial Planning

1. Announcements - Dr. Rebecca Lovingood announced that, at the previous University Council meeting, she presented for second reading, the proposal on new graduate program proposal process. That resolution was approved.

April 9 at noon, the Provost will speak at the Faculty/Staff sponsored forum.

2. Informational Handouts and Reports - none

3. Approval of the Agenda - was approved as revised.

4. Approval of the Minutes of March 20, 1996 - the minutes were approved as submitted.

5. Committee Reports:

Graduate Student Appeals: - Dr. Len Peters noted that a procedural issue has been uncovered regarding the composition of that committee. The Appeals Committee is supposed to have a member outside the department in a closely aligned discipline. As a result of that issue, the committee will be reconstituted and will re-hear the three cases that were affected.

Degree Requirements, Standards, Criteria and Academic Policies: - Dr. Stauffer stated that the committee approved the change in the master's program in Public Administration/Public Affairs. The issue of program review is being discussed and it is hopeful that a document will be provided by this committee to CGS&P for review before last meeting of this year.

Graduate Student Relations - Dr. Eugene Brown stated that this committee met as a writing committee to bring together both points of view of the faculty and of the graduate students. Dr. Brown distributed a draft, for information purposes, that was developed to present the graduate student's perspective. He noted that this draft will be forwarded to Dr. Janet Johnson and Dr. Joe Merola who co-chair the Academic Integrity Committee to provide the faculty perspective. A document will be prepared combining both the faculty point of view and the student point of view and this document will be submitted to this commission for review. He welcomed any comments and suggestions from the commission members.

6. Graduate Student Assembly Report - Mr. Danny Waddill noted that there was an article in the newspaper recently regarding the issue of UVA

reducing the numbers of Ph.Ds in various programs especially in English, History and Political Science because job prospects are slim upon graduation. The university felt it was not fair to bring in students when the student's find it difficult to get employment. Advantages of this is that other students there are receiving more money and better access to professors. The disadvantages were that there were too few TA's to teach undergrads, class sizes were going up and the reputation of the departments was suffering as the numbers decreased. He felt it was a good look at the pros and cons of what fluctuating numbers do to a program.

Dr. Chaloux commented that the Research Symposium displays were down to 19-20. He felt that the numbers of displays and the numbers of people there to view the displays were disappointing. He felt that it was important to do a better job of communicating what it is we are doing in graduate education that is helping the rank and file in the state. He said this symposium is a valuable exercise and we need to get more people from the university involved and ask them to visit and talk with the presenters. The presentations, he felt, were marvelous and cutting edge research is being conducted.

7. University Library Committee - no report.

8. Discussion and Committee Reference:

8a. Budget Update - Bea Mahan, Director of Budget Management from the Office of Budget and Financial Planning, distributed a chart with explanations of the Status of the Governor's Budget and 1996 Legislative Sessions. She compared the Governor's proposed budget, the recommended amendments and the final recommendations.

Ms. Mahan stated that the overall good news is that, for many of the new initiatives for funding for prior requirements, state money was provided. There is a tuition freeze in effect for undergraduate Virginians for the biennium.

The goal of faculty salary increases is to get Virginia Tech to the 60th percentile of the benchmark groups. In 1990-91 we were in the 45th percentile and that has declined every year since that time. For the faculty in Virginia, that would mean anywhere from 4-6% each year until the year 2000 and we would be back in the 60th percentile.

Virginia Tech asked for money to address the costs associated with new Virginia undergraduates that we had accepted over the last several years but did not have any new state dollars. Another initiative was for new practice oriented degree programs in Northern Virginia; Electrical Engineering, Physics, Applied Mathematics and Computer Science. Operation and maintenance of the new Northern Virginia facility was also included in the budget next year.

Very little state money was allocated for capital projects this year. Many projects were approved on revenue bonds, which means that Virginia Tech is responsible for the debt.

There was a brief question and answer period after Ms. Mahan's presentation.

8b. Nominating Committee for Chair-Elect - Dr. Joe Merola will chair this committee with Dr. Dean Stauffer and Jennifer Tank serving.

8c. Electronic Theses/Dissertation - Dr. Stauffer stated that, since this commission approved the submission of theses/dissertations electronically a few weeks ago, new information has arisen concerning prior publication issues. The committee is contemplating an amendment to the initial document to address this issue and the copyright issue. The

committee would like the document amended to state clearly that the authors of the document were responsible for understanding and knowing what the policies of their professions and journals are. Also, it might be useful to have a release signed by the authors before the thesis or dissertations could be put on-line. This would offer them the opportunity to submit the thesis/dissertation but have it held and be accessible just within the Library and not within the internet. The suggestion was made by Dr. Mike Vorster that all documents be submitted electronically, however the documents with barriers on publications could go into a separate "location" where they would be held until the time limitations would be lifted and then they would be automatically put on-line. Dr. Stauffer asked for all suggestions for amendments to the original document and said he hoped to have a final document for review before the last CGS&P meeting.

9. Adjournment - 5:00

Respectfully submitted, John L. Eaton Secretary

Minutes

Commission on Graduate Studies and Policies

17 April 1996,

3:30 P.M. 206 Sandy Hall

Present: Drs. Robert Brown, Burton, Chaloux, Hitchingham, M. Johnson, Ley, Lovingood, Merola, Mullins, Prof. O'Brien, Peters, Stauffer, Mr. Armstrong, Ms. Bohr, Mr. LeBel, Ms. Nolte, Ms. Tank

Absent with Notification: Dr. Eugene Brown, Dr. Burger, Dr. Eaton, Dr. Pearson, Mr. Rowland, Dr. Vorster

Absent: Dr. Brooker-Gross, Dr. Scott, Dr. Vandsburger, Mr. Waddill

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

1. Announcements - Dr. Rebecca Lovingood announced that there was discussion at the previous University Council meeting two days earlier regarding a CUS&P resolution to increase the academic eligibility standards for undergraduate students. The resolution was adopted. (See council minutes dated April 15).

2. Informational Handouts and Reports - reports from the DRSCAP committee

3. Approval of the Agenda - was approved as submitted.

4. Approval of the Minutes of April 3, 1996 - the minutes were approved as submitted.

5. Committee Reports:

Degree Requirements, Standards, Criteria and Academic Policies: - Dr. Stauffer stated that the committee had submitted items for consideration as item 8b, 8c, and 8d on the agenda for this meeting.

6. Graduate Student Assembly Report - no report.

7. University Library Committee - no report.

8. Discussion and Committee Reference:

8a. Report from Nominating Committee and Election for Chair-Elect - Ms. Jennifer Tank announced that Dr. William Ley agreed to the nomination for chair-elect. Dr. Ley was elected by acclamation.

8b. Approval of MPA modification - Dr. Dean Stauffer stated that the Master of Public Administration degree is offered at the Northern Virginia Campus. Currently, the department has three options: (1) internship, (2) research thesis, (3) professional paper. The credits required for those three options did not fully reflect the work involved. The proposed change would be (1) the internship track would be composed of 36 credit hours of coursework and nine credit hours internship - PAPA 5954. This option would be for an individual who is new in the field. (2) the thesis track would be composed of 36 credit hours of coursework and nine credit hours of research and thesis - PAPA 5994. This option is not a commonly used option within the PAPA department. (3) the professional paper track would be for an individual who has been in the profession for a while and wants to come back and pick up their MS degree. This option is composed of 36 credit hours of coursework and six hours of Project and Report - PAPA 5904. The proposed

change bring the CPAP degree requirements more in line with other professional MPA programs in Virginia and the region served by the Northern Virginia Graduate Center.

After a brief discussion, this modification was approved.

8c. Approval/discussion of amendment to proposal for implementation of ETD - Dr. Stauffer presented a proposed amendment for the implementation of ETD:

All theses/dissertations shall be provided to the Graduate School in electronic format as of January 1, 1997. The thesis/dissertation, however, shall not be made available on the WWW until a release form granting permission to do so has been signed by the student and major professor (co-chairs). This release may be granted after such time that the author(s) have ascertained that prior publication issues are resolved. Prior to the release being signed, the thesis/dissertation shall be made available only through the Graduate School and Newman Library. It is the responsibility of the students and major professors to determine whether or not theses/dissertations accessible on WWW constitute prior publication for the journals in which they publish.

Additionally, a further charge to the oversight committee should be to work with societies/publishers to encourage them to adapt their policies concerning ETD.

This amendment was voted on and adopted unanimously.

8d. Discussion of suggestions for graduate program review - Dr. Stauffer distributed a first draft of proposed guidelines for conducting graduate program reviews. This draft constitutes a statement that some kind of approach for graduate research program review be established campus-wide. The committee recognizing that there are a variety of organizations that come to campus to review programs currently. These reviews are conducted in a variety of styles and formats and this would establish criteria for program reviews.

Dr. Peters suggested an ad hoc committee of five individuals to detail plans and do program analysis over the summer. This committee could also compose the drafts forms for these reviews. The impact on resources required for these program reviews should be heavily considered but, at the same time, the goal would be to conduct a creditable review. This issue could be studied for the summer and brought back for review/discussion and consideration next Fall.

Dr. Mullins suggested discussion with the Research and Graduate College Deans as well as with departmental faculty to let them know what the commission is proposing and ask for input from them.

9. Adjournment - 4:30 Respectfully submitted, John L. Eaton Secretary

Minutes

Commission on Graduate Studies and Policies May 1, 1996

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, E. Brown, R. Brown, J. Burger, J. Burton, B. Chaloux, J. Eaton, E. Hitchingham, M. Johnson, L. LeBel, W. Ley, R. Lovingood, J. Merola, D. Mullins, B. Nolte, B. Rowland, D. Scott, D. Stauffer, J. Tank, M. Vorster, and Mr. D. Waddill

Absent

with notification: Drs. J. Pearson, L. Peters, M. O'Brien, Miss J. Tank

Absent: Ms. Bohr, Dr. Brooker-Gross,

Visitors: Susan Truelove, Spectrum representative, U.

Vandsburger,

Mr. M. Foushee, Registrar's Office Representative

Dr. Rebecca Lovingood called to order the 14th meeting of this commission for this academic year 1995-96. She stated that she believed this year the commission has accomplished a number of things that will help to improve our graduate programs in quality and help to improve the life of graduate students on this campus, as well as in our out-lying branches.

Announcements - none

Informational Handouts and Reports distributed:

DRSCAP Meeting Final Report

Final revised recommendations of the Graduate Program Final report on the Graduate Student Relations Committee

Approval of the agenda - Approved as submitted.

Approval of minutes of May 1, 1996 (attachment 1) - Approved as submitted.

Committee Reports - Year End Reports

Graduate Curriculum Committee - Administrative approval by Dr. Eaton was given to the Department of History for an extensive course packet. The courses will be brought back to the Curriculum Committee next fall.

Dean Stauffer reported they approved 29 new courses and made 10 course revisions, approved one department name change, two new masters options were put into effect, and changed two course resumes, made two course revisions, approved one with a modification of the program.

Graduate Student Relations Committee - Dr. Gene Brown referred to the copy of the final report. There are two items which he brought to the commission's attention;

1. Deciding on the appropriate criteria for participation in spring commencement. The recommendation has been accepted. 2. "Oregon Guidelines for Good Practice", the committee decided at its last meeting that it was appropriate to approach this from a graduate student's point of view. The committee presented a second edited version of guidelines for good practice at Virginia Tech. They recommended that the guidelines should appear in the Graduate Policies & Procedure Manual and catalog, and that the faculty section should appear in the Faculty Handbook in the section which states professional ethics and responsibilities.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) -Dr. Stauffer summarized of accomplishments over the two semesters: The committee met seven times. They wrapped up the previous year's business by developing the final version of guidelines for departmental response to Policy Memorandum #126-#152. That was approved early in the fall semester by CGS&P. The committee discussed and worked through the guidelines for submission of Electronic Thesis and Dissertations (ETD), which led to its approval by CGS&P. It also approved the Center for Public Administration and Policy's

changes to their masters of public administration. Lastly, the committee developed recommendations for establishing a process for graduate program review. This is an item of business today. The committee took the comments made at the last CGS&P meeting, incorporated them into the existing document brought forward for consideration. From the seven items there, on #4, a recommendation was made that an ad hoc committee be formed to develop the procedures for program review. The committee would work over the summer and this fall be able to present recommendations to the commission. Item #4 was modified to reflect that benchmarks would be better identified by the departments. They know best who their benchmark institutions are and benchmark programs. Data should be collected by the departments and that information provided to the review committee. An Item #6 was added, it basically emphasized that review should be designed so that it can be conducted within the financial and time constraints, and other constraints of the departments. After discussion, the motion was carried unanimously. Copies of this document can be obtained from Dr. John Eaton's office in the Graduate School

Graduate Student Assembly Report:

Bryan Rowland made a recommendation that the GSA minutes be submitted electronically to this commission in the future much like the library or curriculum committee minutes. He lauded the efforts of graduate students that have attended weekly committee meetings on a regular basis and have done a remarkable job. Concluding, he listed the new officers: Mike Schroder elected president; John Aughenbaugh: vice-president; Janet Wojick: secretary; Martha McCall treasurer.

University Library Committee:

Eileen Hitchingham noted that it has been proposed that the committee review the policy for faculty loans. The concern was raised of the length of time that a book could be out - sometimes for up to a year. The committee is communicating electronically with each other and each member will get back to members of the college and propose that there be a loan period of six months. The first loan would be for an initial three month period, followed by electronic renewal, or in person, or by phone. After six months, the item must come back to the library, at which time the item could be renewed again. This would prevent the accumulation of books by the faculty.