

Minutes

Commission on Graduate Studies and Policies

September 18 1996

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, B. Chaloux, Ms. R. Dalton,  
J. Eaton, B. McCoy for M. Day, Pat Edwards, S. Fuhrman, M.  
Johnson, D. Lee, W. Ley, D. Mullins, M. O'Brien for H. Rott, J. Pearson,  
L. Peters, and Mr. D. Waddill.

Absent

with notification: Drs. Brooker-Gross, R. Lovingood , and S. Vest  
(Graduate School Staff Representative)

Absent: Drs. J. Burger, E. Hitchingham, D. Scott, S. Truelove (Spectrum  
Representative), and U. Vandsburger

Visitors: Mr. M. Foushee (Registrar's Office Representative)

Chair Bill Ley called the meeting to order. Commission members introduced  
themselves since there are new members for the 96-97 year.

Announcements - none

Informational Handouts distributed:

Agenda

Memo w/ meeting dates

Phone/userid's listing

Approval of the agenda - Approved as submitted.

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

Dr. Eaton noted that the recommendations made by the Graduate  
Student Relations Committee have not been approved by the commission. The  
committee will review and bring their recommendations back to the  
commission.

Committee Assignments

Dr. Eaton and Bill Ley will meet to decide committee assignments.  
Members are to e-mail Dr. Eaton or Sandy Graham with their preference for  
service. An interim Graduate Appeals Committee has already been formed and  
has held one meeting due to an impending appeal deadline.

Graduate Student Assembly Report [Janet Wojcik]

Janet reported that Delia Grenville is the new president of GSA.  
The GSA held a summer retreat and developed a "vision statement." The GSA  
is striving to achieve more campus involvement, last week 68 new delegates  
attended a meeting. The director of Virginia Tech Off-Campus housing  
(VTOC) resigned, leaving for a job with benefits. The assembly would like  
to pursue the possibility of this position being a Classified Staff  
position with benefits for a TA.

University Library Committee:

No report.

Discussion and Committee Reference

8a. Nomination and election of Chair-elect

Dr. Eaton informed the commission that there are only two members  
who have experience on the Graduate Curriculum Committee, Don Mullins and  
Robert Brown. Dr. Ley contacted these people and Dr. Brown agreed to be  
nominated. Dr. Brown was nominated, and elected to the position by  
acclamation.

8b. Discussion of agenda items carried over from Spring '96

These items were discussed briefly. Dr. Eaton and Ley will make  
committee assignments as appropriate. Items that don't fit into committee

assignments will be discussed at the next meeting.

Graduate Curriculum Committee  
No report.

Degree Requirements, Standards, Criteria and Academic Policies  
Committee (DRSCAP)  
No report.

Discussion and Committee Reference:

Adjournment  
Commission adjourned at 3:40

Respectfully submitted.  
John L. Eaton  
Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies

October 2, 1996

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. R. Brown, J. Burger, B. Chaloux, Ms. R. Dalton, Mr. J. Donahue, J. Eaton, M. Day, S. Fuhrman, E. Hitchingham, M. Johnson, D. Lee, W. Ley, H. Rott, S. Truelove (Spectrum Representative), U. Vandsburger, S. Vest (Graduate School Staff Representative), Mr. L. West, and Ms. J. Wojcik

Absent

with notification: Drs. A. Armstrong, Brooker-Gross, Pat Edwards, R. Lovingood, S. Magliaro, D. Mullins, L. Peters, and D. Scott

Absent: J. Pearson, Mr. D. Waddill

Visitors: Drs. W. D. Conn, A. McNabb, J. Muffo, and Mr. M. Foushee (Registrar's Office Representative)

Chair Bill Ley called the meeting to order.

Announcements - Dr. Ley advanced to agenda item 8a, for a presentation by David Conn, Anne McNabb, and John Muffo on the SACS self study report.

The report was given in three parts. Dr. David Conn, Director of the self-study, addressed the group first with an explanation of the purpose of The Southern Association of Colleges and Schools (SACS) self-study report. He stressed it is a requirement for financial aid for students and also a requirement of the 10 year accreditation process. Virginia Tech has been offered the option of an "Alternate Self-Study," for institutions where accreditation is not a question. On the timeline, the kickoff was in January, 1996 and will reach a final decision in December, 1998.

Next John Muffo spoke of the Institutional Effectiveness component, accountability factor. There are over 400 "must statements" to be met. The Commission's role is to read/discuss/improve/validate the criteria for the university. Dr. Eaton asked, "Are there SACS criteria available for review?" Dr. Conn said there is a booklet available. Dr. Eaton asked if the information would be available on the WWW after the must statement requirements are met? David Conn reported SACS will not allow it to be put on-line, the report is for sale by SACS. John Muffo said the must statements change from year to year, so you have to be sure you have a recent one.

Lastly, Anne McNabb, Steering Committee Chair, clarified the Strategic Component of the self study. Subcommittee (co-chaired by Dixon Hanna and Ann Spencer) will focus on the 4 "learner" groups: traditional under grad; non-traditional under grad; graduate students/postdoctoral researchers; and faculty/staff. The topic selected is, "Transforming Virginia Tech for the Information Age."

\* You may request a hard copy of the complete report from Sandy Graham / sgraham@vt.edu.

Informational Handouts distributed:

Revised phone/userid's listing

Approval of the agenda - Dr. Ley made an addition to the agenda; introduction of Graduate Student Assembly members, Lee West, and Joel Donahue. Approved

Approval of minutes of October 2, 1996 - Approved with corrections to attendance/absent listing.

## Committee Assignments

Dr. Ley and Dr. Eaton have made committee assignments of faculty representatives and graduate students. Dr. Eaton also noted the need for the Chair to be an elected college representative, many commission members are appointed to serve and advise the commission. The chair's responsibility is to call the meeting and see that reports get back to this commission. Dr. Eaton stressed the need for experience in the position of the chair, but with lack of that, the Graduate School will give support to the elected chairs.

An interim Graduate Appeals Committee has already been formed and has held one meeting due to an impending appeal deadline. Dr. Eaton noted that there are no "tasks assignments" for that committee. The committee is only called to meet if a graduate student's appeal reaches the level of the Graduate Dean. Bill Ley opened the floor to volunteers as chairs of the committees.

Committee assignments are as follows:

DRSCAP (Degree Requirements, Standards, Criteria, and Academic Policies)

Jim Burger	Don Mullins	
Marty Day	Susan Magliaro	Joel Donahue

Graduate Student Relations [Chair, Hans Rott]

Rebecca Lovingood	
Renee Dalton	Lee West

Graduate Appeals [Chair, Skip Fuhrman]

Uri Vandsburger	Janet Wojcik
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(Forestry representative)

## Ad Hoc Committee

Dr. Eaton reported that the recommendation from last year's DRSCAP committee was that the university review of the graduate programs be assigned to an Ad Hoc committee as referred to in agenda item #5, number 2, Tasks. As he and Bill Ley reviewed #2 and #3, neither of those seem to fit directly under the sub-committees. Therefore, if it is the will of this commission, if these issues are of sufficient importance to the commission, they will ask an hoc committee to take these. Dean Peters has already assigned an ad hoc committee to study #1, which is part of the university master plan. With no discussion on these items, it was not deemed necessary at this time, issues #2 and #3 will be tabled for this time.

Commission on Research (COR) is best suited to handle the issue related to expanding interdisciplinary programs. Danny Waddill will prepare a presentation to the commission later on graduate job opportunities. It might be informative to this commission to tell you what support we now have, and how it is generated. If the commission wishes to move beyond that point, we can do that. Dr. Chaloux will describe to the commission how the revenue sharing program works at a later date.

## Graduate Student Assembly Report [Janet Wojcik]

First official delegate meeting held Sept. 26, with approximately 70 delegates attend. The GSA is sponsoring a Graduate and Professional School Day, Wed., Oct. 9, in Squires Commonwealth Ballroom. Over 70 graduate and professional schools will be represented at this fair. You should have received a flyer announcing this activity, and a notification from the department. An Interim Director, Chris McCollum, has been selected for the Virginia Tech Off-Campus housing (VTOC). The GSA has also hired a new editor for the APEX, newsletter publication. Our goal is to get a nice looking newsletter out by Nov. 1, 1996.

## University Library Committee [Eileen Hitchingham]

Minutes have not been forwarded yet, but the committee met two weeks ago. The primary interest was on the current library budget, and

where we stand on materials resources. Next year there may be a \$1 Million shortfall for Serial purchases. What saved us this year were one time savings items that we had revenue returns on. An item that will be addressed at the next meeting is a recommendation from one of the committee members last year, looking at the loan period for faculty on campus. There is a need to reduce the borrowing period to under a year. Discussion followed by commission members voicing the need for the library to release the name of the faculty member who has material on recall. Many times, it is someone who is in the same department who needs the book for a reference only, and could get the information needed in a short time from the person holding the book. At this time, it is a privacy issue with the library.

Discussion and Committee Reference  
Graduate Curriculum Committee  
No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee  
(DRSCAP)  
No report.

Discussion and Committee Reference:  
None.  
Adjournment  
Commission adjourned at 4:55 p.m.

Respectfully submitted.  
John L. Eaton  
Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies

October 16, 1996, 206 Sandy Hall, 3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, J. Burger, B. Chaloux, Ms. R. Dalton, M. Day, Mr. J. Donahue, J. Eaton, S. Fuhrman, L. Harris, M. Johnson, W. Ley, R. Lovingood, Mr. G. Markel (new SGA representative), D. Mullins, J. Pearson, H. Rott, S. Truelove (Spectrum Representative), U. Vandsburger, S. Vest (Graduate School Staff Representative), Mr. D. Waddill, and Ms. J. Wojcik

Absent

with notification: Drs. Brooker-Gross, Pat Edwards, Ms. D. Lee, L. Peters, and Mr. L. West.

Absent: Mr. M. Foushee (Registrar's Office Representative), E. Hitchingham, and D. Scott.

Visitors: Mike Denbow, Hayden Griffin, and Virginia Reilly (EEOA Office).

Chair Bill Ley called the meeting to order.

Announcements - Dr. Ley advanced to the top of the agenda item 8a, a presentation by Virginia Reilly and 8b, a report from the Commission on Undergraduate Studies and Policies, proposing a revision for class scheduling to be reviewed by the Commission.

Informational Handouts distributed:

Revised phone/userid's listing, corrections noted. List will be revised and distributed at the next meeting.

Approval of the agenda - Approved with change in sequence.

Approval of minutes of October 2, 1996 - Approved with corrections to change of date noted, as well as correction to Task Assignments listing of Sept. 18, 1996. Reference should be made to the agenda of that date that an Ad Hoc committee would address program review, and the remainder of the list of issues would be addressed by respective working committees.

8a. Virginia Reilly addressed the commission on the Americans with Disabilities Act and responsibilities of the faculty. Ms. Reilly distributed a packet of handouts to the members for use by those who may be working with students. The Americans with Disabilities Act came into effect in 1990. This law covers domestic and international students. The basic information states "No qualified individual with a disability shall by reason of such be excluded from participation in or be denied the benefits of services, programs, activities of a public entity, or be subjected to discrimination by them." This includes student organizations.

The disabled person must have documentation to prove that they meet the definition of being disabled. The definition says that a disability is a physical or mental impairment that substantially limits a major life activity. The student must have a record of impairment, or regarded as having an impairment. Someone who meets the essential eligibility requirements requires the removal of any architectural, communication, or transportation barriers, or the provision of auxiliary aids or services. Members of the Commission were encouraged to become familiar with the requirements and to share the information with others.

8b. Reading of a Resolution to change the time between classes to 15 minutes. Hayden Griffin, member of the Commission on Undergraduate Studies, presented the background information on this proposal. He explained it grew out of a concern expressed by Dick Bambach. Since it is not possible for most people to get from Litton-Reaves to McBryde in 10

minutes, and since the campus is expanding back into the Major Williams Hall area, it will be even harder for students to get to class on time within the present 10 minute break in the future. The resolution was developed and approved by the Commission on Academic Support and approved September 14, 1996.

Dr. Ley commented that with the time added to the overall length of the class schedule for each day, it still meets the requirements of the general use assignment per classroom by the Registrar's office. The only class period really lost is at the end of the day. The classes are still 50 minutes long, and with the proposed change would now have 15 minutes between classes. Tuesday and Thursday class times will remain unchanged from the present proposal. The total number of minutes in class have been preserved.

Discussion followed by commission members concerning what programs or colleges would not be effected by this Resolution such as Veterinary Medicine, and perhaps Architecture. The subject of off-campus classes presented by remote broadcast in coordination with Uva and other institutions was brought to the attention of the members. The point being, would other institutions alter their schedules to accommodate this change? Several other institutions were compared to Virginia Tech in the process of the resolution formulation. The model for the resolution is the University of Tenn.-Knoxville. They have two separate campuses, separated by a railroad switching yard, and have to use a bus service. Bruce Chaloux noted that a number of larger institutions are using this 15 minute time lapse between classes. The Resolution (if approved) would not be implemented until Fall 1998 to allow for changes to the timetable publication. There would also be some computer programming to be done in the Registrar's Office.

Commission members will take back to the colleges the concerns addressed today. The Resolution will be brought back to the next commission meeting for a vote.

8c. Hans Rott brought up for discussion library policies discussed at a prior meeting. Hans presented a survey of some faculty in his College with respect to privacy issues when materials are loaned from the Library. The matter will be taken into consideration by the Library Committee as per Alan Armstrong.

Graduate Curriculum Committee GCC [Robert Brown, Chair]

Dr. Brown distributed minutes of the Oct. 3, 1996 meeting. Action was taken on three new undergraduate courses (GEOG 4384, BC 5124, BC 5044), which requested graduate credit, those were approved. One additional action was the change of the department name from Biochemistry and Nutrition to Biochemistry. This was also approved.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) [Jim Burger, Chair]

The committee held an organizational/working meeting. Agenda items were identified that will be further explored. The committee proposed to place an item on the commission agenda each meeting for discussion and input from commission members that will be addressed subsequent to the next meeting. Therefore, CGS&P will have the opportunity to make suggestions and recommendations before the committee takes action on the issue, this will make the recommendations of the committee more pro-active. Another meeting will be held before the end of the month.

Graduate Student Relations [Hans Rott, Chair]

No report.

Gary Markel, new SGA representative, will serve on this committee with Rebecca Lovingood, Renee Dalton, and Lee West.

Graduate Student Assembly Report [Janet Wojcik]

Oct. 9 the GSA held the Graduate and Professional School Fair, with over 55 graduate/professional schools represented from all over the east coast and south. Over 500 students attended. The GSA had very positive feedback from both the students and the schools.

Next week, Oct. 23-27, the officers of GSA will be attending the National Association of Graduate Professional Students Conference (NAGS) in Santa Monica, CA. Janet will be giving a presentation about the travel fund program through the GSA. There is still funding available in the amount of \$6,200, we receive \$25,000 per year to divide between the travel fund program and the graduate research project. There are two funding cycles, fall and spring. Dr. Eaton added that this year funding has changed, in the past this was funded through Mr. Ridenour's office by 208 overhead monies. Virginia Tech Foundation is now funding the travel fund program with a annual total of \$30,000.

There are no new issues related to the off campus housing center. The GSA is still looking at the status of VTOC. University Library Committee [Eileen Hitchingham]

No report.

Graduate Appeals Committee [Skip Fuhrman, Chair]

The committee members are Uri Vandsburger, Janet Wojcik, and the future Forestry representative.

No Report

Discussion and Committee Reference:

New items not on agenda.

a. Membership on the Ad Hoc Committee for the Electronic Thesis and Dissertation Committee was selected. Dr. Eaton reported that when the CGS&P approved last year (Spring '96) to require students to submit theses and dissertations electronically, it asked that an advisory committee to the commission be formed. They specified that there should be a graduate commission member on the committee, a member of the University Computing and Communications Committee, and other representatives unspecified. Dr. Eaton has asked that each college nominate a representative. We are now trying to complete the committee by getting a CGS&P representative, and a representative from this year's Computing and Communications Committee. When the committee is fully formed, Dr. Ley will appoint it, and they can meet with the EDT team and report back to this commission as to the status of their work. Dr. Ley and Dr. Burger volunteered to serve on this committee as CGS&P representatives. Martha Johnson suggested she knew a graduate student who may be interested in serving on this committee because of her interest in this topic. Janet Wojcik suggested the graduate student contact John Aughenbaugh or Paula Williams and let them know that they would like to serve on this committee. Dr. Eaton advised the GSA to contact Dr. Ley if they wish to have someone serve on this committee.

b. Dr. Ley brought up for discussion the approval of minutes of the Commission by electronic means as per the University Council's suggestion. It was suggested there be a deadline so members know when they need to review and send back any comments to Sandy Graham for correction. Corrections from meetings need to be made prior to the subsequent meeting. Another member noted the need for the minutes to be distributed one week prior to the next meeting, to allow for travel of members. The process now allows for corrections to be noted at this meeting, Sandy Graham makes the corrections and sends the corrected minutes electronically to Bobbi Lowe for the University Council meeting.

c. Hans Rott brought up for discussion library policies discussed at a prior meeting. Dr. Rott addressed the ETD, urging that a printed copy be available in the library. Library space allocation is a concern here. Alan Armstrong will take this back to Eileen Hitchingham and she can address this at a future meeting. Discussions have taken place about submitting a printed copy of thesis/dissertation when requested by the student. Dr. Eaton stated that currently we will accept hard copy if the technology did not permit submission of a satisfactory electronic copy. There are two concerns here, from the Graduate School: a) allowing the student more tools to work with; b) creating a generation of electronic



scholars. The Library is limited by shelf space, and will be able to provide documents more rapidly to people through the electronic media (c.f., hardcopy). Some cost savings are expected in the long run associated with electronic delivery format versus the hardcopy..

Adjournment

Commission adjourned at 4:55 p.m.

Minutes

Commission on Graduate Studies

November 20, 1996, 206 Sandy Hall, 3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, J. Burger, B. Chaloux, Ms. R. Dalton, M. Day, Mr. J. Donahue, J. Eaton, Mr. M. Foushee (Registrar's Office Representative), L. Harris, E. Hitchingham, M. Johnson, W. Ley, R. Lovingood, L. Peters, D. Scott, Ms. S. Vest (Graduate School Staff Representative), Mr. L. West, and Ms. J. Wojcik

Absent: Drs. Brooker-Gross, P. Edwards, S. Fuhrman, Ms. D. Lee, Mr. G. Markel, J. Pearson, S. Truelove (Spectrum Representative), U. Vandsburger, and Mr. D. Waddill,

Visitors: Lindell Haverstie for Hans Rott and Dixie Reeves for Don Mullins.

Chair Bill Ley called the meeting to order.

Announcements - Dr. Ley requested that agenda item 8b, Dr. Eaton's presentation on the Electronic Thesis and Dissertation be moved to the front of the agenda.

Informational Handouts distributed:

Committee reports were distributed to those who had not received them.

Approval of the agenda - Approved with change in sequence of reports.

Approval of minutes of October 2, 1996 - Approved with corrections in wording regarding the reading of the resolution with respect to class schedule change. Corrected to read, "approval of the first reading or passage of the first reading only." The Commission on Undergraduate Studies and Policies has not approved the resolution as of yet. Dr. Eaton suggested we table action until the CUS makes this an agenda item. Correction on reference of Gary Markel, should read SGA representative, not GSA. The motion was made and passed to approve the minutes with the corrections noted.

8b. Dr. Eaton proceeded with his presentation on the Electronic Thesis and Dissertation to bring the Commission up to date on what the ETD has done since the proposal was approved by this commission in Spring 1996. Beginning with the Spring '97 semester, electronic submission will be required.

Dr. Eaton presented a series of power point slides that he uses for his student workshops. So far he has had five or six general workshops, with another five or six additional special workshops for various groups (classes and departmental meetings). This workshop gives the student an overview of the tools available to them to create ETDs.

These documents will be produced using standard word processing packages, for 70% of students, this will mean Microsoft Word or Word Perfect. They will be delivered in what is known as Portable Document Format files (PDF), this is a file type that can be produced with Adobe Acrobat software. We are in the process of installing 150 copies of Adobe Acrobat in campus computer labs, at both on and extended campus sites.

Once the PDF file is delivered to the Graduate School, it is reviewed for style format just as it is now. They are catalogued and archived by the Library, and dissertations are downloaded by University Microfilms, Inc. (UMI), and preserved in electronic format and also in microfiche, just as paper dissertations are currently. We are working closely with UMI on this effort.

We believe we can save the students money by eliminating the purchase of the rag paper and printing costs. Savings will also result in shelf space in the Library, and resources in the Administrative area. We also aim to make access to these documents more rapid and less expensive. These documents are now accessible from the Library by anyone over the internet. As the numbers grow, search engines will be added. These documents can be downloaded within minutes to your desktop for review.

The initial data from summer 1996 shows how usage may change. Presently master's theses and doctoral dissertations circulated between two to three times a year. During the period of July and August, for the 50 documents on electronic file there were 1190 inquiries to the document abstract, and there were request to download the entire document. These documents are being looked at by sites all over the United States and the world.

The benefits of the ETD project include:

- \* Improved student ability to produce more creative theses or dissertations

- \* Scholars will have better access to the information

- \* Virginia Tech will be recognized as the university who developed and implemented the Electronic Thesis and Dissertation concept. Virginia Tech is currently expanding this project to other universities. North Carolina State is currently putting the software in place, and we will be initiating the pilot project this spring.

Graduate Curriculum Committee GCC [Robert Brown, Chair]

Report distributed at meeting. 10 courses came before the committee, three were approved: one undergraduate course in Geography for graduate credit (GEOG 4384); and two graduate courses that were new courses in Building Structures (BC 5044 and BC 5124). Action was tabled on five engineering courses pending appointment of a College of Engineering representative to the GCC, and action tabled on two FCD courses for further clarification.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) [Jim Burger, Chair]

Committee report was distributed at the meeting. There were four items presented by the committee, items 3 and 4 are information items. The following was discussed:

1. Preliminary exam policy, and it's absence in the Graduate Catalog. The committee recommends that the policy be published and would read as published last in 1991. "Preliminary Examination: This examination must be taken at least nine months before graduation. At least 24 hours of work (course work and/or research) must remain to be taken, including the work for which the student is currently enrolled."

This policy appeared in the Graduate School's Policy and Procedures Manual, last copy in 1991. According to Dr. Eaton, this policy was inadvertently left out when the manual was edited into the Graduate Catalog that now contains the policies and procedures along with the course catalog.

Discussion followed to clarify the meaning of the term "graduation." Interpretation of this term could allow a difference of time for as much as 3 1/2 months. A point made by Dr. Peters that while we're editing this, we need to change the term graduation to final examination.

J. Wojcik questioned the department's right to alter this policy. Dr. Eaton said the Graduate School sets the policy for scheduling final exams. J. Donahue stated that policies can be waived by the Graduate School. A motion was made to approve the correction with a change in the wording. The motion was approved as a correction of an editing error.

2. Credit hour limits for 5975: Independent Study and 5984: Special Study Committee recommends that a maximum of 3 hours of 5974 and a

maximum of 6 hours of 5984 be allowed toward the fulfillment of course requirements for each Master's and Doctoral degree.

Dr. Eaton commented that the departments use the 5984 course number often as the first trial run of a new course.

M. Day added that this recommended change would allow 3/6 for the Masters and an additional 3/6 for the doctoral, so a student who goes through both degree programs could have taken 6 hours of 5974 and 12 hours of 5984. The Graduate School allows students to double these credit hour limitations when they enter a new degree program.

R. Brown stated that as it stands now, a person could take 6 hours of Independent Study, and under this proposed change you could only take 3 hours. These course offerings vary by colleges. Dr. Eaton added that Independent Studies don't contribute to the GPA, they are P/F.

Dr. Ley called for a vote on the motion, the proposal for changing the credit hour limits for these courses was carried with the exception of one vote. A Resolution will be drafted for consideration at the next Commission meeting, with further discussion to take place at that time. See Attachment 2.

3. Appointment of outside an faculty member to second preliminary and final examinations. Discussion followed, pro and con concerns were expressed on this issue. The committee will take recommendations back for further deliberation.

4. The committee is considering changing the policy on auditing courses as follows:  
Registration for audit may not be changed to credit, or vice versa, after the last day to add classes, without the signature of the instructor, student's major advisor, and the Dean of the Graduate School. Once a student audits a course, the student may not repeat the course for credit.

After extensive discussion, the committee decided to review the proposed policy change further and to discuss it with colleagues. Marvin Foushee shared information from the Registrar's Office, with the commission members. There is no mechanism in place to drop a student from a course if the instructor marks the student as a no show/no grade. This must be done manually at this time. A course can be marked in the timetable as "audit prohibited." Mr. Foushee also shared that at this time the percentage of students auditing classes is low.

Graduate Student Assembly Report [Janet Wojcik]

Janet stated that the GSA will continue to monitor the off campus housing office during the change of directorship. The GSA officers attended a national GSA conference in Santa Monica, CA.

University Library Committee [Eileen Hitchingham]

1. The ULC members recommended a new circulation policy be implemented requiring the physical renewal (or return) of books at 180 days for faculty and graduate students.

2. This proposal (of reducing the number from 100 to 50) was eventually found objectionable and was not recommended to the Dean by the ULC.

3. The committee is researching possible cuts in funding for serials.

4. The committee is reviewing a more stringent return policy.

Graduate Student Relations [Hans Rott]

Because of time, no report was given. See attachment 1.

Graduate Appeals [Chair, Skip Fuhrman]

No report.

Adjournment

Commission adjourned at 5:10 p.m.

Minutes

Commission on Graduate Studies

December 4, 1996

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, B. Chaloux, Ms. R. Dalton, M. Day, Mr. J. Donahue, J. Eaton, P. Edwards, Mr. M. Foushee (Registrar's Office Representative), S. Fuhrman, L. Harris, E. Hitchingham, M. Johnson, W. Ley, R. Lovingood, D. Scott, U. Vandsburger, Mr. D. Waddill, Mr. L. West, and Ms. J. Wojcik

Absent: Drs. S. Brooker-Gross, J. Burger, Ms. D. Lee, Mr. G. Markel, J. Pearson, L. Peters, H. Rott, S. Truelove (Spectrum Representative), and Susan Vest (Graduate School Staff Representative).

Visitors: Wanda Dean, Tim Rhodes, Lawrence Sewell and Betsy Blythe from the Registrar's office, and Lindell Haverstic for Hans Rott.

Chair Bill Ley called the meeting to order.

Announcements - Dr. Ley requested that agenda item 8a, Wanda Dean's presentation on the Student Personal Access via the world wide web (www) be moved to the front of the agenda.

Informational Handouts distributed:

Revised agenda and edited minutes from 11/20/96 were distributed.

Approval of the agenda - Approved with a change in sequence of reports.

Approval of minutes of October 2, 1996 - Approved.

Wanda Dean, University Registrar and Information Warehousing and Access Team [Additional team members are Randy Crockett, Team Leader, Barbara Robinson, and Ray Decker]

This team has been initiating Provost Meszaros' proposal to provide services to students via the www by the end of December. Tim Rhodes demonstrated the Student Personal Access (SPA) and Faculty Access applications. Currently students have a read only access to view of their addresses, award letters, and refund letters. These applications can be reached through the Virginia Tech home page, and then through the Student Information home page. Students use their PID and password to authenticate the access. Access is made using a secure netscape server, such as Netscape 2.x or MS Internet Explorer, so the data that is transferred back and forth between the client and the server is encrypted. All the pages have e-mail feedback, allowing for the team to get comments back from the user. Applications to be phased in during December will be the ability for students to change their address and schedule address changes with future effective dates.

Other applications to be phased in over the next couple of weeks are: 1) statement of account; 2) class schedule or traditional class ticket; 3) grade report. Commission members voiced their need for DARS information to be included in the planning of future applications, as well as grade histories, and feedback access for faculty members. Wanda Dean stated that in the future the Plan of Study for graduate students will be available too. Each Dean has been asked to appoint a faculty member to an advisory committee for this project.

A prototype of Faculty Information Access was demonstrated. Faculty will be able to access individual or departmental class rolls. The listing includes student id, name, academic level, and PID. The PID listing was added because faculty feedback indicated it was needed. There is a breakdown of students by major and by academic level. There is also a

download feature with this application, comma separated variable format or Micrograde (Macintosh based grading application). Departmental class rolls have a more limited access privilege. A commission member asked if Educational Testing could be linked to assign the grade to this class roll screen. Mr. Rhodes stated that some consideration is being given to this concept, but it will not be available soon. Information is updated weekly, with an "as of" date on the top of the screen. Wanda Dean said their goal is to have the grades and address change screens available for use by the end of December.

Wanda stated that most likely the next phase of application development will be in the degree analysis area. Faculty input is needed to address the priorities for the graduate students. The Plan of Study is the most requested item at this time.

Graduate Curriculum Committee GCC [Robert Brown, Chair]  
No report. Next meeting on Monday, Dec. 9, 1996. An engineering representative has been appointed to the committee.

Graduate Appeals [Skip Fuhrman, Chair]  
No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) [Jim Burger, Chair] Larry Harris reported for Jim Burger.  
No report. Next meeting Thursday, Dec. 5, 1996

Graduate Student Relations  
[Hans Rott, Chair] Dr. Lovingood reported for Hans Rott.  
The committee has not met recently, but held several meetings this Fall. Attachment #4 of today's minutes states the five identified issues they would like to address this year.

Graduate Student Assembly [Janet Wojcik]

- \* Travel Fund Applications for Spring funding cycle are currently available through the GSA office and home page. The applications are due January 9, 1997. A letter of recommendation from a faculty member must be included.
- \* Graduate Research Development Project applications are due Tuesday, Dec. 10, 1996. Janet asked faculty to make graduate students aware of the deadline.
- \* GSA officer election will be held at the Feb. meeting. A graduate student does not have to be previously involved in GSA to run for an elected position.
- \* The GSA will announce in the near future the opening of the application process for the GSA representative to the Board of Visitors (BOV) in the Spectrum and CT. The applications will be available in Dr. Landrum Cross' office (326 Burruss), Office of Leadership Student Organization Program (319 Squires), and GSA office (309 Squires) as of Jan. 13, 1997, with an application deadline of Feb. 21, 1997.
- \* GSA has secured chairs for the annual Research Symposium, which takes place in March. The Graduate School donates cash for prizes for the top posters in Science and Humanities, and CEUT sponsors Undergraduate Research. Research which has not been presented elsewhere can be exhibited here. Students need to submit an abstract, GSA furnishes the actual poster boards. They are judged by the research deans.

University Library Committee [Eileen Hitchingham]  
No report.

Discussion and Committee Reference:

Draft resolution presented today for a first reading-CGS&P Resolution 1996-97A, 5974 and 5984 Hour Limits on the Plan of Study (attached to the Minutes). DRSCAP committee has been polled electronically and there were no objections to the resolution. A motion was made to postpone approval of this resolution until the next meeting. Dr. Ley advised all commission

members to take this before their faculty and graduate students, make them aware of the proposed policy change, and bring comments back to the next meeting.

8c. Danny Waddill, Chief Justice of the Graduate Honor System (GHS) Danny addressed the Commission on academic integrity here at Virginia Tech. This information is relevant to this group because they might be asked to serve on an Appeals Board. Danny spoke in general about the GHS, whose purpose is to establish and maintain a standard of academic integrity for the graduate programs. In doing so, the GHS makes numerous presentations to incoming students at large meetings, highlighting the system and role of graduate students in it. The result is that with or without thinking about it, almost everyone in the graduate program behaves ethically all the time. There is a real atmosphere of trust and cooperation among graduate students. There are however some glaring exceptions which seem to get more attention. These cases take the honor system to another level of seriousness. The penalties are usually severe, and the toughest penalty is permanent dismissal from the university.

The judicial panels are made up of five graduate students and four faculty members. The GHS Constitution plainly states that "the knowledge and practice of ethical behavior is the full responsibility of the graduate student." We recognize that graduate students come from all over this country, and all over the world, but the GHS is one standard that applies to everyone. The judicial panel must balance sympathy for the student with obligations of the university to uphold the standard of integrity. As a result, the decisions are quite difficult. The cases seen have decreased in recent years to around six a year. The GHS applies directly to academic work, anything outside of that is heard by the judicial system. Dean Martha Johnson commented that infractions are clearly defined. Anyone bringing charges is simply asking for an investigation. Dr. Eaton pointed out that at both the Graduate Student Orientation and International Student Orientation a representative of the GHS makes a presentation, in addition GHS representatives visit departments upon request to speak to their students.

#### New Business

##### MESC Ph.D. Interdisciplinary Program

Dr. Eaton addressed the Commission on the issue of which academic department should get credit for the Ph.D.s produced by the Material Engineering Science (MESC) program. The issue is that faculty in departments who participate in the MESC program write proposals, get grants funded, and basically fund those students through departmental grants. The students get Ph.D.s in MESC and the individual department doesn't get to count them with respect to their Ph.D. output. The Graduate School has been working for some time to find a way to accommodate the desire of the departments to get credit for these students. A proposal has come forward from the participating departments and from the MESC program (which is not a department) that we designate the students in the program as MESC Chemistry students, or MESC Forest Products, etc. All the departments have agreed to this and support the proposal as an internal way of having the credit rest where they think it should. There is still an external issue where the SCHEV degree productivity count is concerned. We will propose a parallel plan to SCHEV in the near future. We are asking the Commission to indicate their support for this proposal. If this is accomplished, we will forward this proposal to Provost Meszaros and ask her to implement it.

The floor was then opened for discussion. As a matter of record and clarity, the student would get their degree from MESC, but internally within the University, the department would get the count. This will affect the count within the University only. Basically, this is a proposal to encourage the participation of faculty and students in interdisciplinary programs. The commission supported this proposal by a unanimous vote.



Adjournment

Commission adjourned at 4:35 p.m.

Minutes  
Commission on Graduate Studies  
January 15, 1997  
206 Sandy Hall  
3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, J. Burger, B. Chaloux, M. Day,  
Mr. J. Donahue,  
J. Eaton, Mr. M. Foushee (Registrar's Office Representative), S.  
Fuhrman,  
L. Harris, W. Ley, R. Lovingood, Mr. G. Markel, D. Mullins, J. Pearson,  
L. Peters, H. Rott, U. Vandsburger, Mr. L. West, and Ms. J. Wojcik

Absent: Dr. S. Brooker-Gross, Ms. R. Dalton, P. Edwards, E. Hitchingham,  
Ms. D. Lee,  
M. Johnson, D. Scott, S. Truelove (Spectrum Representative), Susan  
Vest (Graduate School Staff Representative) and Mr. D. Waddill.

Chair Bill Ley called the meeting to order.

Announcements - Dr. Ley announced that agenda item 8b, report by Dr. Bruce  
Chaloux on Revenue Sharing, will be presented at the Feb. 5, 1997 meeting

Informational Handouts distributed:  
Informational handouts were distributed.

Approval of the agenda - Approved with deletion of item 8b.

Approval of minutes of December 4, 1996 - Approved.

Graduate Application Processing Update  
Dr. Eaton reported to the Commission on the status of graduate applications  
received and processed. As of January 6, we have processed 2,203  
applications on the system for Fall '97, whereas last year 1,530 were  
entered for Fall '96, an increase of about 700. Of those entered on the  
system, 1,235 are out to departments on campus, nearly 600 more than a year  
ago. For extended campus we have 323 applications with 44 out to the  
departments. Extended campus applications are lower, but it is too early  
in the year to predict Fall extended campus application numbers.

Graduate Curriculum Committee GCC [Robert Brown, Chair]  
Dr. Brown reported that at the Dec. 9 meeting 8 courses were approved and 3  
tabled for future consideration pending additional information.

Graduate Appeals [Skip Fuhrman, Chair]  
No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee  
(DRSCAP)  
[Jim Burger, Chair]  
The committee met on Dec. 5, 1996 and dealt with a review of the policy of  
auditing graduate courses. We expect to make a recommendation at the next  
meeting. The committee is also looking at distance learning related items  
such as course equivalency, etc.

At this time, Dr. Ley brought forth the second reading of the Draft  
Resolution on 5974 and 5984 Hour Limits on the Plan of Study (maximum of 3  
hours of 5974 and 6 hours of 4984 and 5984 courses be allowed towards the  
fulfillment of requirements for master's and doctoral degree). At the Dec.  
4 meeting, a vote was deferred until today. Open discussion followed on  
how this would effect the M.S. versus Ph.D. and small colleges versus large  
colleges. It was moved and seconded that the Commission accept the  
Resolution as it stands. The Resolution was passed by majority vote, and  
will be forwarded to University Council for consideration, Attachment 1.

Graduate Student Relations [Hans Rott, Chair]

Dr. Hans Rott addressed the five initiatives of the committee. They are:

- \* Possibilities of a 403 B(401 K) for Graduate students - has already been resolved at the university level.
- \* Age discrimination in employment after graduation - this item will be best handled by Placement Services.
- \* Spousal discounts for tickets to entertainment and Broadway series-we are doing statistical research on attendance records to support the committee's aim.
- \* Pre-tax health insurance for graduate students - work in progress waiting for a response.
- \* Guidelines for Good Practice in Graduate Education - A preliminary document has been prepared and discussed by the committee, Attachment 2

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]

Dr. Ley reported that the committee and project team's first meeting focused on history and background for the work. The charge of the committee is to inform the colleges on the procedures of ETD and work to solve any problems that arise. The university's objective is to make this process a creative learning experience for our graduates.

Graduate Student Assembly [Janet Wojcik]

- \* The announcement seeking a GSA representative to the Board of Visitors (BOV) was in the Jan. 14th issue of Spectrum. The applications are available in Dr. Landrum Cross' office (326 Burruss), Office of Leadership Student Organization Program (319 Squires), and GSA office (309 Squires) as of Jan. 13, 1997, with an application deadline of Feb. 21, 1997. GSA hopes to have an informational session to detail responsibilities for persons interested in the BOV position on Jan. 22 in Squires. Chris Bunin is the present graduate student BOV representative.
- \* Nominations will be opened for next year's officers at the Jan. 30 delegate meeting. GSA officer election will be held at the Feb. meeting.
- \* The deadline for Travel Fund Applications for Spring funding cycle had been extended to Jan. 16.
- \* Alan Slesinski (Food Science) and Rajiv Khosla (CSSES) are co-chairs of the Graduate Research Symposium. A date has not been determined for the event.

University Library Committee [Eileen Hitchingham]

No report.

Discussion and Committee Reference:

Skip Fuhrman made reference to the handout on "Establishment of Schools" with a question on the Appendix, page 5, item number 4. Skip asked for clarification on points one and two as to the difference of these statements. Dr. Eaton said this handout is to introduce the Resolution to the governance system, and is not necessarily in final format. Dr. Ley added this handout was presented to the Commission for information and referral to the Graduate Curriculum Committee for in-depth study. Copies of the handout will be provided to curriculum committee members for study and the committee will report back to the Commission.

8a. Progress report on implementation of PM 152 [Dr. John Eaton]

Dr. Eaton reported on Policy Memorandum 152 and referred to the guidelines for departmental response that were provided to the departments around the first of April, 1996. This gave a time frame to departments for preparing a response, have it reviewed by the Graduate School and make it available for the beginning of Fall 1996. We have had some success in accomplishing this goal, but many departments did not make the deadline. Dr. Eaton will communicate to the departments their need for compliance.

There are two general areas of weakness from the departments, they are; 1) they do not include the non-discrimination statement, and 2) they have not

dealt with the issue of how the department accounts for the issue of faculty service on advisory committees, and how they deal with faculty who are not providing service to their students as needed.

The return of the PM 152 by colleges was reported as follows:

College Departments with approved documentation

Agriculture and Life Sciences

Architecture

Arts and Sciences

Business

Human Resources and Education

Engineering

Forestry

Vet. Medicine 4 of 11

1 of 6

5 of 19

3 of 6

5 of 7

3 of 12

0 of 3

1 of 1

New Business

Dr. Ley noted the Commission will have to address self-study responses that will be forwarded in February, March, and April. The Commission will have to carefully review them and make our recommendation back to the Self Study group.

Dr. Ley asked Jim Burger if the DRSCAP committee will look into credit limits on 6984, and what impact it will have, if any.

Adjournment

Commission adjourned at 4:35 p.m.

Attachment 1

5974 and 5984 Hour Limits on the Plan of Study

Commission on Graduate Studies and Policies

CGS&P Resolution 1996-97A

Approved by the Commission on January 15, 1997:

First reading by University Council on:

Approved by University Council:

Whereas: Under the present policy the number of allowed 4984, 5974 and 5984 course hours on the plan of study are (a.) combined (6 hours), and

Whereas: Graduate students frequently enroll in courses being developed under the 4984 or the 5984 number. and

Whereas: 4984, and 5984 courses frequently become regular courses. and

Whereas: Exceptions to the limits imposed by the current policy are often requested for 4984 and 5984 courses which have become regular courses.

Therefore let it be resolved that: The credit hour limits for 4984, 5974 and 5984 courses be changed such that a maximum of 3 hours of 5974 and 6 hours of 4984 and 5984 courses be allowed toward the fulfillment of the graduation requirements for each master's and each doctoral degree. This change is to take effect January 13, 1997.

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Attachment 2: Graduate Student Relations Committee

DRAFT DOCUMENT

Guidelines for Good Practice in Graduate Education

The intention of the document is as follows: To create a structural set of guidelines which will allow the diverse departments of the university to develop their own specific documents.

The structure of the document contains the following components: Student's responsibilities, faculty, and departmental responsibilities as universal considerations of Graduate Education.

The content of the document consists of ethical and pedagogical fixed points of general educational nature which will allow the development or affirmation of pedagogues and policies appropriate to the didactic content of each college, department and, if desired, program. This is to acknowledge and to reinforce the pluralistic nature of the faculty, the university' as a whole and of its academic departments.

After the first review of the draft document the committee found the general guidelines should be made available to all interested graduate students together with their informational packages and that a second, more detailed document should be developed for use as departmental guidelines.

The committee is now in the second round of reviews of the draft document. Due to the strictly academic character of the document the committee was curious whether the Academic Integrity Committee might be interested in future discussions of the document?

Minutes

Commission on Graduate Studies

February 5, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, B. Chaloux, Ms. R. Dalton, M. Day, Mr. J. Donahue, J. Eaton, P. Edwards, Mr. M. Foushee (Registrar's Office Representative), W. Ley, R. Lovingood, D. Mullins, U. Vandsburger, and Ms. J. Wojcik

Absent: Dr. S. Brooker-Gross, J. Burger, S. Fuhrman, L. Harris, E. Hitchingham, Ms. D. Lee, M. Johnson, Mr. G. Markel, J. Pearson, L. Peters, H. Rott, D. Scott, S. Truelove (Spectrum Representative), Susan Vest (Graduate School Staff Representative), Mr. D. Waddill and Mr. L. West, .

Guest: Lindell Haverstic for Hans Rott and Don Kenney for Eileen Hitchingham

Chair Bill Ley called the meeting to order.

Informational Handouts

Copies of the revised handout on "Establishment of Schools" were distributed.

Approval of the agenda - Approved.

Approval of minutes of January 15, 1997 - Approved.

Graduate Curriculum Committee GCC [Robert Brown, Chair]

Dr. Brown reported the committee has met twice. On Jan. 20 the following courses were approved:

CT 4434, ESM 4204, EMS 4114, and MSE 5504

HTM 5464 was tabled pending additional information.

At the Feb. 3 meeting, the committee reviewed the "Establishment of Schools" proposal and recommended it for adoption by the Commission, GEOL 5804, and BSE 4394. The following courses were tabled for clarification: ALS 4254, BC 4034, HTM 5464, and the Revision of program title from Student Counseling and Personnel Services to Counselor Education, Department of Educational Leadership and Policy Studies, CHRE.

Marty Day requested the ESM 4114 course be held to allow time for him to review the course for the Math department. Dr. Eaton noted this is appropriate to ensure a review by all departments with similar courses offered. Marty will report back to the commission at the next meeting.

Dr. Ley opened the floor to discussion on the "Establishment of Schools" proposal by the commission. After wording change suggestions to one sentence by commission members, Bruce Chaloux volunteered to re-write that section of the proposal. Interested parties should contact Dr. Chaloux to voice their suggestions. The proposal (with suggested wording changes) was approved by unanimous vote. After the noted revisions are made, the proposal will be forwarded in Resolution format to University Council.

Graduate Appeals [Skip Fuhrman, Chair]

No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP)

[Jim Burger, Chair]

Joel Donahue reported that Jim Binger and Marvin Foushee have had discussions on 6000 level courses and the audit policy. This will be discussed next week at the committee meeting.

Graduate Student Relations [Hans Rott, Chair]  
No report.

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]

Dr. Ley reported that 150 copies of Adobe Acrobat have been purchased, and will be installed campus wide and at extended-campus locations to provide students with a means to transmit the ETD. Copies of the software will also be available for \$25 per copy through the campus computing center and be \$39.95 from the University Bookstore. Two National Steering Committees has been formed to help move this project forward outside Virginia Tech. Copyright issues will be reviewed at the next meeting. Dr. Eaton noted that in the 1996 calendar year, over 35,000 people visited the electronic theses library bookshelf from all over the world.

Graduate Student Assembly [Janet Wojcik]

\* Nominations were held for next year's officers at the Jan. 30 delegate meeting. GSA election will be held at the Feb. 27 meeting. Nominations will be accepted at that meeting also.

\* Alan Slesinski (Food Science) and Rajiv Khosla (CSES) are co-chairs of the Graduate Research Symposium. A date has not been determined for the event.

\* 1/30/97, the GSA passed a resolution regarding library fines which has been forwarded to the Library Committee. This resolution states that everyone will be fined if they return materials late to the library. This would include extended-campus facilities also. This resolution is designed to enhance the circulation and availability of materials.

\* Annual Off Campus Housing Fair will be held Feb. 10, 1997 in Squires Commonwealth from 10:00-4:00p.m.

University Library Committee [Eileen Hitchingham]

Don Kenney reported for E. Hitchingham. The January meeting was canceled, there will be a meeting in February. They have send a letter to Erv Blythe regarding the materials budget and potential of a round of serials cancellations next year. The other issue being reviewed by the committee is the access of library materials relating to the penalty structure. Each college faculty representative will be asking faculty for their input on this.

Discussion and Committee Reference

8a. Dr. Bruce Chaloux reported on Revenue Sharing to the commission and distributed a handout describing revenue sharing in detail. The revenue sharing initiative started as an attempt to tie revenues generated from course activities to the cost of course activities. In the late '80s and early '90's the extended-campus area was hit hard by faculty reductions. As a result, in 1990 the alternative of revenue sharing was proposed, but didn't come into being until '93-'94. The strategy is that we can create a baseline of activity, any activity over and above that baseline will be put into a revenue sharing mode. The tuition moneys from those courses are captured, and then turned around to pay for instructional costs. We can then offer incentives to the departments for participating in this program. The intent is to grow the number of extended-campus students.

We have supported 55 graduate courses in the extended-campus format, they have generated 273 FTE students, in dollars that is just under \$800,000, through summer '96. Most of those tuition dollars generated were from new students or new program activities. There are a number of new programs, MBA program in Roanoke with about 20 students that is supported by revenue sharing, and the Science and Technology program in Northern Virginia. Every college at the university who is involved with extended-campus has at least one course offered on revenue sharing basis. The impact has been on Summer 95 and 96, extended campus enrollments are up about 35%. All other summer enrollments were down. Revenue sharing courses offers us opportunity and flexibility that otherwise wouldn't be available to programs at extended-campus locations.

The only complication has been getting the release of budget dollars from the budget office. We believe the program should be taken off the experimental status and moved to the mainstream of how we do business at the university. The Provost has created a revenue sharing committee, chaired by Dixon Hanna. An analysis of the program will be prepared that will go back to the Provost for a decision on the future of the program.

New Business

No new business

Adjournment

Commission adjourned at 4:35 p.m.



Minutes

Commission on Graduate Studies

February 19, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, J. Burger, M. Day, Mr. J. Donahue, J. Eaton, P. Edwards, L. Harris, E. Hitchingham, M. Johnson, W. Ley, D. Mullins, L. Peters, D. Scott, and U. Vandsburger,

Absent: Dr. S. Brooker-Gross, B. Chaloux, Ms. R. Dalton, Mr. M. Foushee (Registrar's Office Representative), S. Fuhrman, Ms. D. Lee, R. Lovingood, Mr. G. Markel, J. Pearson, H. Rott, S. Truelove (Spectrum Representative), Susan Vest (Graduate School Staff Representative), Mr. D. Waddill, Mr. L. West, and Ms. J. Wojcik.

Guest: Lindell Haverstic for Hans Rott, Mike Denbow, CUS.

Chair Bill Ley called the meeting to order.

Informational Handouts

Handouts representing views on the proposed CUS Resolution 1996-97A, Class Schedule Change for M, W, F Classes were distributed.

Announcements

\* Dr. Eaton reported that Dean Peters, Dean Johnson, and he met today to discuss the distribution of instructional fee scholarships for Summer '97. The result being that the department heads can expect to have about the same monies as last year. They will need to base their offers on that level of funding. Letters will be sent to College Deans and Department Heads soon. Once the Board of Visitor's decision is made regarding tuition, and what the total IFS dollars are, we will get back to them with precise figures.

\* Dr. Eaton informed the Commission that the Graduate School has an exit survey analysis. He will send out e-mail to Department Heads and Graduate Chairs to inform them that he has this data, and will ask them to make an appointment to meet with him to discuss the results related to their department or college.

Dr. Ley reported on action by the University Council:

\* At the first reading of the Establishment of Schools proposal it was decided after some discussion to broaden the definition of a school, the revised format will be approved.

\* Second Resolution, also a first reading concerned animal disposal. Essentially the university had no policy, and this resolution states the policy will now be that any university animal that is to be disposed of will be by sale and not by adoption (dogs, cats, and farm animals/not laboratory rodents).

\* Third Resolution, also a first reading of the Independent Study/Special Study Hour Limits, which we will discuss again today. There was a lot of concern voiced regarding the justification for the resolution.

Approval of the agenda - Approved.

Approval of minutes of February 5, 1997 - Approved.

Dean Edwards noted a correction from her name to Dr. Bruce Chaloux as being the person who re-wrote a section of the proposal on "Establishment of Schools." With that change minutes were approved. After the meeting, Joel Donahue pointed out a correction in the DRSCAP Committee Report. It was Dr. Burger who met with Marvin Foushee, not Mr. Donahue. This correction was made.

Graduate Curriculum Committee GCC [Robert Brown, Chair]

No report.

Marty Day noted after the meeting that his request to review ESM 4114 materials has been completed, and this course was not similar to a course offered by the Math Department.

Graduate Appeals [Skip Fuhrman, Chair]  
No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP)

[Jim Burger, Chair]

Dr. Burger distributed handouts of the report previously sent electronically. Item 1 The committee has been working on the Resolution on Hour Limits, 5974 and 5984. This resolution was passed at the Jan. 15 Commission meeting. Immediately after the vote, Marvin Foushee pointed out that there are a number of 6974/6984 courses. The committee revisited the impact this might have on the resolution. With Marvin's help, they researched what 6974/6984 courses were being offered. There is a list of those on the handout; ESM is the only department to offer 6974. ESM, Sociology, and PAPA offer 6984. In order to be consistent, the committee revised the resolution to include the 6000 level courses as well. The intent, rationale, and purpose of this resolution has not changed.

A motion was made and seconded to call for a vote. The resolution unanimously passed.

Dean Edwards asked for a statement as to the rationale for this resolution, since she was not present at the last meeting. Dr. Ley stated that University Council asked for this rationale as to why the Independent Study was being cut back to 3 hours. Marty Day voiced the committee's reasoning as an attempt to be more liberal with the hours allowed with 6 hours on the Independent Study AND an additional number of Special Study hours. For someone getting a single degree at the university, the proposal would limit them to 3 hours of independent study. The need for exceptions to this rule was expressed by several Commission members. Dean Edwards stated that in their college they have two year master's degree programs, which requires more courses. These are accredited professional degrees, so it is more difficult for a two year program to comply with the suggested changes of the proposed resolution. In Architecture, a three year program is in effect which is standard in this field. Dr. Eaton said there is a practice of proportional increases in those hours to allow more, but it will require Dr. Eaton's approval.

After much discussion weighing the pros and cons of the resolution, a motion was made to rescind the original vote on this resolution and the motion was seconded. Dr. Ley called for a vote, and the resolution was rescinded.

The current Resolution before University Council will be withdrawn and resubmitted at a later date pending resolution of the concerns noted above.

Marty Day requested that if the DRSCAP Committee is going to review this again, they need to know what are the specific concerns for the different programs.

Item 2 Revised Policy on Auditing Graduate Courses

The committee recommends a change in the auditing policy of graduate courses. This revision was brought up in November. The changes consist of eliminating Graduate School approval, the committee felt it was more appropriate that the student advisor would approve taking an audit on a course by course basis. The next change was to do away with the policy that a student could not repeat a course for credit once it had been taken for audit. The intent was that the student learns in either case, and that is the ultimate mission. The third change added a paragraph that states

the instructor will determine if an audit is "satisfactory" or "unsatisfactory" based on participation and other expectations set forth at the beginning of the course. Only "satisfactory" audits will appear on grade transcripts. The rationale is that the committee believes that a grade transcript is an important permanent record and should be an accurate reflection of a student's class performance, including audits.

At the November meeting Dr. Martha Johnson brought up the issue of the number of audit classes a student on assistantship takes. The revised policy states, "Restrictions apply to students on assistantships and fellowships, see section on Assistantships." The Graduate Catalog has a section that specifies and explains requirements and restrictions for students on assistantships, in effect, a minimum of 9 and a maximum of 12 hours are required for these students. When taking 12 hours, only 3 hours of audit will be allowed; if the student is taking 9 hours, only 6 hours of audit will be allowed.

Dr. Eaton reported for Wanda Dean, University Registrar, that this resolution does not take into account that we don't have a "satisfactory" or "unsatisfactory" grading option. Such a change in audit policy may also require a similar change in the undergraduate audit policy. We need to get more specific information from the Registrar's Office before we proceed to see if there is a way to accommodate what the committee recommends before we vote for a change that can't be implemented. It was suggested that a sentence be added to state that "unsatisfactory" audits will not appear on the transcript.

Item 3 Equivalency of Courses Brought in by Distance Learning  
No recommendation.

Graduate Student Relations [Hans Rott, Chair]  
No report.

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]  
No report.

Graduate Student Assembly [Janet Wojcik]

\* GSA election will be held Feb. 27. Nominations will also be accepted at the meeting.

\* Deadline for applications for a GSA representative to the Board of Visitors (BOV) is Feb. 21, 1997. The top six candidates will go before a selection committee, three candidates will be forwarded to the BOV. The BOV will make the final selection.

University Library Committee [Eileen Hitchingham]

Eileen Hitchingham reported the University Library Committee met in February and reviewed again the fines issue for faculty and staff. The input so far has been 2 to 1 in favor of fines. This does not necessarily mean the committee will recommend this policy on a vote only. There was also discussion on what kinds of actions the library may take to make all returns of materials easier. Erv Blythe responded to the committee on resource cutbacks that would affect the serials and periodicals collection. Full funding is not expected, and this is an appropriate time to look at alternate ways of funding resources.

Discussion and Committee Reference

8a. CGS&P Resolution 1996-1997B, Change in Scheduling M, W, F Classes  
Mike Denbow addressed the Commission on the resolution. He stated this issue has resurfaced each year for several years. It has been approved by the Commission on Undergraduate Studies and Policies. A handout with a campus map was distributed with the 10 minute walking area shown, as well as the areas outside the 10 minute walking zone. Mike stated that with the new buildings and expanded class areas, that the distance can't be walked in the allowed 10 minute between class time frame.

In addition at class change times, the foot traffic is very heavy and delays the walking time even more. Mike reviewed with the Commission the 2200 minutes required contact time, and how this would best be changed within the proposed new schedule. An alternative of decreasing class length to 45 or 48 minutes was not desirable with the faculty and colleges. The most logical alternative right now is to propose a 15 minute class break, making the morning go from 8:00am to 12:05pm, there would still be four class periods in the morning. We will be losing a class period in the afternoon, from five to four class periods. This overall impact would affect 1.1% of the classes by decreasing afternoon class by one. Last year's statistics show that 84% of the students have a problem getting to class in 10 minutes. Mike explained how many students meet outside this 10 minute walking campus, Squires M-W-F 4,822, Litton-Reeves 8,625, Whittemore 3,400, and Derring 3,500 students (numbers from the Registrar's Office). More faculty are supporting this resolution now because of using Multi-Media classrooms, where it takes additional time to set up the class.

Dr. Ley voiced his concern that the Veterinary Medicine schedules are different than the rest of the campus; scheduling students and faculty for a teaching hospital and work on a different time schedule; as well as staff concerns that haven't been addressed by Commission on Classified Staff Affairs. It will require VM staff to work overtime because we typically have four classes in the morning, one in the afternoon, and two two-hour lab sessions, all of which when plugged into this schedule means they will be leaving at 6:35PM. The big question is who pays for that overtime? Larry Harris pointed out that in the College of Human Resources and Education, most of the education program classes are taught at night, and this proposed time change would overlap with those evening classes. These class rooms would either still be in use for day classes; or, eliminate the late day class to accommodate the evening class. At the present time, multi-media classrooms aren't available in the late afternoon.

Mike noted that the Registrar's Office sees a problem with inserting 15 minutes into the classes on M-W-F. After much discussion, a motion was made to call for a vote, this motion was seconded. The Resolution was defeated by a majority vote (10 opposed vs. 2 in support).

New Business  
No New Business

Adjournment  
Commission adjourned at 5:00 PM

Respectfully submitted  
John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies

March 19, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, J. Burger, B. Chaloux, M. Day, J. Eaton, Mr. M. Foushee (Registrar's Office Representative), S. Fuhrman, L. Harris, Lindell Haverstic for Hans Rott, E. Hitchingham, R. Lovingood, M. Johnson, W. Ley, D. Mullins, L. Peters, U. Vandsburger, Mr. L. West, and Ms. J. Wojcik.

Absent: Dr. S. Brooker-Gross, Ms. R. Dalton, Mr. J. Donahue, P. Edwards, Ms. D. Lee, Mr. G. Markel, J. Pearson, D. Scott, and Mr. D. Waddill.

Guests: Marcia Harrington, Institutional Research & Planning Analysis, and Dr. Wolfgang Glasser, College of Forestry and Wildlife Research, and S. Vest (Graduate School Staff Representative).

Chair Bill Ley called the meeting to order.

Informational Handouts

Additional copies of the agenda and minutes were distributed.

Approval of the agenda - Approved with change in sequence of reports.

Approval of minutes of February 15, 1997 - Approved.

University Self-Study and Commission Responses

Marcia Harrington was moved to the front of the agenda. Marcia attended to review the self-study packet must-statements and solicit the Commission responses. These were discussed page by page with corrections and/or changes made and noted by Marcia. The document is still in draft form, and Marcia's office will continue work to finalize it.

Graduate Curriculum Committee GCC [Robert Brown, Chair]

The last meeting was held on February 24, the following action was taken:

- \* BC 4034 and EE 4614, undergraduate courses approve for graduate credit.
- \* CE 6014 and Econ 5524 graduate courses were approved.
- \* Reviewed and approved the plan for electronic delivery of the Master's Program in Health and Physical Education, Department of Teaching and Learning, CHRE.
- \* ALS 4254 course withdrawn, will come back at another time.
- \* Also withdrawn was a program title change: Student Counseling and Personnel Services to Counselor Education, Department of Educational Leadership and Policy Studies, CHRE.

Graduate Appeals [Skip Fuhrman, Chair]

No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP)

[Jim Burger, Chair]

No report.

Dr. Ley reported on the Resolution on Hour Limits, 5974 and 5984, which was passed at the Jan. 15 CGS meeting. It is now under deferral at the University Council level. This means six weeks from its first reading, it will be brought back up for a vote by the council. We need to submit a revised or amended draft to the University Council by then. The next University Council meeting will be April 7, one week after the commission's next meeting. Dr. Burger said his committee will try to have a revised draft for the next meeting.

Graduate Student Relations [Hans Rott, Chair]

No report.

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]

A handout was distributed showing the revision for the "Approval Submission Form." This new form allows for choices of how soon the publication is placed on the www;

1) immediately, 2) withheld for 12 months from www access and access limited to Virginia Tech IP addresses only, or 3) held for 12 months for reasons of patent or proprietary purposes with no access to anyone. The purpose of this revised form is to allow for preparation of manuscripts for publication. The handout was distributed for information and review. Commission members were advised to discuss this with colleagues and constituents and report their feedback at the next meeting.

Graduate Student Assembly [Janet Wojcik]

\* Election of GSA 1997-98 officers was held Feb. 27. The results were: President-Chris Bunin, Vice-Pres.-Rajiv Khosla, Secretary-Ningling Wang, and Treasurer-Lee West.

\* Fred Hayes, Apollo 13 astronaut, will be the guest speaker for the Research Symposium which will be held on Monday, April 28 in Squires Commonwealth Ballroom. The Graduate School offers prizes for poster session on research.

University Library Committee [Eileen Hitchingham]

Eileen Hitchingham reported the University Library Committee met in February and reviewed again the "fines" issue for overdue items. It was determined that the "no response" to recall seems to be the most prominent area to address. It was proposed that all library users be fined for "no response" to recall. Skip Furhman reported that the Faculty Senate supports this proposal, and in addition, the Faculty Senate overwhelmingly supports the idea that the faculty should have at least two renewals. Eileen stated the issue here is how much should be fined. The Commission on Student Affairs (CSA) passed a resolution that everyone be fined the same amount, and introduced a resolution to that effect. Eileen asked the Commission to support or not support the ultimate recommendation of the University Library Committee on the fines for "ignoring recall notice" issue.

Dr. Hitchingham discussed how the current system can not allow for tracking fines, and additional programming will be needed to monitor this process. There is concern that too many "patches or fixes" have been placed on the system, and a new system may in fact be needed. It was pointed out by a commission member that the mechanism used was not of concern to the commission, their concern is with the issue of fines. Marty Day made a motion, and it was seconded by Bob Brown, stating that the commission is in support of the concept that the committee should develop a resolution and bring it forward for full commission review at the next meeting. There was one opposing vote to the motion, the motion carried.

The second issue discussed by Eileen was the serials review, and looking for cancellations, due to a projected \$480,000 to \$600,000 budget deficit. The journals will be ranked by number by faculty input from departments across the university, to determine which items will be cut. There has been a significant increase in access to electronic resources in the Library through the VIVA (Virginia Virtual Library) Project. Hard copy duplications of this resource may be cut also. Departments will have the opportunity to give response to the committee on the first draft of materials to be cut. Eileen stated this is the time to use resources to meet the needs of the most. The committee will be looking for alternative ways to meet needs.

Discussion and Committee Reference

8a. Dr. Wolfgang Glasser, Associate Dean for Research and Graduate Studies, College of Forestry and Wildlife Resources, spoke to the Commission on the proposed 3 Plus 2 Master's Program that is in the

planning stages for their college. This program would offer the provision of an opportunity for undergraduate students in the Biology program at James Madison University (JMU) to obtain a professional graduate degree at Virginia Tech (Master's in Forestry) in a total of five years. The mechanism for this is that the Biology student at JMU would apply to the Graduate School at Virginia Tech after having spent three years as an undergraduate student at JMU; they would transfer here with about 96 credit hours, and take in the fourth year (undergraduate senior year) at Virginia Tech primarily undergraduate 4000 level courses for a total of 30 credit hours, at the end of which the student would obtain a BS degree in Biology from JMU. The student would continue the fifth year at Virginia Tech in the graduate program and obtain a Master's of Science degree in Forestry at the end of that year. They could be an accredited Forester after two years at Virginia Tech.

This proposal has been negotiated both internally and externally both at JMU and Virginia Tech. While the student is at Virginia Tech in their senior year, they would be registered as a dual student. This is a non-thesis program, with summer internship of 6 credit hours required. It is anticipated that the proposal will be signed here and at JMU in a couple of weeks. Virginia Tech has the only College of Forestry in the state. This would allow us to meet the demand of being the only college. Once the mechanism is in place for this program, we may accept students from other universities. The students will take the GRE in their senior year, same as is done now. There will be a minimum QCA requirement of 3.0 to enter the program and it must be maintained while here at Virginia Tech to stay in the program. Dr. Glasser stated that enrollment will be limited to 15 students.

The Commission confirmed this is a good proposal and gave its support for establishment.

Adjournment

Commission adjourned at 5:00 PM

Respectfully submitted

John L. Eaton, Associate Provost for Graduate Studies

## MINUTES

Commission on Graduate Studies

April 2, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. J. Burger, B. Chaloux, M. Day, Mr. M. Foushee (Registrar's Office Representative), S. Fuhrman, L. Haverstic for H. Rott, W. Ley, D. Mullins, M. O'Brien for P. Edwards, J. Pearson, U. Vandsburger, and Ms. J. Wojcik.

Absent: Drs. A. Armstrong, S. Brooker-Gross, R. Brown, Ms. R. Dalton, Mr. J. Donahue, J. Eaton, P. Edwards, L. Harris, E. Hitchingham, Ms. D. Lee, R. Lovingood, M. Johnson, Mr. G. Markel, L. Peters, H. Rott, D. Scott, Mr. D. Waddill, and Mr. L. West,

Guest: Gail McMillan, ETD Project Team member.

Chair Bill Ley called the meeting to order.

The question was raised by Dr. Skip Fuhrman, "is a quorum present?" As there was an error by Dr. Ley in calculating membership, it was determined after the fact that the appropriate quorum did not exist. Even though the meeting was continued, any and all of the discussions are reported for informational purposes. All actions taken at this meeting are to be considered null and void. The question of quorum was raised prior to the meeting.

### Informational Handouts

Handouts distributed were:

1) DRSCAP Committee report; 2) Graduate Student Assembly Resolution 96-97B (Future of On-Campus Graduate Student Housing); and 3) Virginia Tech Electronic Thesis or Dissertation Approval Form

Approval of the agenda - Approved with change in sequence of reports, item 9a. DRSCAP report, to be presented first.

Approval of minutes of March 19, 1997 - Approved. (These will need to be approved at the next meeting, April 16th)

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

[Jim Burger, Chair]

Dr. Burger reviewed his committee report with the commission. There were three major items discussed, the first being the Revised Policy on Auditing Graduate Courses. The point of discussion today was the recommended change stating that restrictions apply to students on assistantships and fellowships. This restriction was noted by Asst. Dean Martha Johnson relating to the fact that students on assistantships are required to take a minimum of 9 credit hours and a maximum of 12 credit hours.

The Audit Limits for Graduate Students on Assistantships policy has the following changes made to the statement: "All students on assistantship must be registered for a maximum of 12 and a minimum of 9 hours per semester. Those signed up for 12 hours may audit one course, and those signed up for 9 hours may audit two courses, exceptions to be reviewed by the Graduate School.

The second issue considered was the implementation of having an audit course marked "unsatisfactory" by the instructor based on participation and other expectations set forth at the beginning of the course. Unsatisfactory audits would not appear on transcripts. This would require manual processing of the grade report. Marvin Foushee, Registrar's Office



Representative, said there are few of these to be processed, and at this time result in an "administrative drop" of the course. This process automatically removes this course from the transcript. Marvin stated that when a student is dropped from that course, it now allows him/her to re-take the course for credit. Marvin pointed out that there will have to be resources to cover this action if it is implemented electronically.

It was moved and seconded that the Commission accept this change in policy as presented with revisions made at this meeting. The motion passed unanimously. VOID. (This will need to be discussed again at the next meeting, April 16th)

Item three brought forth for discussion was the Credit Hour Limits for Independent Study (5974) and Special Study (5984). The Independent Study area was overlooked in February when a resolution was passed regarding Special Studies for Master's level courses. The Commission voted to rescind the original vote on the resolution, and sent the issue back to committee for further study. After further study, the committee recommends the DRSCAP Committee should withdraw the original resolution sent to University Council. The determination of the committee is "30-hour Master's Degree programs, up to six hours of 5974 and up to six hours of 5984, for a maximum of nine hours, may be counted towards the 30-hour minimum for the degree," and that Master's programs requiring more than a 30-hour minimum, departments should recommend hour limits in each category (see attached table). The Commission will consider the recommendations and take appropriate action. This proposed resolution will be distributed to the Deans/Department Heads of Master's programs over 30 hours along with a memo of explanation asking for their response. The feedback will be collected by the Graduate School and forwarded to the DRSCAP committee for review next year.

#### New Business

##### Grading Reform Resolution

Dr. Ley presented the "Grading Reform Resolution" which was forwarded to him by the Commission on Undergraduate Studies with respect to establishing an A+ designation with a 4.3 grade point. CUS has reviewed this document and Dr. Ley suggested to refer it to the DRSCAP Committee for consideration. The resolution was tabled at the CUS meeting, and will be reviewed at their next meeting. Dr. Chaloux added the proposal was made by undergraduate students and then sent to Wanda Dean, University Registrar, to be studied. Wanda and her staff prepared a report which she presented two weeks ago. The report stated that none of our peer universities are using the 4.3 grading system now. The motion was tabled at that point. The Commission members felt Wanda Dean should be invited to address this resolution before it is considered and voted on to give it our support. Janet Wojcik stated this had not been considered by the Graduate Student Assembly, but that it would affect the whole student body.

##### GSA Resolution 96-97B - Future of On-campus Graduate Student Housing

Janet Wojcik addressed this resolution to the Commission. She stated that Drs. Peters and Eaton had always had a commitment to on-campus graduate housing. There are about 200 graduate students who live on-campus each year. The GSA has recently learned that the remainder of Hillcrest Hall is going to be converted to academic office space. There are also plans in the University's capital outlay plan for the year 2000-2002 to convert the rest of Hillcrest Hall to administrative offices. The GSA had not been informed of these plans prior to this. In essence, this resolution request the Virginia Tech Administrators to include representation of the GSA, the Graduate School, and Residential and Dining Programs in discussions establishing alternative locations for future on-campus graduate housing. The GSA Resolution 96-97B received the support of the Commission on Graduate Studies and Policies by an unanimous vote. VOID. (This will need to be discussed again at the next meeting, April 16th)

Graduate Curriculum Committee GCC [Robert Brown, Chair]  
No report.

Graduate Appeals [Skip Fuhrman, Chair]  
No report.

Graduate Student Relations [Hans Rott, Chair]  
No report.

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]  
Guest Gail McMillan reviewed the Electronic Thesis and Dissertation Approval Form with the Commission members. The changes noted on the approval form were to give more choices for the student and Advisory Committee to determine when the thesis or dissertation would be released on the www. After discussion, a motion was made and seconded to accept the ETD Approval Form as presented. The motion was passed by unanimous vote. VOID. (This will need to be discussed again at the next meeting, April 16th)

Graduate Student Assembly [Janet Wojcik]

\* April 11-13, Present and future GSA Officers will attend the Southeast Chapter Meeting of the National Association of Graduate Professional Students in Atlanta, GA.

\* GSA Research Symposium will be held April 28 in Squires Commonwealth. Posters will be on display from 9:00AM to 3:00PM. Applications are available from the GSA office in Squires, from delegates, and from the GSA homepage on the internet. Keynote address will be by Apollo astronaut Fred Hayes on the 28th at 7:00PM in Burruss Hall.

University Library Committee [Eileen Hitchingham]  
No report.

Discussion and Committee Reference  
9b. and 9c. were deferred until the next meeting.

Adjournment  
Commission adjourned at 5:00 PM

Respectfully submitted

John L. Easton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies

April 16, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Drs. A. Armstrong, R. Brown, Ms. R. Dalton, M. Day, J. Eaton, P. Edwards,  
Mr. M. Foushee (Registrar's Office Representative), Sam Morgan for L. Harris,  
E. Hitchingham, R. Lovingood, M. Johnson, W. Ley, D. Mullins, L. Peters, H. Rott, and Ms. J. Wojcik.

Absent: Dr. S. Brooker-Gross, J. Burger, B. Chaloux, Mr. J. Donahue, S. Fuhrman, Ms. D. Lee, Mr. G. Markel, J. Pearson, D. Scott, U. Vandsburger, Mr. D. Waddill, and Mr. L. West.

Chair Bill Ley called the meeting to order.

Informational Handouts

Additional copies of the agenda and minutes were available, other items included: Draft Program Review, Nomination of Chief Justice of Graduate Honor System, Grading Reform Resolution, and Resolution on Library Fines.

Approval of the agenda - Approved with change in sequence of reports.

Approval of minutes of March 19, 1997 and April 7, 1997 - Approved with correction noted not to list members absent when they have sent a representative for them. This change will be made on the March 19 minutes and the non-official minutes of April 7, 1997.

Nomination for Chief Justice of Honor Court - Dean Martha Johnson  
Dean Johnson reported on the status of the search committee for a Chief Justice for the Graduate Honor System. David Mullins was nominated by his department head. David is a Ph.D. student in Biology, and was given the strongest possible nomination for him to serve a one year term as Chief Justice of the Graduate Honor System. This nomination comes to the Commission for ratification and then Dr. Peters will send the name on to the President of the University. David spoke to the Commission stating that the Graduate Honor System is seen as an enforcement structure around the university, and his goal is to improve that perception. The Graduate Honor System is here to uphold the Honor Code. David also hopes to educate students and faculty on the understanding of the honor code. The GSA plans to contact every department head for their new student orientation to emphasize the Honor Code. David's nomination received unanimous support from the Commission.

Graduate Curriculum Committee CG [Robert Brown, Chair]

The committee met on March 24 and approved five courses:

- \* ENT 5314, Insect Ecology. Entomology - Revised Course - Approved.
- \* GEOG 4084, Introduction to Geographic Information Systems, - New Course - Approved.
- \* HTM 5464 Franchising in Hospitality Management - New Course -Approved.
- \* ISE 5694, Macro ergonomics, College of Engineering - New Course - Approved.
- \* PPWS/HORT 5525/5526, PPWS Department, - New Course - Approved.
- \* New Program Title - Counselor Education, Educational Leadership and Policy Studies, . Title of existing program: Student Counseling and Personnel Services - Approved.

The committee met again on April 7 and acted on eight courses:

- \* ALS 4884 Youth Program Management, Agricultural Education, - Revised Course - Approved,
- \* VMS 5174 Systems Pathology (ADP Title: Systems Path), College of Veterinary Medical Sciences - Revised Course - Approved.

- \* VMS 5184 Cellular Pathology (ADP Title: Cell Path), College of Veterinary Medical Sciences, -Revised Course -Approved.
  - \* VMS 5604 Principles and Methods in Equine Surgery, College of Veterinary Medical Sciences - Revised Course -
  - \* VMS 5714 Biomedical Literature, College of Veterinary Medical Sciences - Revised Course - Approved.
  - \* Cross-listing BC 5044 International Construction Practice with ARCH 5044 - Approved.
  - \* Cross-listing BC 5124 Land Development For The Constructed Facility with ARCH 5124 - Approved.
- The following course was tabled for clarification at the April 7 meeting:
- \* Tabled for CUS approval and change of course description VMS 4034/BCHM 4034 Environmental Health Toxicology (ADP Title: Environmental Health Toxicology), College of Veterinary Medical Sciences - New Course.

Graduate Appeals [Skip Fuhrman, Chair]  
No report.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP)

[Jim Burger, Chair]

Marty Day led the discussion in Jim Burger's absence on the "Revised Policy on Auditing Graduate courses." This topic was discussed at length in the April 2 meeting. The three major topics of discussion were:

- \* Recommend a change stating that restrictions apply to students on assistantships and fellowships which require these students to take a minimum of 9 credit hours and a maximum of 12 credit hours. (Dr. Eaton noted that the reprinting of the Graduate Catalog is two years away, since it is being printed now).

- \* Recommend the implementation of having an audit course marked "unsatisfactory" by the instructor based on participation and other expectations set forth at the beginning of the course. "Unsatisfactory" audits would not appear on the student's transcript. Marvin Foushee, Registrar's Office Representative, reported at the last meeting that this would require a manual process of the grade reports. As is the case now, when a student is dropped from a course, he/she can re-take the course for credit. Marvin pointed out that there will have to be resources to cover this action if implemented electronically.

A motion was made and seconded to accept these two items as stated.

Approved unanimously.

Item 3:

- \* Discussion of Credit Hour Limits for Independent Study (5974) and Special Study (5984). The Independent Study area was overlooked in February when a resolution was passed regarding Special Studies for Master's level courses. The Commission voted to rescind the original vote on the resolution, and sent the issue back to the committee for further study. After further study, the committee recommends the Commission should withdraw the original resolution sent to University Council, which Dr. Ley did. The determination of the committee is "30-hour Master's Degree programs be allowed to take up to six hours of 5974 and up to six hours of 5984, for a maximum of nine hours, may be counted towards the 30-hour minimum for the degree," and that for Master's programs requiring more than a 30-hour minimum, the departments should recommend hour limits in each category (see catalog table). This proposed change will be distributed to the Deans/Department Heads of Master's programs with over 30 hours along with a memo of explanation asking for their response. The feedback will be collected by the Graduate School and forwarded to the DRSCAP committee for review next year.

Dr. Eaton added that when requests for exceptions have been made in the past for those programs that require more than 30 hours, he has used the rule of proportionality to determine the need for additional hours, and suggest that this may be a reasonable way to handle this next year. Marty commented that this had been discussed, but the committee felt that they would like to know what the individual programs thought before they set a rigid rule. It was recommended by vote that the Commission support the

recommendation of the DRSCAP committee to revise the Table as recommended.

Graduate Student Relations [Hans Rott, Chair]

Dr. Rott reported the committee has completed their work on the "Good Practice in Graduate Teaching" and will distribute it as soon as minor revisions are made.

Electronic Thesis and Dissertation Committee (ETD) [Bill Ley, Committee Representative]

The changes noted extended the time limit from three months to 12 months, and allows the advisory chairs and committee members to have input on the status on the submitted document and its disposition after the 12 month period. Dr. Eaton commented that the process is going well in general. His response from faculty on the new form is that they feel this is acceptable. Since chemists were the ones who initially brought this issue up, Dr. Eaton spoke personally with the Editor of the Journal of the American Chemical Society, and sent him an e-mail copy of the form, and he replied that it looks fine. As far as he is concerned, as soon as the manuscripts come out, the ETDs could be released worldwide. We now have over 135 documents that are available worldwide. The submission form has been changed to reflect holding for a year and only allowing Virginia Tech access during that time. The students acknowledgment that they still own the copyright and all access to derivative publications, moved to the paper form, so students and advisors understand we are protecting their rights. At present the University attorney is reviewing this statement. This form was approved by unanimous vote.

Dr. Peters reported that Dr. Eaton wrote a letter to the President of the Council of Graduate Schools requesting that they set up an advisory committee to look at many of the issues surrounding ETD cross-country. The Council of Graduate Schools has a membership of 450. The Board of Director's meeting was held this last weekend, and they have acted to set up a committee that Dr. Eaton will be serving on with the Deans of the University of Utah, University of North Carolina State, and Northwestern University. On April 18, Dr. Eaton will be making the ETD presentation to the 12 CIC Deans of the Big Ten Institutions. He has also made this presentation in Wisconsin and Michigan. The interest in ETD continues to grow.

A Motion was made and seconded that an informational article(s) be pursuant in the Spectrum to update the students, faculty, and staff on ETD progress.

Dr. Eaton reported that Ed Fox, Computer Science, is developing an open letter to students (and faculty) that states the array of thoughts about why we are doing the project, steps taken to accommodate the concerns of publishers, the steps that are beginning to raise awareness of the student's responsibility related to copyrighted materials, etc. He will send an e-mail copy of this letter if you would like to see it. Eileen Hitchingham noted the need to publish this in the Collegiate Times too.

Graduate Student Assembly [Janet Wojcik]

\* Last delegate meeting will be held on Thursday, April 24.

\* Annual Research Symposium will be held April 28, Squires Commonwealth Ballroom, 9:00AM-3:00-PM. Approximately 60 submissions of poster presentations have been received.

GSA Resolution 96-97B - Future of On-campus Graduate Student Housing  
Janet Wojcik addressed this resolution to the Commission. She stated that Drs. Peters and Eaton have always had a commitment to on-campus graduate housing. There are about 200 graduate students who live on-campus each year. The GSA has recently learned that the remainder of Hillcrest Hall is going to be converted to academic office space. There are also plans in the University's capital outlay plan for the year 2000-2002 to convert the rest of Hillcrest Hall to administrative offices. The GSA had not been

informed of these plans prior to this. In essence, this resolution request the Virginia Tech Administrators to include representation of the GSA, the Graduate School, and Residential and Dining Programs in discussions establishing alternative locations for future on-campus graduate housing.

Dr. Eaton added that he, GSA representatives, and student affairs have met with the Integrated Space Planning group, and one of the concerns they felt that should be voiced is that there does not seem to be any long-term planning for graduate student housing in the university. We are asking that they include planning for graduate housing with their other space planning activities. Janet Wojcik expressed the need for the university to provide at least the present quantity and quality of graduate student housing in future plans. The GSA Resolution 96-97B received the support of the Commission on Graduate Studies and Policies by an unanimous vote.

University Library Committee [Eileen Hitchingham]

At the University Council meeting on March 17, 1997, the Commission on Student Affairs brought forward a resolution to the effect that everyone should be fined uniformly. This resolution was deferred in council to the ULC and asked them to make some recommendation which will ultimately go back to the Commission on Undergraduate Study and Policies and the Commission on Graduate Studies & Policies, who may or may not wish to make recommendations to the University Council. The issue that needs addressing is fines for lack of observance of overdue materials for recall as:

- 1) A recommendation that faculty and staff be fined for all overdue materials.
- 2) A recommendation that faculty and staff be fined for not responding to recall requests, and
- 3) A recommendation that this practice begin Fall 1997-98, with the amount that faculty and staff are fined for ignoring recall requests to be the same as that for other ignored recall requests (currently 10 cents per day).

This process will have to be done by hand or adding patches on the existing system. Without knowing how complex this could be, we may need to include in this resolution the ability to come back to University Council at a later date.

A motion was made and seconded to ask the University Library Committee to seriously address the amount of the fines (that it be severe enough penalty that the intention of this resolution would be honored, and recall notices be observed) and report back to the CGS&P in the fall. The motion passed unanimously. \*(A resolution has been sent to University Council based on this vote.)

Next Eileen addressed the serials review list that should have been received by all members of the community. She encouraged the commission members to look closely at the potential items that may be dropped from their area of interest, and contact the subject people in those areas. The library is looking to eliminate 1,000 titles. We have lost 25-30% in the last several years.

Discussion and Committee Reference

At the last meeting the Grading Reform Resolution was referred to the DRSCAP Committee, since that time we have received a memo from Dr. Siler, CUS. They have acted negatively on this resolution. In lieu of further Commission discussion, Dr. Ley recommended this group also act in the same manner. Dr. Ley made the motion of no support of the Grading Reform Resolution. The motion was seconded and approved unanimously by vote.

New Business

Nomination of Chair-elect for the Graduate Curriculum Committee, who then proceeds to the position of Chair of the Commission the following year automatically. Drs. Brown, Lovingood, and Mullins compose the nomination committee. They will present a nominee at the next meeting.

Program Review:

Draft "Guidelines for the Academic Review of Graduate Programs at Virginia Polytechnic Institute and State University" document was distributed to all committee members present. This document will be reviewed over the summer by an Ad Hoc Committee and will bring back their findings early next fall. This is an internal Graduate Program Review process to incorporate current reviews to emphasis graduate reviews. It is felt that the graduate process receives more attention so the programs will receive more support. This review will be a pro-active action.

Adjournment

Commission adjourned at 5:00 PM

Respectfully submitted

John L. Eaton, Associate Provost for Graduate Studies