

Minutes

Commission on Graduate Studies

September 17, 1997

206 Sandy Hall

3:30 to 5:00 p.m.

Present: Mr. A. Armstrong, Drs. J. Beamish, R. Brown, Mr. C. Bunin, J. Burger, Mr. L. Buterakos, M. Day, J. Eaton, S. Fuhrman, E. Hitchingham, M. Johnson, W. Ley, Mr. D. Lough, Mr. D. Mullins, J. Pearson, H. Rott, and R. Veilleux.

Absent: Drs. B. Chaloux, R. Daniel, Mr. J. Donahue, Mr. M. Foushee (Registrar's Office Representative), B. Heath-Camp, P. Knox, L. Peters, E. Sturgis, S. Trulove, U. Vandsburger and S. Vest.

Chair Robert Brown called the meeting to order.

Informational Handouts

Additional copies of the agenda, 4/30/97 minutes, Graduate Curriculum Committee Annual Report, DRSCAP Committee Final Report, and Draft Program Review document were available.

Announcement

Drs. Brown and Eaton clarified the issue of holding a meeting without a quorum. The meeting can be held but no vote can be taken on issues before the commission. Dr. Eaton identified the non-voting members of the commission.

Dr. Brown listed pending items from 1996-97:

- * 5974 and 5984 hour limits on the Plan of Study
- * revised policy on auditing graduate courses (this item needs to be developed into resolution form for a vote by CGS&P)
- * numerous changes related to the merger of College of Human Resources and the College of Education (these will be acted upon in the Graduate Curriculum Committee).

Approval of the agenda - Approved.

Approval of minutes of April 30, 1997 - Approved.

Committee Appointments

CGS&P Vice Chair - Dr. Brown appointed Bill Ley and Skip Fuhrman to a Nominating Committee to submit names for a Vice Chair to Drs. Brown and Eaton.

Degree Requirements, Standards, Criteria and Academic Policies Committee (DRSCAP) - Marty Day, Chair

Electronic Thesis and Dissertation Committee (ETD, ad hoc committee of commission) Bill Ley, Commission Representative

Graduate Student Appeals - Richard Veilleux, Chair

Graduate Curriculum Committee - Julia Beamish, Chair

Graduate Student Relations - Hans Rott, Chair

SACS Self-Study Report- need six to eight people to review a chapter in a structured setting and determine if they want to make recommendations to the SACS committee relative to that chapter. We will look to this commission for one or two people willing to read about 18 pages of a chapter, think about it, and come to one or two meetings and sit down with the larger group and discuss the content of that chapter and what it means for RGS. This group will see if there are any recommendations to be brought forward to the SACS committee for revision .

Graduate Student Assembly [Chris Bunin]

The GSA withdrew from University Council consideration Resolution 96-97B -

Future of On-campus Graduate Student Housing. They have reviewed the most recent on campus housing plan, and received assurance from Drs. Cross and Spencer that they would like to see graduate housing (short term and long term) as a part of the University planning process and not an afterthought.

Career Services has appointed Pam Herrmann to assess the needs of Career Services for graduate students, and what types of programs they can offer and determine the degree of need.

GSA held its first social, a tailgate social, which 200-250 graduate students attended and over 160 people attended the football game together.

Future items to be reviewed by GSA are:

- * re-introduction of the General Assembly bill that would include graduate students in the state health care plan
- * continuing work with graduate housing
- * work to inform graduate students of issues and concerns pertaining to them
- * possibly create an Electronic Thesis and Dissertation (ETD) committee.

First delegate meeting will be held Thursday, Sept. 25, in the Brush Mountain Room in Squires.

University Library Committee [Eileen Hitchingham]

No report. First meeting will be held on October 22. The resolution passed by this group last year regarding recalls and fines has become policy.

Committee Updates

SACS Program Review ad hoc Committee

Dr. Eaton reported the committee has met once this summer and another meeting will be scheduled soon. Dr. Eaton will send out a letter to gather information from the various colleges. The committee will attempt to meet every two weeks to continue work on this review. The function of this committee is to take the "draft" document (attachment with April 30 minutes) and perform a critical review and make recommendations, if needed, to this commission for approval. The plan is to have this completed by the end of the semester.

Commission members discussed re-defining the Ph.D. and residency requirements, and how they may be changing. There is a request to put into place a Ph.D. program off campus in an effort to serve the clientele. The residency standard was created to

produce Ph.D.s that were going into academic positions. The trend has changed, therefore, we may need to think of residency less in terms of a time period on campus and more as a set of experiences that prepares students for work after graduate school, whether on or off campus.

Electronic Thesis and Dissertation Committee

Dr. Eaton reported over 500 electronic submissions have been received to date. About 250 or more are accessible world-wide now, another 130 are accessible for Virginia Tech only, and about 80 have been secured for patent or priority purposes. People are already requesting inter-library loans of those accessible to Virginia Tech only. This will have to be a policy decision in the future. At this time we are not releasing them. The authors are being notified of the request if we are able to contact them.

There will be another revision of the "Approval Form" that the faculty member(s) and student sign. This will come back to the commission after the ETD Advisory Committee has completed their work. For your information, there are nineteen other institutions that are starting ETD pilot projects now.

We have an initiative in process by Drs. Gene Brown, Bernard LaBerge, and Bruce Chaloux to use the Banner recruiting module to help increase our enrollments. We also have five departments participating in a pilot study to help departments improve recruiting efforts and secure top quality students to the university. US student enrollments are down everywhere, and all US universities are competing with Virginia Tech for the best graduate students.

Special Announcement:

Skip Fuhrman announced that on Thursday, October 2 the Faculty Senate of Virginia Tech, along with seven or eight other universities, is sponsoring an open forum on "Critical Issues in Higher Education" at the Hotel Roanoke. Contact Skip if you need additional information.

Adjournment

Commission adjourned at 4.35 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies

October 1, 1997

206 Sandy Hall

3:30

Present: Drs. A. Armstrong, J. Beamish, R. Brown, J. Burger, M. Day, S. Fuhrman, B. Heath-Camp, J. Fulton for R. Daniels, E. Hitchingham, W. Ley, J. Pearson, L. Peters, H. Rott, E. Sturgis, R. Veilleux, and Mr. C. Bunin, Mr. L. Buterakos, Mr. D. Lough, Mr. D. Mullins.

Absent: Drs. P. Knox, U. Vandsburger, and Mr. E. Dramberger.

Invited Guests: Drs. B. Chaloux, J. Eaton, M. Johnson, Mr. M. Foushee (Registrar's Office Representative), and Ms. S. Vest.

Chair Robert Brown called the meeting to order.

Announcement

Dr. Eaton reported that one of the GSA representatives has stepped down to serve on University Council, and another GSA member will be asked to serve on CGS&P.

Dr. Bruce Chaloux announced that the Graduate School is one of 28 institutions participating in a GRE Writing Study for Educational Testing Service (ETS) in preparation for going to computer based examinations that begins in 1999. We have a test center set up in Sandy Hall. Juniors, seniors, and first year graduate students are welcome to schedule an appointment to participate in the writing study. ETS is paying \$50 for participation in a two part study. We have had good response so far and will test up to 150 students. Some elements of the GRE are already computerized, however, the writing assessment is not.

Approval of the agenda - Approved.

Approval of minutes of September 17, 1997 - Approved with corrections in the GSA report, Pam Herrman's name was incorrectly reported as Ann Garman.

Committee Appointments

CGS&P Vice Chair - Dr. Brown announced Dr. Jim Burger has agreed to serve as Vice Chair.

DRSCAP - Marty Day, Chair; Betty Heath-Camp, Dean Paul Knox (Hans Rott will be his alternate), U. Vandsburger, and Dan Lough, Student Government Association.

Electronic Thesis and Dissertation Committee (ETD, ad hoc committee of commission) Bill Ley, Commission Representative. A new representative is needed from the College of Forestry.

Graduate Student Appeals - Richard Veilleux, Chair; Betty Heath-Camp, Skip Fuhrman, one or two graduate students are also needed.

Graduate Curriculum Committee - Julia Beamish, Chair

Graduate Student Relations - Hans Rott, Chair; Bill Ley, and two graduate students needed also.

DRSCAP [Marty Day]

The independent study/special study information has been distributed to appropriate departments for review. Responses are due back by Oct. 10.

Graduate Student Appeals [Richard Veilleux]

No report.

Graduate Student Relations [Hans Rott]

A handout was distributed, Draft of Guidelines for Good Practice in Graduate Education. This document was developed last year, and work will continue this year on this document.

Graduate Curriculum Committee [Julia Beamish]
Meeting will be held on Oct. 8.

ETD [John Eaton]

The committee met this week and major goal accomplished. A cover memorandum has been developed to be passed out with the examination packet we now give to students taking their final exam. This memorandum will explain to the faculty and students the ETD Approval Form. Minor modifications are being made to the ETD Approval Form itself. We hope to have these finalized in the next couple of weeks for approval by this commission.

Graduate Student Assembly [Chris Bunin]

The first delegate meeting was held Thursday, Sept. 25. Approximately 85 people attended, guest included Dean Peters, Drs. John Eaton and John Lee, and Pam Herrman, Career Services. Pam Herrman discussed ideas to improve Career Services to target graduate student needs. This project will continue throughout the year on a semester basis, working with different program areas each semester.

At this meeting, David Mullins discussed the Graduate Honor System and informed delegates how the system works and encouraged delegates to get involved as being an investigator or serve as Chief Justice in the future.

The issue of printing costs was discussed. The University has adopted a ten cents copy policy. A committee was appointed to look into the suggestions made by the membership; making dot matrix printers available to graduate students at no charge; providing each student a certain number of printouts free on their Hokie Passport, possibly 250; and looking into reducing the cost below ten cents.

An Electronic Thesis and Dissertation Committee was also formed. This committee would gather information from graduate students on their experiences on submitting ETD. The purpose will be to give external feedback to Dr. Eaton on this process.

Graduate and Professional School Day is Oct. 8. Nearly 70 schools are expected to attend.

University Library Committee [Eileen Hitchingham]

No report. First meeting will be held on October 22.

Sub-Committee Updates:

SACS Program Review ad hoc Committee [John Eaton]

Dr. Eaton reported the committee met for the second time, and agreed to take the draft document presented to them by this commission as a base document by which to produce an acceptable program review process to give back to this commission. The committee reviewed the material and pointed out areas that members had questions about and those areas have been noted on a draft document and send out to the entire committee for review (because attendance was low). They will resume discussions of the document at the next meeting. The basic concept is to do a page by page, chapter by chapter review. Hopefully from this process the committee will develop a document that will forwarded on to CGS&P for approval. The committee will meet every two weeks until task is completed, hopefully this semester.

Dr. Eaton noted that Jim Burger has also agreed to serve as a reader with Marty Day and Dave Mullins, as well as two representatives from the Commission on Research (COR).

Adjournment

Commission adjourned at 4:00 p.m.

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

Minutes

Commission on Graduate Studies & Policies

November 5, 1997

206 Sandy Hall

3:30 P.M.

Present: Alan Armstrong, Julia Beamish, Bob Brown, Jim Burger, Marty Day, John Fulton, Bill Ley, Judy Pearson, Hans Rott, Richard Veilleux, Mr. Chris Bunin, Mr. Lewis Buterakos, Mr. Dan Lough, and Mr. Brian Shenal.

Absent: Jody Bolen, Skip Fuhrman, Betty Heath-Camp, Paul Knox, Mr. David Mullins, Len Peters, Ellie Sturgis, and Uri Vandsburger.

Invited Guests: Bruce Chaloux, John Eaton, Marvin Foushee (Registrar's Office Representative), and Martha Johnson.

Chair Bob Brown called the meeting to order.

Announcements

Bob Brown reminded the commission members to attend the joint meeting of CGS&P/COR on Nov. 12. This meeting will be held in 1045 Pamplin Hall at 3:30P.M. Dr. Eaton added the Provost will speak on the academic agenda approved by the Board of Visitors. The SACS committee which authored Chapter 4 of the SACS Strategic Plan will attend and hear from the CGS&P/COR membership. The sub-committee has prepared its input and Dr. Eaton will summarize the information, and distribute it electronically to both commissions.

Approval of the agenda - Approved with correction.

Approval of minutes of October 15, 1997 - Approved with correction.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

First meeting will be held on Monday, Nov. 10, 1997.

Graduate Curriculum Committee [Julia Beamish, Chair]

The commission reviewed Attachment 2 and 3 of the CGS&P minutes. Pat Hyer asked Dr. Eaton to prepare the resolution in the attached format to be reviewed by University Council. The resolution is part of the Graduate Curriculum Committee minutes, and if they are approved, this resolution is also approved.

It was noted that CUS tabled the department name change from Housing, Interior Design and Resource Management/Clothing and Textiles to Department of Near Environments. Julia Beamish explained that Dr. Lovingood, Department Head, will attend the next CUS meeting to address their concerns. A motion was made and seconded to accept the minutes of the Graduate Curriculum Committee. It was approved unanimously.

Graduate Student Appeals [Richard Veilleux, Chair]

Richard reported the committee met on October 28 for the first time. The committee reviewed the process by which cases come to the appeals committee. The committee will meet again in December. Dr. Veilleux invited other commission members to give him input on various department policies that relate to advising.

Graduate Student Relations [Hans Rott, Chair]

No report.

At Len Peters suggestion, Dr. Eaton distributed a booklet to commission members published by the Council of Graduate Schools (CGS) titled, "Research Student and Supervisor; An Approach to Good Supervisory Practice". This committee may want to pursue this as a guideline instead

of the previously reviewed document, "Draft of Guidelines for Good Practice in Graduate Education".

ETD [John Eaton]

Dr. Eaton presented Attachment 4 of the minutes, a Memorandum and an Electronic Thesis and Dissertation (ETD) approval form approved by the ETD Advisory Committee. These were developed to be distributed in the examination packet to graduate students for their defense, and to be widely disbursed in the university. The memorandum is an explanation to faculty and students alike, that the approval form has replaced the signed title page, and describes how it is used. The approval form has been simplified, with a major addition of a statement that the student certifies that the version of the ETD the student submits is the same version that was approved by their advisory committee. Part B, proxies, will be used to help the Graduate School locate someone representing the student at a future date.

Jim Burger noted that in the title of the form the acronym ETD needs to be spelled out the first time, and that it be used consistently on the form. A motion was made and seconded to approve this Memorandum and Electronic Submission Form with the noted changes. Approved unanimously.

Graduate Student Assembly [Chris Bunin]

Nearly 70 people attended the October 23 meeting. It was sponsored by the College of Human Resources & Education. Dr. Jerry Niles gave a brief presentation to the college and its graduate students. Other guests included Pam Hermann, Dean Peters, GSA advisor Dean Eaton, and Dr. Jim Malone.

Earlier this month Ms. Hermann solicited responses regarding career services role in serving graduate students. At this meeting she responded to the complaints, suggestions, and questions she received. She is developing a survey to assess awareness of services provided that will be distributed with the next APEX newsletter.

One concern was raised from the floor by Mr. Joel Donahue of Electrical Engineering. The concern pertains to graduate students working late into the evening who do not have access to a phone for safety and other emergencies. It was suggested that phones be made available for graduate students after hours in academic buildings.

About ten to fifteen students indicated that they do not have access to phones after hours. Dean Peters recognizes the concern and said that the Graduate School will discuss it during the next month.

Jennifer Ball was appointed chair of the ETD committee. The committee is soliciting membership.

Anurag Maheshwari was nominated and appointed co-chair for the 1998 Research Symposium.

VTOCH held its Off-Campus Housing Fair today, Nov. 5, in Commonwealth Ballroom. Twenty five property management groups and numerous vendors were in attendance.

The GSA officers just recently returned from the National Association of Graduate and Professional Students Conference. National concerns expressed were on campus housing, career services, insurance, and minority students on-campus.

Deadlines for Travel Fund and GRDP Programs are November 3rd (GRDP) and December 5th (TFP).

Dr. Eaton responded to the emergency phone issue by stating there was an article in the Collegiate Times about installing emergency phones outside of buildings on campus. The installation process is ongoing now. After

discussion by commission members, it was decided that this is a safety issue, and should be reviewed by the Safety Committee. It was suggested also that we investigate just how many labs do not have phones in them on campus by checking with CNS. This seems to be a university level initiative because of the cross campus input needed to make fair judgment on this issue.

University Library Committee (ULC) - Eileen Hitchingham
Alan Armstrong gave the following report:
The ULC met on October 22, 1997.

Stephen Donahue, Chair, opened the meeting by reviewing last years activities and added that Dean Hitchingham had proceeded with the purchase and installation of bookdrop boxes on the campus, based on the need to find a way to facilitate return of books and other materials to the library.

Eileen Hitchingham commented renewals have been cut in half as a result of the change in circulation policy. She briefed the committee on the status of the serials cancellation. The process took place with good participation of the university community and resulted in \$665,000 worth of serials targeted for cutting, effective January 1998. She also reported the fines policy on recalls has gone through the University Council, with unanimous approval to the resolution. She also noted that during the summer the library determined how to track this activity, with the implementation of the policy starting in October, 1997.

The Library Materials Advisory Committee was formed to address the concerns raised by various other committees, including the ULC, about the library budget. The committee is widely represented across campus and will address three overall issues:

1. To make a six year recommendation for some level of funding that's appropriate for the libraries in the university context over the next six years.
 2. To make recommendations regarding the allocations for library resources for traditional and digital materials, and to look at our extended campus needs.
 3. To review the process for canceling serials.
- The committee will need to complete its work by December or January in order to provide the budget status necessary for determining if another round of serials cancellations should be considered.

It was reported that Virginia Tech's library funding over the past ten years was examined in comparison with our peer institutions. It was noted that other than Colorado State, all the institutions that were funded less than Virginia Tech in '85/'86 have moved ahead of Virginia Tech by '95/'96. Eileen projected that current figures would probably put us at the bottom of funding among our peers. She added that she didn't know of another library that had no increase for a three year period, and which actually has a half million dollars less than it had four years ago.

Discussion followed about funding for the Virtual Lib

Minutes

Joint Meeting of the
COMMISSION ON RESEARCH and the
COMMISSION ON GRADUATE STUDIES AND POLICIES
November 12, 1997
1045 Pamplin Hall
3:30 PM

Members Present: J. Beamish, E. Brown, R. Brown, J. Burger, B. Chaloux, M. Day, S. DeDatta, J. Eaton, C. Finch, S. Fuhrman, R. Gandour, B. Heath-Camp, T. Herdman, M. Johnson, T. Kennelly, W. Ley, M. McGilliard, A. McNabb, M. McPherson, J. Pearson, L. Peters, S. Burlingame (for K. Reifsnider), H. Rott, G. Robinett, R. Schubert, R. Simpson, M. Uysal, R. Veilleux, P. Wagner, R. Wokutch, L. Zelazny

Members Absent: A. Armstrong, J. Bolen, R. Daniel, M. Foushee, E. Hitchingham, J. Johnson, D. Jones, P. Knox, J. Muffo, M. Smith, E. Sturgis, S. Tolin, U. Vandsburger

Invited Guests: J. Fulton, D. deWolf, P. Meszaros

1. Academic Agenda: Dr. Meszaros provided some background history on the academic agenda. She mentioned what really drives the university is the academic agenda and that the budget is derived from that document. Dr. Meszaros stated it is a working document subject to change and revisions. In relation to research competitiveness, the first recommendation Dr. Meszaros mentioned is to recruit and retain high quality faculty. She said the future of this academic agenda was to carve out seven cross-cutting initiatives, and she proceeded to state the progress of each of these groups. Dr. Meszaros mentioned incentive programs to stimulate research and scholarship. She talked about the success of the ASPIRES program. In regard to research competitiveness, Dr. Meszaros said we are vulnerable due to the faculty losses we have experienced as well as more fierce competition. Dr. Peters said awards this past year were up. He stated we feel confident about the future, but the competition is becoming more intense. Dr. Meszaros said due to our vulnerability, we need to make investments in faculty and in the infrastructure as well. She said one of the challenges of this academic agenda is to develop revenue budget plans to create new resources, and Mr. Ridenour is now working on these administrative support plans. She said we have a unique niche in the state of being a research university and that has guided the selection of our peer institutions which determine faculty salaries and has given us a status in the state that we cannot afford to lose. Dr. Gandour asked that the motto be changed to be "University Creating Knowledge and Putting it to Work". He also requested that the names of members on the cross-cutting committees be publicized. Dr. Meszaros said she would ask the deans to make this information available.

2. Self-Study: Dr. Peters announced the SACS team will visit on March 15, 1998. He said the document is meant to hit some of the high points relative to the needs of the current environment. Dr. McNabb and Dr. Eaton provided an overview of the process. After much discussion, Dr. McNabb reminded the group this was to be an issues-oriented discussion. Dr. Peters summarized that the flow of the excellence of graduate education is from the quality of the faculty. Dr. Eaton mentioned the document would be used as a source for future planning. Dr. Peters said the issue he wants to pursue is the importance of the quality of faculty.

3. Adjournment: Meeting adjourned at 5:00 PM.

Minutes

Commission on Graduate Studies & Policies

January 21, 1998

206 Sandy Hall

3:30 P.M.

Present: Alan Armstrong, Julia Beamish, Bob Brown, Marty Day, David Ford for Ron Daniel, Betty Heath-Camp, Bill Ley, Judy Pearson, Uri Vandsburger, Richard Veilleux, Mr. Chris Bunin, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Jody Bolen, Jim Burger, Mr. Lewis Buterakos, Skip Fuhrman, Mr. David Mullins, Hans Rott, Mr. Brian Shenal, Ellie Sturgis,

Invited Guests: Bruce Chalous, John Eaton, Marvin Foushee (Registrar's Office Representative), Eileen Hitchingham, Martha Johnson, and Susan Vest (Graduate School Staff Representative).

Chair Bob Brown called the meeting to order.

Announcements

Dr. Brown announced the electronic minutes contained some minor errors, and they have been corrected and the corrected copy distributed at the meeting.

Dr. Eaton announced the spring semester seminar series on "Scholarship in the Electronic World." The flyer on this information should have been mailed to all faculty members. For the spring seminar series, we are bringing in five outside speakers and three speakers from within the university. This series begins on Feb. 2, 1998. Students who register for this will receive 1 credit for 5984, pass fail, for enrolling and attending the seminars. So far, 22 students have enrolled.

On campus graduate enrollment for spring is running just about 50 below last year's enrollment figures (3600). Extended campus enrollments have increased this year to over 1600 enrollments.

Dr. Eaton welcomed David Ford, new Vice-Provost for Academic Affairs, to the meeting.

Approval of the agenda - Approved.

Approval of minutes of November 19, 1997 - Approved with correction.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

Marty Day discussed the draft Resolution 1997-98C (auditing graduate level courses) brought before the commission at the November 19 meeting. Marty reported his constituents (Arts & Sciences faculty) were generally in support of the resolution. In the deliberations leading to the resolution, some controversy was voiced about the section of the proposal that states at the end of the term, instructors would mark "satisfactory" or "unsatisfactory" on the grade sheets for audits, and that "unsatisfactory" audits would not show up on the transcripts. Some faculty were enthusiastically in favor of that, particularly in Northern Virginia. Other faculty members felt we should not be grading audits, and viewed this as a grading procedure. The majority of the respondents were in favor of a change that would require instructor approval but not graduate school approval to audit, and the removal of the prohibition against retaking for credit the audit.

Discussion followed on the resolution, concerning the students being able to re-take a course for credit after first taking it as an audit. Trust in the integrity of the faculty will be the mechanism for certifying that students in fact do the work. Course requirements will have to be met for students to receive a grade in the course.

Marvin Foushee stated that the "satisfactory" or "unsatisfactory" grading of the audits would become a resource issue for the Registrar's Office. This would be a technical issue to distinguish "satisfactory" or "unsatisfactory," should the instructor mark his or her own grade sheet, since audit grades are not recognized without a program change. Marty commented that this was discussed previously, and it was agreed that it would be handled manually in the Registrar's Office, as an administrative drop. The committee's thinking was that they did not anticipate there would be a large number of these so that initially they could be processed manually. Marvin agreed to this procedure.

Motion was made, seconded, and passed unanimously.

Next Marty Day discussed the committee's recommendations on credit hour limits for Independent Study (5974) and Special Study (5984) courses (handout distributed with committee report and chart). If the commission members are in agreement with the report, the committee will formulate the information into a draft resolution.

Last year, the DRACAP committee recommended to the Commission, and approved changes in the maximum number of hours of Independent Study (5974) and Special Study (5984) courses for 30 hour master's degree programs. Previously you could only have six hours in combination of those two. The committee recommended a change to allow six of each, but for a total of no more than nine, at the end of last year. This year's DRSCAP committee would contact the departments with master's programs that were in excess of 30 hours before they formulate new guidelines for those programs. A letter went out this fall to all those effected programs, and we received responses from most of the departments. Those responses have been reviewed, and DRACAP is now recommending the following changes:

- Programs up to 33 hours, we recommend the same as for 30-hour programs (six hours of Independent Study, six hours of Special Study, and maximum combined of no more than nine hours.
- Programs in the 36 to 48 hour range, we recommend nine hours of each, with a maximum combined of no more than 12.
- Programs with 54 total hours, we recommend nine hours of each, with a maximum combined of no more than 18.
- Ph.D. recommendation is 12 hours of each, with a maximum combined of no more than 18 hours.

49** and 69** versions of these courses bundled with the 59** numbers for purpose of calculating the limits.

We are not trying to micro-manage individual programs but trying to establish guidelines that seem generally appropriate across the board and give programs some freedom. For purposes of these limits, we are suggesting that 4000 and 6000 version of these same courses be included in the total 5974 and 5984 hour limits. This would allow the 5-year Bs/Ms program students to use 4984 courses towards their master's degree. Bob Brown noted that this is a more flexible policy than in the past. John Eaton noted this proposal would eliminate a large number of exceptions for programs where information is growing rapidly, and new courses are being developed.

It was stated that once a special study becomes a regular course, the credit hours should not come out of the total that we count against the special study course limit. One of the arguments for having the limits is to provide an incentive for the departments to make the course a regular course. The hope is that the limits will be high enough to allow an appropriate number of courses to be used and reduce the need to request exceptions.

Bob Brown noted that this proposal for change would have to be brought back before the commission in "resolution" format before it can be sent to University Council for approval. Marty Day will present this in

"resolution" form for the next meeting.

Graduate Curriculum Committee [Julia Beamish, Chair]

Julia Beamish reported the committee met on Jan. 27, the following action was taken:

APPROVED

ALS/HNFE 5054 Revised Course-Methodology in Nutrition Research

APPROVED WITH EFFECTIVE DATE OF FALL 1998

CE 4634 New Course-Infrastructure Condition Assessment

CE 5754 New Course-Pavement and Bridge Infrastructure Management System

APPROVED SUBJECT TO COMMITTEE REVIEW OF LETTERS OF SUPPORT; FALL 1998

EFFECTIVE DATE; AND NEW COURSE NUMBERS.

ALS/HNFE 5104 New Course-Nutritional Aspects of Digestive Systems

ALS/HNFE 5114 Revised Course-Vitamins and Minerals

ALS/HNFE 5124 Revised Course-Protein and Amino Acid Metabolism

ALS/HNFE 5134 Revised Course Carbohydrates, Lipids, and Energy Metabolism

ALS/HNFE/VMS 5144 New Course-Molecular Aspects of Nutrition and Disease

NO ACTION WAS TAKEN ON THE FOLLOWING COURSES:

VMS 4034/BCHM 4034 New Course-Environmental Health Toxicology

VMS 4074 Revised Course-Pharmacology.

Minutes were approved as read.

Graduate Student Appeals [Richard Veilleux, Chair]

The Graduate Student Appeals committee heard it's first appeal in December in a series of meetings. The committee made its recommendations to Len Peters on the outcome of the hearing.

Graduate Student Relations [Hans Rott, Chair]

Bill Ley gave the report in Dr. Rott's absence. The committee met on Dec. 6. The topic of discussion was the "Handbook on Graduate Student Relations" from the Council of Graduate Schools. This was forwarded to the committee in reference to the Oregon Guidelines on Good Graduate Practice. The committee thought this document covered most of the concerns. The committee will meet again in February for further discussion of the handbook. A recommendation may be made to adopt this as Virginia Tech policy.

Bob Brown questioned what would happen if the committee recommended adopting such a document as policy. John Eaton stated it would be up to this commission and the committee to make recommendations forwarded for a vote. Copies of this handbook could be acquired and distributed to faculty and students upon recommendation of acceptance of this document as policy.

Marty Day asked if there is currently a document in place that addresses at least some of these concerns? John Eaton responded by saying the closest Virginia Tech comes to this type of document is the individual department responses to PM152. Other than that, there is no official policy. Bruce Chaloux noted that there are some elements of this policy embedded in various policies. Bob Brown asked if we endorse this, does it go to University Council that we adopt this? John Eaton responded that as an addendum it would be forwarded in the minutes of the commission to University Council.

ETD [John Eaton]

John Eaton reported that for fall semester, the process of receiving and accepting electronic theses and dissertations went very smoothly.

We are now working through a technical matter related to submission of Latex documents. It is more challenging to convert Latex files to pdf than it is Microsoft Word or Word Perfect files. We are trying now to develop tools to allow students to convert the file, rather than having a person in the Graduate School doing that for them. Marty Day noted it is not particularly difficult to convert this program, if you have all the software to do it.

Dr. Eaton announced there is a plan to develop a special workshop for departmental secretaries in the future. This workshop, planned for the spring, will help prepare them to answer questions about the process, not do the work for the students. Marty Day suggested Dr. Eaton ask each department to identify a liaison for this workshop, whether it is a computer support technician, faculty members, or classified staff.

John Eaton added, the SACS Strategic Report Chapter 4 on graduate students and post doctorates, makes the recommendation that graduate students should be information technology literate, but that we should not wait until they are submitting their thesis or dissertation to get them trained. We understand that, and as we go through the self-study, we can look for something that bears some resemblance to the FDI process that we have now.

Graduate Student Assembly [Chris Bunin]

Many graduate students are extremely concerned about the recent inpass between Trigon/Blue Cross/Blue Shield and Columbia Montgomery Regional Hospital. The GSA has been working very closely with administrators in Burruss Hall as well as state legislators in an effort to learn more about the issue. At this time, it doesn't look good that a settlement will be reached. We are unclear now on if the university will try to provide transportation to Carillon Radford Community Hospital for graduate students. We are looking into the possibility of the Two-Town Trolley making a loop through Radford and back four or five times a day.

We have been in touch with Del. Shuler's office to see what can be done for all people receiving Trigon insurance instead of just state employees. We are trying to see what separates state employees from everyone else. In relation to this issue, we have organized an open forum for January 26 in Colonial Hall, Squires Student Center, with Fred Weaver, director of Risk Management, and James Lane, Vice-president General Manager for the Southwest East Region of Trigon. They will discuss the recent changes, and have a question/answer forum for students.

We have been in touch with the office of Sen. Madison Marye and Del. James Shuler regarding graduate student's participation in the state health care plan. We think Del. Shuler may re-introduce legislation this year to see if it will pass with a different Governor. Approximately 3,000 Virginia Tech graduate students are affected by this insurance plan. The contract is up for renegotiations this summer.

A survey was mailed out to all GSA delegates on the issue of accessible phones on campus for graduate students after hours. We are still tallying the results. It is our hope a resolution will come out of this, requesting emergency phones in every building. We are still researching the possibility of having a courtesy phone in each building as well.

The GSA Research Symposium plans is underway for 1998. Tentatively it will be held the week of April 5-12. We hope to increase involvement by undergraduates by over 100 participants.

Applications for the Graduate Student representative to the Board of Visitors are available. We encourage you to notify any graduate students you think would be interested in serving. Information can be accessed on our homepage, as well as GSA officer positions for next year.

Next meeting is scheduled for January 29, 1998, Brush Mountain Room A at 5:30 p.m.

University Library Committee (ULC) - Eileen Hitchingham

Eileen Hitchingham reported the ULC met in December, 1997. The committee discussed available databases on library and full text journals. It was pointed out that many of the search features are the same across services so that there is flexibility when switching between databases. Discussion

in the second part of the meeting covered comments of dissatisfaction about the circulation policy allowing phone renewals. A report will be given in February as to the experience after a year. Eileen anticipates a recommendation and that we will then have a five-year moratorium on changing renewal periods.

The third item introduced was a concern about the condition of copying machines in the library. Copying is an auxiliary service that is contracted out. It has been noted that we are not getting sufficient service on the machines. The maintenance schedule has not been increased. We will look at the quality of copies on a systematic basis now to identify the problem areas. We are bound by the current contract for a couple of years.

The Library Materials Advisory Committee met in December and will meet again next week. General support of the previous meeting was given for making a recommendation that library funding to the extent of \$800,000 to a million dollars be added to the library operating budget. Eileen noted that there have been three years of absolutely flat funding. This additional funding is likely to cover both the journal collection, the ability to have technologies in equipment and services to support digital initiatives, and perhaps, some ability to look at digital programs and proposals. Perhaps some funding opportunities where faculty would apply for small grants to solve and resolve issues regarding digital initiatives.

New Business

Bob Brown brought to the commission's attention that at the University Council meeting on Monday, the Undergraduate Commission brought forth a resolution. The substance of the resolution was that all students earning degrees from Virginia Tech must have earned a minimum of one fourth of their credit required for the respective degree from Virginia Tech. His objection to the resolution is that it should have spelled out this policy is for undergraduate degrees only. David Ford said he spoke with the University Registrar who said this was supposed to be for undergraduate students. It is a re-working of the current policy, to be in line with SACS guidelines, which specify 25%. Dr. Ford indicated that on the second reading, it will be amended to add the word "undergraduate."

The next item on the agenda discussed was the Graduate School policy for adding and deleting members to Advisory Committees. John Eaton stated the policy of the Graduate School is that for members of an established advisory committee to be added or deleted (also applies to chair as well), all the current and new members must approve that action. In most cases, the person coming off the committee agrees to be removed. Occasionally the faculty member does not agree to be removed. Under those circumstances, what we have done in recent years, is as noted in Policy Memorandum No. 126 and No. 152, that the responsibility for the maintenance of quality in the graduate program first rests with the department head, then with the graduate dean. If the department head and the graduate dean concur that a faculty member may be removed, then that faculty member can be removed without their signature. That is not written down as a rule anywhere. Occasionally, an advisor will be removed in this manner also. This is not a frequent action. In the last case that was handled, a major professor questioned that this was done without a written policy in place. That case has led Ken Reifsnider to ask John Eaton to bring this issue to the current policy for review. Bob Brown referred this issue to the DRSCAP Committee for further review.

Adjournment

Commission adjourned at 4:20 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

DRSCAP Committee Summary

Credit Hour Limits for Independent Study (5974) and Special Study (5984)

On April 17, 1997, the Commission approved the following recommendations
>from DRSCAP:

For 30-hour Master's Degree programs, up to six 5974 hours and up to six 5984 hours, for a maximum of nine hours, may be counted towards the 30-hour minimum for the degree.

For 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.

In September J. Eaton sent letters to the heads of those Master's programs with over 30 hours asking what would be appropriate for their programs. The responses are summarized in the table below. We used these suggestions to form general guidelines, according to the total numbers of hours required by the program.

We recommend that hours of 4974 and 6974 be included in the totals to which the limits on 5974 apply, and likewise 4984 and 6984 be included in the 5984 total. A reason for including 49** numbers is that a student in the 5-year program would want to use an independent study for both undergraduate and graduate degrees.

Recommended Limits:

Programs with total hours up to 33:

max. 5974 hours: 6

max. 5984 hours: 6

max. total: 9

Programs with total hours between 36 and 48:

max. 5974 hours: 9

max. 5984 hours: 9

max. total: 12

Programs with 54 total hours:

max. 5974 hours: 9

max. 5984 hours: 9

max. total: 18

Ph.D. :

max. 5974 hours: 12

max. 5984 hours: 12

max. total: 18

49** and 69** versions of these courses bundled with the 59** numbers for purposes of calculating the limits.

The M.S. of Information systems would prefer to have no limits on 5984, although they understood the Graduate School's need to establish some general limit, and said that they did not use 5984 very often so it would not be a problem. (At the time of our correspondence, we were expecting to recommend (7,7,10), based on a proportional calculation. The (6,6,9) below is slightly tighter than that.)

Considerations underlying the recommendation.

The recommendations are roughly proportional to the original suggestion for a 30 hours program, but in multiples of 3. In most cases this meets or exceeds the current limits, and except for the one program requesting no limit on 5984 (Master of Info. Systems) this meets or exceeds the specific suggestions we have received. Where an individual program wants lower limits than those of our recommendation, they are free to impose stricter limits at the departmental level.

What is the role of the Grad. School vs. individual departments in setting

these limits for specific programs? The Grad. School's responsibility is to set guidelines for what is generally appropriate across the board. These general guidelines should not be viewed as absolute limits which can never be exceeded. Exceptions can and are granted when there is adequate justification. Thus the guidelines should not be formulated to encompass every conceivable extreme case. Rather the guidelines establish the point past which we think there ought to be individual review and justification provided before an exception is granted. So we are not recommending prohibitive limits, but the point past which justification and review will be required, either for an individual student or for a specific program.

One reason limits on 5984 are viewed as necessary is to provide an incentive for departments to follow through with getting successful experimental courses approved as regular courses. A request to teach 5984 is reviewed only by J. Eaton's office. It does not receive the full review at the college and university levels that a regular course proposal does. This full review is considered important for a number of reasons, and repeatedly offering a course via 5984 short-cuts that review process. Another concern is that if a program is using large numbers of 5984 courses instead of regular courses, then there is a "truth in advertising" issue: the published catalogues, course listings and so forth that students look at in deciding to study here misrepresent our programs if the approved regular offered courses that they see there are not in fact what the program consists of. The general seems to be that 5984 is appropriate for a first or second offering of a new course, but after that the department needs to put forth the effort to take the course through the approval process. This seems to be a strongly held position.

When a student takes a course as 5984, and then subsequently that course is approved as a regular offering, the 5984 hours do stay in the total which is subject to these limits. (However, this might well be viewed as reason to grant an exception if the totals are exceeded.) For practical purposes, the limits should be formulated with this in mind.

M. Day for DRSCAP,
1/19/98

Minutes

Commission on Graduate Studies & Policies

February 18, 1998

206 Sandy Hall

Present: Alan Armstrong, Bob Brown, Jim Burger, Marty Day, Scott Gartner, Betty Heath-Camp, Eileen Hitchingham, Bill Ley, Judy Pearson, Len Peters, Richard Veilleux, Mr. Lewis Buterakos, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Julia Beamish, Jody Bolen, David Ford for Ron Daniel, Skip Fuhrman, Paul Knox, Ellie Sturgis, Uri Vandsburger, Mr. Chris Bunin, Mr. David Mullins, and Mr. Brian Shenal.

Invited Guests: Bruce Chaloux, John Eaton, Marvin Foushee (Registrar's Office Representative) and Martha Johnson.

Chair Bob Brown called the meeting to order.

Announcements

Bob Brown announced Paul Knox's office has appointed Scott Gartner as Hans Rott's replacement on CGS&P.

Dr. Brown expressed his thanks to Marty Day for his help at University Council with explanation of the CGS&P 1997-98C Resolution.

John Eaton informed the group that he now has a set of print-outs of graduate exit surveys results aggregated by college and department which will be sent out to departments in the near future. The response rate by graduating students has been improved.

Approval of the agenda - Approved.

Approval of minutes of February 4, 1998 - Approved.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

The first item discussed was the draft resolution on the 5974 and 5984, Independent Study and Special Study courses. Marty Day distributed a copy of the draft resolution "D". The content of this resolution was discussed at the January 21 meeting, and is now in the correct format. The committee has further specified hour limits for all programs.

Bob Brown stated that he was asked at the University Council meeting how many people this resolution would impact. Marty replied everyone in the graduate program. It does not impose stricter constraints on departments, nor will it adversely affect anyone. If this resolution is approved today, it will go forward at the March 2 University Council meeting.

The resolution was approved, and will be forwarded to University Council.

The second topic Marty discussed was the graduate school policy on adding and deleting members of Advisory Committees, which was referred to DRSCAP at the Jan. 21 meeting. DRSCAP met last week to open discussions on this policy. Background information on this topic came from Policy Memorandum No. 152, which requires all graduate degree programs to maintain written statements in the graduate school on a number of their procedures, including their policy for handling membership on their advising committees. Departments are already required to furnish these documents. In cases where there is no record on file, or the policies are inadequate to address special circumstances, or there are disputes, then the dispute comes to the graduate school. The graduate dean, along with the department head, has the authority to resolve individual cases. DRSCAP's suggestion is to include the following statement: "In cases of dispute, the graduate dean and department head shall appoint a committee of three impartial

faculty to make inquiry into the details of the case, and consider the positions of all parties concerned. The graduate dean, department head, and three inquiring faculty members will work together to make the final decision. This statement was prepared for discussion by CGS&P.

John Eaton noted that in most instances it is the student who wants to change advisor. The department in general, feels that if a student leaves their department they lose their investment in time and resources. The possibility of using the standing committee of Graduate Student Appeals to hear these cases was discussed as well. John Eaton noted the system as it stands now works well, and he does not see a need to change it.

As it stands now, if a student wants a new advisor, the issue must be discussed with the department head, and with their approval, receives approval from the graduate dean. The possibility of a conflict within a department was discussed. This might happen if the department head is also on the committee. Bruce Chaloux suggested commission members run different scenarios to explore the different outcomes and areas that may need to be reviewed in the future.

Bob Brown asks college representatives to take this information back and gather input to present at the next meeting.

Graduate Curriculum Committee [Julia Beamish, Chair]
No report.

Graduate Student Appeals [Richard Veilleux, Chair]
No report.

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

ETD [John Eaton]
There will be two workshops next week, Novice on Feb. 23 and Advanced on 25. Both will be held in 129 McBryde Hall, 5:00-6:50 p.m.

Graduate Student Assembly [Chris Bunin]
Louis Buterakos gave the GSA report in Chris Bunin's absence.

The Research Symposium will be held on April 8 and 9 in the Old Dominion Ballroom in Squires. The keynote speaker will be Vic Sussman, He will speak on the 9th. This could be the largest GSA Research Symposium to date. Please encourage all those interested to participate.

The next GSA meeting will be held on February 26, 1998 in Brush Mountain Room A. Agenda items include a presentation from Delores Scott on Graduate Student Mentoring and officer elections. The mentoring program is one that GSA may adopt for the 1998-99 school year. In this program, graduate students would act as mentors/advisors for undergraduates having academic difficulties. A decision will be made following a presentation at the February meeting. Elections for the 1998-99 officers will also be held.

The GSA received seven applications for the graduate student representative to the Board of Visitors (BOV) position. The selection committee will meet in March to select three candidates. Those three candidates will then make a presentation to the BOV selection panel.

University Library Committee (ULC) - Eileen Hitchingham
The Committee met on February 11, 1998. Two topics were discussed, first being the renewal policy that was implemented last February, 1997. This policy required faculty and graduate students to physically return books after 180 days. Currently, the loan period is 90 days, with one possible phone renewal for the additional 90 days. The committee is reviewing this policy and will bring

back recommendations to the next meeting.

The second topic discussed was the quality of output from the copiers in the library. There has been a marked decline in the quality of copies from all the machines. Communication has been initiated with the manufacturers, and we have been promised improved maintenance and quality within 45 days of their letter of January 23, 1998. Phones were installed next to the copiers so users could call for assistance with a problem. Most of the problems can be cleared within a few minutes and the phones have helped to keep the up time of the machines to around 97%.

New Business

John Eaton distributed copies of a report, the results of the deliberations of the Ad Hoc committee on Graduate Program Review. The committee began with an earlier version of this document, "Draft Guidelines for the Academic Review of Graduate Programs at VPI&SU". The changes the committee made were: 1) to involve the college dean with the graduate dean in setting the timing of reviews. Since they have on-going review processes of various kinds, this will allow them the opportunity to work this review into other on-going reviews (Outcomes Assessments, CSRS, etc.), and 2) adding information relative to how the site visit would occur and what the steps would be. This document proposes a review committee be composed of three faculty (from inside the university), a student (from inside the university), and two external faculty. It was stressed departments not be burdened with the cost of bringing in the external faculty, that would be centrally funded. In the period of self-study, the review team would come in, look at the material and interview people on campus, then write reports. There are some very specific time lines included in this document. The presentation of the report to the Dean of the Graduate School and the College Dean, and then periodic checks afterwards for response to suggestions for program improvement. This document seems to be consistent with what SACS wants us to be doing, and with SCHEV requirements.

Bob Brown asked commission members to read this document and come prepared to comment on it at the next meeting. John Eaton will invite one or two of the Ad Hoc committee members to address questions at the meeting.

The ad hoc committee was composed of the following members: Dean Richard Sorensen, Assoc. Dean Jerry Niles, Drs. Toni Calassanti, J. Dan Dolan, Richard Gandour, Mahmood Khan, Dean T. Mook, David Notter, Michael O'Brien, Joe Pitt, Craig Thatcher, Sandy Stith (Northern Virginia Center) and Mr. Chris Bunin, GSA President, and John Eaton.

Adjournment

Commission adjourned at 4:45 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

March 4, 1998

206 Sandy Hall

Present: Alan Armstrong, Julia Beamish, Bob Brown, Marty Day, Betty Heath-Camp, Eileen Hitchingham, Bill Ley, Judy Pearson, Richard Veilleux, Mr. Lewis Buterakos, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Jody Bolen, Jim Burger, David Ford for Ron Daniel, Skip Fuhrman, Scott Gartner, Paul Knox, Len Peters, Ellie Sturgis, Uri Vandsburger, Mr. Chris Bunin, Mr. David Mullins, and Mr. Brian Shenal.

Invited Guests: John Eaton, Marvin Foushee (Registrar's Office Representative) and Martha Johnson.

Chair Bob Brown called the meeting to order.

Approval of the agenda - Approved.

Approval of minutes of February 18, 1998 - Approved.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

No report.

Ken Reifsnider joined the commission meeting to discuss the graduate school policy on adding and deleting members of Advisory Committees, which was referred to DRSCAP at the Jan. 21 meeting.

Ken shared his concerns about the current situation within Materials Science and Engineering, which has a number of interdisciplinary programs. Students in those programs, and in other departments, come into the university and sometimes change directions of study, advisors, or research projects. Our concern is how the process is working if the student wants to change their major professor at a fairly late time in their program of study. Do we want to continue with the same process now in place, or put in guidelines that will cover instances where disagreements exist?

Dr. Eaton said the current graduate catalog states that a student may not remove either a committee member or an advisor from their committee without consent of all of the leaving and new members of the committee. Both of those coming on and going off must approve. Maybe once or twice a year, we get circumstances where either a current committee member refuses to agree to be removed, or a more rare case, an advisor refuses to be removed from the committee. There may be good reasons for that, and the committee membership should be sustained in some cases. At other times, for various reasons, it may be desirable to remove either the individual from the committee or remove the advisor so the student can move along with their program. We have an impasse, and a decision needs to be made. The way this has been handled in the last ten years since Dr. Eaton has been here is with the use of Policy Memorandum No.14 guidelines, which places the requirement to maintain the quality in graduate programs in the hands of the department heads. Subsequently, this has been modified into Policy Memorandum No. 152. This specific section has not been changed, the responsibility for quality in the graduate program still is vested with the department head and the graduate dean. The interpretation that has been made is that in exceptional circumstances, when deemed desirable, with agreement of the department head and the graduate dean, either a committee member or an advisor could be removed from a committee without their consent. Dr. Eaton stated that the faculty member in this particular case believes that because we don't have a written policy that such actions are inappropriate. Ken Reifsnider agreed with this interpretation of the current circumstances. He stated that in this particular case, the faculty member is concerned that the student is using the system to get

into the university in one program and then change into another program at a later time. By the second or third year, there is an investment in the student by the department, in this case, a significant investment. The faculty member is concerned as to whether there should be a penalty for this student to change his option. Dr. Reifsnider asked for input from the commission members as to if this is a specific situation or a general one.

Marty Day stated that if what is involved is a change of program, then the new program would also have to accept the student as well. Is this an issue of changing committee/or dissolving the committee? Dr. Eaton said he had not had any cases where there has been a change of program. This case at one time seemed to be a change of program. Ken stated it is a "change of program" for this case. Most of the committee will be the same with the exception of the major advisor. Betty Heath Camp stated that in her department among different programs, a student would have to apply to that new option, if this is a change of degree program. Ken said this is a change of degree program. Betty asked if the student wouldn't have to be accepted in the new program? Ken said "yes" that they would. This particular student was accepted into the new program. The question here is what is the position of the student's former advisor. Dr. Eaton stated as far as the change of program issue is concerned, if it were only that, then the student may not leave without having permission of the current program even if he is accepted into the new program. The difficult issue here is the change of advisor. Since this is an interdisciplinary program, the advisor can advise in both areas.

Marty Day brought to the commission's attention the statement DRSCAP developed to be a reasonable addition to current language, "In cases of dispute, the graduate dean and department head shall appoint a committee of three impartial faculty to make inquiry into the details of the case, and consider the positions of all parties concerned. The graduate dean, department head, and three inquiring faculty members will together make the final decision. This is a first draft of this statement. The question was raised if it is best to have "impartial" faculty, wondering if it is best to have people who are unfamiliar with the case. The possibility of using the Graduate Appeals Committee, since it is already in place, to hear these disputes was raised. It was also noted that the Faculty Affairs Committee could hear this, but there again, it only hears one side of the appeal, as does the Graduate Appeals Committee. This is a particularly difficult issue since it overlaps into several different areas. Dr. Eaton re-stated his position from the last meeting, that the rules are appropriate and should not be changed. The present system does not suggest to the student that this action can be taken, and that there is a path to do it. His concern is that if we change the system, the number of disputes will increase. Dr. Eaton re-stated the present policy is as follows: "the department head and the graduate dean have the responsibility to maintain the quality of the graduate program". This policy can be applied to this current situation to the extent that this influences the success of the student and the success of the faculty member; it is part of their responsibility to resolve this type of issues. So while the policy does not address this specific circumstance, neither does the policy address a lot of other things about a quality graduate education but we still expect the department heads to deal with those. The department heads are expected to make good, sound decisions. The issue was raised of what would happen if the department head was on the committee himself. In that instance, Dr. Eaton stated, the department head should excuse himself from making a decision on about that committee. Marty Day made the point that in a case where the faculty member had been removed without his approval, that it seems to violate the stated policy. The policy states that changes will "only" be granted on approval of ALL committee members, new and old. So to actually change someone against their will is a violation of that stated policy, so they would be within their "legal" rights to make that assertion as well. Marty stated the operative policy, which seems reasonable, is not consistent with the written policy. Ken Reifsnider said that the current policy states "department head" and doesn't talk about a degree program.

In the case of the interdisciplinary program, the director of the program is not a department head. Dr. Eaton stated that in terms of the managing the students in that program, the director is treated like a department head. Ken suggested clarification of that (program director or department head) in the printed word would help in future cases.

Ken asked for opinions from the commission members on advising students. His interest is to find out if this is a wide spread problem or an isolated one. Faculty from different departments stated the advising is handled in the following manner in their area:

* Referred to the department graduate advising committee to make a recommendation

* New students are assigned a temporary advisor; they have the option of changing their advisor. The students are asked to make any changes early in the program before an advisor had invested a lot of time with them. There may be times in the beginning when the advisor and the student just are not a good match.

Martha Johnson stated that it is untenable to expect a student to stay with an advisor, no matter how long it takes to graduate. The current policy may not be the acceptable solution; however, the alternative is even more unacceptable. Ken stated he agreed with Martha, and that this case is a very rare occurrence. Marty Day stated that most of the issues should be resolved at the departmental level. Starting with a new advisor is almost like starting the program over, except for basic coursework. It seems it should be the department's decision if they want to let this happen. It could involve using up a couple more years of department resources beyond what they would have originally. Marty stated the current situation is that the department has done what it thinks is appropriate, and yet one of the parties involved is discontent enough with the procedure that they have asked for an appeal. Dr. Eaton said that there are a small number of cases where the student request a change of advisor and most are handled amicably. In this case, where resources are involved, the advisor feels he/she has invested time and money in this student, and perhaps the student has not produced the deliverables agreed upon. Ken Reifsnider stated either the department or the university could adopt policies that define clearly obligations of a student to an advisor, based on some kind of time frame. In this case, there was a dispute as to whether the language applied to the program involved and the director of that program. Does that director have the authority of a department head at the local level to settle this matter? This concern will grow as interdisciplinary programs increase. The state absolutely does not require that a degree program have anything to do with a department. Degree programs are granted to the university, associated to departments by their selection and choice. The language speaks of a department as if it is the only place a degree program can exist, and this is just not true. We need to change the language to be consistent or change the practice. Marty Day agreed that we do need to change the language if we want to have a procedure that allows an appeal. What is stated in the catalog specifies changes are allowed only under these circumstances, and then grant changes under different circumstances.

Marty said he sent this information out to the entire faculty in Arts & Sciences, and only got back three responses. Dr. Eaton stated it is an issue that many faculty could go through their whole career and never have to confront. Dr. Reifsnider stated he had encountered this type of circumstance about 30 times in his career. Bob Brown asked commission members to consider this case, and have discussions within the their colleges for action in the future.

Graduate Curriculum Committee [Julia Beamish, Chair]

The committee last met on Feb. 24 and approved the following:

Department name change-The Charles Edward Via, Jr. Department of Civil and Environmental Engineering, effective spring 1998.

Math 5614.

The following items remained tabled, courses are being revised:

A Proposal by the Department of Computer Science to Establish a Human-Computer Interaction Option for the Masters degree in Computer Science and Applications (CSA).

ARCH 5624 - Urban Design Seminar, College of Architecture and Urban Studies.

VMS 4074 - College of Veterinary Medical Sciences (previously tabled for CUS approval).

Graduate Student Appeals [Richard Veilleux, Chair]

No report.

Graduate Student Relations [Bill Ley, Chair]

No report.

ETD [John Eaton]

A workshop is scheduled for March 6 for faculty and departmental staff members who assist graduate students with ETD's. It will be held in the New Media Center in the library.

There will be a meeting of the National Steering Committee in Washington, DC.

Graduate Student Assembly [Chris Bunin]

Louis Buterakos gave the GSA report in Chris Bunin's absence.

GSA elections were held at the last meeting. The officers for 1998-99 are: President, Paul Wagner, Ph.D. student in Biology; Vice-President, Amy Wright, M.S. student in Horticulture; Treasurer is Angela DiDimenico, Ph.D. student in ISE, and the Secretary is Janey Miller, MA student in Arts Administration.

At the meeting the Office of Academic Enrichment presented a proposal for the GSA to assist with their mentoring program. The program will recruit graduate students to assist with advising and counseling undergraduate students who need some direction with their studies. This issue will be voted on during the March meeting.

Copier quality at Newman Library was discussed. Bert Fox, the graduate student representative to the Library Committee announced that the library has requested the quality be improved during the next 45 days, or they may reconsider their contract with the current vendor.

The Virginia Tech Off-campus Housing Center will be transferred to the University Unions and Student Activities on July 1, 1998. This will be in the best interest of the center, because it will give more stability to funding resources.

University Library Committee (ULC) - Eileen Hitchingham

The committee hasn't met since Feb. 11, 1998

Eileen informed the commission on other issues relevant to the library. The Advisory Committee has reviewed current patterns of 10% inflation, no fund increases, and canceled journal subscriptions. This committee was charged to look at issues with a new focus. The committee has made recommendations to Erv Blythe, and he will take those to Peggy Meszaros, Minnis Ridenour, and Paul Torgersen. A strong recommendation has been made in three areas: create a digital library and address matters of content, matters of technology supporting it, and matters of how users look at and work with information and be sure that we are on top of that. The proposal for the university is to move strongly into receiving digital publications, as they become available, and to capitalize on the environment here at the university to look at and understand and improve how we look at and deal with the user information side of the issue. We are talking about a \$1.4 million increment added to the library base. This would improve our position among our 24 peer institutions. At present we are next to last.

This would move us to third from the last position. While the dollar increase sounds substantial, it is not compared to other institutions.

John Eaton added that he is pleased with the committee work also. They have developed very creative ideas to address the serials issues facing the library. It is a good plan that will help move Virginia Tech forward.

New Business

Discussion on the Graduate Program Review document developed by the Ad Hoc committee will be held on March 18.

Adjournment

Commission adjourned at 4:15 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

March 18, 1998

206 Sandy Hall

Present: Alan Armstrong, Julia Beamish, Bob Brown, Jim Burger, Marty Day, Scott Gartner, Bill Ley, Judy Pearson, Len Peters, Richard Veilleux, Mr. Chris Bunin, Mr. Lewis Buterakos, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Jody Bolen, Ron Daniel, Skip Fuhrman, Betty Heath-Camp, Eileen Hitchingham, Paul Knox, Ellie Sturgis, Uri Vandsburger, Mr. David Mullins, and Mr. Brian Shenal.

Invited Guests: Marvin Foushee, Martha Johnson, and Susan Vest.

Chair Bob Brown called the meeting to order.

Announcements

Bob Brown announced that the work of the ad hoc committee on Program Review has been completed. Dr. Eaton presented the "draft" Program Review document to the deans on March 11, 1998. The deans want time to share this with department heads in their colleges and get feedback from that group. It was decided to give them until June 1 to receive responses. The proposal will come back to CGS&P for action in the fall.

Approval of the agenda - Approved with correction.

Approval of minutes of February 18, 1998 - No action taken on minutes. The distributed copies contained errors that must be corrected before they can be voted on.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

No report.

Bob Brown asked the committee to develop a statement on the graduate school policy on adding and deleting members of Advisory Committees, the major topic of discussion at the March 4 meeting. Dr. Brown indicated the need for a wording change to the text as it currently stands.

Graduate Curriculum Committee [Julia Beamish, Chair]

No report.

Graduate Student Appeals [Richard Veilleux, Chair]

No report.

Graduate Student Relations [Bill Ley, Chair]

No report.

ETD [John Eaton]

No report.

Graduate Student Assembly [Chris Bunin]

Chris Bunin reported he will be traveling to Richmond along with Paul Wagner, GSA President-elect, on March 20 to co-lead a Graduate Student Leadership Forum with GSA's from UVA, William & Mary, VCU, and other smaller colleges and universities. They will meet with the Virginia Graduate Deans Council at their meeting for discussions about graduate student relations throughout the Commonwealth. Topics of discussion will be issues that are currently being addressed and ones they would like to see addressed.

GSA Cabinet meeting was held on March 17. Some of the issues discussed were health insurance, how to increase participation in GSA and university

governance. There was additional discussion on the Auditing Policy approved by CGS&P. There is concern that the professors not abuse the policy.

The GSA Graduate Student Representative to the Board of Visitors (BOV) Committee will meet on March 19 to narrow down the candidate list from the top six to three. The final three will be forwarded to the BOV and a selection will be made in the month of April.

There will be a GSA meeting on March 26. I encourage all of you to attend.

University Library Committee (ULC) - Eileen Hitchingham
No report.

New Business

Bob Brown presented the request from the Virginia Power Electronics Center/The Bradley Department of Electrical Engineering for a posthumous degree to be awarded to Jia-Bin (Robin) Chen. The request was on behalf of his theses committee for the granting of a Master's degree. The committee believes he had fulfilled all the course and research requirements. The committee stated Robin was an exceptional student both in course work and in research. He had completed 30 hours of course work and six hours of research and thesis.

The commission unanimously approved awarding the posthumous degree.

Adjournment

Commission adjourned at 4:15 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

April 1, 1998

206 Sandy Hall

Present: Alan Armstrong, Julia Beamish, Bob Brown, Marty Day, Scott Gartner, Betty Heath-Camp, Eileen Hitchingham, Len Peters, Richard Veilleux, Uri Vandsburger, Mr. Chris Bunin, Mr. Lewis Buterakos, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Jody Bolen, Jim Burger, David Ford for Ron Daniel, Skip Fuhrman, Paul Knox, Bill Ley, Judy Pearson, Ellie Sturgis, Mr. David Mullins, and Mr. Brian Shenal.

Invited Guests: Eugene Brown, John Eaton, Marvin Foushee and Martha Johnson.

Chair Bob Brown called the meeting to order.

Announcements

Gene Brown joined the commission meeting to present information on "Graduate Education in Virginia: A National Perspective" as presented by Peter D. Syverson at the Virginia Graduate Dean's Meeting in Richmond, Va. Peter Syverson is the Vice President for Research, Council of Graduate Schools. This document compares graduate education in Virginia with universities in the United States. Virginia is the 12th largest state by population and ranks 13th by gross state product. Virginia ranked 17th in the category of Federal science and engineering support to universities and colleges in 1995. Virginia ranks 10th in graduate enrollment, 11th in Master's degrees awarded (1994) and 12th in Doctoral degrees awarded (1996). Gene Brown discussed the profile of graduate enrollments for fall 1996. This category was broken into two groups, public and private. In Virginia the graduate schools are predominately public. The documentation shows that nationally graduate applications are leveling off, while Virginia (and the south as a whole) is continuing to increase.

Bob Brown announced all committee final reports for the year are due on April 15, the last meeting this semester.

Approval of the agenda - Approved.

Approval of minutes of March 4, 1998 - Approved.

Approval of minutes of March 18, 1998 - Approved.

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

Marty Day presented a wording change in the previously addressed issue of inter-disciplinary programs where it is not clear who is to act as the department head to settle disputes. The committee's suggestion is to add a footnote in the graduate catalog (p. 25) on the term department head in the existing statement: "For inter-disciplinary or joint programs involving more than one department or division, the role of department head/chair shall be played by that department or division head chair to whom a majority of the faculty members from the student's current or old committee are directly responsible. That department head/chair may at his/her discretion delegate the authority to approve/change a student's program".

Discussion followed by commission members concerning the program director functioning as the department head, and the responsibilities of the director. The responsibilities of the department head cover a lot of different areas. The question arose, should the person who runs the academic program or the person who has authority over the faculty member involved make this change in committee? In the inter-disciplinary programs, the faculty member who is chair of a committee could, in fact, be on a committee where there are a larger number of faculty members from another department. John Eaton suggested wording to the effect of, "The role of the department head shall be played by that department

head/division head/chair, or program director." This would eliminate the responsibility issue. John Eaton added that the graduate catalog states committee membership cannot be changed without the approval of the new and old committee members. In the current case, the faculty member argues that the membership cannot be changed because of this statement. If we allow this change, then we need to change the wording in the graduate catalog. John Eaton stressed that we need to either hold to the statement in the graduate catalog strictly or make a change in the statement which will allow flexibility to the department head and graduate dean to make changes when they need to make exceptions. If we re-write the catalog to soften this position, we could potentially make the situation worse rather than better. Marty Day expressed concern that the graduate dean and the right person in the role of department head could change a member of the committee without the faculty members signature giving permission to make the change. It is this variance from the written policy that causes him concern. John Eaton referred to PM No.126 and PM No. 152, which states the responsibility for maintaining quality in graduate programs rest with the department head and graduate dean. Marty Day responded that PM. No. 126/152 state that "the conduct of graduate programs is primarily an academic matter and the direct concern or responsibility of the faculty".

Bob Brown noted that inter-disciplinary programs will continue to grow in the future, and in that case, it may be necessary to develop a statement to clarify these kinds of circumstances in the future. Marty Day suggested this issue not be handled hastily and deserves more review before a policy change is made. Marty Day further suggested that a new committee be formed to review and develop any change and that perhaps the committee be composed of a representative from Faculty Affairs, Graduate Student Appeals, Commission on Research. Bob Brown said we would need a graduate student and a department head, possibly a program chair on the committee as well. We need a group who can appreciate all the issues involved and come to consensus on this issue. It was decided by the commission to defer this issue until next year and appoint a special committee who will be charged to come up with a recommendation to the commission who would handle it.

Graduate Curriculum Committee [Julia Beamish, Chair]

Julia Beamish, Chair, reported the following action was taken at the March 24 meeting:

Seven courses approved:

CE 4454	ESM 5264
ECON 6024	FCD 4354
ECON 6204	ISE 5604
EE 4734/ME 4734	

Name Change - Department of Accounting to Department of Accounting and Information Systems (ACIS).

New Option - Departments of History, Foreign Language, and Geography proposal for a new option for History Department's Master of Arts degree in Area Studies.

New Option - Department of Teaching and Learning, College of Human Resources, program option for M.S.Ed. Degree in Health Promotion.

The following items remained tabled:

Revised Course - ARCH 5624
Revised Course - ECON 6304
Revised Course - ECON 6504
Revised Course - VMS 4074

Graduate Student Appeals [Richard Veilleux, Chair]

No report.

Graduate Student Relations [Bill Ley, Chair]

No report.

ETD [John Eaton]

The committee has not met. John Eaton plans to reconvene the committee next year with new members to develop strategy on how to address the issue of information technology literacy of graduate students as a component of their career training and not as a way to submit their ETD. This is an issue for undergraduates as well since they are required to have computers.

Graduate Student Assembly [Chris Bunin]

GSA held their monthly meeting last week. Approximately 40-50 delegates and guests attended. The three finalists for the graduate representative to the Board of Visitors were introduced to the delegate body. They are Laura Bayless, student affairs; Emet LaBoone, student affairs; and Roxene Thompson, engineering.

Martha McCollum, GSA representative to the Commission on Outreach (COO), raised an issue for discussion pertaining to the possibility of an Institute for Distance Education at Virginia Tech. This topic was discussed in the last commission meeting. Delegates expressed much concern about the quality of their degrees and the ability to maintain the quality Virginia Tech has enjoyed if such a program is introduced here. The resources have now been allocated for this initiative. The graduate students feel this will be very time consuming for the faculty. Also at question is if students are taking courses from several universities, whose alumni are they? What will they contribute back to Virginia Tech?

The delegate body also discussed health insurance and the type of package they would like to see the university negotiate for the upcoming years.

The Graduate Research Symposium will be held April 8 and 9, 1998. The research showcase will be held in Old Dominion Ballroom on April 8th, and the keynote speaker, Vic Sussman will speak on Thursday evening. Please come out and support your graduate students. We would like to thank the graduate school for all their support for this event.

NAGAPS Graduate and Professional Student Appreciation Week will be April 5-12. Please take the time to thank the graduate students in your department and college.

The GSA mentoring program was also approved. We will be working with the Academic Enrichment program to facilitate and develop the graduate students as mentors for undergraduate students.

Paul Wagner and Chris Bunin attended the Virginia Graduate Deans meeting in Richmond on March 21. Discussion topics included health care, stipends, childcare, adequate office space, and career services. Virginia Tech's GSA is one of the most established and best funded in the state. We are a model that other schools are looking to for ideas.

Marty Day commented that DRSCAP reviewed the distance learning initiative and decided there wasn't enough information available to make any recommendations at that time. Bob Brown added that we should invite someone from this group to come and share information with the commission. John Eaton said there may be a resolution by next fall on the proposals by the Distance Learning Institute. Once we know where that will go, we can identify a person to come speak to the group.

University Library Committee (ULC) - Eileen Hitchingham

Eileen Hitchingham reported the library committee met last week. They have developed a questionnaire about the renewal policy. Please send your responses back to your delegate.

Eileen Hitchingham stated you may have seen the article in the Spectrum about review of serials that is ongoing. The funding situation is not known for next year. The article referenced the report from the Library Advising

Committee, which made recommendations regarding library services. The committee has completed its report and it is available on the web site. The committee recommends heavy concentration on electronic resources that are now available in a critical mass. It is noted that many more resources are available now than just a year ago. There are still a great number of people who want information in hard copy, and the library can't buy both. The electronic format provides accessibility around the state for extension agents and distance learning sites. The committee also recognized that there are many things that are not electronic that some funding and support should provide for those as well. Books have not become available in a digitized format, and continued funding for these is also important. A significant part of this proposal was reviewing what users do with the information they get from the library. Funding is dependent on many choices at the university level. Hopefully members of this commission would support the recommendations made by the committee.

Marty Day asked if the digital library initiative is competing for resources with the existing journal subscriptions? Eileen Hitchingham responded that there are some additional dollars available at the university, there are opportunities that could promote both of these areas. Marty Day stated there is faculty concern about the journal cuts. The Math department alone is facing losing 56 titles of which only 14 are available electronically. The primary editors for many of these are faculty members here at Virginia Tech. The journal resources need to be protected at this point. Many faculty members are also concerned about the archival aspects of digital access materials. Len Peters stated that it is not clear if the additional funding will result in savings at some future date. Eileen Hitchingham responded that in the long run the savings will be realized. Information resources cost money, the magnitude of the cost will change across the years because we will have better data once resources are electronic about actual use patterns. The patterns will show what mix is needed, accessible by the pop, or by the article. We need to put our money where it buys the most resources for the most people.

Discussion followed on CD articles, accessing them by the web. Do we actually buy the articles or lease them. The concern is that the article will not be there if you actually bought the article. Eileen Hitchingham stated the copyright issue is much like software. The publishers are getting out of the CD ROM business because the clientele want it whatever time of day they choose to use it. Those who thought CD-ROM provided this are now finding that it does not work that way. The publisher has the source, and it is out on the web, and you are licensed to get it for some period of time for a fixed group of users.

Discussion and Committee Reference

Bob Brown referred the following items to committees for work next year:

- Program review
- Lab safety for graduate students-Larry Moore at April 15 meeting
- Time limits to degree before students can be dropped, policy changed in 1990. Faculty has expressed concern that time limits need to be enforced.
- Advising Committee-pick up policy on removing an advisor from a committee.
- Nominating committee-select commission chair and committee chairs for 1998-99. Bob Brown will chair this committee and selection will begin in the fall semester.

Adjournment

Commission adjourned at 4:50 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

April 15, 1998

206 Sandy Hall

Present: Julia Beamish, Bob Brown, Marty Day, Scott Gartner, Ellie Sturgis, Richard Veilleux, Mr. Chris Bunin, Mr. Lewis Buterakos, Mr. Klay Kruczek, and Mr. Dan Lough.

Absent: Alan Armstrong, Jody Bolen, Jim Burger, David Ford for Ron Daniel, Skip Fuhrman, Betty Heath-Camp, Eileen Hitchingham, Len Peters, Paul Knox, Bill Ley, Judy Pearson, Uri Vandsburger, Mr. David Mullins, and Mr. Brian Shenal.

Invited Guests: John Eaton, Marvin Foushee, Martha Johnson, and Susan Vest.

Chair Bob Brown called the meeting to order.

Announcements

Martha Johnson reported the graduate school bought software for the international graduate students to use to prepare their 1997 income tax returns. The software was installed at the Cranwell International Center and worked well with very heavy use.

A new contract for health insurance for graduate students has been negotiated. The new carrier is Virginia Surety Insurance. This policy has a unique benefit; any student who goes to university health service and is referred to Montgomery Regional Hospital will not pay a surcharge. With the current policy, there was a 10% or 20% out of pocket expense students had to pay. This clause was specifically negotiated for the students. The Chinese and Indian student groups have gotten their own insurance. These policies are fine, but they do not carry this special benefit. All students need to be aware of this before they make their insurance selection. It is estimated it will save about \$650 per referral to the students.

Approval of the agenda - Approved.

Approval of minutes of April 1, 1998 - Approved with corrections (Attachment I).

COMMITTEE REPORTS

DRSCAP [Marty Day, Chair]

Marty Day reviewed his final report with the membership (Attachment II).

There were three main items handled by the DRACAP committee this year:

+ The first was the revised policy on auditing courses. The decisions were made last year, it was just a matter of writing the resolution and presenting it to University Council. The bottom line is that this policy applies to graduate students, not to graduate courses.

+ Initial phases of revising the policy on use of independent study/special study courses. This initiative was also a carryover from last year. This year we contacted all masters' programs involving more than 30 hours total and reviewed their input before we formulated the revised guidelines. The resolution has been written and sent to University Council for the first reading on April 20, 1998. Hopefully the second reading will be on May 4, 1998, which would mean the resolution would get a first and second reading this year, and it may be passed at University Council or it will come back to the committee for review again next year.

+ The committee also reviewed the procedures for changes to advisory committee membership. In particular, the section relating to the Graduate Dean and the Department Head decisions being made to resolve any problems when they arise. At the last meeting, it was decided to form a special

committee (ad hoc) next year to review this procedure closely.

Graduate Curriculum Committee [Julia Beamish, Chair]

Julia Beamish, Chair, reported there were 56 approved courses, 17 approved option or department name changes, 2 courses remain tabled (Attachment III).

Graduate Student Appeals [Richard Veilleux, Chair]

No report available. One appeal was heard for the year 1997-98. A hard copy will be submitted to Graduate School at a later time (Attachment IV).

Graduate Student Relations [Bill Ley, Chair]

No report.

ETD [John Eaton]

No report.

Graduate Student Assembly [Chris Bunin]

The Graduate Research Symposium was held April 8 and 9, 1998.

Approximately 47 students participated. It was the second largest symposium to date. The keynote speaker was Mr. Vic Sussman. He presented a good speech about the Internet and how it will change our lives in the future. He was very interested in the ETD. He also asked how the BEVNET started in Blacksburg.

I received a resolution from Gov. Gilmore in which he declared last week Graduate Student and Professional Student Appreciation Week. Hopefully next year we will get the news before the designated week. This was a positive action by him.

The last business meeting of the year will be April 23, 1998. We will be re-opening elections for Vice President. The elected student has decided to attend another university (Attachment V).

University Library Committee (ULC) - Eileen Hitchingham

No report.

Discussion and Committee Reference

Bob Brown referred the following items to committees for work next year:

+ Program review

+ Lab safety for graduate students-Larry Moore.

+ Time limits to degree before students can be dropped, policy changed in 1990. Faculty has expressed concern that time limits need to be enforced.

+ Review of policy to remove an advisor or a member from the student's advisory committee.

+ Nominating committee-select Vice-Chair for CGS&P and Chair of the Graduate Student Relations Committee for 1998-99. Bob Brown will chair the committee and selection will begin in the fall semester.

+ Appoint a special committee to review the Graduate Catalog information on admission guidelines. It is a SACS requirement that we update our admission requirements every five years.

John Eaton added that as we move into the new SCT Banner student systems, it seems appropriate to look at the catalog and make changes to coincide with the new system. An example of this is, presently we have seven or eight graduate admission categories, and with the advent of the Commonwealth Campus category, some of the old ones can be eliminated such as "Special Graduate Student" or "Professional Certification" and others not listed in the catalog. If there are items you think should be

reviewed, please keep a list of those so we can present them to the committee.

Regarding the appointment of a committee to review the procedure for change to an advising committee, Dr. Eaton sees this as an ad hoc committee, with some graduate chairs on it, and perhaps some staff members who work with graduate student records.

John Eaton noted that the action taken this year on Audit Courses will come out as a Presidential Policy Memorandum, but the next time the catalog is printed, we will look at that resolution and re-write the appropriate section of the catalog to agree with it. Marty Day stated the information is listed in the 1996-97 year end report.

New Business

Jim Burger has agreed to serve as Chair of the CGS&P for 1998-99. Marty Day will chair the DRSCAP Committee, Julia Beamish will chair the Graduate Curriculum Committee, and Richard Veilleux will chair the Graduate Student Appeals Committee.

Adjournment

Commission adjourned at 4:00 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies