

Minutes

Commission on Graduate Studies & Policies

September 15, 1999

206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Dr. David Ford, Dr. Klaus Elgert, Dr. Peter W. Graham, Dr. Eileen Hitchingham, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Len Peters, Mr. Hunter Pittman, Dr. Richard Veilleux, Ms. Kathryn Young, Ms. Erin Hanley, Mr. Tom Ochinerro, and Ms. Barb Fraticelli

Absent with Notification: Dr. Mike Vorster and Marvin Foushee

Invited Guests: Dr. Roger Avery, Dr. John Eaton and Ms. Angie Webb

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements- Dr. John Eaton announced that the RGS Fall Retreat will be held on November 6, 1999 at the German Club.

Approval of the agenda - Approved.

Approval of minutes of April 21, 1999- Approved.

Committee Reports:

Graduate Curriculum Committee-Dr. Julia Beamish gave an overview of this committee and its responsibilities. This committee will be meeting on September 23, 1999.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-CGS&P discussed the issue of combining the Graduate Student Appeals and Graduate Student Relations and the specific charges of these committees. More discussion will take place in the near future on this item.

Ad hoc Catalog Review Committee-Dr. John Eaton reported that the Ad hoc Catalog Review Committee had revised the catalog and new copies were now available. The online issue of the new catalog will be on the web in the near future. Dr. Veilleux referred to the year end report from this committee for possible new business for DRSCAP.

Ad hoc ETD Advisory Committee-This committee will meet in the near future to review the ETD approval form.

DRSCAP-Hunter Pittman will be chairing this committee and will be scheduling meetings in the near future. CGS&P discussed resolutions passed by University Council last year and the pending Residency resolution.

Other Reports:

Graduate Student Assembly- Ms. Erin Hanley reported that the GSA would meet on September 23, 1999. A social with BGSO will be held on October 7, 1999. The GSA has been meeting with departments across campus to educate others as to how the GSA functions. The GSA plans to have a special event for the homecoming football game. Issues of concern to be discussed this year include health care, parking, and the listserv.

Graduate Honor System- Ms. Barbara Fraticelli presented the Commission with a handout on the synopsis of major accomplishments of the Graduate Honor System. Approximately fifteen more faculty are needed for panelists.

University Library Committee-No report at this time.

New Business-Dr. Eaton presented a redefinition of the Graduate Teaching Assistant. A resolution will be presented to the Commission for its review at the next meeting. Dr. Eaton mentioned that the Commission consider discussing certificates and certificate programs due to the increased interest in this issue and that a clear definition on what constitutes a certificate might be established.

Adjournment

The meeting was adjourned at 4:15 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies October 6, 1999
206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Mr. John Cosgriff, Ms. Diane Benton for Dr. Ron Daniel, Dr. Klaus Elgert, Dr. Peter W. Graham, Dr. Eileen Hitchingham, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Doug Strickland, Mr. Hunter Pittman, Dr. Richard Veilleux, Mr. Chris Heine, Mr. Tom Ochinero, and Ms. Barb Fraticelli

Absent with Notification: Dr. Mike Vorster, Dr. Len Peters, Ms. Kathryn Young, Ms. Erin Hanley and Mr. Marvin Foushee

Invited Guests: Dr. Roger Avery, Dr. John Eaton and Ms. Angie Webb

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements- Dr. John Eaton announced that the GSA Graduate and Professional Day will be held on October 12, 1999.

Approval of the agenda - Approved.

Approval of minutes of September 15, 1999- Approved.

Committee Reports:

Graduate Curriculum Committee-Dr. Virginia Maxwell gave an overview of the minutes and an update on the courses that were approved and the courses that were tabled. Dr. John Eaton explained the Education Specialist Degree that was approved by the Graduate Curriculum Committee on September 23, 1999. Dr. John Eaton briefed the Commission on the task of the Graduate Curriculum Committee and the procedures of approving courses, etc. The Graduate Curriculum Committee minutes from September 23, 1999 were approved by the Commission.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-Mr. Hunter Pittman spoke with the Commission about the Graduate Student Relations Committee and gave an overview of the past year's issues. This committee will be meeting in the near future.

Ad hoc ETD Advisory Committee-Dr. John Eaton reported that this committee was meeting on a regular basis and working on some items to be brought forth to the Commission in the near future. Items mentioned were: 1. How to show a dissenting vote on a thesis or dissertation electronically? 2. A modified ETD approval form to add a specific time limit for release of secured ETD's.

DRSCAP-Mr. Hunter Pittman will be chairing this committee and will be scheduling meetings in the near future.

Other Reports:

Graduate Student Assembly- Mr. Tomoya Ochinero reported that the GSA had met and the parking meters outside of Sandy Hall had been approved. Mr. Ochinero presented the Commission with a handout on the Graduate and Professional School Day. The Commission on Student Affairs Resolution 1 is currently being considered concerning who will occupy the two elected seats for CSA. The Black Student Organization would like to occupy one of those extra seats. Currently the two elected seats have been for a masters and a doctoral student.

Graduate Honor System- Ms. Barbara Fraticelli reported that the Graduate Honor System had finished one case and had two cases pending. Several training luncheons and sessions have been provided and sixty new

panelist have been trained.

University Library Committee-Dr. Eileen Hitchingham reported that the University Library Committee had met and provided the Commission with several informative handouts. One handout explained Library Communication Paths. The second handout was a copy of the joint resolution between COR and CGS&P "Renewed Commitment to Research, Scholarship, and Graduate Education. Dr. Hitchingham explained that improved library resources was supported in this resolution.

Adjournment

The meeting was adjourned at 4:23 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies October 20, 1999
206 Sandy Hall

Present: Dr. Annette Burr, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Mr. Marvin Foushee, Dr. Peter W. Graham, Dr. Martha Johnson, Dr. Malcolm McPherson, Dr. Doug Strickland, Mr. Hunter Pittman, Dr. Richard Veilleux, Ms. Kathryn Young, Ms. Erin Hanley, Mr. Chris Heine, Mr. Tom Ochiner, Mr. Surya Vakkalanka, and Ms. Barb Fraticelli

Absent with Notification: Dr. Julia Beamish, Dr. Mike Vorster, Dr. Len Peters, Dr. Eileen Hitchingham, and Dr. Virginia Maxwell

Invited Guests: Dr. Roger Avery, Dr. John Eaton and Ms. Angie Webb

Dr. Richard Veilleux Vice Chair, called the meeting to order.

Approval of the agenda - Approved.

Approval of minutes of October 6, 1999- Approved.

Committee Reports:

Graduate Curriculum Committee-Dr. John Eaton gave an overview of the minutes and an update on the courses that were approved. Dr. John Eaton explained the Communications Studies Option for the Master of Arts Degree in English and the supporting courses, which were approved by the GCC. The Graduate Curriculum Committee minutes from October 14, 1999 were approved by the Commission.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-No activity to report at this time.

Ad hoc ETD Advisory Committee-Dr. John Eaton reported that this committee is meeting regularly and will meet again on November 5, 1999.

DRSCAP-Mr. Hunter Pittman will be chairing this committee and will be scheduling meetings in the near future.

Other Reports:

Graduate Student Assembly- Ms. Erin Hanley thanked the Graduate School for their support in the homecoming football event. October 28, 1999 will be the next meeting date for the GSA. At that meeting the 2nd reading of the BGSO resolution will be presented. The GSA is currently seeking a speaker and co-chairs for the Research Symposium. No date for this event has been announced as of yet..

Graduate Honor System- Ms. Barbara Fraticelli reported that the Graduate Honor System has two cases pending at this time.

University Library Committee-Minutes from this committee were presented by Mr. John Cosgriff. Copier issues were discussed by the group.

New Business

COR Resolution on Support for Research and Graduate Education Statement-CGS&P endorses this statement and fully supports a resolution on this issue.

Interdisciplinary Graduate Education Center Policy-It was recommended by CGS&P to share this information with college and departmental representatives and to continue the discussion on this issue at the next CGS&P meeting.

Adjournment

The meeting was adjourned at 4:34 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

November 3, 1999

206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Mr. Marvin Foushee, Dr. Peter W. Graham, Dr. Eileen Hitchingham, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Doug Strickland, Mr. Hunter Pittman, Dr. Richard Veilleux, Dr. Mike Vorster, Ms. Erin Hanley, Mr. Chris Heine, Mr. Tom Ochiner, Ms. Tonya Summerville and Ms. Barb Fraticelli

Absent with Notification: Dr. Len Peters and Ms. Kathryn Young

Invited Guests: Dr. Roger Avery, Dr. John Eaton and Ms. Angie Webb

Dr. Julia Beamish, Chair, called the meeting to order.

Approval of the agenda - Approved.

Approval of minutes of October 20, 1999- Approved.

Announcements-Dr. John Eaton announced that a graduate student would be awarded the "Outstanding Masters Thesis Award on November 13, 1999. This award is sponsored by the William Preston Society. The next ETD workshop will be available to the Hampton Roads and Northern Virginia sites via Network Virginia. Ms. Erin Hanley provided the commission with a School of the Arts, Department of Theatre Arts Event Fact Sheet. The RGS Fall Retreat will be held on November 6, 1999 at the German Club.

Committee Reports: Graduate Curriculum Committee-Dr. Virginia Maxwell gave an overview of the minutes and an update on the courses that were approved. Several cross-curriculum options in the College of Architecture and Urban Studies were approved. A topic under discussion is the justification of graduate credit for 4000 level courses. The Graduate Curriculum Committee minutes from October 28, 1999 were approved by the Commission.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-No activity to report at this time.

Adhoc ETD Advisory Committee-Dr. John Eaton reported that this committee is meeting regularly and will meet again on November 5, 1999.

DRSCAP-This committee will be meeting on November 4, 1999 and will be chaired by Mr. Hunter Pittman. Marty Day, guest, will discuss the residency issue carried over from the past year.

Other Reports: Graduate Student Assembly- Ms. Erin Hanley presented the commission with a copy of the first edition of APEX, and a GSA pamphlet for the 1999-2000 GSA. The Graduate Fair was very successful and many positive comments were received by the GSA. The second reading of the BGSO resolution seeking a seat on the CSA was not approved. The GSA has agreed to support the Resolution supporting an increased emphasis on Research by the University. Dr. Cross and Dr. Spencer met with the GSA to discuss the future plans of Graduate Student Housing. The next GSA meeting will be on December 2, 1999.

Graduate Honor System- Ms. Barbara Fraticelli reported that the Graduate Honor System has one case pending at this time.

University Library Committee-Dr. Eileen Hitchingham reported the the

University Library Committee had met on October 27, 1999 and the copier service was discussed. A review of all copiers in the library had been done. This committee will continue to monitor the copier quality and service. This committee will report on the full text journal database at a later meeting. A discussion of items from storage being mailed directly to the patron rather than being picked up at the library is underway. A review of the use of storage is also ongoing. Dr. Hitchingham presented the commission with a handout on this issue. A decision will be made in the future to either build a new storage area or to remove old items from the present storage area and rely on other collections.

Old Business- Interdisciplinary Graduate Education Center Policy -The Interdisciplinary Graduate Education Center resolution was discussed. Dr. Malcolm McPherson presented the commission with the 3020 policy on Centers Financial and Administrative Policy and Procedures. It was decided by the commission that more information was needed and the Graduate Education Center resolution was tabled for further discussion. COR and CGS&P Resolution on Support for Research and Graduate Education- A Renewed Commitment to Research, Scholarship and Graduate Education resolution was approved by the commission and endorsed by the Graduate Student Assembly. This resolution is a joint effort between Commission on Research and the Commission on Graduate Studies and Policies.

New Business- Resolution Regarding Revision of Definition of Graduate Teaching Assistant-The Commission approved the resolution that redefines the GTA description to read in the Faculty Handbook as "Graduate Teaching Assistants (GTAs) assist faculty in the department in teaching lower division courses, including laboratory teaching assignments, or in providing other appropriate professional assistance. GTAs must have 18 hours of graduate-level course work in their teaching discipline to be assigned full responsibility for teaching a lower division course. GTAs lacking this training will be assigned to work under the supervision of a faculty member who will be the instructor of record for the course."

Academic Probation policy-The commission supports the Academic Probation policy and agrees that Dr. John Eaton, Associate Provost for Graduate Studies, should send a letter with the list of students whose QCA's are below 3.0 for each semester to the Department Head of each department that reads "As you are aware, the Graduate School requires that graduate students maintain a 3.0 QCA and attached is a list of students that have not met that requirement. The Graduate School recommends placing these students on Academic Probation and will do so unless you advise us otherwise. Please contact the Graduate School within 7 days if you have any students on this list that should not be placed on Academic Probation." The Commission approved this action to apply existing academic standards in a more uniform manner.

Adjournment The meeting was adjourned at 5:04 p.m.

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

Minutes

Commission on Graduate Studies & Policies November 17, 1999
206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Mr. Marvin Foushee, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Kent Nakamoto, Dr. Len Peters, Dr. Doug Strickland, Dr. Richard Veilleux, Dr. Mike Vorster, Ms. Erin Hanley, Mr. Tom Ochiner, Mr. Surya Vakkalanka, Ms. Tonya Summerville and Ms. Barb Fraticelli

Absent with Notification: Dr. John Eaton, Dr. Peter Graham, and Dr. Eileen Hitchingham

Invited Guests: Dr. Roger Avery, Dr. Martha Johnson, Mrs. Angie Webb, and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements - Dr. Len Peters suggested that the Commission table the Interdisciplinary Graduate Education Center Policy until a future date. The Commission approved this suggestion. This policy will be reviewed in future CGS&P meetings.

Dr. Roger Avery and Dr. Martha Johnson provided the Commission with handouts on the Virginia University Graduate Deans Meeting which was held on Nov. 11, 1999 at George Mason University and gave an overview of this meeting. Some items of interest were: Graduate Education in Virginia, SCHEV Prospective, 1999 Election Results, Cooperative Adventures with Other Universities, and Health Insurance for Graduate Students.

Approval of the agenda - Approved.

Approval of minutes of November 3, 1999- Approved.

Committee Reports: Graduate Curriculum Committee-Dr. Virginia Maxwell gave an overview of the minutes and an update on the courses that were approved. The minutes included a proposal to establish Graduate Certificate Programs in the Department of Civil and Environmental Engineering. The GCC also concluded that the present policy is adequately defined for 4000 level course justification. The Graduate Curriculum Committee minutes from November 11, 1999 were approved by the Commission.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-No activity to report at this time.

Adhoc ETD Advisory Committee-Mrs. Angie Webb reported that this committee is meeting regularly.

DRSCAP-Dr. Julia Beamish reported that DRSCAP had met and the residency requirements have been discussed. A complete report will be given in the near future.

Other Reports: Graduate Student Assembly- Ms. Erin Hanley announced that the President of the GSA had presented to the Board of Visitors, at a breakfast meeting, a report which included the library funding issue and the health insurance issue. The GSA held a Cabinet Meeting on November 11 to discuss the committee assignments of student representatives. The second edition of APEX will be distributed in December. The River Mill Social will be held on December 8, 1999. The GRDP deadline is December

13, 1999 for Research and Development funding. The GSA website contains information on this item. The GSA is currently looking for ideas to better educate graduate students on the existence and activities of the GSA.

Graduate Honor System- Ms. Barbara Fraticelli provided the Commission with a summary of actions handled in 1998-1999. There have been ten cases with four guilty verdicts. No one has been suspended or dismissed. All cases have been at the probation level. The Graduate Honor System has obtained funding from the Student Budget Board for more educational letters and brochures for extended campus students. Ms. Barbara Fraticelli and Dr. Martha Johnson will visit the Northern Virginia Center in the near future. Dr. Len Peters complimented the Graduate Honor System and Ms. Barbara Fraticelli on their excellent work.

University Library Committee-No activity to report at this time.

Adjournment

The meeting was adjourned at 4:13 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies January 19, 2000
206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Greg Amacher, Dr. Annette Burr, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Dr. Peter W. Graham, Dr. Eileen Hitchingham, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Doug Strickland, Mr. Hunter Pittman, Dr. Richard Veilleux, Dr. Mike Vorster, Mr. Chris Heine, Mr. Tom Ochinerero and Dr. Len Peters

Absent with Notification: Dr. Kent Nakamoto, Dr. John Eaton, Ms. Erin Hanley and Ms. Barbara Fraticelli

Absent without Notice: Ms. Ellie Sturgis, Ms. Kathryn Young, Mr. Surya Vakkalanka and Ms. Christina Coukos

Invited Guests: Dr. Martha Johnson, Mr. Marvin Foushee, Dr. Roger Avery, Ms. Angie Webb and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements-Future joint meeting of Commission on Research on January 26, 3:30-5:00.

Dr. Peters stated that the meeting is related to policies that are being discussed and developed relative to faculty owned businesses.

Appropriate approval, guidelines and procedures to assist both, the faculty person and administrators relative as to what are the important issues and how to maintain a relationship with an external organization that is free of conflicts. The meeting on the 26th is a joint meeting of the Commissions on Graduate Studies and Policies, Research, Faculty Affairs, and Administrative and Professional Faculty Affairs. The Commission on Research will be the commission that will be given the responsibility for taking the first crack at it but we want the other three commissions to take a serious look at it as well. Lori Coble is the coordinator and has the package that needs to be circulated before the meeting. They consulted with Pat Hyer on the most efficient way of considering this document and making sure it went through the governance system.

Approval of the agenda - Approved.

Approval of minutes of November 17, 1999 - Approved.

Committee Reports:

Graduate Curriculum Committee-No report was given at this time because the minutes of the last meeting were not sent to Dr. Maxwell. A report will be given at the next meeting.

Graduate Student Appeals-No activity to report at this time.

Graduate Student Relations-No activity to report at this time.

Ad Hoc ETD Advisory Committee-Dr. Roger Avery pointed out the changes that are proposed:

-Under Student and Committee Agreement, numbers 3 and 4 are to be transposed.

-Under Review and Acceptance, there is a re-wording. Dr. Eaton will address these changes at the next meeting.

DRSCAP-No activity to report at this time.

Other Reports:

Graduate Student Assembly-The next GSA meeting will be January 27 at 5:30 in the Squires. The applications for the Graduate Research and Development Program and the Travel Fund Program were due December 13 and they have received approximately 20 applications in each category. They are currently being reviewed and hope to make the awards by the beginning of February. The Research Symposium will be held on March 27 in the Commonwealth Ballroom at Squires. All applications for the Research Symposium must be received before March 10. Applications can be found on the web under GSA.

Graduate Honor System- Mrs. Angie Webb reported that Ms. Barbara Fraticelli sent her regards. Barbara has had surgery on her ankle and she cannot attend. She reports that 6 cases came in at the end of the fall semester and they are currently working on all of them.

University Library Committee-The Library Committee has met once since this group's last meeting and Dr. Meszaros was invited by the University Library Committee to meet with them in regard to the Library being moved to the Academic Affairs Office and also in regards to the letter that the University Library Committee had sent to both the Provost and President last spring indicating a concern with overall funding of serials acquisitions in the university libraries. Dr. Meszaros mentioned that for the first time, the library budget has gone forward to the Governor as a separate line item asking for special funding for the University Library -- \$2.1 million. Committee will share any future developments as the legislative process continues.

Doug Strickland commented that David Beagle in the library has produced, for extended campus users, an access to the library manual. Strickland reports it is a nice contribution to the support of students in extended campus settings.

Old Business- None reported.

Adjournment

The meeting was adjourned at 3:49 p.m.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies February 2, 2000
206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Ms. Barbara Fraticelli, Dr. Peter W. Graham, Ms. Erin Hanley, Mr. Chris Heine, Dr. Eileen Hitchingham, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Kent Nakamoto, Mr. Tomoya Ochineru, Dr. Len Peters, Mr. Hunter Pittman, Dr. Doug Strickland, Dr. Richard Veilleux and Mrs. Kathryn Young

Absent with Notification: Dr. Mike Vorster and Dr. Greg Amacher

Absent without Notice: Ms. Christina Coukos, Dr. Martha Johnson, Dr. Ellie Sturgis and Mr. Surya Vakkalanka

Invited Guests: Dr. Roger Avery, Ms. Angela Duncan, Dr. John Eaton, Mr. Marvin Foushee, Dr. David Orden and Mrs. Angie Webb

Dr. Julia Beamish, Chair, called the meeting to order.

Adjustment to today's agenda - First item addressed was the Resolution regarding the Merger of the Agricultural and Applied Economics and Economics Ph.D. Degrees. Dr. John Eaton stated that the resolution was approved by the Graduate Curriculum Committee on January 27, 2000. The Departments and the GCC want this resolution forwarded to the University Council so it can be presented in March to the Board of Visitors. Dr. David Orden was the guest speaker who discussed this resolution. Dr. Orden said this has been a four-year effort by both departments to bring their Ph.D. programs together. The departments have made much progress and have already seen some benefits from this. Each department has authority over their own admission and financial decisions. Each College will receive credit for the graduate students that go through each department. There will be an internal count of how many graduate students went through Arts & Science or Agricultural and Life Sciences. Dr. Virginia Maxwell requested the motion to approve this resolution and it was approved. Dr. Julia Beamish will present this resolution to the University Council.

Announcements- Dr. Eaton announced that each year he has the opportunity to nominate students to Who's Who Among Students in American Colleges and Universities. He presented Mrs. Barbara Fraticelli, Chief Justice of the Graduate Honor System, with a certificate from Who's Who Among Students.

Approval of the agenda - Approved.

Approval of minutes of January 19, 2000-Approved.

Committee Reports

Graduate Curriculum Committee- Dr. Virginia Maxwell reported on the December 9, 1999 and January 27, 2000 meeting of the GCC. Dr. Maxwell did clarify that the Resolution regarding the Merger of the Agricultural and Applied Economics and Economics Ph.D. Degrees was approved by the GCC in their January 27th meeting. The Minutes from the January 27th meeting and the upcoming February 10th meeting will be presented to the CGS&P at the next meeting.

Graduate Student Appeals- Dr. Julia Beamish contacted Peter Graham, Mike Vorster and Greg Amacher to see if they would be a Faculty representatives to serve on the Graduate Appeals Committee. Dr. Beamish also needed a graduate student on this committee and asked if the graduate students present at the CGS&P meeting would stay and meet with

her after the meeting. There were no appeals last year and there have been no appeals to report this year.

Graduate Student Relations- Dr. Beamish also sent an email to Kent Nakamoto and Annette Burr about the Graduate Student Relations Committee. They will meet with Dr. Beamish after today's meeting and discuss what has happened on the Student Relations Committee and what they will continue to do.

Ad Hoc ETD Advisory Committee- Dr. Eaton discussed the ETD Approval form that was introduced by Dr. Avery at the last CGS&P meeting. When the ETD process was implemented, it was deemed appropriate to give the students and faculty control of the date when the thesis and dissertation would become available to others. Since it is becoming increasingly harder to contact the student about releasing their ETD, the ETD Advisory Committee has examined the issue. Dr. Eaton presented this ETD proposal form to the ETD Advisory Committee and the proposal before the CGS&P today is what they felt comfortable with. The main revision is under the Student and Committee Agreement, Item 2, which is proposed to read hold the ETD for Virginia Tech access only, for 1 year, 2 years, or 3 years. After this time, release the entire work for worldwide access. Extensions beyond 3 years require a written request and approval by the Graduate School. Dr. Eaton would like to get some feedback from graduate students and faculty. Dr. Eaton will present this to GSA and email the Graduate Chairs. Dr. Eaton will continue this discussion at a later CGS&P meeting.

DRSCAP- Mr. Hunter Pittman handed out two documents. The first one was the Proposed Revised Statement of Residency Requirements. This resolution was passed last year but was withdrawn by the University Council. The original resolution is attached. The second handout is a copy of the comments that Tim Pratt from the College of Engineering brought to DRSCAP questioning the original resolution. DRSCAP would like to discuss the resolution with CGS&P. Several CGS&P members made comments in regards to this issue and Dr. Beamish instructed the members to read the resolution, discuss it with departments and colleges, and CGS&P will continue this discussion at the next meeting.

Other Reports

Graduate Student Assembly- Ms. Erin Hanley wanted to remind the committee that the selection process has started for the Board of Visitors graduate student representative for next year. Applications are due by February 7th, 2000. There is a three-step process for this selection. First-GSA looks at the applications received. Second-GSA will pick six candidates for an interview with the Board of Visitors Selection Committee. The Board of Visitors Selection Committee will narrow it down to three. Third-The final three candidates will meet with the Board of Visitors and they will select the student representative.

Erin also said the Executive Board positions for GSA is open for next year. GSA will take nominations for those positions in their next meeting, the 24th of February. GSA will vote on March 23rd and the new GSA representatives will start in April.

On March 27th, the Research Symposium will be held in the Commonwealth Ballroom. If any CGS&P member would like to be a judge, please see her.

Special Note: There will be a Tax Seminar for international graduate students on February 16th at 5:00 PM in 100 Hancock Hall. This seminar

will instruct international graduate students on how to prepare their taxes.

Social Note: On April 29th, GSA is sponsoring "Spring on the Green." They are renting outdoor theatre equipment and will be showing the movie, Star Wars, Episode 1 on the drillfield. Open to Blacksburg and the Virginia Tech community.

Graduate Honor System- Mrs. Barbara Fraticelli reported that they have a total of six cases. Three cases are underway and the other three, will hopefully, be underway soon. Fifty percent of their cases are from the Northern Virginia area.

University Library Committee- Mrs. Eileen Hitchingham reported that the library committee meet last week. She handed out two documents. The first handout had several questions from the GSA with the University Library responses. The second handout illustrated the path to electronic journals. The Governor's budget proposal did not come back out in December and did not include the library admendment. The library proposal for \$2.1 million has been carried forward in the legislative budget amendment process. This process makes our needs known to our legislators and will hopefully result in an addition to the library budget.

Old Business- None reported.

New Business- Discussion on the Proposal -- Discussion of Conflicts of Interest and Commitment. Dr. Peters stated the issue was faculty owned businesses and getting guidelines and procedures in place for faculty, departments and students. This draft will go through three different committees and will be presented to the University Council. There will be a formal presentation in the future and this proposal will be discussed again at the March 1st CGS&P meeting.

Adjournment

The meeting was adjourned at 4:58 PM

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies February 16, 2000
206 Sandy Hall

Present: Dr. Greg Amacher, Dr. Julia Beamish, Mr. John Cosgriff, Dr. Ron Daniel, Dr. Klaus Elgert, Ms. Barbara Fraticelli, Dr. Peter W. Graham, Ms. Erin Hanley, Mr. Chris Heine, Dr. Eileen Hitchingham, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Dr. Kent Nakamoto, Mr. Tomoya Ochinero, Mr. Hunter Pittman, Dr. Doug Strickland, Dr. Richard Veilleux, and Mrs. Kathryn Young

Absent with Notification: Dr. Annette Burr, Dr. Len Peters and Dr. Mike Vorster

Absent without Notice: Ms. Christina Coukos, Dr. Ellie Sturgis and Mr. Surya Vakkalanka

Invited Guests: Dr. John Eaton, Mr. Marvin Foushee and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements- Dr. Eaton announced the number of enrollments compared to last year. On campus, we have 20,390 undergraduates (increase of 291). On campus we have 3,403 graduate students (decrease of 85). Extended campus graduate students we have 2,118 (decrease of 72). The Colleges have increases and decreases. On-campus for graduate studies, the College of Business, Engineering and Veterinary Medical Sciences are up and the other Colleges are down. Off-campus Architecture, Forestry and Inter-College, Master of Information Technology program are up in enrollments and the rest of the programs are down.

Approval of the agenda - Approved.

Approval of minutes from February 2, 2000- The Minutes from this meeting were approved with the following corrections needed:

- The approval of minutes of January 19th had the date of 1999 and the Minutes have been corrected to read January 19, 2000.
- The minutes had Dr. Greg Amacher absent without notification and the minutes have been corrected to absent with notification.

Committee Reports

Graduate Curriculum Committee- Dr. Virginia Maxwell went over the minutes from the two previous meetings. The GCC is still waiting on the corrections for five Vet Med courses that were approved with minor corrections needed at the January 27th meeting. Dr. Julia Beamish questioned the last approved item on the January 27th minutes. Dr. Maxwell explained that the Vet Med courses were being dropped or replaced. Dr. Eaton replied that the CGS&P would not need a list of the courses in order to approve the GCC minutes. The minutes were approved for January 27th and February 10th, 2000.

Graduate Student Appeals- Dr. Beamish announced that Ms. Erin Hanley has agreed to be the graduate student representative for this committee.

Graduate Student Relations- Dr. Beamish announced several representatives for this committee did meet last Wednesday. Ms. Erin Hanley thanked Dr. Beamish for taking the time to meet with the student committees. Ms. Hanley reported that they had met with six students and discussed what this committee could do for students.

Ad Hoc ETD Advisory Committee- Dr. Eaton announced that the proposed changes to the ETD Approval Form was sent out to the Department Heads

and Chairs on February 16th with a note to please respond by March 15th.

DRSCAP- Mr. Hunter Pittman opened the discussion on the draft for the Proposed Revised Statement of Residency Requirements. The major revisions on this draft, compared to the residency requirements that are currently in place, are:

-Old Statement has 24 hours of course work completed in residency at Blacksburg. New Statement was to try to open this statement up to recognize the Northern Virginia Center, Alexandria Center and Tidewater Center. Any exceptions for a program or student has to be approved.

-In the middle paragraph of the proposed revised statement, "Where the proposed alternate residency location is a commercial entity or government laboratory..." This was inserted for the Engineering Department who had sent in suggestions for the residency requirements.

Ms. Erin Hanley asked the question, "What were the other Graduate Schools at other Universities doing with their residency requirements?" Dr. Eaton replied that most Graduate Schools were conservative organizations and most probably did not have alternative residency policies.

Mr. Pittman did not receive responses from the departments. Dr. Maxwell did bring some questions and suggestions from the faculty at Vet Med.

Dr. Eaton commented that the Graduate School Regulations are meant to be minimal regulations and the departments are free to set more rigorous requirements as long as the student is notified before they enter a program. Dr. Martha Johnson commented that the 20-hour requirement is also addressed in the assistantship agreement.

Dr. Malcolm McPherson mentioned some minor changes for the proposed revised statement. They were:

-In the first paragraph, fifth line, it should be "employed more than one-half..."

-In the second paragraph, it should read, "The Graduate School may permit individual degree....."

Dr. Maxwell asked about the intellectual property rights. Mr. Pittman said the intellectual property rights were included in the last year's revision but they made the decision to leave it out. The property rights would be in the negotiation between the University and student.

Dr. Beamish asked DRSCAP to take this revision and present it to CGS&P at the next meeting in the correct resolution format.

Other Reports

Graduate Student Assembly- Ms. Erin Hanley reported that the Executive Board of GSA held it's first Round Table discussion on February 15th with other registered graduate school organizations. All of the organizations agreed that it was difficult to maintain stability in their executive board because of the board members short length of service. The organizations thought they should work on longer-term issues that would be in-place from year to year. For example: The Graduate Center conversion at Donaldson Brown. Each graduate school organization can have a similar goal in mind to see that the future graduate students needs are meet. Day Care was a big issue at this discussion-will it be provided for graduate students?

The Board of Visitors selection process has started. There were eleven applications received and they were narrowed down to six by review of written materials. They will meet one more time and reduce the number of candidates to three.

Elections for the GSA Executive positions are open for next year. Nominations will be accepted on February 24th.

At the next CGS&P meeting, Ms. Hanley will bring a printout describing the "Graduate Student of the Month Award." This graduate student will receive \$75.00. A student can nominate himself or herself or a Professor can nominate the graduate student. This nomination form is on-line at <http://gsa.uusa.vt.edu>. The first award will be given on February 24th.

The Research Symposium on March 27th is still looking for judges. Please fill out the handout if you are interested in being a judge. There are seven categories. Judging will be done between 1-4:00 PM.

Graduate Honor System- Ms. Barbara Fraticelli reported that they closed two cases. Three cases are still open and two are underway.

University Library Committee- Dean Eileen Hitchingham reported that the Va Tech Athletic Department is giving the library \$250,000.

Old Business- None reported.

New Business- The draft for Management of Potential Conflicts of Interest and Commitment will be discussed at the next CGS&P meeting on March 1st, 2000. Dr. McPherson did urge the members to get on-line and read the 44-page document.

Adjournment

The meeting was adjourned at 4:55 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

March 1, 2000

206 Sandy Hall

Present: Dr. Julia Beamish, Mr. John Cosgriff, Dr. Ron Daniel, Ms. Barbara Fraticelli, Dr. Peter W. Graham, Ms. Erin Hanley, Mr. Chris Heine, Dr. Martha Johnson, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Mr. Tomoya Ochiner, Mr. Hunter Pittman, Dr. Doug Strickland, Dr. Richard Veilleux, Dr. Mike Vorster and Mrs. Kathryn Young

Absent with Notification: Dr. Klaus Elgert, Mr. Marvin Foushee, Dr. Eileen Hitchingham, Dr. Kent Nakamoto and Dr. Len Peters

Absent without Notice: Dr. Greg Amacher, Dr. Annette Burr, Ms. Christina Coukos, Dr. Ellie Sturgis and Mr. Surya Vakkalanka

Invited Guests: Mr. Tom Brown, Dr. Roger Avery, Dr. John Eaton, Mrs. Angie Webb and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements-Ms. Erin Hanley handed out a calendar of events for the School of the Arts. Also announced that the Rhinoceros was still playing (2 for 1 coupon) and a special performance on Sunday with Opera Roanoke, Radford Dance Company and the Virginia Tech Opera Workshop.

Approval of the agenda-Approved.

Approval of minutes from February 16, 2000-Approved.

Committee Reports

Graduate Curriculum Committee-Dr. Maxwell reported the GCC meet on February 24th and asked for approval of the February 24th Minutes. Minutes were approved.

Graduate Student Appeals-No Report.

Graduate Student Relations-Ms. Hanley announced that Dr. Roger Avery has joined this committee. Their next meeting will be on March 8th at 3:30 PM in Squires, Room 232.

Ad Hoc ETD Advisory Committee-Dr. Eaton gave an update on the proposed new approval form for ETD's. Dr. Eaton has received some responses and will continue taking responses until March 15th.

DRSCAP-Mr. Pittman asked for a vote on the Resolution Regarding Residency for Doctoral Candidates. Dr. Beamish asked for any questions, comments or concerns regarding this resolution. After a further brief discussion, the Resolution was approved as amended.

New Business-Dr. Ron Daniel introduced the guest, Tom Brown to the Committee. Mr. Brown and Dr. Daniel wanted to present and discuss the drafts for a Virginia Tech Creed. Faculty, staff and students have complained about some people not being very nice and with some issues facing the Provost Office, they decided to form a Steering Committee to come up with a Virginia Tech Creed to use as a guiding set of principles. The Steering Committee would like as many responses as possible. The admission statement is specific where this creed would be more philosophical. They want the creed to help foster a better environment.

Other Reports

Graduate Student Assembly-Ms. Hanley announced the next Graduate Student Assembly meeting will be on March 23rd. The selection for the Graduate Student Representative for the Board of Visitors will be made on the 5th of March by the BOV. An issue discussed at the last GSA meeting was the INS Program that is being initiated to track international students. Dr. Martha Johnson said the INS has a pilot program with several schools who report to the Immigration Center in Georgia. INS is currently writing the regulations and the regulations would instruct Virginia Tech on how to handle this program. Currently, the international students are not accountable for where they go when they enter into the USA. The Graduate School issues I-20's but only half of the students come to Virginia Tech. Another item discussed at the GSA meeting was the elimination of the Parking Services Lock Out/Dead Battery position. Parking Services wants to increase the ticketing patrol and stop helping students. Handouts passed out by Ms. Hanley addressed the fund for the fire victims/families at Foxridge, GSA Travel Fund Program and the GSA Graduate Student of the Month Award. The abstract submission deadline for the posters for the Research Symposium is March 10th.

Graduate Honor System-Ms. Fraticelli reported they had closed one case today and will finish one next week.

University Library Committee-No Report.

Old Business-Dr. Beamish opened up the discussion on the Conflict of Interest and Commitment Draft. Dr. McPherson reported that the draft had been discussed at the Commission on Research, University Council, Commission on Faculty Affairs and by two colleges. If the draft is approved at the Commission on Research and the Commission on Faculty Affairs, CGS&P will not have to vote on this. Any concerns could be addressed at the University Council level. Dr. McPherson mentioned that the background document did look out for the interests of the graduate students. Dr. Avery commented that in the latest Science magazine, there is an article about this issue at Harvard and how they are going to ease their policies because they are concerned of losing faculty due to their current policies being too restrictive.

Adjournment-

The meeting was adjourned at 5:00 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies March 15, 2000
206 Sandy Hall

Present: Dr. Greg Amacher, Dr. Julia Beamish, Mr. John Cosgriff, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Virginia Maxwell, Dr. Malcolm McPherson, Mr. Tomoya Ochiner, Dr. Doug Strickland and Mrs. Kathryn Young

Absent with Notification: Dr. Annette Burr, Dr. John Eaton, Dr. Peter Graham, Ms. Erin Hanley, Dr. Martha Johnson, Dr. Len Peters and Dr. Mike Vorster

Absent without Notice: Dr. Larry Alexander, Ms. Christina Coukos, Dr. Ron Daniel, Ms. Barbara Fraticelli, Mr. Chris Heine, Mr. Hunter Pittman, Dr. Ellie Sturgis, Mr. Surya Vakkalanka and Dr. Richard Veilleux

Invited Guests: Dr. Roger Avery, Mr. Marvin Foushee, Mrs. Angie Webb and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements-None.

Approval of the agenda-Approved.

Approval of minutes from March 1, 2000-Approved.

Committee Reports

Graduate Curriculum Committee-Minutes from the March 9th Meeting were approved.

Graduate Student Appeals-No Report.

Graduate Student Relations-Ms. Hanley and Ms. Fraticelli emailed in a report that was forwarded to the CGS&P members.

Ad Hoc ETD Advisory Committee-No Report.

DRSCAP-No Report.

Other Reports

Graduate Student Assembly-No Report.

Graduate Honor System-No Report.

University Library Committee-Dr. Hitchingham reported that the Library Committee did meet on the 22nd of February. They had a presentation from Dr. Paul Metz regarding the Faculty Survey on journal needs. Dr. Hitchingham suggested and Dr. Beamish agreed that they would contact Dr. Metz to do a presentation to the CGS&P Committee. Dr. Hitchingham also announced that there has been a reduction in the amount of money they were to receive from the Athletic Department. The library is now getting \$100,000 instead of the \$250,000 previously announced. The library's request for \$2.1 million has not come through the General Assembly. Dr. Amacher stated that the journals are needed to assist our students. The University of Virginia spends \$22 million on library resources and Virginia Tech spends \$11 million. Dr. Strickland stated that a better strategy should be used to promote the need for more money as proposed to waiting until we hear from the University. Dr. McPherson suggested that the library should start a catalog of complaints or comments from

students regarding what they were looking for at the library but did not find. Dr. Maxwell said a box at the entrances or exits of the library would be a good place to get students responses.

Old Business-Dr. Beamish and Dr. McPherson opened up the discussion on the Management of Potential Conflicts of Interest and Commitment. Dr. Avery said he thought the draft was fair to everyone. Dr. McPherson said the proposal would go to the Commission on Research, University Council and the Board of Visitors for approval. The BOV will not get the entire information package. They will receive the Policies and Procedures. Dr. McPherson will continue taking questions, comments and suggestions until March 31st.

New Business-None.

Adjournment-

The meeting was adjourned at 4:18 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies

April 5, 2000

206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Dr. Klaus Elgert, Ms. Barbara Fraticelli, Ms. Erin Hanley, Mr. Chris Heine, Dr. Eileen Hitchingham, Dr. Malcolm McPherson, Dr. Len Peters, Mr. Hunter Pittman, Dr. Doug Strickland and Dr. Richard Veilleux

Absent with Notification: Mr. John Cosgriff, Dr. Virginia Maxwell, Mr. Tomoya Ochinerro and Dr. Mike Vorster and Mrs. Kathryn Young

Absent without Notice: Dr. Larry Alexander, Dr. Greg Amacher, Ms. Christina Coukos, Dr. Ron Daniel, Dr. Peter W. Graham, Dr. Martha Reifsnider, Dr. Ellie Sturgis and Mr. Surya Vakkalanka

Invited Guests: Dr. Roger Avery, Dr. John Eaton, Mr. Marvin Foushee, Mrs. Angie Webb, Ms. Angela Duncan and Mr. Paul Metz

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements-None.

Approval of the agenda-Approved with a slight change to move the presentation to the beginning of the meeting.

Presentation-"Report on Library Serials Needs Assessment Project" presented by Paul Metz. The Newman Library serials collection is at risk due to the libraries financial constraints. The cost of the serials are inflating annually at an average of 10 percent with no increase in the library budget. Therefore, the library has had to work with the faculty in defining a list of core serials that is needed. Virginia Tech has dropped several rankings in the Association of Research Libraries (ARL) poll. The library is looking for some new state funding and has developed a contingency plan for eliminating up to \$1 million in continuing serial costs for the fiscal year 2001-2002. Mr. Metz urged the members of the CGS&P to please send a letter or memo emphasizing the need for more money in the library budget to the administration.

Approval of minutes from March 15, 2000-Approved.

Committee Reports

Graduate Curriculum Committee-No report.

Graduate Student Appeals-No report.

Graduate Student Relations-Ms. Fraticelli handed out a report from their March 8th meeting.

Ad Hoc ETD Advisory Committee-Dr. Eaton will give a report at the next meeting regarding the feedback he has received from faculty and students regarding the revised ETD approval form.

DRSCAP-Dr. Beamish was questioned by the Staff Association that the updated Residency Resolution did not have the statement that, "Exceptions to the minimum number of credits, semesters, and/or employment status can be made for employees at Virginia Tech subject to the approval of the Graduate School." The CGS&P members agreed to have the resolution amended to include this statement into the revised resolution.

Other Reports

Graduate Student Assembly-Ms. Erin Hanley handed out a report updating the committee on the new GSA officers, outcome of the Research Symposium and upcoming events. The next GSA President, David Fowler will report on the graduate student assembly at the next CGS&P meeting.

Graduate Honor System-Ms. Fraticelli reported that all Fall cases have been taken care of. She will be resigning at the end of August.

University Library Committee-No report.

Old Business-None.

New Business-Dr. Julia Beamish and Dr. Richard Veilleux commission service will be expiring. They will nominate the next Chair at the last scheduled meeting on April 19th.

Adjournment-

The meeting was adjourned at 4:48 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes

Commission on Graduate Studies & Policies April 19, 2000
206 Sandy Hall

Present: Dr. Julia Beamish, Dr. Annette Burr, Dr. Klaus Elgert, Ms. Barbara Fraticelli, Dr. Peter Graham, Mr. Chris Heine, Dr. Martha Reifsnider, Dr. Virginia Maxwell, Dr. Doug Strickland and Dr. Richard Veilleux,

Absent with Notification: Dr. Ron Daniel, Dr. John Eaton, Ms. Erin Hanley, Dr. Malcolm McPherson, Dr. Len Peters, Mr. Hunter Pittman, Dr. Mike Vorster,

Absent without Notice: Dr. Larry Alexander, Dr. Greg Amacher, Ms. Christina Coukos, Dr. Eileen Hitchingham, Mr. Tomoya Ochinerro, Dr. Ellie Sturgis, Mr. Surya Vakkalanka, Mrs. Kathryn Young and Ms. Virginia Young

Invited Guests: Dr. Roger Avery, Mr. Marvin Foushee, Mrs. Angie Webb and Ms. Angela Duncan

Dr. Julia Beamish, Chair, called the meeting to order.

Announcements- None.

Approval of the agenda- Approved.

Approval of minutes from April 5, 2000- Approved.

Committee Reports

Graduate Curriculum Committee- Minutes from the April 13 meeting were approved and Dr. Maxwell distributed the year-end report showing all courses approved by the GCC for the 1999-2000 academic year.

Graduate Student Appeals- No Report.

Graduate Student Relations- Ms. Barbara Fraticelli distributed the year-end report outlining what the committee focus should be, suggestions for next year, who the GSR members should be and what they would like to see in the contracts for graduate students.

Ad Hoc ETD Advisory Committee- To be addressed as old business.

DRSCAP- No Report.

Other Reports

Graduate Student Assembly- No Report.

Graduate Honor System- Ms. Barbara Fraticelli handed out a copy of her resignation letter as Chief Justice -- effective September 1, 2000. No case activity to report.

University Library Committee- No Report.

Old Business- Dr. Julia Beamish presented Dr. Eaton's request to approve the revised ETD approval form. It was approved.

New Business

* The request for a Posthumous MBA Degree was denied.

* Dr. Virginia Maxwell was approved as Chair and Mr. Hunter Pittman was approved as Vice-Chair for CGS&P for 2000-2001.

Adjournment- The meeting was adjourned at 4:44 PM.

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