

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

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Mike Moore,
Mrs. Kathryn Young, Mr. Jeff Cullen, Mr. Bronson Bullock,
Mr. Sorin Popescu, Ms. Tracey
Slotta, Ms. Christina Coukos and Mr. Jay Khare

Absent with Notification: Dr. Ron Daniel, Ms. Patty Foutz,
Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Len Peters, Mr.
Murugendra Chigateri, Dr. Roger Avery, Dr. John Eaton and Mrs. Angie Webb

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Greg Brown, Ms. Virginia Young
and Dr. Robert Bush

Invited Guests: Dr. Martha Reifsnider, Mr. Marvin Foushee and Ms. Angela Duncan

Dr. Virginia Maxwell, Chair, called the meeting to order.

Announcements- None.

Approval of the agenda- Approved.

Approval of minutes from November 1, 2000- Approved.

Committee Reports

Graduate Curriculum Committee- Mr. Hunter Pittman discussed the minutes from their last meeting and CGS&P approved them.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Will meet on November 16th at 10:00am in 206 Sandy Hall.

Other Reports

Graduate Student Assembly- Mr. Bronson Bullock reported that GSA had their general meeting on the 2nd of November. Dr. Eileen Hitchingham gave a presentation to the GSA regarding the journal article concerns. Mr. Jay Khare gave a presentation on the Graduate Honor System. GSA discussed the upcoming Research Symposium, previous CGS&P meeting and the RGS Fall Retreat at Donaldson Brown. On November 15, the GSA is having a social at 6pm for all graduate students. A new Treasurer will be instated also.

Graduate Honor System- Mr. Jay Khare reported that there has been no

activity.

University Library Committee- Dr. Eileen Hitchingham sent an email stating there is no new information.

Old Business- None.

New Business- Dr. Maxwell reported that a joint meeting has been scheduled on December 13th with the Commission on Faculty Affairs, Commission on Research and CGS&P. Dr. Len Peters will be presenting the outline of the plan to push Virginia Tech to the "Top 30".

Adjournment- The meeting was adjourned at 3:38 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Commission on Graduate Studies & Policies
January 17, 2001
206 Sandy Hall

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Ruth Alscher, Dr. Greg Brown, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Mike Moore, Dr. David DeWolf, Dr. Robert Bush, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu,
Mr. Murugendra Chigateri, Ms. Tracey Slotta and Mr. Jay Khare

Absent with Notification: Dr. Ron Daniel and Dr. Len Peters

Absent without Notice: Dr. Larry Alexander, Mrs. Kathryn Young, Ms. Virginia Young and Ms. Christina Coukos

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

Conference Call: Ms. Patti Foutz

Dr. Virginia Maxwell, Chair, called the meeting to order.

Announcements- Welcome to Dr. David DeWolf -College of Engineering Representative.

Approval of the agenda- Mr. Jeff Cullen added UCITA to today's agenda. Amended agenda was approved.

Approval of minutes from November 15, 2000- Approved.

Committee Reports

Graduate Curriculum Committee- No Report.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Abbreviation for Degree Requirements, Standards, Criteria and Academic Policies Committee. Dr. Klaus Elgert reported they will meet next week and report at our next meeting.

Other Reports

Graduate Student Assembly- Mr. Bronson Bullock reported that the next delegate meeting has been changed to Tuesday, January 23rd at 5:30pm in 219 Squires. Ms. Tracey Slotta gave the title for the Research Symposium-Technological Frontiers: Research at Virginia Tech. Symposium is during the Graduate Education Week from 9:00 AM - 4:00 PM on March 26th.

Graduate Honor System- Mr. Jay Khare reported he participated in a 2-day workshop on Academic Integrity earlier this month. Mr. Khare believes more participation from faculty and students is needed. We need to focus on increasing communication on what the rules are involving academic integrity and why we have those rules. There is an investigative board meeting on Friday, January 19th and on Monday, January 22nd.

University Library Committee- Dr. Eileen Hitchingham reported they met on

November 16th. Their meeting was used as a demonstration of the Sumo Service. Which is a new service introduced to the university community this fall. Sumo allows the delivery of articles from publications which the university library does not subscribe. ULC did not meet in December. Their next meeting will be next week. Dr. Hitchingham did handout what she was going to present at the next ULC meeting which discussed the Virginia Tech Library in the Context of a Major Research Library. Last year, The Chronicle ranked Virginia Tech at 93 out of 111 research libraries. Dr. Hitchingham will share with us a list of the top 30 research libraries.

Old Business- None Reported.

New Business- UCITA (Uniform Computer Information Transactions Act) discussion by Mr. Jeff Cullen. Mr. Cullen handed out a printout from The Richmond Times-Dispatch that describes UCITA as setting the laws that apply to software license agreements and other computer-based transactions. Libraries are warned that UCITA will restrict their ability to make archival backups of CD-ROMs, lend them to patrons or to other libraries or use them in classroom settings.

Adjournment- The meeting was adjourned at 4:05 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Minutes
Commission on Graduate Studies & Policies
February 7, 2001
206 Sandy Hall

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Greg Brown, Dr. Ron Daniel, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Joe Merola, Dr. David DeWolf, Dr. John Ney, Mr. Bronson Bullock, Mr. Sorin Popescu, Mr. Murugendra Chigateri, Ms. Tracey Slotta and Mr. Jay Khare

Absent with Notification: Dr. Annette Burr, Dr. Eileen Hitchingham, Mr. Jeff Cullen and Ms. Christina Coukos

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Mike Moore, Mrs. Kathryn Young and Ms. Virginia Young

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

Conference Call: Ms. Patti Foutz

Dr. Virginia Maxwell, Chair, called the meeting to order.

Announcements- Dr. Joe Merola was introduced as the Acting Dean for the Graduate School. He discussed the transition of separating Research from Graduate Studies. Dr. Len Peters will continue to stay on as Vice Provost for Research and Dr. Merola will be the Acting Dean for the Graduate School until the end of this year. At that time, when the new Provost is in place, they will then fill the Dean's position. Dr. Merola suggested looking at the Virginia Tech homepage to review the Strategic Directions documents that are posted there.

Dr. Eaton was pleased to announce that a Virginia Tech masters student, Terri Pettinger won the Conference of Southern Graduate Schools best master's thesis award in humanities. She will receive the award at the CSGS meeting next week. Terri was also the William Preston Award winner here at Virginia Tech and will be recognized again at the Graduate Education Week in March.

Dr. Maxwell discussed the meeting that Dr. Steger had with the commission chairs. CGS&P may not directly work upon the topics discussed but we might see some of the resolutions associated with the topics. Some topics discussed were:

*Commission on Staff Affairs has brought up the issue of parking. Parking is becoming a serious concern. They discussed a plan to build several tiered parking facilities on campus.

*Commission on Undergraduate Studies and Policies are looking at some inconsistencies in the policies that apply to what courses students can take and what the criteria were for those classes. They recently passed a resolution that students can take a course as a Pass/Fail option with a 2.0 average. In the past, they were required to have a 2.5 average. To be in good standing as an undergraduate student, they have to have 2.0 average. The inconsistency was why couldn't you take a P/F class if you had an average that was adequate

to keep you as a student.

*They also discussed the accountability of Faculty to undergraduates regarding some of the needs for resources and new courses. There are a lot of new courses being introduced at the undergraduate and graduate level. New curriculums being approved and after the curriculum is in place there is no money to support it. Dr. Maxwell asked if we should start taking a more careful look at new course proposals that state no new monies, supplies or personnel is needed. Should we make the colleges more accountable?

*Commission on Faculty Affairs has numerous items on a list but here are a couple that Dr.

Maxwell wanted to mention to CGS&P:

-There was a move to have an annual survey of the performance of department heads. This survey would not be as extensive as the five year review.

-They have asked for people to take a close look at faculty duty and responsibilities towards the Honor System. There is a question on how familiar faculty is with these policies.

-College of Arts and Sciences has questioned what role does faculty have in hiring new faculty.

There are committees formed to do searches. Each college interprets the results or recommendation of the searches differently and in some cases, it is almost a given that the search committee recommendation will be pursued. While at other colleges, the search committee recommendation is simply regarded as only a recommendation and if the administration disagrees, they ignore it. What should the practice be?

*Commission on Research - In the past, CGS&P looked at the policy on intellectual properties. This policy may be reviewed and re-circulating again. The policy states who owned intellectual properties produced by faculty under different circumstances.

Approval of the agenda - Approved.

Approval of minutes from January 17, 2001- Approved.

Committee Reports

Graduate Curriculum Committee- Mr. Hunter Pittman was concerned about items #8, 9 and 10 of the GCC Minutes from the January 25 meeting. What is the structure for approving certificates? Dr. Eaton stated that two types have been through governance before. One type is approval of a certificate and the other type was the approval of an option in a program. The certificates listed in item #8 in the MBA concentrations seem to fit best in the certificate program.

Dr. Eaton recommended that the GCC minutes on item #9 to be revised to read as: Increase from 12 to 18 hours -- the number of doubled counted hours for

the 5 year BS/MS in MURP. Commission approved the minutes as amended.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Dr. Klaus Elgert referred to the minutes from their last three meetings. The minutes address three issues that were referred to DRSCAP by Dr. Eaton.

-The first issue is Animal and Poultry Science department is having trouble finding enough 5000 level courses for their non-thesis masters students to take to count towards the 21 hours required for their master degree. The department wants their project and report hours to count towards the 5000 hours--which currently is not allowed. The consensus was that the APSC department could grant exceptions for their students as long as the numbers stayed to a minimum.

-The second issue recommends that the Bursar's Office allow the departments to offer and allow students to register for 1-2 credit hour courses. The Bursar's Office currently has a 3-hour minimum registration requirement. Banner would have to be changed to allow this change if approved. Dr. Eaton suggested that the college representatives take this recommendation to their faculty to ask for their input. CGS&P will discuss this issue again at their next meeting on March 21st.

-The third issue addressed what the maximum timeframe should be between a preliminary written and oral exam. CGS&P members discussed what their departments were currently doing and felt that this should be discussed more at their colleges and, if necessary, they would discuss this again at their next meeting on February 21st. If CGS&P decides that this is an issue, a resolution would need to be written up to be included in the Graduate Catalog.

DRSCAP minutes were approved by CGS&P.

Other Reports

Graduate Student Assembly- Mr. Bullock reported that April Mayes gave an overview of the upcoming Graduate Education Week to the graduate student delegation. GSA approved two resolutions. One resolution was to establish a permanent committee on Graduate Student Assembly Community Service Outreach Committee. Steps to form a committee to help with community outreach and service-goodwill committee that will go out and give a helping network to various people. The second resolution passed was for support to the proposed new bike path additions. Office of Transportation is asking for a grant from Department of Transportation to support the additional bike paths. Hopefully to promote and encourage people to use alternative means of transportation to school.

Graduate Honor System-Mr. Khare reported they have closed two cases that were left over from last semester. The first case had two students who were found guilty of cheating on an exam. They received zeros and placed on academic probation. In the second case, a student was found guilty of falsifying course transcripts from another university. This student has been permanently dismissed from the university. Mr. Khare is currently writing an article with the Undergraduate Chief of Justice and this will appear in a newsletter printed for the Center for Excellence in Undergraduate Teaching. The purpose of this article will be to give faculty an idea of where the university stands right now in terms of academic

integrity-what are our strengths and weaknesses. Also give general tips on how to improve academic integrity in the classroom.

University Library Committee- No Report.

Old Business- None.

New Business- Dr. Eaton announced there will not be a March 7th meeting due to spring break and we need to think about getting a nomination committee together to find the new Chair and Co-Chair for next years CGS&P.

Adjournment- The meeting was adjourned at 4:39 PM.

Respectfully submitted:

John L. Eaton, Associate Provost for Graduate Studies

Judy Davis, CPS
Executive Secretary Senior
President's Office, Virginia Tech
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Minutes
Commission on Graduate Studies & Policies

February 21, 2001
206 Sandy Hall

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Mike Moore, Dr. Joe Merola, Dr. David DeWolf, Dr. John Ney, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu and Mr. Jay Khare

Absent with Notification: Dr. Ron Daniel and Mr. Murugendra Chigateri

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Greg Brown, Mrs. Kathryn Young, Ms. Virginia Young, Ms. Tracey Slotta and Ms. Christina Coukos

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

Conference Call In: Ms. Patti Foutz

Minutes:

Dr. Virginia Maxwell, Chair, called the meeting to order.

Announcements- Dr. Maxwell announced that on March 21st there will be a joint meeting with the Commission on Research at 3:00 PM at the Vet Med College. Dr. Len Peters will talk about the "Top 30" Initiative.

Dr. Eaton announced that the 1999-2000 Research and Graduate Studies Report to the Faculty is out. If you need a copy, please contact the Graduate School.

Dr. Eaton presented Mr. Jay Khare a certificate for being selected for Membership in Who's Who Among Students in American Colleges and Universities.

Approval of the agenda- Approved.

Approval of minutes from February 7, 2001- Approved.

Committee Reports

Graduate Curriculum Committee- February 8th minutes were approved by the commission.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Dr. Elgert referred to the three items that were previously discussed by DRSCAP. These being the minimum number of hours for which students may register, the maximum time between written and oral preliminary examinations, and the proposal to count Project and Report hours in the number of 5000 level hours that are required on the plan of study of non-thesis masters students.

Dr. Elgert reported that his sense was that departments wanted to permit students to be able to register and pay for one or two hour courses, thus revoking the current three hour minimum registration. Mike Moore from CHRE supported this recommendation, as did Virginia Maxwell speaking for the CVM. Dr. Maxwell asked if the commission needed to continue with this issue. Mr. Bullock said this change could add flexibility to some faculty members who want to offer 1-2 credit hour classes. It was also noted that this would work well for the departments offering off-campus web based courses. It was agreed that DRSCAP would draft a resolution supporting this change.

On the second issue there was sense that departments did not want a timeframe rule regarding the time between a written and oral preliminary defense. It was felt that this might limit department flexibility. David DeWolfe reported the COE also favored flexibility. The College of Arts and Sciences was also in favor for flexibility. Mr. Bronson Bullock from the GSA was concerned with the issue of the time limit between the written and the orals for preliminary exams and asked will there be any type of mechanism put in place so it will protect future Graduate Students from being disadvantaged by passage of an excessive time between the written and oral prelims. Dr. Elgert asked if the Graduate School could send a note to the Department Head referring the faculty and advisors to pay attention to time limits.

Dr. Maxwell asked Dr. Eaton if Banner could keep track of when an oral and written preliminary exam was scheduled and he replied, "No, Banner could not keep track of this."

Dr. Merola stated that every graduate program/department has their own rules and we that should ask the departments to review how they handle the question of the length of time between an oral and written preliminary exam. If there is not anything addressing this issue appropriately, then the department may consider adding it. Dr. Eaton said we would draft an email or memorandum to ask departments to review their PM152-policy relative to this question.

The third issue, the proposal to count Project and Report hours in the number of 5000 level hours that are required on the plan of study of non-thesis masters students did not garner much support. The sense of the commission was to leave this policy unchanged and to let the departments request exceptions to the maximum number of 4000 hours on the plan of study when necessary.

Other Reports

Graduate Student Assembly- Mr. Bullock reported that their General Delegate Meeting is February 22nd.

They will start the process of looking for a new executive board for GSA. The Graduate Student Board of Visitors selection committee has selected three finalists and they have been forwarded to the Board of Visitors for their selection of one. Dr. Merola noted that he and Stephanie Scheer, the current Graduate Student Rep for the BOV, recently visited the Northern Virginia Center and they met with a group of graduate students who are interested in putting together their own organization for Falls Church.

Graduate Honor System- No Report.

University Library Committee- Dr. Hitchingham reported the ULC had a brief meeting on January 25th to discuss the status of the libraries strategic planning and the issues that are being addressed in the plan which relate to the building and enhancing the collections and programs to assist in educating users. Since the university has started an update to its strategic plan, they decided the library strategic plan will be on hold until they see where the University Plan is going.

Dr. Maxwell noted that two members of the Library Committee, Paul Metz and Gail McMillan wanted to talk with the commission regarding the goals of the library in terms of resolving the issues that Dr. Hitchingham have brought to our attention. They will give a presentation on April 18th at 3:30pm in 206 Sandy Hall.

Old Business- None.

New Business-

Dr. Maxwell noted that the commission had already gone over several of the items listed and we only have 3 items left to address.

#1-Does the commission need to come up with a guideline for approval of certificates?
Dr. Avery offered to prepare some proposed guidelines to be considered by the commission. He stated that there have been several national surveys regarding what Universities are doing in terms of limits and guidelines with certificate programs. Dr. Maxwell asked him to bring these guidelines to the April 4th meeting.
to bring these guidelines to the April 4th meeting.

#2-Where should doctoral residency requests go to for approval? Mr. Pittman discussed that the 1st doctoral residency request for this year came through the Graduate Curriculum Committee. Should these requests go to the GCC or the Graduate School? Dr. Eaton said it has been his policy that when something new did come up, even though the GCC didn't need to approve it, he would send it through them for information purposes. Dr. Eaton did this so the faculty could be given the opportunity to be informed about what's going on and to send some of these ideas back to their departments.

To address Mr. Pittman's question of how to review the residency request after a year's time, Dr. Eaton said we have not discussed this review at the Graduate School or Commission level. Dr. DeWolf asked that the departments be given the flexibility to make their decisions about residency - especially if a student is in a lab that is not located on campus.

#3-Dr. Maxwell asked the commission to please think of some nominations for the next Chair and Co-Chair positions for the next academic year.
These nominations will be discussed at the April 4th meeting.

Adjournment-

The CGS&P meeting was adjourned at 4:20 PM.

Respectfully submitted:

John L. Eaton,
Senior Associate Dean for Graduate Studies

Minutes

COMMISSION ON GRADUATE STUDIES & POLICIES

March 21, 2001

206 Sandy Hall

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Joe Merola, Dr. David DeWolf and Ms. Tracey Slotta

Absent with Notification: Dr. Greg Brown, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. John Ney, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu, Mr. Murugendra Chigateri and Mr. Jay Khare

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Ron Daniel, Dr.

Mike Moore, Mrs. Kathryn Young, Ms. Virginia Young and Ms. Christina Coukos

Invited Guests: Ms. Angela Duncan

VTEL In: Ms. Patti Foutz

The Commission on Graduate Studies and Policies and the Commission on Research had a "Top 30" presentation by Dr. Len Peters in the Heritage Room at the College of Veterinary Medicine. By the year 2010, we would like to see Virginia Tech in the top thirty ranking for best research universities in the nation. The four major things needed to achieve this goal is more faculty, more graduate students, more space and more equipment.

If you would like a copy of this presentation, please call Pam Pettry at 231-6077.

Respectfully submitted:

John L. Eaton,
Senior Associate Dean for Graduate Studies

Minutes
Commission on Graduate Studies & Policies

April 4, 2001
206 Sandy Hall

Present: Mr. Hunter Pittman, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Joe Merola, Dr. David DeWolf, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu and Mr. Murugendra Chigateri

Absent with Notification: Dr. Virginia Maxwell, Dr. Ruth Alscher, Dr. John Ney, Ms. Tracey Slotta and Mr. Jay Khare

Absent without Notice: Dr. Larry Alexander, Dr. Greg Brown, Dr. Annette Burr, Dr. Ron Daniel,

Dr. Peter Graham, Dr. Mike Moore, Mrs. Kathryn Young, Ms. Virginia Young and Ms. Christina Coukos

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

Conference Call: Ms. Patti Foutz

Mr. Hunter Pittman, Co-Chair, called the meeting to order.

Announcements-

Mr. Pittman announced that Dr. Maxwell was out of town and he would be Chairing today's meeting.

Dr. Eaton announced that he had been to Cal Tech in Pasadena, CA for the 4th International Electronic Thesis and Dissertation Conference. There were more than 160 people in attendance from 34 states and 15 foreign countries. There were approximately 16 representatives from Graduate Schools. Over 100 institutions are now involved in ETD projects and the process all began at and has been led by Virginia Tech.

Approval of the agenda- Approved.

Approval of minutes from February 21 and March 21, 2001- Approved.

Dr. Elgert asked if the university has moved forward in the past year towards the 10-Year goal for being in the top 30 universities. Dr. Eaton responded that one of the steps taken was the separation of Graduate School and Research. There is also a promise from the university for funds to cover health insurance for graduate students on an assistantship. Dr. DeWolf responded that Leonard Ferrari had been appointed as Vice Provost to focus on building relationships with businesses and industries. This is one of the directions that President Steger has said we should work toward.

Dr. Merola added that one of the most recent steps was the announcement of how the Northern Virginia Center is going to start dealing with all missions of the university and not just instruction. The Strategic Planning Committee is discussing enrollment strategies, how we will deal with undergraduate enrollment vs. graduate enrollment, what directions to take and what to do. These policy decisions are being made and goals will be announced in the near future. There is also movement regarding the metrics that Dr. Peters talked about regarding the number of faculty, buildings and support staff. There are initiatives that are on going in the university and in various colleges that will be worked on quietly until they are ready to go public.

Mr. Bullock asked if the basic criteria the university was using for the Top 30 was the total research expenditures. Dr. Merola said the President would say, "No. That is not the metric we will use." But since it is a single number, and easy to use, a lot of people use this number. The NSF rankings use this number but it don't look at other dimensions. For example, the President has committed to a Fine Arts Performance Center. The President wants lots of things in several different dimensions for the university to use to judge its status.

Committee Reports

Graduate Curriculum Committee- February 22 and March 22, 2001 minutes were approved with a minor correction needed on the Feb. 22 minutes.

Dr. Merola asked if name changes for departments and degrees had to go to SCHEV for approval. Dr. Eaton and Mr. Foushee responded that it was their understanding that if it was a department name change, SCHEV did not need to be notified. Mr. Foushee said degree name changes do have to go to SCHEV for approval but we could change the departmental name without approval.

Ms. Patti Foutz asked if the courses reviewed were available for off-campus sites? How can the extended campus' find out about these new courses? Dr. Merola said the first step was approving the course for graduate level credit and then it would be up to the department on where and when it will be delivered. Dr. Merola suggested that this issue should be discussed at the next Extended Campus Council meeting.

Mr. Pittman, Dr. Merola and Mr. Foushee are on the Ad Hoc Committee for Course Proposal Review. Mr. Pittman asked Ms. Foutz to email her questions to him so they can be addressed in the committee. Dr. Merola stated that the President put this committee together to look at course and program approval processes both at the undergraduate and graduate level to see if we are handling courses efficiently and as quickly as possible.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Dr. Elgert opened up the discussion of the Resolution regarding the Registration and Payment for one or two hour courses. Dr. Avery commented that he was at an IDDL Board meeting and they asked Dwight Shelton about the financial affects of changing the university required registration from 3 hours to 1-2 hours. Mr. Shelton replied that the university would lose a significant amount of tuition with this change. Dr. Eaton commented that we should study how many students don't register at all because of the 3 hour requirement and therefore, do not pay any tuition. Dr. Merola commented the number of students registering for one or two hours would be low. Dr. Merola said some departments are happy with this change for their on-line courses. Dr. Eaton noted that we currently have some teachers who take a course during the summer and he has to ask for an exception for the program so the students enrolled only have to pay for 1-2 hours. Currently, the Student Accounts Office has to manually enter this on Banner. Mr. Bullock asked about the tuition for auditing a course. Dr. Eaton replied that there is a different tuition fee for auditing courses. The commission approved the Registration and Payment for One or Two Hour Courses Resolution.

Other Reports

Graduate Student Assembly- Mr. Bullock reported that they had 71 participants in the Research Symposium that was held during Graduate Education Week. They gave away \$4900 in prize money. The awards were presented at the Graduate Education Day Address. The Board of Visitors have picked Gunnar Lucko as the Graduate Student BOV Representative. The new executive board for next year has also been picked. The last GSA meeting for the year is on Tuesday, April 24th.

Graduate Honor System- Dr. Reifsnider reported that they have had a couple of honor system training sessions and they currently have 2 active cases.

University Library Committee- Dr. Hitchingham discussed the ULC minutes from their March 1st meeting. Gail McMillan and Paul Metz will be making a presentation to the commission on April 18th regarding scholarly publications. Dr. Hitchingham handed out the survey results regarding interlibrary loans. Seventy percent responded to this survey. Dr. Avery replied that the extended campus sites are very happy with the interlibrary loan services.

Old Business- None Reported.

New Business- Dr. Avery opened the discussion on the drafted Policies and Procedures for Graduate Certificate Programs. Dr. Avery used the Council of Graduate Schools guidelines as a starting point and made some changes to their guidelines to make them more relevant to Virginia Tech. Mr. Pittman asked DRSCAP to take this draft and bring it back to the commission. Dr. Eaton mentioned that DRSCAP should also look at the current "option" that is already included on the transcript and see how this relates to a certificate. Dr. Avery will forward a list of current Certificate Programs to Dr. Elgert.

Mr. Pittman asked for nominations for the next Chair and Co-Chair for CGS&P. Dr. Merola discussed that the Vice-Chair for CGS&P also has to be the Chair for the Graduate Curriculum Committee. Mr. Pittman is willing to move into the Chair position and his department has approved extending his appointment another year since he is at the end of his 3-Year term. In looking over the list of members who are in their 2nd year of appointment, we have 3 members who could possibly work with the flow of Chair/Co-Chair. Dr. Merola will call the 3 members to see if they would consider filling these positions.

Adjournment- The meeting was adjourned at 4:41 PM.

Respectfully submitted:

John L. Eaton,
Senior Associate Dean for Graduate Studies

Minutes

COMMISSION ON GRADUATE STUDIES & POLICIES

April 18, 2001

206 Sandy Hall

Present: Dr. Virginia Maxwell, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. David DeWolf, Dr. John Ney, Mr. Bronson Bullock, Mr. Sorin Popescu and Mr. Jay Khare

Absent with Notification: Mr. Hunter Pittman, Dr. Ron Daniel, Dr. Peter Graham and Dr. Joe Merola

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Greg Brown, Dr. Mike Moore, Mrs. Kathryn Young, Ms. Virginia Young, Mr. Jeff Cullen, Mr. Murugendra Chigateri, Ms. Tracey Slotta and Ms. Christina Coukos

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

Conference Call In: Ms. Patti Foutz

Guests: Gail McMillan, Paul Metz, Gunnar Lucko

Dr. Virginia Maxwell, Chair, called the meeting to order.

PRESENTATION:

Dr. Hitchingham introduced Gail McMillan and Paul Metz from the University Library who were present to discuss the scholarly communication process. They discussed the problem, possible solutions and options that our library is looking at in trying to solve the problem of cutting costs and serials due to no new money flowing into the library. They discussed the new technology-driven dynamics in Scientific and Scholarly Communication. Ms. McMillan discussed the TEMPE Principals that were devised by a group of leaders in academia, electronic publishing and libraries around the country. The principals listed in the handout are some ideas of what a university can do to help evolve scholarly communications so we do not have to be so dependant on the expensive publishers that currently provide service to us. Ms. McMillan also cautioned graduate students on copyrights. She said that the students should save some copyrights for themselves-for their dissertation, resume, class materials, etc.

ANNOUNCEMENTS:

Dr. Eaton showed the commission the new Graduate School homepage which is found on www.grads.vt.edu/grads/home.html <<http://www.grads.vt.edu/grads/home.html>> . Dr. Eaton distributed an application statistics report which showed the number of graduate applications currently being processed through the Graduate School.

Dr. Maxwell briefly discussed the proposed Policy on Intellectual Properties which is on hold at the University Council. On May 7th, the University Council will vote on the revised policy so please review the policy and send your comments to Mr. Pittman.

You can view the policy at

http://www.rgs.vt.edu/opd/ipga1.htm.

APPROVAL OF AGENDA - Approved.

APPROVAL OF MINUTES - from April 4, 2001- Approved.

COMMITTEE REPORTS:

Graduate Curriculum Committee- April 12, 2001 minutes were approved.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Dr. Elgert reported that they are trying to set a meeting up to draft the Policies and Procedures for Graduate Certificate Programs. Dr. Maxwell said she thought a new resolution would be coming to DRSCAP next year--Special Research Faculty Ranks and Related Issues. This new resolution would allow non-tenure faculty positions to serve on MS and Ph.D. committees.

Dr. Eaton commented that the previously approved Resolution for Registration and Payment for 1-2 Credit Hour Courses is being held by Dr. Merola since there are fiscal implications that need to be addressed with the Budget Office. This Resolution will not go to the University Council until next fall.

OTHER REPORTS:

Graduate Student Assembly- No Report.

Graduate Honor System- Mr. Khare reported that they have 2 on-going cases that will have judicial review within the next 2 weeks. Mr. Khare, with the undergraduate Chief Justice, will publish an article in the CE News titled Cheating the University.

University Library Committee- No Report.

Dr. Maxwell and Dr. Eaton asked the Chairs of the committees to submit a report showing what was done for the year and what is still on the table that needs to be done next year. Please send these reports to Dr. Maxwell.

OLD BUSINESS:

- Dr. Elgert has agreed to be Chair of DRSCAP again next year.
- The Chair position of GCC/Co-Chair of CGS&P is still open.
- Dr. Maxwell and Dr. Merola will call some of the committee members to see if they will consider filling the open positions.

NEW BUSINESS- None Reported.

ADJOURNMENT- The meeting was adjourned at 4:28PM.

Respectfully submitted:

John L. Eaton,
Senior Associate Dean for Graduate Studies