

Minutes
Commission on Graduate Studies & Policies
September 19, 2001
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Robert Bush, Dr. Ronald Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Peter W. Graham, Dr. Kent Murrmann (replacing Dr. D. Hatfield), Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. David Moore, Ms. Mary Schaeffer, Ms. Miya Simpson, Mr. Jan van Aardt

Absent with Notification: Dr. Eileen Hitchingham, Dr. John Eaton

Absent without Notice: Dr. Joseph Scarpaci, Ms. Tracey Slotta, Mr. Greg Touchton

Did not attend by conference call: Ms. Patricia Foutz

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

Dr. Stephen Boyle, Chair, called the meeting to order.

Introductions- Dr. Stephen Boyle introduced himself as the 2001-2002 chair and explained he was invited by Dr. Merola to accept this position. Ordinarily, the vice-chair from 2000-2001, Dr. Hunter Pittman, would have assumed the position of chair, but he was unable to accept this position due to other obligations. Dr. Boyle asked new members of the committee to introduce themselves. Introductions were as follows: Kent Murrmann, Mary Shaeffer, Miya Simpson, Jan van Aardt, and Margaret Merrill. Dr. Joseph Merola asked members from last year to introduce themselves. Introductions were as follows: Roger Avery, David de Wolf, Klaus Elgert, Bob Bush, Peter Graham, Jay Khare, Marvin Foushee, Angie Webb, Ron Daniel, Mike Moore, Joe Merola, Nancy Feuerbach, and Angela Duncan.

Announcements: Dr. Merola explained that the vice-chair from last year was unable to accept the chair position due to increased college responsibilities. Dr. Merola invited Dr. Boyle to step in as chair based on his past experience with this committee, and he graciously accepted. Dr. Merola thanked Dr. Boyle and all members of the committee for serving. He stated that we were going to see profound changes next year, and that this committee will play a large role in contributing to the development of new policies. Dr. Merola, the acting dean of the graduate school, discussed the search for a permanent dean of the graduate school. Dr. Sue Magliaro from the College of Human Resources and Education chairs the search committee, and the committee has already met with the provost in terms of crafting the job description and job advertisement. The search committee would like to have a person identified by the end of February 2002. Dr. Merola suggested that CGS&P consider inviting Dr. Magliaro to a meeting in the near future to talk about this process. Dr. Merola stated he is a candidate for that position but recognizes that there is a lot to do and that a lot of progress can be made before a permanent dean is selected. The university will soon be receiving a letter from the provost outlining the allocation of significant resources. Some of those resources will be within the graduate school in order for the graduate school to meet its mission and move forward. So, in the short-term, the graduate school will be hiring additional personnel to deal with the mounds of paperwork that is involved in processing applications for admission. At the same time, the graduate school will be hiring a different mix of people that will help us move away from that mound of paper. Applications and the sharing of information will need to be handled as expediently as possible. The graduate school already has a contract with CollegeNet, which has been handling the undergraduate application process for the last five years. The graduate school has

also been working with the Administrative Information Systems (AIS) to study everything the graduate school does in order to simplify our processes. Dr. Merola urged the committee to review the strategic plan and couch their discussions in terms of how well graduate education is aligned with the strategic plan. In particular, there needs to be a discussion on how we approve and handle interdisciplinary graduate programs.

Dr. Avery stated that Immigration and Naturalization Services has been working on a new system to track international students. If and when the system comes into place, it will affect the way we recruit international students. Dr. Avery suggested we invite Ms. Monika Gibson of the graduate school to attend a GGS&P meeting, and share her expertise and insight. Dr. Boyle suggested that when the minutes of the meeting are reviewed, items such as this could be added to the upcoming meeting agendas.

Approval of the agenda - Approved, with addition of new business. Dr. Boyle added a discussion of (1) animal care facilities as it relates to graduate research, and (2) election of a vice-chair for this committee.

Approval of minutes from April 18, 2001- Approved.

Committee Reports

Graduate Curriculum Committee- There was a discussion among CGS&P members concerning the composition of committee membership. The committee is comprised of representatives from each of the colleges, someone from the Graduate Student Assembly (pending appointment), one enrollment services representative (Marvin Foushee representing Wanda Dean), and Dr. Avery who will represent the graduate school. Dr. Avery stated that traditionally the vice-chair of CGS&P assumes the role of chair of this committee. There are two course requests that were tabled from last year, and ten new requests at the start of this year. By the time course requests reach this committee, they have already been scrutinized at the department/college level, so this committee makes sure that there are no obvious conflicts or duplications. There were no formal minutes to report from this committee. Their first meeting is scheduled for September 27, 2001.

Graduate Student Appeals- Dr. Boyle noted that most student appeals are handled at the faculty or department level. Also, Dr. Burr needed to be replaced as she has retired. Dr. Boyle asked for volunteers to serve on this committee. Dr. de Wolf (faculty representative) will replace Dr. Burr. Mr. van Aardt will serve as the graduate student representative. Committee member from last year, Dr. Graham and Dr. Bush will continue to serve for 2001-2002. The committee will elect a chair.

Graduate Student Relations- Ms. Foutz has agreed to continue serving on this committee. Ms. Merrill volunteered to serve as a faculty representative and Mr. van Aardt and Mr. Khare volunteered to be graduate student representatives. Dr. Avery stated that under Dr. Merola's leadership the graduate school has been proactive in working with issues such as housing and insurance, and CGS&P can expect to be asked for support and/or suggestions in the future. Dr. de Wolf suggested that we substitute ad hoc committees for formal committees for student appeals and relations. Dr. Merola noted that the appeals committee had to work within a time limit, and a standing committee was the more efficient way to address an appeal and adhere to a timeline. He suggested that upcoming cases be reviewed, and discuss whether alternative procedures were worth investigating

DRSCAP- Dr. Elgert will chair and Dr. Greg Brown will continue to serve on this committee. Dr. Elgert suggested that an administrative person serve on this committee. Dr. Boyle asked for volunteers. Dr. Avery offered his services as an adjunct visitor/guest. Dr. Boyle noted that the committee still needed two graduate students to serve on this committee. Dr. Merola noted that the Graduate Student Assembly still had to make two additional appointments to this committee. He suggested that the newly appointed

members could be asked to volunteer following their appointment. Dr. Boyle questioned whether the charges of the committees should be reexamined to determine whether the charges could be adapted or altered to be more useful to the graduate school and university. Dr. Boyle suggested that this discussion be an agenda item for the next meeting.

Other Reports

Graduate Student Assembly (GSA)- Mr. Jan van Aardt announced that on Tuesday, September 25th, the Graduate Student Assembly is planning the Graduate and Professional School Day. Over eighty-five universities have been invited. This event generates funds for the GSA via registration fees. The next GSA meeting is Thursday. Mr. Van Aardt pointed out that this is an ideal forum for disseminating information to graduate students. Information can be relayed to the president of GSA, Ms. Marqueea King, making2@vt.edu. Also, the GSA has a new graduate student listserv, which can be used to disseminate information.

Graduate Honor System (GHS)- Mr. Khare reported that last year the GHS had eighteen students accused of honor violations. Fifteen students were found guilty of violations, two students were suspended, and one student was dismissed. There have been two cases this year that are still pending. Mr. Khare visited the Northern Virginia Center (NVC) with Dr. Martha Reifsnider, Ms. Monika Gibson, and Dr. Avery. He spoke with the faculty members and students and observed that many more faculty attended this year than last year. The GHS plans to produce a video, and have the video available on their website as well. Mr. Khare has recruited sixty-five new panel members. Dr. Boyle asked if Mr. Khare had noticed any trends in the numbers of appeals. Mr. Khare said that because the numbers were so low, it was difficult to determine any trends. He did say that over the past few years at least fifty percent of the cases come from the NVC. He attributes this statistic to the fact there is less of a campus atmosphere at the northern Virginia location, and feels that more contact with the extended campus location would reduce those numbers. Dr. Boyle asked if any of the cases dealt with use of information without substantive referencing. Mr. Khare said there were quite a few cases involving plagiarism, and some cases involving use of Internet sources without proper citation. Mr. Khare said the GHS was making a proactive effort to educate students in an attempt to reduce the number of honor violations.

University Library Committee — No report

Old Business- Dr. Merola stated that the issue of allowing graduate students to sign up for just one or two credit hours is a carry over issue from 2000-2001. Last year this commission approved the policy allowing a minimum sign-up of one hour instead of three. Before this issue goes to the University Council, it needs to be researched as to the financial implications, per the previous provost's directive. Dr. Merola agreed to continue handling this. He will report on this issue when he has gathered all information.

New Business- Dr. Boyle asked for volunteers for the position of vice-chair of CGS&P. Dr. Merola assured committee members that administrative support would be available to assist this position. Dr. Boyle asked committee members to consider accepting this position. He will be calling some members to invite them to serve in this capacity.

The posthumous degree request from Dr. David Alexander to Dr. John Eaton regarding Ms. Beatrice Woods was presented to the committee. Dr. de Wolf moved that the posthumous degree be approved. Following discussion, the motion was seconded and approved. Ms. Webb will work with the graduate school on the specific tasks associated with awarding a posthumous degree.

Dr. Boyle remarked that our infrastructure has to be examined carefully and necessary improvements must be identified for Virginia Tech to manage the increasing research demands. Virginia Tech has a significant deficit in very well run and managed animal care facilities, that is, non-client animal holdings. In some colleges, faculty and graduate students must postpone research due to a lack of facilities, or subcontract their work to other institutions. Dr. Boyle asked this commission to work jointly with the Commission on Research, headed by Dr. Bob Hendricks. Because this is an important issue that our graduate population is facing, Dr. Boyle proposed to Dr. Hendricks and would like to propose to the CGS&P commission that we form a joint commission or task force, collect appropriate members from the university community who will have experience with animal models and meet to discuss and, ultimately, to make recommendations to the president as to how our animal facilities can be improved. Dr. Boyle agreed to serve on this joint commission, but asked for a formal endorsement from the committee affirming that this is an important part of our ability to influence how, in terms of animal research, we are going to be able to progress. Dr. Boyle volunteered to serve as the CGS&P representative to the proposed joint commission. He noted that there are at least two other representatives who should serve, the university veterinarian, and Dr. David Moore, who currently ensures regulatory compliance. He also assured members of the committee that animal research at Virginia Tech is highly regulated to ensure that there is no animal abuse. Another important reason to improve animal research facilities, noted Dr. Boyle, is to become eligible for NIH monies. Dr. Boyle suggested a Core facility as the most cost-effective animal research facility, providing a centralized service to the university research community. Dr. Boyle underscored the importance of this effort as it relates to the teaching and research aspect of graduate-level education. He also repeated that it was important to initiate efforts that were related to issues discussed in the strategic plan. A motion was made and seconded to empower the chair of the CGS&P committee to explore jointly with the chair of the Commission on Research the possibility of setting up the joint task force to examine the possibilities of increasing the infrastructure or resources of the animal care facilities at this university. The motion passed.

Dr. Boyle announced that the next meeting would be October 3, 2001, at 3:30 PM. He encouraged members to submit to him (samboyle@vt.edu) or Nancy Feuerbach (nancy@vt.edu) items for the agenda.

Adjournment- The meeting was adjourned at 4:55PM.

Respectfully submitted:
Joseph S. Merola, Acting Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
October 3, 2001
206 Sandy Hall

Present: Dr. Ruth Alscher, Dr. Stephen Boyle, Dr. Greg Brown, Dr. Ronald Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Mr. Jay Khare, Ms. Ellen Krupar, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. David Moore, Dr. Kent Murrmann, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Ms. Tracey Slotta, Mr. Greg Touchton

Absent with Notification: Dr. Roger Avery, Dr. Peter Graham, Ms. Miya Simpson, Mr. Jan van Aardt

Absent without Notice: Dr. Martha Reifsnider

Conference Call In: Ms. Patti Foutz

Invited Guests: Mr. Marvin Foushee, Mrs. Angie Webb, Ms. Angela Duncan, Ms. Nancy Feuerbach

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Boyle announced two new graduate student members of the commission, Ms. Theresa Kanter and Mr. Edward Boone. Dr. Boyle asked Ms. Feuerbach to send them information about the commission. Ms. Ellen Krupar introduced herself as a new member. She is replacing Dr. Annette Burr.

Approval of the agenda: Approved, with addition of two items under old business. Dr. Boyle added a discussion of (1) the vice-chair of the commission and (2) committee assignments.

Approval of minutes from September 19, 2001: Dr. Hitchingham moved that the minutes be approved. Dr. de Wolf seconded the motion. The minutes were approved.

Committee Reports

Graduate Curriculum Committee: Dr. Avery chaired the first meeting held September 27th, 2001. Ms. Duncan reported on items approved and approved with minor corrections. Departments with tabled items have been e-mailed in order to obtain the information needed.

Graduate Student Appeals: There were no appeals reported.

Graduate Student Relations: The committee has not met.

DRSCAP: Dr. Elgert reported that the committee still needed members. Ms. Slotta volunteered to fill the graduate student vacancy. Dr. Moore and Dr. Murrmann volunteered to fill the two faculty vacancies. Dr. Merola commented that he would meet with the committee to discuss issues to be dealt with during the year, and use this discussion as an opportunity to define the charges for DRSCAP. Following this discussion, the committee will report to the commission. Dr. Elgert will contact committee members via e-mail to schedule this meeting.

Other Reports

Graduate Student Assembly (GSA): No report was available. Dr. Boyle suggested that a reminder be sent to graduate student representatives so that reports would be available in the future.

Graduate Honor System (GHS): Mr. Khare reported that sixteen graduate students and six faculty members were trained to serve on the graduate honor system panels. Forty more people will be trained in the next two weeks. The existing number of trained students and faculty is one hundred, so this represents a significant increase. Dr. Khare noted that this increased number increases awareness within departments. Dr. Merola commented that it also ensures that more disciplines are represented.

University Library Committee: Dr. Hitchingham reported that the University Library Committee met on September 19th. Three issues were discussed.

- (1) The library mailed a one-page handout entitled "What Is It?" to inform the university community about new products and services. Input was sought from committee members. The committee discussion branched out to the new library web page. The new web page is structured for one-way resources for subjects for research and services. Also, there is an alphabetical list under each of the bullets that supplies more information. Dr. Hitchingham invited comments from commission members who use the web page. Student input was also solicited in the development of the web page.
- (2) The second item covered was the most recent draft of the library's strategic plan. The library meeting minutes outline the URL for the draft in its current state. The draft covers issues of collections, services, information literacy, preservation, systems, physical and virtual spaces for the library, and staff support. It is Dr. Hitchingham's understanding that the provost will be working with the university community to mesh departmental, college, and unit strategic plans with the overall strategic plan for the university.
- (3) The third area discussed was the use of photocopying machines and copying services in the library. The copy service is an auxiliary service, so it must "earn its way." The library will have newer but fewer machines because the volume of copying has gone down over the last five years. Also, to cover the costs of the machines and photocopies, card photocopying will go from six cents to eight cents per copy. This is still less than University of Virginia, George Mason University, and Virginia Commonwealth University. Dr. Hitchingham stated that all across the country we are seeing a change in how people use copying as opposed to electronic resources. The library will still have a central printing facility. Dr. Hitchingham has found that most students either e-mail items to themselves or download to a disk. A comment was made that students in some departments are printing pdf files and departments are shouldering the costs.

Dr. Hitchingham stated that the university community does not have to worry about a cut-back for serials cancellations this year. Dr. Hitchingham also encouraged commission members to let the library know their needs for future planning.

Old Business: Dr. Boyle announced that there were a few openings left on committees.

Dr. Boyle reminded the commission that he had asked for volunteers for the position of vice-chair, with the proviso that this person would assume the chair position the following year. Dr. Boyle announced that Dr. Ruth Alscher volunteered to be the vice-chair for one semester. In January Dr. Alscher will be on research leave. Dr. Eaton reminded the commission that the vice-chair is also chair of the Graduate Curriculum Committee. Dr. Boyle moved that Dr. Alscher be nominated to serve as vice-chair for the rest of the semester, and assume the position of chair the following year. Dr. Moore seconded. The motion passed. Dr. Merola suggested that the search for a chair of the Graduate Curriculum Committee was an issue that could be discussed at a separate meeting. Ideas for filling the chair position could be presented at the next CGS&P meeting.

Animal Care Facilities/Commission on Research

Dr. Boyle reported that Dr. Hendricks, chair of the Commission on Research, has enthusiastically welcomed the joint participation of the CGS&P. Dr. Boyle and Dr. David Moore, former university veterinarian, are both on the upcoming meeting agenda to discuss the evaluation of animal care facilities. Dr. Boyle invited members of CGS&P to participate in the joint commission if they were interested. Dr. Boyle commented that he felt it was important that a report be submitted to the appropriate administrative individual, which would document the need for improved animal care facilities.

New Business — The letter from Dr. David de Wolf to the commission concerning resource allocations was discussed. Dr. de Wolf expressed concern that while the graduate population is growing, the resources needed to fuel educational research goals hasn't kept pace. Dr. Merola commented that the state recognizes the need for increased resources. Dr. McNamee's letter to members of the Virginia Tech faculty, dated October 1, 2001, was discussed. Dr. Boyle asked Dr. de Wolf, Dr. Alscher, Dr. Eaton and Dr. Merola to develop a resolution to present to the commission at the next meeting which would address the issue of the allocation of GTA.

Dr. Boyle commented that sponsored programs did not have enough staff to process proposals. Dr. Merola stated that resources would be available to the research division in much the same way that resources were being made available to the graduate school.

Ms. Slotta stated that one issue discussed at the Graduate Student Assembly meeting was the loss of parking spaces originally designated for TA. Dr. Boyle asked the Graduate Student Relations committee to investigate this and related parking issues. Dr. Boyle asked Ms. Slotta to draft a resolution, which will be given the Graduate Student Relations committee for their formal consideration.

Dr. Merola stated that the Blacksburg Transit is facing significant cutbacks. Graduate students, especially international students, will be impacted by any reduction in bus service.

Adjournment- The meeting was adjourned at 4:52 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

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

Present: Dr. Ruth Alscher, Mr. Edward Boone, Dr. Stephen Boyle, Dr. David de Wolf, Dr. Klaus Elgert, Ms. Ellen Krupar, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Ms. Miya Simpson, Ms. Tracey Slotta, Ms. Theresa Kanter, Mr. Jaan van Aardt

Absent with Notification: Dr. Greg Brown, Dr. Ronald Daniel, Dr. Peter Graham, Dr. Eileen Hitchingham, Mr. Jay Khare, Dr. Joseph Merola, Ms. Angie Webb

Absent without Notice: Dr. David M. Moore, Dr. Martha Reifsnider, Mr. Greg Touchton

Conference Call In: Ms. Patti Foutz

Invited Guests: Dr. Roger Avery, Dr. John Eaton, Mr. Marvin Foushee, Ms. Nancy Feuerbach

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Boyle introduced two new graduate student members of the commission, Ms. Theresa Kanter and Mr. Edward Boone.

Approval of the agenda: Approved, with two items noted in particular: (1) resource allocation and (2) joint subcommission on animal care facilities.

Approval of minutes from October 3, 2001: The minutes were approved with two corrections: (1) Ms. Annette Burr should be (2) Dr. Annette Burr, and Dr. Robert Avery should be Dr. Roger Avery.

Committee Reports

Graduate Curriculum Committee: Dr. Boyle reminded commission members that the vice-chair of CGS&P also serves as chair of the Graduate Curriculum Committee. Dr. Ruth Alscher, as vice-chair of CGS&P for this semester, will assume the chair responsibilities until January 2002. Dr. Avery, having acted as Emergency chair, reviewed the meeting of September 27. The minutes from the September 27th meeting were approved at the October 3rd meeting of CGS&P.

Graduate Student Appeals: There were no appeals reported.

Graduate Student Relations: Dr. Boyle asked Dr. Scarpaci to serve on this committee. Dr. Scarpaci accepted. There was no report from this committee.

DRSCAP: Dr. Elgert reported that the first meeting was held on Wednesday, September 10th. The committee met with Dr. Merola to hear his charge suggestions. The committee decided that a white paper would be written which would describe how to assess a successful graduate program. Another item discussed was the drafting of guidelines on the policies and procedures for graduate certificate programs. Dr. Avery had collected a list of guidelines from the Council of Graduate Schools, and it was decided that the committee would distill these guidelines to ones applicable to Virginia Tech for presentation to the commission. Dr. Avery commented that if certification programs were to continue to grow at Virginia

Tech, it would be useful to have a structure so that people would know how to organize all aspects of the programs. Dr. Boyle commented that whatever is concluded from this investigation should improve the overall appeal of the graduate program.

Other Reports

Graduate Student Assembly (GSA): Mr. Van Aardt reported that the Graduate and Professional School Day held on September 25 was successful. Approximately eighty-five schools were represented, and about five hundred students attended. This event generates revenue for the GSA through registration fees. Mr. van Aardt reported that the Northern Virginia Center graduate students are looking into establishing a program similar to the Graduate Student Assembly. The president of GSA, Marquee King, visited the Northern Virginia Center the previous week to discuss the possibility of creating a similar organization. The Graduate Research Development Program (GRDP) is a program, which allows Ph.D. students to apply for five hundred dollars towards their studies. Awards of three hundred dollars are also available. Twenty-four of twenty-seven applicants were funded. The GSA also manages the Travel Fund Program (TFP), which assists students with travel expenses, and fifteen thousand dollars has been awarded. The graduate school awarded GSA with forty thousand dollars for the 2001-2001 for the GRDP and TFP programs.

Graduate Honor System (GHS): No report

University Library Committee: No report.

Joint Commission on Animal Care Facilities: Dr. Boyle reported that he and Dr. David Moore, the assistant vice-provost for research compliance, and Dr. Kaur, the new university veterinarian, attended the recent meeting of the Commission on Research. Dr. Moore delivered a report in which he systematically evaluated animal care facilities in every college and every department. He tried to point out what Virginia Tech currently has and what is needed in order to significantly improve facilities. Two primary items came out of this discussion:

- (1) Infrastructure support in terms of salaries for technical staff is very good when compared to other research universities. Virginia Tech's animal care staff salaries are direct-cost budget items. Many of the other top thirty universities fund these salaries out of grant-related dollars. Salaries are calculated as part of the per diem cost. In the long run, Virginia Tech is not charging the real animal care cost. Monies that could be accruing to replace equipment and hire additional staff are not being generated. Virginia Tech is at a tremendous deficit in terms of flexibility when compared to other universities.
- (2) At other universities, monies budgeted for equipment replacement items are put into a fund that is carried over into the next budget year. At Virginia Tech, at the end of the fiscal year, there is no carry-over of dollars.

Dr. Boyle again extended an invitation to members of the commission to attend future meetings and participate in the discussions of the joint commission.

Old Business:

Resource Allocation: Dr. de Wolf reported that there is a first draft. He asked that this issue be deferred until the draft can be reviewed sufficiently, and then presented to the commission at a future date. Dr. de Wolf commented that a similar issue had been discussed in the Advisory Council for Strategic Budgeting and Planning. The provost opened up for discussion the topic of reallocation in general.

New Business: Dr. Eaton announced that the winner of the William Preston Thesis Award has been selected. The William Preston Society is an organization whose members are past members of the Board of Visitors and past presidents of the university. Dr. Eaton noted that this year's winner has also been nominated for the Conference of Southern Graduate School's master's thesis award.

Dr. Boyle announced that Dr. Eaton has offered to present a program on the ETD system on November 7th. Dr. Boyle also suggested inviting the search committee for the new dean of the graduate school to an upcoming meeting of CGS&P. He will try to schedule this as soon as possible. Dr. Merola and Dr. Boyle have been discussing ways to streamline the business meetings of CGS&P as well as subcommittee meetings.

Adjournment- The meeting was adjourned at 4:30.

*Respectfully submitted:
Joseph S. Merola, Acting Dean of the Graduate School*

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

Present: Mr. Edward Boone, Dr. Stephen Boyle, Dr. Greg Brown, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Miya Simpson, Ms. Theresa Kanter

Absent with Notification: Dr. Ronald Daniel, Ms. Patricia Foutz, Mr. Jay Khare, Dr. Joseph Merola, Ms. Mary Schaeffer, Ms. Tracey Slotta, Mr. Jaan van Aardt

Absent without Notice: Dr. David M. Moore, Mr. Greg Touchton

Invited Guests: Dr. John Eaton, Mr. Marvin Foushee, Ms. Nancy Feuerbach, Ms. Nancy Nolen, Ms. Angela Webb

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Eaton announced that Dr. Merola was arranging a meeting of graduate chairs and graduate secretaries on November 14 to familiarize them with changes in the graduate school.

Approval of the agenda: Approved, with the addition of one item under new business: Mr. Edward Boone proposed a discussion of efficiency in graduate student research..

Approval of minutes from October 17, 2001: The minutes were approved.

Committee Reports

Graduate Curriculum Committee: Mr. Marvin Foushee presented the minutes of the meeting of October 25, 2001. In addition to the courses presented, he also noted that the minutes should reflect and include an approval to change the departmental designator of EDVT to EDCT (Career and Technical). This change will keep the graduate course offerings consistent with the degrees conferred. Seventeen new and/or revised courses were approved to be re-designated as EDCT courses under the new heading. Additionally, one ECE course was approved. He further stated that the new EDCT designator is necessary as the Registrar's Office is unable to independently change courses to EDCT without the approval of the new EDCT designator. The minutes were approved as amended by Mr. Foushee.

Graduate Student Appeals: There were no active appeals reported.

Graduate Student Relations: There was no report.

DRSCAP: Dr. Elgert reported that DRSCAP met on October 25th. The committee decided to draft three letters. One letter, included in the CGS&P meeting handouts, is addressed to the deans of the colleges requesting input on the certificate programs offered by their colleges. Dr. Elgert asked the commission for comments and suggestions. He asked Ms. Feuerbach to send the draft to commission members electronically. Edits will be incorporated into the draft and the letter will be sent to the deans of the colleges. In addition, letters are being drafted to (1) deans of graduate schools requesting the evaluation of graduate programs in the top thirty schools, and to (2) deans of the colleges at Virginia Tech. Dr. Elgert hopes to have the two drafts ready by next week and Ms. Feuerbach will forward the letters electronically to commission members. The first letter will request a response date of December 12,

2001. The additional letters will ask for responses by the first day of classes in 2002. Dr. Eaton reminded the commission that he, as well as Drs. Avery and Merola, will not be at the next meeting. Dr. Elgert stated that all letters should be finalized by the December 2001 meeting.

Other Reports

Graduate Student Assembly (GSA): The commission reviewed the report handout provided by Jan van Aardt who was unable to attend the meeting.

Graduate Honor System (GHS): No report

University Library Committee: No report.

ETD Presentation: Dr. John Eaton presented a history and overview of the Electronic Thesis & Dissertation (ETD) program at Virginia Tech. Dr. Eaton has been invited to speak at universities all around the United States as well as Canada on this topic. Currently there are over 3500 ETDs at Virginia Tech.

Old Business:

Resource Allocation: Dr. de Wolf presented a draft of a resolution from the commission to the provost urging the university to study the resource allocation with respect to graduate programs in the colleges. Dr. Ruth Alscher's comments, communicated via e-mail, were included in the draft. Discussion followed as to how specific the language of the resolution needed to be. Because Dr. Alscher was not at the meeting, it was decided to table the discussion until the following meeting so that Dr. Alscher would have an opportunity to discuss her editorial suggestions.

New Business:

Efficiency in Graduate Student Research: Mr. Boone suggested that more graduate students be encouraged to use the Statistics Consulting Service. This consulting service is free-of-charge. A consultant is assigned to the student to assist with the design of the experiment so that objectives can be met. Any front-end work assisting students will minimize the salvage work that the consulting service would have to perform on experiments that had design deficiencies. The commission discussed promotion ideas to market this service to students including using orientation, graduate student seminars, website, numerous website links, mailing lists. The commission will brainstorm and discuss at the December meeting various communication platforms for marketing the Statistics Consulting Service to students.

Adjournment- The meeting was adjourned at 5:02 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
December 5, 2001
206 Sandy Hall

Present: Mr. Edward Boone, Dr. Stephen Boyle, Dr. Klaus Elgert, Dr. Peter Graham, Ms. Theresa Kanter, Mr. Jay Khare, Dr. Kent Murrmann, Dr. Rakesh Kapania, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Ms. Miya Simpson, Ms. Tracey Slotta, Mr. Greg Touchton

Absent with Notification: Dr. Roger Avery, Dr. David de Wolf, Dr. John Eaton, Ms. Patricia Foutz, Dr. Eileen Hitchingham, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. David M. Moore, Dr. Martha Reifsnider, Mr. Jaan van Aardt

Absent without Notice: Dr. Ruth Alscher, Dr. Greg Brown, Dr. Ron Daniel

Invited Guests: Mr. Marvin Foushee, Ms. Nancy Feuerbach, Dr. Elaine Scott, Dr. Thomas Tillar, Ms. Angela Webb

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Boyle introduced a new member of CGS&P, Dr. Rakesh Kapania, appointed by the Faculty Senate.

Approval of the agenda: Approved, with the addition of one item. Dr. Boyle introduced Dr. Tom Tillar from Alumni Relations who had asked to make a short presentation on university regalia. Dr. Boyle requested that his presentation take place after the approval of the minutes.

Approval of minutes from November 7, 2001: The minutes were approved.

Presentation, University Regalia: Dr. Tom Tillar presented the design, and concept behind the design, for standardized Virginia Tech regalia. Dr. Tillar stated that it was popular for graduates to purchase items that clearly represented the tradition of the institution. He noted that the Alumni Association would not make a profit from the sale of university regalia. Dr. Tillar has already presented the concept and design to the Commencement Committee. He plans to meet and seek input from the Commission on Faculty Affairs, and the Faculty Senate, and eventually the University Council. The gown presented by Dr. Tillar was a basic black gown with maroon velvet in traditional areas with the center of the Virginia Tech shield embroidered on the front panels of the gown. A velvet tam would be available in the same maroon color. Gowns cost from six to eight hundred dollars depending on the quality of the fabric and generally are not available in rental wear. Currently, black gowns may be purchased at approximately the same price; rental gowns cost forty to fifty dollars. Dr. Boyle stated that there were no official guidelines restricting or facilitating the design of university regalia. Dr. Tillar stated that the gown design he was presenting was an option for a doctoral gown. Dr. Boyle expressed interest in the possibility of a university regalia design competition open to students at Virginia Tech. Ms. Mary Schaeffer moved that the commission endorse the concept of standardized regalia for doctoral candidates, while acknowledging that the actual design could be modified with additional input from various university populations. The motion passed.

Committee Reports

Graduate Curriculum Committee: Marvin Foushee presented the report which was revised from the electronic copy distributed to commission members. Three courses were approved, one course tabled, and one course needed minor corrections. The report was approved as submitted by Mr. Foushee.

Graduate Student Appeals (GSR): There were no active appeals reported.

Graduate Student Relations: Mr. Jay Khare reported that at the previous meeting there was no business pending. His understanding is that the parking issue was resolved outside of the Graduate Student Relations Committee. There was some discussion about salaries and benefits for graduate students. The GSR committee felt that any discussion of salaries and benefits should include health insurance. Dr. Boyle suggested to the student representatives that it was probably best for the parties with the vested interest, i.e., the students, to pursue this issue and noted that a more attractive benefits packages would increase the competitiveness of Virginia Tech in recruiting graduate students. Ms. Angie Webb suggested to Mr. Khare that he speak with Dr. Eaton and Dr. Merola to see what has already been done and what planning is currently underway. Mr. Khare will discuss the issue further with the GSR committee at the next meeting. The Graduate Student Relations report was approved by the commission.

DRSCAP: Dr. Klaus Elgert discussed the three letters drafted by the DRSCAP members. The first letter would be sent to Virginia Tech deans to get their input on the certificate programs in their colleges. The second letter would be sent to Virginia Tech deans and the third letter to the top twenty-one to thirty research institutions soliciting information on how programs are evaluated. Dr. Elgert stated that DRSCAP would provide Ms. Feuerbach with the addresses and she could send the letters out on the graduate school letterhead. The commission approved the letters as drafted by DRSCAP.

Other Reports

Graduate Student Assembly (GSA): Ms. Tracey Slotta presented the report. Ms. Slotta reported on GSA's continued involvement with the northern Virginia Campus. Mr. Gunnar Lucko and Mr. Ryan Hartman have drafted a new policy allowing for increased student activities. This policy has been accepted by the Commission on Student Affairs and could now be presented to the University Council. Ms. Slotta reported on planning for the Graduate Student Appreciation Week scheduled for April 2002. The commission approved the report.

Graduate Honor System (GHS): Mr. Jay Khare reported GHS had held a judicial council for a case left over from the summer session. Two students were found guilty of cheating on a final exam. They were given a zero and a notation on their transcripts that they were on honor system probation. GSA held an investigative board for another case from the summer. Three new cases came in. One investigator was called to active duty and Brian Johnson will replace this investigator. Mr. Khare stated that he is officially concerned with the amount of honor violation cases involving international students. Last year, of the fifteen cases in which students were found guilty, thirteen of those cases involved international students. This semester, all the cases have involved international students. Many cases come from northern Virginia, and most of those cases involve international students. Mr. Khare suggested that Virginia Tech adopt a required activity for all students which would address the honor system at Virginia Tech. Based on his experience, Mr. Khare feels that most of the cheating among the students comes from a lack of information and understanding of what constitutes cheating. Mr. Khare said typical cases involve collaboration on homework or tests and plagiarism. Dr. Boyle suggested the commission address this issue at a future meeting. To facilitate future discussion, Mr. Khare will send an article to Ms. Feuerbach that he wrote which addresses many of these issues, and Ms. Feuerbach will distribute the article to the commission.

New Business: Dr. Boyle asked that an item under new business be considered at this time. He asked that the commission consider awarding a posthumous degree to Mr. Robert France. Dr. Edward Fox, Mr. France's advisor, and the dean of the college recommended that this degree be awarded. Posthumous degree award requests occur once or twice a year. Dr. Boyle asked that at some point the commission consider adopting guidelines for awarding posthumous degrees. The commission approved the awarding

of the posthumous degree. Dr. Boyle suggested that DRSCAP investigate creating guidelines for future awards.

Dr. Elaine Scott: A Proposal to Establish the Virginia Tech — Wake Forest University School of Biomedical Engineering and Sciences Dr. Boyle introduced Dr. Elaine Scott, Professor, Mechanical Engineering, and Director of the Center for Biomedical Engineering. Dr. Scott presented an overview of the proposal to establish a school of biomedical engineering jointly with Wake Forest University. Dr. Scott described the university procedures in place for the establishment of a school which require a two-prong process: (1) a requirement to seek approval for the establishment of the school and (2) a requirement to seek approval for the specific degree programs. If the first requirement is met, Dr. Scott will return to the commission to present the specific degree programs. The university policy that Dr. Scott has followed is number 6150, which was written at the request of the Board of Visitors. Dr. Scott reviewed the history and pre-proposal process. Dr. Scott then presented the proposal to the commission, including interdisciplinary organization, collaborative efforts with Wake Forest University, funding/budget, phased-in staffing, educational and research priorities, projected enrollment, degree programs, and evaluative procedures. Dr. Scott invited questions and discussion. Due to time constraints, Dr. Boyle invited Dr. Scott to attend the January meeting in order to address questions from the commission and discuss the proposal in more detail.

University Library Committee: Report tabled, will be presented at January meeting.

Old Business: Old business tabled, will be presented at January meeting.

Adjournment: The meeting was adjourned at 5:05 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
January 16, 2002
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Greg Brown, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. John Ney, Dr. Joseph Scarpaci, Mr. Jan van Aardt

Absent with Notification: Dr. Ruth Alscher, Dr. Roger Avery, Dr. Ron Daniel, Dr. Kent Murrmann, Ms. Mary Schaeffer, Ms. Tracey Slotta, Ms. Angela Webb

Absent without Notice: Mr. Edward Boone, Ms. Theresa Kanter, Dr. David M. Moore, Ms. Miya Simpson, Mr. Greg Touchton

Conference Call In: Ms. Patti Foutz

Invited Guests: Mr. Marvin Foushee, Ms. Nancy Feuerbach, Dr. Elaine Scott

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Boyle reported that at a meeting of commission chairs President Steger and Provost McNamee indicated that there is strong support at the legislative level for higher education. Deans of the various colleges will be asked to develop ways to meet budget cuts, rather than respond to mandates handed down from the state. Dr. Boyle strongly encouraged members of the commission to forward specific cost-cutting ideas to Provost McNamee.

Dr. Boyle reminded the commission that there was a need to revisit the charges to the commission and investigate more efficient way of carrying out the charges. Other commissions are investigating ways to streamline the meeting process.

Dr. Merola noted that the phrase used by the governor in his address , "Preschool through graduate school" indicates that the governor views graduate education as an important component of education in the Commonwealth of Virginia. At the same time, Dr. Merola noted that the governor indicated he would increase the level of cuts beyond the funding cuts of the previous administration. Dr. Merola said that the provost would be sharing a plan with the deans in the following week.

Approval of the agenda: The agenda was approved.

Approval of minutes from December 5, 2001: The minutes were approved.

Committee Reports

Graduate Curriculum Committee: Mr. Marvin Foushee presented the report from the December 13 GCC meeting. He reported that seven course items were considered, and that the majority of these courses were undergraduate courses being considered for graduate credit. Three were approved as submitted. Four were approved with minor corrections. The report was approved by the commission.

Graduate Student Appeals (GSR): There were no active appeals reported.

Graduate Student Relations: Mr. Jay Khare reported that there was no pending business as the committee has not met since last semester.

DRSCAP: Dr. Klaus Elgert reported that the committee was in the process of soliciting information about certification and graduate school evaluation policy from Virginia Tech colleges and soliciting information externally from the top thirty institutions. Dr. Elgert is cataloging the responses as they are returned to him.

Dr. Elgert also reported that the committee members felt that the decision process in the awarding of posthumous degrees should be left to the discretion of the dean of the graduate school with input from the graduate committee and the department head/chair. This could be done on a case-by-case basis since there were so few cases per year. Should the dean require the commission's input, he could present the case to those members as well. The report of the DRSCAP committee was approved.

Other Reports

Graduate Student Assembly (GSA): Mr. van Aardt said there had not been a meeting since the last meeting of the commission, so he had no formal report to present. He said, however, that two issues had been brought to his attention since the last GSA meeting: (1) graduate student health insurance and (2) a graduate student survey covering a broad range of items including computer resources and health insurance. The survey will probably be distributed within the next month, and Mr. van Aardt will report on the results. Dr. Merola noted that, at this time, students with graduate assistantships are not considered state employees. Therefore, students are not eligible for consideration under the same health insurance policy umbrella as are state employees. Negotiations for health insurance coverage for undergraduate and graduate students are handled through the Office of Risk Management. Dr. Merola stated he would keep graduate students informed as to how to give their input to that office.

Graduate Honor System (GHS): Mr. Jay Khare reported that there are five current cases. One of the investigators has been called to active duty and is stationed in Washington, D.C. This investigator will give a series of talks at the Northern Virginia Center. Dr. Merola recommended that the GHS develop a presentation which could be incorporated into the graduate student seminars and video recorded so that the presentation would be available on the web via streaming video. There would be a possibility that the attendance of a seminar or the viewing of this video could be made a check-off requirement for all students.

University Library Committee: Dr. Eileen Hitchingham reported that the committee met during exam week. The committee had asked about the reporting structure of the university library committee. Dr. Hitchingham explained that the committee reported to CGS&P, the Commission on Undergraduate Studies and Policies, as well as the Commission on Research in that this commission is interested in library resources. Dr. Hitchingham also presented to the library committee a reprise of a presentation that she was asked to do for the University Budget and Planning Committee which explained where the library stood when compared to the top thirty institutions. Dr. Hitchingham reported that the library's operating budget has remained the same since 1995-1996.

Biomedical Engineering & Sciences Proposal: Dr. Elaine Scott gave a brief overview of her presentation to the commission at the meeting on December 5, 2001. Following the overview, Dr. Scott invited questions and discussion. Questions concerning the structure, logistics and resources were answered. Dr. Scott noted that distance learning would be incorporated into the teaching structure of the program. It is anticipated that there will be some travel between Wake Forrest and Virginia Tech for faculty and students participating in the joint degree program. Dr. Hitchingham discussed licensing issues that could occur. This issue was addressed at a prior meeting between Virginia Tech and Wake Forrest library faculty. Dr. Scott asked that faculty send curriculum requests directly to her. The motion to approve the

establishment of the Virginia Tech-Wake Forest University School of Biomedical Engineering and Sciences was passed.

New Business:

Resource Allocation: Dr. de Wolf requested that the issue of resource allocation be tabled in order to integrate the new budget information into the existing language of his recommendation.

Graduate Student Parking: Tabled until February 6 meeting.

Old Business: Dr. Merola reported that the search committee for the dean of the graduate school had been narrowed to eight candidates in December. Each candidate participated in a half-hour video taping with predetermined questions. The committee is meeting to review the videos and information packets on each of the candidates. Finalists will be invited to the campus for interviews.

Dr. Boyle asked for ideas on how the commission could function more efficiently. The commission decided to circulate the committee reports electronically. Unless there was an objection or question raised by a commission member, the report would be considered accepted by the commission. Dr. Merola encouraged the commission to use the meeting time for substantive discussions that would lead to a better graduate program. Dr. Boyle emphasized that the charges of the commission needed to be revisited. It was decided to send electronically all reports to Ms. Feuerbach prior to the next meeting. Ms. Feuerbach will distribute the reports to the commission prior to the scheduled meeting. In addition, the next meeting will begin at 4:00 PM rather than 3:30 PM.

Adjournment: The meeting was adjourned at 4:45 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

**Minutes
Commission on Graduate Studies & Policies
February 6, 2002
206 Sandy Hall**

Present: Dr. Roger Avery, Ms. Kim Aylward, Dr. Stephen Boyle, Dr. Greg Brown, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Ms. Miya Simpson, Mr. Jan van Aardt

Absent with Notification: Dr. Ruth Alscher, Mr. Edward Boone, Dr. Ron Daniel, Ms. Patricia Foutz, Ms. Theresa Kanter, Ms. Tracey Slotta, Ms. Angela Webb

Absent without Notice: Dr. David M. Moore

Invited Guests: Mr. Marvin Foushee, Ms. Nancy Feuerbach

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Boyle introduced Ms. Kim Aylward, the new SGA representative to CGS&P. Ms. Aylward is replacing Mr. Greg Touchton who is unable to serve on the commission due to time constraints.

Approval of the agenda: The agenda was approved.

Items three through seven were submitted electronically prior to the meeting. Dr. Boyle asked for approval of the items unless there was a need for discussion. The commission voted to approve the items, as reflected below.

Dr. Avery reminded the commission that the Graduate Curriculum Committee needs a chair. Dr. Ruth Alscher is on sabbatical leave.

Approval of minutes from January 16, 2002: The minutes were approved.

Committee Reports

Graduate Curriculum Committee: the minutes were approved

Graduate Student Appeals (GSR): has not met, no report

Graduate Student Relations: no issues pending

DRSCAP: has not met, no report

Other Reports

Graduate Student Assembly (GSA): report approved

Graduate Honor System (GHS): report approved

University Library Committee: report approved

Graduate School Update: Dr. Joseph Merola presented an update of the Graduate School. In his State of the Graduate School he included a brief history; the strategic plan; growth areas; the role of arts, humanities, and social sciences; major Graduate School responsibilities; recruiting, admissions, plans and clearances; student services; and budget considerations.

Old Business:

Resource allocation, resolution to the Provost: Dr. David de Wolf presented his revised resolution which included a paragraph that acknowledged current budget restrictions. The commission voted to forward the resolution to the Provost. There were two votes abstaining..

Graduate Student Parking: Ms. Mary Shaeffer reported that the graduate student parking issue she had reported earlier was resolved. Dr. Merola reported that there was some concern among graduate students that (1) faculty were not ticketed if they parked in the GTA reserved spaces and (2) married students were ineligible for carpool passes, but two unrelated people were eligible for carpool passes. Dr. Merola recommended that the commission view the master parking and transportation plan on the VT web.

New Business: Dr. Boyle suggested that the commission invite the Provost to a future meeting to discuss the function of the recently formed councils. He will draft a letter of invitation.

Dr. Avery encouraged the commission members to participate in the search process for the position of graduate dean, both through the open forums, and the evaluation forms which are to be forwarded to the search committee.

Adjournment: The meeting was adjourned at 5:12 PM.

Respectfully submitted:

Joseph S. Merola,

Acting Dean of the Graduate School

**Minutes
Commission on Graduate Studies & Policies
February 20, 2002
206 Sandy Hall**

Present: Dr. Roger Avery, Mr. Edward Boone, Ms. Kim Aylward, Dr. Stephen Boyle, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer, Ms. Tracey Slotta, Mr. Jan van Aardt

Absent with Notification: Dr. Ruth Alscher, Dr. Greg Brown, Dr. Ron Daniel, Dr. Peter Graham, Ms. Theresa Kanter, Mr. Jay Khare, Dr. Joseph Merola, Dr. John Ney, Ms. Miya Simpson

Absent without Notice: Dr. David M. Moore, Dr. Joseph Scarpaci

Conference Call In: Ms. Patti Foutz

Invited Guests: Mr. Marvin Foushee, Ms. Nancy Feuerbach, Ms. Angela Webb

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Roger Avery extended Dr. Merola's regrets; he was unable to attend the meeting as he was traveling to the Northern Virginia Center. Dr. Boyle stated he had forwarded to the Provost, via e-mail, the resolution approved at the last meeting. Dr. Boyle also invited the Provost to attend a CGS&P meeting and discuss the coordinating councils and how the commission could assist with re-structuring issues. Ms. Feuerbach will follow-up with the Provost's office. Dr. Boyle said he would not be able to chair the April 3rd meeting, and will need to find a substitute to chair the meeting.

Approval of the agenda: The agenda was approved.

Approval of minutes from February 6, 2002: The minutes were approved.

Committee Reports

Graduate Curriculum Committee: Dr. Avery reported that there was no report as the committee meeting was canceled.

Graduate Student Appeals: no report

Graduate Student Relations: no issues pending

DRSCAP: Dr. Elgert reported that responses were slowly being received from the internal and external letters of inquiry that were mailed in December. Dr. Boyle recommended that, once all the responses were received, an executive summary be developed to be used by the commission as a basis for discussion.

Other Reports

Graduate Student Assembly (GSA): No report. The GSA has not held a meeting since the last CGS&P meeting.

Graduate Honor System (GHS): A judicial panel was held. Two students were found guilty of cheating on a final exam during the summer of 2001. Mr. van Aardt reported that the students were given a failing grade for the exam, and placed on probation. The report was approved.

University Library Committee: The minutes from the January 29th meeting were distributed electronically prior to the February 20th meeting. Dr. Hitchingham reviewed the minutes, in particular (1) the upcoming Provost's library review to be conducted by a team of library leaders and (2) budget reallocations.

Old Business:

Mr. van Aardt asked for discussion of a policy regarding plagiarism issues associated with on-line courses. Dr. Boyle suggested that Mr. van Aardt speak to Mr. Khare about developing a summary of this issue and presenting it to CGS&P as an agenda item for discussion at a future meeting.

New Business: No new business

Adjournment: The meeting was adjourned at 5:00 PM.

Respectfully submitted:

Joseph S. Merola,

Acting Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
March 20, 2002
206 Sandy Hall

Present: Ms. Kim Aylward, Dr. Stephen Boyle, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Peter Graham, Rakesh Kapania, Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. John Ney, Ms. Miya Simpson, Tracey Slotta

Absent with Notification: Dr. Ruth Alscher, Mr. Edward Boone, Dr. Eileen Hitchingham, Ms. Theresa Kanter, Dr. Kent Murrmann, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Mr. Jan van Aardt, Ms. Angela Webb

Absent without Notice: Dr. Greg Brown, Dr. Ron Daniel, Dr. David M. Moore

Conference Call In: Ms. Patti Foutz

Invited Guests: Dr. Roger Avery, Mr. Marvin Foushee, Ms. Nancy Feuerbach

Dr. Stephen Boyle, Chair, called the meeting to order.

Announcements: Dr. Joseph Merola reminded the commission that April 1st through 5th was Graduate Student Appreciation Week. The annual GSA Research Symposium is on April 2nd, and Harriet Fulbright of the Fulbright Foundation will be a featured speaker that evening. Selected graduate students will be recognized that week with various awards.

Dr. Merola said that in addition to budget concerns there is also discussion about reorganization. He encouraged the commission to attend one of the Provost's Town Meetings and give the Provost feedback. At the recent Board of Visitors meeting, the board indicated they were pleased that Virginia Tech was taking this opportunity to look at restructuring the university.

Dr. Boyle said that Dr. McNamee, Provost, was attending the CGS&P meeting scheduled for April 17th.

Approval of the agenda: Dr. David de Wolf questioned the order of the agenda. He will investigate the parliamentary procedure and report back to the commission.

Approval of minutes from February 20, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: reported electronically prior to meeting.

Graduate Student Appeals: no report.

Graduate Student Relations: no report.

DRSCAP: Dr. Elgert is still accumulating data on internal and external review for the DRSCAP committee.

Other Reports

Graduate Student Assembly (GSA): submitted electronically.

Graduate Honor System (GHS): submitted electronically, Mr. Jay Khare reviewed the activities and the handout "Graduate Honor System for the Past Two Years." In particular, Mr. Khare noted that there were few cases involving online/electronic violations. Mr. Khare stated that online offenses seemed to occur more frequently at the undergraduate level. Some discussion ensued comparing the University of Virginia's honor code system with Virginia Tech's system. Mr. Khare suggested that Virginia Tech's system may allow more opportunities for remediation, as well as encourage the reporting of violations. Dr. Merola commended the investigators who serve the Virginia Tech honor system for the superb work they do in deliberating the issues involved in each case. Mr. Khare reminded the commission that an investigator who has been called to active military duty, and is stationed near the Northern Virginia Center (NVC), has agreed to present a number of talks to educate NVC students.

University Library Committee: no report

Old Business: none

New Business: The commission discussed the posthumous awarding of a Doctor of Education, Leadership and Policy Studies degree to Ms. Gaye Charlene Chappell, per the request of M. David Alexander, Department Chair. Dr. Merola reiterated that he would like input from the commission on a case-by-case basis, as had been previously decided. Dr. Rakesh Kapania suggested that the commission obtain input from the student committee members to assist in the evaluation of each case. Dr. Merola stated he will confirm with the committee that they are in agreement in the awarding of this degree. Dr. Ney stated that, in this instance, he was comfortable with Dr. Merola's course of action. The commission voted to seek committee input and approval for future requests.

Dr. Rakesh Kapania asked, on behalf of Dr. Martha McCaughey, about the status of the Women's Studies Graduate Certificate proposal. Dr. Merola stated he has had discussions with Dr. McCaughey, and he noted that this inquiry ties into the issues being currently investigated by DRSCAP. Dr. Merola will clarify (with Dr. McCaughey) that this certificate has been approved by the curriculum committee in the College of Arts and Sciences. Until this is ascertained, its presentation to the commission is premature.

Dr. Kapania asked if the university was considering a graduate student housing option. Dr. Merola stated that a survey was conducted last year. So far, the numbers of students required to justify married student housing was quite small. Complete results of the survey may be available by the end of the semester. Short-term housing for (primarily) international students, while they look for permanent housing, does seem to be a more immediate need. When the new alumni center is created, the Donaldson Brown Center may be an option for short-term housing for students and visiting scholars.

Ms. Margaret Merrill asked if the issue of health care was still on the table. Dr. Merola assured her it was an ongoing discussion. Next year the contract with the health insurance company is up for renewal. A group, including graduate students, will be put together by Mr. Fred Weaver, Director of Risk Management, to assist in the evaluation of the proposals and the selection of a carrier. The GSA is conducting an open forum on graduate student health insurance issues next week.

Adjournment: The meeting was adjourned at 4:45 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
April 3, 2002
206 Sandy Hall

Present: Ms. Kim Aylward, Mr. Edward Boone, Dr. Greg Brown, Mr. Ron Daniel, Mr. Ryan Devlin for Ms. Theresa Kanter, Dr. David de Wolf, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Jay Khare, Dr. Joseph Merola, Dr. Kent Murrmann, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Ms. Tracey Slotta, Mr. Jan van Aardt,

Absent with Notification: Dr. Ruth Alscher, Dr. Stephen Boyle, Dr. Klaus Elgert, Dr. Peter Graham, Ms. Margaret Merrill, Dr. John Ney, Ms. Miya Simpson, Dr. Roger Avery, Ms. Angela Webb

Absent without Notice: Dr. David M. Moore

Conference Call In: Ms. Patti Foutz

Invited Guests: Mr. Marvin Foushee, Ms. Nancy Feuerbach

Dr. Eileen Hitchingham, substitute Chair, called the meeting to order.

Announcements:

Dr. Joseph Merola announced that Virginia Tech was in the middle of Graduate Student Appreciation Week. April 2nd was the poster session, and the posters were of outstanding quality and represented very good research. The evening of the 2nd featured the speaker, Ms. Harriet Fulbright, widow of the late Senator Fulbright. This presentation will be available on streaming video. Coincidentally, a group of area Fulbright alumni were meeting to open a new alumni chapter and they were able to meet Ms. Fulbright. Upcoming events include the awards assembly, and colleges and departments are planning special events.

Dr. Merola announced that, following the Provost's Town Meetings on restructuring, Dr. McNamee put together a faculty committee to study restructuring of the University. The committee met last week and will continue to meet. Dr. Merola is participating in these discussions at the request of the Provost.

Dr. Hitchingham discussed the LibQUAL study that the library has done which surveys undergraduate and graduate students and faculty in regard to library services. A handout was distributed to commission members representing a sample of constituents in Spring 2001. The handout Dr. Hitchingham shared addressed one of the component sections that addressed collections and access to collections. Participants are asked to give their minimum level of service, desired level of service, and perceived level of service. The graph on the handout showed the gap between perceived level of service, and desired level of service. The largest gap at Virginia Tech is in relation to complete runs of journals. Dr. Hitchingham encouraged faculty and students to participate in an upcoming survey.

Approval of the agenda: Approved.

Approval of minutes from March 20, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: reported electronically prior to meeting. Approved. Dr. Merola noted that the State Council of Higher Education has changed some of the procedures for course and program approval.

Graduate Student Appeals: no report.

Graduate Student Relations: no report, per e-mail.

DRSCAP: report submitted electronically. Discussion will be tabled until the next meeting

Other Reports

Graduate Student Assembly (GSA): submitted electronically. Mr. Edward Boone questioned the appointment of only one graduate student to serve on the health insurance study committee Mr. van Aardt stated that GSA is in communication with the Office of Risk Management about this issue.

Dr. Merola welcomed Mr. van Aardt as the new president of the Graduate Student Assembly.

Graduate Honor System (GHS): submitted electronically.

University Library Committee: no report. Minutes from the last committee meeting were already submitted.

Old Business: The commission discussed the March 22nd e-mail from Dr. de Wolf which reviewed Sturgis's Standard Code of Parliamentary Procedure. In particular, Dr. de Wolf had questioned CGS&P's order of business which has historically begun with announcements, following by approval of the agenda. Dr. de Wolf pointed out that since announcements are part of the agenda, it seemed illogical for announcements to precede the agenda. The commission voted to begin each agenda with the item approval of the agenda followed by announcements.

New Business: Dr. Merola reviewed the request from Dr. Larry Byers, of the Northern Virginia Center, to award a posthumous degree to Mr. Adrinell Dye. Mr. Dye was pursuing a special certificate in education. Dr. Merola recommended, and the commission concurred, that the degree be awarded, since most of Mr. Dye's coursework had been completed prior to his death.

Adjournment: The meeting was adjourned at 4:45 PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

April 17, 2002

206 Sandy Hall

Present: Ms. Kim Aylward, Mr. Edward Boone, Dr. Stephen Boyle, Mr. Ron Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Rakesh Kapania, Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. John Ney, Ms. Miya Simpson

Absent with Notification: Dr. Ruth Alscher, Dr. Peter Graham, Dr. Eileen Hitchingham, Ms. Theresa Kanter, Dr. Kent Murrmann, Dr. Joseph Scarpaci, Ms. Mary Schaeffer, Mr. Jan van Aardt

Absent without Notice: Dr. Greg Brown, Dr. David M. Moore, Ms. Tracey Slotta

Conference Call In: Ms. Patti Foutz

Invited Guests: Dr. Roger Avery, Mr. Marvin Foushee, Ms. Nancy Feuerbach, Provost Mark McNamee, Ms. Angela Webb

Approval of the agenda: Approved. Dr. de Wolf asked that the meeting agenda be adjusted to accommodate Provost McNamee's arrival and presentation. Dr. Boyle noted that Provost McNamee was not scheduled to arrive until 4:15 PM.

Approval of minutes from April 3, 2002: Approved with amended paragraph under New Business. The text, "Mr. Dye was pursuing a special certificate in education" will replace "Mr. Dye was not pursuing a masters or doctorate degree, so input from committee members did not need to be sought".

Committee Reports

Graduate Curriculum Committee: reported electronically prior to meeting. Dr. Merola requested clarification on the item, (1) *Merger of the M.S. and Ph.D. Graduate Programs in the Near Environments Department*, listed under the report item entitled, "REMOVED" in the April 11th minutes. Mr. Foushee explained that this proposal was withdrawn; the GCC committee never considered it. Ms. Foutz asked Mr. Foushee to explain the phrase "Sent back to Registrar's office". Mr. Foushee stated that the proposal was out for fifteen days for a review period or until, as in this case, a department or college requests that the proposal be put on hold. The report was approved as submitted.

Graduate Student Appeals: no report.

Graduate Student Relations: no report.

DRSCAP: Dr. Elgert invited discussion of the written report presented at the April 3rd meeting. Dr. Avery commented that his impression, from reading the report as well as attending Council of Graduate School meetings, is that the graduate dean at Virginia Tech is less involved in program review. Dr. Elgert agreed, with one exception. He noted that the graduate dean at the University of Florida has no involvement in the review process. The report was approved as submitted.

Other Reports

Graduate Student Assembly (GSA): no report.

Graduate Honor System (GHS): no report Dr. Merola announced that Mr. Jay Khare has submitted his resignation as chief justice in order to concentrate on the pursuit of his degree. A search will be conducted for a new chief justice. Dr. Merola extended a hearty thanks to Mr. Khare for all that he has done.

University Library Committee: no report

Old Business: Dr. Roger Avery distributed the executive summary of the housing survey that was commissioned last Fall. Dr. Avery said the summary, overall, showed that there did not appear to be a problem with graduate student housing. Dr. Avery reviewed the purposes, method, strengths and limitations of the study, and the results and conclusions. Dr. Avery reported that the results of the study do not make a case for building new university married/family housing. Mr. Boone suggested that offering married student housing might be useful in recruiting students who chose not to attend Virginia Tech because of the lack of housing options. Dr. Avery said that in past surveys, housing has rarely been a reason for non-selection of Virginia Tech. Dr. Kapania noted that the 2% of students who reported that married/family housing is needed might be low because it represents a percentage of all students surveyed. He suspects that this percentage would be higher if only married students were polled. Dr. Boyle asked if it were possible that the survey was biased because only new graduated students were surveyed. Students who take four to five years to graduate may get married while still pursuing their degree. Dr. Boyle suggested doing an exit survey for graduating students. Dr. Avery said this question could be added to the existing exit survey.

Dr. Mark McNamee, University Provost: Dr. Boyle introduced Dr. Mark McNamee. Provost McNamee presented an overview of the coordinating councils. The councils were formed in order to evaluate, implement, and support campus initiatives that cut across multiple schools and colleges. Members of the council, deans and vice-provosts, as stakeholders could discuss and evaluate proposals, determine what resources could be invested in these initiatives, and what additional resources might be needed. The three councils formed were in the areas of Arts, Humanities, and Social Sciences; Biomedical, Health, and Life Sciences; and Engineering, Physical Science, and Information Technology. In some cases, the councils have overlapping memberships. The councils initially dealt with some items which were pending which needed decisions about resources. Councils were also designed as a vehicle for faculty to bring projects to the council for discussion at an early stage. In each council, the provost has appointed a member to serve as a senior fellow who provides coordination and leadership so that the deans could focus on substantive issues. Mr. Jim Bohland is the senior fellow for the life sciences council, Dr. Leonard Ferrari is the senior fellow for the physical sciences council, and Dr. Beverly Sypher is the senior fellow for the arts, humanities and social sciences council. Provost McNamee meets with the senior fellows on a regular basis to discuss the work of the council. Provost McNamee expressed his hope that these councils would be a long-term continuous way in which initiatives are evaluated.

With budget reductions, there is interest in reinvesting some money in new initiatives. The councils will analyze, compare, and evaluate reinvestment proposals, and make recommendations as to which ones have the highest potential for advancing scholarship at Virginia Tech.

Dr. Avery clarified that there were two types of proposals the councils would consider: (1) proposals generated by faculty and (2) proposals developed by the blue ribbon faculty panels within each council.

Dr. Merola noted that, within the university, the deans have most of the resources. They can be viewed as a board of directors for the university's academic programs, helping to shape where investments are made and how to guide these decisions. They are in the best position to commission groups to investigate areas and can be responsive in their role as dean. Councils will be able to review new programs prior to the fifteen day review process.

Dr. Boyle asked about procedures for new faculty who wished to present suggestions for program proposals. Provost McNamee noted that this could vary among departments, but that new faculty should always approach the department head first. If a consensus can be reached within participating departments, and even the graduate school, Provost McNamee suggested a pre-proposal could be brought before the council. If the deans think the proposal has merit, then the faculty would work through governance to develop the program. If the new program proposal is successful in passing through governance and again presented to the deans, they would be in a more informed position as to the merits of the proposal.

Dr. Boyle asked Provost McNamee to address the resolution, introduced by Dr. de Wolf and passed by the commission in February of 2002, concerning the reallocation of resources. The resolution reflected the concern of the commission that the current system for reallocation of resources within colleges needs to be reviewed in order to rectify the shortages in key graduate programs which are experiencing rapid growth. Specific examples cited in the resolution were inadequate classroom size and limited graduate assistant support in spite of a growing graduate enrollment. Provost McNamee stated that this was an area in which more data needed to be collected, and agreed that there were not enough graduate teaching assistantships. Dr. Merola observed that, even with budget reductions, colleges have avoided cutting assistantships unless there were no other options. Provost McNamee predicted that the upcoming year will be difficult. He said we need to focus on attracting the best students we can, focus on quality Ph.D. programs, enable and encourage faculty to get more research grants, but recognize that expansion in numbers will be modest. We also need to examine novel ways to support students.

In response to a question from Dr. Kapania, Provost McNamee said that the University of Wisconsin-Madison has been the most aggressive in pursuing the cluster hiring model. Virginia Tech is investigating this hiring model.

In terms of restructuring, Provost McNamee stated that Virginia Tech was making a lot of progress, and Dr. Merola is working closely with him. Provost McNamee stated that the changes are constructive, and not as radical as some might envision.

Dr. Boyle thanked the Provost McNamee for his presentation and discussion with the commission.

New Business: none

Announcements: Dr. Merola announced that Dr. Karen DePauw from Washington State University has officially accepted the position of Vice Provost and Dean of the Graduate School and will be arriving sometime in the beginning of August. The provost has asked Dr. Merola to assume the position of Senior Fellow to lead the university through the restructuring process. The provost and Dr. Merola have been meeting extensively with faculty who were nominated by the deans or by the Faculty Senate. Discussions have been frank and open. Dr. Merola stated that it is the intention of the provost to put together a broad scheme by May 1st so that he can present it to the Board of the Visitors in June for general approval. Dr. Merola noted that restructuring ideas will be put into practice over the next two years; it is not something that will happen overnight. Dr. Merola will be meeting with university architects because restructuring of programs and departments impacts physical structure. Dr. Merola asked the commission to encourage faculty and staff to read the e-mails about restructuring and give input. Dr. Merola said that he has enjoyed his fifteen months as Acting Dean of the Graduate School and is looking forward to the challenges of his new position. Dr. Avery stated that the commission had likewise enjoyed and appreciated Dr. Merola's service to the Graduate School.

Adjournment: The meeting was adjourned at 5:10 PM.

Respectfully submitted:
Joseph S. Merola, Acting Dean of the Graduate School