

Minutes

Commission on Graduate Studies & Policies

September 13, 2002

1:30 PM — 3:00 PM

206 Sandy Hall

Present: Dr. Ruth Grene, Dr. Stephen Boyle, Dr. Greg Brown, Dr. Ron Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Mr. Brian Johnson, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. Kent Murrman, Dr. John Ney, Dr. Mehdi Setareh, Ms. Miya Simpson, Dr. Andy Swiger, Mr. Jan van Aardt

Absent with Notification: Mr. Nick Amico, Dr. Karen DePauw, Dr. Eileen Hitchingham, Ms. Patricia Foutz, Dr. Mike Moore, Ms. Mary Schaeffer, Ms. Angie Webb

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

Dr. Stephen Boyle agreed to act as chair for the September 13 meeting as Dr. Grene was uncertain she would be able to attend. Dr. Boyle opened the meeting by asking old and new commission members to introduce themselves. Dr. Boyle noted that last year many agenda items (reports) were submitted electronically to commission members prior to the meeting dates. The commission found this to be a timesaving device and most business could then be conducted within an hour timeframe. Dr. Boyle suggested that at the next meeting the commission consider this practice for the upcoming year.

Approval of the agenda: Approved.

Approval of minutes from April 17, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: Dr. Avery noted that traditionally the vice-chair of CGS&P serves as chair of GCC. Dr. Boyle suggested this item be discussed under New business. Dr. Avery reviewed the minutes from the September 12 meeting. Dr. Grene asked Dr. Avery to describe the minor correction under item (1) *Name Change: Genetics, Bioinformatics and Computational Biology*. Dr. Avery said that the SCHEV cover sheet needed a couple of departments added from the College of Arts and Sciences to better reflect that this program is a university-wide effort. Biology and Computer Science will be added under item number 11 on the SCHEV cover sheet. Dr. Avery emphasized that the commission was being asked to approve a name change only. Program details would be worked out at a meeting scheduled for later that same day. Mr. Marvin Foushee noted that the current designator for Genetics is GEN. He recommended that the commission consider the GBCB designator to more appropriately recognize the name of the program. Mr. Foushee's recommendation and the GCC minutes from September 12, 2002 were approved.

Graduate Student Appeals: No report. Dr. Boyle said that this body usually meets on an ad hoc basis. There has been no meeting to-date. Dr. Avery said the appeals procedure was described in the graduate catalog.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Klaus Elgert reviewed the previous year's activity. Dr. Boyle said this committee looks at general policies that come through concerning new programs and changes in existing programs where policies apply to the Graduate School.

Other Reports

Graduate Student Assembly (GSA): No report. The GSA is in the process of appointing new members to the commission.

Graduate Honor System (GHS): Dr. Boyle asked Mr. Brian Johnson to introduce himself to the commission and describe his qualifications for the position of Chief Justice of the Graduate Honor System. The commission expressed unanimous approval of this appointment and welcomed Mr. Johnson to the commission. Mr. Johnson reported that there were currently seven cases in the system, several from the spring and two from the summer. There is an upcoming training session next week in which seventy new faculty and graduate student volunteers will be trained. Mr. Johnson expects the seven cases to be concluded within the next one and one-half months.

University Library Committee: No report

Old Business: None

New Business: Dr. Boyle reminded the commission that they needed a vice-chair. The vice-chair will also serve as chair of the Graduate Curriculum Committee and assume the responsibility of chair of the commission the following year. Dr. Boyle asked commission members to be ready to name a vice-chair at the next meeting. The next meeting will be October 2nd. The commission voted to omit the September 18 meeting from the fall schedule. Dr. Avery reminded the commission that the other committees, i.e., Graduate Student Appeals, Graduate Student Relations, and Degree Requirement Standards Criteria and Academic Policy, needed chairs and new members. Dr. Boyle asked Dr. Grene to consider assigning commission members to committees. Dr. Grene will contact commission members if they do not state a committee preference.

Announcements: Dr. Boyle asked if there had been any action taken on the commission's resolution regarding redistribution of graduate teaching assistantships based on demand. Dr. Avery stated that budget concerns have taken priority in discussions in the provost's office.

Adjournment: The meeting was adjourned at 2:30 PM.

Respectfully submitted:

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

October 2, 2002

3:30 — 5:00

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Mr. Brian Johnson, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. Kent Murrmann, Mr. Rishi Pande (for Mr. Nick Amico), Ms. Mary Schaeffer, Dr. Mehdi Setareh, Ms. Miya Simpson

Absent with Notification: Dr. Ron Daniel, Dr. John Ney, Mr. Nick Amico

Absent without Notice: Mr. Jan van Aardt, Dr. Mike Moore, Dr. Andy Swiger, Dr. Brenda Winkel

Conference Call In: Ms. Patti Foutz

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

Dr. Ruth Grene called the meeting to order and asked attendees to introduce themselves.

Approval of the agenda: Approved.

Approval of minutes from September 13, 2002: Approved, with amended sentence under *Graduate Student Appeals*. The sentence will be modified to read Dr. Boyle said that this body usually meets on an ad hoc basis.

Committee Reports

Graduate Curriculum Committee: Dr. Avery presented the minutes from the September 26th GCC meeting as well as the revised minutes from the September 12th GCC meeting. In particular, Dr. Avery noted the approval of two name and designator changes (9/26), and the proposal for MS & PhD Degree Programs in Biomedical Engineering (9/12). The minutes were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

DRSCAP: No report.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Mr. Brian Johnson reported that the caseload was down to five. Recently GHS had a training session, which resulted in almost forty new volunteers.

University Library Committee: No report

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School: Dr. DePauw reviewed the two handouts distributed to commission members. The first handout generally highlighted Dr. DePauw's belief in and vision of graduate education, as well as key emphases in the

upcoming years, and tasks and issues facing graduate education at Virginia Tech. The second handout itemized a few selected policies and procedures topics Dr. DePauw would like the commission to review.

Dr. Elaine Scott: Biomedical Engineering MS & PhD Degree Programs

Dr. Scott reviewed the proposal and the resolution for the Biomedical engineering MS and PhD Degree Programs in Biomedical Engineering. The Board of Visitors has recently approved the Virginia Tech-Wake Forest School of Biomedical Engineering & Sciences. The resolution currently before the commission would establish the Virginia Tech-Wake Forest University Biomedical and Engineering MS and PhD degrees, which would be offered through the school. The commission approved the resolution. The resolution will be forwarded to the president's office for the upcoming University Council meeting.

Old Business:

The commission voted to meet from 3:30 PM — 4:30 PM. Minutes and committee reports will be submitted electronically to commission members prior to meeting dates

Dr. Grene requested volunteers for membership on the Degree Requirements, Standards, Criteria, and Academic Progress committee. Dr. Elgert, Dr. Boyle, Dr. Murrmann, and Mr. Johnson agreed to serve on the committee. Dr. Moore will be asked to consider serving again. The committee will select a chair from among their membership. Dr. Avery will continue in his capacity as an advisor.

Dr. Grene requested volunteers for membership on the Graduate Student Appeals committee. Dr. de Wolf and Ms. Merrill will serve; Dr. Grene will invite Dr. Ney to serve again. Ms. Feuerbach will ask Mr. van Aardt if he is would consider renewing his membership on this committee.

Dr. Grene requested volunteers for membership on the Graduate Student Relations committee. Ms. Foutz, Dr. Rakesh Kapania, and Ms. Margaret Merrill agreed to serve on this committee. Ms. Feuerbach will ask Mr. van Aardt if he is would consider renewing his membership on this committee.

Dr. Gene will invite Dr. Brenda Winkel to serve as Vice Chair of CGS&P. The Vice Chair also serves as chair of the Graduate Curriculum Committee.

New Business: none

Announcements: none

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

Respectfully submitted:

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

October 16, 2002

3:30 — 5:00

206 Sandy Hall

Present: Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Ms. Patricia Foutz, Dr. Ruth Grene, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. Mike Moore, Dr. Kent Murrmann, Dr. John Ney, Dr. Mehdi Setareh, Dr. Andy Swiger

Absent with Notification: Mr. Nick Amico, Dr. Roger Avery, Dr. Stephen Boyle, Dr. Ron Daniel, Dr. Eileen Hitchingham, Mr. Brian Johnson, Ms. Miya Simpson, Ms. Angie Webb, Dr. Brenda Winkel

Absent without Notice: Ms. Mary Schaeffer

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

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from October 2, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: Mr. Marvin Foushee presented the GCC minutes from the October 10 meeting. Dr. de Wolf asked Mr. Foushee to explain the function of the guest [Robert Broadwater] who was present at the meeting. Mr. Foushee stated that the guest presented the two courses under the item, Approved with Minor Corrections Needed ECE 5575 and 5576. Mr. Foushee explained that ECE 5575 & 5576 will be heavily offered in northern Virginia. The minutes were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Ms. Feuerbach or Dr. Avery will schedule the first meeting.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee: No report.

Old Business:

Dr. Grene reported that Dr. Winkel would be unable to serve as the Vice Chair of CGS&P due to a schedule conflict. Dr. Grene invited Dr. Kapania to serve in this position, and he accepted. The vice chair of CGS&P also serves as the chair of the Graduate Curriculum Committee. Dr. Kapania asked to be excused from serving on the Graduate Student Relations Committee.

The Graduate Student Appeals and Graduate Student Relations committee still has openings for students. Dr. Grene stated that when the GSA appoints representatives to CGS&P, these students would be asked to fill vacant committee positions.

Doctoral residency request: Dr. DePauw reported that there was a request from the College of Engineering. Dr. DePauw asked for clarification on Policy 200, Residency for Doctoral Candidates. This policy indicates that the graduate school dean should make the residency (non-Blacksburg) decisions. Dr. DePauw asked the commission if they would like to see the requests. Dr. de Wolf clarified that residency requests were for doctoral programs. Individual residency requests were handled as exceptions. Ms. Foutz noted that there was a doctoral program in Richmond in educational leadership and suggested that the Richmond Center would be very interested in the possibility of being able to complete their program without having to spend summers in Blacksburg. Dr. DePauw stated she would be comfortable bringing requests to the commission. Dr. DePauw will bring the College of Engineering request to the next CGS&P meeting for review and discussion.

New degree proposal review process: Dr. DePauw reported that SCHEV has modified its process for reviewing new degree proposals. Dr. Pat Hyer brought this up at the University Council meeting. Dr. DePauw stated that she felt it was important for DRSCAP to review the existing university processes for reviewing and approving new degrees and examine what currently exists in light of what SCHEV has modified so that the university requirements were compatible with SCHEV requirements. Currently Virginia Tech requirements are more extensive than SCHEV, in particular when there is an extension of an existing degree, from one location to another. Dr. DePauw stated that she felt it would be helpful to faculty proposing new degrees to understand the entire process. Dr. DePauw and Dr. Avery will provide the DRSCAP committee with the new SCHEV modifications as well as a description of Virginia Tech existing process for degree proposal review.

Letter to Dr. Grene & CGS&P members: Dr. DePauw reviewed the letter she sent to Dr. Grene and CGS&P members. Dr. DePauw stated that the items discussed in the letter would be addressed in DRSCAP committee discussions. Dr. DePauw offered to meet with the committee or communicate through Dr. Avery in order to explain the rationale behind the topics covered in the letter.

Ms. Foutz asked Dr. DePauw to explain the rationale behind item (3), Redefine full-time enrollment for graduate students as 12-18 credits per semester. Dr. DePauw clarified that she was particularly interested in graduate students on assistantship. Dr. DePauw explained that the state defines full time equivalency (FTE) as 12, and Virginia Tech defines FTE as 9, so Virginia Tech reported numbers are not truly representative of their full time enrollment. Dr. DePauw stated that she was interested in looking at a range, 12 to 18. This would eliminate the need for the Graduate School to grant exceptions to students who would like to enroll for more than 12 hours. Dr. DePauw would prefer that students and faculty determine the course load. Dr. Moore asked about the plans of study, which are currently designed around the 9 hour definition of FTE. Dr. DePauw said these plans of study would be honored. This new definition of FTE status would not take effect until next year.

Dr. de Wolf expressed some concern over item (2), Update and expand the Procedures for Evaluation of the Progress of Graduate Students. Particularly for large departments, this process could prove burdensome. Dr. Ney suggested that the major advisor and graduate committee could assume this responsibility. This is already being done in many departments. Dr. DePauw acknowledged that while initially the process might seem onerous in larger departments who have not institutionalized this process, an evaluation process was necessary and the 1977 policy should be discussed and updated. Dr. Grene observed that the evaluation served as a protection for students. Ms. Foutz reminded the commission that extended campus students should not be overlooked; these students are not graduating on the same timeline as students who are enrolled full time. Dr. Kapania expressed an interest in assigning a grade value to a student's progress.

New Business: Dr. Grene reported that the chairs of the commissions were called to a meeting with the president and provost. At the meeting, the provost stated that he would like to reduce by fifty percent the amount of time faculty spend in meetings. Dr. Grene had discussed this with Dr. DePauw, and it was Dr. DePauw's opinion that the volume of work facing the commission was too great to reduce meeting times for this semester. However, Dr. Grene will suggest meeting only once a month during the spring semester. Dr. DePauw commented that it would be important for the subcommittees to continue to meet in the spring in order to schedule discussion and agenda items that must be addressed by the commission. DRSCAP decided to meet briefly immediately following the commission meeting.

Dr. Grene reported that the chairs of each commission have been asked to submit their goals for the year. Dr. Grene reviewed a handout which listed a summary of Dr. DePauw's goals as well as the additional goal of seeking out means for identifying and/or creating more teaching opportunities for Tech graduate [Ph.D.] students.

Dr. DePauw asked how research hours are assigned to faculty members and if faculty are credited for research hours. Dr. DePauw stated that it was important to acknowledge faculty effort in research hours and not undercount the additional faculty workload that is assumed when working with graduate students. Dr. DePauw also stated that as we acknowledge the significance of the research component, we should be giving faculty more credit for that kind of work and allowing fewer graded graduate courses to be required on a plan of study. This could allow a greater flexibility in the plan of study so that the very time-consuming research hours and independent study hours can be put into perspective. Dr. DePauw would like to re-examine the contribution of the research hours to the faculty workload and look at how it is reported to the state. Dr. DePauw also encouraged the commission to review item (4) in her letter, review existing graduate degree requirements for masters and doctoral degrees . . .

Announcements: Dr. Kapania reported that NSF is starting a postdoctoral fellowship program for new Ph.D. Graduates to work in a university performing both research and teaching.

Adjournment: The meeting was adjourned at 4:30 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

November 6, 2002

3:30 — 4:30

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Ron Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Ms. Patricia Foutz, Dr. Ruth Grene, Dr. Eileen Hitchingham, Mr. Brian Johnson, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Mike Moore, Dr. Kent Murrmann, Dr. John Ney, Mr. Rishi Pande, Ms. Mary Schaeffer, Ms. Miya Simpson, Dr. Andy Swiger

Absent with Notification: Dr. Karen DePauw, Mr. Nick Amico, Dr. Mehdi Setareh, Ms. Angie Webb, Dr. Brenda Winkel

Absent without Notice: Mr. Anthony Scardina, Mr. Murali Krishnan Gunasekaran

Invited Guests: Dr. Roger Avery, Dr. Robert Bush, Mr. Marvin Foushee, Ms. Nancy Feuerbach, Dr. Donald Mullins, Dr. Scott Salom

Dr. Avery announced that there were three new members to the commission, recently appointed by the Graduate Student Assembly: Ms. Megan Elwood Madden, Mr. Murali Krishnan Gunasekaran, and Mr. Anthony V. Scardina.

Dr. Stephen Boyle called the meeting to order and asked for approval of the agenda.

Approval of the agenda: Approved.

Dr. Ruth Grene asked for approval of the minutes.

Approval of minutes from October 16, 2002: Approved with one correction. Dr. Ney asked that it be noted in the minutes of October 16 that he did attend the meeting.

Committee Reports

Graduate Curriculum Committee: Submitted electronically, and approved as submitted.

Graduate Student Appeals: The first meeting is scheduled for November 13, 9:05 AM in 206 Sandy Hall to discuss a current appeal. Dr. Kent Murrmann will serve on this committee in the place of Dr. Ney for this appeal. Dr. Grene will serve as chair in the place of Dr. de Wolf. The graduate dean is required to appoint an additional faculty member with expertise in the student's field of study. Dr. Kapania will serve on this committee in this capacity. Ms. Feuerbach will send a reminder prior to the meeting.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The first meeting of DRSCAP will take place immediately following the CGS&P meeting.

Other Reports

Graduate Student Assembly (GSA): Ms. Megan Madden reported that the Graduate Student Assembly had enjoyed numerous guest speakers and recently completed a successful professional school day.

Graduate Honor System (GHS): Mr. Johnson reported that GHS is making progress and decreasing the amount of cases.

University Library Committee: Dr. Hitchingham reported that the library had its first meeting November 5. Items to be worked on during the year include: (1) the increase of fees and fines for overdue books (2) the dissemination of the results from the library review conducted last spring (3) the completion of the strategic plan (4) the sharing of the results of a survey that included graduate students, faculty; the survey will be repeated this spring with the undergraduate student population (5) the creation of an RFP for a library system; the current VTLS system will no longer be supported or enlarged in any way after December 2003 (6) the creation of a needs assessment list for the upcoming capital campaign.

Old Business:

Residency Request: Dr. Avery presented the document submitted to him from the College of Engineering entitled "Satisfaction of Residency Requirements at Naval Surface Weapons Center Dahlgren Division for PhD Programs in the College of Engineering." He reviewed the handout, Policy Memorandum No. 200, Residency for Doctoral Candidates. He explained that this was the latest policy memorandum on residency, approved in spring 2000. It allowed units (who wished to have programs off-campus) to seek permission to satisfy residency requirements without having to spend the time in Blacksburg. He noted that at the top of page two, the document stated that "Requests for such alternative location residency must be made in writing to the Graduate Dean."

The document submitted from the College of Engineering is seeking approval to have residency satisfied at the Dahlgren site. Dr. Avery stated that this item is being brought to CGS&P because (1) the dean wishes to work closely with CGS&P on these kinds of issues and (2) the College of Engineering, through this document, wishes to lay the groundwork for the submission of a more formal proposal. A final proposal would require a document from the Naval Surface Weapons Center Dahlgren Division. The document submitted from the College of Engineering does address the nine itemized issues in the policy memorandum. Dr. Avery discussed the additional handout, which documented the number of PhDs working at the Dahlgren site which addresses item two in the policy memorandum.

In the discussion, Dr. Avery pointed out that largely Virginia Tech faculty will teach the courses, and VT faculty will supervise the research. The major professor could be adjunct faculty [Dahlgren] with perhaps a co-chair Virginia Tech faculty member. Dr. Avery also reminded the commission that this concept is not new; similar programs exist at the Northern Virginia Center and the Virginia Consortium of Engineering and Science Universities (VCES).

Dr. Boyle noted on page two of the policy memorandum the reference to the Southern Association of Colleges and Schools (SACS) as the accrediting agency for Virginia Tech and the agency that recommends the residency requirement. Dr. Avery recalled a discussion of this topic at the time of the policy memorandum development but did not recall the specific content of the discussion. Dr. Hitchingham stated that SACS was changing some of its criteria. Dr. Avery agreed, saying he had heard some of the "musts" would not be as rigid.

Dr. Elgert asked if this document [College of Engineering] would be considered an exception to the Policy Memorandum 200; if another department in a different college wanted to do the same thing, would they go through this same approach? Dr. Avery responded in the affirmative. Dr. De Wolf said that historically, in the seventies and eighties, there were a number of programs for physics and engineering at Dahlgren that came to an end in the late eighties. Dr. de Wolf stated, "This is one instrument for increasing our involvement with Dahlgren and having more sponsored research coming from there." Dr. Kapania voiced support for engineering effort. In particular, the ocean engineering program in the Department of Aerospace and Ocean Engineering would benefit. The budget cuts in the late eighties diminished the working relationship between Dahlgren and the ocean engineering program. The granting

of this exception would help start the relationship. Dr. Kapania stated that Dahlgren did invite faculty from Virginia Tech and other universities to give seminars.

Dr. Boyle asked if the Graduate School and dean were satisfied with the proposal as submitted by the College of Engineering. Dr. Avery replied in the affirmative; he stated that the dean just wanted to work in concert with CGS&P. Dr. Avery reminded the commission that this document is an initial presentation to the commission. Dahlgren, as the industrial partner, would contribute to the final proposal. A majority of commission members voted to accept the document submitted by the College of Engineering. Dr. Avery will report the discussion of the commission to the dean.

New Business:

Professors Donald Mullins and Scott Salom from the Department of Entomology, and Professor Robert Bush from the Department of Wood Science and Forest Products, presented an overview of a study commissioned by the College of Agriculture and Life Sciences (CALs) Commission on Faculty Affairs. An ad hoc committee was asked to examine current issues pertaining to graduate students and to make recommendation on what will be needed to improve the ability of the College of Natural Resources (CNR) and CALs faculty to recruit and fund more graduate student research. The ad hoc committee submitted their report to the CALs Faculty Executive Committee and the CNR Commission on Faculty affairs. The report and recommendations represent the combined deliberations of both of these bodies of the governance system.

Dr. Mullins stated that in 1994 the university adopted the policy of mandatory payment of tuition. Some departments/colleges experience difficulty with this policy because some funding agencies do not allow tuition to be included in the budget request. Dr. Scott Salom, who summarized the study and results, chaired the ad hoc committee that was formed to investigate tuition concerns. A handout of the summary was available to meeting attendees.

Dr. Salom described the survey, which was distributed to both colleges for the purposes of the study. The survey was designed to determine what kind of funding faculty were getting, who were the sponsors, what sponsors were allowing for tuition payments for supporting graduate students, how the faculty were coming up with the resources to pay for tuition. The results of the survey were telling. A high percentage of faculty in CALs do support graduate students on research assistantships and faculty are required to pay for tuition for research assistantships. For faculty with two to three students, this can mean \$10,000 - \$15,000 per year. There are a number of granting agencies that disallow tuition as a categorical cost. The faculty member must come up with funding from elsewhere.

Dr. Ruth Grene noted that first year graduate students' efforts are spent in course work; putting a first year graduate student on a grant would not be the best use of research dollars. First year graduate students often do not even have sufficient laboratory skills. Dr. Grene's recommendation was that the university explore ways to provide tuition waivers for any graduate student who qualifies for admission and is accepted.

In the recommendation that the tuition policy at Virginia Tech be re-evaluated, Dr. Salom presented a suggestion for a two-track approach for payment of graduate tuition:

- (1) Retain current policy when a funding agency provides both stipend and tuition and
- (2) When tuition will not be paid by a grantor
 - a. Allow university approved payment of a higher stipend level to compensate for the cost of tuition and
 - b. Use university resources to pay graduate student tuition

Dr. Salom asked that the university understand that not all colleges are created equal. For example, the United States Department of Agriculture (USDA) funds a great deal of their research. Unless it is a special project program, USDA will not pay tuition. In other colleges, grantors are willing to include tuition as part of the budget request. Some other agencies that will not pay tuition include, Virginia Ag Council, some EPA programs, American Nurserymen's Association, Virginia Ag Foundation, Virginia Department of Education; a lot of state sources of funding will not support tuition. Dr. Moore added that overhead is sometimes not allowed so that there is no cost recovery available to departments.

Dr. Avery said that, coincidentally, Dr. Karen DePauw is indirectly working on both items (a) and (b). Dr. DePauw had developed a model of a different stipend organization, which will be discussed in a DRSCAP meeting. The provost has already given his support for the direction she is taking. Dr. DePauw is also doing what she can, given budget constraints, to argue that the university provide more money for tuition. Dr. Avery stated that the recommendation from CALS and CNR strengthened the dean's position.

Ms. Foutz asked if this was a university or state policy. Dr. Avery stated he believed it might be a state policy. Ms. Foutz suggested that it might be necessary to seek SCHEV approval for tuition waiver.

Dr. Boyle suggested that the problem might originate with the funding agency; the agency may need to be convinced that providing more extramural dollars is in its best interest. Dr. Salom added that USDA is woefully under-funded [extramurally] by Congress. Dr. Boyle said it might behoove the university to approach our congressional representatives to persuade them to support the changing of the funding policy.

Ms. Foutz stated she thinks this recommendation [CALS/CNR] is a reasonable request. There should be some university funding resource established for graduate student tuition when funding agencies do not allow this expense.

Dr. Ney noted that an agency in the USDA [like the Forest Service] will pay more money to the student, but the agency won't pay tuition. Dr. Ney said that what was being asked was that enough flexibility be afforded faculty so that a student could be paid enough in stipend monies to then be able to pay his/her own tuition.

Dr. Grene expressed support for some means of internal university support to be found for students entering graduate school, completely separate from an outside funding agency. This would allow students [and faculty] at least a year before identifying with whom they wished to work and in what research area they wished to concentrate.

Ms. Foutz cautioned the commission to be sensitive to the differing stipend levels awarded students; students may be awarded the same stipend amount, but only some asked to pay tuition. She recommended a fee waiver approach instead; perhaps a pool could be established in which monies could be collected for the sole purpose of funding tuition waivers.

Dr. Bush stated that in the short term, CALS and CNR were really just asking for more flexibility to use available dollars in the most efficient system possible. Dr. Bush clarified that GTA do get tuition waivers.

Dr. Grene stated that a suggestion has been made that students with teaching assistantships be placed in a pool and assigned to teach where needed, regardless of college. For example, if you could cover the teaching needs across the life sciences, people from any number of departments could teach biology. Dr. Grene noted that she could not speak for engineering or the humanities. Ms. Shaeffer stated this was already being done in her department [Biology]. Dr. Grene stated this model needed to be publicized.

Dr. Ney pointed out that this still would not be sufficient to adequately address this problem; there were so few GTA's in their area.

Dr. Elgert stated that, in some cases, it was appropriate for students to work with a selected faculty member from the beginning, rather than wait for a year while practicing a rotation. He said that faculty often recruited students to work specifically with the faculty member in his/her field.

Dr. Boyle said this sounded like an issue that could be folded into the graduate school dean's current discussions about funding for graduate students. Dr. Avery confirmed this.

Ms. Megan Madden expressed concern that unless extreme caution was exercised in the awarding of stipends, the university could create two classes of graduate students. Dr. Ney reassured Ms. Madden that safeguards would be built into any system to ensure that equity exists.

Dr. Elgert expressed interest in more discussion of the issue. He stated that this issue should not be restricted to just two colleges. Dr. Grene expressed an interest in surveying other colleges. Dr. Salom stated that he believed it was up to the dean of the graduate school and her colleagues should additional surveys and information be requested.

Dr. Mullins stated that as a point of order, CALS and CNR, having gone through their governance, are providing a test case. He recommended to the commission that the recommendations presented by CALS and CNR be reviewed and revised as needed and then be moved forward to the next level of governance.

Dr. Avery suggested that the discussion and review be tabled until the next meeting. The commission agreed to table the discussion until the meeting scheduled for November 20th. Dr. Grene invited Drs. Bush, Salom, and Mullins to attend the next meeting if they were interested in participating in the ongoing discussion.

Announcements: None

The meeting was adjourned at 4:52 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

November 20, 2002

3:30 — 4:30

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Ron Daniel, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer, Dr. Mehdi Setareh, Ms. Miya Simpson, Dr. Andy Swiger

Absent with Notification: Mr. Nick Amico, Ms. Patricia Foutz, Mr. Brian Johnson, Dr. Mike Moore, Dr. John Ney, Ms. Angie Webb, Dr. Brenda Winkel

Absent without Notice: Mr. Rishi Pande, Mr. Anthony Scardina, Mr. Murali Krishnan Gunasekaran

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

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from November 06, 2002: Approved with one correction. Under Old Business, Dr. Kapania asked that the statement Dr. Kapania stated that it was his understanding that Dahlgren did invite Virginia Tech faculty to give seminars. It changed to Dr. Kapania stated that Dahlgren did invite faculty from Virginia Tech and other universities to give seminars.

Committee Reports

Graduate Curriculum Committee: Submitted electronically, and approved as submitted with one correction. Dr. Chip Frazier did not attend the meeting. Dr. Kapania said that in the November 14th meeting, the question was asked "What happens to courses when they die?" Mr. Foushee said that courses are reviewed periodically. According to Presidential Memorandum No. 11, courses that have not been taught in three years can be deleted from course offerings.

Graduate Student Appeals: Dr. Grene, in her capacity as chair of this committee, reported that the committee had met. The committee decided to support the decision of the instructor of the course. Dr. DePauw will send the student a letter after she receives a report from the committee.

Graduate Student Relations: Submitted electronically. This committee and selected students are serving on a Rights and Responsibilities committee. Dr. DePauw has charged this group with developing a graduate student rights and responsibilities document. Dr. DePauw has not given the committee a deadline. The bulk of the work will be done in the spring semester, and hopefully a document will be prepared by the fall 2003 semester.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Murrmann, chair of this committee, reported that the committee had met and was recommending:

- (1) The Graduate School should no longer be required to approve independent study courses. This has been a practice, but not a policy. Independent study can be approved at the college level. Dr. Avery noted that the Graduate School would still approve special study courses. The commission approved this change in practice.
- (2) Provisional students with GPAs of 2.75 to 2.99 should be admitted for one semester and be eligible to receive financial aid. Language in the catalog should be changed to read:

- *REGULAR STUDENT: For an applicant who meets the required grade point average GPA on the last 60 semester hours (or equivalent) and whose academic background meets established requirements and is relevant and current. The Graduate School requires a GPA of 3.0 or higher for this status. International students residing outside the U.S. are only considered for regular admission.*
- *PROVISIONAL STUDENT (Master's Only): For an applicant whose GPA is between 2.75 and 2.99 and/or whose academic background is deficient or not current. Upon completion of 9 credit hours of course work, the student's graduate committee may recommend that the student be admitted to regular status. Provisional student status is allowed for no more than the equivalent of one semester (12 credit hours of course work is equivalent to one semester) during which time the provisional student must earn a GPA of at least 3.0).*

Dr. de Wolf recommended the GPA range for provisional students be 2.75 to 3.0. The commission voted to accept the DRSCAP recommendations.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee: Submitted electronically. Dr. Hitchingham stated that the electronic report was a reflection of her verbal report at the November 6 meeting. The commission approved the report.

Old Business:

Recommendations on graduate tuition: Dr. Grene reviewed the recommendations presented at the November 6th meeting. Dr. DePauw stated she has submitted a proposal to the Degree Requirement Standards Criteria and Academic Policy (DRSCAP) committee to redo the salary matrix, as well as other proposals, which will allow more flexibility. She said that the recommendations presented at the last CGS&P meeting are captured in some of the proposals she is working on. The commission voted to endorse the recommendations contained in the overview of the study commissioned by the College of Agriculture and Life Sciences Commission on Faculty Affairs and presented at the November 6th meeting. The recommendations will be incorporated into the discussions of the DRSCAP committee.

New Business: None.

Announcements: None

The meeting was adjourned at 4:15 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes
Commission on Graduate Studies & Policies
January 15, 2003
3:30 PM — 4:30PM
206 Sandy Hall

Present: Mr. Nick Amico, Dr. Stephen Boyle; Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Mary Schaeffer, Dr. Mehdi Setareh, Dr. Brenda Winkel

Absent with Notification: Dr. Ron Daniel, Mr. Brian Johnson, Dr. Rakesh Kapania, Mr. Anthony Scardina, Ms. Miya Simpson

Absent without Notice: Dr. David M. Moore, Mr. Murali Krishnan Gunasekaran

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

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from November 20, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: Minutes for November 14 and December 12 were approved.

Graduate Student Appeals: Dr. David de Wolf reported that the committee was currently in the process of reviewing an appeal. He hopes to have a report at the next meeting of CGS&P.

Graduate Student Relations: Ms. Patti Foutz has retired, leaving a faculty vacancy on the committee. Dr. Roger Avery noted that any faculty member of CGS&P could serve as a member of the Graduate Student Relations Committee. Ms. Foutz's replacement on CGS&P is a separate issue. Ms. Merrill noted that Ms. Foutz's participation on the Rights and Responsibilities Committee was invaluable due to her leadership abilities and her comprehensive knowledge of the university. Dr. Karen DePauw stated that Ms. Foutz wished to continue serving on the committee in an advisory capacity. Dr. Grene will ask a faculty member of CGS&P to serve on this committee. Dr. Avery suggested asking Mr. Doug Strickland to represent the extended campus as he directs the Roanoke Center and has assumed temporary responsibility of the Abingdon Center. Ms. Feuerbach will contact the president's office to determine how this CGS&P vacancy is filled. Report approved.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Kent Murrman presented the minutes from the December 2, 2002 and the December 17, 2002 DRSCAP meeting. The committee presented three recommendations to the commission.

- (1) Procedures for evaluation of the progress of graduate students

Dr. Murrmann discussed the procedures with the committee's proposed changes. Dr. Murrmann explained that the edits were not intended to change the thrust of the original document [Policy Memorandum 1, Procedures for Evaluation of the Progress of Graduate Students], but to reinvigorate and emphasize the importance of a systematic evaluation procedure. Dr. Avery stated that DRSCAP had tried to maintain flexibility in this procedure. This proposed procedure

would allow the Graduate School to become more aware of potential student issues or problems. Dr. Boyle stressed the importance of informing students of specific departmental policies.

The commission voted to accept the proposed changes to Policy Memorandum No. 1.

(2) Number of credit hours of enrollment required to be classified as a full-time student

Dr. Murrmann presented the proposed policy concerning graduate student credit hour enrollment requirements. The commission was asked to replace the following policy (p. 26, Graduate Catalog):

Fellowship Recipients

Fellowship and scholarship recipients are required to take no less than 12 credit hours each semester in which they are receiving a stipend. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

Enrollment

Full-time enrollment for graduate students other than those on fellowships and scholarships consists of 9 hours per semester during the academic year. Graduate assistants may not enroll for fewer than 9 hours per semester. Graduate assistants are not required to enroll during summer sessions.

to the following, which combines both paragraphs:

Enrollment

Full-time enrollment for graduate students, including fellowship and scholarship recipients, consists of a minimum of 12 hours and a maximum of 18 hours per semester during the academic year. Graduate assistants may not enroll for fewer than 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. Fellowship and scholarship recipients must enroll in at least 12 hours in each semester in which they are receiving a stipend. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

Dr. DePauw stated that she would like approval for more than 12 hours of credit to rest with the faculty. The Graduate School would continue to approve hours above the 18-hour maximum. Dr. DePauw also explained that the state defines full time enrollment as 12 hours. Consequently, by defining full-time enrollment as 9 hours, Virginia Tech is underreporting the effort of both graduate students and faculty. Dr. DePauw said the 12-hour enrollment minimum would not mean an increase in cost to the students. Dr. DePauw asked for feedback from graduate student representatives to the commission. Ms. Megan Madden reported that in her department most students were enrolled in 12 hours. Mr. Nick Amico felt that as long as students could use research hours as a part of the 12-hour minimum, he didn't feel the change would be an issue with graduate students. For clarity, Dr. DePauw recommended that GA and GRA should follow the text, Graduate assistants

The commission approved the proposed policy concerning graduate student credit hour enrollment requirements.

(3) Proposed changes in the structure of the graduate stipend financial aid matrix

Dr. Murrmann reviewed the proposal to change the structure of the graduate stipend structure. He reviewed the handout, which outlined the current situation, the problems with the current matrix, and the proposed solution, as follows:

Current situation:

- *Stipend matrix for GTA, GRA, GA appointments is a 5 level — 4 step grid; Level D is reserved for Post DVM students*
- *Across levels & steps, the stipends range, for example, from \$1065/month to \$1930/month; Level D (range \$2185 — \$2355)*
- *In addition, there is a separate matrix for senior GRA and GTA ranging, for example, from \$1735/month to \$2110/month*
- *Departments are authorized to award stipends only at the approved level*

Problems with current matrix:

- *Puts a limit on the maximum (and minimum) that graduate students can be paid*
- *Limits the ability to offer competitive stipends for outstanding graduate students*
- *Limits the flexibility of department of choose an appropriate stipend level*
- *Invokes a tier system that causes inequities across departments*
- *Highest authorized stipend level is below the recommended stipend allowed by funding agencies (e.g., NSF)*
- *Limits the ability to provide stipends without tuition remission where funding agencies will not fund tuition (e.g., USDA)*

Solution: Create an incremental step system for stipends

- *Provides for greater flexibility for departments in making offers to graduate students*
- *Allows departments to receive funding for graduate assistantships at higher levels than currently exists*
- *Provides departments the opportunity to pay at a higher level and the student pays tuition*
- *Increases the range of stipend levels*
- *Can be modified to incorporate partial appointments (.75, .25) and 9-month, 12-month appointments*
- *Doesn't mandate additional funding from university but allows colleges/departments the ability to appoint students at appropriate levels using their sources of funding*

A sample assistantship salary grid from Washington State University was distributed.

The commission agreed that the current structure of the graduate stipend financial aid matrix should be changed. Dr. DePauw has been in conversation with the provost's office and the budget office. She commented that the commission's action is advisory to the Graduate School and the budget office.

Other Reports

Graduate Student Assembly (GSA): Ms. Megan Madden reported that the GSA is working on health insurance issues. The president of GSA, Jan van Aardt, is currently reviewing the GSA constitution. The commission approved the report.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham presented the minutes from the November 19 meeting (submitted electronically) including: (1) University Libraries Virginia Tech Communication Committee, (2) Review of Fines, and (3) Library Review. Dr. Grene suggested that faculty and graduate students be invited to serve on communications committees. Dr. Hitchingham reported that the December library meeting was cancelled. The next meeting will be in January. The minutes were approved.

Old Business:

Policy on Untaught Courses [Policy Memorandum No. 11]: Dr. Roger Avery reviewed Policy Memorandum No. 11, Deletion of Untaught Classes from the Graduate School Catalog. He reported that this policy had been discussed in the fall of 2002 at a Graduate Curriculum Committee meeting. Mr. Marvin Foushee reported that the registrar's office had a new program, which was currently being tested, which should be able to capture courses that have not been taught since the fall of 2000. These courses can then be reported to the Graduate School, and the Graduate School can then contact the departments. Mr. Foushee believes that by inserting a term year (a termination date) in a Banner field, a course can be deleted. To reinstate a class, the term year would be manually changed. Departments wishing to reinstate a course may need to seek approval from the Graduate School to determine if the course content and materials are current.

New Business: None.

Announcements:

Dr. DePauw had four announcements:

- (1) Transient Graduate Students will now be known as Visiting Graduate Students effective spring 2003.
- (2) The Graduate School will be assessing a fee from Commonwealth Campus Students, Visiting Graduate Students, and Professional Certification Students. The Commonwealth Campus fee will be forty-five dollars. This is a one-time fee; students will not have to pay this fee again should they wish to later apply to Virginia Tech for regular admission. Visiting Graduate Students and Professional Certification Students will be assessed a fee of twenty-five dollars. The provost's office and the budget office have approved this proposal. These changes are not ready for public announcement as the planning for implementation is still underway.
- (3) The Graduate School and the Alumni Association have established a Graduate Alumni Achievement Award. This annual award will be presented for the first time at the Graduate Commencement in May 2003. Dr. Avery will chair the selection committee.
- (4) Graduate Education Week has been rescheduled to the last week in March. Dr. DePauw announced that Dr. Bob O'Neil, former president of the University of Virginia, and current director of the Thomas Jefferson Center for Academic Freedom, will be the featured speaker on Wednesday evening, March 26. He will be presenting on the topic of Academic Freedom Post-September 11.

The meeting was adjourned at 4:30 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

February 5, 2003

3:30 PM — 4:30PM

206 Sandy Hall

Present: Dr. Ron Daniel, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Mr. Brian Johnson, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer

Absent with Notification: Dr. Stephen Boyle, Dr. Ms. Laura Fornash, Dr. David M. Moore, Dr. John Ney, Mr. Anthony Scardina, Dr. Mehdi Setareh, Ms. Miya Simpson, Ms. Angie Webb, Dr. Brenda Winkel

Absent without Notice: Mr. Nick Amico, Mr. Murali Krishnan Gunasekaran

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

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from January 15, 2002: Approved.

Committee Reports

Graduate Curriculum Committee: Minutes from January 15, 2003 meeting were approved.

Graduate Student Appeals: Dr. de Wolf reported that there was an on-going appeal. The review panel will be meeting in the near future. The commission accepted the report.

Graduate Student Relations: Ms. Margaret Merrill reminded the commission that the committee still had a faculty vacancy. Ms. Merrill stated that Rights and Responsibility committee had not met since December 2003. Ms. Merrill complimented the student members of the Rights and Responsibilities committee on their intelligent contribution and dedication. Dr. Grene will invite a faculty member currently serving on the commission to fill the vacancy on the Graduate Student Relations committee. The commission accepted the report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): Ms. Megan Madden reported that the GSA was in the process of selecting a new graduate student representative to the Board of Visitors. The GSA is continuing their discussion of health care issues. The commission accepted the report.

Graduate Honor System (GHS): Mr. Brian Johnson reported that the GHS had nine active cases. Five cases are from the Northern Virginia Center (NVC). Mr. Johnson and Ms. Monika Gibson visited the center in order to develop strategies to decrease the number of violations. The majority of the cases will go to the judicial panel to determine guilt or innocence. Plagiarism, or Cut and paste are the primary violations. Because so many students are off-campus, hearings must be arranged via phone. The commission accepted the report.

University Library Committee: Dr. Eileen Hitchingham reported that the committee met last week. The minutes will be forwarded to the commission. A topic discussed at the committee meeting was the recent financial difficulties of RoweCom, a subscription agency that provides services to libraries. RoweCom filed for bankruptcy at the end of January. RoweCom is one of several of Virginia Tech's subscription agents. Subscription agencies are prepaid for the publications; the agencies, in turn, pay the publishers. Some publishers have been willing to allow a grace period and will continue to send 2003 publications. Dr. Hitchingham emphasized that the goal of the library was to secure the publications that are needed by the university community.

Old Business: Dr. Avery reported that he had presented the amended Presidential Policy No. 1 [Procedures for Evaluation of the Progress of Graduate Students] to the University Council for a first reading. The amendment will be put in the form of a motion for the second reading. During the discussion of this amendment at the University Council meeting, the suggestion was made to consider excluding non-thesis graduate students from the annual review process. Dr. DePauw noted that the GPA could be considered part of an evaluation. Ms. Madden added that the Plan of Study and GPA would be sufficient to determine satisfactory or unsatisfactory progress. In addition, Dr. DePauw stated, "Each graduate student deserves feedback." The process protects the student, the department, and the university. The commission decided to include non-thesis graduate students in the review process requirement; the policy will apply to all graduate students. The commission voted to stand by the document's intent as originally proposed by the commission. Dr. Grene will attend the University Council meeting scheduled for February 17, 2003.

New Business: Dr. Avery suggested inviting the director of the Office of Sponsored Programs and/or the director of Virginia Tech Intellectual Properties, Inc. to a commission meeting.

Announcements: None

The meeting was adjourned at 4:20 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

February 19, 2003

3:30 PM — 4:30PM

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Mehdi Setareh, Ms. Miya Simpson, Dr. Brenda Winkel

Absent with Notification: Mr. Nick Amico, Dr. Ron Daniel, Mr. Brian Johnson, Dr. Kent Murrmann, Dr. John Ney, Mr. Anthony Scardina, Ms. Mary Schaeffer

Absent without Notice: Mr. Murali Krishnan Gunasekaran, Dr. David M. Moore

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

Conference Call In: Ms. Laura Fornash

Dr. Ruth Grene called the meeting to order. Dr. Grene introduced Ms. Laura Fornash. Ms Fornash is the extended campus representative who has been invited to fill the position left vacant by Ms. Patti Foutz.

Approval of the agenda: Approved.

Approval of minutes from February 5, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: Minutes from February 13, 2003 were approved. In order to clarify the tabled items, which are part of the proposed bioinformatics curriculum, Dr. Grene will attend the next Graduate Curriculum meeting. Dr. Avery commented that, for new programs, it was routine to invite someone from the program to attend the GCC meeting.

Graduate Student Appeals: Dr. David de Wolf reported that an appeal is on going. The commission accepted the report.

Graduate Student Relations: Dr. Grene invited Ms. Fornash to fill the position vacated by Ms. Foutz on the Graduate Student Relations committee. Ms. Fornash accepted.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee: The report, submitted electronically, was approved. Dr. Eileen Hitchingham reviewed the LibQUAL results for 2002, which were presented at the January 28 University Library Committee meeting. Respondents to the survey rated the library higher than other research libraries. Dr. Hitchingham reported that reported usage of the library was less than at other research universities. She suggested that this might be something to address in future curriculum planning. Ms. Margaret Merrill recommended more interaction between staff/department librarians and faculty advisors.

She encouraged multiple points of contact with students to educate them on the range of resources available through the university library, as well as how to best use the resources. Orientation and Graduate Education Week were given as examples of well-publicized and regularly scheduled events that could incorporate information sessions for students. Dr. Brenda Winkel suggested that Virginia Tech get a site license for EndNote.

Old Business: None

New Business: None

Announcements: None

The meeting was adjourned at 4:06 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

March 19, 2003

3:30 PM — 4:30PM

206 Sandy Hall

Present: Mr. Nick Amico, Dr. Stephen Boyle, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer, Dr. Mehdi Setareh

Absent with Notification: Dr. Ron Daniel, Mr. Brian Johnson, Dr. Rakesh Kapania, Mr. Anthony Scardina, Ms. Miya Simpson, Ms. Angie Webb, Dr. Brenda Winkel

Absent without Notice: Mr. Murali Krishnan Gunasekaran, Dr. David M. Moore, Dr. John Ney

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

Conference Call In: Ms. Laura Fornash

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Announcements: Dr. David Vaughan reported on CUSP Resolution 2002-03C: Resolution to Accommodate Martin Luther King, Jr. Holiday Observance in the University Calendar Criteria. Last year University Council voted to observe Martin Luther King Day as a holiday beginning 2005-06. The Academic Support Committee has developed a plan to incorporate this holiday into the university calendar.

Approval of minutes from February 19, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: Approved from the February 27 minutes were CS 5634; CS 5045-5046 and CS 5124 were approved with minor corrections. Dr. Sumichrast will be invited to the next CGS&P meeting to discuss the Executive MBA program. The commission will study the handout materials related to this program. Minutes from March 13 were approved.

Graduate Student Appeals: Dr. de Wolf reported that a current appeal is ending; a new appeal has been assigned to the committee.

Graduate Student Relations: Ms. Margaret Merrill reported that the Rights and Responsibilities committee will be scheduling a meeting.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The committee recommended changes to the Graduate Catalog (pp 26-27) as follows:

- The proposed changes to Requirements for Doctoral Degrees
Changing the 60 hour maximum limit on research and dissertation, 5994 and 7994, credit hours, to no maximum limit.

No change in the required minimum number of graded course credits of 27 hours, but allow individual departments to petition for a lower minimum as follows: Departments may petition

the Commission on Graduate Studies & Policies for permission to reduce the minimum number of graded course credits required for a specific degree program. The petition must provide clear justification and rationale for the requested reduction in requirements.

The purpose of these changes is to allow individual departments greater flexibility in determining minimum graded credit hour requirements and maximum research hours allowed so that (1) individual student plans of study can be tailored to the individual students background and academic needs, and (2) program requirements can be adjusted to be competitive with peer institutions.

The committee recommended increasing the amount of transfer credit (on page 23 of the Graduate Catalog) allowed from 20% to 50% of the graded credit hours beyond the baccalaureate for the Masters and/or the Doctorate. The purpose of this proposed change is to allow greater flexibility in satisfying minimum graded credit hour requirements and more opportunity to engage in research in doctoral studies.

The committee reported that they had discussed the policy (on page 27 of the Graduate Catalog) for granting exceptions to the 20-hour external limitation for satisfying doctoral student residency requirements while studying at alternative residency locations. The committee recommended no change in the current policy on the grounds it is needed to assure the maintenance of required residency conditions for doctoral students at alternative residency locations.

The DRSCAP minutes and recommendations from the February 5 and February 19 meetings were approved.

Other Reports

Graduate Student Assembly (GSA): Ms. Megan Madden reported that the GSA passed two resolutions, (1) supporting diversity on campus and (2) supporting the appointment of Dr. Shelli Fowler. Dr. Avery stated that both resolutions were reported at the most recent Board of Visitors meeting. Another resolution is being drafted in support of diversity as well as meetings on campus. Ms. Madden reported that the GSA executive board for 2003-04 has been selected. The Board of Visitors representative for next year is Ms. Myrna Callison. The commission approved the report.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham discussed having a mechanism for exposing graduate students to information management skills. Dr. Hitchingham suggested that the commission invite Nan Seamans, Director of Library Instruction, to an upcoming meeting. Ms. Seamans has been working with the undergraduate curriculum. Ms. Seamans could discuss options available to the graduate student population. The committee agreed to invite Ms. Seamans to an upcoming meeting. Ms. Feuerbach will extend the invitation. The commission approved the report.

Old Business: None.

New Business: The commission recommended that a representative from the Northern Virginia Center (NVC) be appointed. Ms. Fornash, the extended campus representative, noted that a representative from NVC would bring different strengths to the table. Ms. Feuerbach will investigate the procedure for new appointments to the commission.

Dr. de Wolf reported that the ECE department had some concerns with the new FTE change from nine to twelve hours. Twelve hours in the ECE curriculum may be too strenuous for non-thesis students. Dr. Avery reported that the dean was aware of this concern and discussions are underway to address this issue.

Dr. Grene reminded the commission that a vice-chair must be appointed for the upcoming year.

The meeting was adjourned at 4:45 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

April 2, 2003

3:30 — 4:30 PM

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer, Ms. Miya Simpson, Dr. Brenda Winkel

Absent with Notification: Dr. Ron Daniel, Dr. Karen DePauw, Mr. Marvin Foushee, Mr. Murali Krishnan Gunasekaran, Mr. Brian Johnson, Dr. Mehdi Setareh

Absent without Notice: Mr. Nick Amico, Dr. David Moore, Dr. John Ney, Mr. Anthony Scardina,

Invited Guests: Dr. Roger Avery, Ms. Nancy Feuerbach, Ms. Angela Webb

Conference Call In: Ms. Laura Fornash

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from March 19, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: The minutes from March 27, 2003 were approved. Dr. Avery reminded the commission that one of the approved items, the Master of Arts Degree in Communication, would need to be presented to the University Council in the form of a resolution. Dr. Matt McAllister will be invited to attend the University Council meeting.

Dr. Avery reported that Dr. Sumichrast would like to amend the EMBA program, which was first presented to the commission at the March 19 meeting. The Pamplin College of Business requests that all course proposals associated with the Executive MBA be revised to include traditional A/F grading. The commission voted to accept the Executive MBA program as amended.

Graduate Student Appeals: Dr. de Wolf reported that the committee has finished its second appeal and is waiting for the third appeal. Dr. Avery congratulated the committee on behalf of the Graduate School and the university on their outstanding efforts.

Dr. Avery announced that the revision to the Presidential Policy Memorandum No. 1 (Procedures for Evaluation of the Progress of Graduate Students) was not passed by the University Council. Dr. Grene noted that some of the language of the resolution needed to be updated. Although the revision did not pass, the Graduate School will remind departments that the current policy does require that departments evaluate students at least once a year. Following discussion, the commission decided that the policy revision could be revisited next year. Ms. Megan Madden reaffirmed the graduate student interest in a revised evaluation policy.

The commission voted to accept the Graduate Student Appeals report.

Graduate Student Relations: Ms. Margaret Merrill announced that a meeting of the Rights and Responsibilities Committee would take place immediately following the CGS&P meeting.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): Ms. Madden reported that at the last GSA meeting the agenda items included the Board of Visitors activities, a first reading of the new version of their constitution, and health insurance. The GSA passed a resolution requesting that the Board of Visitors reevaluate the non-discrimination resolution. The commission voted to accept the GSA report.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham reported that the committee had met last week. Dr. Hitchingham reassured the commission that, in spite of the financial difficulties of RoweCom, the library's serial purchases would not be cut back this year or next year; many publishers have agreed to deliver services through 2003. Dr. Hitchingham asked the commission to review an upcoming list of publications to help determine which publications are still economical. There is a notice on the library webpage, which encourages library users to alert the library if a publication cannot be located. The commission voted to approve the University Library Committee report.

Old Business: Dr. Avery reviewed the full-time enrollment recommendation initiated by DRSCAP at the January 15, 2003 meeting, which was approved by the commission at the same meeting. Because (1) non-thesis masters students may find a 12 hour credit load too strenuous, and because (2) INS visa requirements through SEVIS has determined that 9 hours is a full credit load, and because (3) students with English as a second language may find 12 hours too difficult, Dr. Avery ask the commission to approve a change in the language of the original recommendation from:

(From January 15 minutes)

Enrollment

Full-time enrollment for graduate students, including fellowship and scholarship recipients, consists of a minimum of 12 hours and a maximum of 18 hours per semester during the academic year. Graduate assistants may not enroll for fewer than 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. Fellowship and scholarship recipients must enroll in at least 12 hours in each semester in which they are receiving a stipend. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

to the following:

Enrollment

Full-time enrollment for graduate students consists of a minimum of 9 hours and a maximum of 18 hours per semester during the academic year. However, graduate assistants (GA's, GTA's, and GRA's) and fellowship and scholarship recipients may not enroll for fewer than 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

The commission voted to accept the revisions to the language in definition of full-time enrollment.

Ms. Nancy Feuerbach reported that Ms. Kim O'Rourke had advised her that a new membership appointment to the commission would require an amendment to the University Council by-laws. The commission would need to submit a resolution to University Council seeking this amendment. The commission agreed that a resolution was needed and discussed the language of the resolution. Dr. Avery and his staff agreed to draft the resolution and submit it to the commission electronically for editing and final (electronic) approval. The resolution will then be submitted to University Council.

New Business: Dr. Klaus Elgert agreed to serve as vice chair of CGS&P for 2003-2004.

Announcements

- § Ms. Nan Seamans, Director of Library Instruction, has been invited to attend an upcoming meeting.
- § Ms. Angela Webb announced that Graduate Education Week was a success.
- § Dr. Stephen Boyle encouraged faculty who work with animals and who wish to give input into the planning of the new animal vivarium facility to contact the vivarium building commission.
- § Ms. Miya Simpson announced that the Undergraduate Research Symposium is scheduled for April 21, 2003. The symposium is an opportunity to promote undergraduate research. A graduate student information session will familiarize students with the graduate application and education process. Ms. Simpson asked that commission members encourage undergraduate students to register for the symposium.

Adjournment: The meeting was adjourned at 4:33 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

April 16, 2003

3:30 — 4:30 PM

206 Sandy Hall

Present: Dr. Ron Daniel, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. John Ney, Ms. Miya Simpson, Dr. Brenda Winkel

Absent with Notification: Dr. Roger Avery, Dr. Stephen Boyle, Dr. Ruth Grene, Mr. Murali Krishnan Gunasekaran, Ms. Megan Madden, Dr. Kent Murrmann, Dr. Mehdi Setareh, Ms. Mary Schaeffer

Absent without Notice: Mr. Nick Amico, Mr. Brian Johnson, Dr. David Moore, Mr. Anthony Scardina

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

Conference Call In: Ms. Laura Fornash

Dr. Rakesh Kapania called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from April 2, 2003: Approved with two amendments; on page three, under Announcements change (1) Familiarize students the application to Familiarize students with the graduate application and (2) Commission members to encourage to Commission members encourage

Committee Reports

Graduate Curriculum Committee: Mr. Marvin Foushee reviewed the revised minutes from February 27 and the minutes from April 10. The commission voted to approve the minutes.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Margaret Merrill reported that she would be working with Ms. Laura Fornash and Ms. Mary Shaeffer to prepare a draft document, which would consolidate the information, found to-date on graduate student right and responsibilities. This document will be submitted for review to the subcommittee graduate student members. A revised document will be prepared which incorporates the revisions and edits of the graduate students.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham reported that the Library Committee had not met. She reported that the next item on the agenda would be a discussion of the potential for the library instruction for students.

Dr. Nancy H. Seamans, Director of Instruction and Outreach, University Libraries

Dr. Seamans discussed incorporating library instruction into the graduate student experience, and asked the commission to consider a number of questions, including:

- who owns this problem?
- what are the necessary skills for graduate students?
- should a library course be required, or integrated into existing courses?
- are graduate student skills similar to senior undergraduate level skills?

Dr. Seamans described the library's experience with first year students and the process for determining the foundation skills—a process that included input from faculty. The library recognizes that the process for graduate students must be different; each college has its own librarian and its own unique needs. A draft has been prepared which lists graduate level skills.

Dr. Seamans asked the commission to consider the goal of giving graduate students the opportunity to acquire information skills—a broader goal than just acquiring library skills. She suggested that the commission organize a working group that could work with the library and interested members of the university community to address graduate student instruction. This group could then develop a recommendation to be presented to University Council.

Dr. Seamans described some instruction models that have been suggested and/or used. Dr. Kapania supported the idea of a pre-test, which could identify students with deficient skill sets. Dr. Winkel encouraged a discipline specific workshop tailored to graduate students and offered early in their career. Dr. Hitchingham asked the commission to consider making library instruction a part of a course requirement. Dr. Ney commented that the topic of library instruction fits perfectly into student orientation. Ms. Merrill noted that many graduate students still needed more of a one-on-one approach. Ms. Fornash stated that library instruction was a huge issue for extended campuses. Dr. Seamans replied that University Libraries does try to send staff to extended campuses when there is a request.

The commission asked Ms. Merrill to identify people who might be interested, beginning fall 2003, in serving on a committee to study this issue. It was suggested that members of the Commission on Research and the Library Committee be asked to serve on the committee. Dr. Kapania thanked Dr. Seamans for her presentation to the commission.

Old Business: None.

New Business:

- Dr. DePauw presented a petition from Dr. J. M. Tanko, Chair of the Graduate Education Committee, Chemistry Department. The Chemistry Department petitioned CGS&P for permission to reduce the minimum required graded course credits for the Ph.D. in chemistry at Virginia Tech to 12 hours. Assuming the request is approved, the department would like to make it retroactive for students who are currently enrolled in the program. Dr. Elgert stated it was DRSCAP's intent to give departments this kind of flexibility. The commission voted to approve the petition from the Chemistry Department.

Dr. DePauw asked DRSCAP to revisit the residency requirements and course credits issue in the fall.
- Dr. DePauw asked the commission to review the revised Graduate Assistantship Agreement. Personnel Services and the university legal counsel have reviewed the agreement. The commission voted to approve the revised agreement.

- Dr. DePauw notified the commission that the Race & Policy Institute would like to propose a Graduate Certificate program. The certificate proposal will need to go through the approval process.

Announcements:

Dr. Rakesh Kapania announced that the Faculty Senate was drafting a proposal dealing with employee privacy and the use of computers. Dr. Kapania distributed a draft of the proposal and asked for comments. The proposal has been reviewed by university legal council as well as by Dr. Robert O'Neil, a constitutional attorney.

There is an additional CGS&P meeting scheduled for May 7, 3:30 — 4:30 PM.

Dr. DePauw announced that the first Graduate Alumni Achievement Award will be presented at the commencement ceremony to Dr. Robert Richardson. Dr. Richardson is a Nobel Prize recipient and earned a masters degree in Physics at Virginia Tech. Dr. Debra Stewart, president of the Council of Graduate Schools, will be the commencement speaker. Dr. DePauw stated she would like to see more faculty, administrators, associate deans, department heads, etc. come to Graduate Commencement.

Adjournment: The meeting was adjourned at 4:29 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School

Minutes

Commission on Graduate Studies & Policies

May 7, 2003

3:30 — 4:30 p.m.

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Karen DePauw, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Megan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. Mehdi Setareh, Dr. Brenda Winkel

Absent with Notification: Dr. Ron Daniel, Ms. Angie Webb

Absent without Notice: Mr. Brian Johnson, Dr. David Moore, Dr. John Ney, Mr. Anthony Scardina, Ms. Mary Schaeffer, Ms. Miya Simpson, Mr. Nick Amico

Conference call in: Ms. Laura Fornash

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

Approval of the agenda: Approved

Approval of minutes from April 16, 2003: Approved

Committee Reports

Graduate Curriculum Committee: Dr. Avery reviewed the GCC meeting minutes from April 24, 2003. The minutes were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Fornash reported that the Rights and Responsibilities committee was meeting at the end of the month.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): Ms. Madden reported that the GSA had a new constitution. The last meeting included discussion of the computer privacy document. New officers have been elected. At the next meeting, the GSA will discuss the possibility of re-addressing the resolution requiring evaluation of graduate students. The report was approved.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham discussed the ULC meeting minutes from March 25, 2003, which were originally presented at the April 2nd meeting of CGS&P. She reviewed the LibQUAL+ survey graph, which illustrated response peaks following the initial mailing and later reminders. Dr. Hitchingham reported that there would be a change in copier service, prompted by data received from a previous survey. Copiers and the copier support office will be located on the fourth floor. Dr. Hitchingham presented a summary of fees charged by the library. The report was approved.

Old Business: None.

New Business: Dr. Hitchingham opened a discussion of the development and charge of the sub-committee on Information Literacy Programs. The committee's charge would be to study and recommend actions regarding the development of policy or procedures for providing graduate students with opportunities to develop/improve information literacy skills. Membership on the committee will be voluntary and can include representatives from CGS&P, the university library, the extended campus, the college dean level, and Dr. Nan Siemans. Dr. Boyle volunteered to represent CGS&P. Ms. Merrill recommended asking a faculty member from Entomology and also indicated her willingness to participate as a committee member. Dr. Kapania offered to identify a graduate student participant. Dr. Hitchingham will take the suggestions from CGS&P to Dr. Siemans. The commission approved the formation of the subcommittee.

Announcements: Dr. DePauw reported that University Council approved three new degrees. She thanked the commission for their service to the university.

Adjournment: The meeting was adjourned at 4:07 p.m.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School