

Minutes

Commission on Graduate Studies & Policies

September 17, 2003

3:30 p.m. — 5:00 p.m.

206 Sandy Hall

Present: Dr. Scott Case, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Dr. Kent Murrmann, Ms. Yvette Quintela, Ms. Mary Schaeffer, Mr. Terrell Strayhorn, Ms. Sherri Turner

Absent with Notification: Dr. Ron Daniel, Dr. Stephen Boyle, Ms. Laura Fornash, Ms. Margaret Merrill, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Dr. John Ney

Absent without Notice: Dr. Jerry Gibson, Ms. Tina Peterson

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

Dr. Kapania asked commission members to introduce themselves.

Approval of the agenda: Approved

Approval of minutes from May 7, 2003: Approved

Committee Reports

Graduate Curriculum Committee: revised minutes from April 24, 2003 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: Mr. Pankaj Gupta, president of the Graduate Student Assembly, presented a draft of the Bill of Rights and Responsibilities of Graduate Students at Virginia Tech. Mr. Gupta will work with subcommittee members, Ms. Mary Schaeffer, Ms. Margaret Merrill, and Ms. Laura Fornash, to incorporate suggestions from the commission into the draft document. When the draft document receives approval from CGS&P, it will be presented to the Commission on Student Affairs and the Commission on Research. After a final review and approval from CGS&P, it will be presented to University Council.

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

Other Reports

Graduate Student Assembly (GSA): No report

Graduate Honor System (GHS): The commission approved the appointment of the new chief justice, Mr. Greg Lemmond.

University Library Committee: No report.

Old Business: None.

New Business:

CGS&P committee assignments for the upcoming year are as follows:

- § Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP): Klaus Elgert, Scott Case, Kent Murrmann, Terrell Strayhorn, Stephen Boyle (to be invited by R. Kapania)
- § Graduate Student Appeals: Greg Lemmond, Sherri Turner, Margaret Merrill (to be invited by R. Kapania), John Ney (to be invited by R. Kapania)
- § Graduate Student Relations: Margaret Merrill, Mary Schaeffer, Laura Fornash, Yvette Quintela

Dr. Avery volunteered to serve in an unofficial advisory capacity on the Graduate Curriculum Committee until a chair can be appointed.

Announcements: Dr. DePauw commented that the commission made a great deal of progress last year. She looks forward to working with the commission in the upcoming year.

Adjournment: The meeting was adjourned at 5:01 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

Minutes

Commission on Graduate Studies & Policies

October 1, 2003

3:30 p.m. — 5:00 p.m.

206 Sandy Hall

Present: Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Ms. Mary Schaeffer, Mr. Terrell Strayhorn, Ms. Sherri Turner

Absent with Notification: Dr. Stephen Boyle, Dr. Eileen Hitchingham, Mary Schaeffer

Absent without Notice: Dr. Scott Case, Dr. Ron Daniel

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

Conference Call In: Ms. Laura Fornash

Dr. Kapania asked new commission members to introduce themselves.

Approval of the agenda: Approved

Approval of minutes from September 17, 2003: Approved

Committee Reports

Graduate Curriculum Committee minutes from September 25, 2003 were approved. Dr. Jerry Gibson agreed to serve as chair of the committee for 2003-2004.

Graduate Student Appeals: No report.

Graduate Student Relations: Mr. Pankaj Gupta, president of the Graduate Student Assembly, presented a revised draft of the Bill of Rights and Responsibilities of Graduate Students at Virginia Tech which incorporated suggestions from commission members who reviewed the document at the September 17, 2003 meeting. Mr. Gupta will edit the draft to include the suggestions from today's meeting, and submit this draft to the Commission on Student Affairs and the Commission on Research. The document will then be submitted to the Commission on Graduate Studies and Policies with tracked changes for a final review and approval before it is presented to the University Council. After a final review and approval from CGS&P, it will be presented to University Council. The document will then be made available to graduate students.

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

Other Reports

Graduate Student Assembly (GSA): Mr. Gupta presented the GSA resolution in support CGS&P's Resolution 2002-03B, Evaluation of The Progress Of Graduate Students, (Update of Presidential Policy Memorandum No.1) which was presented to the University Council last year, but was not approved. The commission will review resolution 002-03B at their next meeting before resubmitting this resolution to University Council.

Graduate Honor System (GHS): No report.

University Library Committee: No report.

Old Business: Dr. Kapania reported he invited Dr. Boyle, Ms. Merrill, and Dr. Ney to serve on committees, and they have accepted his invitation.

New Business: The discussion of the draft of a resolution to award graduate certificates will be postponed until the next meeting.

Announcements: Dr. Kapania will meet with the president on October 20 to report on the commission's activities. He asked members to inform him of any issues they would like to have the commission consider in the upcoming year. Also, at the next meeting, Dr. DePauw will review a list of items for discussion and consideration by the commission and its committees during the 2003-2004 year.

Adjournment: The meeting was adjourned at 5:00 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

Minutes

Commission on Graduate Studies & Policies

October 15, 2003

3:30 p.m. — 4:30 p.m.

206 Sandy Hall

Present: Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Tina Peterson, Dr. Dvajad Salehi, Ms. Mary Schaeffer, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Dr. Stephen Boyle, Ms. Yvette Quintela, Dr. Mehdi Setareh

Absent without Notice: Dr. Ron Daniel, Dr. Sharron Quisenberry

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

Conference Call In: Ms. Laura Fornash

Approval of the agenda: Dr. Kapania asked that agenda items (7) Old Business and (8) New Business be moved to items (5) and (6). The commission approved the agenda with the requested change.

Approval of minutes from October 1, 2003: Approved with one amendment. Dr. Kapania asked that the minutes reflect that Dr. Jerry Gibson agreed to serve as chair of the 2003 — 2004 Graduate Curriculum Committee

Dr. Kapania welcomed Dr. Don Creamer to the commission.

Committee Reports

Graduate Curriculum Committee: minutes from October 9, 2003 were approved

Graduate Student Appeals: No report

Graduate Student Relations: Mr. Pankaj Gupta asked the commission to review the changes to the Rights and Responsibilities document. Further comments from the commission should be forwarded to Ms. Margaret Merrill. Dr. Kapania will forward the document to the Commission on Research for their review.

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

Old Business. The commission agreed to submit the GSA resolution, Support for CGS&P resolution for the Evaluation of The Progress of Graduate Students (Update of Presidential Policy Memorandum No.1) and resubmit the CGS&P resolution, Evaluation of The Progress of Graduate Students (Update of Presidential Policy Memorandum No.1) to University Council.

New Business: Dr. Karen DePauw reviewed her October 2nd letter to commission members, reviewing some agenda items and priorities for the 2003-2004 term. In addition to general discussion of graduate education, some items for consideration by CGS&P include the following:

- Rights and responsibilities for graduate education (document already under discussion)
- Annual progress review resolution

- Graduate admissions guidelines (in keeping with Supreme Court ruling)
- Graduate certificates and posting on the official transcript
- Institutional plan for graduate education
- Review and approval of new and extended graduate degrees
- Graduate Program Review
- Policy and procedures review including
 - Residency requirements for doctoral degrees
 - Size of doctoral committees
 - Total number of credits required for PhD
 - Pass/fail for research hours
 - GRE requirement for international students
 - Quality assessment for graduate courses delivered on-line
 - Visiting graduate students and limit of credits
 - Summer credit loads
 - VT undergraduates taking graduate courses — dual degree programs, B/M degree programs, etc.
 - Withdraw and drop policies
 - Enrollment and assistantship appointment
 - Eliminating untaught courses from catalog

In addition, Dr. DePauw suggested that topics for discussion could also include:

- Who should be teaching graduate courses? Dr. Creamer noted that [Presidential Policy Memorandum No. 14](#) does, in part, address this issue.
- Allowing students to enroll [themselves] for independent study, with departments managing the process
- Can the Graduate School set a minimum for masters requirement?
- Developing a formalized process for coursework only masters.

Dr. Kapania encouraged commission members to send other/new agenda items to him.

Dr. DePauw asked commission members to review the graduate admissions guidelines she was asked to develop. The guidelines (below) must meet the requirements of the law, and the interpretation within the Commonwealth of Virginia, while providing enough flexibility for departments.

Admission to graduate study is based upon a review by the faculty in the degree-granting unit and is focused on the best fit of the applicant's ability and interests with the department's academic programs and faculty. Factors used in the decision-making process can include the following: baccalaureate degree from an accredited institution, undergraduate GPA, undergraduate major, letters of recommendation, academic interest area and match with departmental offerings, availability of faculty advisor, availability of graduate assistantships or fellowships, TOEFL scores for non-native English speakers, GRE or other standardized test scores, relevant previous experiences and social-cultural diversity.

The commission reviewed, discussed, and endorsed the guidelines.

Dr. Roger Avery presented a draft of a resolution entitled, "Awarding of a Graduate Certificate". Graduate certificates are awarded following the completion of a collection of courses; the recipient is then certified as having some expertise in an area of study. There are some certificates that have been formally approved by the university. The certificate approval process is the same as the degree approval process; however, certificate approval does not need to go through SCHEV. Virginia Tech currently does not have any guidelines to assist faculty when they develop a graduate certificate program. Also, graduate

certificates do not currently appear on transcripts; hence the university provides no formal certificate and some academic departments give out certificates of their own design. Virginia Tech currently does not distinguish between the certificates approved by the university and the informal certificates developed by departments. The proposed resolution allows the name of the certificate to be posted on the university transcript [Spring 2004] and a formal university certificate will also be awarded. Individual departments would determine timelines for completion. Following discussion, the commission voted to approve this resolution, which would formalize the certificate process. Dr. DePauw noted that, if University Council approves the resolution, certificates would then be listed in the commencement bulletin.

Other Reports

Graduate Student Assembly (GSA): No report

Graduate Honor System (GHS): Tabled.

University Library Committee: Tabled.

Announcements:

Adjournment: The meeting was adjourned at 4:32 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

Minutes
Commission on Graduate Studies & Policies
November 5, 2003
3:30 p.m. — 4:30 p.m.
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. Klaus Elgert, Dr. Ron Daniel, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Yvette Quintela, Ms. Mary Schaeffer, Dr. Mehdi Setareh, Mr. Terrell Strayhorn

Absent with Notification: Dr. Karen DePauw, Mr. Greg Lemmond, Dr. John Ney, Dr. Dvajad Salehi
Dr. Sherri Turner

Absent without Notice: Dr. Sharron Quisenberry

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

Conference Call In: Ms. Laura Fornash

Approval of the agenda:

Approval of minutes from October 15, 2003: Approved. Ms. Merrill reminded the commission Nan Seamans would presenting an update at a future meeting on information management skills for the graduate student population.

Committee Reports

Graduate Curriculum Committee: The commission voted to approve the minutes from October 23rd with one correction. Dr. Jerry Gibson noted that he was absent from the meeting, and Dr. Avery served as chair.

Graduate Student Appeals: No report

Graduate Student Relations: No report. Dr. Kapania noted that the Commission on Student Affairs and the Commission on Research are reviewing the Bill of Rights and Responsibilities document.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case announced that he has agreed to chair this committee. At the last meeting, the committee discussed upcoming agenda items. The first two items will be (1) deletion of untaught courses and (2) undergraduate students taking graduate level courses.

Other Reports

Graduate Student Assembly (GSA): Ms. Tina Peterson reported that at the last GSA meeting, the Bill of Rights was reviewed, and the graduate students supported the development of this document. Also discussed at the meeting was the graduate certificate resolution being presented to University Council, parking, and the upcoming Board of Visitors meeting. Ms. Peterson announced that the GSA will be having cabinet meetings.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): Dr. Hitchingham will review the minutes of the ULC at the next CGS&P meeting. Dr. Hitchingham announced that the instruction, reference and college librarian program will be traveling to the Northern Virginia Center as a part of their effort to educate the extended campuses about library resources available to faculty and students. Dr. Gibson reminded the commission that Virginia Tech has a responsibility to students throughout the state. Ms. Laura Fornash encouraged directors of extended campus sites to contact the distance-learning librarian to arrange a site visit.

Old Business: None.

New Business:

Dr. Avery presented a request from Dr. Ron Wakefield, Director of Environmental Design and Planning (EDP), to offer residency credit in northern Virginia to EDP doctoral students. The commission decided to review this request and discuss at a future meeting. Ms. Feuerbach will extend an invitation Dr. Wakefield to attend the meeting in order to clarify any issues associated with the request. Dr. Kapania suggested that questions be sent to Ms. Feuerbach; she will forward the questions to Dr. Wakefield.

Dr. Jerry Gibson initiated a discussion about faculty attendance at commencement. The commission expressed concern about the level of attendance, and agreed to encourage Dr. Karen DePauw to voice their concern to college deans. Dr. Kapania offered to bring this issue to the attention of the Faculty Senate.

Announcements: Dr. Stephen Boyle introduced himself to the new members of the commission.

Adjournment: The meeting was adjourned at 4:10 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

Minutes
Commission on Graduate Studies & Policies
November 19, 2003
3:30 p.m. — 4:30 p.m.
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, , Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Ms. Mary Schaeffer, Dr. Dvajad Salehi, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Dr. Roger Avery, Dr. Ron Daniel, Dr. Klaus Elgert, Ms. Laura Fornash, Dr. Mehdi Setareh

Absent without Notice: Mr. Marvin Foushee, Dr. Sharron Quisenberry

Invited Guests: Ms. Nancy Feuerbach, Ms. Angie Webb

Approval of the agenda: Approved

Approval of minutes from November 5, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: Dr. Jerry Gibson reviewed the minutes from November 13, 2003. The commission approved the minutes.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Margaret Merrill reported that the Commission on Research reviewed the Rights and Responsibilities document and voiced some concerns. Ms. Merrill will work with the committee to address the issues raised by the commission. Dr. DePauw suggested that the committee needed to contextualize the text of the document so that readers could better understand the rationale. Ms. Feuerbach will forward the e-mail from Dr. Pitt to the commission members.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

Dr. Scott Case presented DRSCAP suggested revisions/edits to the policy, Virginia Tech Undergraduates Taking Graduate Courses. The Five-Year Bachelor/Master Degree (open) was the focus of much of the discussion. This proposal would allow departments to have a combined program with 6 credits of double counting, and a GPA of 3.2. Following discussion, the DRSCAP committee decided to revise the wording of the policy to better reflect the intent of the commission.

Dr. Case presented to the commission DRSCAP recommendations for Qualifications Required for Being the Instructor of Record for a Graduate Course. The consensus of the commission was that a graduate assistant could assist with teaching only if a faculty member were the instructor of record. Dr. DePauw noted that, in general, the graduate dean makes exceptions to graduate policy unless otherwise noted. The DRSCAP committee will re-work the wording of the qualifications in order to incorporate the discussion points of the commission.

Other Reports

Graduate Student Assembly (GSA): No report

Graduate Honor System (GHS): Tabled.

University Library Committee (ULC): Tabled.

Dr. Ron Wakefield, EDP Residency: Dr. Ron Wakefield, Director, Environmental Design and Planning Doctoral Program, reviewed the Request for Approval to Offer Residency Credit in Northern Virginia for EDP Doctoral Students. Specifically, Dr. Wakefield asked that the EDP doctoral students be permitted to enroll in the 24 hours (minimum) of graduate-level courses while in Northern Virginia, and still fulfill the residency requirement. Dr. DePauw reminded commission members that the current residency policy would be an agenda discussion item at a future meeting. The commission voted to recommend that Dr. Wakefield's request to offer residency credit in Northern Virginia be approved by the dean of the graduate school.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: The meeting was adjourned at 4:40 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

Minutes
Commission on Graduate Studies & Policies
December 3, 2003
3:30 p.m. — 4:30 p.m.
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. John R. Crunkilton for Dr. Sharron Quisenberry, Dr. Klaus Elgert, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. John Ney, Ms. Mary Schaeffer, Dr. Mehdi Setareh

Absent with Notification: Dr. Roger Avery, Dr. Karen DePauw, Ms. Laura Fornash, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Yvette Quintela, Dr. Dvajad Salehi, Mr. Terrell Strayhorn, Ms. Angie Webb

Absent without Notice: Dr. Ron Daniel, Dr. Sherri Turner

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

Approval of the agenda: Approved

Approval of minutes from November 19, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: No report.

Graduate Student Appeals: Dr. Ney reported that Dr. Avery had contacted him regarding an upcoming appeal, but the committee has not received the appeal, nor have they met.

Graduate Student Relations: Ms. Margaret Merrill reviewed the changes made to the Rights and Responsibilities document in response to some concerns expressed by the Commission on Research. In particular, the procedure for changing a member of an advisory committee, and the procedure for dismissal of a graduate student were clarified. Following discussion of the document, Ms. Merrill offered to rewrite parts of the document and incorporate suggestions from the commission; she will forward the edited document to commission members electronically. Ms. Merrill will draft a letter for Dr. Kapania to send to Dr. Pitt to address his concern regarding the responsibilities of the academic advisor. In addition, FERPA [Family Educational Rights and Privacy Act] will be spelled out

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case presented the revisions to the policy Virginia Tech Undergraduates Taking Graduate Courses specifically to the subsections entitled Five-Year Bachelor/Master Degree (Open), Dual Students, and Seniors. Ms. Madden noted that students who did not attend Virginia Tech as an undergraduate were allowed greater flexibility in obtaining credit for graduate coursework taken as an undergraduate student. The commission agreed to review this and other aspects of the Seniors and Dual Students at a later date, and focus on the Five-Year Bachelor/Master Degree (Open) since this was the new subsection. Following discussion, the commission approved the rewording of the text under the new subsection to read:

Academic units may petition the Graduate School to combine existing bachelor and master degree programs into new five-year bachelor/master degree (open) programs. These programs would allow undergraduate students with a 3.2 or better GPA and the completion of 75 hours of study to enroll in the Graduate School before completion of their undergraduate requirements.

Up to 12 hours of graduate coursework may be taken before the completion of the bachelor's degree. However, a maximum of 6 such hours may be used to satisfy both bachelor's and master's degree requirements.

Dr. Case presented the revised Qualifications Required For Being The Instructor of Record for a Graduate Course

Qualifications Required to be the Instructor of Record in a Graduate Course

In order to be the instructor of record in a graduate course, one must:

1. Hold a graduate degree (the terminal degree in the discipline) and
2. Cannot be currently enrolled as a graduate student in the same department.

Exceptions to the above policy must go through the Graduate School.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Tabled.

University Library Committee (ULC): Dr. Nan Seamans will be put on the agenda for an upcoming meeting. Ms. Merrill will contact Ms. Seamans to determine the best timing for the presentation to the commission.

Old Business: None.

New Business: None.

Announcements: Dr. Kapania announced that the University Council passed the two resolutions proposed by the commission, (1) Awarding of a Graduate Certificate and (2) Evaluation Of The Progress Of Graduate Students (Update of Presidential Policy Memorandum No.1)

Adjournment: The meeting was adjourned at 5:05 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

Minutes
Commission on Graduate Studies & Policies
January 21, 2004
3:00 pm — 4:00 pm
DBHCC, Conference Room F

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. John R. Crunkilton for Dr. Sharron Quisenberry, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Mary Schaeffer, Dr. Sherri Turner

Absent with Notification: Dr. Ron Daniel, Ms. Laura Fornash, Ms. Meagan Elwood Madden, Dr. John Ney, Ms. Yvette Quintela, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Mr. Terrell Strayhorn

Conference call in: Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from December 3, 2003: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The commission voted to approve the GCC minutes from December 11, 2003.

Graduate Student Appeals: Ms. Margaret Merrill reported that the committee has completed the review of one case and referred it to the graduate dean's office.

Graduate Student Relations: Ms. Margaret Merrill reported that the Rights and Responsibilities document was presented to the Faculty Senate.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case presented the committee's suggested revisions to Requirements for Master's Degrees as described in the graduate catalog. Dr. Case stated that programs always have the option to go beyond the minimum requirements stated in the revised policy. Dr. Avery explained that the revision to the policy for the Second Master's Degree was an effort to allow Virginia Tech master's students seeking a second Virginia Tech master's degree the same transfer of credit options as a master's student coming from another institution. Following discussion, the commission voted to approve the following changes:

Degree Requirements

Requirements for Master's Degrees

Virginia Tech allows for both thesis and non-thesis master's degrees. For each degree type, the student's plan of study must meet the following requirements. These are minimum requirements that individual departments or advisory committees may exceed. Students are encouraged to consult individual departments for particular requirements. A course required for an undergraduate degree in a given area may not be used toward a graduate degree in the same area. Any courses listed on the plan become a part of the requirements for the degree, must be completed with a grade of C- or better, and count toward the minimum GPA of 3.0 for fulfilling degree requirements.

	Minimum Total Graduate Credits	Minimum Graded Graduate Credits	Minimum Research Hours
Thesis	30	20 ¹	6
Non-Thesis	30	24 ²	

¹ A maximum of 12 credits in 4000-level courses (approved for graduate credit) and 6 credits total in 5974, 5984, and 6984 courses.

² A maximum of 9 credits in 4000-level courses (approved for graduate credit) and 9 credits total in 5974, 5984, and 6984 courses.

Second Master's Degree

The requirements for a second master's degree are the same as for the first master's degree: an additional 30-54 hours, depending upon the degree sought. A student working on a second master's degree may transfer up to 50% of appropriate courses (see the section entitled 'Transfer Credit').

The commission voted to approve the following revision to the master's students advisory committee policy:

Advisory Committee

Master's students must have an advisory committee of at least three faculty members.
 Doctoral candidates must have an advisory committee of five faculty members.

Dr. Creamer asked the commission to research the usage of the possessive use of the apostrophe in Master's. Dr. DePauw assured the commission that the punctuation rules followed by the Council of Graduate Schools would determine the punctuation used by the commission. Dr. DePauw will report on her findings at a future meeting.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Mr. Greg Lemmond stated that the annual report was being prepared. He reviewed some general trends. More details will be available in the annual report. Mr. Lemmond described the process followed by the Graduate Honor System for hearing cases, including assembling panels, scheduling and resolving cases.

University Library Committee (ULC): Dr. Eileen Hitchingham reviewed the university library minutes from November 18 (Minutes <http://www.governance.vt.edu/>). The commission approved the minutes.

Old Business: None.

New Business:

The commission approved the inclusion of the following text in the next edition of the graduate catalog:

University degree requirements for graduate students

For graduate students, the university degree requirements are those identified in the graduate catalog effective for the academic year in which the students were admitted. The departmental requirements are those effective at the time of filing the Plan of Study. If the requirements change during the time the graduate student is enrolled, the graduate student can choose, but is not required, to abide by the "new" requirements. For graduate students on leave status for more than one year, requirements will be reviewed on a case-by-case basis.

The commission reviewed the request from the biology department to reduce the course hour requirement for Ph.D. students from 27 hours to 22 hours. The current Virginia Tech requirement is higher than the requirements of seven peer institutions. According to the request authored by Dr. Robin Andrews, advisory committees would retain the capacity to require more than the minimum course work for individual students where circumstances warrant it. Following discussion, the commission decided to invite Dr. Robin Andrews and Dr. Bob Jones to the next meeting to discuss this request.

Announcements: None

Adjournment: The meeting was adjourned at 4:00 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

Minutes
Commission on Graduate Studies & Policies
February 4, 2004
3:30 pm — 4:30 pm
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Dr. Julia McCann for Dr. Sharron Quisenberry, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Dr. Dvadjad Salehi, Ms. Mary Schaeffer, Dr. Sherri Turner

Absent with Notification: Dr. Ron Daniel, Ms. Laura Fornash, Dr. Jerry Gibson, Mr. Terrell Strayhorn

Absent without Notice: Dr. Mehdi Setareh

Conference call in: Professor Ron Kagawa

Invited Guests: Dr. Robin Andrews, Dr. Roger Avery, Ms. Nancy Feuerbach, Mr. Marvin Foushee, Dr. Bob Jones, Dr. Nan Seamans, Dr. Ann Stevens, Ms. Angie Webb,

Approval of the agenda: Approved, with addition of the item, OTD vita requirement

Approval of minutes from January 21, 2004: Approved, with one correction, Professor Ron Kagawa will replace Dr. Ron Kagawa.

Dr. Bob Jones answered reviewed the request from the biology department to reduce the current required 27 graduate credit hours to 22 credit hours. Following discussion, the commission recommended that the dean of the graduate school approve this request.

Dr. Nan Seamans, the director of university library instruction, reference, and outreach, presented the recommendations of the Sub-Committee on Information Literacy Programs for Graduate Students. The committee members were Stephen Boyle, Thomas Toth, Jim Wolf, Miya Simpson, Deborah Cook and Ed Henneke. Vicki Kok and Margaret Merrill were consultants to the committee.

The committee was formed in response Dr. Eileen Hitchingham's February 2003 library report to the commission. In this report, Dr. Hitchingham alerted the commission to the fact that graduate students did not make full use of the library's resources. Dr. Seamans reviewed what the committee identified as Upper-level information skills needed by graduate students. In some cases, the committee felt that the colleges could identify students who needed to build their skill-sets. In other cases, departments would be in a better position to identify specifically what skill sets their students needed. Ultimately, the committee wanted to develop a menu from which colleges and departments could choose. Following discussion, the commission approved the report from the sub-committee and asked that they draft a resolution for the commission's consideration.

Committee Reports

Graduate Curriculum Committee (GCC): The commission voted to approve the GCC minutes from January 22, 2004.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Margaret Merrill reported that the rights and responsibilities document has been revised and will be presented to the faculty senate.

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

Other Reports

Graduate Student Assembly (GSA): Ms. Tina Peterson reported on the January 29th GSA meeting. Items discussed at the meeting included engineering's supercomputer, upcoming dates and deadlines, the evaluation of the progress of graduate students, graduate certificates, the rights and responsibilities document, and the new BOV representative search. Ms. Peterson announced that the Dialogue with the Dean was scheduled for 5:00 p.m. [following the CGS&P meeting]

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

Old Business: Dr. DePauw reported that the Council of Graduate Schools uses the possessive apostrophe when referring to a Master's degree. Virginia Tech also uses the possessive apostrophe.

New Business: Following discussion, the commission agreed to discontinue the ETD vita submission requirement. Submission of a vita will be an option available to graduate students, but not a requirement.

Announcements: None

Adjournment: The meeting was adjourned at 4:32 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

Minutes

Commission on Graduate Studies & Policies

February 18, 2004

3:30 pm — 4:30 pm

206 Sandy Hall

Present: Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Mr. David Avery, Dr. Roger Avery, Dr. Stephen Boyle, Dr. Ron Daniel, Ms. Laura Fornash, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Professor Ron Kagawa, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Mary Schaeffer

Absent without Notice: Dr. Sharron Quisenberry

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

Approval of the agenda: Approved.

Approval of minutes from February 4, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The commission voted to approve the GCC minutes from February 12, 2004.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Margaret Merrill reported that the faculty senate approved the revised rights and responsibilities [Building Graduate Community: Expectations for Graduate Education at Virginia Tech] document. Dr. Kapania asked that the document include the words "and create" to read: "to acquire *and create* the knowledge and comprehension needed to address the complex issues of today's society and tomorrow's future." The Commission on Research will review and comment on the revised document.

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 (ULC): No report.

Dr. Karen DePauw: Transformative Graduate Education

Dr. Karen DePauw, Vice Provost for Graduate Studies and Dean of the [Graduate School](#), presented Transformative Graduate Education. The purpose of transformative graduate education is to enhance the preparation and better equip VT graduate students with knowledge and skills for meaningful and

relevant contributions to [the] 21st century. Dr. DePauw will work closely with the commission to successfully realize the initiatives of transformative graduate education at Virginia Tech.

Old Business: None.

New Business: None.

Announcements: Dr. Kapania congratulated Dr. Ney on receiving the Meritorious Service Award from the American Fisheries Society.

Adjournment: The meeting was adjourned at 4:40 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

Minutes

Commission on Graduate Studies & Policies

March 3, 2004

3:30 pm — 4:30 pm

206 Sandy Hall

Present: Mr. David Avery, Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. Ron Daniel, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. John Hillison for Dr. Jerry Gibson, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Ms. Tina Peterson, Ms. Mary Schaeffer, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Ms. Laura Fornash, Dr. Rakesh Kapania, Dr. Kent Murrmann, Dr. John Ney, Ms. Yvette Quintela, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Dr. H. Dean Sutphin for Sharron Quisenberry

Conference call in: Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from February 18, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The commission voted to approve the GCC minutes from February 26, 2004.

Graduate Student Appeals: Dr. Sherri Turner reported that there was a new appeal; the appeals committee is scheduled to meet next week. Approved.

Graduate Student Relations: Dr. Karen DePauw reviewed the document, Building Graduate Community: Expectations for Graduate Education at Virginia Tech. This document was originally presented to the commission as the Rights and Responsibilities document and was discussed and approved. The revised document has been reviewed and approved by the Graduate Student Assembly, the Faculty Senate, and the Commission on Research. Kay Heidbreder, Virginia Tech Associate General Counsel, also reviewed the document and suggested some modifications. The commission discussed the suggestions with the and further modifications were made to the document based on counsel's suggestions. Mr. Gupta will ensure that the commission members receive an updated copy of the document prior to the council meeting.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Current policy requires doctoral candidates to have an advisory committee of five faculty members. Dr. Scott Case presented the committee's recommendation to reduce the number from five to four faculty members. Following discussion, Dr. Case agreed to reword the recommendation and forward it to commission members.

Dr. Case reported that the committee was currently discussing a recommendation to encourage and allow the manuscript format for electronic theses and dissertations. The committee is also looking at the definition of graduate assistants (GTAs, GRAs, and GAs).

Other Reports

Graduate Student Assembly (GSA): Tabled

Graduate Honor System (GHS): Tabled.

University Library Committee (ULC): Tabled.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: The meeting was adjourned at 4:30 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

Minutes

Commission on Graduate Studies & Policies

March 17, 2004

3:30 pm – 4:30 pm

206 Sandy Hall

Present: Mr. David Avery, Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Julia McCann for Dr. Sharron Quisenberry, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Mr. Terrell Strayhorn, Ms. Christa Thomas, Dr. Sherri Turner

Absent with Notification: Dr. Stephen Boyle, Dr. Ron Daniel, Ms. Laura Fornash, Mr. Marvin Foushee, Dr. Jerry Gibson, Professor Ron Kagawa, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Ms. Angie Webb

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

Approval of the agenda: Approved.

Approval of minutes from March 3, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): No report.

Graduate Student Appeals: Dr. Ney reported that the current appeal would be resolved in a few weeks. Approved.

Graduate Student Relations: Ms. Margaret Merrill reported that Pankaj Gupta circulated via e-mail the revised document, “Building Graduate Community: Expectations for Graduate Education at Virginia Tech”, approved at the last CGS&P meeting. Dr. Case reported that Mr. Pankaj Gupta presented this document to University Council on March 15. Dr. DePauw stated that Dr. Steger requested that the Commission on Graduate Studies and Policies and the Commission on Faculty Affairs review the document to determine if it contains any new policies that should be presented to University Council. Dr. DePauw’s review of the document revealed no new policies; the policies in the document were already established, approved, and/or referenced, or existed in the graduate catalog. Operating guidelines do not need to be presented to University Council. The Commission on Faculty Affairs will also have an opportunity to review the document. Approved.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP)

Dr. Case reported that DRSCAP recommends changing the size of the doctoral advisory committee from five faculty members to four. A study of Virginia Tech’s SCHEV peer institutions found that almost 70% (16/23) require four or less members on the committee. The commission voted to approve this recommendation, with two commission members opposed. The policy will now state:

**Master's students must have an advisory committee of at least three faculty members.
Doctoral candidates must have an advisory committee of four faculty members.**

Other Reports

Graduate Student Assembly (GSA): Tina Peterson reported that the next meeting is scheduled for March 19, 2004. At the February 26th meeting, several items were discussed, including voting issues; the revised document, “Building Graduate Community: Expectations for Graduate Education at Virginia Tech”; graduate health insurance problem resolution, and Graduate Education Week. Approved.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): Dr. Eileen Hitchingham reviewed the minutes from January 20 and February 17. The committee also met on March 16, and Dr. Hitchingham presented some highlights from that meeting, noting in particular, three issues that were discussed: (1) information literacy in the graduate curriculum, (2) the LibQual survey [has begun] and (3) the re-design of the library web page. Approved.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: The meeting was adjourned at 4:13 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

Minutes

Commission on Graduate Studies & Policies

April 7, 2004

3:30 pm – 4:30 pm

206 Sandy Hall

Present: Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Julia McCann for Dr. Sharron Quisenberry, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Megan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Yvette Quintela, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Mr. David Avery, Dr. Roger Avery, Dr. Stephen Boyle, Dr. Ron Daniel, Ms. Laura Fornash, Dr. John Ney, Dr. Dvajad Salehi, Dr. Mehdi Setareh

Absent without notice: Ms. Christa Thomas

Conference call in: Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from March 3, 2004: Approved with two corrections. (1) Ms. Merrill stated that Mr. Pankaj Gupta distributed the revised document, "Building Graduate Community: Expectations for Graduate Education at Virginia Tech". (2) Dr. Elgert stated that two members of the commission voted against the recommendation to decrease the size of the doctoral advisory committee.

Dr. Elgert suggested that the language in the recommendation be changed from

Doctoral candidates must have an advisory committee of four faculty members.

to

Doctoral candidates must have an advisory committee of at least four faculty members.

The commission voted to approve this change.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from March 25 were approved. Dr. DePauw reported that the Master of Fine Arts in Creative Writing will be reviewed at the April 8th GCC meeting. If GCC approves the program, the commission agreed to review and approve/disapprove the program electronically so that a resolution could be presented to University Council at their next meeting.

Graduate Student Appeals: Ms. Merrill reported that the appeal currently under review would be discussed with Dr. DePauw at a meeting on April 8th.

Graduate Student Relations: Dr. DePauw reported that the Commission on Faculty Affairs had reviewed the "expectations" document. Their review did not uncover any policy concerns; Dr. DePauw will be corresponding with Dr. Easterling in order to answer questions raised by the commission. Once all questions and concerns are addressed, the document will be complete and ready for distribution.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP)

Dr. Case reviewed three items for discussion.

(1) Requirements for Master's Degrees: Dr. Case reviewed the language changes which “tightened up” language pertaining to minimum number of graded credits for thesis and non-thesis degrees. The commission voted to approve the changes so that the requirements now read:

Requirements for Master's Degrees

Virginia Tech allows for both thesis and non-thesis master’s degrees. For each degree type, the student’s plan of study must meet the following requirements. These are minimum requirements that individual departments or advisory committees may exceed. Students are encouraged to consult their department graduate administrators for particular requirements. A course required for an undergraduate degree in a given area may not be used toward a graduate degree in the same area. Any courses listed on the plan become a part of the requirements for the degree, must be completed with a grade of C- or better, and count toward the minimum GPA of 3.0 for fulfilling degree requirements.

	Minimum Total Graduate Credits	Minimum Graded Graduate Credits	Minimum Research Hours
Thesis	30	20 ¹ (12 credits of 5000-level or higher)	6
Non-Thesis	30	24 ² (15 credits of 5000-level or higher)	

Second Master's Degree

The requirements for a second master's degree are the same as for the first master's degree: an additional 30-54 hours, depending upon the degree sought. A student working on a second master's degree may transfer up to 50% of appropriate courses (see the section entitled 'Transfer Credit').

¹ A maximum of 12 credits in 4000-level courses (approved for graduate credit) and 6 credits total in 5974, 5984 and 6984 courses

² A maximum of 9 credits in 4000-level courses (approved for graduate credit) and 9 credits total in 5974, 5984 and 6984 courses.

(2) Manuscript format for presenting thesis or dissertation

Following discussion, the commission agreed to allow students to select with the “traditional” or the “manuscript” format for the presentation of the thesis or dissertation. The new description will be as follows:

BODY MATTER

There are two permissible overall formats for presenting the thesis or dissertation. They are the traditional and manuscript format.

The body matter for a traditional format contains the chapters of the thesis or dissertation, in logical order, each with its own title. Chapter titles may include:

*Introduction
Literature Review
Materials and Methods
Results
Discussion*

Conclusions
Summary

The body matter for a manuscript format will vary but generally contains the chapters of the thesis or dissertation, in logical order, each with its own title. Chapter titles may include:

Introduction
Literature Review
Chapters 1...
Title
Abstract
Introduction
Materials and Methods
Results
Discussion
Conclusions
Overall conclusion
Data summary
Overall model if appropriate (text or illustration if appropriate)
Suggested future investigations
Bibliography
Appendices (if needed)

Consult your department or the Graduate School for specifics.

(3) Deletion of Untaught Classes From the Graduate School Catalog

Following discussion, the commission voted to amend the Presidential Policy Memorandum number 11 with a new resolution to University Council.

Other Reports

Graduate Student Assembly (GSA): Ms. Peterson reported that at the March 18th meeting the Graduate Student Assembly elected new officers for the upcoming year. Ms. Madden reported that GSA officers had an opportunity to exchange views with the members of the Board of Visitors at a recent breakfast. Approved.

Graduate Honor System (GHS): Mr. Lemmond reported on several events, including a roundtable discussion during Graduate Education Week, individual discussions with interested new students, an orientation to the English Language Institute, and a discussion with ISE faculty at a faculty meeting. Mr. Lemmond offered to attend the faculty meeting of commission members and their colleagues in order to explain the differences between the undergraduate and graduate honor systems. Approved

University Library Committee (ULC): Dr. Hitchingham presented the minutes from March 18 that were discussed at an earlier meeting. She distributed and explained a document illustrating the online survey, which asks participants for input on the library web page design. Survey results will determine the final design of the library web page. The document also summarized results to-date from the LibQual survey. Approved.

Internal Tracking of Doctoral Program

Dr. DePauw presented a request from Dr. Richard E. Sorensen, Dean of the Pamplin College of Business. Dr. Sorensen requested that the internal identification of two doctoral programs be changed as follows:

- Department of Accounting and Information Systems (ACIS): change the current identification, *General Business, Accounting (GBUA)* to *Business, Accounting and Information Systems (BACIS)*
- Department of Business Information Technology (BIT): change the current identification, *Business Management Science (BMSC)* to *Business, Business Information Technology (BBIT)*.

The commission voted to approve this change.

Information Skills for Graduate Students

Dr. Nan Seamans, the director of university library instruction, reference, and outreach presented a draft of a resolution, which was developed by the Sub-Committee on Information Literacy Programs for Graduate Students. She asked for comments from the commission. Dr. Hitchingham noted that in this resolution, which addressed information skills for graduate students, the implementation of programs would be at the departmental level. Dr. Seamans stressed that it was the concept of the resolution that was important, i.e., that graduate students needed to have certain skills to be successful, and they must have the opportunity to acquire these skills. Dr. Seaman will incorporate the discussion items into the document. Presentation to University Council may be in the fall of 2004.

Old Business: None.

New Business: None.

Announcements: Dr. Gibson encouraged faculty to participate in the commencement ceremony in the spring. Dr. DePauw announced that spring commencement would include a visual overview of reflections from the past year, and a commissioned original musical composition.

Dr. DePauw also commended the four graduate students attending the CGS&P meeting for receiving awards at the Graduate Education Week banquet; all have served GSA well throughout the year. Also, Ms. Megan Elwood-Madden is one of the first graduate students to receive an ADVANCE graduate assistantship.

Dr. Kapania thanked Dr. Case for attending the recent University Council meeting. Also, as this is the last CGS&P meeting Dr. Kapania will be attending, he thanked everyone for contributing to a successful year.

Adjournment: The meeting was adjourned at 4:20 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

Minutes

Commission on Graduate Studies & Policies

April 21, 2004

3:30 pm – 4:30 pm

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Ron Daniel, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Dean Sutphin for Dr. Sharron Quisenberry, Mr. Greg Lemmond, Ms. Megan Elwood Madden, Ms. Margaret Merrill, Dr. John Ney, Ms. Yvette Quintela, Dr. Dvajad Salehi, Dr. Mehdi Setareh, Mr. Terrell Strayhorn, Ms. Christa Thomas, Dr. Sherri Turner

Absent with Notification: Mr. David Avery, Dr. Scott Case, Dr. Don Creamer, Ms. Laura Fornash, Professor Ron Kagawa, Dr. Rakesh Kapania, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Angie Webb

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

Approval of the agenda: Approved.

Approval of minutes from April 7, 2004: Approved with one correction. Dr. John Ney was “absent with notification”.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from April 8th and April 15th were approved. Dr. Roger Avery thanked Dr. Jerry Gibson for chairing the 2003 – 2004 Graduate Curriculum Committee.

Graduate Student Appeals: Dr. John Ney reported that the most recent appeal has been resolved. Approved.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP)

Dr. Elgert presented the recommendations for changing the language describing graduate assistants. The committee recommended eliminating the categories and descriptions for the “Senior Graduate Assistant” and the “Senior Graduate Teaching Assistant”. The commission approved the recommendation.

The committee recommended refining definitions for the “Graduate Assistant” and the “Graduate Teaching Assistant” to read:

Graduate Assistant: Graduate assistants (GAs) are graduate students who provide academic and program support. GA responsibilities may be administrative in nature and consist of duties unrelated directly to teaching or research (such as academic advising, program planning, advising student groups, and assisting with the administration of student services offices). GA responsibilities may also be academic in nature and include grading examinations, problem sets, and/or lab assignments, setting up displays for lectures or laboratory sections, and preparing or maintaining equipment used in laboratory sections.

Graduate Teaching Assistant: Graduate teaching assistants (GTAs) may provide academic program support under the supervision of a faculty member. GTAs may assist faculty in the department in teaching undergraduate courses, including laboratory teaching assignments, or in providing other appropriate professional assistance including grading examinations, problem sets and/or lab assignments, setting up displays for lectures and laboratory sections, and preparing or maintaining equipment used in laboratory sections. GTAs must have 18 hours of

graduate-level course work in their teaching discipline to be assigned full responsibility for teaching an undergraduate course. GTAs lacking this training will be assigned to work under the supervision of a faculty member who will be the instructor of record for the course.

The commission approved the changes recommended by the DRSCAP committee.

MIT India

Dr. Tarun Sen presented the plan developed by the Pamplin College of Business to offer the Master of Information Technology in India. The provost has approved the program and the college would like to implement the new program in fall 2004. Dr. Avery noted that the degree and courses have previously been approved; this is a new “packaging” of the degree. The main points of difference from the existing MIT are (1) location (India), and (2) faculty from Virginia Tech will teach for one week in India. The students in India will take the four (MIT) core courses, and then another six courses. Students will be registered students of Virginia Tech. Dr. DePauw recommended that Dr. Sen report back to the commission after the program had been in operation for one year. Dr. DePauw stressed the importance of commission (i.e., university governance) involvement in all new graduate programs and variations of existing graduate programs. Following discussion, the commission agreed to vote electronically on the following motion:

*Motion to approve the Master of Information Technology Program in India as a pilot program under the condition that an assessment is developed and conducted after one year to determine if the MIT-India program maintains the same quality as the MIT online program.**

Program Review: Dr Sherri Turner, tabled.

Information Skills for Graduate Students: Dr. Nan Seamans, tabled.

Other Reports

Graduate Student Assembly (GSA): None.

Graduate Honor System (GHS): None.

University Library Committee (ULC): None.

Old Business: None.

New Business: Dr. Elgert will invite Dr. Scott Case to serve in the position of Vice-Chair of CGS&P for the upcoming year.

Announcements: None.

Adjournment: The meeting was adjourned at 5:00 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

*[Note: This motion was electronically approved, 4/27/04]