

Minutes
Commission on Graduate Studies & Policies
September 15, 2004
3:30 pm – 5:00 pm
206 Sandy Hall

Present: Dr. Chris Bassler, Dr. Scott Case, Dr. Ron Daniel, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. François Elvinger, Ms. Lauren Good, Mr. Steven Hall, Dr. Rakesh Kapania, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Fred Richardson for Dr. Sue Murrmann, Ms. Yvette Quintela, Dr. Carolyn Rude, Dr. Susan Short, Mr. Terrell Strayhorn, Ms. Chris Thomas

Absent with Notification: Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. John Ney, Dr. Nan Seamans; Ms. Yvette Quintela

Conference call in: Professor Ron Kagawa

Invited Guests: Dr. Roger Avery, Dr. S. K. De Datta, Ms. Nancy Feuerbach, Mr. Marvin Foushee, Ms. Miriam Rich, Dr. Sherri Turner, Ms. Angie Webb

Dr. Klaus Elgert welcomed the commission members and encouraged them to share their ideas throughout the academic year. Following Dr. Elgert's review of university governance and the charges to the committees and the commission, the new commission members and guests introduced themselves. Dr. Elgert also reviewed some of the agenda items and actions taken in the previous academic year, and encouraged new members to review the "memos from the dean" on the graduate school web site. Dr. Elgert reviewed some possible items for consideration by the commission in the upcoming year.

Dr Elgert suggested that, for future meetings, the commission electronically approve the first two agenda items prior to the meeting. If commission members noted items needing correction or clarification, this discussion could take place at the upcoming commission meeting. Dr. Elgert encouraged committee chairs to submit their reports for electronic approval, as well

Approval of the agenda: Approved.

Approval of minutes from April 21, 2004: Approved with one correction. Dr. Don Creamer was "absent with notification".

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from September 9, 2004 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

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

International Strategic Directions Team, Dr. S. K. De Datta

Dr. S. K. De Datta, Director of International Research and Associate Provost for International Affairs, presented a "working document" to the commission that described Virginia Tech's international mission and vision. Dr. De Datta asked that feedback from commission members be sent to Ms. Miriam Rich (mrich@vt.edj).

Dr. Karen DePauw

Dr. DePauw reviewed her memo to the commission which discussed “agenda items and priorities for 2004-2005”. She asked commission members to share ideas/topics they would like to have as agenda items for the upcoming year. Some items suggested were curriculum review, recruitment (follow-up), language skills classes, facilities (space), and summer stipends. Dr. DePauw also updated the commission on: a) Transformative Graduate Education (b) the Institutional Plan for Graduate Degrees, (c) the Business Plan and Board of Visitors, (d) Recruitment (e) the Imaging System and (f) Health Insurance.

Other Reports

Graduate Student Assembly (GSA): None.

Graduate Honor System (GHS): None.

University Library Committee (ULC): None.

Old Business: None.

New Business: The commission will review committee membership requirements and decide on appointments at an upcoming meeting.

Announcements:

Dr. DePauw invited commission members and guests to attend a meeting hosted by the Graduate School to discuss graduate student recruiting strategies. The meeting will be from 2:00 pm – 3:30 pm in the auditorium of the Donaldson Brown Hotel and Conference Center.

A search is being conducted for a faculty member to fill the half-time position of Associate Dean of the Graduate School. Review of applications will begin on September 17th.

The monthly “Memos from the Dean” are published on the Graduate School homepage, www.grads.vt.edu.

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
October 20, 2004
3:30 pm – 5:00 pm
206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Ron Daniel, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Professor Bill Galloway, Ms. Lauren Good, Dr. Eileen Hitchingham, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Donald Orth, Ms. Yvette Quintela, Dr. Carolyn Rude, Dr. Fred Richardson for Dr. Sue Murrmann, Dr. Nan Seamans, Mr. Terrell Strayhorn, Ms. Chris Thomas

Absent with Notification: Dr. François Elvinger, Mr. Steven Hall, Professor Ron Kagawa, Dr. Rakesh Kapania, Mr. Greg Lemmond, Dr. John Moore, Dr. Susan Short

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

Approval of the agenda: Approved.

Approval of minutes from October 6, 2004: Approved, with one correction. Dr. Creamer is not a member of the 2004 – 2005 commission

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from October 14, 2004 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The committee will hold its first meeting immediately following the October 20th commission meeting.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report

University Library Committee (ULC): Dr. Hitchingham distributed and discussed a handout, which described the library committee's reporting structure and mission as it relates to university governance. She will review committee minutes of the October 19th meeting at the next commission meeting.

Information skills for graduate students: Dr. Nan Seamans

Dr. Seamans reviewed this "carry-over" item from last year, which addressed library resources for graduate students. Dr. Seamans asked the commission to review the draft of the resolution, "Information Skills for Graduate Students", presented to the commission in the spring of 2004. The document will be edited/revised as needed, and finalized at a future meeting.

Old Business:

VT-MENA Graduate Program: The VT-MENA document [distributed electronically] was discussed. Questions were raised concerning library resources and the timescale and criteria for program assessment. Dr. DePauw suggested that specific questions be forwarded to Dr. Riad, e.g., (1) what library resources are available in Egypt, and what would the program would need electronically; (2) would it be possible to provide an update

[program assessment] after one year, including information on the criteria for evaluation; (3) how will adjunct faculty be evaluated; and (4) will Virginia Tech faculty participation be voluntary? Dr. Avery suggested we ask for more information on the “condensed semester format”, i.e., is it feasible to successfully take a semester’s worth of courses in an abbreviated period of time. Dr. DePauw recommended that VT-MENA offer only a master’s program before offering a doctorate program. Dr. Elgert will draft some questions for Dr. Riad and distribute the answers to commission members by the next meeting.

New Business:

Dr. Elgert reminded commission members that the Graduate Student Assembly was hosting the Oktoberfest at the University Club on Friday.

Issues and Concerns: Dr. DePauw and Dr. Elgert encouraged members of the commission, as representatives of their constituencies, to bring any issues and concerns to the commission. Items for the agenda should be forwarded to Dr. Elgert or Ms. Feuerbach.

Announcements:

Dr. DePauw announced that the university will cover seventy percent of the health insurance subsidy next year [Fall 05].

Dr. DePauw will share results of the graduate student survey.

Adjournment: The meeting was adjourned at 4:08 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 3, 2004

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Professor Bill Galloway, Ms. Lauren Good, Mr. Steven Hall, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. John Moore, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Donald Orth, Ms. Yvette Quintela, Dr. Fred Richardson for Dr. Sue Murrmann, Dr. Carolyn Rude, Dr. Nan Seamans, Dr. Susan Short, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. François Elvinger, Dr. Rakesh Kapania, Mr. Terrell Strayhorn

Conference call in: Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from October 20, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from October 28, 2004 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The committee held its first meeting immediately following the October 20th commission meeting. Dr. Scott Case reported that the committee has decided on three agenda items: (1) examining the make-up of the M.S. committee, (2) reviewing and discussing the number of credits visiting graduate students may take, and (3) examining summer enrollments.

Resolutions may be presented to the commission for approval based on the results of these discussions.

Other Reports

Graduate Student Assembly (GSA): Mr. Steven Hall reported that the GSA approved the proposal for the “Graduate Student of the Year Award”. He also reported that following a discussion of drill field parking, the GSA preferred to keep the current policy.

Graduate Honor System (GHS): Mr. Greg Lemmond reported that eight new faculty members have been trained to serve as volunteer panelists.

University Library Committee (ULC): Dr. Eileen Hitchingham reviewed the library committee minutes from October 19, 2004, which included recent announcement of pledges to the library. Also, Phase I renovation will begin in the fall. Mr. Paul Metz and college librarians have worked with colleges to identify materials need to meet the university’s research and teaching goals. The library web was redesigned for fall 2004. Dr. Hitchingham encouraged commission members to give the library feedback on the new design. The library and

college librarians are collaborating on a pilot program, which will offer up to five grants to CLAHS faculty for undergraduate course redesign incorporating information literacy components. Dr. Hitchingham also reported that the committee would be considering new memberships.

Financial aid determination for graduate students: hours vs. time

Dr. Avery reviewed the current policy of the financial aid office, which determines eligibility for continued financial aid for students based on the number of credit hours a student has taken. When a student has taken more than 150% of the “normal” credit hours required for a program they are considered to have exceeded their allocation and cannot receive financial aid. Because graduate students have a research component, this policy does not work, particularly since the commission removed the cap from research hours. To the financial aid office, a graduate student will appear to have exceeded the normal time-to-degree, as measured by credit hours. The graduate school would like the financial aid office to evaluate graduate student eligibility not on credit hours, but based on actual time-to-degree. For example, if a normal time-to-degree were two years for a masters degree, then three years would represent 150%. The commission voted to approve a recommendation that the Office of Financial Aid adopt the time-to-degree measurement in determining graduate student eligibility for continued financial aid.

Old Business

- Information skills for graduate students:

Dr. Nan Seamans answered questions from commission members about the resolution. Dr. DePauw suggested that the graduate school collect information on how departments are incorporating the teaching of information skills into their program. Dr. Seamans will incorporate the suggestions of the commission into the resolution. The revised version will be presented to the commission at a future meeting.

- VT-MENA:

The commission discussed Dr. Riad’s replies to their concerns [October 20, 2004]. Dr. Elgert will draft questions raised at the meeting concerning issues that need further comment/resolution, including SCHEV requirements, a memorandum of understanding regarding library use, the conferral of MS vs. Ph.D. degrees, anticipated enrollment, and participation of Virginia Tech faculty.

- Graduate Student Survey:

Dr. DePauw distributed a summary of results of the graduate student online “Exit Survey” and “Entrance Survey”. She asked the commission to share with her any ideas for improving the survey.

New Business: None

Adjournment: The meeting was adjourned at 4:37 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 17, 2004

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. François Elvinger, Mr. Marvin Foushee, Professor Bill Galloway, Mr. Greg Lemmond, Dr. John Moore, Dr. Jerry Niles, Dr. Donald Orth, Ms. Yvette Quintela, Dr. Fred Richardson for Dr. Sue Murrmann, Dr. Carolyn Rude, Dr. Nan Seamans, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Kevin Davy, Ms. Lauren Good, Mr. Steven Hall, Dr. Eileen Hitchingham, Professor Ron Kagawa, Dr. Rakesh Kapania, Dr. Tom Ollendick, Dr. Susan Short

Absent without notification: Mr. Terrell Strayhorn

Invited Guests: Dr. Roger Avery, Ms. Nancy Feuerbach, Mr. Marcus Ly, Ms. Angie Webb

Approval of the agenda: Approved.

Approval of minutes from November 3, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): Dr. Roger Avery reviewed the minutes of the November 11 meeting. The commission approved the minutes, including the resolution for “Establishment of a Master of Building/Construction Science and Management Degree Proposal in the Virginia Tech College of Architecture and Urban Studies”. The resolution will be presented at the next meeting of the University Council for a first reading.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case presented two items for discussion.

(1) Visiting Graduate Students

Following discussion, the commission agreed to place a limitation on the amount of time a student may spend in the “visiting graduate student status”. The requirement will now read:

Visiting Graduate Student

A graduate student in good standing at another university may be permitted to take graduate courses by submitting a Visiting Graduate Student Letter of Approval, available in the Graduate School office or at <http://www.grads.vt.edu>. *This status is normally limited to one calendar year or 18 credit hours.*

(2) Changing the language, which describes the membership of the master’s final examination committee.

Following discussion, the commission agreed to change the language to:

Final Examination (Master's)

An oral and/or written final examination is required of all master's programs (see departmental policy for specific format). Please review the preceding sections on Registration, Scheduling of Examinations, and Completion of Examinations for appropriate information. *Normally, the advisory committee will carry out*

the examination, and can be supplemented by additional members as appropriate. For some non-thesis master's programs, final exams are not structured as above. For more information about such programs consult the departmental policies and procedures document.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

Old Business: Dr. Seamans will present a revised information skills resolution for discussion at the next meeting. The commission will also discuss Dr. Riad's responses to the commission's questions/concerns about the VT-MENA program at the next meeting.

New Business: Dr. DePauw suggested that the commission consider two agenda items at a future meeting:

(1) A discussion of "executive master's degrees".

Dr. Avery will distribute a degree inventory list to the commission prior to this discussion.

This discussion could also include "online degrees".

(2) A general conversation about developing a graduate faculty

Adjournment: The meeting was adjourned at 4:11 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 1, 2004
3:30 pm – 5:00 pm
206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Professor Bill Galloway, Ms. Lauren Good, Mr. Steven Hall, Dr. Rakesh Kapania, Dr. John Moore, Dr. Donald Orth, Dr. Fred Richardson for Dr. Sue Murrmann, Dr. Carolyn Rude, Dr. Nan Seamans, Dr. Susan Short

Conference call in: Professor Ron Kagawa

Absent with Notification: Dr. Ron Daniel, Dr. François Elvinger, Mr. Marvin Foushee, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. Tom Ollendick, Ms. Chris Thomas, Ms. Angie Webb

Absent without notification: Dr. Jerry Niles, Ms. Yvette Quintela, Mr. Terrell Strayhorn

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

Approval of the agenda: Approved.

Approval of minutes from November 17, 2004: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): No report.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case initiated discussion on the possibility and/or interest in developing a “graduate faculty” at Virginia Tech. Dr. Avery reported that 5 SCHEV peers responded to a request for information about the existence of a graduate faculty at their institutions, and results were mixed. Dr. DePauw suggested that a reason to explore having a graduate faculty would be to have an identified body of faculty members who have the primary responsibility for graduate education. The existence of a graduate faculty would help to clarify issues such as who can chair committees, who can serve on committees, who are the faculty who have responsibility for program review, etc. Dr. Rakesh Kapania expressed concern that institutionalizing a graduate faculty 1) would have substantial initial and recurrent costs (one would have to go through it every five years or so for this to be effective) in terms of faculty time; 2) it would lead to even more centralization as the decision rests with just two people, the department head and the dean of Graduate School; and 3) at least in the college of engineering, there is not a great demand for such a designation.

Dr. Elgert suggested that input/opinion be sought from faculty (represented by the commission) about this issue. The commission charged DRSCAP with defining the potential role of the graduate faculty and their credentials.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

Old Business:

- Resolution: Information Skills for Graduate Students

Dr. Seamans reviewed changes to the “Addendum to the Resolution from the Commission on Graduate Studies and Policies: Information Skills for Graduate Students”. Dr. Seamans and the commission stressed the importance of creating an “awareness” of the importance of acquiring information management skills. Suggestions were made on how to incorporate an awareness of information management into a plan of study, perhaps as a “named comment”. The commission will also seek input from graduate students. Dr. Seamans will then incorporate suggestions into a revised document.

- Response from Dr. Sedki Riad, VT-MENA program

Dr. DePauw stressed the importance of the commission’s participation in the program review process. Commission feedback is presented to the provost and the University Council.

The MENA program reflects an existing degree extending to a new site. Following discussion, the commission agreed to approve the program under 2 conditions: (1) proposal should be limited initially to master’s degrees and (2) a detailed plan is documented for faculty who will teach in the program. Dr. Elgert will develop the commission’s response incorporating the discussion items and concerns

New Business: 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

Minutes

Commission on Graduate Studies & Policies

January 19, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. François Elvinger, Professor Bill Galloway, Ms. Lauren Good, Dr. Rakesh Kapania, Mr. Greg Lemmond, Dr. Nancy McGehee for Dr. Sue Murrmann, Ms. Margaret Merrill, Dr. Jerry Niles, Ms. Yvette Quintela, Dr. Carolyn Rude, Dr. Susan Short, Mr. Terrell Strayhorn, Ms. Chris Thomas

Absent with Notification: Dr. Scott Case, Dr. Ron Daniel, Mr. Steven Hall, Dr. Eileen Hitchingham, Professor Ron Kagawa, Dr. John Moore, Dr. Tom Ollendick, Ms. Angie Webb

Absent without notification: Dr. Don Orth

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

Approval of the agenda: Approved.

Approval of minutes from December 1, 2004: Approved. Dr. Elgert noted that Dr. DePauw had contacted Dr. Riad and had not received a response.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from December 9, 2004 were approved. Mr. Marvin Foushee asked that the minutes reflect that CSES 4164 is cross-listed with Biology 4164, ENSC 4164 and CEE 4164.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report. The committee is meeting January 26th. Ms. Margaret Merrill, who is replacing Dr. Nan Seamans on the commission, agreed to serve on this committee.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): The minutes of the December 7th, 2004 were distributed to the commission [electronically] prior to the commission meeting. Dr. Hitchingham was absent from the meeting, but may wish to review/discuss the minutes at a future meeting.

Old Business:

VT – MENA Program: Following discussion, the commission voted to recommend that the program be (1) approved for masters' level only and (2) a detailed plan is documented for faculty who will teach in the program as well as for program evaluation. Dr. Kapania abstained.

Dr. Elgert asked for input/suggestions from the commission for the upcoming meeting between the commission chairs and the provost. Items previously suggested were: business plan for graduate education for increasing Ph.D. enrollment and strong graduate community; institutional plan for graduate education and implementation plan; review and approval of new and extended degree process; graduate program review process and implementation plan; recruitment and retention issues; impact of chartered university initiative on graduate education; health insurance for graduate students; nine vs. twelve month pay for teaching assistants; policy and procedure reviews including residency requirements for doctoral students; pass/fail for research hours; quality assessment for graduate courses delivered online; visiting graduate students and limit of credits; withdrawal and drop policies; and enrollment / assistantship appointments.

Some of these items have already been addressed. Dr. Elgert encouraged commission members to seek input from their departments, as well. Additional items suggested were: development of a graduate faculty; discussion of the issues raised in the exit survey, as well as examining the actual survey; reaffirming support of library resources; exportation of existing programs within, or without, the state, and the commission's involvement.

Dr. DePauw asked that Dr. Turner give an update on "program review" at the next commission meeting.

Dr. DePauw also asked the commission to let her know how they would like to see graduate education change at Virginia Tech. Dr. Kapania expressed concern about "cushion" funding for students to bridge a break in their support. Dr. DePauw said she would like the commission to discuss how to involve more departments and faculty in mentoring and advising graduate students as junior colleagues. Teaching assistance (TA) training is another activity that is critical for this university. Dr. McNabb, new associate dean, will be visiting departments to determine what existing TA training opportunities are in place. Dr. DePauw will share the course outline for Preparing the Future Professoriate (PFP) with the commission. Dr. DePauw, through the Transformative Graduate Education program, would like every graduate student to have a PFP experience and a citizen scholar experience. There has been some interest from post doctorates and faculty in taking the PFP course.

Dr. DePauw gave an update on the progress of the "imaging system"; vendors will be on campus to present their product to a review committee. Ultimately, application submission and review will be completely electronic.

Dr. DePauw reported that forty-nine new "Ph.D. 2010 assistantships" have been allocated to colleges. By next fall, we should have at least one hundred new Ph.D. students. We are almost one-third of the way to reaching the goal of nine hundred new Ph.D. students.

Also, this fall, graduate students will be eligible to receive 70% coverage towards their health insurance premium. Dr. DePauw encouraged commission members to attend Graduate Education Week events [March 21 – 25]; some events will be held in the Donaldson Brown Center, future home of the Graduate Life Center.

New Business: None.

Adjournment: The meeting was adjourned at 4:34 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 2, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Margaret Merrill, Dr. John Moore, Dr. Sue Murrmann, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Don Orth, Dr. Carolyn Rude, Dr. Susan Short, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Ms. Lauren Good, Professor Ron Kagawa, Ms. Yvette Quintela, Mr. Terrell Strayhorn,

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

Approval of the agenda: Approved.

Approval of minutes from January 19, 2005: Approved with one change: The statement “Dr. DePauw said she would like the commission to discuss how to involve more departments and faculty in mentoring and advising graduate students or junior colleagues” should read “Dr. DePauw said she would like the commission to discuss how to involve more departments and faculty in mentoring and advising graduate students as junior colleagues”.

Committee Reports

Graduate Curriculum Committee (GCC): The revised minutes from December 9th, 2004 and the January 27th, 2005 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Following discussion, the commission approved two changes in policy.

(1) The policy on probation was changed from:

Probation

The Graduate School does not adhere to a rigid academic eligibility schedule. However, students whose cumulative GPA falls below a "B" (3.00) average are usually placed on probation.

Enrollment for one semester of probation is normally permitted to remedy an unsatisfactory GPA. If, in the judgment of the faculty and the dean of the Graduate School, the student is incapable of making satisfactory progress, permission to continue in the graduate program will be denied, and the student will be dismissed from the university.

to:

Probation and Dismissal

A student whose cumulative GPA falls below a "B" (3.00) average will be placed on probation by the Graduate School.

Enrollment for one semester of probation is normally permitted to remedy an unsatisfactory GPA. If, in the judgment of the faculty and the dean of the Graduate School, the student does not make

satisfactory progress, permission to continue in the graduate program will be denied, and the student will be dismissed from the university.

The commission endorsed Dr. Avery's proposal to request the university registrar's office to implement changes in Banner, which would more accurately record a student's enrollment status.

(2) The policy on eligibility of faculty/staff for graduate degrees was changed from:

Eligibility of Faculty/Staff for Graduate Degrees

Faculty members of the rank of assistant professor or above shall not become candidates for degree or be awarded degrees at this university. The provost's office may be requested to waive this policy for an individual following successful appeal to the Commission on Faculty Affairs.

to:

Eligibility of Faculty/Staff for Graduate Degrees

Teaching and research faculty members of the rank of assistant professor or above shall not become candidates for degree or be awarded degrees at this university. The provost's office may be requested to waive this policy for an individual following successful appeal to the Commission on Faculty Affairs.

Staff and administrative/professional faculty may become candidates for degrees with approval from the academic program, the university employer, and the graduate school. To receive approval, candidates should address conflicts of interest, time, and commitment. Supervisors of these candidates should abstain from chairing and/or serving on the candidates' graduate committees to avoid potential conflicts of interest.

Other Reports

Graduate Student Assembly (GSA): Submitted electronically and approved.

Graduate Honor System (GHS): Mr. Greg Lemmond reported that there are no outstanding cases. The GHS is starting to investigate three new cases. Mr. Lemmond will be stepping down as chief justice at the end of this semester. He encouraged commission members to forward names of potential candidates for this position to him.

University Library Committee (ULC): Dr. Hitchingham reviewed two issues that the library committee is working on.

(1) University Library Committee membership and reporting mechanism

The committee will be forwarding [electronically] a statement that explains an increase in the membership of the ULC and the solidification of its reporting lines to the Commission on Research and CGS&P.

(2) Overall recommendation regarding the borrowing period for faculty

Dr. Hitchingham believes the library commission will recommend a more generous period of loan and renewal for faculty.

Dr. Hitchingham stated that the library has completed its analysis of the spring survey and will be sending results to graduate students, CGS&P, and to deans, directors, and departments heads. Dr. Hitchingham observed that Virginia Tech overall "comes out a little better than average" when compared to other associations of research library members who are bigger and better funded. According to Dr. Hitchingham, "we are doing very well with what we have."

Graduate Program Review: Dr. Sherri Turner

Dr. Sherri Turner presented a short briefing on the current status of graduate program review. She explained the reason and need for program review, or the “what and why”, as follows:

*Virginia Tech strives for continued enhancement of the **quality** of academic programs and the vitality of the academic enterprise.*

Graduate program review provides evidence of the quality of our degree programs, recommendations for program continuation and enhancement, and pertinent documentation for strategic academic planning.

Dr. Turner and the program review committee composed of associate deans from each college outlined the goals of program review and drafted a working document, which included identification of the purpose, value, and conduct of an academic program review. Dr. Turner asked the commission to review the document and give the program review committee their ideas and/or concerns.

Dr. Turner reviewed a draft of the program review process cycle. Dr. Turner stated that a partnership with Institutional Research is important to the system infrastructure in order to help support data analyses through a set of templates currently being designed.

Dr. Turner also presented a sample timeline for the College of Agriculture and Life Sciences. The college is participating in a program review as a pilot group to test the process. The official ten-year plan will be launched fall 2005.

Dr. DePauw stated that the efforts of Institutional Research would allow departments ready access to data, thus allowing them to focus on the program review narrative. Data would be housed on the Graduate School server for convenience. Internal and external reviewers could then access documents and data electronically. Dr. DePauw asked the commission to consider what role, if any, the commission would like to play in the individual program reviews. For now, Dr. DePauw asked the commission for help in refining the process. Dr. Turner will work with colleges and departments on the scheduling aspect of the process so that internal and external reviews are a complimentary process as opposed to duplicative or contradictory.

Dr. DePauw observed that the institutional plan for graduate degrees looks at the future of graduate degrees. The graduate program review process looks at what we’ve done, and how we might change. This allows us to be proactive, rather than reactive, to graduate education as it changes and evolves.

Dr. DePauw asked that the commission to submit their feedback in writing to the program review committee. She would like the committee work and commission review finalized by April 2005.

Old Business: None

New Business:

Dr. Kevin Davy raised the issue of graduate students participating [as subjects] in research projects. Currently there is a restriction on graduate students on teaching assistantships. Dr. DePauw suggested a presentation and discussion could be placed on the agenda for an upcoming commission meeting.

Virginia Tech ADVANCE and the Office of Research, the provost’s office, and the Graduate School, have started a “first Friday’s lunch” for post doctorates. Dr. DePauw encouraged the commission to share this information. Dr. DePauw will send details to commission members.

Adjournment: The meeting was adjourned at 4:43 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 16, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Ms. Margaret Merrill, Dr. Sue Murrmann, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Don Orth, Dr. Carolyn Rude, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Kevin Davy, Dr. Rakesh Kapania, Dr. John Moore, Ms. Yvette Quintela, Dr. Susan Short, Mr. Terrell Strayhorn

Absent without Notification: Ms. Lauren Good, Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from February 2, 2005: Approved with one change.

Following the description of the probation and dismissal discussion, the commission wanted the following statement added: *The commission endorsed Dr. Avery's proposal to request the university registrar's office to implement changes in Banner, which would more accurately record a student's enrollment status.*

Committee Reports

Graduate Curriculum Committee (GCC): Dr. Avery reported that the committee was working its way through a large number of courses from the GIA program. The minutes from February 10, 2005 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Following discussion, the commission approved a change in the deadline for ETD submission policy from:

Deadline for Submission

Final version of the thesis/dissertation/major paper (ETD) must be submitted electronically to the Graduate School no later than two weeks after the successful completion of the final examination. If this deadline cannot be met, a request (by e-mail is preferred) for an extension should be sent to the dean of the Graduate School by the advisor.

to:

Deadline for Submission

The final version of the electronic thesis or dissertation (ETD) must be submitted to the Graduate School no later than two weeks after the successful completion of the final examination. If this deadline cannot be met, the advisor must send a request for an extension (e-mail is preferred) to the dean of the Graduate School. Late submission of an ETD (other than with an approved extension) will require the student to be enrolled.

It was noted that major papers, or project and report, are a distinctly different publication and do not need to follow the ETD publication route.

Other Reports

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee (ULC):

Dr. Eileen Hitchingham presented a draft of a resolution entitled: *Resolution to Amend University Council By-Laws in Order to Increase the Membership of the University Library Committee*. The resolution addressed membership and reporting lines. The University Library Committee approved the resolution on February 15. The commission voted to recommend that the resolution be adopted.

Dr. Hitchingham also reviewed the ULC's discussion of the loan and renewal period. The ULC serves in an advisory capacity to the library dean. Several years ago, the loan and renewal period was restricted for faculty, from two years (w/renewals) to 90 days with one renewal. A second renewal request required that faculty return to the library with the items and then renew in person. She also reported that the recall process is working effectively; there is a dollar charge for books not returned within a specified time. Faculty from the humanities and social sciences have expressed concern that the loan policy is too restrictive and have recommended that the period be expanded to three years. One solution would be to keep the 90-day loan period, but expand renewals up to two years. This would not affect the ability to recall a publication. Dr. Niles strongly encouraged the commission to consider such a solution as some scholars are deprived of necessary tools to carry on their research. In essence, the books are their "equipment. Dr. Rude also supported the humanities position, stating that a good article could easily take a year to write. She also noted that the humanities are such a small percentage, that any data driven research on usage might not capture their needs. Dr. Avery commented that, for example, if the difference in opinion is discipline-based, then if all the "English professors don't mind other English professors having books for three years, then it doesn't really impinge on the psychologists or physicists". Another suggestion was a compromise of 180 days and two years; this would reduce the "busy work". Dr. Hitchingham stated that any new policy adopted would apply to graduate students. Dr. Hitchingham stressed that the library wanted to serve as many constituencies as possible.

Dr. Hitchingham also reported that the new system the library will be using is the "innovative interface". Thirty-five other Association of Research Library members use this system. Dr. Hitchingham will send web urls to the commission so that they may get a feel for the new system. The system should be implemented August 1; any policy change would also be effective August 1.

Old Business:

Dr. Elgert presented Dr. Sedki Riad's response to Dr. DePauw's correspondence to him, which reflected the commission's view that the VT-Middle East North Africa (MENA) Graduate Program should be limited to master's only. Dr. DePauw will respond to Dr. Riad via e-mail. Dr. DePauw stated that the commission must deal not only with increasing graduate enrollment, but also with ensuring the quality of graduate education.

Dr. DePauw asked the commission to review the most recent draft submitted by Dr. Sherri Turner of the Graduate Program Review.

New Business: None

Adjournment: The Graduate Coordinators' Workshop is scheduled for February 17 at 10:00 a.m.

The meeting was adjourned at 4:43 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 2, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Dr. Scott Case, Dr. Ron Daniel, Dr. Kevin Davy, Dr. Karen DePauw, Dr. Klaus Elgert, Professor Bill Galloway, Ms. Lauren Good, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Ms. Margaret Merrill, Dr. Sue Murrmann, Dr. Jerry Niles, Dr. Tom Ollendick, Ms. Yvette Quintela, Dr. Carolyn Rude, Ms. Chris Thomas

Absent with Notification: Mr. Chris Bassler, Dr. François Elvinger, Professor Ron Kagawa, Dr. Rakesh Kapania, Dr. John Moore, Dr. Susan Short

Absent without Notification: Dr. Don Orth, Mr. Terrell Strayhorn

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

Approval of the agenda: Approved.

Approval of minutes from February 16, 2005: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from February 24 were approved. Dr. Avery noted that another dual masters degree program was approved, the Master of Public Administration/Urban and Regional Planning. There were also two department name changes. Dr. Avery observed that the departments often changed names in order to better reflect new degree names, e.g., the Department of Biology becomes the Department of Biological Sciences. The MS and PhD degrees offered are also in “biological sciences”.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The commission approved a change to Policy memo 230 [Awarding of the Graduate Certificate].

PROPOSED REVISION

Be it further resolved that proposals to offer graduate certificates should include the following:

1. Rationale and need for graduate certificate. Target population to be served.
2. Identification of admission requirements. Graduate certificate programs must have admission standards that are similar to related graduate degree programs.
3. Identification of course requirements. Graduate certificate programs must use approved graduate coursework. At least two-thirds, including all core courses, must be graded on an A-F basis. Graduate certificate requirements must include a minimum of 9 Virginia Tech graduate course hours. A maximum of 33% of the course credits may be at the 4000 level.
4. Identification of members of the faculty associated with the graduate certificate program.

Other Reports

Graduate Student Assembly (GSA): Ms. Yvette Quintela reviewed Thursday's GSA meeting. The upcoming Research Symposium, elections, and principles of community were discussed at the meeting. Ms. Quintela is president of a new Virginia Tech graduate student honor society, Alpha Epsilon Lambda. Initiation is scheduled during Graduate Education Week. To be considered for membership, a student must have a 3.65 (minimum) GPA, and demonstrated campus leadership within the graduate community. Dr. DePauw will serve as the faculty advisor.

Graduate Honor System (GHS): Mr. Greg Lemmond reported that two graduate students have agreed to serve as investigators. Mr. Lemmond asked the commission for suggestions on identifying individuals who could serve as chief justice. Suggestions included college/department visits with graduate student organizations, meeting with associate deans, and recruiting students who have already indicated an interest in campus leadership positions.

University Library Committee (ULC): No report.

Old Business: Dr. Elgert announced that Dr. Sedki Riad would be a guest at the March 16 meeting.

New Business: None

Adjournment: The meeting was adjourned at 4:06 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 6, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Karen DePauw, Dr. Klaus Elgert, Professor Bill Galloway, Mr. Greg Lemmond, Dr. Sue Murrmann, Dr. Jerry Niles, Dr. Tom Ollendick, Dr. Carolyn Rude, Dr. Susan Short, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Kevin Davy, Dr. François Elvinger, Ms. Lauren Good, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Margaret Merrill, Dr. John Moore, Mr. Terrell Strayhorn

Absent without Notification: Dr. Don Orth, Ms. Yvette Quintela

Invited Guests: Dr. Roger Avery, Ms. Nancy Feuerbach, Mr. Marvin Foushee, Dr. F. M. Anne McNabb, Mr. Fain Rutherford, Mr. David Travis, Dr. Sherri Turner, Ms. Angie Webb

Approval of the agenda: Approved.

Approval of minutes from March 16, 2005: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from March 24, 2005 were approved. Dr. Avery distributed a list of courses that have not been taught since fall 2000; inquiries should be directed to Ms. Angela Duncan.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The committee will meet following the commission meeting and report at the April 20 meeting.

Other Reports

Graduate Student Assembly (GSA): At its last meeting, the GSA held elections for officers and discussed the discrimination / harassment policy recommendations.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): Dr. Elgert reported that the library membership resolution had a first reading at the University Council meeting.

Old Business:

Dr. Elgert reviewed Dr. Riad's reply which satisfactorily addressed all of the commission's concerns about the VT-MENA proposal including a description of the role of the major advisor; bi-annual assessment (once a semester) program review; financial safeguards; description of the management and supervision team; availability of library resources. An electronic copy of the reply was distributed to commission members prior to this meeting.

Dr. Elgert contacted Dr. Tarun Sen to request an update on the MIT-India program. Dr. Sen will forward information to the commission and /or may present the information at an upcoming meeting.

New Business:

Dr. Elgert reminded the commission that a new vice-chair must be appointed for next year. Dr. DePauw also encouraged the commission to find chairs for the curriculum and DRSCAP committees. Dr. Elgert volunteered to chair the curriculum committee.

Institutional Plan for Graduate Degrees: Dr. Karen DePauw reviewed the (working draft) handout, “05-06 Institutional Plan for Graduate Degrees (IPGD), Programs approved for development” and the process for approval. Departments can develop new programs if their program is on the “pre-approved list”. Degrees on this list must be implemented by fall 2008.

Non discrimination / sexual harassment policy: Dr. Karen DePauw introduced Mr. Fain Rutherford, Assistant Director and Mr. David Travis, Interim Director, of the Office of Equal Opportunity. Mr. Rutherford and Mr. Travis presented a draft of the non discrimination / sexual harassment policy approved by the Commission on Equal Opportunity and Diversity. The language concerning graduate students has been changed to incorporate Dr. DePauw’s suggestions, in particular, language that defined graduate students (and staff and undergraduates) as faculty. Dr. DePauw suggested that information on the policy can be distributed at orientation for new graduate students. Mr. Rutherford and Mr. Travis will bring the commission’s concerns and recommendations to the Commission on Equal Opportunity and Diversity. Dr. DePauw recommended that a member of CGS&P be appointed to the Commission on Equal Opportunity and Diversity.

Graduate Program Review: Dr. Turner gave a progress report on the development of a program review process for Virginia Tech. A working document, “Format and Procedures for Review of Existing Graduate Degree Programs” was distributed. Dr. Turner reviewed the (1) purpose, (2) importance, (3) conduct [of program review] (4) reports.

Announcements: None.

Adjournment: The meeting was adjourned at 5:09 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 20, 2005

3:30 pm – 5:00 pm

206 Sandy Hall

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Kevin Davy, Dr. Klaus Elgert, Professor Bill Galloway, Ms. Lauren Good, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Ms. Margaret Merrill, Dr. Sue Murrmann, Dr. Tom Ollendick, Dr. Don Orth, Dr. Carolyn Rude, Ms. Chris Thomas

Absent with Notification: Dr. Roger Avery, Dr. Ron Daniel, Dr. Karen DePauw, Dr. François Elvinger, Dr. Rakesh Kapania, Dr. John Moore, Dr. Jerry Niles, Ms. Yvette Quintela, Dr. Susan Short, Mr. Terrell Strayhorn, Ms. Angie Webb

Invited Guests: Ms. Nancy Feuerbach, Mr. Marvin Foushee, Dr. F. M. Anne McNabb, Dr. Tarun Sen, Dr. Sherri Turner

Approval of the agenda: Approved.

Approval of minutes from April 6, 2005: Approved.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from April 14 and April 19 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case thanked the committee for their efforts during the academic year. Dr. Case distributed a working draft for a graduate faculty policy. He asked that CGS&P members distribute the draft document to their constituents and solicit feedback to bring back to the commission in the fall. The document will be distributed to the commission electronically. Ms. Lauren Good will suggest wording to be incorporated into the draft to address undergraduate students' concerns that there will be sufficient numbers of qualified faculty to teach undergraduate courses.

Other Reports

Graduate Student Assembly (GSA): No report

Graduate Honor System (GHS): No report.

University Library Committee (ULC): Dr. Hitchingham reported that the resolution which addressed changing the reporting structure and membership of the University Library Committee was successfully reviewed by the Commission on Research, the Commission on Undergraduate Studies and Policies, the University Library Board, and the University Council. The library committee has also made a recommendation that the library maintain the existing policy which dictates the borrowing period, but added that exceptions could be made for individuals who needed a more flexible borrowing timeframe.

Dr. Tarun Sen, MIT India: Dr. Tarun Sen, at the invitation of the commission, reported on the status of the MIT program. Following his presentation to the commission in fall 2004, approvals were received from the State Council of Higher Education for Virginia (SCHEV), and the Southern Association of Colleges and Schools (SACS). Virginia Tech's Institute for Distance & Distributed Learning (IDDL) had just completed a

SACS approval for the MIT online program so they were able to assist with the preparation of documents. By late July / early August the program was ready to be launched. The partner institution in Bombay then began marketing the program. In order to maximize the results of the marketing effort, the program was officially launched in October of 2004. Approximately 80 – 100 preliminary applications were submitted. These applications were screened, and a selection of applicants then applied to the Graduate School. Thirty two students were accepted to the program; thirty are currently enrolled.

Dr. Sen visited the facility in January 2005 to teach a course. The students had a good background; approximately ninety percent were engineering students so were technically skilled. Current students will be asked to strengthen communication / presentation skills. Dr. Sen also summarized the course offerings. Six Virginia Tech faculty have visited the facility to teach the courses. Each course is divided into three phases: (1) Pre-contact phase (prep work before VT faculty arrive), (2) One-on-one class time, and (3) Post-contact phase (projects, exams, assignments).

Program strengths include the collaborative experience with another institution; the Virginia Tech faculty have unanimously described the experience as positive. The students, as well, have found the experience to be rewarding. A significant number of students reported that they had applied to the program because of the reputation of the S P Jain Institute, and so the strength of the partner institution has also contributed to the program's success. Dr. Sen noted that the student's didn't automatically identify themselves as Virginia Tech students. He observed that it would take some time for them to "see" themselves as belonging to the Virginia Tech campus. Students have been provided with VT i.d.'s.

Dr. Sen reported that course compression was a problem. In the future, courses / faculty will be spaced out rather than send all six faculty within a period of three months. New faculty will not be sent until the current teaching faculty are "caught up". Dr. Sen anticipates that students will be caught up by the end of June [2005]. In the future, courses will be spread more uniformly over a twelve month period.

Dr. Sen also reported that the program will develop a more structured follow-up procedure for the post-contact phase.

More faculty may need to be hired in the future as current faculty are not able to provide the one-on-one interaction that found in the U.S.-based program.

Marketing the program has proven to be a challenge. India is a large country, and getting Virginia Tech's identity / name established will take some time.

Establishing a tuition rate did cause some problems and generated discussion.

Dr. Orth asked Dr. Sen to explain the program's revenue sharing model. Dr. Sen said that this has been a major challenge. The college basically decided that the program was important enough to warrant being launched on an "overload basis"; the program was considered part of Virginia Tech's globalization goals by "internationalizing the curriculum". It also allows faculty to get exposure in the international arena and gives additional publicity to Virginia Tech. Ultimately, the program may even generate revenue for research.

Dr. Sen also stated that another measurement of the program's success will be determined by whether graduates are able to obtain satisfactory employment. S P Jain does have an aggressive placement program. Other options for placement of graduates are currently being investigated.

Mr. Greg Lemmond suggested that Dr. Sen use the Graduate Student Assembly as a program resource, particularly when researching ways to build a Virginia Tech identity within the MIT-India student body.

Dr. Sen encouraged commission members to contact him with questions and hopes the commission will invite him to give future updates on the MIT-India program.

Old Business:

Dr. McNabb thanked the commission, on behalf of Dr. DePauw, for their work on the review process.

Graduate Program Review: Dr. F. M. Anne McNabb and Dr. Sherri Turner

Dr. Anne McNabb discussed four points. (1) Seven year (minimum) review cycle. This cycle is negotiable. (2) Duplication. The dean and the college would meet to develop a plan; this would minimize repetition in review processes. (This would occur in the year prior to the review.) (3) Inside vs. outside reviews. Currently, the draft review document procedure suggests an inside review followed by an outside review. Units already doing outside accreditation reviews would adopt another process to be determined at the beginning of the planning process. (4) The role of the program itself in the process. The first step in the process would be a self-assessment by the program.

Institutional Research has designed reports to assist with review, and will help analyze data.

The review process being developed would be a complement to any review process already in place.

New Business: None.

Announcements: Dr. Elgert thanked the commission and Ms. Feuerbach for their efforts throughout the 2004-2005 academic year. Ms. Feuerbach extended Dr. DePauw's appreciation to the commission. The commission expressed its gratitude to Dr. Klaus Elgert, outgoing chair of the commission, and welcomed the new chair, Dr. Scott Case.

Adjournment: The meeting was adjourned at 4:50 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