

## **Minutes**

### **Commission on Graduate Studies & Policies**

**September 20, 2006**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Mr. Sherif Agha, Ms. Linsey Barker, Dr. Scott Case, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Suzanne Murrmann, Mr. Brian Whitaker, Dr. Audrey Zinc-Sharp

Absent with Notification: Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. Tom Ollendick, Dr. Carolyn Rude

Absent without Notification: Mr. Maryann Norman, Dr. Jim Collier, Dr. Ron Daniel, Dr. Gerhardt Schurig,

Invited Guests: Ms. Nancy Feuerbach, Mr. Marvin Foushee, Ms. Frances Keene, Ms. Ennis McCrery, Ms. Jacqueline Nottingham

**Approval of the agenda:** Approved.

**Approval of minutes from April 19, 2006:** Approved.

Dr. François Elvinger, Chair, opened the first meeting of the 2006-2007 academic year with a welcome, and a review of the commission's charge.

Dr. Karen DePauw outlined agenda and priority items for the commission to consider for the upcoming year, including the following:

- Quality advising and mentoring (eAdvising and eMentoring)
- Ethics and professional conduct related to discovery, learning and engagement
- Inclusion of Principles of Community throughout graduate education and recommendations from the Diversity Think Tank
- Review and approval of new and extended graduate degrees identified through the IPGD
- Review of results from exit and entry surveys
- Discussion of the role of research at VT, coursework only degrees, master's & doctoral degrees
- Policy and procedures review including [Note: below items for DRSCAP committee]
  - Admissions requirements: 3 year degrees from international institutions; provisional admission status
  - Summer enrollment and status of graduate students
  - Residency requirements for doctoral degrees (research hours rather than courses?)
  - Plans of Study changes (format, faculty committees)
  - Quality assessment for graduate courses delivered on-line
  - Part-time graduate students & policies/procedures
  - Commonwealth campus status and credit limits per semester; non degree category
  - Co-op policies for international students

- Others (faculty status, student fees)

Dr. DePauw reviewed the upcoming Graduate School events for the grand opening of the Graduate Life Center at Virginia Tech, including the lecture by Daniel Pink, and the open house.

Dr. DePauw announced the appointment of Dr. James Turner as an associate vice provost of the Graduate School. Dr. Turner will be chairing the “Diversity Think Tank”.

Commission members will be given access to survey results as available.

### **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from April 13 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Membership on the student appeals and student relations committee will be deferred until actual cases / events occur.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Membership on the committee will include Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Gail McMillan. Meetings generally occur immediately following commission meetings. The committee must include at least four faculty members and one graduate student. Dr. DePauw will invite Drs. Ollendick and Rude.

Dr. François Elvinger noted that the commission still needs to select a vice-chair. Interested commission member[s] will review their calendars.

### **Other Reports**

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

University Council: Dr. Elvinger reminded the commission that the council tabled the resolution changes to university policies for student life. The resolutions will be presented to the council at the next meeting.

Ms. Frances Keene reviewed the three resolutions which were brought forward [to University Council] from the Commission on Student Affairs in the 2005-2006 academic year. At the last meeting, the council decided to take some time to receive feedback from faculty members, and then bring it back to University Council. Feedback from Faculty Senate and the recent University Council meeting has been incorporated into the document for the commission’s review and discussion. Members of the commission expressed concern about the unilateral development and application of policies for two distinct student populations, i.e., undergraduate and graduate students. Ms. Keene explained policies that apply to undergraduate students automatically apply to graduate students, “irrespective” of the policies being discussed. Policies apply to distance

students as well as Blacksburg campus students. Ms. Keene asked commission members to e-mails concerns to her. The commission decided to table the issue.

Dr. Elvinger will bring commission concerns to the University Council. He also was directed by commission members to vote against all three CSA resolutions if presented at the next University Council meeting.

**Old Business:**

A committee on ethics was formed. Members will include Greg Lemmond, Brian Whitaker, Greg Sagstetter, Margaret Merrill, François Elvinger, and Sue Murrmann.

**New Business:** [The presentation by Ms. Keene occurred earlier in the meeting.]

**Announcements:** None

**Adjournment:** The meeting was adjourned at 5:40

*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 4, 2006**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Mr. Sherif Agha, Ms. Linsey Barker, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Mr. Greg Lemmond, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Brian Mihalik for Dr. Suzanne Murrmann, Dr. Tom Ollendick, Dr. Carolyn Rude, Mr. Brian Whitaker,

Conference call: Rosary Lalick

Absent with Notification: Dr. Scott Case, Dr. Ron Daniel, Dr. Eileen Hitchingham, Dr. Pat Donovan, Dr. Gerhardt Schurig, Dr. Audrey Zinc-Sharp

Absent without Notification: Mr. Maryann Norman, Dr. Jim Collier,

Invited Guests: Ms. Nancy Feuerbach, Mr. Marvin Foushee, Ms. Ennis McCrery, Ms. Jacqueline Nottingham, Ms. Jory Ruscio

**Approval of the agenda:** Approved.

**Approval of minutes from September 20, 2006:** Approved.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The GCC approved the new degree program for (1) PhD in Engineering Education, (2) Master of Arts in Foreign Languages, Cultures and Literatures, and (3) a simultaneous degree program for the existing Master of Public and International Affairs and the Master of Urban and Regional Planning.

Dr. Karen DePauw reviewed the procedure for course, certificate, and degree approval. Courses and certificates are considered “approved” when the commission approves GCC minutes. GCC will bring new degree programs to the commission for a first and second reading. If the commission has questions, proposal authors will be invited to a meeting to address concerns. Following commission approval, the new degree is presented to University Council. Degree proposals are presented in SCHEV format.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The DRSCAP committee is scheduled to meet immediately following the commission meeting. Two new members are Dr. Carolyn Rude and Dr. Tom Ollendick. A graduate student representative is still needed.

## **Other Reports**

Graduate Student Assembly (GSA): Ms. Jory Ruscio, the president of the Graduate Student Assembly, reported on items discussed at two past meetings: (1) athletic event seating and (2) student organization fee allocation. Also, GSA has formed a committee to study health insurance. Proposals [specific, actionable items] developed by the GSA come before the commission and Student Affairs. The GSA has also had a social and a fund-raising event.

Graduate Honor System (GHS): Mr. Brian Whitaker, chief justice of the honor system, gave an update on GHS activities. Of the three reported cases last semester, one is completed, one is going to panel, and one is still under investigation. There are no reported cases to-date for the current semester. Thirty-two new graduate student panelists have been trained. There is a shortage of faculty members. Ideally, there should be a pool of thirty to forty active faculty representatives. One hour of training is required for panelists.

Dr. Lalick will send an e-mail to extended campus faculty inviting them to serve as a panelist.

University Library Committee (ULC): No report.

University Council: Dr. Elvinger reported on the October 2<sup>nd</sup> council meeting. Several resolutions were brought forward, including the three resolutions for changes to university policies for student life discussed at the September 20<sup>th</sup> commission meeting. Two resolutions passed, (1) *Reciprocity Statement for Jurisdiction of Off-Campus Misconduct* and (2) *Withholding Academic Degrees for Serious Misconduct*. The third resolution, *Sharing Information with the Undergraduate and Graduate Honor Systems*, generated a lot of discussion. Dr. Steger proposed that this resolution be examined further before taking action in order to clarify some of the language, and investigate potential repercussions. Council members expressed concern that the policies did not (or should not) apply to graduate students. Ms. Keene will speak with university legal counsel to determine what the ramifications of allowing the undergraduate honor system to differ from the graduate honor system would be.

Mr. Greg Lemmond, former chief justice, reiterated the concern, discussed in the 2005-2006 academic year, that sharing information would be disrespectful of the privacy of both the accused and accuser. He noted that he has not yet heard reasons which would suggest that sharing of information between undergraduate and graduate honor systems would be beneficial.

The resolution will be presented to the council in six weeks for a vote.

**Old Business**: Ms. Linsay Barker reminded the commission that the resolutions [above] reflected a larger issue. Graduate students and undergraduate students are not viewed separately, but rather as one entity, the university student population. Ms. Barker will form a task force to address this issue, bringing forward “hot spots” to the commission for discussion.

**New Business:**

The role of research in graduate education at Virginia Tech: Dr. DePauw asked the question, “What should be the role of research in graduate education?” At the graduate level, there are coursework only graduate degrees, thesis and non-thesis graduate degrees, as well as professional degrees. Dr. DePauw pointed out that there is an increasing trend to include research as a component of undergraduate education. The student transcript does not indicate if a degree is thesis or non-thesis. Mr. Marvin Foushee stated there was no policy which would disallow the transcript from thesis or non-thesis options. The commission will discuss the issue at an upcoming meeting with additional data provided by Dr. DePauw.

Reduction in credit hours for doctoral program in PPWS: The commission will invite Dr. Elizabeth Grabau to meet with the commission to present the request and address concerns.

Working Session / Retreat: The commission expressed an interest in a session on graduate education. This will be scheduled in the late fall or early spring.

VTIP representation on the board: Ms. Gail McMillan volunteered to represent the commission; she already serves as the Faculty Senate representative to the board. Dr. Elvinger will notify the board that Ms. McMillan will represent the commission, as well.

**Announcements:** Dr. DePauw invited the commission to tour the GLC.

**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 18, 2006**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Dr. Scott Case, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Gail McMillan, Dr. Suzanne Murrmann, Dr. Carolyn Rude, Mr. Brian Whitaker

Conference call: Dr. Rosary Lalick

Absent with Notification: Ms. Linsey Barker, Dr. Ron Daniel, Ms. Pat Donovan, Professor Bill Galloway, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Ms. Penny McCallum, Ms. Margaret Merrill, Ms. Maryann Norman, Dr. Tom Ollendick, Dr. Gerhardt Schurig, Dr. Audrey Zink-Sharp

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier

Invited Guests: Dr. Brian Mihalik, Mr. Marvin Foushee, Ms. Jacqueline Nottingham, Ms. Jory Ruscio

**Approval of the agenda:** Approved.

**Approval of minutes from October 4, 2006:** Approved.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from September 28<sup>th</sup> were approved. The committee approved three degrees with minor revisions (1) Doctor of Philosophy in Engineering Education, (2) Master of Arts in Foreign Languages, Cultures, and Literatures and (3) Simultaneous Master of Public and International Affairs and Master of Urban and Regional Planning.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Tim Mack reported that the committee currently was discussing (1) proposed rewording of the application admission statement and (2) admission categories and graduate student classifications.

## **Other Reports**

Graduate Student Assembly (GSA): Ms. Jory Ruscio reported that there has been no official business since their last meeting. GSA would like to address discrepancies in assistantship amounts between student teachers and student graders [GTAs]. Dr. DePauw suggested that the commission might consider developing guidelines for departments to use within their units.

Graduate Honor System (GHS): Mr. Brian Whitaker reported that the GHS had one case from last semester, and one reported case this semester. Mr. Whitaker reported that the case from last semester is dealing with a possible GHS violation occurring in another country, which could present new and (or) different logistical as well as philosophical and cultural considerations. Dr. DePauw encouraged the commission to discuss these issues as they occur.

University Library Committee (ULC): The minutes from September 28<sup>th</sup> were approved.

University Council: No report.

**Old Business:**

The commission voted to approve the request for the reduction in course hour requirements from 27 graded credit hours to 20 graded credit hours for Ph.D. students in the Department of Plant Pathology and Weed Science [18 hours of regular courses and two 1 credit seminars]

The commission discussed the role of research in graduate education, as well as thesis and non-thesis options. Dr. DePauw emphasized that Virginia Tech should have (1) professional degrees, (2) non-thesis options, (3) and research options.

Mr. Marvin Foushee said it is possible to include the thesis title on the transcript. [Dissertation titles are already printed on the transcript.] He said it was also possible to indicate a “non-thesis” option on the transcript. Dr. Carolyn Rude illustrated the ambiguity that could occur. The non-thesis option in English requires a major independent project. Sometimes these projects are substantial enough to be submitted for publication. Dr. DePauw suggested that a topic for discussion at the retreat could be, “What is the role of research in Graduate Education?”

**New Business:**

First Reading, Ph.D. in Engineering Education: Commission members expressed some concern about resources, and the role GCC and the commission have in evaluating new degree resources. Dr. DePauw will investigate and clarify the role of the committee and commission. Dr. DePauw noted that should this proposal be approved, the Graduate School would conduct the program review. Following discussion, the commission agreed to invite Dr. Hayden Griffin to the November 1<sup>st</sup> commission meeting to address concerns of the commission.

Avian influenza preparedness and continuity of business: Dr. Elvinger reported that Drs. David Ford and Kurt Krause are co-chairing an avian influenza task force. They are looking at the impact an outbreak would have on the university community. Dr. Elvinger suggested that the commission consider how operations would need to be adapted for any major infectious disease outbreak.

Dr. Mihalik asked the commission members to distribute the Graduate Curriculum Committee minutes to department personnel. GCC minutes are [currently] posted on the [Graduate School website](http://www.grads.vt.edu/graduate_school/gcc/minutes/index.html). [http://www.grads.vt.edu/graduate\_school/gcc/minutes/index.html]

**Announcements:** None

**Adjournment:** The meeting was adjourned at 4:59 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 1, 2006**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Ms. Linsey Barker, Dr. Scott Case, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Ms. Mary Ann Norman, Dr. Tom Ollendick, Dr. Carolyn Rude, Ms. Rebecca Slutzky, Mr. Brian Whitaker, Dr. Audrey Zink-Sharp

Absent with Notification: Mr. Greg Lemmond, Dr. Rosary Lalik, Dr. Suzanne Murrmann, Dr. Gerhardt Schurig

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier, Dr. Ron Daniel, Ms. Pat Donovan

Invited Guests: Dr. Hayden Griffin, Dr. Sue Magliaro, Dr. Brian Mihalik, Ms. Jory Ruscio

Dr. François Elvinger opened the meeting with the introduction of new members to the commission.

**Approval of the agenda:** Approved.

**Approval of minutes from October 18, 2006:** Approved with following corrections (1) Ron Daniel was not present (2) corrected spelling of member name, “Zink-Sharp” (3) title correction of GSA representative, Ms. Mary Ann Norman.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from October 12, 2006 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Tim Mack reviewed the proposed re-wording of the application and admissions statement. In particular, the impact of the “Bologna process” on admissions was examined. Also, the committee addressed the admissions standard that focused on (1) a 3.0 grade point average requirement for the last half of undergraduate credit earned or (2) a minimum of 12 graduate credits with a 3.0 grade point average.

Dr. DePauw reviewed the Bologna process. Some systems of education adopted in Europe are based on (1) high school education through age 19, (2) three years undergraduate education, (3) two years of master’s, and (4) two years Ph.D. Students whose education was modeled on the Bologna process would be considered admissible to Virginia Tech.

The commission voted to approve the policy re-wording pending the incorporation of their discussion items.

Dr. Mack reported that DRSCAP was working on residency requirements for doctoral candidates.

Dr. Kumar Mallikarjunan introduced the topic of conditional admission status. Departments would determine the “conditions” a student must meet before being considered for regular admissions, e.g., additional coursework. This status differs from provisional status, which gives students with an undergraduate GPA below 3.0 the opportunity to earn a 3.0 GPA or higher in a graduate program. The committee will work on wording for a conditional admission status.

Following discussion, the commission agreed to place the new degree proposal under the S.T.E.M. interdisciplinary “umbrella”.

Changes to the new engineering degree proposal, including how it will fit into the S.T.E.M framework, will be presented at the November 15<sup>th</sup> meeting.

### **Other Reports**

Graduate Student Assembly (GSA): Ms. Jory Ruscio reported that the October delegate meeting is scheduled for November 2<sup>nd</sup>. The health insurance committee met on October 30<sup>th</sup>. The committee’s health insurance survey has received more than 100 replies, primarily negative. Friday, November 10<sup>th</sup>, the GSA will host a fall social. Profits from the event will be used to offset medical expenses of a GSA board member. The university community may also make donations online. Some commission members expressed concern that if governance did not approve the STEM umbrella concept, then the Ph.D. proposal could not be approved.

Graduate Honor System (GHS): Mr. Brian Whitaker reported there are three cases from the current semester, and one case from the previous semester.

University Library Committee (ULC): Dr. Eileen Hitchingham described efforts underway to deal with the mold situation.

University Council: No report.

### **Old Business:**

Ms. Linsey Barker is continuing her efforts to meet with Ms. Frances Keene, Director of Judicial Affairs.

Dr. Hayden Griffin and Dr. Sue Magliaro reviewed the updated Ph.D. in Engineering Education degree proposal.

Dr. DePauw reviewed an effort underway involving multiple departments - including, engineering, physics, chemistry, biology - referred to as S.T.E.M – Education (Science, Technology, Engineering and Mathematics Education). Both the provost’s office and the Graduate School support the concept of the umbrella degree concept, a one-of-a-kind, truly interdisciplinary graduate program, in the United States. The curriculum would consist of core courses, and then some specialization, or majors. Dr. DePauw asked the commission to consider engineering education as the first of these majors.

**New Business:**

Dr. Karen DePauw asked the commission if they would be willing to use Blackboard as a tool for posting and reviewing commission documents. Users would be sent an email informing them when documents are posted for review, or commission members could be classified as “instructors” and randomly post and edit items at will. Commission members would then remember to check the CGS&P “course” prior to the meeting. Items for the November 15<sup>th</sup> meeting will be posted on Blackboard’s “course”, CGS&P.

Discussion on commencement will be postponed until November 15<sup>th</sup>.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 5:03 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 15, 2006**  
**3:30 pm – 5:00 pm**  
**Graduate Life Center at Donaldson Brown**

Present: Dr. Scott Case, Dr. Ron Daniel, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Tim Mack, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Carolyn Rude, Ms. Rebecca Slutzky, Ms. Chris Thomas, Mr. Brian Whitaker

Absent with Notification: Ms. Linsey Barker, Dr. Eileen Hitchingham, Dr. Kumar Mallikarjunan, Mr. Greg Lemmond, Dr. Suzanne Murrmann, Dr. Tom Ollendick, Ms. Mary Ann Norman, Dr. Gerhardt Schurig, Dr. Audrey Zink-Sharp

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier

Conference call: Dr. Rosary Lalik

Invited Guests: Ms. Ennis McCrery, Ms. Jacqueline L. Nottingham

**Approval of the agenda:** Approved.

**Approval of minutes from November 1, 2006:** Approved.

**Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from October 26<sup>th</sup> were approved. Professor Galloway gave a brief overview of the joint program with Georgetown University as well as the committee's actions from the November 9<sup>th</sup> meeting.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Tim Mack presented three items for consideration by the commission.

(1) Applications and Admissions Statement (final draft). The commission reviewed the edited statement prepared by the DRSCAP committee, in particular, the incorporation of the Bologna process and the potential effect this could have on other admissions decisions for non-Bologna universities. The commission voted to approve the revised statement as follows:

*Applications and all related materials for admission should reach the Graduate School Office at least eight weeks before the beginning of the semester in which enrollment is requested.*

*Consideration for admission to the Graduate School is contingent upon receipt of:*

- 1) An official academic transcript showing courses taken and degree(s) earned.*
- 2) Evidence of a Bachelor's degree from a four year or equivalent (e.g., see Bologna Process) accredited college or university.*
- 3) Documentation of at least a 3.0 Grade Point Average (on a 4.0 scale) for the last half of the credits earned for the undergraduate degree; or, the completion of 12 graduate course credits with at least a 3.0 Grade Point Average.*

*For financial assistance information, visit [www.finaid.vt.edu](http://www.finaid.vt.edu). Applications for admission should be made online at <http://grads.vt.edu/>.*

2. Residency Requirements for a Ph.D. (second draft). Following discussion, the commission decided to table the issue until they had more time to review the recommended revisions. Dr. Karen DePauw will research how this issue may be related to SACS accreditation. Dr. DePauw requested that deletions / edits from the first draft be included for the next discussion.

3. Admission Categories and Graduate Student Classification. Dr. Mack requested that this item be tabled until an upcoming meeting to give the committee more time to review the issue.

### **Other Reports**

#### Graduate Student Assembly (GSA):

Ms. Ennis McCrery reported the following:

The GSA forwarded a recommendation to the Commission on Student Affairs to allow for full funding of student legal services.

The GSA received \$6900 from the budget board to help fund the “Galileo Players”.

The GSA held a successful social which raised several hundred dollars for medical expenses for an injured graduate student.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): The minutes from October 12<sup>th</sup> were approved.

University Council: Dr. Elvinger reported on Monday’s University Council meeting. Two resolutions were presented for a first reading by the Commission on Faculty Affairs: (1) Resolution on Valid Issues for Faculty Grievances and (2) Resolution for Composition of Committees for Promotion and Tenure Evaluation. The Faculty Senate requested additional time to review the resolutions; the senate will discuss these resolutions at their upcoming meeting.

### **Old Business:**

#### Graduate Commencement:

Dr. DePauw announced that the graduate speaker for December’s commencement is Ben Davenport the former rector of the Board of Visitors. The speaker for May commencement is Dr. Alberto Mustani, rector of Monterey Tech in Mexico. The original music composed for spring commencement is finished, and will be showcased at the ceremony. A slide show featuring graduate students and activities will be shown simultaneously. Northern Virginia’s commencement in May will follow the same format, but with a slide show unique to their location.

Dr. DePauw described commencement procedures, in particular, the system in place for distributing diplomas. Currently, no diplomas are distributed at the fall ceremony. All students who attend commencement do receive a diploma cover as a gift from the Alumni Association and the Graduate School. At the May commencement, doctoral students who complete all requirements receive their diplomas onstage with an individualized letter from the dean. Master’s students who “clear” receive their diplomas at the Graduate Life Center following the ceremony. Students who have not completed all requirements may still participate in commencement and receive a diploma cover. Once these students complete all requirements, their diploma is mailed to them. Graduate School personnel create a festive atmosphere for eligible master’s students who wish to pick up their diplomas at the GLC. If master’s students did receive their diplomas

onstage, it would limit participation in the ceremony to those students who had met all requirements.

Commission members reported that they had not received negative feedback, and did not anticipate any future repercussions from the existing procedure. Dr. DePauw noted that the procedures for diploma distribution are described in communication with students prior to graduation. Dr. Lalik reported that students in Northern Virginia invested importance in the actual ceremony, i.e., the walk across the stage, with accompanying handshakes by members of the stage party. Following discussion, the commission endorsed the current practice.

#### Ph.D. in Engineering Education

The commission reviewed the proposed program, *Doctor of Philosophy in STEM Education: Engineering Education*. The version under review addressed budget concerns raised by commission members at the November 1<sup>st</sup> meeting, and incorporated the new degree proposal into the STEM framework. The proposal is not limited to K-12 educators. It is intended to train “educators for educators”, i.e., training engineering educators to train other faculty members to be educators.

Some commission members expressed concern that the Engineering Education degree proposal process might be hindered by attaching the proposal to the still evolving “STEM umbrella” concept. Following discussion, the commission voted to approve the (1) Ph.D. in Engineering Education and (2) the STEM umbrella concept, with the understanding that should the STEM concept meet resistance, the degree program could proceed through governance as an entity separate from the STEM umbrella. Commission members also asked Dr. Karen DePauw to allow the commission members the opportunity to read and review the finished STEM proposal that she and the provost are preparing for presentation to the University Council.

#### **New Business:**

Master of Arts in Foreign Language, Culture, and Literature, first reading: Dr. Elvinger will forward questions and concerns raised by the commission to the authors of the degree proposal. Dr. Elvinger will invite the proposal author(s) to the December 6<sup>th</sup> meeting to address issues needing clarification. Dr. Galloway noted that this is the first graduate degree in foreign languages. He assured the commission that the degree had undergone a rigorous review by the Graduate Curriculum Committee.

**Announcements:** Dr. Elvinger will not be at the December 6<sup>th</sup> meeting.

**Adjournment:** The meeting was adjourned at 5:03 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 17, 2007**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Ms. Linsey Barker, Dr. Karen DePauw, Dr. François Elvinger, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Dr. Suzanne Murrmann, Dr. Carolyn Rude, Ms. Rebecca Slutzky, Ms. Chris Thomas, Mr. Brian Whitaker

Absent with Notification: Dr. Scott Case, Dr. Ron Daniel, Mr. Greg Lemmond, Dr. Tim Mack, Ms. Margaret Merrill, Dr. Tom Ollendick, Dr. Gerhardt Schurig

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier, Professor Bill Galloway, Dr. Eileen Hitchingham, Ms. Mary Ann Norman, Dr. Audrey Zink-Sharp

Conference call: Dr. Rosary Lalik

Invited Guests: Mr. Marvin Foushee, Dr. Brian Mihalik, Ms. Jacqueline L. Nottingham

**Approval of the agenda:** Approved, with addition of (1) commission chairs meeting update and (2) GHS appeal request for representation for the commission

**Approval of minutes from December 6, 2006:** 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):

Two drafts of policy / procedure revisions were discussed.

(1) Admissions Categories and Graduate Student Classifications

In addition to the [current] regular (3.0 GPA and above) and provisional admissions (GPA based) category, the committee has added the separate category, “conditional” (student meets minimum qualifications, but department has conditions that it wishes to impose).

Suggestions or comments should be sent to Dr. Tim Mack prior to the next commission meeting.

(2) Residency Requirements for the Ph.D.

Further discussion of both items was tabled until the February 7<sup>th</sup> meeting of the commission.

## **Other Reports**

Graduate Student Assembly (GSA): The GSA the commission members to an upcoming social event at the University Club.

Graduate Honor System (GHS) Mr. Brian Whitaker reported that out of six fall semester cases, one has been closed, one is going to panel, and four are under investigation.

The GHS is also recruiting new investigators. Mr. Whitaker encouraged commission members to inform qualified and interested candidates.

Ms. Ennis McCrery will be circulating information on the search for a graduate student representative to the Board of Visitors. Announcements of both graduate student service opportunities will be combined.

Ms. Linsey Barker and Dr. Kumar Mallikarjunan volunteered to serve on an appeal board for an upcoming GHS case appeal.

University Library Committee (ULC): The commission reviewed the ULC minutes from November 16, 2006.

University Council: Dr. Scott Case attended the December 4<sup>th</sup> council meeting and asked Dr. François Elvinger to give an overview of the meeting. Dr. Elvinger reported that the resolution for the “Establishment of a Doctor of Philosophy Degree in STEM Education” was introduced for a first reading. The resolution for the “Establishment of a Master of Arts Degree in Foreign Languages, Cultures and Literature” will be presented to the University Council for a first reading at their next meeting.

Commission chairs met the morning of January 17<sup>th</sup>. Scott Case represented the Graduate School; upcoming degree proposals will be presented at upcoming governance meetings.

Retreat Summary: The retreat summary notes were discussed. Dr. Elvinger asked commission members to edit the summary if they saw areas that needed alteration or clarification.

Recommendations from the retreat included:

1. Create a ‘Quality Advising and Mentoring Program’, designed for incoming faculty and others
2. Shape our own image: create a subcommittee or hold retreat, etc. ,to determine what the graduate program is to do; what is a VT graduate alumnus; how does distance, distance learning, remote campuses affect the image of VT graduate studies programs.
3. Graduate student 2010 – report on status, progress

The commission voted to support the design of an initiative that will create a “Quality Advising and Mentoring Program.”

**Old Business:** None

**New Business:** None

Official transcript processing clarification and fees: Mr. Whitaker asked for an explanation of the \$7.00 fee charged. He has reviewed other universities in the Commonwealth. George Mason, Radford, and James Madison do not charge a fee for processing a transcript. University of Virginia, William and Mary, and Old Dominion charge about \$5.00. He also researched the fees at other U.S. land grant universities, Texas A&M and Wisconsin (Madison) charge a higher fee. Two charged \$7.00, and 11 universities were lower. Mr. Marvin Foushee gave a history of the fees charged by the Registrar’s office.



Dr. DePauw said if there is a desire to have the fee changed, it would be appropriate for GSA to develop a resolution to go through university governance.

Mr. Whitaker also presented his views on the GHS based on his experience as the Chief Justice. Most of the offences are a product of ignorance, i.e., lack of knowledge of Virginia Tech's policies and the graduate honor system and constitution. Part of the application process requires that students, by signing, verify that all components of the application are correct. Also, by signing, students agree to abide by the rules of the honor system. Mr. Whitaker recommended that these two issues be separated in the application process. Additional explanations to the statement(s) could be added as well. Dr. DePauw confirmed that changes could be made when the application form goes through its [periodic] review. In addition, Dr. DePauw would like to explore other ways to educate the graduate student population on these critical issues. Ms. Barker suggested the implementation of an annual required review of ethical issues, policies, and protocols.

**Announcements:** No.

**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**

**February 7, 2007**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Ms. Linsey Barker, Dr. Scott Case, Dr. Ron Daniel, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Tom Ollendick, Dr. Carolyn Rude, Ms. Rebecca Slutzky, Ms. Chris Thomas, Mr. Brian Whitaker, Dr. Audrey Zink-Sharp

Absent with Notification: Mr. Greg Lemmond, Ms. Penny McCallum, Dr. Suzanne Murrmann, Dr. Gerhardt Schurig

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier, Ms. Mary Ann Norman

Conference call: Dr. Rosary Lalik

Invited Guests: Mr. Marvin Foushee, Dr. Brian Mihalik, Ms. Jory Ruscio, Dr. Sheryl Ball, Ms. Laura Freeman

**Approval of the agenda:** Approved

**Approval of minutes from January 17, 2007:** Approved.

### **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes of the January 25 meeting were reviewed and approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The commission reviewed and discussed revisions to the residency requirements for the Ph.D.

The following approved revision includes amendments recommended by the commission.

### **Residency Requirements for the Ph.D.**

At least two consecutive semesters of full-time enrollment must be completed at the Virginia Tech Blacksburg campus to fulfill the Residency Requirement. Individual degree programs may request an alternative to the Blacksburg campus requirement by petitioning the Graduate School.

The Graduate School will report annually to the Commission on Graduate Studies and Policies on the success of the alternative residency. The Graduate School retains the right to withdraw the permission for alternate forms of residency, if deemed necessary.

### **Requirements for the Doctor of Education**

Residency for the Ed.D. involves full-time study during two consecutive semesters (including summers, which must be of an extended nature. This also applies to the Ph.D. in educational research and evaluation.) The dissertation for the Ed.D. typically demonstrates the candidate's ability to investigate phenomena in educational institutions or service agencies to increase practitioners' understanding of practical problems and issues. The Ed.D. student and the advisory committee develop and submit a plan of study that is designed to build on the unique strengths and interests of the individual. A total of 90 graduate credits is required for the degree.

### **Purposes of the Residency Requirement for Doctoral Degrees**

The basic goals for doctoral students include the ability to understand and critically evaluate the literature of their field, to understand the issues and problems at the frontiers of knowledge in their field, and to cultivate and exercise their ability to make original contributions to knowledge in their field. These goals are not exclusive to particular career paths, but are fundamental to the level of achievement and mature scholarship that the doctorate certifies. Specific purposes of residency are based on recent recommendations of the National Academy of Sciences, the National Academy of Engineering, and the Institute of Medicine and the residency requirement of the Southern Association of Colleges and Schools (the accrediting agency for Virginia Tech):

1. To ensure access to a wide spectrum of courses in the student's own discipline as well as related disciplines.
2. To ensure substantial interaction with a large pool of faculty. This is important not only to support dissertation work and studies, but as a source of advice, perspective, and guidance in formulating career objectives.
3. To ensure a similar level of interaction with fellow graduate students.
4. To guard against over-specialization and provide a broad range of professional development.
5. To ensure access to library and laboratory resources.
6. To provide access and exposure to a wide spectrum of seminars, professional presentations, and contact with leaders in their own discipline as well as others.
7. To ensure quality and rigor of the program through involvement with and scrutiny by peers in other disciplines.
8. To require that students transferring several course credit hours from other institutions complete a minimal amount of course work at Virginia Tech.

The residency requirement addresses these objectives by bringing the student into the rich academic environment of the university campus.

### **Other Reports**

Graduate Student Assembly (GSA): Ms. Jory Ruscio, president of the Graduate Student Assembly, reviewed activities of the GSA, including (1) a social, (2) the development of recommendations for health insurance renewal and negotiation process, (3) the upcoming comedy troupe, "The Galileo Players". Ms. Ruscio introduced Ms. Laura Freeman, the GSA vice president for programs and a graduate student in statistics, who opened for discussion the topic, "The Statistical Consulting Center".

Ms. Freeman reviewed the history of the Statistical Consulting Center. In 2004 the center lost financial support from Virginia Tech and was forced to initiate a cost-recovery operation, charging fees to student and faculty users. The decline in center usage suggests that fees may deter potential users. Ideally, users would take advantage of a consultant from the [experiment] design stage through analysis. Often, however, researchers may wait until after an experiment is run and discover it is too late to effectively use the center's staff expertise.

The GSA delegates surveyed graduate students in January. There was an overwhelming positive response from students supporting the need for the services of the Statistical Consulting Center.

Dr. DePauw noted that [only] the College of Science is covering fees for graduate students in their college. She asked the commission to discuss whether or not the university should have a role in providing this support to graduate students.

Dr. Case suggested that this issue falls under the broader topic discussed at the retreat, i.e., “what are some of the basic support services that we need to make available to all graduate students?” He reiterated that it was important to identify these services.

Ms. Freeman felt that, as a statistics student, the consulting center was the important activity for graduate students in this field. She suggested, as a possible change, that the center be run by a fourth year doctoral student. Ideally, two funded graduate student positions could support the center.

Dr. Hitchingham broadened the discussion to include undergraduate students involved in research.

Drs. Mallikarjunan, Mack, Ollendick, DePauw and Ms. Freeman volunteered to form a subcommittee to continue this discussion.

#### Graduate Honor System (GHS)

Mr. Brian Whitaker reported that two cases from last semester have been completed, four are still under investigation, and there are no new cases to report this semester. Currently, Mr. Whitaker is training about twenty new panelists. A new investigator will be hired in the near future, and plans are underway for participation in Graduate Education Week.

University Library Committee (ULC): Dr. Hitchingham will review minutes from the most recent meeting after they are circulated to commission members.

University Council: Dr. Elvinger reported that the *Master of Arts in Foreign Languages, Cultures, and Literatures* was presented for a first reading. The *Doctor of Philosophy in STEM Education: Engineering Education* was reviewed and approved following a second reading.

**Old Business:** [see Residency Requirements, under DRSCAP]

#### **New Business:**

*Virginia Tech – Georgetown University Master of Science Degree in Biomedical Technology Development and Management*

Dr. Sheryl Ball presented the Virginia Tech – Georgetown University Master of Science Degree in Biomedical Technology Development and Management. Professor Galloway described the GCC review and approval of the new joint degree proposal. Following discussion, and at the request of the College of Science, the commission voted to approve the joint degree proposal without a second reading.

#### *Interdisciplinary Degree Programs*

Dr. Case reported that the metrics for departmental evaluation contributions do not accurately reflect the contribution of interdisciplinary degree programs. Because departments, and therefore their faculty, are given the credit, faculty involved in interdisciplinary programs do not receive recognition. Dr. Mack recommended that Dr. Case contact Ms. Janice McBee, a research analyst

with Institutional Research (jmcbec@vt.edu). Dr. Case suggested that a more appropriate measurement would be to count graduate students by advisor affiliation (rather than degree program). Dr. DePauw suggested that the commission invite Ms. McBee to an upcoming meeting. Dr. DePauw noted that another issue was “where students are counted”, for example, if enrolled in Blacksburg *and* Northern Virginia.

*Non-Tenure track faculty members on graduate advisory committees*

The commission addressed the issue of appropriate representation on advisory committees. Dr. DePauw noted that we currently allow non-tenure track faculty to serve on committees, with some restrictions currently in place. Dr. Mihalik currently reviews the requests for non-tenure track committee members.

Doctoral defenses are open to the public. Dr. DePauw would like upcoming defenses posted on the Graduate School website.

Dr. Lalik explained that occasionally, in education, a committee member is invited to serve because they may be “conversant with the experiences of public schools”, particularly if the research is going to be done within a public school context. Dr. DePauw stated that this happens in other disciplines, such as architecture, when committee members need to have expertise in areas other than research in order to remain “current”. Dr. Lalik said it would be helpful to explain the particular expertise the committee member brings to the process. Currently, the form requesting the committee member does not ask for documentation of their area of expertise. In addition, Dr. Mihalik said the forms he received did not require the name (or signature) of the committee chair.

**Announcements:** Ms. Gail McMillan announced that rather than a one-year appointment, she has been elected to a three year term serving on the Virginia Intellectual Property Board. She has a document from the board meeting earlier in the week that can be made available to commission members.

Dr. Kumar Mallikarjunan volunteered to chair the next commission meeting.

**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**

**February 21, 2007**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Ms. Linsey Barker, Dr. Karen DePauw, Professor Bill Galloway, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Suzanne Murrmann, Dr. Tom Ollendick, Dr. Carolyn Rude, Ms. Rebecca Slutzky, Ms. Chris Thomas, Mr. Brian Whitaker

Absent with Notification: Dr. Scott Case, Dr. Ron Daniel, Dr. François Elvinger, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. Gerhardt Schurig, Dr. Audrey Zink-Sharp

Absent without Notification: Mr. Sherif Agha, Dr. Jim Collier, Ms. Mary Ann Norman

Conference call: Dr. Rosary Lalik

Invited Guests: Mr. Marvin Foushee, Dr. Brian Mihalik, Dr. Wolfgang Natter, Dr. Jerome Niles, Ms. Jacqueline Nottingham

Dr. Kumar Mallikarjunan called the meeting to order.

**Approval of the agenda:** Dr. Karen DePauw added a discussion of the “Institutional Plan for Graduate Degrees” to the agenda.

**Approval of minutes from February 7, 2007:** Approved.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from the February 8<sup>th</sup> meeting were reviewed and approved.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Mack reported that several topics were under discussion.

## **Other Reports**

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Mr. Whitaker reported that 22 new panelists have been trained. Four cases have been carried over from last semester, but will be wrapped up by the end of the current semester. The GHS has one new case. The GHS will conduct two panelist training sessions during Graduate Education Week. Training is ongoing for new investigators. There is a GHS appeal currently in process.

Mr. Whittaker recommended that the commission discuss the undergraduate honor system issues at the March 21 meeting.

University Library Committee (ULC): No report.

University Council: At the last meeting, Dr. Elvinger presented the Master of Arts in Foreign Languages, Cultures, and Literatures for a second reading. The council approved the degree proposal. The joint degree proposal with Georgetown in Biomedical Technology Development and Management was presented for a first reading. Council members voted to waive a second reading, and approved the joint proposal. Both proposals will be presented to the Board of Visitors at their March meeting.

**Old Business:** None.

**New Business:** Professor Galloway, GCC chair, presented the new degree proposal from the College of Liberal Arts and Human Sciences, the *Ph.D. in Social, Political, Ethical and Cultural Thought* for a first reading. Dr. Wolfgang Natter, Professor, Political Science, gave a program overview, and answered questions from the commission members. Dr. Natter emphasized that the degree would foster innovative work, so that, for example, a political science question could be viewed through a broader, multidisciplinary lens. Dr. Jerome Niles explained the financial support of the proposal in general, and in particular, the GTA support. Dr. DePauw recommended that the language be clarified. Dr. DePauw recommended that the commission consider the standard two readings for this proposal. She also recommended that the commission request that the University Council members review and approve after one reading. Following this schedule, Dr. Wolfgang predicted the proposal could be presented at the June Board of Visitors meeting. Dr. DePauw encouraged commission members to send questions to Dr. Elvinger.

Professor Galloway introduced the degree proposal, *Simultaneous Master of Public and International Affairs and Master of Urban and Regional Planning* from the College of Architecture. Because “simultaneous” degree proposals combine existing programs, the proposal does not need approval from University Council. The commission will review and discuss the proposal at the March meeting.

Dr. DePauw will report on the activities of the Ethics and Professional Conduct Subcommittee at a future meeting. She suggested that workshop planning and implementation be postponed until another semester.

**Announcements:** Dr. DePauw will announce the (2007–2008) Institutional Plan for Graduate Degrees (IPGD) prior to the March 21<sup>st</sup> commission meeting. Proposals for new degrees must first appear on the approved IPGD. She also reviewed upcoming proposals, including the collaborative Ph.D. degree in Health Promotions and VCOM’s doctor of osteopathic medicine; a joint Ph.D. in Hotel and Tourism Management with a university in Lausanne, Switzerland; a Ph.D. in translational medicine (vet med); a Ph.D. (and Master of Science) in real estate; and an NCR proposal, the executive master’s of city and metropolitan planning.

Dr. DePauw announced that the College Outstanding Student Award now includes both MS and PhD students. The deadline for nominations has been extended to March 2, 2007.

Dr. Mihalik commented on the increase of graduate courses which are submitted for approval. Mr. Marvin Foushee stated he is currently reviewing courses to determine if they are still being

taught. Dr. DePauw suggested that the commission may want to consider becoming more involved in, and aware of, curriculum development.

**Adjournment:** The meeting was adjourned at 5:00 pm.

*Respectfully submitted:*

*Ms. Nancy B. Feuerbach, on behalf of*

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



## **Minutes**

### **Commission on Graduate Studies & Policies**

**March 21, 2007**

**3:30 pm – 5:00 pm**

**Graduate Life Center at Donaldson Brown**

Present: Mr. Sherif Agha, Ms. Linsey Barker, Dr. François Elvinger, Professor Bill Galloway, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Suzanne Murrmann, Ms. Mary Ann Norman, Ms. Rebecca Slutzky, Ms. Chris Thomas, Mr. Brian Whitaker, Dr. Audrey Zink-Sharp

Absent with Notification: Dr. Scott Case, Dr. Ron Daniel, Dr. Karen DePauw, Dr. Eileen Hitchingham, Mr. Greg Lemmond, Dr. Tom Ollendick, Dr. Carolyn Rude, Dr. Gerhardt Schurig

Absent without Notification: Dr. Jim Collier

Conference call: Dr. Rosary Lalik

Invited Guests: Mr. Marvin Foushee, Dr. Bill Snizek, Dr. Barbara Lockee, Dr. Kerry Redican  
Ms. Jacqueline Nottingham

Dr. François Elvinger called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from February 21, 2007:** Approved.

### **Committee Reports**

Graduate Curriculum Committee (GCC): Professor Galloway reviewed the minutes from February 22<sup>nd</sup>. The commission voted to approve the minutes.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

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

### **Other Reports**

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Mr. Brian Whitaker reported that the GHS has a new investigator, Ms. Krysten Demarco, a student from Geosciences. There are now a total of three investigators, but one is graduating in May 2007. Another investigator will graduate in December 2007. Currently, two cases from last semester are going before a judicial panel. Two new cases have been reported this semester.

Two breakfasts have been planned during Graduate Education Week for general discussion of academic integrity, ethical decisions, and a little about the honor system. Also, some GHS panelist training will be included during this event.

A mock judicial panel is scheduled for Monday, March 26<sup>th</sup>, at 4:30 p.m.

Dr. Elvinger reported that the ethics subcommittee had one more meeting scheduled before the end of the semester.

University Library Committee (ULC): The commission tabled discussion of the minutes from January 18<sup>th</sup> and February 15<sup>st</sup> until Dr. Hitchingham was present.

University Council: Dr. Elvinger reported that University Council approved the Virginia Tech – Georgetown University Master of Science Degree in Biomedical Technology Development and Management.

There are two more University Council meetings scheduled for spring 2007, so degree proposals presented at today's meeting should have time to meet established approval timelines.

### **Old Business**

Following a second reading, the commission approved two proposals: (1) *Simultaneous Master of Public and International Affairs and Master of Urban and Regional Planning* and (2) *Ph.D. in Social, Political, Ethical and Cultural Thought*.

### **New Business**

*Memorandum of Understanding On Academic Partnership between the Ecole hôtelière de Lausanne and the Virginia Polytechnic Institute and State University*

Dr. Murrman described the MOU to the commission. The school in Switzerland has a well-known MBA program, but no PhD program. A partnership with Virginia Tech's PhD program [HTM] has been under discussion for several years. In addition to providing access to a PhD program, it is hoped that a "faculty exchange" program can be instituted.

*Collaborative Program between the School of Education and VCOM*

Dr. Kerry Redican described the collaborative program which would link VCOM's Doctor of Osteopathic Medicine Degree (D.O.) with Virginia Tech's M.S. or Ph.D. degree in Health Promotion/Instruction Design and Technology [School of Education]. The Osteopathic training model focuses more on community-based issues and a holistic approach. Currently there are 18 VCOM students enrolled in the health promotions Ph.D. program. Ultimately, these students will graduate with a D.O. degree from VCOM and a Ph.D. in Education from Virginia Tech.

Dr. Redican requested assistance from the commission in identifying the correct descriptors should this program be officially marketed. Ideas included "agreement", "partnership", "joint", "collaborative program", and "Professional Science Degree (PSM)".

The commission voted to endorse the program and recommended it be marketed as a "collaborative program".

*Transfer credit from CMR*

Dr. Barbara Lockee, Instructional Design and Technology (IDT), presented a proposal to the commission to accept transfer credit from the Certified Medical Representatives (CMR) institute into IDT and Health Promotions master's degree program. CMR is located in Roanoke, but serves

an international clientele. Created in 1966, it serves the pharmaceutical industry and is a non-profit educational institution. It provides a national certification program for health care professionals. CMR is distance delivered and recently has utilized “e-learning”. Twenty-nine of the forty courses offered have graduate level recommendations and CMR already has some university alliances. Offering CMR courses for transfer credit could increase enrollment in the health promotions master’s degree program, and potentially the Ph.D. program. Dr. Lockee felt that about ten of CMR’s courses could be used in Virginia Tech’s programs. Both the School of Education and the College of Liberal Arts and Human Sciences have reviewed and approved this proposal.

Following review and discussion, the commission will vote on the proposal at the April 4<sup>th</sup> meeting.

**Announcements:** Dr. Kumar Mallikarjunan will chair the April 18<sup>th</sup> meeting.

**Adjournment:** The meeting was adjourned at 5:00 pm.

*Respectfully submitted:*

*Ms. Nancy B. Feuerbach, on behalf of*

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

## **Minutes**

### **Commission on Graduate Studies & Policies**

**May 2<sup>nd</sup>, 2007**

**3:30 pm – 5:00 pm**

**Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Scott Case, Dr. Ron Daniel, Dr. Karen DePauw, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Dr. Tim Mack, Dr. Kumar Mallikarjunan, Ms. Gail McMillan, Ms. Margaret Merrill, Ms. Mary Ann Norman, Dr. Carolyn Rude, Dr. Audrey Zink-Sharp, Ms. Rebecca Slutzky, Ms. Chris Thomas

Absent with Notification: Dr. Rosary Lalik, Dr. Suzanne Murrmann, Dr. Tom Ollendick, Dr. Gerhardt Schurig

Absent without Notification: Mr. Agha Sherif, Dr. Jim Collier, Mr. Greg Lemmond, Ms. Penny McCallum, Mr. Brian Whitaker,

Invited Guests: Mr. Marvin Foushee, Dr. Brian Mihalik, Ms. Jacqueline Nottingham

**Approval of the agenda:** Approved.

**Approval of minutes from April 4, 2007:** Approved.

### **Committee Reports**

Graduate Curriculum Committee (GCC): Professor Galloway reviewed the GCC minutes from April 12 and April 26. He noted that the committee considered 182 course proposals this year. Two new PhD and master's programs were approved; two changes to exiting programs were approved, and two certificates were approved. The commission approved the minutes.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

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

### **Other Reports**

#### Graduate Student Assembly (GSA)

Dr. DePauw congratulated the GSA for being recognized as the outstanding student organization for last year.

Graduate Honor System (GHS): Dr. DePauw announced that there may be another case which will [again] involve a distant campus. Next year, Dr. DePauw would like the commission to review and develop the logistics associated with students enrolled at a distant campus. She reminded the commission that the position of "Chief Justice" of the honor system is not filled and asked them to encourage qualified graduate students to apply for the position.

University Library Committee (ULC): Dr. Hitchingham announced that their chairperson has taken another position and a replacement will not be appointed this year. Gail McMillan gave a presentation at the last ULC meeting on the digital library archives. There are currently two

positions open in the library, (1) Science Librarian and (2) Librarian for foreign languages, music and performing arts. Several representatives of the Library of Congress will be advising the library on how to establish an archive which will include “April 16<sup>th</sup> and after”. Items associated with April 16<sup>th</sup> and the aftermath should be sent to the library for archiving.

University Council: Dr. Elvinger reported that at Monday’s meeting the Ph.D. in Social, Political, Ethical and Cultural Thought was passed. It will be presented to the Board of Visitors, and then to SCHEV, for approval.

**Old Business:** None

### **New Business**

#### *College of Agriculture and Life Sciences multidisciplinary degree*

The commission reviewed the justification for the Department of Agricultural and Extension Education added to the College of Agriculture and Life Sciences Graduate Degrees (M.S. and PhD). Following discussion, the commission concurred with the proposal option.

#### *Graduate Courses Recommended to be Deleted by CGS&P*

Dr. Mihalik presented courses recommended for deletion to the commission. The commission voted to delete the courses.

### **Announcements:**

Dr. DePauw announced that Dr. Tim Mack has accepted a position as the Dean of Graduate Studies at Georgia Southern University.

The Conference of Graduate schools has published a report entitled, *Graduate Education: The Backbone of American Competitiveness and Innovation* (2007), <http://www.cgsnet.org/>. Dr. DePauw would like the commission to look at ways we address five of the areas addressed in this report, including what we are already doing, as well as what we could be doing. She noted that our “Transformative Graduate Education” and “Citizen Scholar” programs are highlighted in the report. Dr. DePauw will try to get additional copies of this publication.

April 16, 20 07:

Dr. DePauw and the commission discussed the below items as they relate to April 16<sup>th</sup> and the aftermath.

- A debriefing of April 16 and aftermath will take place
- Important that our records have good contact information. In particular, important for international students to have current contact information, with the actual hometown (not “Blacksburg”)
- Delayed exams, coursework options
- Communication
- Contingency planning
- Most of conversations have been directed at undergraduate; graduate areas of concern will need to be addressed, as well. Dr. DePauw asked that concerns be sent to her via e-mail.
- Ongoing funding
- Identify places designated as “safe”
- Maintain records electronically

- Teaching assistants had classes with “empty chairs”. Dr. DePauw noted that GTA workshops were held prior to resumption of classes [several departments and the Graduate School organized separate events]. Many actions taken during this time may become “best practices”.

Ms. Ennis McCrery, the 2006 – 2007 graduate student representative to the Board of Visitors was appointed as “ombudsperson” to advocate for graduate students with new and / or ongoing issues. Her office will be located in the Graduate Life Center, but not in the Graduate School office area.

Dr. DePauw reminded commission members that May 11<sup>th</sup> was graduate commencement, and encouraged the commission to attend. She described the efforts being made to honor the deceased students, as well as support members of the families who will be attending the ceremony. Nine posthumous graduate degrees will be awarded at the ceremony.

Dr. DePauw thanked François Elvinger, Professor Bill Galloway, and the commission members for their work on the 2006-2007 Commission on Graduate Studies and Policies. The commission thanked Dr. DePauw and Ms. Feuerbach for their support during the year, as well.

**Adjournment:** The meeting was adjourned at 4:43 pm.

*Respectfully submitted:*

*Ms. Nancy B. Feuerbach, on behalf of*

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