

## **Minutes**

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

**September 19th, 2007**

**3:30 pm – 5:00 pm**

**Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Jim Collier, Dr. Ron Daniel, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Professor Patrick Miller, Dr. Suzanne Murrmann, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Rosary Lalik, Ms. Margo Eggeling, Mr. James Freeman, Dr. Eileen Hitchingham, Dr. Gerhardt Schurig

Invited Guests: Ms. Ennis McCrery, Dr. Brian Mihalik, Ms. Jacqueline Nottingham

Dr. Kumar Mallikarjunan, Chair, called the meeting to order. Following introductions, Dr. Mallikarjunan reviewed the commission's charge,

*To study, formulate, and recommend to University Council policies and procedures concerning on and off campus graduate academic matters. Areas for consideration include: admissions, academic progress, degree requirements, commencement; registration and scheduling; curricula, courses, advising, and instruction; teaching and research; financial assistance including assistantships, scholarships, fellowships, and tuition; library resources; and other matters affecting the graduate student academic environment.*

In addition, Dr. DePauw informed the commission members that she will continue to use them in an advisory capacity.

**Approval of the agenda:** Approved.

**Approval of minutes from May 2, 2007:** Approved.

### **Committee Reports**

Dr. DePauw reviewed the responsibilities of the committees.

Graduate Curriculum Committee (GCC): Dr. Cliff Shaffer agreed to be the chair of the Graduate Curriculum Committee, as well as Vice Chair of the Commission on Graduate Studies and Policies.

Graduate Student Appeals: Ms. Linsey Barker, Dr. François Elvinger, Dr. Paul Deck, and Dr. Suzanne Murrmann agreed to serve on the Graduate Student Appeals Committee. There is a current appeal which will be reviewed by the GSA committee, and then a recommendation will be made to Dr. DePauw.

Dr. Dr. Kumar Mallikarjunan briefly described the appeal process which he led during the summer of 2007.

Graduate Student Relations: This committee membership will be determined if and when an event requires the formation of the committee.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Professor Patrick Miller, Mr. Thomas Gorman, Ms. Margaret Merrill, Dr. Glenda Scales, and Dr. Joe Eska agreed to serve on the DRSCAP committee.

### **Other Reports**

Graduate Student Assembly (GSA): Ms. Linsey Barker reported that the GSA has had one meeting. Over the summer, GSA [Board] hosted a lot of community building events. In late November GSA will host a social.

Dr. DePauw reported that Mr. Joe McFadden, President, GSA, and two of his colleagues are in Washington, D.C. participating in a session sponsored by graduate student associations from around the nation. The GSA has also been invited to attend a conference in November sponsored by the National Association of Graduate-Professional Students (<http://www.nagps.org/>) to talk about building graduate community. In addition, they've submitted a paper to a conference which deals with the Graduate Life Center partnership with the Graduate School.

Graduate Honor System (GHS): Mr. John Kane's appointment as the 2007-2008 Chief Justice position was ratified by the commission. Mr. Kane gave an overview of his graduate school and honor system experience. He described some of his objectives for the upcoming year, including developing procedures so that all cases, no matter the location of the student, are handled in a timely manner. Initially, Mr. Kane will be appointing a review committee to examine the current constitution. Constitutional changes are subject to a full review by university governance.

University Library Committee (ULC): No report.

University Council: Dr. Mallikarjunan is attending a commission chairs meeting next week. Dr. Shaffer, as vice-chair, will represent the commission at University Council should Dr. Mallikarjunan be unable to attend.

**Old Business:** None

### **New Business:**

Dr. DePauw and Ms. Ennis McCrery, Graduate Student Ombudsperson, will be developing some sessions on ethics, mentoring, and advising.

Dr. DePauw reviewed the progress to-date in graduate education at Virginia Tech. Many of the accomplishments and projects were discussed. Due to the lack of sufficient time, the remaining items in her report will be presented at the next meeting of the Commission. The complete PowerPoint will be posted in Blackboard. The topics to be discussed at the next meeting include the following:

- Council of Graduate Schools' report entitled *Graduate Education: The Backbone of American Competitiveness & Innovation*
- Global perspective on graduate education
- Quality advising and mentoring
- Ethics and professional conduct; Responsible Conduct of Research (RCR)

- Review and approval of new & extended graduate degrees identified on the Institutional Plan for Graduate Degrees (IPGD)
- SACS accreditation documents (learning outcomes, graduate faculty, course syllabus, etc.)
- Academic program review
- Policy and procedures review including
  - Admissions classifications (continuing from last year)
  - Summer enrollment and status for graduate students
  - Part-time graduate students & policies/procedures
  - Quality assessment for graduate courses delivered on-line
  - Others

Dr. Miya Simpson, Director for Academic Review, will be invited to a future meeting to describe program review for the next seven to twelve years.

Dr. DePauw noted that Virginia Tech had reached and exceeded the target goal for PhD 2010s by the year 2007, and we need to stabilize numbers for upcoming years.

**Announcements:**

Dr. DePauw will use Blackboard to post commission items for meetings and discussion.

Mr. Kane alerted commission members to an upcoming e-mail, which will be sent to department heads asking for faculty panelists for the GHS. He asked commission members to encourage colleagues to participate in the honor system process.

Dr. Mihalik invited commission members and their colleagues who will be developing or evaluating proposals to refer to a course proposal template on the Graduate School website.

**Adjournment:** The meeting was adjourned at 5:05 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**

**October 17, 2007**

**3:30 pm – 5:00 pm**

**Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. Joe Eska, Dr. François Elvinger, Mr. Thomas Gorman, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Eileen Hitchingham, Dr. Suzanne Murrmann, Dr. Glenda Scales, Dr. Gerhardt Schurig

Absent without Notification: Dr. Jim Collier, Ms. Laura Hendrick, Ms. Margo Eggeling, Ms. Evelyn Richardson

Conference call in: Dr. Rosary Lalik

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Jacqueline Nottingham, Dr. Miya Simpson

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from October 3, 2007:** The minutes were approved with one correction. Dr. Rosary Lalik participated via conference phone.

## **Committee Reports**

Graduate Curriculum Committee (GCC): The committee is also reviewing some of the procedures for course approval. Dr. DePauw noted that the two students who were listed as “absent without notification” are actually no longer on the committee, due to the meeting time change. Following review and discussion, the minutes from the October 11<sup>th</sup> meeting were approved.

Graduate Student Appeals: The committee met on Friday, October 12<sup>th</sup>. Dr. DePauw charged the committee with an appeal, and asked for their recommendations.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The committee is meeting following the commission’s meeting.

## **Other Reports**

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Mr. Kane reported that VT-ENGAGE was a good opportunity for the GHS to recruit faculty and students. Eleven of the current faculty members have reached

their term limit, and can no longer serve on a panel. In order to function, there must be a faculty representative from each college. The Colleges of Architecture & Urban Studies, Engineering, and the Pamplin College of Business do not have any GHS faculty representatives. These three colleges have been asked to appoint members to serve on future panels. There will be a recruitment effort targeting graduate students, as well.

University Library Committee (ULC): No report.

University Council: The University Council has not met. The commission chairs presented their 2007 – 2008 agendas for the year to the president and provost. Some concern was expressed at an anticipated increase in parking fees.

### **Academic Program Review**

Dr. Miya Simpson, Director of Academic Program Review, presented an overview of the progress to-date for both graduate and undergraduate program review. Dr. Simpson first developed a list of current degree programs and used this as a talking point with college deans and associate deans. Each of the programs must undergo a review every 7 years. A tentative review timeline has been scheduled. Dr. DePauw told the commission that the guidelines will be made available. Information will be posted on the Graduate School website.

### **Old Business:**

#### ***Southern Association of Colleges and Schools (SACS)***

Dr. DePauw, in her earlier presentation [September 18 and October 3) elaborated on the 5 points that will affect Graduate Education and the SACS review:

- (1) Student learning outcomes (assigned to DRSCAP)
- (2) Course syllabi
- (3) Graduate program faculty
- (4) Graduate program review
- (5) Policies and procedures. The Graduate School will take responsibility for this item.

The two items that needed more discussion from the commission are:

Graduate Program Faculty: We need to identify graduate program faculty for each of the degree programs. Dr. DePauw's suggestion was to ask departments to identify graduate program faculty, i.e., those that had primary responsibility for graduate education in that unit.

Another item for discussion is the course syllabi. Mr. Foushee will present the issues for discussion at an upcoming commission meeting.

### **New Business:**

#### ***Institutional Plan for Graduate Degrees (IPGD)***

Dr. DePauw shared the current institutional plan for graduate degrees with the commission. Dr. DePauw will include a call for new graduate degree proposals in the upcoming monthly memo.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 4:34 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**

**October 3, 2007**

**3:30 pm – 5:00 pm**

**Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Jim Collier, Dr. Paul Deck, Dr. Karen DePauw, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Gail McMillan, Ms. Margaret Merrill, Professor Patrick Miller, Ms. Evelyn Richardson, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. François Elvinger, Dr. Joe Eska, Ms. Margo Eggeling, Mr. James Freeman, Ms. Penny McCallum, Dr. Suzanne Murrmann, Dr. Glenda Scales, Dr. Gerhardt Schurig

Conference call in: Dr. Rosary Lalik

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Dr. Brian Mihalik, Ms. Jacqueline Nottingham, Mr. Brennan Sheppard

Dr. Kumar Mallikarjunan, Chair, called the meeting to order. The members of the commission introduced themselves.

**Approval of the agenda:** Approved.

**Approval of minutes from September 19, 2007:** Approved.

## **Committee Reports**

Graduate Curriculum Committee (GCC): Following review and discussion, the minutes from the September 27<sup>th</sup> meeting were approved. Dr. Mihalik noted that the Executive Masters of Information Assurance is on hold.

Graduate Student Appeals: There is a meeting scheduled for the appeals committee.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The committee has met once, and has no report.

## **Other Reports**

Graduate Student Assembly (GSA): Mr. Gorman announced that there is a new, updated website for the GSA. Information and deadlines on the [Travel Fund \(TFP\)](#) and [Graduate Research and Development \(GRDP\)](#) programs that provide money for graduate students to travel to conference and conduct research can be found on the website. The GSA is also involved in the VT-ENGAGE project. This past year the GSA, working with the commission, has acquired free statistical consulting for graduate students through the Statistics Department effective January 2008. Ms. Barker reported that the GSA in Northern Virginia has become more active and will be supported [financially] in part by the GSA in Blacksburg. Also a childcare proposal went out this week.

Graduate Honor System (GHS): Mr. Kane reported that he received a letter this week from Dr. Steger appointing him as chief justice.

University Library Committee (ULC): The library committee will meet for the first time on October 4<sup>th</sup>. Dr. Hitchingham noted that the library will not be negatively impacted by state budget cuts; cancellations this year are due to an increase in costs.

University Council: Dr. Kumar Mallikarjunan, and the other commission chairs, will meet with Dr. Steger on October 4<sup>th</sup>.

**Old Business:** Dr. Mallikarjunan asked Dr. DePauw to continue the presentation which was started at the September 19<sup>th</sup> meeting. The presentation included:

- Recent census figures
- CGS report on Graduate Education: The Backbone of American competitiveness & Innovation
- SACS accreditation
- Global graduate education
- IPGD
- Policies and Procedures

**New Business:** None

**Announcements:**

Commission members would like to continue receiving the weekly announcement of activities for graduate students. Dr. DePauw will check with Ms. Monika Gibson to determine who is on the list, and perhaps add the names of the graduate program chairs to the recipient list..

On Wednesday, October 17, from 10:00 am – 11:45 am, in the GLC multipurpose room, there will be a workshop for graduate program directors. Members of the commission are welcome to attend.

**Adjournment:** The meeting was adjourned at 4:59 pm.

*Respectfully submitted:*

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

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



**Minutes  
Commission on Graduate Studies & Policies  
November 7, 2007  
3:30 pm – 5:00 pm  
Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Jim Collier, Dr. Ron Daniel, Dr. Karen DePauw, Dr. Joe Eska, Dr. François Elvinger, Mr. Thomas Gorman, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Paul Deck, Dr. Eileen Hitchingham, Dr. Gerhardt Schurig

Absent without Notification: Ms. Laura Hendrick for Mr. James Freeman, Ms. Margo Eggeling, Ms. Evelyn Richardson

Conference call in: Dr. Rosary Lalik

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Mr. Joe McFadden, Dr. Brian Mihalik, Ms. Jacqueline Nottingham

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from October 17, 2007:** The minutes were approved.

**Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from the meeting held on October 25, 2007 were approved. Following discussion, it was recommended that graduate deans [via e-mail] will be included in the 15 day course review process. Also, an in-service training could be of use to key personnel involved in the 15 day review process. More discussion will take place at a later date.

Graduate Student Appeals: The committee is asking for documentation in a current appeal.

Graduate Student Relations: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

Dr. Joe Eska presented some generic models for assessing learning objectives which would satisfy a SACS review. The objectives and measures could be circulated to departments who may or may not choose to use them. Following discussion, the commission decided to solicit comments from Ray Van Dyke, Director, Academic Assessment, as well as continue to review the format and clarify the language.

**Other Reports**

Graduate Student Assembly (GSA): Mr. Joe McFadden, president of the Graduate Student Assembly and chair of the Commission on Student Affairs, reported on key accomplishments of the GSA. Some steps have been implemented to enhance communication, including (1) a new webmaster has updated the GSA website, (2) a “facebook group” has been created in order to reach more students, and (3) the GSA is asking students who serve on committees or commissions to give brief reports to post on the GSA website.

This year, the GSA is trying to establish a better connection with graduate students in the National Capital Region. Students from Northern Virginia are attending GSA meetings via videoconference. The website and Blackboard are being utilized, as well. GSA is working with the SGA expanding VT-Engage to the community of Falls Church. Mr. McFadden visits different departments periodically in order to have one-one conversations with faculty and students.

Mr. McFadden attended the Commission on Student Affairs and brought up: (1) student fees and (2) communication about campus events.

The GSA constitution is undergoing a review, and child care for dependents of graduate students is being studied.

Graduate Honor System (GHS): Mr. John Kane sent an e-mail to the college associate deans, and later the graduate program chairs, requesting their assistance in recruiting faculty representatives to serve on GHS panels. The response to this e-mail was good and training sessions are ongoing. Several colleges are still without faculty representation, and Mr. Kane requested that the commission encourage participation in the GHS.

University Library Committee (ULC): No report.

University Council: No report.

Office of the Graduate Student Ombudsperson

Ms. Ennis McCrery, the graduate student ombudsperson, presented an overview of the office she staffs, including the history and function. She represents an impartial and safe [confidential] place to seek information on policies and procedures, as well as provide referrals to students. In her role as ombudsperson, she can effect change by giving feedback to Dr. Karen DePauw.

Dr. DePauw suggested that Ms. Ennis be invited back to a commission meeting at the end of the academic year to give an update on the role and effectiveness of the office of the ombudsperson.

**Old Business:** None.

**New Business:**

Dr. DePauw (1) is organizing a faculty meeting on January 10<sup>th</sup> to talk about some items in the monthly memo, as well as some upcoming issues; (2) asked the commission to investigate and discuss the 4000 level courses taught for graduate credit and (3) would like the commission to review and discuss graduate student policies as they relate to the VT student judicial system.

**Announcements:**

Dr. Mallikarjunan announced that the Indian Student Association will be celebrating Diwali on Sunday from 5:00 to 10:00 p.m. with catered Indian food.

**Adjournment:** The meeting was adjourned at 5:15 pm.

*Respectfully submitted:*

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

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

**Minutes  
Commission on Graduate Studies & Policies  
December 5, 2007  
3:30 pm – 5:00 pm  
Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Rosary Lalik, Dr. Gerhardt Schurig

Absent without Notification: Dr. Jim Collier, Ms. Margo Eggeling,

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Dr. Brian Mihalik, Ms. Jacqueline Nottingham, Mr. Brennan Shephard.

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from November 7, 2007:** The minutes were approved.

**Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from November 8, 2007 were approved.

Graduate Student Appeals: The committee is currently working on an appeal.

Graduate Student Relations: Dr. DePauw recommended that the commission appoint two faculty members and two graduate students to the committee. She would like the committee to review some larger issues as well as assisting Mr. Kane with a review of the constitution of the Graduate Honor System.

The commission members appointed to the committee are:

Mr. John Kane (graduate student)  
Ms. Linsey Barker (graduate student)  
Dr. Glenda Scales (faculty)  
Ms. Gail McMillan (faculty)

Ms. Monika Gibson, Director of Graduate School Student Services, will serve as an advisor to the committee.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The committee met with Dr. DePauw recently, and she assigned additional tasks including (1) examining how graduate credit is assigned in the BS/MS program; and (2) how graduate credit is determined in 4000 level courses.

**Other Reports**

Graduate Student Assembly (GSA):

Ms. Linsey Barker reported on the most recent GSA meeting. They are working on (1) revisiting the Rights & Responsibilities document, and (2) fund-raising for the Karen P. DePauw foundation account.

Graduate Honor System (GHS):

Mr. John Kane thanked everyone who assisted with recruiting faculty members to serve as a panelist this year. The GHS has heard three cases this semester.

University Library Committee (ULC): The minutes from October 4, 2007 were circulated to the commission for review.

University Council: No report.

**Old Business:**

Dr. Patrick Miller reviewed the most recent draft of the “foundational” learning outcomes document developed by the DRSCAP committee. The committee hopes that the learning outcomes will help facilitate the program review process for departments in general, and for SACS reaffirmation of accreditation, in particular. Dr. Ray Van Dyke, Director, Academic Assessment program, was available to answer questions about the development and purpose of the document. He commended the DRSCAP committee for the work they had done on creating foundational learning outcomes. Following discussion, the commission voted to approve the document. Dr. DePauw will send an e-mail to deans and department heads introducing the most recent version of the document. Dr. Ray Van Dyke will be available for questions / concerns and his contact information will be included. Commission members may alert their colleges that the document is forthcoming.

**New Business:**

**Student Life Policies:** Dr. DePauw introduced a discussion the current student life policies that she thought would be pertinent for discussion by the commission. It is her understanding that Student Life Policies apply to all graduate students and all locations. The handout provided to the commission described the jurisdiction; the full policies are posted on the web. In particular, Section III.A. [Jurisdiction] covered off-campus behavior that is reported to our judicial system. Through a joint agreement, off-campus incidents are reported to our judicial system by the Blacksburg police department. The judicial system then takes may take disciplinary action “separate from action taken by civil authorities”. Probation, suspension, and dismissal are the three actions that may be taken by the judicial system. Students who were enrolled as undergraduates, and then graduates, may have the records follow them. Ms. McCrery has done a preliminary review of judicial systems at other universities. It appears that other schools either have a separate or modified procedure for graduate students, or at least will involve the graduate school before any final action is taken. Currently, Dr. DePauw receives a copy of the letter sent to the graduate student which describes the finding and the disciplinary action taken. Dr. DePauw encouraged the commission to review the current policies as they impact graduate students. Another area of concern is that behavior off-campus is treated the same as behavior on-campus. Ms. Monika Gibson, Director of Graduate School Student Services, will be a member of a committee reviewing existing Student Life Policies. Last year, Ms. Linsey Barker met with Ms. Frances Keene, Director of Judicial Affairs to better understand the rationale behind the decisions which result in disciplinary actions for graduate students. Ms. Keene said the most decisions were based on precedent. There is little precedent for graduate students, since they have fewer offenses.

The commission will review and share concerns with Ms. Gibson so that she can take them to the Student Life Policy Review the policies and share them with the committee.

The commission expressed an interest in meeting the Commission on Undergraduate Studies and Policies. Ms. Feuerbach will work with the commission to schedule to find a meeting date. Dr. DePauw suggested

that the information gathered by various sources (e.g., Ms. Gibson, Ms. McCrery, and Dr. DePauw) be pooled in order to present to the joint meeting. Dr. Ron Daniel, who serves on both commissions, believes there to be overlapping issues which affect both undergraduate and graduate students.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 4:48 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 16, 2008  
3:30 pm – 5:00 pm  
Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Rosary Lalik, Dr. Gerhardt Schurig

Absent without Notification: Dr. Jim Collier, Ms. Margo Eggeling, Dr. Glenda Scales

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Dr. Brian Mihalik, Ms. Jacqueline Nottingham, Mr. Brennan Shephard.

Dr. Kumar Mallikarjunan, Chair, called the meeting to order. Members of the commission were asked to introduce themselves.

**Approval of the agenda:** Dr. DePauw asked that two items be added to the agenda.

- (1) Results from the Summit
- (2) Summer Session Enrollment

The agenda was approved with additions.

**Approval of minutes from December 5, 2007:** The minutes were approved.

### **Committee Reports**

#### Graduate Curriculum Committee (GCC):

Dr. Shaffer reviewed the minutes from December 13, 2007, and the minutes were subsequently approved.

#### Graduate Student Appeals:

There is currently an ongoing appeal. The committee hopes to have a report at the next commission meeting.

#### Graduate Student Relations:

The committee met briefly after the summit meeting last week and will be meeting immediately following the commission meeting. Dr. DePauw has charged the committee with the review of the Graduate Honor System. The committee is seeking a full-time faculty member to serve on the committee.

#### Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The “student learning outcomes” document is complete.

### **Other Reports**

Graduate Student Assembly (GSA): No report. The next meeting of the GSA is January 31, 2008.

Graduate Honor System (GHS): Currently there is an investigator in Northern Virginia who will be starting panelist training within the next two weeks. By the end of the month it is hoped that Northern Virginia will have a panelist pool.

University Library Committee (ULC):

Dr. Hitchingham reported that he ULC did not meet in December. The “card access” room for graduate students is open in the library. Currently the area is “functional”. Funds will be sought to make the area attractive as well as functional. The commission is invited to have a meeting in the library in order to see the graduate student space.

University Council: No report.

**Old Business:**

SACS & website, brief review and discussion:

Mr. Marvin Foushee will present the SACS review website when it is complete at a future meeting.

Mr. Foushee reminded the commission that the SACS commission will want to see course syllabi. In the *Graduate Catalog*, the long title and the course credits, etc. were published. Currently the registrar is accumulating this data into a Word document. The information will be linked to the SACS website. Also linked will be learning objectives, text and teaching aids, the syllabus, and faculty teaching the course, and when it was most recently taught. This data will become a valuable resource for faculty even after the review.

First joint meeting of CUS&P and CGS&P:

On January 11<sup>th</sup>, the first gathering of the Commission on Undergraduate Studies & Policies (CUS&P) and the Commission on Graduate Studies & Policies (CGS&P) was held. The purpose of the meeting was to discuss shared interests and concerns about academic policies and procedures. Several topics were discussed in depth and the commissions agreed to continue to collaborate on selected topics including: tracking course proposals, review of Bachelor’s/Master’s programs, the use of 4000 level courses for graduate credit, and student life policies. Committees will be taking on these tasks and sharing results with the two commissions. Consideration will be given to increasing communications between the two commissions/

Admissions categories

Admissions categories and graduate student classifications were discussed at the November 15, 2006. Following some discussion, the current DRSCAP committee agreed to review the issue(s), in particular conditional and provisional status, and offer edits/recommendations to the commission at a future meeting.

**New Business:**

Summer Session Enrollment: Tabled

**Announcements:**

- (1) SCHEV has approved the *Ph.D. in Social, Political, Ethical, and Cultural Thought (ASPECT)* and the *Virginia Tech – Georgetown University M.S. Degree in Biomedical Technology Development and Management*.
- (2) The Writing Center has hired a graduate student to assist other graduate students with their writing skills. This position will be housed in the GLC about 15 hours per week and in the Writing Center for 5 hours per week. This service will be offered to the NCR, as well. Conversation experience is also offered at the Writing Center

- (3) Mary Catherine Bateson, renowned author and cultural anthropologist, is the 2007-2008 Graduate School Distinguished Lecturer. The university community and general public are invited to hear her speak on February 26<sup>th</sup> at 4:00 pm in the Graduate Life Center auditorium. Her topic theme will be “composing a life”.

**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  
February 6, 2008  
3:30 pm – 5:00 pm  
Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Jim Collier, Dr. Ron Daniel, Mr. James Freeman, Dr. Suzanne Murrmann, Dr. Gerhardt Schurig

Absent without Notification: Ms. Margo Eggeling, Ms. Evelyn Richardson

Conference call: Dr. Glenda Scales

Videoconference: Dr. Rosary Lalik,

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from January 16, 2008:** Approved.

**Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from January 22, 2008 were approved. Dr. Shaffer reported that the committee was finalizing a new guide for course approval.

Graduate Student Appeals: The committee has completed an appeal and submitted a report to Dr. DePauw.

Graduate Student Relations: The committee is closer to making recommendations for (1) aligning the graduate and undergraduate judicial timelines; and (2) graduate honor system training for graduate students from diverse cultures. A survey may be developed which would assist in identifying students who need the training. The committee will invite a teaching faculty member to serve as an advisor on this committee.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The committee hopes to have a report by the next meeting [02.20.08] which will clarify the 4000 level program language. The committee will also review the language of the admissions categories.

**Other Reports**

Graduate Student Assembly (GSA): Ms. Linsey Barker reported on the January 31<sup>st</sup> meeting during which GSA held the first reading of the amended constitution and (2) defined approved the “purpose” of the Karen P. DePauw Graduate Fund. Ms. Barker announced that elections for new board members will

be held at the next meeting. Dr. DePauw complimented the GSA representatives on the growth in numbers of participating members

Graduate Honor System (GHS): No report.

University Library Committee (ULC): Dr. Hitchingham reviewed the ULC minutes from November 15, 2007 which focused on the “April 16<sup>th</sup> Prevail Archive” project led by Ms. Gail McMillan.

The mold problem reported early in the fall has been resolved. Ultimately the library will need a new HVAC system.

University Council: The University Council met for the first time on February 4<sup>th</sup>. Dr. Kumar Mallikarjuna highlighted some reports given by commission chairs at the meeting. Among the resolutions presented were: (1) *University Closure for Martin Luther King, Jr. Day*, and (2) *Resolution for Appointment of the New Executive Director of University Planning, Design, and Construction as a Member of the University Building Committee*. Bs/ms

There may be a future resolution allowing graduate students to pay their fees across the semester without penalty.

#### **Old Business:**

Summer Session Enrollment:

Dr. Karen DePauw reviewed the issues related to Summer Session Enrollment:

Our continuous enrollment policy for graduate students is not implemented during the summer. This policy was developed because it would allow graduate students to be employed (wage) during the summer without the enrollment requirement. Graduate students employed in the summer are subject to the same withholding taxes as a regular university employee. In addition, students employed during the summer and continuing their research with a faculty member are not “counted” as enrolled. One possible solution might be to implement a special summer enrollment category for graduate students who are on GAs, GTAs, GRAs. It was noted that Virginia Tech’s sister institutions in have a requirement of enrollment when a student is on assistantship; students are not allowed to transition to wage employee status in the summer, and they have no special fee.

Another drawback for VT graduate students who are wage employees (or are considered “summer status”) is the denial of access to university health services. Students are also removed from the “people finder” VT database. Ms. Barker asked if this year-round enrollment would allow students to take their preliminary examinations, and noted that this would be an added benefit. Dr. DePauw said that would need to be part of the discussion. She emphasized that this is only a discussion item at this point.

**New Business: None**

#### **Announcements:**

Ms. Barker announced that the GSA is now accepting applications for the GSA Research Symposium, the Travel Fund Program, and the Research & Development Program [<http://www.gsa.uusa.vt.edu>].

The Graduate School Distinguished Lecturer, Dr. Mary Catherine Bateson, will speak at 4:00 p.m. on February 26, Graduate Life Center. Her lecture is entitled, “Building Community, Composing a Life”. The lecture will be video-broadcast to the National Capital Region.

**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

February 20, 2008

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Ms. Linsey Barker, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Jim Collier, Dr. Ron Daniel, Dr. Paul Deck, Dr. Eileen Hitchingham, Dr. Gerhardt Schurig

Absent without Notification: Ms. Margo Eggeling

Conference call in: Dr. Karen DePauw

Videoconference: Dr. Rosary Lalik

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Mr. Joe McFadden, Dr. Brian Mihalik, Ms. Jacqueline Nottingham.

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved

**Approval of minutes from February 6, 2008:** Approved

### Committee Reports

Graduate Curriculum Committee (GCC): The minutes from 2/12/08 were reviewed and approved. The new *Master of Information Security Assurance* degree proposal will be discussed under “New Business”.

Graduate Student Appeals: No report

### Graduate Student Relations:

Ms. Gail McMillan reported that the committee has prepared two brief [six questions] online surveys to determine the level of awareness faculty and graduate students have about the Graduate Honor System. Dr. DePauw will be sending a notice to faculty about the survey and Ms. Linsey Barker will publicize through the Graduate Student Assembly.

### Degree Requirement Standards Criteria and Academic Policy (DRSCAP)

4000 level courses

Dr. Patrick Miller reviewed the three part recommendation proposed by the committee:

1. Eliminate the “approved for graduate level” status on all 4000 courses.
2. Allow up to 6 credits of upper division (3000 or 4000) undergraduate credit to count toward meeting graduate program requirements (under the existing policy a maximum of 12 credits of “approved for graduate level” can be used) in order to maintain flexibility, particularly for students to taking courses outside their discipline.
3. Those 4000 level courses “approved for graduate credit” that are important in a department’s graduate and undergraduate offerings could be converted to 4000/5000 level conjoint courses.

The new 5000 level course would have additional identifiable graduate level learning outcomes different from its 4000 level conjoint course offering. The Graduate School would assist academic units in the expeditious processing of 4000/5000 level conjoint courses.

Mr. Marvin Foushee expressed concern that some departments would run out of numbers if #3 was implemented, and you cannot cross-list 4000 and 5000 level courses. Also, Mr. Foushee recommended giving the 4000 and 5000 level courses different titles in order to avoid a misrepresentation on the transcript, i.e., getting credit for both a 4000 and 5000 level course.

Following a lengthy discussion, Ms. Merrill offered to “re-work” item number 2. The edits will incorporate a variety of concerns raised by the commission.

Admissions Categories, draft # 4

Ms. Merrill presented a revised version of three types of admission:

- (1) Regular Admission
- (2) Provisional Admission (Master’s only)
- (3) Conditional Admission

The suggested revisions are an attempt by DRSCAP to simplify and clarify the language of the admissions categories.

During discussion, some suggestions were made which would further clarify the language. Ms. Merrill will incorporate the suggestions into a revised document.

When recommended changes are made to the two documents presented by the DRSCP committee, the revised documents will be circulated electronically to the commission for final approval.

### **Other Reports**

Graduate Student Assembly (GSA):

- Mr. Joe McFadden will travel to the National Capital Region to begin the interview process for a chair and vice chair of the NCR GSA.
- On April 5, the NCR graduate students will work on a community project with students from George Mason University.
- At the last delegate committee meeting two committees were formed, (1) Fees Committee and (2) Events Committee.
- The GSA is hoping to include VCOM in the upcoming "Relay for Life" event.

Graduate Honor System (GHS): John Kane prepared a draft revision of the GHS Constitution. He requested that Dr. Karen DePauw establish a Constitution Review Committee.

University Library Committee (ULC): No report

University Council: No report

**Old Business:** None

### **New Business:**

The *Master of Information Security Assurance* degree proposal was presented for a first reading. Dr. Rahman will be invited to the next commission meeting to address questions and concerns. Dr. Mallikarjunan will give Dr. Rahman the questions/concerns prior to the March 19<sup>th</sup> meeting so that he has an opportunity to prepare.

**Announcements:**

The Graduate School will make *Turnitin.com* software available free to our graduate students and faculty through May 2008. The intent is to allow graduate students to be proactive and to check their theses/dissertations (or papers) through access to the plagiarism prevention software. Faculty and GTAs are invited to utilize the software in their classes. Four different packages are available for use in classes.

**Adjournment:** 5:05 p.m.

## Minutes

### Commission on Graduate Studies & Policies

March 19, 2008

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Jim Collier, Dr. Ron Daniel, Mr. John Kane, Dr. Rosary Lalik, Ms. Evelyn Richardson, Dr. Gerhardt Schurig

Absent without Notification: Ms. Margo Eggeling

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Ms. Jacqueline Nottingham, Dr. Brian Mihalik, Dr. Saifur Rahman

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** Approved. Dr. DePauw asked that the discussion of the MISA degree be moved up on the agenda so that Dr. Saifur Rahman would not have to stay for the entire meeting.

**Approval of minutes from February 20, 2008:** Approved

### Committee Reports

Graduate Curriculum Committee (GCC): The minutes from February 26<sup>th</sup> were reviewed and approved.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. McMillan will send the survey to the graduate dean for review [see Graduate Student Relations report referenced in 2.20.08 commission minutes].

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

### Second Reading of the Master of Information Security Assurance proposal

Dr. Saifur Rahman answered questions from the commission about the proposal. Dr. Rahman addressed the issues of market demand; budget allotment(s) for, and potential new materials needed from, the library; clarification of the degree title; enrollment; resourcing; accountability to students; the possibility of students needing financial aid; and similarities/differences with other programs. The commission voted to approve the proposal. Dr. Rahman will incorporate suggestions / concerns into the proposal to make it “tighter”. A resolution will be on the agenda of the next University Council meeting.

### Other Reports

Graduate Student Assembly (GSA): The GSA held elections, and Mr. Joe McFadden was once again elected president. The resolution on fees was discussed and passed at the recent meeting. Ms. Linsey Barker presented an update on student participation for the upcoming *Relay for Life*.

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

University Council: No report.

**Old Business:**

Admissions Categories

Ms. Margaret Merrill reviewed the revised Admissions Categories document developed by the DRSCAP committee and suggested that some concerns raised by commission members could be addressed as “procedures”. Ms. Jacqueline Nottingham described the three scenarios in which students would receive a letter from the graduate school concerning their enrollment status. Dr. DePauw said that language could be added to the admissions categories segment which would direct readers to enrollment information in the Graduate Catalog. Dr. DePauw clarified that students who are admitted and enrolled as part-time students are in a separate category than full-time students. Dr. DePauw said that the DRSCAP committee could be tasked with reviewing the enrollment language, as well as admissions language. Ms. Merrill noted that the online catalog has the ability to directly link sections, so policy items could be linked to procedure items.

The DRSCAP committee will discuss and make recommendations for updating the enrollment section which will be presented at a future meeting.

4000 Level Courses

Dr. Miller reviewed the recommendations of the DRSCAP committee and the commission voted to approve the below items.

- (1) Eliminate the “approved for graduate level” status on all 4000 level courses
- (2) Allow up to 6 credits of upper division (4000 and 3000) undergraduate credit to count toward meeting graduate program requirements
- (3) Convert those 4000 courses that are currently “approved for graduate credit” and are important in a department’s graduate offerings to 4000/5000 level conjoint courses.

**New Business:**

The commission will decide what to do about the meeting scheduled for April 16<sup>th</sup> at the April 2<sup>nd</sup> meeting.

Student Life Policies

- Dr. DePauw presented some issues related to the current student life policies at Virginia Tech and asked for discussion and feedback from the commission.
- Dr. DePauw invited comments on the Institutional Plan for Graduate Degrees.

BS/MS first Reading: Tabled

SACS update: Dr. DePauw reminded the commission to inform their departments about the “Student Learning Outcomes”. Website posting deadlines are May 15, June 15, and finally, July 15. Two items that will be part of the SACS review:

- (1) The qualifications of faculty teaching graduate courses\* and
- (2) Allowable transfer credit from one institution to another [only transfer graded graduate credit from an accredited institution].

\*The new online catalog will list only faculty who are qualified to teach graduate courses.

The Graduate School Monthly Memo has a new, interactive “blog” format online. (Currently: <https://secure.grads.vt.edu/weblog/monthlymemo>) Dr. DePauw invited feedback.



**Announcements:**

Next week is Graduate Education Week.

**Adjournment:** The meeting was adjourned at 5:18 p.m.

## Minutes

### Commission on Graduate Studies & Policies

April 2, 2008

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Mr. John Kane, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Jim Collier, Dr. Ron Daniel, Dr. Eileen Hitchingham, Dr. Kumar Mallikarjunan, Dr. Suzanne Murrmann, Dr. Gerhardt Schurig

Absent without Notification: Ms. Margo Eggeling

Videoconference: Dr. Rosary Lalik

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Ms. Jacqueline Nottingham, Ms. Ennis McCrery, Mr. Joe McFadden

Dr. Cliff Shaffer, Vice-Chair, called the meeting to order.

**Approval of the agenda:** The agenda was approved. Discussion of the student fees resolution will be part of the Graduate Student Assembly report.

**Approval of minutes from March 19, 2008. Approved.** Dr. DePauw clarified that the SACS online dates in the minutes were intended to encourage commission members to remind departments and colleges about Student Learning Outcomes for the graduate level. Language describing the student life policies discussion was modified.

## Committee Reports

Graduate Curriculum Committee (GCC): The minutes from March 11, 2008 were approved. Dr. Shaffer announced that the guide for creating a proposal is now on the GCC website.

Graduate Student Appeals: No report.

Graduate Student Relations: An online survey was sent to faculty and graduate students to determine the level of awareness that faculty and graduate students have about the Graduate Honor System.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): DRSCAP's [two] items for discussion will be addressed under "Old Business". Dr. Shaffer noted that he had received a number of e-mails expressing concern that 4000 level courses could not be used on Plans of Study. He cautioned commission members to accurately communicate the purpose and status of these discussions. There is no official communication about 4000 level courses, as it has not been presented to University Council.

## Other Reports

Graduate Student Assembly (GSA):

Mr. Joe McFadden reported that GSA has "wrapped up" the Travel Fund and Research Fund for the spring cycle. Interviews are underway to select a new Program Chair for next year. The "Big Event" is this Saturday. Over forty graduate students on a Blacksburg team, and at least fifty people on the NCR and Georgetown team will participate. The Big Event will occur simultaneously in both locations. To-

date, the GSA Relay for Life Team has accumulated over \$8,500. The GSA hopes to be on the field with SGA on the day of the event. Ms. Toni Stroter, Vice President for Membership, is working on a CPR class for graduate students. GSA will help subsidize the cost of the class. The GSA summer project will be to tally all of the department GSAs. Departments who do not have a GSA will be encouraged to start one.

Mr. Joe McFadden introduced the GSA resolution addressing student comprehensive fees. The resolution was passed by the GSA on March 20, after two readings.

***Student Comprehensive Fees Resolution  
Graduate Student Assembly  
Resolution Number 2008-01***

*WHEREAS, the student comprehensive fees have been increasing at an alarming rate in comparison to our peer institutions over the past several years and graduate student assistantships have not increased accordingly; and*

*WHEREAS, the University Bursar charges an additional \$45 fee to students on assistantship who wish to pay those fees over the course of the semester through the Budget Tuition Plan; and*

*WHEREAS, the burden associated with fees puts our institution at a competitive disadvantage in attracting high potential graduate students because assistantships do not pay fees associated with services underutilized by graduate students;*

***THEREFORE, BE IT RESOLVED,** that it is the sense of the Graduate Student Assembly that the Graduate School, the University Bursar, the Commission on Graduate Studies and Policies and all other interested parties should seek methods of reducing the burden of fees associated with graduate study. It is also the sense of the Graduate Student Assembly that the \$45 fee for graduate students using the Budget Tuition Plan to pay solely for comprehensive fees should be immediately suspended.*

***AND, BE IT FURTHER RESOLVED,** that the Graduate Student Assembly directs the Secretary to forward copies of this resolution to the editor of the Collegiate Times, the graduate Board of Visitors representative, the chairperson and graduate representatives of the Commission on Graduate Studies and Policies, the chairperson and graduate representative of the University Advisory Council on Strategic Budgeting and Planning, the Vice President for Budget and Financial Management, the Dean of the Graduate School, and the University Bursar within one week of passage. The Graduate Student Assembly also directs the Webmaster to post this resolution on the Graduate Student Assembly web page within one week of passage.*

Dr. DePauw broke down the resolution requests into two parts: (1) seeking methods of reducing fees and (2) waiving the \$45 comprehensive fee for students using the Budget Tuition Plan. She also noted that some progress has been made on the request to institute a payroll deduction option for the collection of graduate fees. Should a payroll deduction option be available, the request for a waiver of the \$45 will not be needed.

Following discussion, the commission voted to acknowledge and support the resolution as written. The commission also asked for more information on the purpose of the \$45 comprehensive fee.

Graduate Honor System (GHS): Mr. John Kane reported the there are six cases before the Graduate Honor System.

University Library Committee (ULC): No report.

University Council: At the meeting on Monday, agenda items will include: (1) the resolution for the 4000 level courses and (2) the Master of Information Security Assurance proposal [first reading]. Ms.

Feuerbach will forward University Council agenda items to Dr. Shaffer who will be representing the commission at the upcoming council meeting.

### **Old Business:**

#### Student Life Policies

Following discussion, the commission voted to ask that the Council of Student Affairs to form an ad hoc committee which would include, the Commission on Undergraduate Studies and Policies, and Commission on Graduate Studies and Policies, and other commissions as might be deemed necessary, in order to undertake a study of judicial policies and procedures relative to graduate students, particularly concerning off-campus conduct and equity across locations as well as the role of the Graduate School in the judicial process.

#### Admissions Categories

Ms. Margaret Merrill presented the revised “Admissions Categories”.

*Students are admitted or classified in one of the following categories:*

#### ***Types of Admission:***

##### ***Regular Admission.***

*An applicant whose grade point average (GPA) meets or exceeds the 3.0 required by the Graduate School for the last half of the credits earned for their undergraduate degree, and whose academic background meets the requirements of the admitting academic unit, is eligible for “regular admission.” A graduate degree, or at least 12 credits of graduate coursework taken post-baccalaureate, will supersede the undergraduate record in evaluating credentials for admission.*

##### ***Provisional Admission. (Master’s only).***

*An applicant whose GPA is below the 3.0 required by the Graduate School, but generally not lower than 2.75, and who has other experience or qualifications that demonstrate their potential to undertake graduate study, may be granted “provisional admission” at the request of the admitting academic unit. After attempting 12 graduate credits and earning at least a 3.0 GPA, a student is changed to Regular status by the Graduate School. If a 3.0 GPA is not earned in the first 12 credit hours attempted, the Graduate School will consult with the academic unit to determine whether the student should be allowed to continue. Per U. S. Department of State regulations, an international student with F1 or J1 visa status is not eligible for provisional admission.*

##### ***Conditional Admission.***

*An applicant whose academic background is deficient in some aspect, but who otherwise meets minimum qualifications for admission may be granted “conditional admission.” The admitting academic unit specifies and informs the conditions of admission to the applicant and the Graduate School. The academic unit notifies the Graduate School when the conditions have been met.*

Following discussion, the commission voted to approve the revised admissions categories.

Note: The above language will replace the first three categories of admission in the current graduate catalog.

#### Bachelor’s/Master’s

Dr. Glenda Scales gave an overview of the current programs [“Open” and “Honors”] at Virginia Tech and covered purpose, policy, and procedures.

Key issues identified by Dr. Scales are:

- Number of courses you can “double-count” if you were pursuing a MS program.
- How overlapping courses might be counted for a PhD program (as a recruiting tool)
- If starting in one department, can you transfer to another department (for MS)?

Departments must have an approved BS/MS program in order for students to cross disciplines in pursuit of a BS/MS. Dr. Scales will incorporate some of the commission’s recommendations and concerns and the revised program will appear on an upcoming meeting agenda. Dr. Scales was encouraged to circulate the revised document prior to the next meeting so that the commission could address some concerns prior to the next meeting date.

**New Business:**

Master of Fine Arts in Creative Technologies

The commission will review the proposal and prepare questions for Dr. Truman Capone. Dr. Capone will be invited to an upcoming meeting to address questions and concerns.

The commission will meet on April 16 with the understanding that commission members may be absent due to events scheduled for April 16. The university is open, but classes are cancelled. The earliest a meeting could be rescheduled is April 30, or after 5:00 p.m. It was agreed that a commission meeting will be held on April 16<sup>th</sup> as planned.

The wording on the defense scheduling form will be an item on the next commission meeting agenda.

**Announcements:**

Dr. DePauw announced that Ms. Linsey Barker is the 2008-2009 Graduate Student Representative to the Board of Visitors. Ms. Barker will begin serving as the representative in July. The commission voted unanimously to commend the Board of Visitors on their decision.

**Adjournment:** The commission adjourned at 5:15 p.m.

## Minutes

### Commission on Graduate Studies & Policies

April 16, 2008

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Mr. James Freeman, Mr. Thomas Gorman, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Ms. Linsey Barker, Dr. Jim Collier, Dr. Ron Daniel, Dr. Joe Eska, Dr. Eileen Hitchingham, Ms. Penny McCallum, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Gerhardt Schurig

Absent without Notification: Ms. Margo Eggeling

Videoconference: Dr. Rosary Lalik

Visitors and Invited Guests: Dr. Truman Capone, Ms. Ennis McCrery, Mr. Joe McFadden

Dr. Kumar Mallikarjunan, Chair, called the meeting to order.

**Approval of the agenda:** The agenda was approved with the addition of one item, the selection of officers for the upcoming year, 2008-2009.

**Approval of minutes from April 2, 2008:** Approved, with a spelling [of name] on the last page.

### Committee Reports

Graduate Curriculum Committee (GCC): The minutes from March 25 and April 8 were approved.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Gail McMillan distributed and reviewed the results to-date of the online survey which was sent to faculty and graduate students to assess their familiarity with the Graduate Honor System.

Dr. DePauw said a few people have signed up to use *Turnitin.com* during our free trial offer period. A reminder will be sent to the faculty via deans, directors, department head e-mail lists.

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

### Other Reports

Graduate Student Assembly (GSA):

- Over \$10,000 has been raised for *Relay-for-Life*.
- There is one more meeting this semester and new officers will begin to transition in.
- There are plans for summer meetings as well as summer activities.

### Master of Fine Arts in Creative Technologies

Dr. Truman Capone reviewed the MFA proposal and answered questions from the commission which included concerns about professional ethics and library resources. The commission voted to approve the MFA in Creative Technologies proposal with their recommendations included.

Graduate Honor System (GHS): Mr. John Kane presented the changes to the GHS constitution that were approved by the review committee. The constitution committee will incorporate some of the discussion items into the document. Ultimately, the revisions will be presented to the GSA and then the University Council. Constitution documents will be posted on Blackboard.

The GHS Constitution will be a commission agenda item in the fall.

University Library Committee (ULC): No report.

University Council:

Dr. DePauw reported that the *Master of Information Security Assurance* proposal was approved by University Council.

Resolution CGSP 2007-08B, Revision of Policy on Graduate Credit for 3000 and 4000 Level Courses, was presented to the council for a first reading. An edited version (attached) will be presented to the council for a second reading at their next meeting on April 21. There may be an amendment to remove the 3000 levels course option.

**Old Business:**

Bachelor's / Master's: The issue was discussed and referred back to DRSCAP.

**New Business:**

Dr. Lalik asked for clarification of the statement "These committee members agree that this student's thesis/dissertation is ready for defense" found on the form, *Request to Admit Candidate to Final Exam*. Dr. DePauw confirmed that the statement only meant that the faculty had read the thesis/dissertation, and the student was ready to defend it.

Commission members nominated and approved Paul Deck as Chair, and Patrick Miller as Vice Chair of the 2008-2009 Commission on Graduate Studies and Policies. The position of Chair of the Graduate Curriculum Committee was not filled. Invitations will be extended to select faculty.

**Announcements:** Dr. DePauw thanked Dr. Kumar Mallikarjunan, Dr. Cliff Shaffer, and the members of the commission for their leadership and participation on the commission.

**Adjournment:** The meeting was adjourned at 5:15 p.m.

**CGSP Resolution 2007 2008C**

**Resolution for Establishment of the Masters of Fine Arts in Creative Technologies Degree in the Virginia Tech College of Architecture and Urban Studies (CAUS )**

Approval by Commission on Graduate Studies & Policies: April 2, 2008

First Reading at University Council: April 21, 2008

Approved by University Council:

Approved by the President:

Approved by the Board of Visitors:

Effective: Fall 2009

**WHEREAS**, Creative Technologies is a newly conceived interdisciplinary approach that merges creative technology with arts, design, science and technologies; and

**WHEREAS**, Programs that marry the arts and technology support creativity, critical thinking, and problemsolving necessary to meet the demands of a 21<sup>st</sup> century marketplace; and

**WHEREAS**, The College of Architecture and Urban Studies has no current program that permits professionals whose careers or interests lie in efforts to integrate design perspectives, advanced career preparation and exposure to various aspects of creative technologies; and

**WHEREAS**, Professional advancement in most governmental agencies and in firms representing technology, science and the humanities is generally based on accomplishment and merit; and

**WHEREAS**, Professionals who hold Master's degrees in such agencies and organizations are generally viewed as more competitive for promotions than less trained peers; and

**WHEREAS**, A recent report by the Technology Alliance reported that startup technology firms are not able to recruit sufficient talent because of inadequate degree production; and

**WHEREAS**, There are approximately 40,000 projected employment openings nationally in 2009 that will require advanced degrees; and

**WHEREAS**, Graduate programs in the area of Creative Technologies are at a deficit; and

**WHEREAS**, There is a need for a MFA two year degree in Creative Technologies consisting of 60 credit hours of graduate level courses in an on campus, residential format; and

**WHEREAS**, The proposed degree will include a minimum of 18 hours in a specialization, 912 hours of art history and studio courses, 18 hours of creative technologies and electives in other disciplines and 12 hours specifically designated toward a final thesis; and

**WHEREAS**, Program success benchmarks will be based on a series of state, institutional and program criteria that take into account the guidelines established by the College Arts Association and will include the number of applicants, graduation rates, relevant job placement rates within 5 years of graduation, positive testimonials from employers, awards, prizes and residencies of graduates, contributions in art and design journals and conference presentations and recognition of submitted works by professional organizations;

**NOW, THEREFORE**, be it resolved, that the proposal for a Masters in Fine Arts degree in Creative Technologies in the College of Architecture and Urban Studies be approved and the proposal forwarded to the President, the Board of Visitors, and the State Council of Higher Education (SCHEV) for approval.