

## Minutes

### Commission on Graduate Studies & Policies

October 21, 2009

3:30 pm – 5:00 pm

Graduate School, GLC, Conference Room

Present: Dr. Don Leo for Dr. Richard Benson via phone, Ms. Tracey Cameron for Ms. Kimberly Carlson, Dr. Carolyn Copenheaver, Dr. Karen DePauw, Mr. Jonathan Duggins, Dr. François Elvinger, Dr. Joe Eska, Dr. Tom Grizzard via videoconference, Mr. Mark Halsey, Dr. Eileen Hitchingham, Dr. Kumar Mallikarjunan, Dr. Thomas Martin, Dr. Aaron Purcell, Dr. Kerry Redican, Ms. Nasim Sabounchi via videoconference, Dr. Cliff Shaffer, Ms. Penny McCallum for Dr. Susan Short, Dr. Steven Skripak for Dr. Sue Murrmann, Ms. Catherine Tredick, Dr. Mary Ann Lewis for Dr. Daniel Wubah

Absent with Notification: Dr. Paul Deck, Ms. Michelle McLeese, Dr. Patrick Miller

Absent without Notification: None

Visitors and Invited Guests: Dr. Rosemary Blieszner, Ms. Jacqueline Nottingham, Ms. Janet Rankin,

Dr. Joe Eska, Vice Chair, called the meeting to order.

**Approval of the agenda:** Approved.

**Approval of minutes from October 7, 2009:** Approved.

## Committee Reports

Graduate Curriculum Committee (GCC): No report.

Graduate Student Appeals: No report.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): The commission discussed the below change to existing procedures, and how changes would be implemented.

*Graduate students who are receiving a full-time assistantship (GRA, GTA, GAs) are expected to work an average of 20 hours a week on the assigned assistantship duty. Graduate students receiving full-time assistantships are not prohibited from seeking additional employment; however, when such additional employment is accepted students must notify the Graduate School and their advisor. For international students any additional employment must be in compliance with their current visa status.*

Dr. DePauw will ask VT Legal Counsel to review language changes. The DRSCAP committee will incorporate discussion items into a revised statement.

## Other Reports

Graduate Student Assembly (GSA):

At the last meeting, the GSA talked about

- (1) Parliamentary procedure
- (2) VT meal plans and dietary restrictions
- (3) Health insurance
- (4) Needing more volunteers for mentoring program
- (5) The status of DSS resolution. Dr. DePauw noted that the new DSS policy has been posted and implement. If within the first three weeks of the semester a graduate student has completed

his/her dissertation, and the committee members have signed off, the graduate student qualifies for DSS. The exam may be scheduled as determined by the committee  
(6) Co-op and internship credits for graduate students

Graduate Honor System (GHS): No report.

University Library Committee (ULC): The ULC met for the first time yesterday and the budget and strategic plan were discussed. Dr. Hitchingham will report on the discussions at the next meeting.

University Council: No report

**Old Business:**

Accelerated Undergraduate / Graduate Degree Program: The Commission on Undergraduate Studies and Policies has not reviewed the revised proposal yet. They will have reviewed it by CGS&P's November 4<sup>th</sup> meeting.

Operating procedures: Tabled.

**New Business:**

IALR Residency: The commission reviewed the request to include IALR [Danville] as a site for offering the M.S. and Ph.D. in Mechanical Engineering. Following a discussion, the commission endorsed the residency request.

MBA / DO Proposal: Dr. DePauw clarified that this is not a "joint degree" request, but rather a proposal for collaboration. Graduate students will earn an MBA and a DO.

Distance Delivered Graduate Courses: Dr. DePauw asked the commission to take a look at the process by which we move courses to distance deliver and quality assurances that we use. This should be done in concert with IDDL. Commission members who volunteered to work on this issue are: Dr. Tom Grizzard, Dr. Kumar Mallikarjunan, Dr. François Elvinger, Dr. Mark Halsey, and Ms Nasim Sabouchi.

**Announcements:** Dr. Eska announced that there will be no handout packets at future meetings. Commission members are invited to bring their laptop, print their own copies, or view materials projected on the conference room screen. Spring semester documents will be posted on Scholar.

**Adjournment:** The meeting was adjourned at 4:48 pm.

*Respectfully submitted:*

Ms. Nancy B. Feuerbach, on behalf of  
Dr. Karen P. DePauw, Vice President and Dean for Graduate Education