

Minutes

Commission on Graduate Studies & Policies

February 5, 2014

3:30 pm – 5:00 pm

Graduate School Conference Room

Present: Mr. Matt Banfield, Mr. Jordon Booker, Dr. Cyril Clarke, Dr. Karen DePauw, Ms. Kara Dietz, Ms. Nancy Dudek, Dr. Kay Dunkley, Dr. Joe Eifert, Dr. Bernice Hausman, Dr. Mayuresh Patil, Mr. Greg Purdy, Dr. Hans Robinson, Dr. Gary Seidel, Dr. Elankumaran Subbiah, Dr. Tyler Walters, Ms. Sally Wieringa, Dr. Christopher Zobel

Absent with Notification: Dr. Chad Bolding, Ms. Samantha Erwin, Dr. Alireza Haghighat, Dr. Saul Halfon, Dr. Rachel Holloway, Dr. James Jones

Absent without Notification: None

Visitors and Invited Guests: Ms. Janice Austin, Dr. Muhammad Hajj

Dr. Joe Eifert, Chair, called the meeting to order.

Approval of the agenda: Approved.

Approval of the minutes from January 22, 2014: Approved.

Committee Reports

Graduate Curriculum Committee

Dr. E. Subbiah did a summary for GCC, from 1/23/14 explaining what passed and what did not.

Graduate Student Appeals

Dr. B. Hausman said we currently have two cases.

Degree Requirements, Standards, Criteria, and Academic Progress (DRSCAP)

Dr. H. Robinson reported that the Budget Office was essentially good with our resolution (now known as Resolution B) recommending a reduction in what graduate students pay while on co-op. The committee explained the rationale for the resolution, and said we could vote on it today and pass it on to University Council. Small changes were made previously and at this meeting. Words were added to state that the graduate students who enroll should pay the appropriate administration fee which shall be equal to the actual cost. They would no longer be paying tuition.

DRSCAP is working on researching what our peer institutions are doing concerning enrollment. The committee will begin a conversation about removing cross-listed courses at the graduate level.

Constituencies Updates

Graduate Student Assembly (GSA)

Mr. G. Purdy reported that the GSA met the new Virginia Tech president. The GSA has two openings. Mr. Purdy requested that the commission encourage graduate students to apply if they are interested. The GSA will be sending e-mails with upcoming activities. In addition, there is a new Board of Visitors Graduate Representative position open. Reminder: graduate students need two letters of recommendation to be considered. The Graduate Assembly is still working on funding programs.

Graduate Honor System (GHS)

Mr. J. Booker reported that the honor system has four open cases. One case is essentially finished, but will be appealed. The other cases are undecided. A new case is starting, and they will be having discussions on a second.

University Library Committee

The University Library Committee reported that a new draft of a letter is going out to the committees concerning research and facilities. The draft may be ready in March or later in the spring.

University Council and Commission Updates

Dr. Eifert reported that University Council currently has one resolution from the undergraduate commission, the Bachelor of Science in Microbiology, which will be voted on at the next meeting. In addition, three or four resolutions will come before the council. The Masters in Women's and Gender Studies will also be on the agenda. In addition, the council will consider a raise versus a bonus for faculty salaries.

Dr. E. Subbiah reported for International Outreach. He said they discussed the Alumni Award which only received two nominations. They are still seeking nominations rigorously but so far have not received any more. They are going back to previous years to see if people want to resubmit nominations from years past.

The Virginia Cooperative Extension's winter conference will be held at the Inn February 25—27th. It will honor the Smith Labor Act. This is the centennial celebration for this act. Dr. Subbiah said there are a few updates from the University Council for International Affairs. They are taking up voluntary disclosure for study abroad and other topics. Education and study abroad is planning to go to a paperless system. Three international awards will be given out as well as the Alumni Award.

Dr. M. Patel reported that the Committee on Faculty Affairs is starting to talk about research faculty. Dr. B. Hausman reported that Faculty Senate may study faculty salaries.

Graduate School Updates

Dr. Karen DePauw reported that March 24-28 is Graduate Education Week. The awards banquet is Thursday evening. Commission members may receive an invitation to the banquet if there are awards recipients from their colleges. The Research Symposium will be held all Thursday, March 27. There is a need for faculty to help evaluate posters. Commission members are encouraged to attend. In addition, the Global Forum occurs that week. Friday afternoon is the cookout. Monday is a student appreciation luncheon, and commission members are invited to attend with a graduate student. Dr. DePauw reminded commission members that departments can schedule events for Graduate Education Week as well.

Dr. DePauw discussed in general terms an appeal that is coming through the Graduate Honor system. Mr. M. Banfield and Dr. B. Hausman volunteered to serve on the appeals committee.

The Faculty Handbook contains a section referring to the policies & procedures within each department. Dr. DePauw said these should be online on each department's web site, accessible to everyone. All departments need to make sure this information is available to all graduate students. Ms. S. Wieringa said each program is different in their department and requires separate policies and procedures for each program. Dr. J. Eifert joined by talking about some of his department's policies. This led to a discussion on deadlines between Dr. M. Patel and Ms. J. Austin. Ms. J. Austin explained that the Graduate School has admissions deadlines but each department may have earlier deadlines. The Graduate School has this information online. Ms. S. Wieringa mentioned that students do not pay much attention to what is written and they do not read all of the pages on anyone's website. Ms. J. Austin said we put the information in as many places as possible. Dr. B. Hausman asked if there is a list of what should be in each department's handbook. Dr. DePauw explained we don't collect handbooks physically anymore, but their content

should be on the web. She will take the lead and talk to Dr. Jack Finney about this because we need to have all the information available for students.

Old Business

Enrollment Requirement for the Graduate Cooperative Education Program: The commission voted to approve the resolution as amended in the committee discussion.

New Business

Dr. DePauw summarized two plagiarism cases we have had involving post-graduation plagiarism accusations. The accusations did not concern any falsified data, but only concerned the writing of the literature review. There will be more discussion about this topic at a later date.

Announcements

None

Adjournment: The meeting was adjourned at 5:02 pm.

Respectfully submitted:

Ms. Mary Madis, on behalf of

Dr. Karen P. DePauw, Vice President and Dean for Graduate Education