

**Minutes**  
**Commission on Graduate Studies & Policies**

**February 21, 2001**  
**206 Sandy Hall**

Present: Dr. Virginia Maxwell, Mr. Hunter Pittman, Dr. Annette Burr, Dr. Klaus Elgert, Dr. Peter Graham, Dr. Eileen Hitchingham, Dr. Mike Moore, Dr. Joe Merola, Dr. David DeWolf, Dr. John Ney, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu and Mr. Jay Khare

Absent with Notification: Dr. Ron Daniel and Mr. Murugendra Chigateri

Absent without Notice: Dr. Larry Alexander, Dr. Ruth Alscher, Dr. Greg Brown, Mrs. Kathryn Young, Ms. Virginia Young, Ms. Tracey Slotta and Ms. Christina Coukos

Invited Guests: Dr. Roger Avery, Dr. John Eaton, Mr. Marvin Foushee, Mrs. Angie Webb and Ms. Angela Duncan

Conference Call In: Ms. Patti Foutz

Minutes:

Dr. Virginia Maxwell, Chair, called the meeting to order.

Announcements- Dr. Maxwell announced that on March 21st there will be a joint meeting with the Commission on Research at 3:00 PM at the Vet Med College. Dr. Len Peters will talk about the "Top 30" Initiative.

Dr. Eaton announced that the 1999-2000 Research and Graduate Studies Report to the Faculty is out. If you need a copy, please contact the Graduate School.

Dr. Eaton presented Mr. Jay Khare a certificate for being selected for Membership in Who's Who Among Students in American Colleges and Universities.

Approval of the agenda- Approved.

Approval of minutes from February 7, 2001- Approved.

Committee Reports

Graduate Curriculum Committee- February 8th minutes were approved by the commission.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.

DRSCAP- Dr. Elgert referred to the three items that were previously discussed by DRSCAP. These being the minimum number of hours for which students may register, the maximum time between written and oral preliminary examinations, and the proposal to count Project and Report hours in the number of 5000 level hours that are required on the plan of study of non-thesis masters students.

Dr. Elgert reported that his sense was that departments wanted to permit students to be able to register and pay for one or two hour courses, thus revoking the current three hour minimum registration. Mike Moore from CHRE supported this recommendation, as did Virginia Maxwell speaking for the CVM. Dr. Maxwell asked if the commission needed to continue with this issue. Mr. Bullock said this change could add flexibility to some faculty members who want to offer 1-2 credit hour classes. It was also noted that this would work well for the departments offering off-campus web based courses. It was agreed that DRSCAP would draft a resolution supporting this change.

On the second issue there was sense that departments did not want a timeframe rule regarding the time between a written and oral preliminary defense. It was felt that this might limit department flexibility. David DeWolfe reported the COE also favored flexibility. The College of Arts and Sciences was also in favor for flexibility. Mr. Bronson Bullock from the GSA was concerned with the issue of the time limit between the written and the orals for preliminary exams and asked will there be any type of mechanism put in place so it will protect future Graduate Students from being disadvantaged by passage of an excessive time between the written and oral prelims. Dr. Elgert asked if the Graduate School could send a note to the Department Head referring the faculty and advisors to pay attention to time limits.

Dr. Maxwell asked Dr. Eaton if Banner could keep track of when an oral and written preliminary exam was scheduled and he replied, "No, Banner could not keep track of this."

Dr. Merola stated that every graduate program/department has their own rules and we that should ask the departments to review how they handle the question of the length of time between an oral and written preliminary exam. If there is not anything addressing this issue appropriately, then the department may consider adding it. Dr. Eaton said we would draft an email or memorandum to ask departments to review their PM152-policy relative to this question.

The third issue, the proposal to count Project and Report hours in the number of 5000 level hours that are required on the plan of study of non-thesis masters students did not garner much support. The sense of the commission was to leave this policy unchanged and to let the departments request exceptions to the maximum number of 4000 hours on the plan of study when necessary.

### Other Reports

Graduate Student Assembly- Mr. Bullock reported that their General Delegate Meeting is February 22nd.

They will start the process of looking for a new executive board for GSA. The Graduate Student Board of Visitors selection committee has selected three finalists and they have been forwarded to the Board of Visitors for their selection of one. Dr. Merola noted that he and Stephanie Scheer, the current Graduate Student Rep for the BOV, recently visited the Northern Virginia Center and they met with a group of graduate students who are interested in putting together their own organization for Falls Church.

Graduate Honor System- No Report.

University Library Committee- Dr. Hitchingham reported the ULC had a brief meeting on January 25th to discuss the status of the libraries strategic planning and the issues that are being addressed in the plan which relate to the building and enhancing the collections and programs to assist in educating users. Since the university has started an update to its strategic plan, they decided the library strategic plan will be on hold until they see where the University Plan is going.

Dr. Maxwell noted that two members of the Library Committee, Paul Metz and Gail McMillan wanted to talk with the commission regarding the goals of the library in terms of resolving the issues that Dr. Hitchingham have brought to our attention. They will give a presentation on April 18th at 3:30pm in 206 Sandy Hall.

Old Business- None.

New Business-

Dr. Maxwell noted that the commission had already gone over several of the items listed and we only have 3 items left to address.

#1-Does the commission need to come up with a guideline for approval of certificates?

Dr. Avery offered to prepare some proposed guidelines to be considered by the commission. He stated that there have been several national surveys regarding what Universities are doing in terms of limits and guidelines with certificate programs. Dr. Maxwell asked him to bring these guidelines to the April 4<sup>th</sup> meeting. to bring these guidelines to the April 4th meeting.

#2-Where should doctoral residency requests go to for approval? Mr.

Pittman discussed that the 1st doctoral residency request for this year came through the Graduate Curriculum Committee. Should these requests go to the GCC or the Graduate School? Dr. Eaton said it has been his policy that when something new did come up, even though the GCC didn't need to approve it, he would send it through them for information purposes. Dr. Eaton did this so the faculty could be given the opportunity to be informed about what's going on and to send some of these ideas back to their departments.

To address Mr. Pittman's question of how to review the residency request after a year's time, Dr. Eaton said we have not discussed this review at the Graduate School or Commission level. Dr. DeWolf asked that the departments be given the flexibility to make their decisions about residency - especially if a student is in a lab that is not located on campus.

#3-Dr. Maxwell asked the commission to please think of some nominations for the next Chair and Co-Chair positions for the next academic year.

These nominations will be discussed at the April 4th meeting.

Adjournment-

The CGS&P meeting was adjourned at 4:20 PM.

Respectfully submitted:

John L. Eaton,  
Senior Associate Dean for Graduate Studies