

Minutes
Commission on Graduate Studies & Policies
September 19, 2001
206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. Robert Bush, Dr. Ronald Daniel, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Peter W. Graham, Dr. Kent Murrmann (replacing Dr. D. Hatfield), Mr. Jay Khare, Dr. Joseph Merola, Ms. Margaret Merrill, Dr. David Moore, Ms. Mary Schaeffer, Ms. Miya Simpson, Mr. Jan van Aardt

Absent with Notification: Dr. Eileen Hitchingham, Dr. John Eaton

Absent without Notice: Dr. Joseph Scarpaci, Ms. Tracey Slotta, Mr. Greg Touchton

Did not attend by conference call: Ms. Patricia Foutz

Invited Guests: Dr. Roger Avery, Mr. Marvin Foushee, Ms. Angie Webb, Ms. Angela Duncan, Ms. Nancy Feuerbach

Dr. Stephen Boyle, Chair, called the meeting to order.

Introductions- Dr. Stephen Boyle introduced himself as the 2001-2002 chair and explained he was invited by Dr. Merola to accept this position. Ordinarily, the vice-chair from 2000-2001, Dr. Hunter Pittman, would have assumed the position of chair, but he was unable to accept this position due to other obligations. Dr. Boyle asked new members of the committee to introduce themselves. Introductions were as follows: Kent Murrmann, Mary Shaeffer, Miya Simpson, Jan van Aardt, and Margaret Merrill. Dr. Joseph Merola asked members from last year to introduce themselves. Introductions were as follows: Roger Avery, David de Wolf, Klaus Elgert, Bob Bush, Peter Graham, Jay Khare, Marvin Foushee, Angie Webb, Ron Daniel, Mike Moore, Joe Merola, Nancy Feuerbach, and Angela Duncan.

Announcements: Dr. Merola explained that the vice-chair from last year was unable to accept the chair position due to increased college responsibilities. Dr. Merola invited Dr. Boyle to step in as chair based on his past experience with this committee, and he graciously accepted. Dr. Merola thanked Dr. Boyle and all members of the committee for serving. He stated that we were going to see profound changes next year, and that this committee will play a large role in contributing to the development of new policies. Dr. Merola, the acting dean of the graduate school, discussed the search for a permanent dean of the graduate school. Dr. Sue Magliaro from the College of Human Resources and Education chairs the search committee, and the committee has already met with the provost in terms of crafting the job description and job advertisement. The search committee would like to have a person identified by the end of February 2002. Dr. Merola suggested that CGS&P consider inviting Dr. Magliaro to a meeting in the near future to talk about this process. Dr. Merola stated he is a candidate for that position but recognizes that there is a lot to do and that a lot of progress can be made before a permanent dean is selected. The university will soon be receiving a letter from the provost outlining the allocation of significant resources. Some of those resources will be within the graduate school in order for the graduate school to meet its mission and move forward. So, in the short-term, the graduate school will be hiring additional personnel to deal with the mounds of paperwork that is involved in processing applications for admission. At the same time, the graduate school will be hiring a different mix of people that will help us move away from that mound of paper. Applications and the sharing of information will need to be handled as expediently as possible. The graduate school already has a contract with CollegeNet, which has been handling the undergraduate application process for the last five years. The graduate school has

also been working with the Administrative Information Systems (AIS) to study everything the graduate school does in order to simplify our processes. Dr. Merola urged the committee to review the strategic plan and couch their discussions in terms of how well graduate education is aligned with the strategic plan. In particular, there needs to be a discussion on how we approve and handle interdisciplinary graduate programs.

Dr. Avery stated that Immigration and Naturalization Services has been working on a new system to track international students. If and when the system comes into place, it will affect the way we recruit international students. Dr. Avery suggested we invite Ms. Monika Gibson of the graduate school to attend a GGS&P meeting, and share her expertise and insight. Dr. Boyle suggested that when the minutes of the meeting are reviewed, items such as this could be added to the upcoming meeting agendas.

Approval of the agenda - Approved, with addition of new business. Dr. Boyle added a discussion of (1) animal care facilities as it relates to graduate research, and (2) election of a vice-chair for this committee.

Approval of minutes from April 18, 2001- Approved.

Committee Reports

Graduate Curriculum Committee- There was a discussion among CGS&P members concerning the composition of committee membership. The committee is comprised of representatives from each of the colleges, someone from the Graduate Student Assembly (pending appointment), one enrollment services representative (Marvin Foushee representing Wanda Dean), and Dr. Avery who will represent the graduate school. Dr. Avery stated that traditionally the vice-chair of CGS&P assumes the role of chair of this committee. There are two course requests that were tabled from last year, and ten new requests at the start of this year. By the time course requests reach this committee, they have already been scrutinized at the department/college level, so this committee makes sure that there are no obvious conflicts or duplications. There were no formal minutes to report from this committee. Their first meeting is scheduled for September 27, 2001.

Graduate Student Appeals- Dr. Boyle noted that most student appeals are handled at the faculty or department level. Also, Dr. Burr needed to be replaced as she has retired. Dr. Boyle asked for volunteers to serve on this committee. Dr. de Wolf (faculty representative) will replace Dr. Burr. Mr. van Aardt will serve as the graduate student representative. Committee member from last year, Dr. Graham and Dr. Bush will continue to serve for 2001-2002. The committee will elect a chair.

Graduate Student Relations- Ms. Foutz has agreed to continue serving on this committee. Ms. Merrill volunteered to serve as a faculty representative and Mr. van Aardt and Mr. Khare volunteered to be graduate student representatives. Dr. Avery stated that under Dr. Merola's leadership the graduate school has been proactive in working with issues such as housing and insurance, and CGS&P can expect to be asked for support and/or suggestions in the future. Dr. de Wolf suggested that we substitute ad hoc committees for formal committees for student appeals and relations. Dr. Merola noted that the appeals committee had to work within a time limit, and a standing committee was the more efficient way to address an appeal and adhere to a timeline. He suggested that upcoming cases be reviewed, and discuss whether alternative procedures were worth investigating

DRSCAP- Dr. Elgert will chair and Dr. Greg Brown will continue to serve on this committee. Dr. Elgert suggested that an administrative person serve on this committee. Dr. Boyle asked for volunteers. Dr. Avery offered his services as an adjunct visitor/guest. Dr. Boyle noted that the committee still needed two graduate students to serve on this committee. Dr. Merola noted that the Graduate Student Assembly still had to make two additional appointments to this committee. He suggested that the newly appointed

members could be asked to volunteer following their appointment. Dr. Boyle questioned whether the charges of the committees should be reexamined to determine whether the charges could be adapted or altered to be more useful to the graduate school and university. Dr. Boyle suggested that this discussion be an agenda item for the next meeting.

Other Reports

Graduate Student Assembly (GSA)- Mr. Jan van Aardt announced that on Tuesday, September 25th, the Graduate Student Assembly is planning the Graduate and Professional School Day. Over eighty-five universities have been invited. This event generates funds for the GSA via registration fees. The next GSA meeting is Thursday. Mr. Van Aardt pointed out that this is an ideal forum for disseminating information to graduate students. Information can be relayed to the president of GSA, Ms. Marqueea King, making2@vt.edu. Also, the GSA has a new graduate student listserv, which can be used to disseminate information.

Graduate Honor System (GHS)- Mr. Khare reported that last year the GHS had eighteen students accused of honor violations. Fifteen students were found guilty of violations, two students were suspended, and one student was dismissed. There have been two cases this year that are still pending. Mr. Khare visited the Northern Virginia Center (NVC) with Dr. Martha Reifsnider, Ms. Monika Gibson, and Dr. Avery. He spoke with the faculty members and students and observed that many more faculty attended this year than last year. The GHS plans to produce a video, and have the video available on their website as well. Mr. Khare has recruited sixty-five new panel members. Dr. Boyle asked if Mr. Khare had noticed any trends in the numbers of appeals. Mr. Khare said that because the numbers were so low, it was difficult to determine any trends. He did say that over the past few years at least fifty percent of the cases come from the NVC. He attributes this statistic to the fact there is less of a campus atmosphere at the northern Virginia location, and feels that more contact with the extended campus location would reduce those numbers. Dr. Boyle asked if any of the cases dealt with use of information without substantive referencing. Mr. Khare said there were quite a few cases involving plagiarism, and some cases involving use of Internet sources without proper citation. Mr. Khare said the GHS was making a proactive effort to educate students in an attempt to reduce the number of honor violations.

University Library Committee — No report

Old Business- Dr. Merola stated that the issue of allowing graduate students to sign up for just one or two credit hours is a carry over issue from 2000-2001. Last year this commission approved the policy allowing a minimum sign-up of one hour instead of three. Before this issue goes to the University Council, it needs to be researched as to the financial implications, per the previous provost's directive. Dr. Merola agreed to continue handling this. He will report on this issue when he has gathered all information.

New Business- Dr. Boyle asked for volunteers for the position of vice-chair of CGS&P. Dr. Merola assured committee members that administrative support would be available to assist this position. Dr. Boyle asked committee members to consider accepting this position. He will be calling some members to invite them to serve in this capacity.

The posthumous degree request from Dr. David Alexander to Dr. John Eaton regarding Ms. Beatrice Woods was presented to the committee. Dr. de Wolf moved that the posthumous degree be approved. Following discussion, the motion was seconded and approved. Ms. Webb will work with the graduate school on the specific tasks associated with awarding a posthumous degree.

Dr. Boyle remarked that our infrastructure has to be examined carefully and necessary improvements must be identified for Virginia Tech to manage the increasing research demands. Virginia Tech has a significant deficit in very well run and managed animal care facilities, that is, non-client animal holdings. In some colleges, faculty and graduate students must postpone research due to a lack of facilities, or subcontract their work to other institutions. Dr. Boyle asked this commission to work jointly with the Commission on Research, headed by Dr. Bob Hendricks. Because this is an important issue that our graduate population is facing, Dr. Boyle proposed to Dr. Hendricks and would like to propose to the CGS&P commission that we form a joint commission or task force, collect appropriate members from the university community who will have experience with animal models and meet to discuss and, ultimately, to make recommendations to the president as to how our animal facilities can be improved. Dr. Boyle agreed to serve on this joint commission, but asked for a formal endorsement from the committee affirming that this is an important part of our ability to influence how, in terms of animal research, we are going to be able to progress. Dr. Boyle volunteered to serve as the CGS&P representative to the proposed joint commission. He noted that there are at least two other representatives who should serve, the university veterinarian, and Dr. David Moore, who currently ensures regulatory compliance. He also assured members of the committee that animal research at Virginia Tech is highly regulated to ensure that there is no animal abuse. Another important reason to improve animal research facilities, noted Dr. Boyle, is to become eligible for NIH monies. Dr. Boyle suggested a Core facility as the most cost-effective animal research facility, providing a centralized service to the university research community. Dr. Boyle underscored the importance of this effort as it relates to the teaching and research aspect of graduate-level education. He also repeated that it was important to initiate efforts that were related to issues discussed in the strategic plan. A motion was made and seconded to empower the chair of the CGS&P committee to explore jointly with the chair of the Commission on Research the possibility of setting up the joint task force to examine the possibilities of increasing the infrastructure or resources of the animal care facilities at this university. The motion passed.

Dr. Boyle announced that the next meeting would be October 3, 2001, at 3:30 PM. He encouraged members to submit to him (samboyle@vt.edu) or Nancy Feuerbach (nancy@vt.edu) items for the agenda.

Adjournment- The meeting was adjourned at 4:55PM.

Respectfully submitted:

Joseph S. Merola, Acting Dean of the Graduate School