

**Minutes  
Commission on Graduate Studies & Policies  
November 7, 2001  
206 Sandy Hall**

Present: Mr. Edward Boone, Dr. Stephen Boyle, Dr. Greg Brown, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Ms. Margaret Merrill, Dr. Kent Murrmann, Dr. John Ney, Dr. Joseph Scarpaci, Ms. Miya Simpson, Ms. Theresa Kanter

Absent with Notification: Dr. Ronald Daniel, Ms. Patricia Foutz, Mr. Jay Khare, Dr. Joseph Merola, Ms. Mary Schaeffer, Ms. Tracey Slotta, Mr. Jaan van Aardt

Absent without Notice: Dr. David M. Moore, Mr. Greg Touchton

Invited Guests: Dr. John Eaton, Mr. Marvin Foushee, Ms. Nancy Feuerbach, Ms. Nancy Nolen, Ms. Angela Webb

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

Announcements: Dr. Eaton announced that Dr. Merola was arranging a meeting of graduate chairs and graduate secretaries on November 14 to familiarize them with changes in the graduate school.

Approval of the agenda: Approved, with the addition of one item under new business: Mr. Edward Boone proposed a discussion of efficiency in graduate student research..

Approval of minutes from October 17, 2001: The minutes were approved.

## **Committee Reports**

Graduate Curriculum Committee: Mr. Marvin Foushee presented the minutes of the meeting of October 25, 2001. In addition to the courses presented, he also noted that the minutes should reflect and include an approval to change the departmental designator of EDVT to EDCT (Career and Technical). This change will keep the graduate course offerings consistent with the degrees conferred. Seventeen new and/or revised courses were approved to be re-designated as EDCT courses under the new heading. Additionally, one ECE course was approved. He further stated that the new EDCT designator is necessary as the Registrar's Office is unable to independently change courses to EDCT without the approval of the new EDCT designator. The minutes were approved as amended by Mr. Foushee.

Graduate Student Appeals: There were no active appeals reported.

Graduate Student Relations: There was no report.

DRSCAP: Dr. Elgert reported that DRSCAP met on October 25<sup>th</sup>. The committee decided to draft three letters. One letter, included in the CGS&P meeting handouts, is addressed to the deans of the colleges requesting input on the certificate programs offered by their colleges. Dr. Elgert asked the commission for comments and suggestions. He asked Ms. Feuerbach to send the draft to commission members electronically. Edits will be incorporated into the draft and the letter will be sent to the deans of the colleges. In addition, letters are being drafted to (1) deans of graduate schools requesting the evaluation of graduate programs in the top thirty schools, and to (2) deans of the colleges at Virginia Tech. Dr. Elgert hopes to have the two drafts ready by next week and Ms. Feuerbach will forward the letters electronically to commission members. The first letter will request a response date of December 12,

2001. The additional letters will ask for responses by the first day of classes in 2002. Dr. Eaton reminded the commission that he, as well as Drs. Avery and Merola, will not be at the next meeting. Dr. Elgert stated that all letters should be finalized by the December 2001 meeting.

## **Other Reports**

Graduate Student Assembly (GSA): The commission reviewed the report handout provided by Jan van Aardt who was unable to attend the meeting.

Graduate Honor System (GHS): No report

University Library Committee: No report.

ETD Presentation: Dr. John Eaton presented a history and overview of the Electronic Thesis & Dissertation (ETD) program at Virginia Tech. Dr. Eaton has been invited to speak at universities all around the United States as well as Canada on this topic. Currently there are over 3500 ETDs at Virginia Tech.

### Old Business:

Resource Allocation: Dr. de Wolf presented a draft of a resolution from the commission to the provost urging the university to study the resource allocation with respect to graduate programs in the colleges. Dr. Ruth Alscher's comments, communicated via e-mail, were included in the draft. Discussion followed as to how specific the language of the resolution needed to be. Because Dr. Alscher was not at the meeting, it was decided to table the discussion until the following meeting so that Dr. Alscher would have an opportunity to discuss her editorial suggestions.

### New Business:

Efficiency in Graduate Student Research: Mr. Boone suggested that more graduate students be encouraged to use the Statistics Consulting Service. This consulting service is free-of-charge. A consultant is assigned to the student to assist with the design of the experiment so that objectives can be met. Any front-end work assisting students will minimize the salvage work that the consulting service would have to perform on experiments that had design deficiencies. The commission discussed promotion ideas to market this service to students including using orientation, graduate student seminars, website, numerous website links, mailing lists. The commission will brainstorm and discuss at the December meeting various communication platforms for marketing the Statistics Consulting Service to students.

Adjournment- The meeting was adjourned at 5:02 PM.

*Respectfully submitted:*

*Joseph S. Merola, Acting Dean of the Graduate School*