

Minutes

Commission on Graduate Studies & Policies

April 2, 2003

3:30 — 4:30 PM

206 Sandy Hall

Present: Dr. Stephen Boyle, Dr. David de Wolf, Dr. Klaus Elgert, Dr. Ruth Grene, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Ms. Megan Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Mary Schaeffer, Ms. Miya Simpson, Dr. Brenda Winkel

Absent with Notification: Dr. Ron Daniel, Dr. Karen DePauw, Mr. Marvin Foushee, Mr. Murali Krishnan Gunasekaran, Mr. Brian Johnson, Dr. Mehdi Setareh

Absent without Notice: Mr. Nick Amico, Dr. David Moore, Dr. John Ney, Mr. Anthony Scardina,

Invited Guests: Dr. Roger Avery, Ms. Nancy Feuerbach, Ms. Angela Webb

Conference Call In: Ms. Laura Fornash

Dr. Ruth Grene called the meeting to order.

Approval of the agenda: Approved.

Approval of minutes from March 19, 2003: Approved.

Committee Reports

Graduate Curriculum Committee: The minutes from March 27, 2003 were approved. Dr. Avery reminded the commission that one of the approved items, the Master of Arts Degree in Communication, would need to be presented to the University Council in the form of a resolution. Dr. Matt McAllister will be invited to attend the University Council meeting.

Dr. Avery reported that Dr. Sumichrast would like to amend the EMBA program, which was first presented to the commission at the March 19 meeting. The Pamplin College of Business requests that all course proposals associated with the Executive MBA be revised to include traditional A/F grading. The commission voted to accept the Executive MBA program as amended.

Graduate Student Appeals: Dr. de Wolf reported that the committee has finished its second appeal and is waiting for the third appeal. Dr. Avery congratulated the committee on behalf of the Graduate School and the university on their outstanding efforts.

Dr. Avery announced that the revision to the Presidential Policy Memorandum No. 1 (Procedures for Evaluation of the Progress of Graduate Students) was not passed by the University Council. Dr. Grene noted that some of the language of the resolution needed to be updated. Although the revision did not pass, the Graduate School will remind departments that the current policy does require that departments evaluate students at least once a year. Following discussion, the commission decided that the policy revision could be revisited next year. Ms. Megan Madden reaffirmed the graduate student interest in a revised evaluation policy.

The commission voted to accept the Graduate Student Appeals report.

Graduate Student Relations: Ms. Margaret Merrill announced that a meeting of the Rights and Responsibilities Committee would take place immediately following the CGS&P meeting.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): No report.

Other Reports

Graduate Student Assembly (GSA): Ms. Madden reported that at the last GSA meeting the agenda items included the Board of Visitors activities, a first reading of the new version of their constitution, and health insurance. The GSA passed a resolution requesting that the Board of Visitors reevaluate the non-discrimination resolution. The commission voted to accept the GSA report.

Graduate Honor System (GHS): No report.

University Library Committee: Dr. Eileen Hitchingham reported that the committee had met last week. Dr. Hitchingham reassured the commission that, in spite of the financial difficulties of RoweCom, the library's serial purchases would not be cut back this year or next year; many publishers have agreed to deliver services through 2003. Dr. Hitchingham asked the commission to review an upcoming list of publications to help determine which publications are still economical. There is a notice on the library webpage, which encourages library users to alert the library if a publication cannot be located. The commission voted to approve the University Library Committee report.

Old Business: Dr. Avery reviewed the full-time enrollment recommendation initiated by DRSCAP at the January 15, 2003 meeting, which was approved by the commission at the same meeting. Because (1) non-thesis masters students may find a 12 hour credit load too strenuous, and because (2) INS visa requirements through SEVIS has determined that 9 hours is a full credit load, and because (3) students with English as a second language may find 12 hours too difficult, Dr. Avery ask the commission to approve a change in the language of the original recommendation from:

(From January 15 minutes)

Enrollment

Full-time enrollment for graduate students, including fellowship and scholarship recipients, consists of a minimum of 12 hours and a maximum of 18 hours per semester during the academic year. Graduate assistants may not enroll for fewer than 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. Fellowship and scholarship recipients must enroll in at least 12 hours in each semester in which they are receiving a stipend. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

to the following:

Enrollment

Full-time enrollment for graduate students consists of a minimum of 9 hours and a maximum of 18 hours per semester during the academic year. However, graduate assistants (GA's, GTA's, and GRA's) and fellowship and scholarship recipients may not enroll for fewer than 12 hours per semester. Graduate assistants are not required to enroll during summer sessions. These hours must represent work toward satisfying minimum degree requirements. Audited courses do not qualify in satisfying this minimum.

The commission voted to accept the revisions to the language in definition of full-time enrollment.

Ms. Nancy Feuerbach reported that Ms. Kim O'Rourke had advised her that a new membership appointment to the commission would require an amendment to the University Council by-laws. The commission would need to submit a resolution to University Council seeking this amendment. The commission agreed that a resolution was needed and discussed the language of the resolution. Dr. Avery and his staff agreed to draft the resolution and submit it to the commission electronically for editing and final (electronic) approval. The resolution will then be submitted to University Council.

New Business: Dr. Klaus Elgert agreed to serve as vice chair of CGS&P for 2003-2004.

Announcements

- § Ms. Nan Seamans, Director of Library Instruction, has been invited to attend an upcoming meeting.
- § Ms. Angela Webb announced that Graduate Education Week was a success.
- § Dr. Stephen Boyle encouraged faculty who work with animals and who wish to give input into the planning of the new animal vivarium facility to contact the vivarium building commission.
- § Ms. Miya Simpson announced that the Undergraduate Research Symposium is scheduled for April 21, 2003. The symposium is an opportunity to promote undergraduate research. A graduate student information session will familiarize students with the graduate application and education process. Ms. Simpson asked that commission members encourage undergraduate students to register for the symposium.

Adjournment: The meeting was adjourned at 4:33 PM.

Respectfully submitted:

Ms. Nancy B. Feuerbach, on behalf of

Dr. Karen P. DePauw, Vice Provost for Graduate Studies and Dean of the Graduate School