

**Minutes**  
**Commission on Graduate Studies & Policies**  
**November 19, 2003**  
**3:30 p.m. — 4:30 p.m.**  
**206 Sandy Hall**

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, , Dr. John Ney, Ms. Tina Peterson, Ms. Yvette Quintela, Ms. Mary Schaeffer, Dr. Dvajad Salehi, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Dr. Roger Avery, Dr. Ron Daniel, Dr. Klaus Elgert, Ms. Laura Fornash, Dr. Mehdi Setareh

Absent without Notice: Mr. Marvin Foushee, Dr. Sharron Quisenberry

Invited Guests: Ms. Nancy Feuerbach, Ms. Angie Webb

Approval of the agenda: Approved

Approval of minutes from November 5, 2003: Approved.

## **Committee Reports**

Graduate Curriculum Committee: Dr. Jerry Gibson reviewed the minutes from November 13, 2003. The commission approved the minutes.

Graduate Student Appeals: No report.

Graduate Student Relations: Ms. Margaret Merrill reported that the Commission on Research reviewed the Rights and Responsibilities document and voiced some concerns. Ms. Merrill will work with the committee to address the issues raised by the commission. Dr. DePauw suggested that the committee needed to contextualize the text of the document so that readers could better understand the rationale. Ms. Feuerbach will forward the e-mail from Dr. Pitt to the commission members.

### Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

Dr. Scott Case presented DRSCAP suggested revisions/edits to the policy, Virginia Tech Undergraduates Taking Graduate Courses. The Five-Year Bachelor/Master Degree (open) was the focus of much of the discussion. This proposal would allow departments to have a combined program with 6 credits of double counting, and a GPA of 3.2. Following discussion, the DRSCAP committee decided to revise the wording of the policy to better reflect the intent of the commission.

Dr. Case presented to the commission DRSCAP recommendations for Qualifications Required for Being the Instructor of Record for a Graduate Course. The consensus of the commission was that a graduate assistant could assist with teaching only if a faculty member were the instructor of record. Dr. DePauw noted that, in general, the graduate dean makes exceptions to graduate policy unless otherwise noted. The DRSCAP committee will re-work the wording of the qualifications in order to incorporate the discussion points of the commission.

## **Other Reports**

Graduate Student Assembly (GSA): No report

Graduate Honor System (GHS): Tabled.

University Library Committee (ULC): Tabled.

Dr. Ron Wakefield, EDP Residency: Dr. Ron Wakefield, Director, Environmental Design and Planning Doctoral Program, reviewed the Request for Approval to Offer Residency Credit in Northern Virginia for EDP Doctoral Students. Specifically, Dr. Wakefield asked that the EDP doctoral students be permitted to enroll in the 24 hours (minimum) of graduate-level courses while in Northern Virginia, and still fulfill the residency requirement. Dr. DePauw reminded commission members that the current residency policy would be an agenda discussion item at a future meeting. The commission voted to recommend that Dr. Wakefield's request to offer residency credit in Northern Virginia be approved by the dean of the graduate school.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: The meeting was adjourned at 4:40 p.m.

*Respectfully submitted:*

*Ms. Nancy B. Feuerbach, on behalf of*

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