

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

Present: Dr. Stephen Boyle, Dr. Scott Case, Dr. Don Creamer, Dr. John R. Crunkilton for Dr. Sharron Quisenberry, Dr. Klaus Elgert, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Meagan Elwood Madden, Ms. Margaret Merrill, Dr. John Ney, Ms. Mary Schaeffer, Dr. Mehdi Setareh

Absent with Notification: Dr. Roger Avery, Dr. Karen DePauw, Ms. Laura Fornash, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Yvette Quintela, Dr. Dvajad Salehi, Mr. Terrell Strayhorn, Ms. Angie Webb

Absent without Notice: Dr. Ron Daniel, Dr. Sherri Turner

Invited Guests: Ms. Nancy Feuerbach, Mr. Marvin Foushee

Approval of the agenda: Approved

Approval of minutes from November 19, 2003: Approved.

## **Committee Reports**

Graduate Curriculum Committee: No report.

Graduate Student Appeals: Dr. Ney reported that Dr. Avery had contacted him regarding an upcoming appeal, but the committee has not received the appeal, nor have they met.

Graduate Student Relations: Ms. Margaret Merrill reviewed the changes made to the Rights and Responsibilities document in response to some concerns expressed by the Commission on Research. In particular, the procedure for changing a member of an advisory committee, and the procedure for dismissal of a graduate student were clarified. Following discussion of the document, Ms. Merrill offered to rewrite parts of the document and incorporate suggestions from the commission; she will forward the edited document to commission members electronically. Ms. Merrill will draft a letter for Dr. Kapania to send to Dr. Pitt to address his concern regarding the responsibilities of the academic advisor. In addition, FERPA [Family Educational Rights and Privacy Act] will be spelled out

Degree Requirement Standards Criteria and Academic Policy (DRSCAP): Dr. Scott Case presented the revisions to the policy Virginia Tech Undergraduates Taking Graduate Courses specifically to the subsections entitled Five-Year Bachelor/Master Degree (Open), Dual Students and Seniors. Ms. Madden noted that students who did not attend Virginia Tech as an undergraduate were allowed greater flexibility in obtaining credit for graduate coursework taken as an undergraduate student. The commission agreed to review this and other aspects of the Seniors and Dual Students at a later date, and focus on the Five-Year Bachelor/Master Degree (Open) since this was the new subsection. Following discussion, the commission approved the rewording of the text under the new subsection to read:

*Academic units may petition the Graduate School to combine existing bachelor and master degree programs into new five-year bachelor/master degree (open) programs. These programs would allow undergraduate students with a 3.2 or better GPA and the completion of 75 hours of study to enroll in the Graduate School before completion of their undergraduate requirements.*

*Up to 12 hours of graduate coursework may be taken before the completion of the bachelor's degree. However, a maximum of 6 such hours may be used to satisfy both bachelor's and master's degree requirements.*

Dr. Case presented the revised Qualifications Required For Being The Instructor of Record for a Graduate Course

Qualifications Required to be the Instructor of Record in a Graduate Course

In order to be the instructor of record in a graduate course, one must:

1. Hold a graduate degree (the terminal degree in the discipline) and
2. Cannot be currently enrolled as a graduate student in the same department.

Exceptions to the above policy must go through the Graduate School.

## **Other Reports**

Graduate Student Assembly (GSA): No report.

Graduate Honor System (GHS): Tabled.

University Library Committee (ULC): Dr. Nan Seamans will be put on the agenda for an upcoming meeting. Ms. Merrill will contact Ms. Seamans to determine the best timing for the presentation to the commission.

Old Business: None.

New Business: None.

Announcements: Dr. Kapania announced that the University Council passed the two resolutions proposed by the commission, (1) Awarding of a Graduate Certificate and (2) Evaluation Of The Progress Of Graduate Students (Update of Presidential Policy Memorandum No.1)

Adjournment: The meeting was adjourned at 5:05 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*