

Minutes

Commission on Graduate Studies & Policies

April 7, 2004

3:30 pm – 4:30 pm

206 Sandy Hall

Present: Dr. Scott Case, Dr. Don Creamer, Dr. Karen DePauw, Dr. Klaus Elgert, Dr. Jerry Gibson, Dr. Eileen Hitchingham, Dr. Julia McCann for Dr. Sharron Quisenberry, Dr. Rakesh Kapania, Mr. Greg Lemmond, Ms. Megan Elwood Madden, Ms. Margaret Merrill, Dr. Kent Murrmann, Ms. Tina Peterson, Ms. Yvette Quintela, Mr. Terrell Strayhorn, Dr. Sherri Turner

Absent with Notification: Mr. David Avery, Dr. Roger Avery, Dr. Stephen Boyle, Dr. Ron Daniel, Ms. Laura Fornash, Dr. John Ney, Dr. Dvajad Salehi, Dr. Mehdi Setareh

Absent without notice: Ms. Christa Thomas

Conference call in: Professor Ron Kagawa

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

Approval of the agenda: Approved.

Approval of minutes from March 3, 2004: Approved with two corrections. (1) Ms. Merrill stated that Mr. Pankaj Gupta distributed the revised document, "Building Graduate Community: Expectations for Graduate Education at Virginia Tech". (2) Dr. Elgert stated that two members of the commission voted against the recommendation to decrease the size of the doctoral advisory committee.

Dr. Elgert suggested that the language in the recommendation be changed from

Doctoral candidates must have an advisory committee of four faculty members.

to

Doctoral candidates must have an advisory committee of at least four faculty members.

The commission voted to approve this change.

Committee Reports

Graduate Curriculum Committee (GCC): The minutes from March 25 were approved. Dr. DePauw reported that the Master of Fine Arts in Creative Writing will be reviewed at the April 8th GCC meeting. If GCC approves the program, the commission agreed to review and approve/disapprove the program electronically so that a resolution could be presented to University Council at their next meeting.

Graduate Student Appeals: Ms. Merrill reported that the appeal currently under review would be discussed with Dr. DePauw at a meeting on April 8th.

Graduate Student Relations: Dr. DePauw reported that the Commission on Faculty Affairs had reviewed the "expectations" document. Their review did not uncover any policy concerns; Dr. DePauw will be corresponding with Dr. Easterling in order to answer questions raised by the commission. Once all questions and concerns are addressed, the document will be complete and ready for distribution.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP)

Dr. Case reviewed three items for discussion.

(1) Requirements for Master's Degrees: Dr. Case reviewed the language changes which “tightened up” language pertaining to minimum number of graded credits for thesis and non-thesis degrees. The commission voted to approve the changes so that the requirements now read:

Requirements for Master's Degrees

Virginia Tech allows for both thesis and non-thesis master’s degrees. For each degree type, the student’s plan of study must meet the following requirements. These are minimum requirements that individual departments or advisory committees may exceed. Students are encouraged to consult their department graduate administrators for particular requirements. A course required for an undergraduate degree in a given area may not be used toward a graduate degree in the same area. Any courses listed on the plan become a part of the requirements for the degree, must be completed with a grade of C- or better, and count toward the minimum GPA of 3.0 for fulfilling degree requirements.

	Minimum Total Graduate Credits	Minimum Graded Graduate Credits	Minimum Research Hours
Thesis	30	20 ¹ (12 credits of 5000-level or higher)	6
Non-Thesis	30	24 ² (15 credits of 5000-level or higher)	

Second Master's Degree

The requirements for a second master's degree are the same as for the first master's degree: an additional 30-54 hours, depending upon the degree sought. A student working on a second master's degree may transfer up to 50% of appropriate courses (see the section entitled 'Transfer Credit').

¹ A maximum of 12 credits in 4000-level courses (approved for graduate credit) and 6 credits total in 5974, 5984 and 6984 courses

²A maximum of 9 credits in 4000-level courses (approved for graduate credit) and 9 credits total in 5974, 5984 and 6984 courses.

(2) Manuscript format for presenting thesis or dissertation

Following discussion, the commission agreed to allow students to select with the “traditional” or the “manuscript” format for the presentation of the thesis or dissertation. The new description will be as follows:

BODY MATTER

There are two permissible overall formats for presenting the thesis or dissertation. They are the traditional and manuscript format.

The body matter for a traditional format contains the chapters of the thesis or dissertation, in logical order, each with its own title. Chapter titles may include:

*Introduction
Literature Review
Materials and Methods
Results
Discussion*

Conclusions
Summary

The body matter for a manuscript format will vary but generally contains the chapters of the thesis or dissertation, in logical order, each with its own title. Chapter titles may include:

Introduction
Literature Review
Chapters 1...
Title
Abstract
Introduction
Materials and Methods
Results
Discussion
Conclusions
Overall conclusion
Data summary
Overall model if appropriate (text or illustration if appropriate)
Suggested future investigations
Bibliography
Appendices (if needed)

Consult your department or the Graduate School for specifics.

(3) Deletion of Untaught Classes From the Graduate School Catalog

Following discussion, the commission voted to amend the Presidential Policy Memorandum number 11 with a new resolution to University Council.

Other Reports

Graduate Student Assembly (GSA): Ms. Peterson reported that at the March 18th meeting the Graduate Student Assembly elected new officers for the upcoming year. Ms. Madden reported that GSA officers had an opportunity to exchange views with the members of the Board of Visitors at a recent breakfast. Approved.

Graduate Honor System (GHS): Mr. Lemmond reported on several events, including a roundtable discussion during Graduate Education Week, individual discussions with interested new students, an orientation to the English Language Institute, and a discussion with ISE faculty at a faculty meeting. Mr. Lemmond offered to attend the faculty meeting of commission members and their colleagues in order to explain the differences between the undergraduate and graduate honor systems. Approved

University Library Committee (ULC): Dr. Hitchingham presented the minutes from March 18 that were discussed at an earlier meeting. She distributed and explained a document illustrating the online survey, which asks participants for input on the library web page design. Survey results will determine the final design of the library web page. The document also summarized results to-date from the LibQual survey. Approved.

Internal Tracking of Doctoral Program

Dr. DePauw presented a request from Dr. Richard E. Sorensen, Dean of the Pamplin College of Business. Dr. Sorensen requested that the internal identification of two doctoral programs be changed as follows:

- Department of Accounting and Information Systems (ACIS): change the current identification, *General Business, Accounting (GBUA)* to *Business, Accounting and Information Systems (BACIS)*
- Department of Business Information Technology (BIT): change the current identification, *Business Management Science (BMSC)* to *Business, Business Information Technology (BBIT)*.

The commission voted to approve this change.

Information Skills for Graduate Students

Dr. Nan Seamans, the director of university library instruction, reference, and outreach presented a draft of a resolution, which was developed by the Sub-Committee on Information Literacy Programs for Graduate Students. She asked for comments from the commission. Dr. Hitchingham noted that in this resolution, which addressed information skills for graduate students, the implementation of programs would be at the departmental level. Dr. Seamans stressed that it was the concept of the resolution that was important, i.e., that graduate students needed to have certain skills to be successful, and they must have the opportunity to acquire these skills. Dr. Seaman will incorporate the discussion items into the document. Presentation to University Council may be in the fall of 2004.

Old Business: None.

New Business: None.

Announcements: Dr. Gibson encouraged faculty to participate in the commencement ceremony in the spring. Dr. DePauw announced that spring commencement would include a visual overview of reflections from the past year, and a commissioned original musical composition.

Dr. DePauw also commended the four graduate students attending the CGS&P meeting for receiving awards at the Graduate Education Week banquet; all have served GSA well throughout the year. Also, Ms. Megan Elwood-Madden is one of the first graduate students to receive an ADVANCE graduate assistantship.

Dr. Kapania thanked Dr. Case for attending the recent University Council meeting. Also, as this is the last CGS&P meeting Dr. Kapania will be attending, he thanked everyone for contributing to a successful year.

Adjournment: The meeting was adjourned at 4:20 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