

**Minutes
Commission on Graduate Studies & Policies
January 16, 2008
3:30 pm – 5:00 pm
Graduate School, GLC, Conference Room**

Present: Ms. Linsey Barker, Dr. Paul Deck, Dr. Karen DePauw, Dr. François Elvinger, Dr. Joe Eska, Mr. James Freeman, Mr. Thomas Gorman, Dr. Eileen Hitchingham, Mr. John Kane, Dr. Kumar Mallikarjunan, Ms. Penny McCallum, Ms. Gail McMillan, Ms. Margaret Merrill, Dr. Patrick Miller, Dr. Suzanne Murrmann, Ms. Evelyn Richardson, Dr. Glenda Scales, Dr. Cliff Shaffer, Ms. Chris Thomas

Absent with Notification: Dr. Ron Daniel, Dr. Rosary Lalik, Dr. Gerhardt Schurig

Absent without Notification: Dr. Jim Collier, Ms. Margo Eggeling, Dr. Glenda Scales

Visitors and Invited Guests: Mr. Marvin Foushee, Ms. Ennis McCrery, Dr. Brian Mihalik, Ms. Jacqueline Nottingham, Mr. Brennan Shephard.

Dr. Kumar Mallikarjunan, Chair, called the meeting to order. Members of the commission were asked to introduce themselves.

Approval of the agenda: Dr. DePauw asked that two items be added to the agenda.

- (1) Results from the Summit
- (2) Summer Session Enrollment

The agenda was approved with additions.

Approval of minutes from December 5, 2007: The minutes were approved.

Committee Reports

Graduate Curriculum Committee (GCC):

Dr. Shaffer reviewed the minutes from December 13, 2007, and the minutes were subsequently approved.

Graduate Student Appeals:

There is currently an ongoing appeal. The committee hopes to have a report at the next commission meeting.

Graduate Student Relations:

The committee met briefly after the summit meeting last week and will be meeting immediately following the commission meeting. Dr. DePauw has charged the committee with the review of the Graduate Honor System. The committee is seeking a full-time faculty member to serve on the committee.

Degree Requirement Standards Criteria and Academic Policy (DRSCAP):

The “student learning outcomes” document is complete.

Other Reports

Graduate Student Assembly (GSA): No report. The next meeting of the GSA is January 31, 2008.

Graduate Honor System (GHS): Currently there is an investigator in Northern Virginia who will be starting panelist training within the next two weeks. By the end of the month it is hoped that Northern Virginia will have a panelist pool.

University Library Committee (ULC):

Dr. Hitchingham reported that he ULC did not meet in December. The “card access” room for graduate students is open in the library. Currently the area is “functional”. Funds will be sought to make the area attractive as well as functional. The commission is invited to have a meeting in the library in order to see the graduate student space.

University Council: No report.

Old Business:

SACS & website, brief review and discussion:

Mr. Marvin Foushee will present the SACS review website when it is complete at a future meeting.

Mr. Foushee reminded the commission that the SACS commission will want to see course syllabi. In the *Graduate Catalog*, the long title and the course credits, etc. were published. Currently the registrar is accumulating this data into a Word document. The information will be linked to the SACS website. Also linked will be learning objectives, text and teaching aids, the syllabus, and faculty teaching the course, and when it was most recently taught. This data will become a valuable resource for faculty even after the review.

First joint meeting of CUS&P and CGS&P:

On January 11th, the first gathering of the Commission on Undergraduate Studies & Policies (CUS&P) and the Commission on Graduate Studies & Policies (CGS&P) was held. The purpose of the meeting was to discuss shared interests and concerns about academic policies and procedures. Several topics were discussed in depth and the commissions agreed to continue to collaborate on selected topics including: tracking course proposals, review of Bachelor’s/Master’s programs, the use of 4000 level courses for graduate credit, and student life policies. Committees will be taking on these tasks and sharing results with the two commissions. Consideration will be given to increasing communications between the two commissions/

Admissions categories

Admissions categories and graduate student classifications were discussed at the November 15, 2006. Following some discussion, the current DRSCAP committee agreed to review the issue(s), in particular conditional and provisional status, and offer edits/recommendations to the commission at a future meeting.

New Business:

Summer Session Enrollment: Tabled

Announcements:

- (1) SCHEV has approved the *Ph.D. in Social, Political, Ethical, and Cultural Thought (ASPECT)* and the *Virginia Tech – Georgetown University M.S. Degree in Biomedical Technology Development and Management*.
- (2) The Writing Center has hired a graduate student to assist other graduate students with their writing skills. This position will be housed in the GLC about 15 hours per week and in the Writing Center for 5 hours per week. This service will be offered to the NCR, as well. Conversation experience is also offered at the Writing Center

- (3) Mary Catherine Bateson, renowned author and cultural anthropologist, is the 2007-2008 Graduate School Distinguished Lecturer. The university community and general public are invited to hear her speak on February 26th at 4:00 pm in the Graduate Life Center auditorium. Her topic theme will be “composing a life”.

Adjournment: The meeting was adjourned at 5:00 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