

## **Minutes**

### **Commission on Graduate Studies & Policies**

**April 5, 2006**

**3:30 pm – 5:00 pm**

**Room 206, Sandy Hall**

Present: Mr. Chris Bassler, Dr. Scott Case, Dr. Karen DePauw, Ms. Pat Donovan, Dr. François Elvinger, Professor Bill Galloway, Dr. Eileen Hitchingham, Ms. Nicole James, Mr. Osama Marsouk, Ms. Margaret Merrill, Dr. Brian Mihalik, Dr. Tom Ollendick, Dr. Don Orth, Dr. Carolyn Rude, Dr. Susan Short, Mr. Brian Whitaker

Absent with Notification: Dr. Barbara Allen, Dr. Ron Daniel, Dr. Kevin Davy, Mr. Greg Lemmond, Ms. Gail McMillan, Dr. John Moore, Dr. Sue Murrmann, Dr. Jerry Niles

Absent without Notification: Mr. Sumeet Bagai

Invited Guests: Ms. Nancy Feuerbach, Mr. Marvin Foushee, Mr. Jamie Kalista, Dr. Anne McNabb, Ms. Jacqueline Nottingham

**Approval of the agenda:** Approved.

**Approval of minutes from March 15, 2006:** Approved.

### **Committee Reports**

Graduate Curriculum Committee (GCC): The minutes from March 23, 2006 were approved as amended by Mr. Marvin Foushee.

AP faculty / staff admissions subcommittee: Dr. Susan Short reviewed the recommendations from the subcommittee addressing staff and A/P faculty graduate student eligibility. The policy is in place; the subcommittee was charged with developing a procedure. The commission approved the recommendations below:

### **Recommendations**

The CGSP sub-committee reviewed statistics associated with currently enrolled graduate students as well as guidelines provided by several other colleges and universities. After thorough and thoughtful discussion, the CGSP sub-committee recommends the following procedures to fairly and equitably meet the unique needs of staff and administrative/professional faculty pursuing graduate degrees at Virginia Tech.

1. Beginning with the Fall 2005 cohort, staff and administrative/professional faculty applying for admission to the Graduate School have automatically been identified by the Banner system.
2. As a component of the graduate application, a potential student, graduate advisor, and supervisor/department head will sign the Graduate School Application Supplemental Form that specifically addresses potential conflicts of interest, time, and commitment between the student and employer. Successful applicants will:

- a. Satisfy all admission and program requirements;
  - b. Submit a preliminary program of study with a stated timeline and department/program approval;
  - c. Make arrangements for satisfying doctoral residency requirements with their employer;
  - d. Conduct thesis/dissertation research that is distinguishable from work completed as a part of employment responsibilities;
  - e. Abstain from service on university committees dealing with curricular decisions and policy/procedures for graduate education;
  - f. Avoid situations which may create a conflict of interest including those which could arise from pursuit of a degree in one's own unit and those which are directly administratively related to the staff member's unit of employment. Employment supervisors will abstain from chairing and/or serving on the candidate's graduate thesis/dissertation advisory committee; and
  - g. Reach a common understanding concerning the relationship between job responsibilities and the required academic study.
3. Requests for admission to the Graduate School for staff and administrative/professional faculty will be reviewed by the Graduate School using guidelines provided. On behalf of the Commission, appeals will be considered by the Graduate Student Appeals sub-committee of the Commission for Graduate Studies and Policies.

A staff and administrative/professional faculty application supplemental form will be developed by the Graduate School.

Graduate Student Appeals: No report.

Graduate Student Relations: No report.

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

### **Other Reports**

Graduate Student Assembly (GSA): Mr. Jamie Kalista announced that elections were held and the new Executive Board for 2006-2007 is:

Jory Ruscio, President  
 LaChelle Waller, VP-Membership  
 Laura Freeman, VP-Programs  
 Konstantinos Krampis, Secretary  
 Marshaun Glover, Treasurer

Graduate Honor System (GHS): No report.

University Library Committee (ULC): No report.

University Council: Dr. Case reported that there was a first reading of the online CALS MS degree at the Monday meeting.

**Old Business:**

Dr. François Elvinger agreed to be the chair of the commission and Professor Bill Galloway will chair the Graduate Curriculum Committee for the 2006-2007 academic year.

Dr. Karen DePauw discussed the concept of “expedited admissions” with the commission. Students interested in taking a maximum of six credits for one semester only could enroll at Virginia Tech essentially overnight. This would be primarily of interest to students at extended campus locations. The commission supported the concept and Dr. DePauw will report the results of the discussion to Graduate School personnel.

The commission approved the MBA Program for Working Professionals (replaced the TV MBA).

**New Business:**

Institutional Plan for Graduate Degrees (IPGD): Dr. DePauw reviewed the most recent IPGD.

TOEFL iBT: Dr. DePauw reviewed the internet-based TOEFL score which is currently available. The standard is the same, the scoring system is different. The Graduate School will be putting it on their web page. The Graduate School will probably recommend that the minimum score for the total should be 80 and, as a guideline, nothing less than 20 in reading, listening, speaking, and writing, for general admissions. A 26 should be required in speaking if the student is going to be a [international] GTA.

Dr. DePauw presented an overview of a case to the commission in which a student is asking for an exception to graduate admissions policy. The commission asked for more information on this particular case. Dr. DePauw will seek permission from the student before giving the commission more information.

**Announcements:** Dr. Tom Ollendick announced that Dr. Stephen Suomi will be speaking on Thursday, April 13<sup>th</sup>, at 2 pm in Fralin Auditorium, an event co-sponsored by the Department of Psychology and the Graduate School.

**Adjournment:** The meeting was adjourned at 5:03

*Respectfully submitted:*

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

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