Minutes
Commission on Graduate Studies & Policies

April 4, 2001
206 Sandy Hall

Present: Mr. Hunter Pittman, Dr. Klaus Elgert, Dr. Eileen Hitchingham, Dr. Joe Merola, Dr. David DeWolf, Mr. Jeff Cullen, Mr. Bronson Bullock, Mr. Sorin Popescu and Mr. Murugendra Chigateri

Absent with Notification: Dr. Virginia Maxwell, Dr. Ruth Alscher, Dr. John Ney, Ms. Tracey Slotta and Mr. Jay Khare

Absent without Notice: Dr. Larry Alexander, Dr. Greg Brown, Dr. Annette Burr, Dr. Ron Daniel,

Dr. Peter Graham, Dr. Mike Moore, Mrs. Kathryn Young, Ms. Virginia Young and Ms. Christina Coukos

Invited Guests: Dr. Roger Avery, Dr. Martha Reifsnider, Dr. John Eaton, Mr. Marvin Foushee, Mrs. Angie Webb and Ms. Angela Duncan

Conference Call: Ms. Patti Foutz

Mr. Hunter Pittman, Co-Chair, called the meeting to order.

Announcements-

Mr. Pittman announced that Dr. Maxwell was out of town and he would be Chairing today’s meeting.

Dr. Eaton announced that he had been to Cal Tech in Pasadena, CA for the 4th International Electronic Thesis and Dissertation Conference. There were more than 160 people in attendance from 34 states and 15 foreign countries. There were approximately 16 representatives from Graduate Schools. Over 100 institutions are now involved in ETD projects and the process all began at and has been led by Virginia Tech.

Approval of the agenda- Approved.

Approval of minutes from February 21 and March 21, 2001- Approved.

Dr. Elgert asked if the university has moved forward in the past year towards the 10-Year goal for being in the top 30 universities. Dr. Eaton responded that one of the steps taken was the separation of Graduate School and Research. There is also a promise from the university for funds to cover health insurance for graduate students on an assistantship. Dr. DeWolf responded that Leonard Ferrari had been appointed as Vice Provost to focus on building relationships with businesses and industries. This is one of the directions that President Steger has said we should work toward.
Dr. Merola added that one of the most recent steps was the announcement of how the Northern Virginia Center is going to start dealing with all missions of the university and not just instruction. The Strategic Planning Committee is discussing enrollment strategies, how we will deal with undergraduate enrollment vs. graduate enrollment, what directions to take and what to do. These policy decisions are being made and goals will be announced in the near future. There is also movement regarding the metrics that Dr. Peters talked about regarding the number of faculty, buildings and support staff. There are initiatives that are on going in the university and in various colleges that will be worked on quietly until they are ready to go public.

Mr. Bullock asked if the basic criteria the university was using for the Top 30 was the total research expenditures. Dr. Merola said the President would say, "No. That is not the metric we will use." But since it is a single number, and easy to use, a lot of people use this number. The NSF rankings use this number but it don’t look at other dimensions. For example, the President has committed to a Fine Arts Performance Center. The President wants lots of things in several different dimensions for the university to use to judge its status.

Committee Reports

Graduate Curriculum Committee- February 22 and March 22, 2001 minutes were approved with a minor correction needed on the Feb. 22 minutes.

Dr. Merola asked if name changes for departments and degrees had to go to SCHEV for approval. Dr. Eaton and Mr. Foushee responded that it was their understanding that if it was a department name change, SCHEV did not need to be notified. Mr. Foushee said degree name changes do have to go to SCHEV for approval but we could change the departmental name without approval.

Ms. Patti Foutz asked if the courses reviewed were available for off-campus sites? How can the extended campus find out about these new courses? Dr. Merola said the first step was approving the course for graduate level credit and then it would be up to the department on where and when it will be delivered. Dr. Merola suggested that this issue should be discussed at the next Extended Campus Council meeting.

Mr. Pittman, Dr. Merola and Mr. Foushee are on the Ad Hoc Committee for Course Proposal Review. Mr. Pittman asked Ms. Foutz to email her questions to him so they can be addressed in the committee. Dr. Merola stated that the President put this committee together to look at course and program approval processes both at the undergraduate and graduate level to see if we are handling courses efficiently and as quickly as possible.

Graduate Student Appeals- No Report.

Graduate Student Relations- No Report.
DRSCAP - Dr. Elgert opened up the discussion of the Resolution regarding the Registration and Payment for one or two hour courses. Dr. Avery commented that he was at an IDDL Board meeting and they asked Dwight Shelton about the financial affects of changing the university required registration from 3 hours to 1-2 hours. Mr. Shelton replied that the university would lose a significant amount of tuition with this change. Dr. Eaton commented that we should study how many students don’t register at all because of the 3 hour requirement and therefore, do not pay any tuition. Dr. Merola commented the number of students registering for one or two hours would be low. Dr. Merola said some departments are happy with this change for their on-line courses. Dr. Eaton noted that we currently have some teachers who take a course during the summer and he has to ask for an exception for the program so the students enrolled only have to pay for 1-2 hours. Currently, the Student Accounts Office has to manually enter this on Banner. Mr. Bullock asked about the tuition for auditing a course. Dr. Eaton replied that there is a different tuition fee for auditing courses. The commission approved the Registration and Payment for One or Two Hour Courses Resolution.

Other Reports

Graduate Student Assembly - Mr. Bullock reported that they had 71 participants in the Research Symposium that was held during Graduate Education Week. They gave away $4900 in prize money. The awards were presented at the Graduate Education Day Address. The Board of Visitors have picked Gunnar Lucko as the Graduate Student BOV Representative. The new executive board for next year has also been picked. The last GSA meeting for the year is on Tuesday, April 24th.

Graduate Honor System - Dr. Reifsnider reported that they have had a couple of honor system training sessions and they currently have 2 active cases.

University Library Committee - Dr. Hitchingham discussed the ULC minutes from their March 1st meeting. Gail McMillan and Paul Metz will be making a presentation to the commission on April 18th regarding scholarly publications. Dr. Hitchingham handed out the survey results regarding interlibrary loans. Seventy percent responded to this survey. Dr. Avery replied that the extended campus sites are very happy with the interlibrary loan services.

Old Business - None Reported.

New Business - Dr. Avery opened the discussion on the drafted Policies and Procedures for Graduate Certificate Programs. Dr. Avery used the Council of Graduate Schools guidelines as a starting point and made some changes to their guidelines to make them more relevant to Virginia Tech. Mr. Pittman asked DRSCAP to take this draft and bring it back to the commission. Dr. Eaton mentioned that DRSCAP should also look at the current "option" that is already included on the transcript and see how this relates to a certificate. Dr. Avery will forward a list of current Certificate Programs to Dr. Elgert.
Mr. Pittman asked for nominations for the next Chair and Co-Chair for CGS&P. Dr. Merola discussed that the Vice-Chair for CGS&P also has to be the Chair for the Graduate Curriculum Committee. Mr. Pittman is willing to move into the Chair position and his department has approved extending his appointment another year since he is at the end of his 3-Year term. In looking over the list of members who are in their 2nd year of appointment, we have 3 members who could possibly work with the flow of Chair/Co-Chair. Dr. Merola will call the 3 members to see if they would consider filling these positions.

Adjournment- The meeting was adjourned at 4:41 PM.

Respectfully submitted:

John L. Eaton,
Senior Associate Dean for Graduate Studies