Dr. Ford called the meeting to order at 3:01 p.m. A quorum was present.

1. **Adoption of Agenda**

   Dr. Ford noted that the two resolutions for CGSP are numbered incorrectly on the agenda. CGSP Resolution for Evaluation of the Progress of Graduate Students is to be numbered 2003-04A. CGSP Resolution for Awarding of a Graduate Certificate is to be numbered 2003-04B. A motion was made to adopt the agenda with revisions. The motion was seconded and the motion carried.

2. **Announcement of approval and posting of minutes of September 15, 2003.**

   Dr. Ford noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the WEB (http://intra.vt.edu/govern/). It was noted that the meetings of October 6 and 20 were cancelled. Because of the Board of Visitors meeting on November 3, there was no University Council meeting scheduled for that date. There will be one more scheduled meeting for the fall semester, which is scheduled for December 1, and then no more meetings until February 2, 2004.

3. **New Business**

   **Commission on Graduate Studies and Policies**
   Resolution CGSP2003-04A
   Resolution for Evaluation of the Progress of Graduate Students
   (Update of Presidential Policy Memorandum No. 1)
Dr. Kapania stated that this resolution is basically the same resolution that was proposed last year. The Graduate Student Assembly recently passed a resolution conveying their support of this resolution. Graduate students encourage evaluation and feedback of their work. It is considered to be in the best interest of the graduate students, departments and the Graduate School to identify and remedy inconsistencies in the progress of the student prior to the student’s application for degree or before their scholarships are in jeopardy.

Each department is to determine what constitutes an appropriate evaluation. The criteria may not necessarily be the same for thesis and non-thesis students. Once the indicators by which the progress of their graduate students is to be evaluated are established, the department is to notify the Graduate School of their particular process. Current policy (PPM 1) already states that there is to be an evaluation; however, it is not being adhered to. This resolution is simply to reinforce the current resolution.

**Commission on Graduate Studies and Policies**

Resolution CGSP2003-04B

Resolution for Awarding of a Graduate Certificate

There are currently many certificates being given with no process for assuring the value of a certificate. This resolution is to establish a process of awarding graduate certificates through university channels. CGSP has approved guidelines for the creation of University-sanctioned graduate certificate programs. The Graduate School would assure the quality of the certificate by indicating requirement standards for acquiring a certificate. Certificates may be beneficial for employers, non-degree-seeking students who desire a concentration in an area pertinent to their job and interests, and for students who, in addition to their degree, desire to show specific competence in a particular field. It is anticipated that certificates would be particularly desirable by students involved in distance learning programs.

The second page of this resolution will be revised for the second reading from:

1. Rationale and need for graduate certificate. Target **audience**.

   to:

   1. Rationale and need for graduate certificate. Target **population to be served**.

4. **Announcement of approval and posting of Commission minutes**

These minutes have been voted on electronically and will be posted on the University web.

- Commission on Administrative and Professional Faculty Affairs
  October 23, 2003

- Commission on Equal Opportunity and Diversity
  September 8, 2003
  September 22, 2003
  October 13, 2003
  October 27, 2003
• Commission on Faculty Affairs  
  October 10, 2003  
  October 24, 2003  

• Commission on Graduate Studies and Policies  
  May 7, 2003  
  September 17, 2003  
  October 01, 2003  
  October 15, 2003  

• Commission on Outreach and International Affairs  
  October 9, 2003  

• Commission on Research  
  April 9, 2003  
  September 10, 2003  

• Commission on Student Affairs  
  September 18, 2003  
  October 2, 2003  
  October 16, 2003  

• Commission on Undergraduate Studies and Policies  
  September 8, 2003  
  October 27, 2003  

8. **For Information Only**  
   Minutes of University Advisory Council on Strategic Budgeting and Planning  
   August 28, 2003  
   September 25, 2003  

9. **Adjournment**  
   There being no further business, Dr. Ford adjourned the meeting at 3:29 p.m.

Respectfully submitted,  
Kim T. O Rourke  
Executive Assistant to the President  

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