

approved - 5-3-76

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

COMMISSION ON GRADUATE STUDIES AND RESEARCH
Minutes

April 13, 1976 3:00 p.m.
President's Board Room, Burruss Hall

Present: Drs. Arnold, Bull, Flowers, Gilmer, Hewitt, Hoepner (ex officio), Pienkowski, Randall, Robertson, Small, Wang, Ms. Amore, Mr. Knausenberger.

Absent: Drs. Arndt, Keller, Lee, McDaniels.

The meeting was called to order by Dean Bull at 3:08 p.m.

1. Adoption of Agenda

The approval of the proposed textbook for EDCI 5000 and a proposal for Continuous Sessions prepared by Mr. Keller, the Registrar were added to the agenda. With these additions, the agenda was approved.

2. Approval of Minutes

A motion was made and seconded to approve the minutes of the meeting of February 24, 1976. Motion passed.

3. Course Criteria Report

Dr. Randall moved that the Course Criteria Report dated March 9th. and April 13th. be approved. Motion seconded and passed. (Please see Appendix I and II).

4. Courses Submitted to the Course Criteria Committee

Please see Appendix III.

5. Graduate Appeals Committee Report

a. In keeping with the action taken at the March 9, 1976 meeting, Dean Gilmer presented a proposal to substitute for Section I Reviewing the Progress of Graduate Students. A motion was made, seconded and passed to approve the recommended substitute.

b. Page two, Section III, B (1), change the sentence to read: "a record of the hearing will be kept. It will be recorded on tape if requested by one of the principal parties including members of the ad hoc grievance committee." Motion seconded and passed.

c. Page two, Section III, A. add the sentence: "The chairman shall be elected by the committee." Motion seconded and passed.

d. Page three, Section IV (c), strike the word: "taped."

motion passed

Offender IV
Dean Bull
approved
April 3

A motion was made and seconded to approve the Policies and Procedures Governing Graduate Student Appeals as amended and revised. Motion passed. (Please see Appendix IV).

6. Approval of Textbook

A motion to approve Reading Instruction: A Diagnostic Plan for the Classroom, Holt, Rinehart & Winston, 1976. By Larry A. Harris and Carl B. Smith for use in: EDCI 5000, Principles and Practices of Reading Instruction, was made, seconded and passed.

7. Adjournment

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Paul H. Hoepner
Secretary

PHH:lbj



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Appendix II

Blacksburg, Virginia 24061

DEPARTMENT OF CIVIL ENGINEERING

April 13, 1976

MEMORANDUM

TO: Commission on Graduate Studies and Research
Virginia Polytechnic Institute and State University

FROM: Clifford W. Randall, Chairman,
Course Criteria Committee

SUBJECT: Report on Courses Submitted to the Course Criteria
Committee for Review

1. New Courses:

- a. CE/ESM 4600 - Stability of Structures (3H, 3C) Recommend Approval.
- b. ESM 4130 - Reliability Methods in Structural Mechanics (3H, 3C) III.
Recommend Approval.
- c. FiW 5350 - Fisheries and Wildlife Planning (3H, 3C) III.
Recommend Approval.
- d. AVS 5060 - Advanced Cytology (6L, 4C). Recommend Approval.

2. Modified Courses:

- a. CE 4001, 4002 - Matrix Structural Analysis (3H, 3C). Name change, 70% content change and prerequisite change. Recommend Approval.
- b. MHFD 4200 - Human Development IV: The Second Half of Life (3H, 3C).
Reduction of credits only, from 5H, 5C to 3H, 3C. Recommend Approval
- c. EE 5210 - Frequency Synchronization Techniques (2H, 3L, 3C).
Change in title and 50% content change. Recommend Approval with
following statement added under title of "Texts and References"
in place of "Possible Textbooks" title: "Selected Journal
articles and current monographs will be used to supplement the
material in the following books:"

Appendix III

COURSES SUBMITTED TO THE COMMISSION ON GRADUATE STUDIES AND RESEARCH

NEW COURSES

Forestry 5560-Operational Problems in Forest Resource Management. (3H,3C) III.
Horticulture 5050-Nutrition of Horticultural Crops (4H,4C) I, odd years.
AVS 5560-Advanced Cytology (2H,6L,4C) I

REVISED COURSES

Horticulture 5020-Genetics and Breeding of Horticultural Crops (3H,3L,4C) III., even years. This is a title change from Genetics of Horticultural Crops. It also is combined with Horticulture 5040-Cytogenetics of Horticultural Plants.

Horticulture 5030-Physiology of Horticultural Plants (3H,3C, III) odd years.
Change in credit hours from 3H,3C to 4H,4C.

Horticulture 5070-Morphology of Horticultural Plants. (5H,5C) I. even years.
20 % revision of an old course

DELETION

Horticulture 5040-Cytogenetics of Horticultural Plants.
Physics 6091, 6092-Advanced Astrophysics

REQUEST OF COURSE TITLE CHANGE

A request for Accounting 5130 be change from Administrative Control to Management Control.

Revised and approved
by the CGSR 4/13/76

POLICIES AND PROCEDURES
GOVERNING
GRADUATE STUDENT APPEALS

Graduate education is a complex activity involving a higher order of student-faculty relationship than is ordinarily found at the undergraduate level. The teacher/student relationship of the undergraduate years is replaced by the evolving partnership of apprentice and mentor, and the development of research sophistication is frequently fostered by intimately shared experiences.

It follows that the evaluation of the graduate student's progress is, and must be, dependent in large part upon the judgment of his major professor, augmented by the collective judgment of the members of his assigned committee. To be sure, the University, through the agency of the Graduate School, can define minimal entrance standards and can prescribe general rules governing eligibility for continuation. But the crucial agency in student evaluation is the department in which the student's work is centered and the crucial evaluator must be his faculty mentor.

It is important, therefore, that each graduate student be fully informed, not only of the University's expectations but of the department's expectations as well. It is incumbent upon each department to prepare, in outline form, a statement for each of its graduate degrees covering course requirements, the nature and timing of oral and written examinations and the nature of the evaluation which will be given to the thesis. A copy of each departmental statement should be on file in the office of the Graduate School and should be made available to each student at the time of matriculation.

I. Reviewing the Progress of Graduate Students

The academic standing of each graduate student ^{shall} should be reviewed at the close of each quarter. Grade reports present the basic information to all parties, and these reports are reviewed by the Dean of the Graduate School who takes any necessary action in consultation with the department head.

question
Can it be eliminated or changed

shall Overall evaluation (including, if relevant, the assistantship status) ~~should~~ ^{shall} be conducted by the department at least once a year with more frequent determinations in the late phases of research and thesis/dissertation writing. The recommended times for this evaluation are the end of the winter quarter and/or the beginning of the fall quarter. A statement of the findings of the evaluation should be put into the student's folder, and should be signed by all committee members. Students found to be making unsatisfactory progress ~~should~~ ^{shall} be so advised in writing. The correspondence ~~should~~ ^{shall} clearly state the conditions in the student's work which are unsatisfactory and ~~should~~ ^{shall} establish the limits to be observed in the student's effort to return to good standing. The Dean of the Graduate School will be informed of all such findings of unsatisfactory progress and will insure that such findings fall within University definitions.

II. Disputes Arising From the Evaluation of Student Progress

It can safely be assumed that most disputes over evidence of unsatisfactory progress will be informally discussed and reconciled at the department level. Indeed, the student's relationship with his faculty mentor will make commonplace most discussions of this kind. Nonetheless, there will from time to time arise serious questions regarding both the status of a graduate student (whether in a given course or as a candidate for the degree) and the basis of the evaluation which has placed his status in jeopardy. On these occasions it is important that the University provide full opportunity for the student's grievance to be reviewed in a judicious manner.

III. The Departmental Appeal 1/

Whenever a graduate student believes that his work has been improperly evaluated, or believes he has been treated unfairly, he is expected to take up his questions directly with the faculty member involved. This may be his committee chairman, the faculty member for whom he is working as an assistant, or an instructor responsible for a graduate course in which he is enrolled.

If, after earnest inquiry, the matter remains unreconciled, the graduate student will be expected to review the question with the head of the department. 2/ The circumstances involved in the dispute will be fully aired at this time to request the formation of an ad hoc departmental grievance committee for a formal hearing of the dispute. If after discussions with the department head the student requests the right of formal hearing, his request will be honored. The academic dean of the college shall be informed of the appeal.

a. Formation of the Committee

The department head ^{or dean} will be responsible for naming an ad hoc committee of four disinterested members of the faculty and one advanced graduate student to hear the grievance. Any or all members may be from outside the department if necessary. The Chairman shall be elected by the Committee. The Committee will be formed within a reasonable period of time (normally one week) of the filing of a formal request for a hearing by the aggrieved graduate student. This request for a hearing will include a brief statement of the nature of the dispute and the efforts that have been made to reconcile the matter informally. This statement will be made available to the appointed members of the committee and to the member(s) of the faculty who has been cited as party to the grievance.

While he is not a member of the committee, the department head will normally be expected to audit the formal hearing.

1/ Departmental or its academic equivalent.

2/ If the department head is himself a party to the grievance, the dean of the academic college will assume this responsibility.

address
question

dean
and would be appointed by the dean.

b. Due Process Requirements

The ad hoc Departmental Grievance Committee will be expected to conduct its hearing with all reasonable procedural safeguards. These due process provisions will include the following:

- (1) A record of the hearing will be kept. It will be recorded on tape if requested by one of the principal parties, including members of the ad hoc grievance committee.
- (2) All parties to the dispute will be notified of the time and place of the hearing at least 48 hours in advance;
- (3) The aggrieved student will be permitted, if he chooses, to invite a member of the faculty or student body to represent him in the hearing;
- (4) All parties in the dispute will be given full opportunity to testify and to present such evidence or witnesses as seem relevant;
- (5) All matters upon which the finding will be based must be introduced into evidence at the hearing.

c. Final Determination

After concluding its hearing the Grievance Committee will file its written findings and recommendations, including minority positions, with the head of the department. This statement of the Committee will briefly recapitulate the argument, cite the finding of the Committee and recommend the appropriate remedial action (if any) required. The head of the department will convey both the Committee's finding to the concerned parties and his final determination of the department's disposition of the case.

IV. The University Appeals Procedure

Should the aggrieved student believe that his rights were abridged by the hearing conducted at the departmental level, he may, as a last resort file a request for review with the Dean of the Graduate School. This request for review must be received by the Dean of the Graduate School within thirty days of the receipt of the department's decision. In his statement to the Dean, the aggrieved student must make plain the procedural faults he believes prejudiced the outcome of his departmental appeals. If these appear to the Dean to have sufficient merit to warrant University review, he will call a meeting of the Graduate Appeals Committee. This Committee will have been constituted annually by the Dean as a standing committee of the Commission on Graduate Studies and Research and will consist of four faculty members and one graduate student.

*make it
academic
language*

*What happens
to tape*

The review by the Graduate Appeals Committee will be normally confined to alleged irregularities in the due process procedures provided by the Grievance Committee. It will have available to it the entire record of the student's work in the department, including specifically (a) the department's statement concerning its degree expectations (b) a copy of the student's original request for a departmental hearing and (c) the proceedings of the departmental hearing and (d) a copy of the Grievance Committee's findings. It will also be provided with copies of the student's statement to the Dean of the Graduate School recording his view of alleged irregularities (i.e. the basis for his University appeal).

The Graduate Appeals Committee will hold a formal hearing on grievance appeals referred to it by the Dean of the Graduate School. The hearing will be conducted with procedural safeguards as outlined above for departmental appeals. The Committee will file its recommendation with the Dean of the Graduate School who will convey the Committee's recommendation and his final disposition of the matter to all the concerned parties.

Revised April 13, 1976

next U.C. meeting

Some Concerns and Recommendations of Council Relative to the Commission's
Version of the Policies and Procedures Governing Graduate Student Appeals

Some of the concerns are listed below for your consideration.

Section I. Reviewing the Progress of Graduate Students.

1. In practically every case where the word SHOULD was used, it was recommended that it be replaced with the word SHALL.
2. Eliminate the section completely and renumber the other sections accordingly.
3. What about off-campus student, on-and off-campus non-degree students; nothing is said about these students.
4. If the policy is as stated, it will be impossible to implement because, for example, grades are received after students register. It will be a post audit at the best and will call for additional advising help.

Section II No Apparent Concerns

Section III. The Departmental Appeal

1. Second sentence under (a): Who will appoint the ad hoc committee if the second sentence is implemented?
2. Under (b) item I: Who will keep the record of the hearing? Delete the word tape from consideration - too many things can happen to tapes.

Section IV. No Apparent Concerns

The Council is anxious for reconsideration and possible revision of this document, so please study it carefully, even the Sections in which no concern(s) was/were expressed and be prepared to give us your best thinking on the matter at the Commission meeting on May 11, 1976.

Fred W. Bull-Chairman CGSR.
Secretary, University Council

April 26, 1976

MEMORANDUM

- TO: Commission on Graduate Studies and Research
Virginia Polytechnic Institute and State University
- FROM: Clifford W. Randall, Chairman
Course Criteria Committee
- SUBJECT: Report on Courses Submitted to the Course Criteria Committee
for Review
1. New Courses:
 - a. Forestry 5560 - Operational Problems in Forest Resource Management (3H, 3C) III. Recommend Deferral until list of references is received and reviewed.
 - b. Horticulture 5050 - Nutrition of Horticultural Crops (4H, 4C), I, odd years. Recommend Approval.
 2. Revised Courses:
 - a. Horticulture 5020 - Genetics and Breeding of Horticultural Crops (3H, 3L, 4C), III, even years. Title change with 40% revision and combination of two courses. Recommend Approval.
 - b. Horticulture 5030 - Physiology of Horticultural Plants (4H, 4C), III, odd years. 30% revision with expansion of the course from 3 to 4 hours. Recommend Approval.
 - c. Horticulture 5070 - Morphology of Horticultural Plants. (5H, 5C) I, even years. 20% revision. Recommend Approval.
 3. Request for Course Title Change:
Permission to change the title of Accounting 5130 from Administrative Control to Management Control has been requested. Recommend Approval.
 4. Course Deletions:
Recommend Deletion of the following courses.
 - a. Horticulture 5040 - Cytogenetics of Horticultural Plants. Material was combined with Horticulture 5020 into one course.
 - b. Physics 6091 & 6092 - Advanced Astrophysics. Will not be taught in the foreseeable future.

APPENDIX III

COURSES SUBMITTED TO THE COMMISSION ON GRADUATE STUDIES AND RESEARCH

NEW COURSES

CE/ESM/AOE-5600-Dynamic Stability of Structures (3H,3C)
EE-6600-Advanced Topics in Communication Engineering (3H,3C)
ESM/CE-5160-Structural Optimization (3H,3C) I
ME-6120-Design Problems in Dynamics: Implementation by Transfer Matrices (3H,3C) III

REVISION OF AN EXISTING COURSE

ENGR.-5010-Applied Optimization Methods (title change and 20% revision of syllabus)
From: Quasi-Enumerative Methods in Design.

4000-LEVEL COURSE (New)

Bion 4170-Biochemical Toxicology (3H,3C) III.