

Hold

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

COMMISSION ON GRADUATE STUDIES AND RESEARCH

Minutes

May 10, 1977 3:00 p.m.

President's Board Room, Burruss Hall

Present: Drs. Arnold, Bingham, Bonomo, Bull, Fabrycky, Gilmer, Hewitt, Hoepner (ex officio), Keller, Randall, Parks (for McDaniels), Small, Wang, Wise, Mr. Fildes, Mr. Maurer

Absent: Drs. Flowers, and McDaniels.

Visitor: Dr. Wayne Worner.

The meeting was called to order at 3:05 p.m. by Dean Bull.

1. Adoption of Agenda

Dr. Hoepner requested that a proposal on Residence Requirements for a Cooperative Program in Educational Administration be added as Item #3. Dr. Keller requested that a report on Graduate Student Evaluation be added as Item #4.

A motion was made and seconded to approve the Agenda, as amended. Motion passed.

2. Approval of Minutes

A motion was made and seconded to approve the Minutes of the Meeting of April 26, 1977, as distributed. Motion passed.

3. Proposed Cooperative Program in Educational Administration - Dr. Worner.

Dean Bull welcomed Dr. Wayne Worner to discuss the aforementioned proposal. Please see Appendix I.

Dr. Worner requested that the Commission waive the normal residence requirement for a select group of doctorate students in Educational Administration. He indicated that these students would still be required to fulfill the three quarters of full-time enrollment (12 hours per quarter) through a cooperative program with Virginia Commonwealth University. The exception granted would be for a five-year period to permit two groups of students (20 per group) to cycle through the program in the Richmond area. Dr. Worner also indicated that the initiation of the program was contingent upon the University's admission to the Capitol Consortium.

A motion was made and seconded to approve the proposal, as an exception, on a trial basis. Motion passed.

4. Graduate Student Evaluation - Dr. Keller.

Dr. Keller reported on his meeting with Dr. Paul Siegel, President of the faculty Senate regarding the Senate's concerns over the Commission's proposal to require departments to evaluate all graduate students periodically. He submitted a summary of the Faculty Senate's major concerns. Please see Appendix II.

After a lengthy debate, a motion was made and seconded to reaffirm the Commission's support of it's original report (please see Appendix III) and forward said report to Dr. John Wilson, Provost, recommending immediate implementation.

Motion passed by a vote of 10-4. Dr. Parks asked that the record show his dissenting vote.

5. Course Criteria Committee Report - Dr. Randall

Approval of Graduate Credit

MHFD 4610-Housing Issues and Policies (3H,3C) Deferred for consultation with Environmental and Urban Systems.

Biology 4490-Histophysiology (3H,3C) Deferred for approval by College of Arts & Sciences Curriculum Committee.

Revision of Catalog Description

ESM 5150-Stress Analysis in Composite Materials (3H,3C) I. Deferred for 30 day circulation period.

New Courses

Architecture 4701,4702,4703-Qualifying Design Seminar (3H,3C) each.
Architecture 4711,4712,4713-Qualifying Design Laboratory (3H,18L, 9C) each.
Deferred. These courses have not been approved by the Commission on Undergraduate Studies.

Architecture 5701,5702,5703-Architecture and Systems Seminar (3H,3C) Approved.
Architecture 5711,5712,5713-Architecture and Systems Lab (1H,15L,6C) Approved.
Architecture 5721,5722,5723-Architecture and Systems Technology (3H,3C) each. Approved.

Retitling

EUS 5170-Theoretical Foundations of Planning. Change from: Theory of Planning Methods. Approved.

Deletion of Courses

Architecture 4611,4612-Environmental Systems Design I.
Architecture 5011,5012-Environmental Systems Design II. Approved.

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6. Graduate School Policies and Procedures Manual

The Commission agreed to submit to the secretary, in writing, by June 15, 1977, a list of:

- 1) errors of omission and items that need clarification.
- 2) needed policy changes.

for review.

It was furthermore agreed that these would be compiled and a Commission meeting would be scheduled for late June to attempt to finalize the manual

7. Adjournment

The meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Paul H. Hoepner
Secretary

PHH:lbj

5/10/77

APPENDIX II.

GRADUATE STUDENT EVALUATION

REPORT OF

CONFERENCE WITH PAUL SIEGEL, PRESIDENT

OF FACULTY SENATE

Faculty Senate Responses

1. Some considered the recommendation an affront to faculty;
2. Others felt if there was a general problem, develop a graduate faculty;
3. Others fearful that if they do state that the student is doing satisfactorily, and down the road the student moves to poor progress, they will be in as much difficulty as may be true now.

Recommendation:

Each department be asked to prepare and maintain on file a procedure for regular evaluation of graduate students.



*Referred to (today)
Nov 9, 1976*

(A PROPOSAL)

PROCEDURES FOR EVALUATION OF THE PROGRESS OF GRADUATE STUDENTS

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 an 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 advisor.

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. Such a statement should cover such items as course requirements, the nature and timing of oral and written examinations and the nature of the evaluation that 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.

Evaluating the Progress of Graduate Students

The academic standing of each graduate student 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.

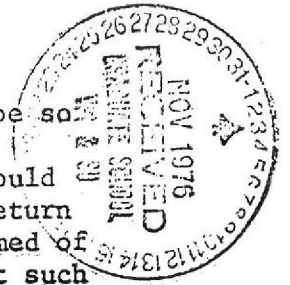
Overall evaluation (including QCA, research involvement and the assistantship status) should be conducted by the student's advisory committee at least once a year. For those students who have not yet established an advisory committee, the evaluation could be conducted by the department head or a designated department committee. The recommended times for this evaluation are at the end of the winter quarter and/or the beginning of the fall quarter. An indication of the findings of the evaluation should be placed in the student's folder. Normally the graduate student would not be present during the actual analysis, *evaluation process.*

*(in advising
where an
committee
is required)*

progress

(by the advisory committee)

Students found to be making unsatisfactory progress should be so advised in writing. The correspondence should clearly state the conditions in the student's work which are unsatisfactory and should 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.



The above procedures are minimum and it is understood that departments may augment if desired.

to them

Degree Requirements, Standards, Criteria, and Academic Policies Committee

John Fildes
Tom Gilmer
Jim Keller, Chairman