



November 23, 1981

M E M O R A N D U M

To: Jayne M. Alley, Chair
Graduate Policy Committee

From: Marie E. Cowart, Chair, Subcommittee to Study
the Impact on Graduate Programs of the
Conversion to the Semester System

The Committee held a planning meeting on Monday, November 9, 1981 in Dean Russell Johnson's office. Present were members of the Subcommittee: Dr. Edward McIntyre, Dr. Phillip Sorensen and myself, with Dean Russell Johnson and Pat Meredith.

Actions taken:

1. Immediate objective: to investigate the minimum load requirement for graduate assistants and make a recommendation to the GPC on November 23, 1981. Dr. McIntyre will make a brief report. (Action not required).
2. Long range objective: to elicit input from faculty and students, prepare a report with recommendations for the GPC by December. The Subcommittee established the following timeline:
 - December, 1981 - Determine overlap assignment with other University Committees.
 - February, 1982 - Allocate GPC meeting time for discussion of problems and adjustments associated with the Semester conversion across departments.
 - May 1982 - Develop data collection instrument for eliciting input from faculty and students in all graduate programs.
 - September, 1982 - Elicit input from faculty and graduate students in all graduate programs on campus.
 - November, 1982 - Report to the GPC with recommendations.

Request: agenda time early Spring Semester, 1982 for discussion about the Semester conversion impact on the Departments represented on the GPC. (Purpose: to direct the development of the data collection tool).

MEC/bw

cc: Dean Johnson, Dr. McIntyre, Dr. Sorensen, Ms. Meredith