

**GRADUATE POLICY COMMITTEE
MINUTES
OCTOBER 30, 2006**

MEMBERS PRESENT: George Bates, Chair, Biology; Seth Beckman, Music; Bettye Ann Case, Mathematics; Eliza Dresang, Information; Peter Easton, Education; David Johnson, Humanities/English; Nancy Marcus, Dean of Graduate Studies; Colleen Muscha, Theatre; John Reynolds, Social Sciences; Rodney Roberts, Engineering; Anne Rowe, Dean of the Faculties; Darcy Siebert, Social Work; Frank Tomasulo, Film.

ALSO PRESENT: Lisa Beverly, Graduate Studies; Judith Devine, Graduate Studies; Robert McDonald, University Libraries; Victor Mesev, Geography; David Rasmussen, College of Social Sciences.

The meeting was called to order at 3:35 p.m. by Dr. George Bates. He provided an overview of the meeting agenda, which included the review of the graduate programs in the Department of Geography and reviews of the policies on sequestering Electronic Theses, Treatises and Dissertations (ETDs) and the final term credit-hour requirement.

Dr. George Bates presented for approval the minutes from the October 2, 2006 GPC meeting.
The minutes were approved with changes.

Review of the Graduate Programs in Geography – Dr. Seth Beckman, the GPC representative, substituted for the GPC subcommittee chairperson, Dr. Joe Donoghue. The other members of the subcommittee, Timothy Chapin, Xufeng Niu, Victor Mesev and Chris Whittaker, were noted in the subcommittee report. Dr. Bates introduced Dr. Victor Mesev, Chair of the Department of Geography and Dr. David Rasmussen, Dean of the College of Arts and Sciences.

Dr. Beckman reported that the review process was a good experience for the subcommittee, involving very positive interactions with the department and the subcommittee. He explained that the subcommittee noted there are many good things happening in the program now and in the future. Summarizing the report, Dr. Beckman explained that the Geography Department website was of some concern to the subcommittee. He described the site as effective and solid but in need of some improvement as a marketing tool. He further explained that the subcommittee had concerns over department staffing. The subcommittee report also reflects curriculum concerns regarding content overlap in coursework, specifically noting that the course requirements of the doctoral program mirror the course requirements in the master's program. He added that the subcommittee recommends that the department develop at least one a core doctoral course that is separate from the master's degree program course offerings.

Dr. Mesev thanked the subcommittee for their work. He informed the committee that he feels that the subcommittee recommendations are fair and that some of the recommendations have already been addressed, including changes to the department website and the overlap in coursework between the doctoral and master's programs. He explained that the department will make additional faculty hires next year, which should help with the course staffing issues addressed in the subcommittee report. He added that the recommendation regarding the core courses will be addressed, but it is more difficult to deal with than the other recommendations.

Dr. Bates opened the floor to the committee for questions about the subcommittee report. Dean Marcus noted that on page 14 of the subcommittee report, it was indicated that the growth of Geographic Information Science (GIS) has created teaching assistant (TA) positions in the doctoral program. Dean Marcus asked Dr. Mesev for verification that there are no graduate students teaching graduate courses in the Geography Department. Dr. Mesev responded that the Ph.D. students placed in these assistantships supervise the lab exercises associated with the GIS courses taught by faculty. Dr. Beckman noted that it is the hope of the department to have a graduate-only lab course offering. He explained that undergraduates are also enrolled in these GIS labs and a faculty member is listed as the instructor of record. Dr. Mesev clarified that the graduate TAs are not evaluating student performance, only assisting in the lab sections. Dean Marcus requested clarification on the role of the TAs, specifically if they are working as graduate assistants (GAs) staffing a computer lab or if they are assigned to specific courses. Dr. Beckman explained that the GAs are providing a service not serving in an instructional capacity. Dr. Mesev explained that upper-level lab courses have doctoral students enrolled in them. Dr. Marcus informed the committee that if graduate students are evaluating other graduate students, it is a violation of university policy.

Dean Marcus explained that other academic programs in similar situations provide information to the Office of Graduate Studies in the form of a memo indicating that the student meets the criteria to teach courses, that they are supervised by a faculty member, they are not assigning grades to other graduate students and they cannot be the instructor of record for the course.

Dr. Easton asked about the number of admitted students indicated in the ethnic breakdown on page eight of the report. Dr. Easton suggested making a distinction between enrolled students and accepted applicants. It was noted that this would be clarified in the report.

Dr. Bates explained that the recommendations in the subcommittee report are broken down by those for the administration to consider and by those that the GPC can vote upon. Dr. Bates explained that the Geography Department is doing a large amount of undergraduate and graduate student training with very little faculty resources. Dean Rasmussen said that the College is aware of the limited resources of the department.

(Recommendation #1)

A **motion** was made by Dr. Johnson and **seconded** by Dr. Case which reads:

It is recommended that the doctoral program in Geography and the master's programs in Geography and Geographic Information Science should be continued.

The motion passed.

There was discussion about the publications listed on the Geography QE5 report and the continuation of doctoral directive status for the Geography faculty that hold it. Dean Marcus explained that the qualifications for doctoral directive status require current publications and being actively engaged in research and creative activity. Dean Marcus explained that this should be considered when determining continuation of DDS.

Dr. Johnson explained that having the information on the specific criteria for doctoral directive status in each academic field is crucial for the committee in reviewing DDS continuation. Dr.

Mesev informed the committee that Dr. O'Sullivan has been assigned to teach six classes per year by choice. Dr. Beckman explained that the subcommittee did not have any indication from the department that Dr. O'Sullivan's DDS should be discontinued. Dr. Easton noted that there is a difference between local and university criteria, explaining that there are faculty who serve as excellent mentors and advisors who are not publishing themselves. He added that these faculty are instrumental in the degree completion of many students.

Dean Rasmussen responded that presenting the qualifications for continuation of DDS should be the responsibility of the department and that the GPC should maintain the standard for the University.

Dr. Bates explained the three options for DDS review: departments can be advised to reconsider the continuation of DDS for faculty, DDS can be approved or DDS can be allowed to sunset at the end of the semester. If the GPC votes to sunset DDS the department can elect to re-nominate the faculty member for DDS and it will go through the usual channels to the college committee and then to the Dean of Graduate Studies for approval. Dr. Tomasulo asked if there were any extenuating circumstances that should allow for the continuation of DDS for Drs. O'Sullivan and Baker. It was noted that Dr. O'Sullivan is currently supervising one doctoral student and he will not take on any further students before his upcoming retirement. Dr. Mesev explained that Dr. Baker has submitted several papers this year and has given many presentations and he has current grant funding.

Dean Marcus remarked that it is understandable that nobody wants to be "the bad guy" in discontinuing the DDS of a faculty member. Dr. Case explained that in the review of the Mathematics program the choice was made to let two faculty members DDS continuation be left to the discretion of the department, which worked out well in that case as the faculty have since increased their research activity. Dr. Bates disagreed, stating that the chair of Mathematics allowed DDS of these faculty to continue without providing new evidence of scholarly activity to the Dean of Graduate Studies. Dr. Easton suggested that the DDS continuation of the two faculty in question in Geography be reverted back to department. Dr. Mesev responded that Dr. Baker is in a specialized area and he has increased his research activity recently and he would not support discontinuation of his DDS.

(Recommendation #2)

A **motion** was made by Dr. Johnson and **seconded** by Dr. Reynolds which reads:

It is recommended that doctoral directive status in Geography be continued for the following faculty who hold it as of October 30, 2006: Earl Baker, James Elsner, Mark Horner, Daniel Klooster, Janet Kodras, Jonathan Leib, Victor Mesev, Patrick O'Sullivan, Jon Stallins, Phillip Steinberg, Barney Warf, Xiaojun Yang.

The motion did not pass with three members in favor, four members against and four abstentions.

A **motion** was made by Dr. Tomasulo and **seconded** by Professor Muscha which reads:

It is recommended that doctoral directive status in Geography be continued for the following faculty who hold it as of October 30, 2006: Earl Baker, James Elsner, Mark Horner, Daniel Klooster, Janet Kodras, Jonathan Leib, Victor Mesev, Jon Stallins, Phillip

Steinberg, Barney Warf, Xiaojun Yang. Doctoral directive status will be sunset for Patrick O'Sullivan.

The motion passed with four members in favor, two members against and six abstentions.

Dr. Beckman expressed a strong concern over the number of abstentions in the vote. He added that the committee did not have guidance on the criteria for continuation of DDS.

(Recommendation #3)

A **motion** was made by Dr. Johnson and **seconded** by Professor Muscha which reads:

It is recommended that the department upgrade its Web site and other marketing materials. The subcommittee also recommends that the department distribute the oversight and management of the marketing materials, especially the Web site, to a broader set of faculty.

The motion passed.

(Recommendation #4)

A **motion** was made by Dr. Tomasulo and **seconded** by Dr. Johnson which reads:

It is recommended that the department undertake an evaluation of the performance and duties of the departmental staff in light of existing job descriptions. The subcommittee also recommends that the department review the current staff job descriptions and investigate modifications to the position descriptions, in order to better meet changing departmental needs.

Dr. Beckman explained that there is dissatisfaction with current job performances as related to current job descriptions, specifying that there are additional duties that need to be assigned to current staff positions.

Dean Rasmussen informed the committee that the Dean's office welcomes this recommendation.

The motion passed.

(Recommendation #5)

A **motion** was made by Dr. Johnson and **seconded** by Dr. Tomasulo which reads:

It is recommended that the department develop at least one freestanding core Ph.D. course to be placed within the core requirements for the doctoral degree.

Dean Marcus explained that Oceanography is structured in a similar way and she understands the department's situation. The suite of available courses is the same, but the expectation is that doctoral students take more than the master's students. Moreover, there is an emphasis on engaging in research and undertaking specialized DIS courses.

A **motion** for a friendly amendment was made by Dr. Bates and **seconded** by Dr. Johnson which reads:

It is recommended that the department consider developing at least one freestanding core Ph.D. course to be placed within the core requirements for the doctoral degree.

The motion passed.

(Recommendation #6)

In its report, the subcommittee recommended that the department require at least one advanced science course (at the 3000 or 4000 level) as part of the Environmental Studies undergraduate degree.

Dr. Beckman explained that the subcommittee felt very strongly about this recommendation. Dr. Johnson expressed concern about making recommendations about undergraduate programs, explaining that it would be justified if a recommendation about the undergraduate program impacts the graduate program.

Dr. Bates explained that there is no university-wide committee that reviews undergraduate programs and their curricula.

There was no action taken on the motion.

Dean Rasmussen thanked the GPC for its work. He added that he was not in agreement with the discontinuation of DDS for Dr. O'Sullivan with a majority of the committee abstaining from the vote. Dean Marcus and Dr. Beckman added the same concern. Dr. Bates explained that abstentions will be discussed in future meetings.

Dr. Bates thanked Dean Rasmussen and Dr. Mesev.

Sequestering of Electronic Thesis, Treatises and Dissertations (ETDs) – Dean Marcus informed the committee that Dana Zapata in the Office of Graduate Studies and Robert McDonald, Assistant Director of the University Libraries, were valuable in their input in developing the draft proposal for a change to the ETD Access Agreement Form and sequestration policy that was provided to the committee. Dean Marcus explained that electronic submission has provided wider access to ETDs than paper submissions. The proposal for revising embagoing options for ETDs include a delay of release for two years or for four years. Dean Marcus explained that, while embargoed, the manuscript and abstract will not be released to UMI/Proquest or to the University Libraries until the embargo period is complete. There was concern that defense announcements release the title of the manuscript to the public, which could present problems for those students applying for patents. Dean Marcus responded that at the time of the defense announcement, the manuscript has not been defended. She added that once the sequestration period has ended, the manuscript will be released to UMI/Proquest and the Libraries and UMI makes the manuscript available for sale through Amazon and Google. She explained that students have the option to deny sale of the manuscript to these companies.

Dean Marcus explained that proposed revisions to the embagoing process only change the sequestration period options and make that process more transparent.

Dr. Case commented that she would prefer to have a 24 month sequestration period and then let students request a further embargo of 24 months.

Dr. Reynolds suggested removing the 48 month option from the ETD Access Agreement Form. Dr. Case suggested changing the form to indicate that an extension of an additional 24 months may be requested at the end of the sequestration period.

Dr. Tomasulo expressed concern about plagiarism. He was concerned that this form could allow for the delay of the release of a plagiarized publication for two years or more. Dean Marcus explained that the justification for delay of release is reviewed by the Dean of Graduate Studies prior to approval.

A **motion** was made by Dr. Johnson and **seconded** by Dr. Tomasulo which approves the proposed changes to the ETD Access Agreement Form which allow for a 24 month sequestration with an option to renew for an additional 24 months if needed.

The motion passed.

The meeting was adjourned at 5:05 p.m.

The next meeting will be on Monday, November 6, 2006.