The meeting was called to order by Dr. Levin at 11:04 a.m.

Minutes
A motion was made and seconded to approve the November 8, 2012, minutes of the Committee on Graduate Studies, as written. The motion was approved unanimously.

Report of the Policies, Procedures & Awards Subcommittee
(Dr. Cartwright, reporting)

Dr. Cartwright reported on the committee’s work relating to the Dean’s Charge on GTA/GRA Learner Outcomes. They have invited a number of GRA supervisors, who were recommended by their department chairs, to join the sub-committee at their meeting next week for a discussion of best practices in GRA supervision. A report and recommendations will be generated from that discussion. This report will be shared with the members of the CGS and discussed at future meetings.

Report of the Petitions & Program Changes Subcommittee
(Dr. Gabriele, reporting)

A. A motion was made and seconded to approve the following new program proposal. The motion was approved unanimously.

CLAS, PSM-EA

Dr. Brown and Dr. Jakubauskas presented an overview of the proposed curriculum and the national interest in the field, and then responded to questions.

B. A motion was made and seconded to approve the following program change. The motion was approved unanimously.

LING, MA

Dr. Gabriele provided additional explanation and justification in support of the proposal.

C. The following program change was tabled.

VAE, MA

CGS is favorably inclined to approving the requested program change; however clarification is needed regarding the phrase written and/or oral exam.

Report of the Curricular Changes Subcommittee
(Dr. Elles, reporting)
A motion was made and seconded to approve the recommendation from the subcommittee for curricular changes to the following courses. The motion was approved unanimously.

A. Course changes: EVRN 702, FMS 714, LING 747, LING 899, VAE 890

Dr. Gabrielle responded on behalf of LING to questions from the CGS regarding the proposed LING course changes.

New Business
Dr. Elles presented the Curricular Changes Subcommittee’s request to change the order of the CGS agenda so that program changes would precede curricular changes. Program change proposals often provide needed background and information for consideration of curricular change requests. The members of CGS approved changing the order of the agenda.

Dr. Latta presented COGA’s concerns about timely submissions of subcommittee agenda items. COGA has been trying to accommodate departments working to meet the 2013-2014 catalog review deadlines, but this has meant considerable delay in posting the agenda for the full committee. Dr. Latta advised the sub-committees that only items approved by the sub-committees for CGS review by 5:00 pm on the Friday prior to a CGS meeting will be included on the agenda.

Dr. Latta described the purpose of the red and italicized text in today’s agenda, an attempt to help committee members quickly identify the changes in question. The committee indicated that they found this useful, and this approach will now be used for curricular changes as well.

There being no further business, the meeting was adjourned by Dr. Levin at 11:45 am.

Upcoming Meetings
The next meetings of the CGS Subcommittees are December 6, 2012.

- Curricular Changes, 11:00 a.m. - 12:30 p.m., via email
- Petitions & Program Changes, 11:00 a.m. - 12:30 p.m., via Blackboard
- Policies, Procedures, and Awards, 11:00 a.m. - 12:30 p.m., 210 Strong Hall

The next meeting of the Committee on Graduate Studies is Thursday, December 13, 2012, 11:00 a.m., 210 Strong Hall.

Respectfully submitted by Cynthia Lynn, COGA