The meeting was called to order by Allan Hanson at 11:03 AM.

Minutes

The committee approved the December 11, 2008 minutes as written.

Report of the Subcommittee on Petitions and Program Changes
(William Lindsey, reporting)

A. The subcommittee reported on the revised Women, Gender and Sexuality Studies (WGSS) Ph.D. Program proposal. The revised proposal addressed several concerns from the last meeting. However, the CGS expressed concern about the following three items.

First, WGSS did not obtain additional information from the departments of Political Science and Theatre & Film illustrating their support for the new program. Hannah Britton, a WGSS faculty member in attendance, made clear that the brief support letters provided from the departments were representative of separate meetings where faculty votes demonstrated the departments’ full support of the program. The CGS members accepted this rationale, yet they also cautioned the program that the brevity of the letters could be misinterpreted.

Second, ambiguity is still present in regards to the Theatre & Film track since the department is in the process of separating. The WGSS representatives explained that they wish to wait until the department changes are closer to being settled before focusing on revising the Theatre & Film track.

Third, there was concern regarding core courses WGSS 805 and WGSS 806 because these courses can be taken multiple times for credit. Yet, committee members cited other programs in the CLAS that also use this model. In addition, when these core courses are included with the other core coursework, the hours appear to add to 19 instead of 16 credit hours. The CGS seemed to accept the rationale behind taking a course more than once, but they asked that the apparent error in hours be addressed. There were no further concerns. NOTE: After committee members moved on to other business, Hannah Britton cited pages 15 and 32 in the WGSS proposal and suggested that the CGS may have mistakenly...
counted both WGSS 803 (3 credits) and WGSS 804 (3 credits) in the total when in fact it states that students will have a choice of taking either 803 or 804.

*The CGS APPROVED the proposal to move forward pending the clarification in core course hours.*

B. The subcommittee reported on the proposed English Ph.D. program changes, which include a change in existing degree requirements and a new option or track within existing degree. The original proposal was unclear about requirements for hours (36 or 42 hours of credit needed for degree), courses, and FLORS. Request for clarification was made, and the revised proposal adequately addressed all issues except the hours.

*The CGS APPROVED the proposal to move forward pending the clarification in course hours.*

C. No extensive report was given on the Theatre & Film program changes because one subcommittee member is currently not serving on the CGS this semester and the other two members had not had an opportunity to meet again after these changes were received early in the semester.

*The committee TABLED these program changes.*

**Report of the Subcommittee on Curricular Changes**  
(Mehrangiz Najafizadeh, reporting)

A report was not available on the most recent forms received because one subcommittee member is currently not serving on the CGS this semester and the other two members had not had an opportunity to meet so early in the semester once the changes had been distributed. There was also concern about whether the course changes for Theatre, as well as those for Film and Media Studies, should be approved before the program changes are discussed and approved as well.

*The committee TABLED all recently submitted curriculum changes.*

**Subcommittee Changes**

Due to the loss of two CGS members between the fall and spring semesters, two subcommittees were each lacking a third member. After a brief explanation of the subcommittee responsibilities by Dean Peterson, new members were added to subcommittees as follows:

Caroline Jewers agreed to serve as a member on the Petitions and Program Changes Subcommittee. Susan Egan has agreed to serve as a member on the Curricular Changes Subcommittee.
**Old Business**

Examination and Defense of Masters Theses within the College of Liberal Arts and Sciences  
(Lea Smith, reporting)

Six departments out of 27 respondents who offer Master’s Degrees require both a written comprehensive exam and a defense of the work in compliance with a university-wide policy in the graduate catalog. A discussion ensued regarding the rationale behind the policy. It became evident that some departments may be following the policy by including a comprehensive evaluation during a Thesis defense, in which case it would not be taking the place of the Thesis defense.

The CGS decided more information should to be gathered in regard to how departments are interpreting the policy. Lea Smith will ask the directors of graduate studies in each department to tell her “how they administer the final examination required of all candidates for the MA or MS degrees” and request clarification through follow-up questions as needed.

**New Business**

Scheduling time-line for dissertation defenses  
(Rebecca Peterson, reporting)

It has come to the attention of the College Office of Graduate Affairs and the University Office of Graduate Studies that the public announcement of scheduled dissertation defenses is not occurring in a timely manner. In addition, the College Office of Graduate Affairs is not uniformly receiving notification of upcoming defenses within two weeks of the scheduled date of the defense. A discussion resulted in examples of different department procedures on the scheduling of exams as well as the implications of the new electronic Progress to Degree Form process.

Allan Hanson requested that the CGS be provided with a sample of the new Progress to Degree on-line form. Lea Smith serves as the College Office of Graduate Affairs liaison to the Research and Graduate Studies Office, and has served on the committee to implement the online form. She will provide a sample of the new online system at the February 12 CGS meeting.

The meeting was adjourned by Allan Hanson at 12:29 PM.

The next meeting of the CGS will be on February 12, 2009, 11:00 am – 12:30 pm, Strong Hall, Room 210.

Respectfully Submitted by Savanna Trent, COGA