College of Liberal Arts & Sciences  
Committee on Graduate Studies  
Minutes—February 26, 2009

Members Present: Jeanette Blackmar, Marjeanna Burge, Shelly Cline, Susan Egan, Allan Hanson, Gwen Macpherson, Mehrangiz Najafizadeh  
Also Present: Executive Assistant Dean Rebecca Peterson, Leatrice Smith (COGA), Savanna Trent (COGA).

The meeting was called to order by Allan Hanson at 11:05 AM.

Minutes

The committee decided the approval of the M.F.A. in Scenography from the previous meeting should instead be TABLED until after the School of the Arts has been in the College for one calendar year, in accordance with the Dean’s request. The committee approved the February 12, 2009 minutes as amended.

Report of the Subcommittee on Petitions and Program Changes

The subcommittee was prepared to report on proposed changes in the Applied Behavioral Science department. However, the proposal was inadvertently added to the agenda and still requires additional documentation before being discussed by the CGS. The proposal will be addressed at a later meeting.

Report of the Subcommittee on Curricular Changes

A. New Courses

The CGS APPROVED the following new courses PENDING clarification on when the courses will be offered and/or minor edits:

ENGLISH

CHANGE: NEW COURSE  
ENGL 725 Shakespeare:_______ (3). Intensive study of selected plays. May be repeated for credit as the topic changes. LEC

JUSTIFICATION FOR NEW COURSE  
The English Department last year eliminated graduate credit for 500-level English courses. These courses are composed predominantly of undergraduates, and the Department felt that graduate students should be taking graduate courses. Moreover, last semester, the Department approved several 700-level courses, in order to provide the same coverage of time periods and geographical and methodological fields at the graduate level that was provided by the 500-level courses. We feel that these new
courses are essential for our students’ academic requirements and development.

CHANGE: NEW COURSE
ENGL 750 British Literature of the 19th Century: ________ (3). Intensive study of British literary works of the 1800s. Topics may focus on a particular genre, theme, historical period or group of authors. May be repeated for credit as the topic changes. LEC

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CHANGE: NEW COURSE
ENGL 760 British Literature of the 20th Century: ________ (3). Intensive study of British literary works written after 1900. Topics may focus on a particular genre, theme, historical period or group of authors. May be repeated for credit as the topic changes. LEC

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The committee requests consistency between the course title and description. Suggestions included either changing the title to ‘British Literature after 1900’ OR changing the description to ‘...literary works of the 1900s.’

CHANGE: NEW COURSE
ENGL 764 Modern Irish Literature: ________ (3). Intensive study of topics in modern Irish literature. Topics may focus on a particular genre, theme, historical period or group of authors. May be repeated for credit as the topic changes. LEC
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CHANGE: NEW COURSE
ENGL 776 American Literature to 1900: ______ (3). Intensive study of North American literary works before 1900. Topics may focus on a particular genre, theme, historical period or group of authors. May be repeated for credit as the topic changes.
LEC

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CHANGE: NEW COURSE
ENGL 777 American Literature after 1900: ______ (3). Intensive study of North American literary works after 1900. Topics may focus on a particular genre, theme, historical period or group of authors. May be repeated for credit as the topic changes.
LEC

JUSTIFICATION FOR NEW COURSE
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The CGS RETURNED the following new course to the department for further clarification:

**GERMANIC LANGUAGES & LITERATURES**

CHANGE: NEW COURSE

**GERM 801 Practicum for GTAs** (1). Discussion of matters relating to the teaching of German in specific courses. Required of all GTAs in each semester of teaching, unless enrolled in Germ 800. Does not count toward completion of 30 hours of course work for the M.A. or 27 hours of course work for the Ph.D.

**JUSTIFICATION FOR NEW COURSE**

Replaces Germ 700

The committee requested a more thorough justification for the new course to include explanations for the course being required each semester of teaching and for the change from a 700 level course to an 800 level. Also, a course designation (e.g. LEC) is required.

B. Change in Existing Courses

The CGS RETURNED the following course change to the department for further clarification:

**GERMANIC LANGUAGES & LITERATURES**

CHANGE: COURSE LISTING

(OLD)

**GERM 900 Workshop for Ph.D. Students** (1). Introduction to job-seeking skills, including use of the computer, grant application and publication skills. To be taken in the first year of Ph.D. work. Meets in the first four weeks of the Spring semester. LEC

(NEW)

**GERM 900 Workshop for M.A. and Ph.D. Students** (1). Discussion of policies in the M.A. and Ph.D. programs, research specializations, examinations, thesis and dissertation proposals, writing of theses and dissertations, grant proposals, conference presentations, publication of scholarship, and entrance into the academic job market. Required of all M.A. and Ph.D. students in the first year in the program. Does not count toward completion of 30 hours of course work for the M.A. or 27 hours of course work for the Ph.D.

**JUSTIFICATION FOR CHANGES**

Addition of M.A. students and changes in needs of graduate students.

The committee expressed concern about a 900 level course being required in the first year in the program, as well as being required of Master's students. The committee
requests the course number be consistent with the Graduate Catalog which states on page 24 that 900 level courses are “designed primarily for graduate students who have 30 or more hours of graduate credit.”

It was suggested that a new course be proposed for students with fewer than 30 hours, or a stronger justification for the 900 course number be provided. Also, a course designation (e.g. LEC) is required.

C. Course Deletion

The CGS APPROVED the following COURSE DELETION:

GERMANIC LANGUAGES & LITERATURES

CHANGE: DELETE COURSE
GERM 700 Practicum for German Teaching Assistants (1). Practical introduction to basic problems and techniques of teaching German. Required of assistant instructors in their first semester of teaching in the department. LEC

JUSTIFICATION FOR CHANGES
Replace with new course Germ 801.

Old Business

A. Progress to Degree Form

Lea Smith reported on the main goals of the upcoming electronic Progress to Degree Form. This new form will track students’ milestones and allow the information to be quickly accessible by faculty and staff, which should ensure more accountability and lead to better advising. The final on-line form will mimic Enroll & Pay.

The committee had three suggestions after discussion. First, the phrase “Research Skills” should be changed to “Foreign Language or Research Skills”. Second, FLORS should be recorded on a separate tab instead of within the oral comprehensive examination tab. Third, the program should be capable of preventing an exam to be scheduled if perquisites (e.g. FLORS and Residency) have not been recorded.

B. Examination and Defense of Masters Theses within the College of Liberal Arts and Sciences

Allan Hanson requested an update on department responses regarding the administration of Master’s examinations. Lea Smith will ask the directors of graduate studies in each department to report on “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.
The committee requested a report for the next meeting.

New Business

Dean Peterson reported on the university-wide policy regarding time limits on appointments of graduate teaching assistants (GTAs). The rationale for the policy was given, and a brief discussion followed. Concern was expressed for extenuating circumstances in which a GTA would need to exceed 10 semesters. It was made clear that while the time limit is a necessary policy, a student has the opportunity to petition for an extension.

The meeting was adjourned by Allan Hanson at 12:08 PM.

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

Respectfully Submitted by Savanna Trent, COGA