College of Liberal Arts & Sciences
Committee on Graduate Studies
Minutes—April 9, 2009

Members Present: Jeanette Blackmar, Marjeanna Burge, Shelly Cline, Susan Egan, Elaine Gerbert, Allan Hanson, Caroline Jewers, Brian Laird, William Lindsey, Gwen Macpherson, Mehrangiz Najafizadeh, Lisa Rausch
Also Present: Executive Assistant Dean Rebecca Peterson, Leatrice Smith (COGA), Savanna Trent (COGA)

The meeting was called to order by Allan Hanson at 11:04 AM.

Minutes

The committee approved the March 26, 2009 minutes as written.

Report of the Petitions and Program Changes Subcommittee

Dr. Lindsey reported on the proposed changes in graduate degree requirements for the Department of Applied Behavioral Sciences. The department is proposing changes to the comprehensive oral examination and would like to include a qualifying exam in its degree requirements. After discussion, the committee expressed concerns which require clarification from the department.

First, it is not clear in the proposal how the Qualifying Exam will address students who earned an MA degree from a different institution and are admitted to the Applied Behavioral Sciences Ph.D. Program, since it states that “...a final grade of pass must be obtained within one year of the successful thesis defense...”. Another situation this aspect of the description does not address is if a student earned the M.A. degree at KU several years before, and is returning to pursue the Ph.D. degree.

Second, the one week time period specified for the Qualifying Exam revealed different interpretations among committee members. This suggests that there is ambiguity in the description of this examination process. Thus, the committee would like to know more details about the administration of the exam which occurs during this one week period. Specifically, is the topic chosen by faculty or the student, and when is the student informed of the topic?

Third, while the time limit is stated for the Qualifying Exam, there is no evident time limit for the Comprehensive Examination. The committee would like to know if the department will have a time limit on the Comprehensive Examination, and when this exam should be completed during the course of the student’s graduate career.

Lastly, the committee would like more clarity regarding the intent and goals of these proposed changes and how they fit into the M.A. and Ph.D. programs overall.
The CGS RETURNED the proposal to the Department of Applied Behavioral Sciences with the request to provide more details to address the concerns listed above. The Subcommittee plans to review the forthcoming revised proposal in context with current M.A. and Ph.D. programs.

Report of the Subcommittee on Curricular Changes

A. New Courses

The CGS APPROVED the following new courses: PUAD 856

PUBLIC ADMINISTRATION

PUAD 856 Management and Information Technology (3). An introduction to the concepts of information policy and management of technology within governmental organizations. The course covers the effects of technology on government and society as well as information policy (privacy, security and access) and their importance to democracy. The course also includes a leadership perspective on planning, funding, and implementation of technology systems in governmental organizations as well as the role of Chief Information Officer. LEC

JUSTIFICATION FOR NEW COURSE
Management of information and technology has become a major field of study within public administration. Increasingly governments depend on technology to deliver services and manage internal governmental environments. Information policy are important to data and information management in governmental organizations including legal and ethical approaches to privacy, security and transparent sharing of information with citizens. We have offered the topics course in this area for the past three years. Students have found the content of the course to be valuable and applicable to their professional roles. We now seek to make this course an elective.

The CGS RETURNED the following new course: GERM 710

GERMANIC LANGUAGES & LITERATURES

CHANGE: NEW COURSE
GERM 710 Workshop for M.A. Students (1). Discussion of policies in the M.A. program, examinations, thesis proposals, writing of theses, grant proposals, conference presentations, publications of scholarship, and entrance into the academic job market. Required of all M.A. students in the first year in the program. Does not count toward completion of 30 hours of course work for the M.A. IND

JUSTIFICATION FOR NEW COURSE
We wish to provide practical information for the professional development of students in the German M.A. program. This course is parallel to the existing 900 course for Ph.D. students.

Note: The department chose to split GERM 900 as recommended by the committee on February 26, 2009, and use the number 710 for an MA level course. The current concern of the committee is in regards to whether the course is a degree requirement. The course description states that the course is required of all M.A. students. However, the Curricular Change Form indicates the course does not fulfill any degree requirements.

The CGS requested clarification on whether this course fulfills a degree requirement, and also recommended the course designation be changed to SEM. If this is to be a required course for the MA degree, a program change should accompany this submission to the CGS as well.

B. Course Deletions

The CGS APPROVED the following course deletion: TH&F 894

TH&F 894 Seminar for Film Interns (1-3). To be taken concurrently with graduate internship or employment with an approved film or video production company. Discussion and critical evaluation of work experience with faculty adviser and job supervisor. RSH

JUSTIFICATION FOR DELETION
This course requirement is being met by TH&F 895 (being renamed FMS 895). TH&F 894 has not been used for a number of years and the Film faculty does not anticipate using it in the future.

Old Business

A. Returned Course Changes

The following Germanic Languages & Literatures courses were first presented at the CGS meeting of February 26, 2009, and were returned to the department with the request to provide clarification. The department met the committee’s request for GERM 801, but further clarification is required for GERM 900.

The CGS APPROVED the following new course: GERM 801

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. IND
JUSTIFICATION FOR NEW COURSE
All beginning GTAs must take “GERM 800 Teaching German as a Second Language” in their first semester of teaching. In subsequent semesters all GTAs will take this follow-up practicum. GTAs will continue their training by out GTA coordinator with course specific instruction and advice throughout their tenure as a GTA in German at KU. This enhances our effort to provide a more professional preparation of our graduate students for their careers in language teaching.

The CGS RETURNED the following course changes: GERM 900

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 Ph.D. Students (1). Discussion of policies in the Ph.D. program, research specializations, examinations, dissertation proposals, writing of dissertations, grant proposals, conference presentations, publication of scholarship, and entrance into the academic job market. Required of all Ph.D. students in the first year in the program. Does not count toward completion of 27 hours of course work for the Ph.D. IND

JUSTIFICATION FOR CHANGES
Changes in needs of doctoral students.

Note: The department chose to split GERM 900 as recommended by the committee on February 26, 2009, and use the number 710 for an MA level course. The current concern of the committee is in regards to whether the course is a degree requirement. The course description states that the course is required of all Ph.D. students. However, the Curricular Change Form indicates the course does not fulfill any degree requirements.

The CGS requested clarification on whether this course fulfills a degree requirement, and also recommended the course designation be changed to SEM.

B. Master’s Final Exam vs. Master’s Thesis Defense

Lea Smith reported on department responses regarding the administration of Master’s examinations. Another discussion ensued regarding the clarity of the policy printed on page 18 in the 2007-2009 Graduate Catalog. The committee agreed that there should be a comprehensive examination component, but it
should not necessarily have to take place separately from the Thesis defense. The language of the policy needs to clearly state the requirement, and give departments flexibility to administer the exams efficiently. It was also suggested that the policy be plainly visible in the catalog because it is currently not easy to find.

*Dr. Hanson and Dean Peterson will adjust the language of the policy to meet the concerns expressed by the CGS, and a draft will be presented to Dean Rosen in Research & Graduate Studies.*

**Note:** Subsequent to the meeting, Dr. Hanson and Dean Peterson proposed revised wording and circulated it to all committee members as follows:

**Page 18, M.A. And M.S. Degrees; middle of first column:**

(Current language):

"A final general examination in the major subject is required of all candidates for the Master of Arts or Master of Science.....

.... At the option of the department, this examination may be oral or written, or partly oral and partly written. In some departments, passing a written examination is a necessary preliminary to taking the oral examination by which success or failure is judged...

...In thesis programs, a thesis defense may be a part of the degree requirements. However, such a defense does not take the place of the required general examination in the major field."

(Suggested replacement to bolded text above):

...In thesis programs, an oral thesis defense may be one of the degree requirements. Such a defense may be offered in addition to, or in conjunction with, the required general examination in the major field.

C. Post-comprehensive enrollment policy

At the last meeting of the CGS, Dean Peterson initiated discussion regarding interpretations of the policy found on page 20 of the 2007-2009 Graduate Catalog. The committee requested a report that outlined the interpretations and issues of the policy for review.

Dean Peterson reported that Dean Rosen is currently taking administrative steps to address the issue. After brief discussion of the policy, the CGS decided that any additional concerns may be presented to Graduate Studies in their upcoming meetings.
No further action needs to be taken by the CGS as a whole.

D. Inclusion of FLORS designation on Curricular Change Forms

The committee discussed the reasons for including the question on the Curricular Change Form pertaining to whether the course was designated to fulfill Foreign Language or Research Skills. It was decided that this portion of Question #6 is not necessary because it is addressed internally by the department.

The CGS APPROVED the deletion of this section of Question #6 on the Curricular Change Form.

E. Discussion of CGS calendar dates for upcoming academic year

The CGS TABLED this discussion because of time constraints for the meeting.

Report of the Policies & Procedures and Awards Subcommittee

Dr. Gerbert announced the recipients of the 2009 Alexander/Wright Graduate Mentor Awards and the 2009 Outstanding Thesis/Research Project Awards.

Twenty seven nominations were submitted for the Graduate Mentor Awards, and the Subcommittee chose four faculty members to receive this prestigious award. Seven nominations were proposed for the Outstanding Thesis/Research Project Awards, and two graduate students were chosen.

The faculty members will be honored at the Graduate Recognition Ceremony and will receive a monetary award. The awards will be presented to the Master’s Degree students at the Master’s Hooding Ceremony.

The CGS APPROVED the list of recipients presented by the Subcommittee to receive the awards. Additionally, the CGS agreed that Curriculum Vitae should be submitted with student nominations as well in subsequent years.

Note: The recipients will be listed in the Minutes after the awards have been presented at the ceremonies.

New Business

Dr. Hanson requested the following items be addressed at the next meeting of the CGS:

1. Consideration of steps to enforce the requirement that written evidence from other interested programs be provided for new courses and course changes that overlap the
subject matter commonly taught by those other programs.

2. Dean Peterson indicated the likelihood that the WGSS Doctoral Program Proposal would come back to the committee for further consideration.

The meeting was adjourned by Allan Hanson at 12:46 PM.

The next meeting of the CGS will be on April 23, 2009, 11:00 am – 12:30 pm, Strong Hall, Room 210.

Respectfully Submitted by Savanna Trent, COGA