The University of Kansas  
College of Liberal Arts & Sciences  
COMMITTEE ON GRADUATE STUDIES

MINUTES  
SEPTEMBER 10, 2009, 11:00AM  
STRONG HALL – ROOM 210

Members Present: Jeanette Blackmar, Bart Dean, Brian Laird, Gwen Macpherson, Ed Morris, Lisa Rausch, Kees van der Veen, Gina Westergard  
Also Present: Heather Eastland (College Dean’s Office), Acting Associate Dean Jim Mielke, Executive Assistant Dean Rebecca Peterson, Interim Dean Greg Simpson, Leatrice Smith (COGA), Savanna Trent (COGA)

The meeting was called to order by Interim Dean Greg Simpson at 11:05 AM.

Introductions and Welcome

Dean Simpson welcomed the committee members and self-introductions were made.

Dean’s Charges for the 2009-2010 Academic Year

Dean Simpson charged the CGS members with the following items:

1. Use and evaluate the BlackBoard™ environment to transact committee business and communicate regarding issues that come before this body.

2. Evaluate the policies that apply to continuous enrollment, or more specifically to post-comprehensive enrollment for Ph.D. candidates, as it pertains to the following areas:
   a. The number of dissertation or other credit hours a student can take per semester.
   b. Enrollment of students in one credit per semester once 18-post comprehensive credits are completed by the student.
   c. The impact this requirement has on students who have not previously enrolled in summer hours, or whose academic units may be perceived as less supportive of providing courses/access to faculty during the summer session.

3. Evaluate courses in which students must complete required coursework in a period longer than the length of the semester/session in which the course is offered. Provide a recommendation on how the courses should be graded each semester to reflect the fact that not all of the work has been completed to date.

4. Determine best practices or procedures for the College Office of Graduate Affairs receiving curricular changes and for the academic units proposing new courses (including cross-listings of existing courses) that may include content that would be of interest or of concern to another academic unit at the university.

Minutes

The committee approved the Minutes of April 23, 2009 as written.
The CGS 2008-2009 Annual Report

The report was presented at the College Academic Council meeting of September 8, 2009 by the former chair of the CGS, Allan Hanson. A copy of the report was provided for the committee to review.

Committee Elections

Dean Peterson called for nominations to the positions of chair and subcommittee membership. Descriptions of the responsibilities were reviewed, and committee members were unanimously elected into the following positions:

- Chair: Brian Laird
- Curricular Changes Subcommittee: Gwen Macpherson, Kees Van der Veen, Lisa Rausch, <open position>
- Petitions & Program Changes Subcommittee: Bart Dean, Gina Westergard, William Lindsey
- Policies, Procedures and Awards Subcommittee: Jeanette Blackmar, Ed Morris, <open position>

Note: CGS Chair Brian Laird and Dean Peterson followed-up with committee members Caroline Jewers and Michael Moody regarding their preference of subcommittee assignment. Professor Jewers will be unable to serve on the committee this semester, but she will return in Spring 2010. Professor Dale Dorsey will serve as the alternate member for the fall semester, and he will fill the open position in the Curricular Changes Subcommittee. Professor Moody will fill the open position in the Policies, Procedures and Awards Subcommittee.

New Business

- Discussion of editorial control over curricular change submissions
  
  The CGS members voted unanimously to continue the previous practice of granting editorial control to the staff accepting course descriptions on behalf of the Curricular Changes Subcommittee. Heather Eastlund, Savanna Trent, and Lea Smith will have the power to make editorial changes in course descriptions (e.g. correct typographical errors, font style, etc.) prior to forwarding those descriptions to the Curricular Changes Subcommittee for review. Any changes that might affect the meaning of a course description must be reviewed by the department making the submission before being added to the agenda.

- BlackBoard™ Site for the CGS

  Savanna Trent presented the features of the new CGS BlackBoard™ site. An informal discussion of how the site could be used and potentially improved is summarized as follows:

  - Dean Mielke suggested that the BlackBoard™ site may be utilized to accomplish minor processes such that subcommittee members would not have to always meet in person to discuss committee business. To clarify, this would not include the formal approval of items forwarded to the main CGS meeting. This suggestion is more applicable for text that could be reviewed on BlackBoard™ (e.g. curricular change forms, policy and procedure passages, program changes), so the item is ready to be voted upon at the full CGS meeting. Other ideas are welcomed.
• Dean Peterson noted that the “Chair’s Desktop” tab may be utilized similar to the “Dean’s Desktop” page on the Research and Graduate Studies homepage. The chair will have access to post important items to this BlackBoard™ link.

• To further conserve College resources, Savanna solicited the committee members’ opinion about using the projector to view the agenda and other relevant materials in lieu of printing copies. The committee agreed to use this new practice.

• It was suggested that a separate BlackBoard™ account be set up to accommodate specific subcommittees if needed. Yet, if the access levels can be adjusted to allow members to upload and view only certain areas in BlackBoard™, a separate account will not be necessary.

• New CGS Deadlines Calendar 2009-2010

Savanna Trent presented the new calendar and requested feedback from the committee members.

A suggestion was made to add a statement which allows some flexibility to the subcommittees’ capacity to move items forward if there is an excess of submitted items for review in the time allotted for the subcommittee meeting. The updated calendar is posted on Blackboard and attached as Addendum #1 to these minutes.

• Lunch was served in appreciation of the committee members’ service.

There being no further business, the meeting was adjourned by Brian Laird at 12:14 PM.

Upcoming Meetings

Curricular Changes Subcommittee: Thursday, September 17, 2009, 11:00 AM, 210 Strong Hall

Petitions and Program Changes Subcommittee: Thursday, September 17, 2009, 11:00 AM, 200 Strong Hall Small Conference Room

Committee on Graduate Studies: Thursday, September 24, 2009, 11:00 AM, 210 Strong Hall

Respectfully submitted by Savanna Trent, COGA
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**Please note the following:**

*Items move forward assuming none of the committees have questions regarding proposals and no meetings are cancelled.

*Items received by the posted deadline will move forward depending on the volume of items being reviewed and time constraints of the committees. The posted meetings are considered the earliest date the item will be recommended for review.

*Items received after March 22, 2010 will not be forwarded to CAC until Fall 2010 (if approved by CGS).