Committee members in attendance: Bart Dean, Boone Hopkins, Caroline Jewers, Brian Laird, William Lindsey, Gwen Macpherson, Paul Mirecki, Ed Morris, Mehrangiz Najafizadeh, Kees Van der Veen
Others in attendance: Acting Associate Dean Jim Mielke, Executive Assistant Dean Rebecca Peterson, Lea Smith (COGA), Savanna Trent (COGA)

The meeting was called to order by Brian Laird at 11:04 AM.

Minutes
A motion was made and seconded to approve the January 28, 2010, minutes of the Committee on Graduate Studies as written. The motion was approved unanimously.

Report of the Curricular Changes Subcommittee
(Gwen Macpherson, 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.
  - New course: BIOL 804
  - Course listings: GERM 899, PUAD 836
- *Note*
  - There was a clerical error in the agenda for the PUAD 836 justification. The correct justification was “We are adding more time in the lab for spreadsheet and statistical software work.”

Report of the Petitions & Program Changes Subcommittee
(William Lindsey, reporting)
- A motion was made and seconded to approve the Public Administration program. The motion was approved unanimously.
- A motion was made and seconded to approve the Molecular Biosciences program change proposal to add BIOL 804 as a required course for the M.A. and Ph.D. degrees. The motion was approved unanimously.
- A motion was made and seconded to approve the Molecular Biosciences program change proposal to add a requirement for students to present their research results to the entire department periodically. The motion was approved unanimously.
- A motion was made and seconded to approve the Chemistry program change proposal. The motion was approved unanimously.
- *Note*
  - The original proposal justification stated, “…we have secured permission from the School of Pharmacy for our students to enroll in PHCH 804 (Issues of Scientific Integrity).” There was a discrepancy between this course number and title.
  - To clarify, students will enroll in either PHCH 801 (Issues in Scientific Integrity) or PHCH 804 (Interdisciplinary Seminar on Ethics in Science and Engineering). Dr. Laird confirmed this correction to the proposal’s justification via email after the CGS Meeting.

Dean’s Charges Reports
- The committee provided positive feedback in regard to the use of Blackboard for managing committee business. A survey will be provided at the end of the semester.
- The Policies, Procedures, and Awards Subcommittee’s enrollment proposal is currently under review by the Executive Council.
- The Policies, Procedures, and Awards Subcommittee’s grading policy proposal was approved at the College Academic Council’s meeting of February 9, 2010.
- The Curricular Change Subcommittee reported recommendations in regard to best practices for curricular change forms. A question could be added to the online Curricular Change Form to indicate if other departments need to be consulted. In addition, the subcommittee will begin offering department representatives the opportunity to attend their meetings.
New Business

- Lea Smith described a new charge for retroactive withdrawal guidelines on behalf of Dean Rebecca Peterson. The Petitions & Program Changes subcommittee will discuss potential College guidelines for retroactive withdrawal requests at their next subcommittee meeting. This item will be on the agenda for discussion at the next CGS meeting of March 11, 2010.

- The Change in Graduate Requirements Approval Form will be revised and formatted to an online form in the near future. Committee members provided feedback for the questions on the form. The Petitions & Program Changes Subcommittee will draft language for question 5 to emphasize the need to consult with other departments if cross-listed courses are in the proposal.

There being no further business, the meeting was adjourned by Brian Laird at 11:41 AM.

Upcoming Meetings

The next meetings of the CGS Subcommittees are Thursday, March 4, 2010.

- Curricular Changes Subcommittee, 11:00 AM-12:30 PM, Strong 210.
- Petitions & Program Changes, 11:30 AM – 12:30 PM, Strong 213, Graduate Studies Conference Room.
- Policies, Procedures, and Awards, Canceled.

The next meeting of the Committee on Graduate Studies is Thursday, March 11, 2010, 11:00 AM, 210 Strong Hall.

Respectfully submitted by Savanna Trent, COGA