College of Liberal Arts & Sciences  
Committee on Graduate Studies  
Minutes – April 8, 2010

Committee members in attendance:  Bart Dean, Boone Hopkins, Caroline Jewers, Brian Laird, William Lindsey, Gwen Macpherson, Paul Mirecki, Ed Morris, Mehrangiz Najafizadeh, Rebecca Peterson (ex officio), Lisa Rausch, Kees Van der Veen  
Others in attendance:  Lea Smith (COGA), Savanna Trent (COGA)

The meeting was called to order by Brian Laird at 11:03 AM.

Minutes
A motion was made and seconded to approve the March 25, 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:  ANTH 706, ART 877
  - Course changes:  ART 801, ART 802, ART 803, ART 805, ART 861, ART 906, ART 950
  - Course deletions:  ADSC 722, ADSC 730, ADSC 740, ADSC 850, ADSC 890, ART 810

- The description for new course ART 877 was inaccurate in the agenda.  Prior to the meeting, the department agreed to remove the following text from the course description per the Subcommittee’s suggestion: (Graded on an A-F basis.).  This will be corrected before proceeding to the CAC.
- All graduate-level ADSC courses were deleted except ADSC 810.  The curricular change form was inadvertently omitted from submission to the Subcommittee.  It will be submitted at a later date.

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

- The Subcommittee recommended the History Program Change Proposal to reduce the number of credits required for the Option B track.
- The Committee discussed the three credit difference between the M.A. and Ph.D. History programs, as the department has an upcoming external review.  It was suggested that this may be a concern if the Ph.D. does not have distinctive differences from the M.A. degree besides three additional credits.  It was mentioned that the Ph.D. program is research-intensive, and thus, students should expect to enroll in dissertation hours which would lead to a degree with greater than 33 hours.  This raised a concern if the minimum requirement of 33 hours should be published as it may mislead students to plan for completing only 33 hours, when it actually might require many more hours.
- A motion was made and seconded to approve the proposal.  The motion was approved unanimously.

Report of the Policies, Procedures and Awards Subcommittee 
(Ed Morris, reporting)

- Twenty five nominations were submitted for the Alexander/Wright Graduate Mentor Awards, and the Subcommittee chose two faculty members to receive these prestigious awards.  Five nominations were proposed for the Outstanding Thesis/Research Project Awards, and two graduate students were chosen.
- In addition to recommending recipients for the awards, the Subcommittee also provided documentation of guidelines for future use (see Attachment).
- A suggestion was made to draft a letter which notifies all individuals of their nomination, whether or not they are chosen to receive an award.  The nomination itself is an honor, and could serve well on a CV.  This suggestion will be forwarded to appropriate staff.
- A motion was made and seconded to approve the list of recipients recommended by the Subcommittee to receive the awards.  The motion was approved unanimously.
The faculty members’ and graduate students’ names were omitted from these minutes so they may be properly notified by the Dean’s Office in April. The recipients will be honored in upcoming ceremonies in May.

**New Business**

- Faculty members are sometimes unaware of students being enrolled in their courses, particularly appointment-only graduate-level courses (e.g., Thesis, Dissertation, Directed Readings). Suggestions included pop-up alerts in Enroll & Pay or email notification to faculty members. The College Office of Graduate Affairs will bring forward the committee’s suggestions at their meeting with the Office of the University Registrar.

**Announcements**

- The Office of Research & Graduate Studies is still accepting nominations for a dissertation prize and a graduate mentor award. The deadline is Friday, April 23rd.
  - Argersinger Prize [http://www.graduate.ku.edu/-downloads/hooding/Call_for_Dissertation_Award.pdf](http://www.graduate.ku.edu/-downloads/hooding/Call_for_Dissertation_Award.pdf)
  - Louise Byrd Graduate Educator Award [http://www.graduate.ku.edu/-downloads/hooding/Call_for_Graduate_Mentor_Award.pdf](http://www.graduate.ku.edu/-downloads/hooding/Call_for_Graduate_Mentor_Award.pdf)
- All members of the College Assembly (CLAS Faculty, Emeritus Professors and Student Members) are encouraged to attend the second meeting on the proposed College Bylaw changes. A quorum (80 members of the Assembly) is required to conduct committee business. The meeting will be held on Tuesday, April 20th at 3:30 PM in the Alderson Auditorium, Kansas Union.

There being no further business, the meeting was adjourned by Brian Laird at 12:00 PM.

**Upcoming Meetings**

The next meetings of the CGS Subcommittees are **Thursday, April 15, 2010**.

- Curricular Changes Subcommittee, 11:00 AM-12:30 PM, Strong 210.
- Petitions & Program Changes, 11:00 AM-12:30 PM, Strong 315 IP Conference Room.
- Policies, Procedures, and Awards, **cancelled**.

The next meeting of the Committee on Graduate Studies is **Thursday, April 22, 2010**, 11:00 AM, 210 Strong Hall

*Respectfully submitted by Savanna Trent, COGA*
COLLEGE OF LIBERAL ARTS AND SCIENCES

BYRON A. ALEXANDER and JOHN C. WRIGHT

GRADUATE MENTOR AWARDS

Instructions to nominators: “Please submit a letter of no more that two pages explaining why you feel this nominee deserves to be awarded a 2009-2010 Outstanding Graduate Mentor Award. Please use specific examples to discuss the impact your nominee has had on your professional development. A contribution to your professional development may include any or all of the following:

1. The enhancement of skills pertinent to your research
2. The amplification of your knowledge base
3. The assistance necessary to help you participate in professional gatherings
4. Guidance in acquiring necessary collaborative techniques
5. Advice about choices important to your professional future
6. Aid in entering significant networks of professionals related to your interests
7. Help in understanding how best to utilize the many offerings of the university environment”

Additional guidelines: “These are only some of the subjects that you may want to use to organize your letter. The important thing is that you cite the specific kinds of skills that your nominee has placed at your disposal and how those skills have helped you.”

Among the factors that might be weighed in rating the nomination(s) is mentoring that supports and advances the CLAS mission in graduate training: “We engage graduate students as collaborators in producing and disseminating knowledge while promoting their independence as scholars, teachers, and productive citizens.” Other factors include:

1. Quantitative strength of the nomination(s) (i.e., the number of areas mentored)
2. Qualitative strength of the nomination(s) (e.g., depth of mentoring in the areas)
3. Specificity or detail of the nominations in the areas
4. Number of nominations
5. Number of nomination co-signers
6. Length of the nomination(s)
7. Articulateness of the nomination(s)
8. Scholarly publications, presentations, and performances (or the promise thereof) that resulted from mentoring
9. Number of years the faculty member mentored the student
10. Number of years the faculty member has been mentoring at KU
11. Not a previous mentor award winner

“Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protege)” Bozeman, B., & Feeney, M. K. (2007). Toward a useful theory of mentoring: A conceptual analysis and critique. Administration and Society, 39, 719-739.
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OUTSTANDING THESIS / RESEARCH PROJECT AWARDS

In selecting an outstanding thesis / research project, the committee weighs the strength of the factors prescribed in the call for nominations:

1. “Letter of support from the student’s advisor attesting to the
   a. quality,
   b. originality, and
   c. significance of the thesis or project.
   
   The letter should make clear to a person outside the discipline why the work is outstanding.”

2. “Letter of endorsement of the award from the Graduate Director or Department Chair.”

Additional factors that might be weighed are:

3. Preparation and completeness of the thesis / research project according to its discipline’s standards, among them:
   a. Introduction (e.g., statement of the problem, importance of the problem, review of the literature)
   b. Methods (e.g., data or specimen collection, identification of artifacts, mastery of techniques)
   c. Findings (e.g., presentation, analyses)
   d. Discussion and conclusions (e.g., contributions of the findings to the field, limitations of the methods and findings, future directions for research)

4. The responsible conduct of the research / project (e.g., ethics)

5. Its interdisciplinary or transdisciplinary approach

6. Any resulting publications, presentations, and performances (or promise thereof)