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I. Approval of the October 13, 2011 CGS Minutes

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

MINUTES
October 13, 2011, 11:00AM
STRONG HALL – ROOM 210

Members Present: Eve Levin, Tanya Hart, Paulyn Cartwright, Kees Van der Veen, Daniel Katz, Diane Frome-Loeb, John Korba, Jim Mielke (ex officio),
Others in attendance: Katie Rockey (COGA), Leatrice Smith (COGA), and Donn Parson (Communication Studies)

The meeting was called to order by Eve Levin at 11:05 a.m.

Minutes
A motion was made and seconded to approve the September 22, 2011, minutes of the Committee on Graduate Studies. The motion was approved unanimously.

Report of the Curricular Changes Subcommittee
(Kees Van der Veen, reporting)

- A motion was made and seconded to approve the following curricular change proposals recommended by the Subcommittee. The motion was approved unanimously.
  A. New Courses: ABSC 981, ANTH 734, LING 734

- A motion was made and seconded to table CHEM 844 due to the need to consult with the Chair of Chemistry. The committee needed further information to explain how this course works with comprehensive exams, how the course is beneficial to the student, and what content of the course is related to the exam. The committee asked what the justification is for this course in comparison to other Chemistry examination prep courses. The motion was approved unanimously.
- Katie Rockey will work with the Chemistry department to obtain information and answers to the above questions.

Report of the Petitions & Program Changes Subcommittee

A. A motion was made and seconded to approve the Communication Studies program change proposal. The motion was approved unanimously.
  Dr. Donn Parsons addressed the committee’s questions and concerns regarding the proposal.
B. A motion was made and seconded to approve the Philosophy program’s change in required hours for the PH.D. proposal. The motion was approved unanimously.
C. The committee tabled the Film & Media Studies RS2 proposal pending a change to the FMA 801 course description. The committee advised that the description should be expanded to include a reference to Responsible Scholarship and Ethics.
- Lea Smith will work with the department to finalize a change.

There being no further business, the meeting was adjourned by Dr. Levin at 11:40 a.m.

Upcoming Meetings
The Petitions & Program Changes Subcommittee, the Curricular Changes Subcommittee, and the Policies, Procedures & Awards Subcommittee will meet on **Thursday, October 20, 2011**

The next meeting of the Committee on Graduate Studies is **Thursday, October 27, 2011, 11:00 a.m., 210 Strong Hall**.

_Minutes recorded by Leatrice Smith and Katie Rockey; transcribed by Leatrice Smith (Supervisor, College Office of Graduate Affairs)"

II. Curricular Changes Subcommittee Report

The Curricular Changes Subcommittee recommends the following to the CGS:

**COURSE CHANGES**

**CHEMISTRY**

CHANGE: DESCRIPTION, NUMBER, AND PREREQUISITE

(OLD)
CHEM 996 **College Teaching Experience in Chemistry** (3). A student will engage in a semester-long, planned instructional activity that shall include college classroom teaching under supervision. The planning will be done with the adviser and/or member of the faculty who will supervise the experience. The activity will be done under the supervision of a chemistry department faculty member or by an individual or individuals designated by the candidate’s committee. Prerequisite: 1) CHEM 716, 2) two semesters as a graduate teaching assistant or doctoral candidate status, and 3) CHEM 980 or permission of coordinator. LEC

(NEW)
CHEM 970 **College Teaching Experience in Chemistry** (3). A student will engage in a semester-long, planned instructional activity that shall include college classroom teaching under the supervision of a chemistry department faculty member. Prerequisite: Two semesters as a graduate teaching assistant. LEC

JUSTIFICATION
On the course formerly known as CHEM 996, the idea was that one (or maybe two) students would be taught by one faculty member. We would not list a separate section of CHEM 996 for each faculty member, but the appropriate person would be scheduled to teach the course depending on who is enrolled (and what their college teaching experience is anticipated to be) in a given semester. Independent study would probably more appropriate - at least compared to LEC or SEM.

**THEATRE**

CHANGE: DESCRIPTION AND TITLE

(OLD)
THR 703 **Readings in Dramatic Literature** (1-3) Survey of selected dramatic literature and commentaries. May be repeated up to a total of six credits on petition. LEC

(NEW)
THR 703 **Directed Readings in Theatre** (1-3) Research reading and presentation of reports on specific
subjects related to the students major area of specialization. May be repeated up to a total of six credits on petition. Required of all MFA Scenography students. LEC

JUSTIFICATION
We are changing the course to reflect the change in departmental alignment. Our MFA student were previously required to take ADS730 Reading in Design, but with a theatre professor. Now that this degree program exists solely within the THR dept. This class description should be changed to allow for their participation.

NEW COURSES

CHEMISTRY

CHEM 844 Problem Solving in Organic Chemistry (1). A course designed to develop a student’s ability to apply fundamental concepts of mechanistic organic and organometallic chemistry, physical organic chemistry, bioorganic chemistry, synthetic organic reactions and techniques for structure elucidation. Students will propose solutions to practice problems mimicking challenges that arise in contemporary research in organic chemistry. The format includes interactive problem-solving discussions led by faculty and peers and monthly written examinations. May be repeated up to three times until the student has passed at least four of the written exams. Prerequisite: CHEM 740 or permission of instructor. SEM

JUSTIFICATION
We have recently made several changes to our graduate program to make it more flexible and effective for student training. One of the changes was to eliminate cumulative exams, which all graduate students were previously required to take and pass a certain number before they could take their oral exam for doctoral candidacy. This system worked well for some subfields of chemistry but not others. In this proposed course, a formal avenue for this type of training for the subfield of Organic Chemistry, where this teaching approach is particularly effective, is provided.

III. Petitions & Program Changes Subcommittee Report

A. Theater M.F.A. program change proposal

Current Courses Requirement: ADS 730 Directed Readings in Design.

Proposed: THR 703 Directed Reading in Theatre.

Reasoning: We are changing the course requirement to reflect the change in departmental alignment. Our MFA student were previously required to take ADS730 Reading in Design, but with a theatre professor. Now that this degree program exists solely within the THR dept. This class description and requirement should be changed to keep the student and professor's work within the THR Department.

IV. Policy, Procedures, & Awards Subcommittee Report

A. Dean’s Charge #1

1- Provide recommendations to the Dean of the CLAS and the Dean of Graduate Studies regarding the make-up of comprehensive and final examination committees, as well as the required presence of students and committee members at defenses. The Executive Committee of Graduate Faculty (ECGF) has been reviewing criteria related to who may serve on these committees (e.g. graduate faculty appointment) as well as who may serve which role (e.g., the type of graduate faculty appointment). Additionally, they are discussing a formal policy related to the physical presence of students and faculty at defenses, since there are increasing numbers of requests to utilize technology when the student or one of the committee members is not available in Lawrence for a given date. The Dean is seeking input on these topics such that recommendations can be made to our representatives on the ECGF. (Due 10/31/11)
Graduate Studies is currently considering adoption of the attached policies related to the composition of graduate student exam committees. They were circulated to faculty in a survey in October 2011.

The PPA subcommittee endorses these proposed policies in general, but has a recommendation to make concerning each one.

A) The proposed policy “Graduate Student Exam Attendance” establishes rules concerning participation in examinations from remote locations via electronic media. The PPA subcommittee concurs with the proposed policy, which requires the student, the committee chair, and the Graduate Studies (external) representative to be physically present, while other committee members may attend through electronic media.

However, the subcommittee recognizes that faculty advisors quite often may be away from campus on research trips for extended periods. We do not want graduate students’ progress to be delayed for that reason. At the same time, it is also not appropriate for the advisor or fair to the student for the advisor to relinquish his/her role as the student’s principle mentor at the moment of the exam. We think that the policy itself should make provision for this common occurrence, instead of relying upon the “exception” clause to handle such cases. Thus, we propose that the second reader on the exam committee be empowered to take over the task of chairing the exam in person if the advisor is unable to be physically present.

Thus, we propose the following amendment to the proposed policy, to be forwarded on behalf of COGA to Graduate Studies:

*If the chair of the committee is away from campus for an extended period, the second reader may substitute as acting chair presiding at the examination. The chair when possible should be available via mediated means.*

B) The proposed policy “Graduate Student Exam Composition” clarifies the rules concerning the status of faculty members on the committee. It requires that three of the five members of the doctoral committee and two of three members of the Master’s committee must be “regular” or “dissertation” graduate faculty from the student’s department or program. Only one member of the committee may hold “special” or “ad hoc” status—usually granted to non-tenure-track KU faculty or faculty at other institutions in limited circumstances. This policy also requires that the “outside member”—a faculty member from a different department who represents Graduate Studies in order to assure regularity in the exam—hold a “regular” or “dissertation” graduate faculty status. The PPA subcommittee concurs with this proposed policy.

However, we are concerned about the lack of limitation, other than graduate faculty status, in the selection of the “outside member.” In some cases, the “outside member” is actually an “insider” who has taught the student in courses and even supervised the student’s minor field or prior degree program. In such cases, the “outside member” may not be full dispassionate, and should not be assigned the task of reporting violations of regularity, rigor, and fairness in the exam process.

Thus, we would like to raise the following question for further discussion and consideration by COGA and by Graduate Studies:

*Is it appropriate for that “outside member” to have had a prior role as an instructor or advisor or examiner of the graduate student? Should there be a requirement that the “outside member” has not previously served as an instructor or advisor of the student?*

The PPA subcommittee asks the help of the COGA staff to gather some information to assist us in responding to Dean Danny Anderson’s charges.

In Charge #2, Dean Anderson asked for advice concerning “‘interdisciplinary’ and ‘multidisciplinary’ tracks, options, and emphases in graduate programs.” He notes that there is now a Master’s and PhD in “Interdisciplinary Studies,” as the “Special Studies” program has been renamed, and most degree programs now have interdisciplinary elements.
The PPA subcommittee would like the following information:

- A complete list of existing “interdisciplinary” and “multidisciplinary” tracks, etc. in graduate programs in the College. For each, we would like to have:
  - The official description of the track.
  - The rationale for the creation of the track, when it was originally approved by COGA. (Would this be in the minutes?)
  - A count of the number of students currently in this track.
  - A count of the number of students who have graduated with this track in the past 10 years.
- The official description of the Master’s and PhD in Interdisciplinary Studies
  - The instructions on how students set up such a program.
  - A count of the number of students currently pursuing such degrees.
- Information from the COGA staff concerning any confusion or problems in regard to “interdisciplinary” or “multidisciplinary” tracks.

In Charge #3, Dean Anderson asked for advice concerning “best practices” concerning learning outcomes of GTAs and GRAs in the College.

The PPA subcommittee would like the following information:

- Clarification of the meaning of “learning outcomes” in this context. We surmise that this term refers to the acquisition of knowledge, skills, and experiences that complement the students’ degree programs and enhance their employability. If the Dean’s intention is different, however, we need to know that now.
- Should we also include the new GA category? (We assume that the answer is yes.)
- Any information the College already has on investigations into learning outcomes for GTAs and GRAs, whether from peer institutions, scholarly publications, or educational foundations.
- A copy of the new GTA evaluation policy, and any model instruments for evaluation.
- A count of the number of GRAs in the College who receive tuition waivers (from any source) and the number of GRA in the College who do not receive tuition waivers.

V. New Business