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

AGENDA
AUGUST 26, 11:00AM
STRONG HALL – ROOM 210

I. Introductions and Welcome

II. Approval of the May 13, 2010 CGS Minutes

III. The CGS 2009-2010 Annual Report

IV. Election of the 2010-2011 CGS Chairperson

V. Committee Elections
   A. Curricular Changes Subcommittee
   B. Petitions and Program Changes Subcommittee
   C. Policies, Procedures and Awards Subcommittee

VI. New Business
   A. Blackboard
   B. New CGS Deadlines Calendar 2010-2011

Lunch will be served in appreciation of the CGS members’ service.
I. Introductions and Welcome

II. Approval of the May 13, 2010 CGS Minutes

College of Liberal Arts & Sciences  
Committee on Graduate Studies  
Minutes – May 13, 2010

Committee members in attendance: Bart Dean, Boone Hopkins, Caroline Jewers, Brian Laird, Gwen Macpherson, Jim Mielke (ex officio), Paul Mirecki, Ed Morris, Rebecca Peterson (ex officio)  
Others in attendance: Lea Smith (COGA), Savanna Trent (COGA)

The meeting was called to order by Brian Laird at 11:15 AM.

Minutes

A motion was made and seconded to approve the April 22, 2010, minutes of the Committee on Graduate Studies, as written. The motion was approved unanimously.

Dean’s Charges

Dr. Laird summarized the committee’s completion or progress on the 2009-2010 Dean’s Charges. A survey is available for committee members to evaluate the CGS BlackBoard™ environment. The post-comprehensive enrollment discussion moved forward to the Executive Council, and the Office of Graduate Studies created a BlackBoard™ discussion board for faculty members to participate. The grading policy proposal was approved by the College Academic Council on February 9, 2010. Several recommendations regarding best practices for curricular change forms will be considered to improve the process next year.

Committee members suggested possible charges for next year. The topics included:
1. Continue discussion on improving departmental consultation for curricular and program change proposals
2. Develop ideas to make the process of assigning grades more proactive.
3. Promote a stream-lined process to encourage departments to submit curricular and program change proposals as appropriate. Additionally, find ways to initiate departments to evaluate their current courses and programs. It is possible that updates to courses and programs are needed, but departments are hesitant to begin the process.
4. The Curricular Changes Committee observed that the number of new courses being added has outpaced the number of courses being deleted. This trend needs to be examined to ensure that the courses in the graduate catalog accurately reflect active and available courses.
5. Assess the current discussions regarding future changes to the FLORS policy.

New Business

The committee is encouraged to participate in a brief survey which will provide helpful feedback on utilizing BlackBoard™ for committee business next year. The survey is available on the Chair’s Desktop until May 28th. Savanna Trent will send an email reminder to committee members on May 24th.

Committee members were also requested to provide feedback on the structure of the CGS calendar and the support from the College Office of Graduate Affairs. Comments are welcome and suggestions will be taken into consideration for the upcoming academic year.
Final Report to the College Academic Council

The 2008-2009 Final Report was provided as an example for the committee to review. The 2009-2010 Final Report will be produced this summer. It will be presented by Dr. Laird to the College Academic Council at their first meeting in the fall.

Entering/Exiting Committee Members

Dr. Laird, Dean Peterson and Dean Mielke thanked the committee members for their excellent work this year. Special thanks and acknowledgement were given to the exiting members who have come to the end of their terms on the CGS. The three exiting faculty members are Gwen Macpherson, William Lindsey and Mehrangiz Najafizadeh. The two exiting student members are Jeannette Blackmar and Lisa Rausch. Alternate members, Ed Morris and Paul Mireki, were also recognized for their service this year.

The five returning faculty members are Bart Dean, Caroline Jewers, Brian Laird, and Kees Vanderveen. The one returning student member is Boone Hopkins. Elections are still continuing for new committee faculty members. The ballot closes May 21st.

Upcoming Meetings

Continuing committee members will be notified of the next meeting once the 2010-2011 CGS calendar is finalized.

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

Respectfully submitted by Savanna Trent, COGA

III. The CGS 2009-2010 Annual Report

THE CGS 2009-2010 ANNUAL REPORT TO CAC

I. The CGS made the following recommendations for curricular changes:

- **New courses**: ABSC 802, ANTH 706, ART 877, BIOL 725, BIOL 804, EALC 717, ECON 870, ECON 918, FMS 718, FMS 776, GEOG 801, GERM 718, GERM 904, HIST 998, MATH 824, MATH 890, PHSX 792, PSYC 844

- **Course changes**: ABSC 798, ART 801, ART 802, ART 803, ART 805, ART 861, ART 906, ART 950, BIOL 708, BIOL 709, BIOL 711, BIOL 716, EALC 716, GERM 899, GINS 801, LAT 701, LAT 702, LAT 703, MATH 724, MATH 725, MATH 727, MATH 740, MATH 765, MATH 766, MATH 791, MATH 800, MATH 801, MATH 810, MATH 811, MATH 821, MATH 822, MATH 830, MATH 840, MATH 850, MATH 851, MATH 865, MATH 870, MATH 872, MATH 910, MATH 915, MATH 920, MATH 970, PSYC 863, PSYC 951, PUAD 827, PUAD 836, SOC 814, SOC 824

- **Course deletions**: ADSC 722, ADSC 730, ADSC 740, ADSC 850, ADSC 890, ART 810, MATH 792, PSYC 766, PSYC 779, PSYC 784, PSYC 792, PSYC 797

II. The CGS made the following recommendations for program changes:

- **Chemistry**: Changes were proposed to streamline the Ph.D. course requirements by reducing the number of required courses and by making the requirements uniform across the department, while maintaining sufficient flexibility to take into account the diversity of research interests.
Also, a new course in Scientific Ethics (or Responsible Conduct of Research) is being developed to replace the current FLORS requirement CHEM 720, which is not likely to be offered in the future. Until the new course is offered, the department has secured permission from the School of Pharmacy for current students to enroll in either PHCH 801 (Issues in Scientific Integrity) or PHCH 804 (Interdisciplinary Seminar on Ethics in Science and Engineering).

Effective date: Fall 2010

- **Global & International Studies:** The proposal added a new track, *Global institutions and policy*, to the existing M.A. program and reduced the required degree hours from 37 to 33 credit hours. The purpose of the new track is to provide substantial knowledge about institutions and institutional interactions that affect policy at the global level. The purpose of the reduction of required hours is to bring the M.A. program in line with those at comparable programs in the region.

  Effective date: Fall 2010

- **History:** The proposal reduced the required hours in the secondary field of the M.A. program’s Option B track from nine to six hours. The total number of credits for the MA will remain 30 credit hours.

  Effective date: Fall 2010

- **Intercampus Program in Communicative Disorders:** Changes to the final general examination procedure of thesis and non-thesis students were proposed in order to maintain accreditation. The national PRAXIS exam will no longer be used as the final examination. Students will maintain an electronic portfolio of artifacts from clinical, course, and research experiences. These artifacts will be reviewed by the student’s advisor at the midpoint of degree progress. For the final general examination, students will present a sample of artifacts to a committee of three faculty members for discussion and review. For thesis students, one of the artifacts will be the thesis.

  Effective date: The changes will apply to students who entered the program in Summer 2009 forward.

- **Latin American Studies:** Brazilian Studies Graduate Certificate Program Renewal

  Effective date: Upon Provost approval

- **Latin American Studies:** Mexican and Central American Studies Graduate Certificate Program Renewal

  Effective date: Upon Provost approval

- **Molecular Biosciences:** The proposal added a one credit seminar course requirement: BIOL 804 Scientific Integrity in Molecular Biosciences. This requirement would apply to all Molecular Biosciences graduate degree programs (i.e., Microbiology M.A. and Ph.D., Biochemistry M.A. and Ph.D., and Molecular, Cellular, and Developmental Biology M.A. and Ph.D. programs).

  Effective date: Fall 2010

- **Molecular Biosciences:** The proposal added a requirement of doctoral students to make a formal oral presentation of their data at least once every academic year, beginning in the second year. Two of these presentations must be made to the department as a whole. This would apply to all Molecular Biosciences Ph.D. programs (i.e., Microbiology Ph.D., Biochemistry Ph.D., and Molecular, Cellular, and Developmental Biology Ph.D.).
Effective date: Fall 2010

- **Physics & Astronomy:** Deletion of the M.S. Emphasis in Geophysics
  
  Effective date: Fall 2010

- **Public Administration:** The course PUAD 836 Introduction to Quantitative Methods was originally a three hour course. A Curricular Change Form increased the hours to four in order to add more time in the lab for spreadsheet and statistical software work. This is a required course for the degree. Therefore, the proposal requested to change the required number of hours for the degree from 37 to 38 hours.
  
  Effective date: Fall 2010

- **Visual Arts:** Changes were proposed to the Master of Fine Arts (MFA) graduate program due to the configuration of the new School of the Arts. In order to create greater efficiency and unity with minimal changes to courses, the proposal consolidated two MFA programs into one MFA program with seven concentrations. The new MFA degree in Visual Art includes concentrations in Ceramics, Drawing & Painting, Expanded Media, Metalsmithing & Jewelry, Printmaking, Sculpture, and Textiles & Fibers.
  
  Effective date: Fall 2010

- **Women, Gender and Sexuality Studies:** WGSS Graduate Certificate Program Renewal
  
  Effective date: Upon Provost approval

### III. The CGS made the following recommendations for policy changes:

- **Grading Policy Proposal:** One of the *Dean’s Charges* was to propose how courses that span longer than one semester should be graded. The proposal outlined appropriate conditions for using the Incomplete (I), Progress (P), A-F and S/U grades. Another purpose of the proposal was to update the College Grading Policy in accordance with the University-wide Incomplete Policy (Article II, Section 2.2.3) that took effect in Fall 2009.

  **Summary:**
  - Incomplete (I) grades are used to note, temporarily, that students have been unable to complete a portion of the required coursework during that semester due to circumstances beyond their control. Incomplete work must be completed with an A-F or S/U grade within the time period prescribed by the course instructor. Oral comprehensive examinations may not be scheduled until all I grades have been replaced with final course grades.
  - Progress (P) grades are only used in public scholarship (e.g., service learning) and internship courses in which students are graded on projects or assignments that cannot be completed that semester. Once the projects or assignments are completed, the Ps revert to the course grade.
  - A-F or S/U grades are used in all other courses, including those that are repeated across semesters. The latter include courses in which students are collecting, assembling, or analyzing data; reviewing a research or scholarly literature; creating portfolios; or writing theses or dissertations (e.g., research, thesis, and dissertation hours). Students in these courses are expected to develop plans of study with their instructors and to contact these instructors throughout the semester to discuss their progress or changes in their plans. Instructors assign grades based on the quantity and quality of the work students complete that semester. The grades that students receive in the last semester of these courses (e.g., for completing data analyses and literature reviews, exhibiting portfolios, defending theses or dissertations) apply only to that semester. If a department or program has a course for which the P grading system may be more appropriate than the A-F or S/U grading system, it must petition the College for approval.
• **Graduate Enrollment Proposal:** Another *Dean’s Charge* was to evaluate the post-comprehensive enrollment policy. The CGS drafted a proposal to address this policy. This proposal’s goals were outlined as follows: The goals of the proposed changes to the graduate enrollment policies is to develop enrollment policies and procedures that (a) promote more graduate student engagement with faculty and graduate mentors, (b) increase the number of external sources that fund graduate student work, (c) increase graduate program completion rates, (d) decrease graduate program time to degree, (e) lead to accurate reports of the time students and faculty commit to post-candidacy work, and (f) reduce the administrative time spent monitoring post-comprehensive requirements (e.g., counting to 18 credit hours). This proposal was given to the Executive Council of Graduate Faculty.

• **Classification and “Stale Dates”:** The goal of this two-part proposal was to reduce the time frame of valid courses to reflect the idea that universities should disseminate new knowledge, especially in fields that evolve quickly. If a required course for the degree was completed more than ten years ago, the student must petition with the support of their department for the out-of-date coursework to meet degree requirements.

Part 1: The following new section will be added to the College section of the Graduate Catalog:

- **Maximum Time to Count Required Coursework**
  Courses completed at the University of Kansas, or transfer credits from another university, will not fulfill graduate degree requirements in the College of Liberal Arts and Sciences if these courses were completed over ten (10) years prior to the scheduling of the final defense. With the approval of their graduate program, students may petition the College to accept out-of-date coursework to fulfill the requirements for their graduate degrees provided they are able to justify why this coursework meets the current standards of scholarship in the discipline.

Part 2: The following new language (in bold) will be added to the College section of the Graduate Catalog:

- The student is subject to the regulations in force at the time of admission as a degree-seeking student. If degree requirements change, the student may opt to follow the new requirements or to continue under the regulations in force at the time of admission. **Students readmitted ten years or more after their initial term as a degree-seeking student must fulfill the requirements in effect upon the date of their readmission to their graduate program.**

  Effective date: Summer 2010

• **Qualification for Examination Policy:** This proposal aimed to reduce the amount of Waiting Grades (WG) that remain on students’ records. No graduate student will be allowed to take oral comprehensive or final examinations, or to go forward with a thesis or dissertation defense, if a WG placeholder is listed on the student’s transcript.

  Effective date: Immediately

• **Retroactive Withdrawal Report:** This report outlined the various cases in which a CLAS graduate student would or would not be eligible for a retroactive withdrawal as delegated by USRR Article II Section 2.3.4.

  Effective date: Immediately

**IV. Other Business:**

• **2010 Dean’s Charges:** A survey is available for committee members to evaluate the CGS BlackBoard™ environment. The post-comprehensive enrollment discussion moved forward to the
2010 Awards: The CGS approved the list of recipients presented by the Subcommittee to receive awards as follows. Additionally, the Subcommittee provided a list of guidelines for future committees to utilize in their deliberations.

- Dr. Mikhail Barybin (Chemistry), Byron A. Alexander Graduate Award
- Dr. Leishe DeHart-Davis (Public Administration), John C. Wright Graduate Mentor Award
- Nathaniel Evans (Ecology and Evolutionary Biology), Outstanding Research/Thesis Project Award
- Dimitra Atri (Physics and Astronomy), Outstanding Research/Thesis Project Award

V. Concerns for next year:

1. Continue discussion on improving departmental consultation for curricular and program change proposals

2. Develop ideas to make the process of assigning grades less passive in the case of “by-appointment” courses.

3. Promote a stream-lined process to encourage departments to submit curricular and program change proposals as appropriate. Additionally, find ways to initiate departments to evaluate their current courses and programs. It is possible that updates to courses and programs are needed, but departments are hesitant to begin the process.

4. The Curricular Changes Committee observed that the number of new courses being added this academic year has outpaced the number of courses being deleted. This trend needs to be examined to ensure that the courses in the graduate catalog accurately reflect active and available courses.

5. Assess the current discussions regarding future changes to the FLORS policy.

Presented by Dr. Brian Laird
Submitted by Savanna Trent

IV. Election of the 2010-2011 Chair

V. Committee Elections

Note: The information provided below is taken from Article VII of the College Assembly Bylaws Policy. Please visit the following link for more information: https://documents.ku.edu/policies/CLAS/bylaws_college_assembly.htm#art7secb2

A. Curricular Changes Subcommittee

- Proposals for course changes shall be submitted to the Committee on Graduate Studies which will consider these proposals and then report them to the College Academic Council, along with the committee's recommendations, at least one week in advance of the meeting at which the College Academic Council will act upon the proposals.

- In emergency situations the Committee on Graduate Studies may act for the College Academic Council to the extent of giving approval to a curricular change for no longer
than one semester. Any temporary approval will be reported to the College Academic Council at its next meeting. This section shall not apply to rule changes or to programs extending beyond one semester unless instructed otherwise by the College Academic Council.

- No course shall be offered for College credit that has not been approved under the provisions of this section above.
- CGS shall have power to approve editorial changes in course descriptions.

B. Petitions & Program Changes Subcommittee

- Review and recommend for file to the Assembly or Graduate Council all changes in degree requirements.
- Review all new graduate degree proposals and other matters requiring formal review, and make recommendations as appropriate to the Graduate Council and other University bodies.
- Review and pass on all graduate student petitions for relief from College or Graduate School rules.
- For the establishment of the requirements of graduate degrees offered by departments or programs in the College, the following rules shall apply: Detailed requirements of such degree programs as promulgated by the department, and any changes therein, must be filed with the Committee on Graduate Studies before they become effective. The committee shall include this information in its next report to the College Academic Council.

C. Policies, Procedures and Awards Subcommittee

- Review and recommend to the Assembly, or the Graduate Council matters of graduate educational policy.
- Advise the Dean on all matters of educational policy with respect to graduate studies.
- Undertake inquiries into matters of graduate educational policy and procedures, and make recommendations to the Dean and the Assembly.
- Review nominations of the Alexander/Wright Graduate Mentor Award and Outstanding Thesis/Research Award and recommend to the committee award recipients.

IV. New Business

A. Blackboard
- The CGS has a “course” set up in Blackboard this year. Savanna Trent will present the features and initiate discussion on the ways this resource can be used.

B. New CGS Deadlines Calendar 2010-2011
- The new calendar includes CGS Subcommittee meetings in addition to the full CGS meetings. Also, the deadlines in place will allow the subcommittees and the CGS to review items in the Agenda ten days prior to the meeting.
College of Liberal Arts & Sciences  
Committee on Graduate Studies Change Form Deadlines  
2010-2011

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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 28, 2011 will not be forwarded to CAC until Fall 2011 (if approved by the CGS).