The meeting was called to order by Brian Laird at 11:08 a.m.

Minutes
A motion was made and seconded to approve the April 28, 2011, minutes of the Committee on Graduate Studies with an amendment to remove the History of Art and Sociology RS proposals. They are pending until clarification is received on whether HA 719 and SOC 810/811 are required. The motion was approved unanimously.

Report of the Policies, Procedures & Awards Subcommittee
(Ed Morris, reporting)
- The Subcommittee prepared a report regarding best practices and impediments in graduate degree completion based on the results of their survey of directors of graduate studies in the College. Two corrections were made to change “eleven months” to “twelve semesters” under GTA duties and delete “and” under CLAS Restrictions. A motion was made and seconded to approve the Subcommittee’s recommendations regarding Dean’s Charge 1 with amendments. The motion was approved unanimously.
- Dr. Morris will prepare a letter to acknowledge faculty members who participated in the survey.
- The Subcommittee prepared a model mentor award letter. Two recommendations were made to the template to request the Dean’s signature and to ensure more than one chair is copied for joint-appointed faculty members. A motion was made and seconded to approve the model mentor award letter with amendments. The motion was approved unanimously.

Report of the Petitions & Program Changes Subcommittee
(Gina Westergard, reporting)
- The Subcommittee presented the Responsible Scholarship and Research Skills proposals of Germanic Languages and Literatures and Theatre. A motion was made and seconded to approve both proposals.
- The Theatre Responsible Scholarship and Research Skills proposal included a course description change for THR 801 that was not on the agenda. The committee reviewed the revised course description, which indicated that it fulfills part of the responsible scholarship requirement. The motion to approve the course description change THR 801 was approved unanimously.

Old Business
The course proposal for WGSS 801 was previously presented as a new course although it was a course change. The course proposal that was approved by the CGS and the CAC serves as the final approved version for the Catalog.

New Business
- Dean Peterson informed the Committee that petitions will need to be reviewed by a CGS Subcommittee during the summer. Alison Gabriele, Brian Laird, and Paul Mirecki volunteered to serve on the Petitions Subcommittee for the summer 2011 semester.
The committee members were acknowledged for their excellent work this year. Dr. Laird presented certificates of appreciation to the exiting members who have come to the end of their terms on the CGS. The three exiting faculty members are Paul Mirecki, Caroline Jewers and Brian Laird. The exiting student member is Boone Hopkins.

The six returning faculty members are Tanya Hart, Daniel Katz, Eve Levin, Ed Morris, Kees Van der Veen and Gina Westergard. The one returning student member is Cullen Merritt. Two alternate faculty members will be needed in fall 2011 as Bart Dean and Alison Gabriele will return in spring 2012.

Bart Dean was congratulated on his Fulbright fellowship. Alison Gabriele was congratulated on her Graduate Teaching Award.

**CGS Chair Election**
Dean Peterson called for nominations to the position of chair. Dr. Laird described the responsibilities of the position. Dr. Morris was nominated and elected to serve as the CGS Chair in the 2011-2012 Academic Year.

Lunch was served in appreciation of the committee members’ service. There being no further business, the meeting was adjourned by Brian Laird at 11:45 a.m.

**Upcoming Meetings**
Continuing committee members will be notified of the next meeting once the 2011-2012 CGS calendar is finalized.

*Respectfully submitted by Savanna Trent, College Office of Graduate Affair*