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

MINUTES  
SEPTEMBER 23, 2010, 11:00AM  
STRONG HALL – ROOM 210  

Members Present: Alison Gabriele, Tanya Hart, Caroline Jewers, Daniel Katz, Brian Laird, Cullen Merritt, Jim Mielke (ex officio), Ed Morris, Kees van der Veen, Gina Westergard  
Others in attendance: Katie Rockey (COGA), Leatrice 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 September 9, 2010, minutes of the Committee on Graduate Studies, with minor amendments. The motion was approved unanimously.  

Discussion of Charges and Committee Goals  
The Committee continued discussion from the previous meeting regarding each Dean’s charge for the academic year.  

- The Policies, Procedures & Awards Subcommittee (PPAS) provided a report on proposed actions regarding the charges. The full report can be found in the agenda. The following list includes key points and action items from discussion of that report:  
  1. The PPAS will develop a survey regarding “best practices” of graduate programs.  
  2. The College Office of Graduate Affairs (COGA) is currently in the process of reviewing program and policy changes that have occurred during the past two years in order to notify departments prior to the online catalog deadline.  
  3. Revisions to the course and program change forms might encourage communication and consultation to avoid redundant classes and programming.  
  4. The COGA will provide the CGS with a list of grade descriptions and relevant grading policies. Additionally, the COGA will receive a list from the Office of the University Registrar of all courses that have the P grading option. They will notify departments which courses will need to change to the A-F or the S/U menu. The departments’ deadline to submit changes to the Registrar is December 1, 2010.  
  5. The PPAS will draft a policy regarding the deletion of “stale” courses that have not been taught in five or ten years.  
  6. The PPAS will invite a representative from the Office of Graduate Studies to a meeting to discuss the Service Opportunity Colleges program.  
- The CGS discussed the new “R-squared” policy which is replacing the previous “FLORS” policy. Dean Mielke will invite Dean Rosen to an upcoming meeting for further discussion.  

Report of the Curricular Changes Subcommittee  
(Kees van der Veen, 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.  
  o New course: EALC 715, EVRN 700, GINS 898, POLS 953  
  o Course changes: FMS 715, LING 782, PSYC 782  
- Note: GINS 898
New course GINS 898 was tabled at the previous meeting due to concerns regarding the title. The department strongly wanted the title to remain as is. The course was approved without changes to the title.

- GINS 898 was inadvertently omitted from this agenda, but the full course change information was originally included in the September 9, 2010 agenda.

- Note: PSYC 782
  - The course was listed in the agenda as PSYCH 782. Please note that the course abbreviation has been corrected to PSYC.

**Report of the Petitions & Program Changes Subcommittee**
(Alison Gabriele, reporting)

- A motion was made and seconded to approve the Linguistics program change proposal. The motion was approved unanimously, pending the following minor revision:
  - Probation is no longer an admission category. The text “or probationary” will be removed from section 4.4.

**New Business**

- Announcement: Lea Smith introduced the College Office of Graduate Affairs’ new Administrative Associate, Katie Rockey.
- Brian Laird initiated discussion regarding the New GTA Offer Letter template. Committee members are encouraged to review the template and provide comments or concerns at the next CGS meeting. The document is available on the HR/EO website: [www.hreo.ku.edu/policies_procedures/category_details/30](http://www.hreo.ku.edu/policies_procedures/category_details/30)

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

**Upcoming Meetings**

The next meetings of the CGS Subcommittees are **Thursday, September 30, 2010**.
- **Curricular Changes Subcommittee**, 11:00 a.m. – 12:30 p.m., 210 Strong Hall
- **Petitions & Program Changes**, 11:30 a.m. – 12:30 p.m., 213 Strong Hall, RGS Conference Room
- **Policies, Procedures, and Awards**, 11:00 a.m. – 12:30 pm., 200 Strong Hall, Small Conference Room

The next meeting of the Committee on Graduate Studies is **Thursday, October 7, 2010**, 11:00 AM, 210 Strong Hall.

*Respectfully submitted by Savanna Trent, COGA*