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

II. Dean’s Charges presented by Dean Anderson

III. Approval of the May 12, 2011 CGS Minutes

The University of Kansas  
College of Liberal Arts & Sciences  
COMMITTEE ON GRADUATE STUDIES  
MINUTES  
MAY 12, 2011, 11:00AM  
STRONG HALL – ROOM 210

Members Present: Bart Dean, Alison Gabriele, Tanya Hart, Boone Hopkins, Brian Laird, Eve Levin, Cullen Merritt, Jim Mielke (ex officio), Paul Mirecki, Ed Morris, Becca Peterson (ex officio), and Gina Westergard  
Others in attendance: Katie Rockey (COGA), Leatrice Smith (COGA), and Savanna Trent (COGA)

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 RS² 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 Gabrielle, 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 Gabrielle 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

IV. The CGS 2010-2011 Annual Report

THE CGS 2010-2011 ANNUAL REPORT TO CAC

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

- New courses: AAAS 727, AAAS 774, ABSC 981, ANTH 707, ANTH 725, ANTH 732, ANTH 733, ANTH 736, ANTH 897, ANTH 898, BINF 999, BIOL 809, CHEM 700, CHEM 760, CHEM 900, EALC 715, EALC 743, EALC 841, EALC 888, ECON 790, ECON 805, ENGL 757, EVRN 700, EVRN 915, FMS 717, GINS 898, GIST 888, LING 706, LING 732, LING 733, LING 850, POLS 710, POLS 888, POLS 953, PSYC 903, WGSS 800, WGSS 801, WGSS 802, WGSS 803, WGSS 804 and WGSS 810

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

- **American Studies MA:** Changed the sequence of the four core requirements so that students complete the sequence in three semesters instead of four, added an elective methods course, adopted ten responsible research methods, moved AMS 802 from the second to the first semester to be taken in conjunction with AMS 801, and recommended that a publishable article be considered the preferred synthesis outcome for students seeking to enter the Ph.D. program in American Studies and that the thesis be an alternative for students who want to pursue Ph.D. degrees at other institutions.
  
  Effective date: Fall 2011

- **Anthropology MA:** Added new core course and non-thesis option
  
  Effective date: Fall 2011

- **Applied Behavioral Science Graduate Certificate:** Renewed the Community Health and Development Graduate Certificate
  
  Effective date: Fall 2011

- **Environmental Studies Graduate Certificate:** New certificate program in Global Climate Change
  
  Effective date: Fall 2011

- **Gerontology PhD:** Three new dual-title degree programs (fulfilling two programs of doctoral study in one degree) in Communication Studies and Gerontology, Psychology and Gerontology, Sociology and Gerontology
  
  Effective date: Fall 2011

- **Linguistics MA:** Added a fourth area to the comprehensive exam option for students to choose from. Included a new section in the graduate study guide entitled “M.A. timeline” to emphasize degree completion in two years. Created a numeric score to the MA thesis to formalize the decision to provide a terminal MA degree or allowing student to continue to PhD (0 = fail M.A. thesis, 1 = pass but do not allow the student to continue for Ph.D., 2 = pass and continue for Ph.D).
  
  Effective date: Fall 2011

- **Mathematics PhD:** Changes to the PhD Research Skills requirements
  
  Effective date: Fall 2011

- **Russian, East European and Eurasian Studies MA:** New joint degree program leading to the JD in Law and the MA in Russian, East European and Eurasian Studies.
Effective date: Fall 2011

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

- **Master’s Degree Examination Requirements Policy**: This policy was revised for clarity and removed the requirement that students must have a final general examination in addition to the thesis defense.
  
  Policy location: [https://documents.ku.edu/policies/Graduate_Studies/mafinalexams.htm](https://documents.ku.edu/policies/Graduate_Studies/mafinalexams.htm)
  
  Effective date: Immediately

- **Oral Comprehensive Policy**: This policy was created to specify the enrollment requirement.
  
  Policy language: “All graduate students enrolled in doctoral graduate programs must be enrolled the semester or summer session in which they complete the comprehensive oral examination.”
  
  Effective date: Immediately

IV. The CGS created the following reports:

- **Dean’s Charges to the Committee on Graduate Studies 2010-2011**: The Policies, Procedures and Awards Subcommittee reviewed each charge and made recommendations for the Dean.

- **2011 Awards**: The CGS approved the list of recipients presented by the Policies, Procedures and Awards Subcommittee to receive awards as follows.
  o Dr. Juliet Kaarbo (Political Science), Byron A. Alexander Graduate Award
  o Dr. Adrianne Kunkle (Communications Studies), John C. Wright Graduate Mentor Award
  o Kelley Berkson (Linguistics; Jie Zhang, advisor), Outstanding Research/Thesis Project Award
  o Andrew Overholt (Physics and Astronomy; Adrian Melott, advisor), Outstanding Research/Thesis Project Award

- **Research Skills and Responsible Scholarship Report**: The new “RS-squared” policy has replaced the previous “FLORS” (Foreign Language or Research Skills) policy. Every doctoral student is required to have training in responsible scholarship in addition to obtaining research skills pertinent to the field(s) of research.

  All doctoral programs had to submit a research skills requirement plan for review and approval by the school/College and the Graduate Studies Office. The CGS reviewed the College doctoral programs’ plans to forward to Graduate Studies.

V. Other business and recommendations:

- **Course reactivation process**: Departments received a list of their courses that have not been taught in five or ten years. They notified the College Office of Graduate Affairs (COGA) which courses may be deactivated. In the event that a course needs to be reactivated, the CGS has permitted the COGA to review these requests and approve given there are no course changes.

- **Revision to the calls for nomination**: The Graduate Thesis/Project and Graduate Mentor Awards calls for nomination should include the following information after listing the date the nominations are due:
  
  1) “Incomplete nominations will not be considered.”
  2) “No nominations or supporting materials will be accepted after this date.”
• **Additional award nomination requirement**: The Graduate Mentor Awards nominations must include the mentors’ *curriculum vitae*.

• **Nomination acknowledgment**: The Policies, Procedures and Awards Subcommittee prepared a sample letter to be sent to nominees who did not receive an award.

• **Access to the CGS Survey CLAS Dean’s charge regarding graduate students’ time to degree and impediments to degree**: The Policies, Procedures and Awards Subcommittee recommended that the survey results be made available to the respondents. The COGA emailed the final report to faculty members who participated in the survey.

• **Summer petitions**: Petitions need to be reviewed by a CGS Subcommittee during the summer. Each year three committee members will volunteer to serve on the Petitions Subcommittee for the summer term.

VI. **Concerns for next year**:

• The committee discussed whether the new oral comprehensive enrollment policy should also address the grace period for hours to count towards post-comprehensive enrollment. This would impact other policies and offices. Therefore, Dean Mielke will consult with the Office of Graduate Studies.

• A proposal will be drafted based on the committee’s recommendations to the GTA offer letter.

• The Academic Catalogs will be electronically archived by University Relations. A proposal will be drafted based on the committee’s recommendations to produce at least one hard-copy.

V. **Subcommittee 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](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.

VI. 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.

ENGLISH

CHANGE: DESCRIPTION

(OLD)
ENGL 897 Preparation for the M.A. Examination (1-3). An independent reading course for students preparing to take the M.A. examination and not otherwise enrolled in the semester of the examination. Does not count in the thirty hours required for the M.A. degree. The grade in the course will be a S or U, as determined by performance on the examination. Consent of the Coordinator of Graduate Studies. RSH

(NEW)
ENGL 897 Preparation for the M.A. Examination (1-3). An independent reading course for students preparing to take the M.A. examination. The grade in the course will be an S or U, as determined by performance on the examination. Prerequisite: Consent of the Director of Graduate Studies. RSH

JUSTIFICATION
To count exam hours (3 max) toward the 30 total hours for the Masters, rather than making them over and above the Masters, which is not in line with our peer institutions and creates excessively long time to degree.

PHILOSOPHY

CHANGE: DESCRIPTION

(OLD)
PHIL 800 Tutorial (3). Intensive supervised training in the techniques of research. Required of every graduate student seeking an advanced degree in the first or second semester of enrollment. Passing this tutorial constitutes partial fulfillment of the Ph.D. FLORS requirements. Consent of instructor required for repeating the course. Prerequisite: Graduate standing. RSH

(NEW)
PHIL 800 Tutorial (3). Intensive supervised training in and application of the techniques of research. Required of every graduate student seeking an advanced degree in the first or second semester of enrollment. Passing this tutorial constitutes partial fulfillment of the Ph.D. RSRS requirements. Consent of instructor required for repeating the course. Prerequisite: Graduate standing. RSH

JUSTIFICATION
This change is a change in the course description and FLORS status of PHIL 800. This curricular change is intended to bring the course description of PHIL 800 into compliance with the Philosophy Department's submitted Program Change Form (submitted 03/17/2011), which sought to include this course as a necessary, but not sufficient, element in students' fulfillment of the departmental RSRS requirement. This course description also makes clear that PHIL 800 is not simply training in the techniques of philosophical research, but also the application of these techniques.

THEATER

CHANGE: DESCRIPTION
THR 801 Professional Development Seminar (1). Preparation for faculty careers in theatre and related fields, including issues of research, teaching, and service. Specific topics and emphases vary from semester to semester. May be repeated for credit. RSH

JUSTIFICATION
This is an update to the Course Description ONLY. It is intended to better reflect what is already being taught, and to demonstrate how the Theatre Department is in compliance with the office of Graduate Studies policy on responsible scholarship.

VII. New Business

A. New CGS Deadlines Calendar 2011-2012

B. Blackboard Intro presented by Katie Rockey