

**MINUTES OF THE MEETING OF THE GRADUATE COUNCIL
OF THE GRADUATE SCHOOL OF ARTS & SCIENCES
October 5, 2009 at 4 p.m.**

Graduate Council Chair Richard J. Smith, Dean of the The Graduate School of Arts & Sciences, called the meeting to order at 4 p.m. in the Jordan Formal Classroom, Danforth University Center Room 276. Approximately 45 graduate student and faculty members attended.

I. Welcome and Introductions

Dean Smith introduced Associate Dean Elaine Berland, who works with the Graduate Council and Committees; members should contact her with agenda items or questions. Dean Smith also introduced Rachel Pepe, Administrative Assistant; and Emily Burns, Ph.D. student in Art History, who will serve as Recording Secretary for the 2009-2010 Academic Year.

II. Consideration/approval of the Minutes

The Graduate Council reviewed and approved the minutes of its April 20, 2009 meeting.

III. Consideration/approval of the list of the candidates for advanced degrees, August, 2009

The Graduate Council reviewed and approved the list of candidates for advanced degrees for August 2009.

IV. Dean's Report

Dean Smith presented an overview of the structure and purpose of the Graduate Council, including charges to the standing Committees and responsibilities of Graduate Council Representatives.

As constituted in December 1964 by the Faculty of Arts and Sciences and reorganized in 1990, the Graduate Council acts as the main advisory forum on matters pertaining to the Graduate School of Arts and Sciences, and serves as the legislative branch of the Graduate School. The Council is chaired by the Dean of the Graduate School.

Council Membership: In late Spring each degree-granting program identifies one faculty representative (the graduate studies director) and one graduate student representative for service on the Council for the following academic year.

The Graduate Council meets four times per year. Next meetings are: Monday November 23, 2009 at 4 p.m.; February 15, 2010 at 4 p.m.; and April 19, 2010 at 4 p.m.

There are currently three standing committees: Executive Committee; Teaching and Professional Development Committee; Policies and Services Committee. Committees generally meet once or twice per semester as needed.

Dean Smith stressed the importance of each representative's function in keeping her/his department informed about the issues discussed in the Graduate Council meetings, and communicating department concerns to the Dean Berland as possible future agenda items. Dean Smith insisted on the importance of communication across the university and invited the assistance of the representatives.

Dean Smith presented the charge for 2009-2010 for the Policies and Services Committee, chaired by Professor William McKelvy, English. He has charged the committee with looking at how graduate student timely, satisfactory academic progress is monitored and mentored through decentralized and centralized practices.

Dean Smith next provided an update on the charge to the Teaching and Professional Development Committee. Chaired by Professor Deanna Barch, Psychology, the Committee will continue to work on a major revision of the implementation portion of the Teaching Requirement for Ph.D. students based on committee discussions from the previous academic year. It is actively rethinking how to document teaching experiences. The Committee also will hear reports from Dr. Beth Fisher of The Teaching Center and from Dr. Arlene Taich of the Career Center.

Dean Smith noted that Fall 2009 Ph.D. admissions did not see a major increase in applications at Washington University, or at other research institutions across the country; decisions to pursue Ph.D. education are generally not tied to economic downturns.

Dean Smith commented on concerns about the current economic situation and its impact on graduate programs. He noted that the general philosophy of the university will be to maintain the commitment to continuing Ph.D. students and to adjust financial considerations in managing the incoming class.

Dean Smith recently attended the annual meeting for Graduate Deans of Association of American Universities, an organization of 60+ research institutions. The GRE Board announced the initiation of the Personal Potential Index (PPI) as a new means for evaluating graduate student applicants. Anyone going online to register for GRE starting May 1, 2009, will have the option of using PPI and sending up to four PPI evaluation reports at no additional costs. The PPI consists of up to five faculty reports, which are standardized objective version of letter of recommendations. It evaluates personality features that can predict success in graduate school. It is not yet clear how the results will be submitted (electronic or paper, unknown) or what role PPI will play in the larger application process. Graduate Arts & Sciences policy will probably be that it will not consider the PPI in the Fall 2010 application process.

Dean Smith also discussed the new guidelines on filing the Notice of Title, Scope and Procedure of Dissertation (TSP), effective immediately. The procedure for monitoring Satisfactory Academic Progress applies a new deadline for submitting the form which is already a part of the Ph.D. process. To be in good standing, students are expected to have completed all Ph.D. requirements except for the dissertation, and to have identified three faculty members who are willing to serve on their Research Advisory Committee no later than the end of their fourth year. The filing of the TSP form with the Graduate School office will be required prior to starting classes of the fifth year. Current fifth year should submit the form by May 1, 2010, and current sixth year students or beyond will have until January 2010 to submit it.

Concerns were voiced about the possibility of extensive revisions from students who may be submitting this form before they are ready. Dean Smith commented on the debate about the amount of time it should take to attain a Ph.D., suggesting that it may cause departments to revisit schedules and multi-tasking responsibilities between comprehensive exams and dissertation proposals.

V. Report of the Graduate Council Executive Committee

Professor Andrew Brown, Humanities, Committee Member, presented on behalf of Committee Chair Deanna Barch. He reported that in June 2009, the outgoing Executive committee, chaired by Lutz Koepnick of the German Department, was asked to review an administrative request for name changes for 2 existing Ph.D. Programs in the Division of Biology and Biomedical Sciences. The request also involved minor adjustments in faculty alignment and core courses. The name changes for two existing programs from the Division of Biology and Biomedical Sciences are: Ph.D. in Biology and Biomedical Sciences (Computational Biology) to Ph.D. in Biology and Biomedical Sciences (Computational and Systems Biology); and Ph.D. in Biology and Biomedical Sciences (Molecular Biophysics) to Ph.D. in Biology and Biomedical Sciences (Computational and Molecular Biophysics). The name changes were unanimously approved by DBBS Executive Council at May 13, 2009 meeting, and forwarded by Associate Dean John Russell to the Graduate School Dean who asked the Executive committee to consider them. The Executive Committee unanimously approved the name changes effective immediately.

New members of the Executive Committee, elected by ballot over summer: Prof. Deanna Barch, Social Sciences, Chair; Prof. Andrew Brown, Humanities; Prof. John Russell, Sciences and Math; Prof. Jeremy Buhler, Engineering; and graduate students Emily Burns, Humanities; Jill McNew, Social Sciences; Dustin Wheeler Sciences & Math; and Abdel Karim al-Tamimi, Engineering.

The Executive Committee met in September with Graduate School Dean Richard Smith and Associate Dean Elaine Berland to review committee functions, council committee charges and membership. The Executive Committee serves as the Academic Integrity Hearing Committee in the event that a reported violation by a graduate student moves to hearing level.

Dean Smith noted that 4 cases of Academic and Integrity violations, all involving plagiarism, were submitted to his office last year and had been resolved before going before the Committee.

VI. Report of Graduate Student Senate Co-President

GSS Co-President Katie Muth, English, presented the report of the Graduate Student Senate. She invited representatives to go to the GSS website: arts.wustl.edu/~GSS, to learn more about the GSS. She said that the standing goals of the organization are to serve as liaisons between graduate students and Graduate School administration, faculty and staff and to provide programming events to enhance graduate student life.

Recent GSS events include the New Graduate Student Orientation, co-sponsored by the Graduate School and held on August 17, 2009, for 310 new graduate students, and the New Graduate Student Barbeque, with about 225 students in attendance. Upcoming events for GSS include: the 3rd Annual Health and Wellness Fair on October 14, 2009; a Diversity talk on being an international professor in the U.S. on October 20, 2009; a holiday kick-off food drive; and the Annual Diversity Panel, on November 11th. Katie also celebrated the role of the Diversity Committee in supporting new student groups, such as OutGrads, now in its second year. Upcoming events for the Spring semester include the Graduate Student Research Symposium on February 27th, 2010, which shares work with students, faculty and community members outside of fields of focus; Relay for Life, and the Outstanding Faculty Mentor Awards, to be held on Wednesday April 14,

2010. The awards are meant to recognize good mentorship and encourage good student-faculty relations. She also described GSS involvement in enhancing a workshop series this year, both with teaching center (feeds into graduate teaching citation) and career center; working on graduate student professional development; adding new events, like a panel in the spring. She directed representatives to the GSS website for more info.

Finally, Katie announced that professional development would be the special focus of GSS for the 2009-10 Academic Year, in response to the current job market and at the request of the student body. The organization will work especially closely with Dr. Arlene Taich and the Career Center. The second focus is updating the GSS website and re-doing the logo. It is the hope of GSS that these activities will encourage interest in student body in taking part in standing committees, and Co-President Muth encourages representatives to communicate the opportunities to their departments.

Dean Smith praised the service and leadership of GSS in helping graduate students function beyond their work, as well as providing resources on career opportunities.

VII. Notice of Title, Scope and Procedure of Dissertation: New procedures for monitoring Satisfactory Academic Progress

See Dean's Report above.

VIII. Action to consider and approve proposal for Graduate Certificate in Film and Media Studies

Professors William Paul and Philip Sewell, Film and Media Studies, provided background on a proposal to create a new Graduate Certificate in Film and Media Studies (FMS). FMS was introduced as an undergraduate major in Fall of 1999. Five graduate students from a range of departments took courses in first year, and since then there has been continued enrollments from graduate student community. The proposed Certificate would have additional benefit to provide training to teach in the field and pursue research, as well as to enhance student profile on job market.

One student inquired about whether FMS courses already completed could count toward a certificate. Dean Smith replied that students who have not yet graduated could be able considered for admissions to the graduate certificate program on a case by case basis if it makes sense for their area of focus.

The Graduate Council approved the proposal unanimously.

IX. Action to consider and approve new graduate courses

Dean Smith noted that new graduate courses are now reviewed and approved through the new system approved through the Graduate Council 2008-2009.

Motion to approve the list was unanimously accepted.

X. Report of The Teaching Center

Dr. Beth Fisher, Associate Director of The Teaching Center, reported on The Teaching Center. She directed the Council to the website: <http://teachingcenter.wustl.edu>. She highlighted the Fall University-Wide TA Orientation; which is required for first-time TAs and held one week before classes begin. She noted that the Teaching Manual for Graduate Students this year was distributed in CD-ROM instead of in booklet form.

Dr. Fisher gave an overview of the dual role of the Teaching Center in providing information to graduate students about teaching and helping graduate students to plan for careers as academics. She also said that TA Trainings are available for individual departments. Teaching Workshops are also available to be co-sponsored by graduate student groups or departments. On an individual level, there are teaching consultations and videotaping available for graduate students. The Teaching Center also provides guidance on writing a teaching philosophy statement. This past year, a seminar series was added in the summer where graduate students met in peer-review writing groups to work on philosophy statements. Dr. Fisher also introduced the new assistant director, Dr. Pat Brown, who will work on graduate student programs, and with faculty and the director to evaluate programs on teaching at the university.

Dr. Fisher then compared charts for Teaching Center workshops for graduate students from the 2006-2007 school year to the 2008-2009 year. These are well-attended and flexible sessions, adding sessions when wait-list gets too long. In addition to participation in formal workshops, Dr. Fisher reports a major increase in consultation with graduate students.

She also reviewed the Teaching Citation program, which 19 graduate students have completed since 2006, 11 in 2008-2009. Based on consultations, over 100 graduate students are currently working on the citation. The citation requirements include: fulfilling departmental and graduate school teaching requirements; consulting with Teaching Center; attending 5 teaching workshops; completing three semester-long teaching experiences (beyond office hours, grading and review sessions; written evaluations from observing professors required), and writing a teaching philosophy statement. Dr. Fisher also announced two upcoming Teaching Center Workshops: "Incorporating Active Learning" on October 14th and "Who's in Charge Here? Strategies for Effective Classroom Management" on November 9th.

Student representative John Aerni asked about departmental break-down for participation in the teaching citation program. Dr. Fisher responds that 10 have been from Natural Sciences, 6 from Social Sciences, 2 from Humanities, 1 from Social Work, though people have been coming in for consultations from all disciplines.

XI. New Business

Dean Smith announced that since July 2009, all Ph.D. dissertations must now be submitted electronically. Formerly paper copies of when and where defense will be held is also submitted electronically now.

XII. Adjournment

Dean Smith adjourned the meeting at 5:00 p.m.

Respectfully Submitted,

Emily Burns, Art History
Recording Secretary to the Graduate Council 2009-2010