

Graduate Faculty Council

MINUTES

April 24, 1996

United Nations Room

3:00 P. M.

1. The meeting was called to order at 3:08 P.M. Dean Thomas G. Giolas presided.
2. **It was moved**, seconded, and **passed** without dissent on a voice vote to approve as distributed the minutes of the March 27, 1996 meeting.
3. The sole agenda item for the meeting was the report of the Task Force on Area Review Committees, which included a proposal to the Graduate Faculty Council to improve and to streamline the process by which Dissertation Prospectuses are to be evaluated and approved.

Timothy Byrne (Geological Sciences), Co-Chair of the Task Force, was recognized. He introduced other members of the task force who were present: Marilyn Altobello (Agricultural and Resource Economics), Douglas Cooper (Chemical Engineering), Gary Epling (Chemistry), and Edward Iwanicki (Educational Leadership). Task Force members not in attendance were: Janet Barnes-Farrell (Psychology), W. Richard Bass (Music), Lawrence Klobutcher (Biomedical Science), Ronald Rohmer (Anthropology), and Co-Chair Carl Schaefer (Ecology and Evolutionary Biology).

Byrne explained the Task Force's history and highlighted many of the issues that it considered and debated. The result of the Task Force's deliberations was the proposal that follows, the adoption of which was **moved** and seconded.

With the goal of improving and streamlining the review and approval of Dissertation Proposals (formerly Prospectuses), this Committee recommends to the Graduate School that the procedure for review proceed as follows:

The Dissertation Prospectus be replaced by a written Dissertation Proposal to be signed by the student; the Advisory Committee; and the Head of the Department, Field of Study, or Program. The Head shall appoint reviewers from outside the Advisory Committee to conduct a critical evaluation of the Dissertation Proposal. Reviewers may be appointed to evaluate an individual student's Proposal or they may be appointed to a committee responsible for evaluating all Proposals in a particular Field of Study or group of related Fields of Study. The Head's signature on the Proposal confirms that the results of this evaluation were favorable. The evaluation may take the form of a reading of the Proposal or attendance at an oral presentation and discussion of the Proposal. The Dissertation Proposal should normally be submitted for review not less than one year before the expected date of degree completion. A copy of the approved Proposal shall be delivered to the Graduate School when the review process has been completed.

The Committee also strongly recommends that at least one reviewer be from outside the University.

Discussion was extensive and covered many aspects of the proposal including the administrative responsibility of the Department or Program Head, the proposal's flexibility, the required one-year

lead time, the recommendation to use an outside reviewer, and the like. Several members argued in favor of shortening the required one-year lead time. J. Henkel noted that one of the provisions of the proposal is that a Field of Study or a group of related Fields of Study may elect to have a committee responsible for evaluating its Proposals. W. Smith expressed concern that greater emphasis should be placed on the "output" stage as opposed to the "input" stage.

T. Giolas summarized the main points of the discussion, and there was a call from the floor for an up or down vote on the proposal as presented. The original motion **failed** on a vote of 8 ayes and 14 nays.

It was moved (E. Pagoulatos) and seconded (D. Cooper) to delete from the proposal the sentence which reads "The Dissertation Proposal should normally be submitted for review not less than one year before the expected date of degree completion." The motion **passed** on a vote of 16 in favor and 6 opposed.

It was moved (W. Smith) and seconded that the very last sentence of the proposal be modified to read "The Committee encourages the use of at least one reviewer from outside the University or outside the Field of Study." The motion **passed** on a vote of 16 in favor, 2 opposed, and 2 abstentions.

It was moved (P. Rosenberg) and seconded that the second sentence of the main body of the proposal be modified to indicate that the Head of the Department or Program *to which the student was admitted* (new wording in bold italics) shall appoint reviewers to evaluate a student's Dissertation Proposal.

At this point of the proceedings, there was a call for the five members of the Task Force on Area Review Committees who were present to caucus, to rework the wording of the proposal to reflect the concerns expressed and the motions which were passed (above), and to present to those present new recommended language for final action. It was agreed by consensus to proceed in this manner.

Following a brief caucus, Task Force member Edward Iwanicki reported for the group. He read and explained the new recommended wording, which follows:

With the goal of improving and streamlining the review and approval of Dissertation Proposals (formerly Prospectuses), this Committee recommends to the Graduate School that the procedure for review proceed as follows:

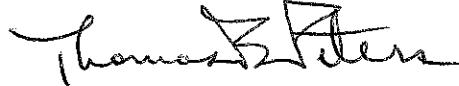
The Dissertation Prospectus be replaced by a written Dissertation Proposal to be signed by the student; the members of the advisory committee; and the Head of the Department or Program to which the student was admitted. The Head shall appoint reviewers from outside the advisory committee to conduct a critical evaluation of the Dissertation Proposal. Reviewers may be appointed to evaluate an individual student's Proposal or they may be appointed to a committee responsible for reviewing all Proposals in a particular Field of Study or group of related Fields of Study. The Head's signature on the Proposal confirms that the results of this review were favorable. The evaluation may take the form of a reading of the Proposal or attendance at an oral presentation and discussion of the Proposal. The Dissertation Proposal should normally be submitted for review not fewer than six months before the expected date of degree completion. A copy of the approved Proposal shall be delivered to the Graduate School when the review process has been completed.

The use of at least one reviewer from outside the University is encouraged.

It was moved and seconded to adopt the reworded proposal as presented above. There was call for the question. The motion **passed** on a voice vote.

4. Adjournment was at 4:40 P.M.

Respectfully submitted,



Thomas B. Peters
Secretary

P R E S E N T

Councilors

R. Baron	R. Growney	E. Murtha-Smith (alt)	M. Proser	D. Schroeder
R. Blei	A. Hild	E. Pagoulatos	N. Rodriguez	W. Smith
D. Cooper	R. Hiskes	A. Pappano	P. Rosenberg	D. Stern
G. Epling	V. Makowsky	G. Powell	S. Sacks	L. Strausbaugh
				B. Suess

Regrets -- G. Anderson and C.F. Sirmans

Area Review Committee Task Force Members

M. Altobello	T. Byrne	D. Cooper	G. Epling	E. Iwanicki
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Graduate School

T. Giolas	J. Henkel	G. Maxwell	E. Sellers	T. Peters
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