

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of the Executive Committee Meeting
Thursday, April 16, 1970
Campus Club 1:10 PM

Present: Professors David Thompson, William Warner, Jack Merwin, William Wright, Alfred Caldwell, Franklin Wallace for Frederick Forro; Dr. R. Drew Miller; Deans Francis Boddy, Harry Lease and Millard Gieske; Graduate Student Representatives, Stephen Carpenter and Robert Bower; Beverly Miller, Assistant to the Dean; Dean Bryce Crawford, Jr., presiding; Shirley McDonald, Secretary.

1. Graduate Student Organization

Progress towards a Graduate Student Organization structured along graduate group committee lines has been slow. Part of the reluctance to organize may be a feeling of no real purpose served through such a group. Mr. Carpenter noted that ASTRA is very well organized and is thinking of enlarging its range of interests to represent all phases of graduate student problems. In this event, the membership might also include graduate students who do not hold assistantships. Dean Boddy mentioned that cost of operating an organization is another consideration. Perhaps some source of funding should be sought; for example, a part of the student activities item in the incidental fee might be used.

Dean Crawford said that the graduate student participation in Executive Committee business has been useful and total representation, by group committee areas would be even more effective in the operation of the graduate program.

2. Departmental Quotas for Graduate Enrollment (Refer to Executive Committee Minutes 2/18/69, item 9; 4/22/69, item 8; 10/8/69, item 5)

Dean Crawford reported that the Senate Committee on Planning is using the information on graduate student enrollment quotas received from the departments along with other materials to try to establish some basis for planning academic activities. A digest of this material will be sent to these departments and to the Executive Committee.

3. Investment of Graduate Faculty Time (Previous discussions recorded in Executive Committee Minutes, 5/22/69, item 7; 6/4/69, item 8; 2/19/70, item 1; 3/19/70, item 2)

Dean Pickrel will prepare a memorandum, addressed to the Directors of Graduate Studies, in which he will outline ratios being discussed and ask the Directors about the adequacy and appropriateness of these ratios in terms of their specific disciplines.

4. Graduate Faculty Nominations and Appointment Procedures (Refer to Executive Committee Minutes 2/19/70, item 8 and 3/19/70, item 11)

Dean Boddy asked the Committee to consider certain problems which might arise if A-2 appointments were automatic for all new permanent faculty who hold the Ph.D. degree. For instance, what if a faculty member holds a Ph.D. in one field and is nominated to serve in another? Also, there could be cases in which the nomination is desired (as a kind of courtesy title) even though the

person will not participate actively in the graduate program in the particular field.

Professor Caldwell referred to a memorandum sent out by Dean Crawford in which he set forth certain guidelines or criteria by which appointment to the various levels of Graduate Faculty are made. The Executive Committee agreed that this memorandum (January 25, 1968) might be updated to include information about departmental endorsement for nominations and to take into account the need for some boundaries for "automatic" appointments made through the Graduate Dean's office.

5. Duluth Graduate Committee

At the present time, Duluth has a representative on five group committees: Language, Literature, and Art, Education, Biological Sciences, Physical Sciences, and Social Sciences. Dean Crawford reported that he will appoint five more faculty to represent other areas covered by those same five group committees plus a Duluth graduate student representative. This graduate committee of eleven will be responsible for the constructive planning of graduate programs at Duluth. The A-1 (and possibly the A-2) nominations to the Graduate Faculty and the Extension courses taught off the Duluth Campus will also come under this committee's purview. Peculiar situations will, of course, be brought before the appropriate group committee.

6. Doctor of Arts Degree (Refer to Executive Committee Minutes 12/11/69, item 4 and 3/19/70, item 4)

In March, a digest of information on the Doctor of Arts Degree was sent to the group committee members. A revision was distributed to the Executive Committee at this meeting. Not all of the committees have had a chance to discuss the subject, but Professor Thompson for Language, Literature, and Art pointed out what seems to be a contradiction in the Council of Graduate Schools statement quoted in the digest. He asked for a clarification of the differences between the Doctor of Education degree (Ed.D.) and the Doctor of Arts Degree (D.A.). At the time the Ed.D. was approved, wasn't it implied that it could include any discipline which needed a clearly designated teaching degree? Dean Crawford said that the thrust for the Ed.D. had come from Education and that the question of its application to other disciplines had been considered. He mentioned that COGS stresses the importance of a common rubric. A number of schools have instituted the Doctor of Arts and one has even awarded the degree; others plan to establish the degree soon.

Mr. Carpenter expressed concern about anything which tends to downgrade teaching and is fearful that the Doctor of Arts will become a second class degree. Dean Crawford pointed out that the "double track" of teaching and research has gone from the Ph.D. for the most part. It has become more and more specialized and while there is a need for research oriented persons in colleges and industry, there are positive indications that a more general type of degree would be of greater value in many schools and in technical industry as well. He also stressed the importance of comparable standards for the Ph.D. and D.A.; no school should consider introducing the Doctor of Arts unless persons holding this degree would be eligible for appointment, retention, and promotion by that institution.

Mr. Bower asked about the possibility of some kind of program within the

Ph.D. which would train students in teaching. There is a need for instruction in the skills involved in teaching. Dean Crawford said that while it is not a built in requirement, it is possible to get teaching experience while pursuing the Ph.D. Some fields require some teaching of their students, but this touches only a few. A teaching internship is a required part of the Doctor of Arts Degree.

Professor Wright reported that the Social Sciences Group Committee asked that the digest be circulated to all members of the Graduate Faculty through the departmental chairmen so that the subject can be discussed at faculty meetings. Reports of such discussions can be communicated to the group committees through the individual representatives; the group committees will then have some idea of how the faculty responds to the proposal and this will facilitate the group committee review.

The Executive Committee agreed that the two digests be combined to include all pertinent information. This will be done and the digest will then be sent to the Directors of Graduate Studies with the request that the materials be distributed to Graduate Faculty for consideration at faculty meetings. Dean Crawford said that one of the graduate deans will be glad to attend the faculty meetings if this seems desirable.

7. Directors of Graduate Studies Spring Quarter Meeting

The Directors of Graduate Studies, chairmen of the group committees, and graduate deans will meet on May 15. An agenda has been sent. Dean Crawford said that Professor William Martin, chairman of the ad hoc committee on Graduate School Admissions, will present a report.

Discussion will center about the field-mastery component of the Ph.D.

One of the suggestions coming out of the winter quarter meeting of this group was the appointment of an ad hoc committee to study the whole subject of the Ph.D. Dean Crawford is in the process of setting up this committee. It should be complete by the May 15 meeting and the membership will be announced.

8. Independent Study

Dean Crawford asked that graduate students be informed that the mechanism of Independent Study is open to them. Apparently the Special Permission Slip does not make this clear. Instructions on procedures for registration are available in the Graduate School Office.

9. Art History - proposal for modification in Plan B Master's program

The Department of Art History has proposed that of the 18 credits required in the related fields for the Plan B Master's, 12 credits may be taken in courses in Art History which are not included in the major field. These would include courses from any of the following groups: American, Scandinavian, East Asian, Methodology-Bibliography. This is not unlike the internal supporting program which has been approved for use in several fields.

Professor Thompson, for Language, Literature, and Art, recommended that the proposal be accepted.

The Executive Committee approved. The proposal is filed with the permanent file of these minutes.

10. The Preparation of Proposals for Graduate Programs (Refer to Executive Committee Minutes, 3/19/70, item 6)

Dean Boddy reviewed briefly the structure of the Minnesota Higher Education Coordinating Commission (HECC) and the Curriculum Advisory Committee and the University's (and all post-secondary schools within Minnesota) participation in the Commission's review of all programs, both graduate and undergraduate.

A statement of guidelines for the preparation of proposals was sent on April 8 to Deans, Directors of Graduate Studies, Department Chairmen, and group committee members. These guidelines spell out the kinds of information the Commission will need. Dean Boddy pointed out that the proposals from the immediate past, or those in the process of review may not contain all of this information but that future proposals should include as much of the information as is germane to the program.

11. Ph.D. with a major in Arabic

Professor Thompson reported that the Language, Literature, and Art Group Committee reviewed this proposal and found it an excellent example of the kind of proposal suggested in the HECC guidelines referred to above. The proposal contains information about the department, library resources, the need for the Ph.D. in this field, faculty, courses, and program requirements.

Following the recommendation by the group committee, the Executive Committee approved the establishment of the Ph.D. with a major in Arabic. This will be reported to the HECC for its review; it will then come back for transmission to the Board of Regents for final action.

A copy of the proposal is bound with the permanent file of these minutes.

12. Proposed M.S. and Ph.D. with a major in Operations Research

Both the Physical Sciences and Social Sciences Group Committees recommend that the program in Operations Research be approved in principle. It is agreed, however, that before final authorization is given, the appropriate Graduate Faculty should organize in order to appoint a Director of Graduate Studies and an Admissions Officer. And because the program would involve a number of fields, a subcommittee from the Social Sciences and Physical Sciences Group Committee should be selected to review the student materials, Graduate Faculty nominations, and course requests. The subcommittee would report to both group committees.

The Executive Committee agreed to this plan. Professors Warner (Physical Sciences Group Committee) and Wright (Social Sciences Group Committee) will contact the appropriate faculty so that the program can go forward.

13. The following Program Proposals will be carried forward:

- A. M.S. & Ph.D. with a major in Pharmacy Administration
- B. M.S. in Experimental Surgery
- C. M.S. with a major in Family Practice and Community Health
- D. M.A. with a major in Speech Pathology at Duluth
- E. Proposed modifications in the M.S. in Surgery
- F. Proposed Internal Supporting Program for Psychology

14. Proposed Newsletter for Graduate Students

Miss Miller asked the Committee's reaction to the idea of a Newsletter for graduate students. It could be published once each quarter and distributed with the registration materials to the departments. Changes in procedures, new programs, certain deadline dates, fellowship information and the like could be included.

The Committee agreed that this might be one way to improve communication with students and faculty advisers.

The Graduate School will attempt to get the first issue out this summer.

Respectfully submitted,

April 22, 1970

Shirley McDonald,
Secretary

DEPARTMENT OF ART HISTORY
108 JONES HALL • MINNEAPOLIS, MINNESOTA 55455

23 January 1970

TO: Dean Bryce Crawford, Jr.
FROM: Carl D. Sheppard, Chairman
SUBJECT: Related Fields

For the past two years, the Departmental faculty, including graduate student representatives, has discussed and defined the Related Fields within the Department which may be offered under Plan B as a requirement for the Master's degree. Of the 18 credits in Related Fields required by the Graduate School, 12 may be taken in courses in Art History selected from any of the following groups not included in a student's major: American, Scandinavian, East Asian, South Asian, Methodology-Bibliography. Recommended Related Fields outside the Department are: Anthropology, Classics, English, Foreign Languages and Literatures, History, and Studio Arts.

The faculty has defined the major in the Department as consisting of 30 credits distributed among the following sub-fields of European Art History: Ancient, Mediaeval, Renaissance-Baroque, and Modern.

cc: Dean Millard Gieske
Professor David Thompson

Approved
CCA Org Com
4/9/70 DWJ

4-15-070

TO: ~~Dean~~ Bryce Crawford, The Graduate School

FROM: David Thompson, LLA Group Com. 

SUBJECT: Art History proposal for one related field within ArtH

At its meeting on 4-9-70 LLA approved the attached proposal
from Professor Carl Sheppard.

cc: Dean Gieske
~~Profess~~

Office of the Dean

April 8, 1970

To: Deans, Directors of Graduate Study, Department Chairmen and Directors, and Group Committee Members

From: Bryce Crawford, *Buc* Jr., and Francis M. Boddy *Fm*

Subject: Submission of New Graduate Program Proposals and the Guidelines of the Higher Education Coordinating Commission

As one of the University System's three members on the Curriculum Advisory Committee of the Minnesota Higher Education Coordinating Commission (HECC) Dean Boddy is participating in the Commission's ongoing review of new program proposals for post-secondary schools.

As you perhaps recall, in 1969 the Commission asked for legislation to establish it as a general review and coordinating body for developing programs and, while the appropriate statutes were not amended to this effect, it was believed that the original charge to the Commission permitted it to begin this kind of activity on an advisory basis. It will require the cooperation of all the post-secondary institutional systems in the state, and the University has accordingly undertaken to assist the Commission in obtaining the kinds of information it will require to make effective reviews and recommendations concerning the advisability of institutions implementing specific proposals. We are sure you will agree that considering the total educational needs of the state and the likely availability of funds, this is a type of general compilation of information and coordination in program development which is much needed.

The "programs" with which HECC, through its Curriculum Advisory Committee, will be concerned have been defined as follows:

". . . any sequence of courses, activities, or experiences which will lead to a degree or certificate, which will be recognized or described as providing preparation for a vocation, or which will serve as a field of specialization or an area of concentration, such as a major or minor field, in a broader degree program."

In the University's processes of considering program proposals we will, as in the past, submit such proposals to the Graduate School for consideration by the appropriate Graduate Group Committees, and we will at some point transmit to the Coordinating Commission all relevant information. The Commission has also asked, however, that they first receive preliminary notification of proposals which, while not yet in the final stages, are under serious consideration. Such preliminary notification would not

imply any commitment or approval on the part of the institution concerned. The information requested by the Commission on such proposals is a statement concerning the (1) need for the new program, (2) its objectives, and (3) the estimated number of faculty and students who will be involved in the program in its first year. Such preliminary notifications should also be submitted to the Graduate School, for transmittal to HECC at the appropriate stage in our own processes. Preliminary notifications should be clearly labeled as such. Final proposals for Group Committee consideration should be so designated and when finally approved, will be transmitted to HECC for review at that point.

The Commission has provided guidelines for the preparation of proposals for review. These guidelines correspond for the most part to those suggested in recent months by members of the Graduate School Executive Committee for our internal use. Many of the Group Committees have felt a need for more comprehensive information in connection with their consideration of program proposals, and for some consistency in format. For this reason we would like to request the faculty to include the items in the attached HECC guidelines in the development of their own proposals, and we would appreciate your assistance in publicizing them. They will be useful for internal considerations, and will be needed for the consideration of the Commission's Advisory Committee. The proposals prepared for Graduate School consideration should include all relevant information that is appropriate for Graduate School consideration, and should include the HECC items. The format need not follow the HECC guideline format, as long as the requested information is included.

GUIDELINES FOR THE DEVELOPMENT OF NEW GRADUATE PROGRAM PROPOSALS

We recommend that new program proposals submitted to the Graduate School for consideration contain where possible the following information, requested by HECC:

1. Need for the program and firm data to establish this need.
2. The program objectives.
3. The content of the program, including a model curriculum, with a sample major, minor, supporting program; this should also include admission requirements and a description of the examining system.
4. Number and type of students to be served initially and five years after the inception of the program.
5. Relationship of the proposed program to existing programs at the offering institution and any other similar programs offered in the state in both public and private institutions.
6. A list of the departments and individual staff members who would be involved in the program; additional faculty members needed during the first year of operation and five years after its inception; for Graduate School purposes curriculum vitae should be submitted for faculty already identified.
7. Equipment which will be needed to initiate the program and during the five year period after its inception.
8. An indication of any additional laboratory facilities needed to initiate the program and during the five year period after its inception.
9. A specific indication that existing library holdings and the current level of support will be sufficient to establish and maintain the new program or an estimate of the additional cost of obtaining sufficient library holdings to initiate the program.
10. Total estimated costs for establishing the program initially and on a five year basis.
11. Suggested sources for any additional funds required to establish the new program; and
12. Evidence of thorough discussion of the new program with all staff members who might have an interest, together with a measure of the extent of the acceptance and opposition.
13. The proposed date for the implementation or establishment of the program.

Some of these HECC requested items may not be appropriate (or available) in each proposal of Graduate School programs, but in general many of them are equally useful for our own use, and all should be included where appropriate and available.