

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of the Executive Committee
Tuesday, January 22, 1963
11:30 A.M. Campus Club

Present: Professors S. R. B. Cooke, A. Orville Dahl, W. P. Martin, C. L. Nelson, W. A. Russell, W. G. Shepherd; Drs. C. P. Barnum and Victor Johnson; Deans F. M. Boddy, T. W. Chamberlin, J. H. Kruskopf; Professor H. C. Deutsch, by special invitation; Dean Bryce Crawford, Jr., president; Mrs. Shirley McDonald, Secretary.

1. Final Examination - Master's Degree, Plan B - Professor Harold Deutsch, chairman of the History Department, was invited to attend the Executive Committee meeting to discuss a proposal that the final examination be eliminated for the Plan B Master's degree. Professor Deutsch set forth some of the reasons which stimulated the proposal. To examine a student orally on 45 credits of course work is difficult. In some instances, students (teachers, for example) have taken these courses over a long period of time. Students also have already taken extensive written examinations in each of the subjects. To give written final examinations covering areas of work would be difficult, at least in history which has so many sub-fields. Professor Deutsch said it has been his experience and that of some of his colleagues that many of the candidates are passed on the basis of satisfactory course work even though the final examinations have been somewhat less than satisfactory. In addition, the increasing numbers of Plan B candidates complicates the matter of committee assignments and substitutions both during the academic year and the summer.

Dean Boddy asked about the Plan B Master's candidate who intends to continue toward the Ph.D. degree. Professor Deutsch suggested that any student not holding the Master's Plan A (or its equivalent) should be required to take a rigorous qualifying examination at the time he expresses his intention to work toward the Ph.D. degree. Perhaps group examinations could be given, say in the fall, and might consist of written examinations in combination with oral conferences. Some discussion on the disadvantages of the plan followed. Professor Nelson mentioned that some of the same difficulty involved in finals for Master's degrees would exist in qualifying examinations. Professor Deutsch remarked that if a qualifying examination were required, Ph.D. aspirants would probably be the better students who could successfully pass the examination. Since numbers would be reduced considerably, it would be possible to administer an effective examination. Dean Boddy brought out that should the final examination for the Plan B Master's degree be eliminated, judgement of the student's performance would be limited to course grades and that possibly poorer students might be attracted into the Plan B program. Professor Deutsch said that, in his opinion, no grade below B should be acceptable for the Plan B program. At present, an over-all B average is required. Professor Russell explained that in Psychology, the area examinations for the Plan B Master's, generally written, have been successful. These examinations are not specifically bound to courses and the minor fields are not normally examined. The student knows at the time his committee is appointed in which areas he will be examined.

Dean Crawford asked that the group committees, especially those in which the Plan B Master's is used most frequently (Social Sciences, Languages and Literature, and Education) consider further the possibility that the

requirement for the degree be the completion of a required number of credits, in an appropriate pattern, with a designated quality of performance.

2. Thesis Approval - Dean Crawford reported that he has received comments from time to time on the present method of approving the thesis both for the Master's and Ph.D. degrees. Approval of the thesis by the three-man thesis reading committee gives the final oral committee little opportunity to state that the thesis may not be quite acceptable. Furthermore, if corrections or changes should be recommended by the final oral committee, the members have no way of knowing such changes have been made. The dean suggested that the thesis reading committee might certify that they have read the thesis and consider it ready for defense at the final oral examination. The final-oral report form could be revised so that the committee could either recommend approval or withhold approval pending corrections or revisions.

The possibility of requiring a thesis plan instead of just the thesis title in all areas for the Ph.D. was then discussed. It was brought out that a thesis outline often helps in appointing the committee as well as assuring the student that his topic is a worthy subject for a thesis. Thesis plans are presently required for the Physical Sciences, Biological Sciences, Education, and Language and Literature. Sample copies of acceptable plans in these areas will be circulated to the group committee chairmen in those areas in which the thesis plan is not now required for their use in considering this proposal. Discussion will be carried forward to the February meeting.

3. Rescission of a former action taken by the Executive Committee - During a discussion in March 1962, on when Master's programs should be filed, the Executive Committee agreed that a student might be permitted to list courses from which he could select a number of credits he intends to complete. In view of complications which will develop in Admissions and Records, (this office checks credits and grades on Master's programs) the Executive Committee **RESCINDED** this action. (Refer to Executive Committee minutes, March 12, 1962, Item 1, Paragraph 8, sub-item c.)
4. Reducing the Group Committees' Work Load - Dean Crawford asked the Committee to review the types of petition Graduate School personnel may approve without group committee action. The following types fall into this category: (1) to extend time to complete the Master's degree by one or two quarters; (2) to transfer adult special or extension credits to the graduate record; (3) to take special examinations; (4) to graduate in five summer sessions. A **CORRECTION** of a statement in the December minutes was also approved. (Refer to Executive Committee minutes, Dec. 20, 1962, Item 3, sub-item 2.) The statement was corrected to read, "to waive, with the adviser's consent, the language requirement in those areas where a approval is routine for the terminal Master's degree." This type of petition will be referred to the group committees in the areas of the Physical Sciences, Language and Literature, Social Sciences, Biological Sciences, Medical Sciences, and philosophy in the Education group. A decision by the Agricultural Sciences Group Committee will be forthcoming. Petitions to take the preliminary oral examination before the completion of the second language will be referred to the following group committees for action: Education, Social Sciences, Language and Literature, and Biological Sciences.

The Agricultural Sciences Group Committee will notify the Graduate School of its decision. Graduate School personnel may approve such petitions for the Physical Sciences and Medical Sciences.

5. Admission Application Fee - A report regarding application fees was received by Dean Crawford from Dr. J. L. McCarthy, Dean of the Graduate School, University of Washington. Dean McCarthy's office completed a survey on application fees in the Universities in the Association of Graduate Schools. Dean Crawford summarized the statement indicating that 17 of the 42 AGS Universities charge application fees from \$5 to \$15, while 25 of the institutions make no statements regarding such fees in their bulletins. Some possible advantages in charging an application fee were mentioned. The number of students who apply to too many graduate schools would be reduced. Some of the departments estimate the number of graduate students they can admit in relation to space, facilities, advisers, etc. If a number of admitted students do not enter, it not only works a hardship on the departments but worthy applicants, refused because of lack of facilities, have missed an opportunity to study at this university.

Dean Crawford pointed out that the foreign student would need special consideration--perhaps a deferred payment plan. The non-resident student might also warrant special attention. In some institutions, the application fee is applied to tuition or other fees after the student enters. It was held, however, that this would be difficult to administer. Dr. Barnum mentioned that adding such a fee in the case of the post-M.D.'s who are already required to register in the Graduate School, might pose some difficulty.

Dean Crawford asked that the possibility of an application fee be explored by the group committees.

6. The Place of the Minor in the Ph.D. - There have been some discussions in the group committees on the subject of the minor in the Ph.D. Some reactions were reported. Professor Nelson, for Social Sciences, stated that the consensus in this committee is that a minor should always be permissible, either at the departments' insistence or at the option of the student. Some graduates of other colleges going out to teach, for example, might want to have the distinct minor as well as the major field indicated on their records. A 15 to 18 credit spread in related subjects, not necessarily in one department, might also be permitted where it is felt that this option would give more breadth to a program. Professor Martin, for Agricultural Sciences, said that this committee wishes to discuss the subject further. Their discussions, so far, tend to favor a permissive minor as well as the option of a coherent program spread over several departments with approval by the group committees. Dr. Barnum for Medical Sciences, said that although this committee generally approves the idea of an option of related areas, further examination by the committee will be necessary. He pointed out that the basic-science minor presently required with a clinical major would probably have to remain as it is. The other committee chairmen indicated that there has been no crystallization of opinion in their committees and that further study is needed.

Dean Crawford asked that the group committees continue with their discussions on the possibility of an optional minor by area and alternatives for meeting breadth if the formal minor is not used.

The date for the next Executive Committee meeting was set for February 26.

January 25, 1962

Respectfully submitted,

Shirley McDonald
Secretary

UNIVERSITY OF INDIANA
Graduate School

Minutes of the Executive Committee
Tuesday, March 5, 1963
1:30 P.M. 306 Johnston Hall

Present: Professors S. R. B. Cooke, A. Orville Dahl, W. P. Martin, C. L. Nelson, W. A. Russell, D. R. Torbert; Drs. C. P. Barnum and Victor Johnson; Deans F. M. Boddy, T. W. Chamberlin, J. H. Kauskopf; Dean Bryce Crawford presiding; Mrs. Shirley McDonald, Secretary.

1. A Graduate Major Discontinued - Dean Crawford reported to the Executive Committee that with the establishment of the genetics program, the graduate major in plant genetics has been discontinued; the graduate major in agronomy continues.
2. A Proposed Change in Designation of Graduate Majors - A proposal for graduate majors in the earth sciences, designated as geophysics, mineralogy and petrology, and general geology is before the Physical Sciences Group Committee. Professor Cooke stated that a report will be made after this committee has an opportunity to examine the proposal.
3. The Place of the Minor in the Ph.D. - The Graduate School has received a number of reactions and suggestions which have been considered in several discussions on the minor during the past several months. It is felt generally that it would be useful to have a more flexible minor in addition to the present formal minor where it is desirable. Dean Crawford expressed the hope that a recommendation can be formulated and presented to the Graduate Faculty with the possibility of some definite action by fall. The dean then presented a proposal stimulated by thoughts expressed through communication with the faculty and the Executive and group committee discussions: (1) that we require a "coherent program in related areas" containing 18-22 credits or approximately one-sixth of the total time of the doctoral program; (2) that the program be proposed by the student and his major adviser; (3) that the student submit the program to the graduate group committee who would appoint a Guidance Committee composed of the major adviser, a second representative from the major department, and an "outside" representative--from the minor or related areas. The student and his major adviser could nominate the Guidance Committee. This committee would review the program and make its recommendation to the group committee. Should the student choose the option of the formal minor, such a Guidance Committee could serve here also; (4) that the program be submitted before the 4th quarter of registration.

Professor Dahl asked whether the Guidance Committee might also serve as the qualifying committee. It was believed that although this would be possible, there might be so many substitutions that the original Guidance Committee probably could not follow through as a preliminary examination committee. Dr. Johnson mentioned that submitting the programs before the 4th quarter might be difficult in some areas, such as the clinical fields of medicine, because often the minor is not determined before the end of the second year. Professor Russell commented about the second representative from the major department, asking whether this "extra step" might not complicate the program reviewing process. He also asked what effect the flexible type of minor would have on the present collateral field option.

The group committees will continue their discussions and the topic will be carried forward to the next Executive Committee meeting.

4. The Transfer of Extension Credit - Dean Kruskopf explained that there have been an increasing number of inquiries regarding the transfer of Extension Division credits toward the Specialist's Certificate and Ph.D. programs. The regulation is clear as far as the Master's degree and collateral field requirements are concerned. The Executive Committee agreed that 9 quarter credits from the Extension Division at Minnesota (under the same conditions which apply to the Master's degree) can be transferred to the Specialist's Certificate.

The Graduate School will look into the whole subject of transfer of extension credit and take up with the Committee a proposal that extension credits be transferred to the graduate record only upon satisfactory completion of special examinations.

5. The Final Examination for the Master's Degree - Plan B - The possibility of eliminating the final examination for the Plan B Master's degree has been explored by the group committees and several have made recommendations. Professor Cooke for the Physical Sciences stated that this committee would wish to retain the final examination in the Physical Sciences. In other fields, it might be optional. Professor Dahl for Biological Sciences said that in some areas a final examination could be optional at the recommendation of the appropriate group committee, but his committee holds that in the Biological Sciences, the final examination has value and should be retained. Agricultural Sciences, according to Professor Martin, would also wish to retain the requirement. Dr. Barnum said that although there are few Plan B's in the Medical Sciences, the committee would seem to favor a final examination. Professors Torbert, Nelson, and Russell reported that their respective group committees have not taken formal action but will consider the subject again when they meet.
6. Thesis Approval and the Thesis Plan - Dean Crawford briefed the Committee on the background for the proposal that the thesis reading committee certify that the thesis (both Master's and Ph.D.) is "ready for defense" at the final oral examination instead of approving it as "meeting the standards," as they now do. Several of the group committees have not yet expressed an opinion; the majority of those who have generally favor the change. Dean Crawford stated that he would like to recommend that the proposal be adopted and asked the group committees to discuss it further and that the Executive Committee be ready to take definite action at the next meeting.

In the brief discussion on the thesis plan, Professor Martin stated that the Agricultural Sciences Group Committee wishes to institute enforcement of the requirement in its area.

7. The Application Fee - Some of the pros and cons of an application fee were expressed by the Committee. If it can be determined that a small fee would not penalize the good applicants nor the departments, such a proposal might be generally favored. The Graduate School will send a flyer, asking some specific questions, to the departments for their reaction. Dean Crawford and Dean Boddy agreed to explore the subject with members of the Council of Graduate Schools and Midwest Conference at meetings to be held shortly.

8. Reducing the Group Committees' Work - The Committee touched on the subject of reducing the group committees' work load with particular reference to languages and lists of languages Graduate School personnel may use in approving language declarations. It was decided that the Graduate School might best get in touch with the departments to find out which languages are acceptable in the various majors where the languages are not definitely specified in the Graduate School Bulletin.

9. The Transfer of Credit from other Institutions toward the Master's Degree at Minnesota.- Dean Crawford cited a specific case in which a student took special work away from Minnesota and wishes to have the credit apply toward the Master's degree. It would seem perfectly reasonable that such work, not available here and an integral part of the student's program be accepted. The Executive Committee agreed that such credit may be applied but that the rule of prior approval prevail in this kind of situation just as it does for Minnesota students who wish credit for special summer institutes held at other institutions.

In this connection, the dean reported that the Graduate School has received a request for prior approval for transfer of credit to Minnesota for the summer institute in Statistics in the Health Sciences to be held at the University of North Carolina this summer. The Medical Sciences Group Committee has reviewed the program and the Executive Committee approved that it be accepted for transfer of credit.

10. Master of Fine Arts in Theater Arts Proposal - Professor Torbert reported that the ad hoc committee appointed by Dean Crawford to examine the proposal for a Master of Fine Arts in Theater Arts and review the present Master of Fine Arts degree program has had several meetings. Their recommendations will be made to the Language and Literature Group Committee.

The date for the next Executive Committee meeting was set for Tuesday, April 16. The Committee will meet at 11:30 A.M. in the Board Room at the Campus Club. An agenda will be sent to the members in advance of the meeting.

Respectfully submitted,

Shirley McDonald
Secretary

March 7, 1963