

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of the Executive Committee
Wednesday, February 21, 1962
11:30 A.M. Campus Club

Present: Professors W. B. Cheston, E. H. Falk, W. P. Martin, C. L. Nelson, G. B. Ownbey; Dr. C. P. Barnum; Deans Thomas Chamberlin, F. M. Boddy, Marcia Edwards; Dean Bryce Crawford, Jr., Presiding; Mrs. Shirley McDonald, Secretary.

1. The Committee was asked to consider a request for a Ph.D. in Electrical Science and the minor in Electrical Science. Since bulletin copy is being prepared, the Executive Committee APPROVED the request on the assumption that it is an extension of the action on the Master's degree in Electrical Science approved in December, 1961.

The Physical Science Group Committee will take the subject up at its next meeting and should there be any reason for further action, the dean will be so informed.

2. Dean Crawford reported a revision in the requirements for the Master of Fine Arts Degree (Studio). The new description which will be printed in the 1962-64 Graduate School Bulletin will read, "The candidate for the master of fine arts degree must complete a program of approximately two full years of graduate credits, 45 of which must be earned in graduate courses at the University of Minnesota, and submit a thesis in the form of creative work supported by a critical or research paper." This revision was APPROVED by the Executive Committee.
3. Special action on the appointment of Professor Fred H. Koeper as an Associate member of the Graduate Faculty was reported by the dean. Neither the Physical Sciences nor the Languages and Literature Group Committees felt that it was within their province to approve this nomination because of the particular area of research. Dean Crawford approved the appointment and the Executive Committee supported this action.
4. Dr. Barnum was asked to take to the Medical Sciences Group Committee two matters which were given tentative approval by the Executive Committee, again, because of bulletin copy deadlines: (a) the change in the name of the major "Bacteriology" to "Microbiology"; and (b) the change in the designation of the program in "Sanitation" to "Environmental Health."

Dr. Barnum will report the group committee's action to the dean.

5. Some changes in forms, office hours, and procedures were discussed and APPROVED by the Committee. Samples of the new registration form to be in use by Summer Term I were distributed. The form has been designed to eliminate program checking between the Office of Admissions and Records and the Graduate School. It asks for additional information necessary to Graduate

School files and records. The four part "no carbon required" form, to be used by new and previously registered students, will now provide a copy for the student. A few modifications suggested by the Committee will be incorporated into the form.

Effective with Summer registration, students making changes in their registrations may not file Cancel-Add Slips in the Graduate School until 48 hours after their original registration. This will allow time to get registrations in file so that cancel-add corrections may be recorded on the registration blanks immediately.

The afternoon hours in the Registration and Reception Office will be changed. The office will open at 1:00 P.M. and close at 4:00 P.M. This change will allow personnel in that office an hour, without interruption, to clear up desk work. The new hours will also conform more closely to the hours in the Office of Admissions and Records. The morning hours will remain unchanged. These new hours will go into effect as soon as it is feasible and announcements can be made.

- 6. Dean Crawford reported briefly on the progress of the new proposal, "Hastening towards the Ph.D. Degree." He stated that the proposal has been approved by the University Committee on Fees and the Board of Regents. The dean pointed out a modification of one point in the proposal. It had been stated originally that the Ph.D. candidate (candidacy established) registered for 7 credits or more would be charged \$50.00 per quarter. It now stands that these candidates will be charged the regular graduate tuition rate. The new policy in regard to tuition and fees *as APPROVED*:

6 credits or less or thesis only (resident or nonresident)
 per quarter or summer term - - - - - \$20.00

These students will pay the incidental fee only if they plan to make use of the services covered by this fee, such as the Library, Health Service, Coffman Union.

7 credits or more - - - - - resident rate - - - - - \$86.00
 nonresident rate - - - - - 225.00

These students are required to pay the incidental fee.

The regular summer tuition rate plus summer incidental fees will be charged the Ph.D. candidate registering for 7 or more credits per summer term.

The dean then asked the Committee for suggestions on how the new policy, to go into effect fall quarter, 1962, might be publicized. The official statement will, of course, be contained in the Graduate School Bulletin and announcements will appear in the Minnesota Daily.

Professor Nelson suggested that statements be attached to registration materials. Professor Martin mentioned that a letter to the Graduate Faculty might be effective. Deans Chamberlin and Edwards suggested that an announcement in the MEA Journal might get the word to people in education.

It seemed to be the consensus that the advisers will get in touch with most of their students.

Dean Crawford said that he will get a communique to the Graduate Faculty announcing the new policy along with other pertinent changes made since the last newsletter.

There was some discussion regarding cost of continuous registration to the Ph.D. candidate who has completed all work except the dissertation and is away from this area. The dean pointed out that this student can register for several quarters at the \$20 rate for less than it now costs him to register for the quarter in which he takes his final oral examination. This will be brought out in the Graduate School Bulletin statement.

It was agreed in Committee that students who have attained Ph.D. candidacy prior to the fall of 1962 and return to Minnesota to continue graduate work should not be held for back fees.

Dr. Barnum asked about continuous registration in regard to the several combined M.D. and Ph.D. students, who are paying medical school fees, and hold clerkships away from campus from time to time. Dean Crawford stated that these students who are paying full medical school fees would not be required to register continuously.

In connection with the new policy to spur the Ph.D. candidate toward his goal, the possibility of delay to candidacy was brought up. Time limits for the Ph.D. established by several other graduate schools were mentioned. The dean pointed out that in working out methods by which the student might be "hastened" toward candidacy, care must be taken not to adopt policies which are inimical to those who take the Master's degree first, or to those who complete some course work and then decide to work for a degree. The Executive Committee will explore further, with their group committees, the question of pre-candidacy.

7. It has come to the attention of the Graduate School that a number of graduate students register and attend classes but do not pay fees until they want their grades. The practice of "back fee payment" for several quarters past is prevalent enough to cause a good deal of extra work in the Office of Admissions and Records. The Committee discussed undergraduate college regulations in this regard and it was agreed, in general, that graduate students ought to be kept to some kind of regulation to prevent this practice.
8. A report on the University of Minnesota and State College Conference held February 8, 1962, was given by Dean Crawford. Representatives from Mankato, St. Cloud, Winona, Moorhead, and Bemidji State Colleges and the University of Minnesota attended. At the present time, the State Colleges are offering master's degrees primarily in the field of education, however master's programs in other fields are being added. Problems of graduate education were discussed. Admission policies and practices were compared. The dean stated that an important result of this meeting was the creation of an atmosphere of cooperation between the State Colleges and the University of Minnesota,

and asked the Committee to think about methods by which this cooperation might be carried out in actual practice. Another meeting to coordinate on specific problems, particularly in regard to fifth-year training, will be held on March 15, 1962.

Copies of the minutes of February 9 meeting were distributed to members of the Executive Committee.

9. It was suggested that the Graduate School adopt a uniform practice requiring the committee conducting the final oral examination for the master's degree to make a positive written statement indicating (a) that the student be encouraged to continue with graduate work; or (b) that he be advised not to continue. Dean Boddy stated that some departments do have such a regulation. The Executive Committee will discuss the question with their respective group committees and if the reaction is favorable, a series of appropriate statements and check boxes will be incorporated into the Master's Oral Report Form. It was emphasized, however, that should this become general policy, the Graduate School would not be in a position to refuse registration to the student who had been advised not to continue. Such action would be left to the department.

The dean suggested that it might be helpful to hold a series of seminars in which graduate faculty from different areas could exchange information, departmental practices and regulations in regard to graduate work. The Committee offered suggestions on how such meetings could be set up. It was decided that a meeting of the seven group committees might be a good way to begin and plans for the first meeting will be made.

10. At the January meeting of the Executive Committee, Dean Crawford asked that a request for an alternative to the proficiency examination to satisfy the foreign language requirement be considered. Satisfactory completion of course work in the language in lieu of the examination was discussed by the group committees. Professor Falk presented a plan suggested by the Languages and Literature Group Committee:

"Our committee agreed unanimously to recommend that the students who have completed a minimum of three quarters in a foreign language with the grade of A or a minimum of four quarters with a grade of B be excused from the language proficiency test assuming:

- A. That the course work was completed no longer than five years from the time the student applies for language certification;
- B. That the student has completed the course work at the University of Minnesota (this would obviate the necessity of making distinctions between good and inferior departments in other universities); and
- C. That any language department at Minnesota would have the right to specify minimal course requirements in excess of those mentioned above.

After some discussion by the Executive Committee the plan was APPROVED with the following modification in the first paragraph:

"...a minimum of 15 credits in a foreign language with the grade of A or a minimum of 20 credits with a grade of B..."

The 1962-64 Graduate School Bulletin will include a statement to the effect that the foreign language requirement can be satisfied by passing a proficiency examination or by the alternative described above.

11. Carried forward from the January meeting also was the question of improving grading standards by the use of a grade point average.

A proposal by the Languages and Literature Group Committee was offered:

"The committee strongly endorsed the proposal I presented at the last meeting of the Executive Committee that finer distinctions in grading than those used at the present time be introduced. Our committee feels that we should have a minimum of three acceptable grades as, for instance, A, B, C and that a grade point ratio of 2.75 be required for the total program to be acceptable for candidacy. Some concern was also expressed for the need to single out the truly outstanding student and there was complete unanimity that a grade of E for excellent be made available. Thus, our committee's recommendation is for four grades, namely E, A, B, and C, and we would appreciate it if this recommendation be presented to the Executive Committee."

The Social Science Group Committee had discussed the question and concluded:

"The committee considered the proposal to change the grade point average required by Plan B master's candidates from 3.00 to 2.80 (or thereabouts). The consensus was that this change would not secure the desired results of raising standards - that the pressure from graduate students for grades of B would continue. The committee recommended that Dean Crawford communicate the need for maintaining standards to members of the Graduate Faculty and in this way "stiffen the backs" of faculty members who might otherwise hesitate to give students the grades that they had earned."

Discussion in the Executive Committee brought out that a grade point average of 2.75 or 2.80 applied to courses on the program, would permit a grade of C in the major. The over-all average on the Plan A would be considered as it is now for Plan B programs. There was also discussion on the possibility of establishing the grade point average at 3.0, but it was agreed that this might be too high. Comments on the value of the "S" grade, especially in regard to special problems and research, followed. The Committee was asked to take the question of the grade point average and the "S" grade to their group committees for further study.

Dean Boddy agreed to prepare a brief on the grade point average, to be included in the next Graduate Faculty Newsletter.

The meeting was adjourned.

Respectfully submitted,

Shirley McDonald
Secretary

February 27, 1962