

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of Executive Committee
Tuesday, June 12, 1973
11:30 A.M. Campus Club

Present: Professors Robert Scott, Stephen Prager, Paul Johnson, David Thompson for Betty Robinett, Donald Rasmusson, Frank Ungar; Graduate Student Representatives, Mary Ebert and Julie Belle White; Professor Edward Griffin and Mr. James Otto, by invitation; Deans Frank Boddy, Warren Ibele, L. J. Pickrel, M. Harry Lease, Andrew Hein; Taewon Rno, Beverly Miller; Dean May Brodbeck, presiding; Shirley McDonald, secretary.

1. Review of the Master's Degree Program

Professor Edward Griffin, chairman of the ad hoc Committee on Master's Programs was invited to present the report of recommendations and to participate in the preliminary discussion of the report. Mr. James Otto, a student member of the Committee, also participated in the discussion.

The Directors of Graduate Study were asked by the Committee for current practices in their areas and for their opinions and suggestions regarding the administration of the Master's Degree program at Minnesota. The fairly representative ad hoc Committee also drew on its own members' experiences. Graduate School staff supplied information about general guidelines and regulations. The procedures and requirements for the Master's programs in approximately 20 universities were also surveyed.

Some of the major issues tackled by the Committee in its review include time in study, related fields, minimum credit requirements, Plan B papers, and examinations. The Committee agrees that the Master's program should be completed in one year's full-time study and this should be taken into account when departmental program requirements are established.

A minimal related field requirement is recommended; there is a strong consensus that the graduate student should have knowledge of some work outside the major area.

Credit requirements should be standardized for both plans for the Master's Degree. The ad hoc Committee, taking into account the large number of courses offered for four credits, recommends a minimum of 20 credits in the major field and 8 credits in one or more related fields. The total minimum credit requirement for the Plan A would be raised to 28 credits while the plan B would be

reduced to 44 credits. The Plan A student should be permitted to use coursework from more than one department if this suits his purpose. The minimum 8 credit related field requirement must consist of coursework outside the major department, and not sub-fields within the major. In Plan B, the minimum 8 credit related field requirement would also be outside the major but it could be within a single department.

In looking at the Plan B paper component, the ad hoc Committee agreed that there should be a provision for some research or writing beyond the accumulation of credits. Currently, there is variety in the use of the Plan B paper and it seems reasonable to recommend a minimum and ask the Graduate Faculty in the fields to determine what their major would require in addition to this minimum. The term, "Plan B Paper" is misleading since other means such as a performance, an exhibition, or recital are used to satisfy the requirement. For this reason, it is suggested that the terminology be changed to "Plan B Project(s)." As a minimum, the student would complete one project (and not more than three), and the project would involve not more than 8 quarter credits worth of work--one credit being defined as three hours of work by the student per week for a quarter of ten weeks, or thirty hours. The project can be in connection with courses totalling eight credits or not, again depending upon what the faculty feels is appropriate.

A final examination should be a standard requirement, but its form should be decided upon by the Graduate Faculty in the fields.

General Graduate School minimums and departmental requirements should be clearly stated in the Graduate School Bulletins.

Dean Brodbeck asked for comments and questions.

Professor Scott said that there should be a clear statement about credit for the Plan B projects. Can the projects be done in connection with problems courses for credit? Can they be done in conjunction with regular courses and without extra credit? Dean Hein asked if projects done for courses could be credited against the minimum 44 credits for the Plan B program. He mentioned the wide range in minimum credit requirements between some fields attributed to different interpretations of the function of the Plan B papers. For example, some fields require 36 credits of coursework, applying 9 credits for Plan B papers not done in conjunction with these 36 credits. Others require 54 credits which include Plan B papers in connection with coursework and in addition to the minimum 45 credits.

Dean Brodbeck pointed out that the Graduate School requirement would be a minimum but that students could be held to certain additional requirements according to the needs in their field.

Professor Prager mentioned students admitted to a Ph.D. program

who, by their own choice or on the advice of faculty in the field, decide to stop with a Master's degree. Most of these students have completed a large number of credits and the Plan B project would serve no real purpose. The ad hoc Committee's recommendations would not accommodate this sizeable number of students. Dean Brodbeck expressed reluctance toward allowing the Master's Degree to become thought of a terminal degree; the departments should be able to identify those students who are not going to be able to complete the Ph.D. Degree early enough to give them time to complete the minimal requirements for the Master's Degree.

Dean Ibele said that some departments follow two patterns with their students--those whom they believe to be strong Ph.D. candidates are encouraged to proceed directly to the Ph.D. Degree and those for whom they have reservations are advised to take the Master's Degree along the way.

In response to Dean Ibele's question about the extent of the research component in the non-thesis Master's programs at other institutions, Professor Griffin said that the survey of the 20 colleges revealed that only three had a research component comparable to our Plan B program. The Master's programs at Minnesota may be a bit more demanding than those at these other schools, but the ad hoc Committee had the distinct impression from the questionnaire that the Directors of Graduate Study support a research component, and that Minnesota would not lose prospective students because of this.

Ms Julie Belle White asked if this research component is meant to be a form of quality control. Professor Griffin replied that it is an educational aim; quality control lies more with admissions and the Graduate Faculty in the fields. Ms White said that there is a lot of feeling among students that while the Plan B papers involve nearly as much work as some Plan A theses, they do not enjoy the same prestige. They are not bound nor deposited for reference and not too many faculty are interested in advising students in the preparation of the Plan B papers. Professor Griffin said that the definition of the Plan B project in terms of hours of work should help keep a clear distinction between the Plan A thesis and Plan B project; the aims are similar, but the Plan B project(s) are less ambitious.

Mr. James Otto, the graduate student representative on the ad hoc Committee said that if the department requires a single Plan B project, it might be considered a "mini"thesis and students might better opt for the Plan A if it is available to them. Projects attached to two or three courses would not seem to approach the thesis in range.

Professor Rasmusson suggested that the final version of the report be more explicit in respect to: (1) how the Plan B project(s) affect the 44 credit minimum; (2) what Plan B project options are

open to the departments;(3) where the responsibility lies for defining, monitoring, and certifying the Plan B project(s). Professor Griffin agreed that the Graduate Faculty spell out the requirements and procedures to be followed in their field.

In connection with the kinds of objectives to be satisfied by Plan B projects, Dean Brodbeck said that this dimension of the program need not be confined to research projects, but should also be an opportunity for the student to demonstrate the ability to integrate and synthesize what he has already done.

The Committee's report recommends that even though all of the minor work for the Plan A may be in one field (as is currently required, the terminology should be changed to "related fields" in order to be consistent with the terminology used for the Plan A. Deans Boddy and Brodbeck pointed out that there may be some graduate students who wish the traditional one-field minor designation. Teachers, for example, in establishing credentials may want the minor field of study identified. (Commencement copy and students' transcripts carry minor designations for Plan A and Ph.D. students who have the traditional one-field minor. Related fields and supporting programs are not designated by title). The one-field designated minor probably should remain as an alternative.

At this point, Dean Hein mentioned a potential problem with the option of a single "related field" for the Plan B program. A student may present the minimum 20 credits for the major and the remaining 24 credits as a single related field and might expect certification for a double major. Dean Brodbeck mentioned the possibility of such students expecting to double count credits on two Master's Degrees.

Professor Griffin said that he would expect that in most programs the preponderance of credits would be in the major field, but that departments of the major should be aware of these possibilities since they would be responsible for the entire program.

Dean Boddy brought up the matter of responsibility for one-field minors; there are certain departments which have specific requirements to be satisfied by Ph.D. students who wish to take a minor in those fields, and the minor department must also endorse the program. Might a single "related field" comprising half of the total credit requirement be construed, also, as a traditional one-field minor particularly if the student plans to include the credits as a minor in a Ph.D. program later?

The Graduate School has attempted to maintain the general policy of one representative outside the major field serving on the Master's examination committees. Recently there have been some requests for committees entirely from the major field. Dean Hein asked if the ad hoc Committee had discussed the composition of examining committees. Mr. Otto said that while there is no

reference to this in the report, there was a strong consensus by the committee favoring outside representatives on examining committees. Outside representation is one means of spreading knowledge and the reputation of related fields and prevents a situation of "isolation." Dean Brodbeck commented that the presence of an outside committee member provides a certain circumspection which is desirable.

Dean Ibele prepared a policy statement about composition of examining committees for Ph.D. examinations; it will be expanded to include Master's examinations and will be circulated to appropriate staff and faculty.

Ms Mary Ebert expressed some concern about the broad interpretations inherent in the Committee's recommendations and how the quality of the Master's Degree might be affected. Perhaps the Graduate School should be more selective about program requirements. Professor Griffin said that probably the only effective means of quality control are through the admissions process, the Graduate Faculty, and the periodic program reviews.

Professor Prager suggested that the graduate program reviews will be facilitated if a complete record of the Plan B research component is kept; this has not happened with the Plan B papers. Space may present a problem, but microfilm might be considered.

Dean Brodbeck thanked Professor Griffin and Mr. Otto for the ad hoc Committee's work and excellent report. The Policy and Review Committees will discuss the recommendations in light of these questions and comments and will communicate their reactions to the Dean.

2. Continuous Registration Fee for Doctoral Candidates

Dean Brodbeck reported that she had had discussions with executive officers in Central Administration about the tuition increases originally proposed for doctoral students on continuous registration. As a result, a revised proposal was adopted and approved by the Board of Regents.

The Candidates's Continuous Registration fee will be increased from \$35 to \$40 per quarter. The Dean pointed out that this increase is proportionately smaller than the general graduate tuition increase.

These students will, however, be required to register for "thesis only" in the quarter they expect to take their final examination. The tuition rate for "thesis only" is one-half the resident tuition rate or \$115 for 1973-74. This requirement seems justified in view of the increased faculty time in reading the thesis, hearing its defense at the final oral, etc.

The Graduate School will ask for a month's grace period in the quarter immediately succeeding the quarter for which the student pays the "thesis only" tuition to avoid having too many final oral examinations scheduled in the last few weeks of any given quarter.

3. Funding for Instructional Needs and the Support of Graduate Students

The Social Sciences Policy and Review Committee passed a resolution at its meeting on June 7 and asked that it be considered by the Executive Committee. Dean Brodbeck read the resolution:

"We notice that the support of the graduate students is mainly a function of the funding of the instructional needs of large undergraduate courses, especially lower division courses. If the university is to take seriously the responsibility for becoming an upper division and graduate institution, funding would seem to need to shift toward primary needs and strengths of graduate programs and the students therein. We request the Executive Committee to consider this general problem."

There are a number of departments which employ a large number of graduate students to teach and perform other functions in connection with basic undergraduate courses. Some of these departments have a very small graduate program. Dean Boddy said that the amount of research funds in some areas also are disproportionate to the size of the graduate programs in those areas. Dean Pickrel said that there will be some changes in the restrictions on research support which will have some effect on the situation.

As the University increases its proportion of upper division and graduate instruction, the employment of graduate assistants will be a serious problem. Dean Brodbeck suggested that Dean Pickrel's staff and statistics may be useful in suggesting ways to fund graduate assistants.

4. Affirmative Action

Dean Ibele reported that the cooperative program between the Graduate School and departments for the support of minority and disadvantaged students is in its fourth year. A survey of the program will be made and a report prepared by Ms Aliniece Crosby who is the Equal Opportunity Coordinator for Graduate Studies. Dean Ibele mentioned another program through Student Loans and Financial Aids which will supply some funds to assist minority and disadvantaged students while they are pursuing their graduate degrees.

Dean Boddy said that foreign students are having a greater financial struggle today; tuition is high and the cut back in support is having an effect. The special tuition scholarships take care of only a small number of these students. No action was taken on the bills which the Foreign Students Office presented to the legislature asking for authority and funds for instate tuition for this small part of the total student body and for special financing for hardship cases. The problem will be presented to the Central Administration for suggestions and possible help in this direction.

5. Proposed Graduate Degree Program in Human Sexuality

This proposal for a graduate program is sponsored by the Program in Human Sexuality which is in the Medical School at the University. Copies of the proposal were distributed to the Policy and Review Committee chairmen and the Dean asked that they direct any comments and suggestions to Professor Maddock. Plant and Animal Sciences, Health Sciences, and Social Sciences Policy and Review Committees will review the proposal. The item will be carried forward to fall.

6. Graduate Program Review

Dean Brodbeck has received reports from the external reviewing committees for Philosophy and Spanish. They have been sent to appropriate faculty and the internal reviewing committees for preparation of the final report.

7. Interpretation of the "S" Grade

In response to a number of questions about the meaning of the "S" grade, Dean Brodbeck said that centrally defining the "S" grade or setting standards for its use will defeat the spirit of the S-N proposal. The Graduate School should not formulate for the individual fields--instructors can and should inform their students of what is expected of them under the grading system used before the course gets under way.

The student should have the option of choosing the basis upon which he wants to be graded except for the 8-000 courses which have been approved for one system by the department and the Graduate School. Exceptions will be considered for unusual circumstances.

The Graduate School Policy on Grading, which was appended to the May 22, 1973 Executive Committee minutes, will be sent to the Graduate Faculty and published in the Graduate School Newsletter (G.S. Form 7000) which will be distributed in August.

8. Proposed Master of Agriculture

Copies of the proposal were distributed to the Executive Committee for information. This is a proposal for a professional degree to be offered through the College of Agriculture on an experimental basis; after a period of three years, the program will be reviewed.

Dean Ibele suggested that the Executive Committee give some thought to these kinds of programs, which are increasing, and where they might best be administered. Professor Rasmusson said that there has been considerable discussion about what the Graduate School's position should be in respect to professional degree programs and that a review of the subject is timely.

Dean Brodbeck agreed to initiate discussions in the Policy and Review and Executive Committees in the fall.

In this connection, Dean Boddy reported that the language in the tentative draft of the constitution for the Graduate School states clearly that the exclusive right to administer the Master of Arts, the Master of Science, and the Ph.D. Degrees will rest with the Graduate School. The language is "open" in respect to other kinds of post-baccalaureate degrees.

9. Council of Graduate Students

Ms White reported. The results of the survey of graduate students on the subject of future directions for the COGS will be ready soon and will be sent to Dean Brodbeck's Office.

A social gathering will take place on June 13 at the Campus Club. Ms White urged the Executive Committee members to attend; the COCS officers for 1973-74 will be presented.

The meeting was adjourned.

Respectfully submitted,

Shirley A. McDonald
Secretary

June 20, 1973

g.s. form
7000

Volume 4 * Number 2 * Fall 1973

Note to Official Doctoral Candidates

Two changes were approved in tuition requirements for official doctoral candidates during the summer of 1973.

Along with other University tuition increases, the continuous registration fee for doctoral candidates was raised from \$35 to \$40, effective with fall term registration for 1973.

Also beginning with the fall term of 1973, doctoral students taking their final oral examinations will be required to pay a special tuition fee, in lieu of the continuous registration fee, of \$115 (equivalent to half-time resident tuition). Because the involvement of the adviser, the thesis readers, and other members of

the final oral examining committee is greatly increased during the term in which students submit their dissertations and take their examinations, it is believed that the tuition structure should reflect this expenditure of faculty time and effort.

As this newsletter goes to press, procedures for paying the fee have not been worked out in detail, but this will be resolved by registration time. Students taking their finals this fall should inquire. Since at the opening of the quarter students may not be sure when they will take their orals, the procedures will allow for paying a balance of tuition in the event that the \$40 candidate fee has already been submitted by the time the student schedules the final oral with the Graduate School Office.

New Grading Policy

In April 1972, the recommendations of a subcommittee of the Assembly Committee on Educational Policy, proposing changes in the University's grading systems, were approved by the Twin Cities Assembly.

These recommendations established two grading systems for use by the Twin Cities campuses (A-N and S-N) and, after defining the systems, delegated to the individual collegiate units the authority for determining "... to what extent and under what conditions each system may be available to its students and its faculty."

Time did not allow a complete discussion of a new policy for the Graduate School before the opening of the 1972-73 academic year, and consequently an interim policy was adopted and published prior to fall 1972 registration in the *GS Form 7000*. During 1972-73, an ad hoc

committee of faculty and students drafted recommendations for the implementation of a permanent policy for the Graduate School which were adopted by the Executive Committee in May, 1972. That policy, which is effective with the fall term of 1972, is as follows:

All courses offered for graduate credit are available on both an A-N (A, B, C, D, N) and an S-N basis with the following exceptions: courses at the 8-level for which one grading system has been approved by the department offering the course and the Graduate School and, in exceptional cases only,

(Continued, p. 4)

Graduate School Information-- Third Floor Johnston

*Research assistant appointments on
Graduate School funds and fellowship
payments, room 307 373-7924*

*Council of Graduate Students,
room 309 373-7909 or 376-7441*

Dean's Office, room 321 373-2966

Fellowship Office, room 309 373-2833

*Prospective student information,
room 310 373-5817*

*Graduation information, room 316
373-5129*

*Language requirement information,
room 316 373-2832*

*Registration information and Ph.D
examination scheduling, room 316
373-4584*

*Unit Committee information (student
programs, thesis titles, petitions),
room 316 373-2832*

*Old student files (readmission, changes in
major, degree objective, name and
address), room 322 373-2953*

*Student Quarterly Progress Reports,
room 322-C 373-5128*

*Policy and Review Committee information,
room 329 373-7927 or 373-2829*

COMMENCEMENT DEADLINES

Summary: Required

Degree Forms

The following are the forms (excluding quarterly registration forms) required by the Graduate School of students in the various degree programs. For details as to the use of the forms, where they are obtained and when they should be filed, see the Graduate School Bulletin for 1972-74, or call the Graduate School.

Master's Degree

1. Official program for the degree
2. Thesis reader's report (plan A only) or M.F.A. exhibit report (studio arts majors only)
3. Final examination report

Specialist's Certificate

1. Official program for the degree
2. Final examination report

Ph.D. and Ed.D. Degree

1. Official program for the degree
2. Written preliminary examination report
3. Oral preliminary examination report
4. Thesis title (Ph.D.) or project title (Ed.D.)
5. Thesis readers' or project report
6. Final examination report

Miscellaneous Graduation Requirements

1. Application for Degree filed with the Office of Admissions and Records by all degree candidates
2. Bound theses for the Graduate School (plan A master's and all doctoral students)
3. Special graduation forms for all doctoral students which are obtained when the thesis is registered (see Graduate School Bulletin for details)

Forms for Special Purposes

1. General Petition (e.g., for requesting change in approved program)
2. Language Proficiency Certification

FALL QUARTER

Thesis registration	October 10
Final Oral Exam Report and all other forms* turned in to Graduate School	November 7
Bound thesis (2 copies) submitted to Graduate School (Plan A Master's, Ed.D. and Ph.D. candidates only)	November 21
Commencement ceremony	December 12

WINTER QUARTER

Thesis registration	January 18
Final Oral Exam Report and all other forms* turned in to Graduate School	February 15
Bound thesis (2 copies) submitted to Graduate School (Plan A Master's, Ed.D. and Ph.D. candidates only)	March 1
Degree date	March 22

*Thesis Release Card, Survey of Earned Doctorates, two copies of Thesis Abstract, Commencement Attendance Card

New Grading System *(Continued . . .)*

courses at the 5-level for which one grading system has been approved by the department and the Graduate School.

Students may choose the basis upon which they will be graded, except as restricted in 8-level courses, and in 5-level courses by special exception, as stated above. Beyond restricted courses with one basis of grading, students should make arrangements for grading with the instructor of the course within the first two weeks of the term. (Within that time, the instructor should have clarified the level of performance which will be expected under each grading system.)

At least two-thirds of the credit hours contained in any student's official program for the degree must have been graded on an A-N basis. Exceptions to this rule may be granted by the Graduate School. Within the constraints stated above, students are free to select which of their program's courses they will take on an A-N basis to meet this proportion.

Note: The Graduate School feels that centrally defining the S grade or setting standards for its use will defeat the spirit of the S-N system. Formulation of standards is left to the instructor.