

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of Executive Committee
Monday, December 20, 1971
11:30 A.M. Campus Club

Present: Professors Paul Johnson, Robert J. Schork, Stephen Prager, Donald Rasmusson, Morris Smithberg for Frank Ungar, J. Fraser Hart for Robert Scott, E. W. McDiarmid; Graduate Student Representatives: Julie Belle White; Lorelei Hanson, Mary Ebert, and Richard Aura; Deans Francis Boddy, M. Harry Lease, Warren Ibele; Policy and Review Committee Secretary, Mrs. Taewon Rno; Dean Bryce Crawford, Jr., presiding; Shirley McDonald, Secretary.

1. Retrenchment and Reallocation - Dean Ibele touched briefly upon the progress in the University's program of Retrenchment and Reallocation. The recommendations for program R & R prepared by the collegiate and budgetary units were abstracted by Central Administration and a series of hearings were held between the major units and the Expanded Consultative Committee. Administrative and Service unit budget proposals will be considered next.

Some of the reports will be ready to pass back to the Central Administration for further review, probably by the end of January. Perhaps by mid-February the departments will know what will be available to them for faculty, programs and other facilities.

Dean Crawford will be furnishing the Policy and Review Committee Chairmen with the abstracts--some were sent to the chairmen of all of the Policy and Review Committees while others were selected for those most appropriately concerned.

The dean then commented on procedures for retrenchment in other institutions. By comparison, the program at Minnesota has been handled very well. The departments and budgetary units have made their recommendations for retrenchment, identified priorities for reallocation, and program development and consultation between faculty, deans, students, and Central Administration has been used.

At this point, Dean Crawford referred to the reaction by the Language, Literature, and Arts Policy and Review Committee to the total retrenchment of funds for the Comparative Literature program, especially at a time when emphasis on interdisciplinary programs is increasing. Professor Robert Schork, chairman, expressed the Committee's concern and listed some positive recommendations in a letter to Professor Carl Auerbach, chairman of the Consultative Committee. Copies of this letter were sent to the Graduate School Deans, Vice President W. G. Shepherd and other appropriate faculty. If any of the recommendations seem inadvisable to P & R Committees, this means of communication is proper.

Dean Ibele said that one of the most valuable aspects of the hearings in the Expanded Consultative Committee is the opportunity to estimate the

impact which allocations may have on graduate study across the entire University. For example, the dollar cutback in the Library budget for book acquisitions to less than the level allocated two years ago is greater than it would appear because of the dollar devaluation, the higher cost of materials, and the increased scholarly activity involving these materials and library services.

2. Proposed Graduate Programs, Modifications, Redesignations

- A. M.S. with a major in Family Planning and Population Studies (refer to Executive Committee Minutes, Oct. 12, 1971, page 3 & Nov. 11, 1971, page 1)

The proposal was reviewed and has been recommended by the Health Sciences and Social Sciences Policy and Review Committees. Both Committees, however, agree that the program appears to be one in family planning administration rather than one which includes population studies.

Following the recommendation by these Committees, the Executive Committee approved the establishment of the program subject to the consideration that the title of the major be Family Planning Administration and, in any event, that the program and Graduate Faculty appointments be reviewed in four years from the date of establishment.

The final proposal will be submitted to the Minnesota Higher Education Coordinating Commission for review; the Board of Regents must give final approval.

- B. Cooperative Program for Administrators - joint program between the University of Minnesota and Moorhead State College (refer to Executive Committee Minutes Oct. 12, 1971, page 4)

Professor Johnson, chairman of the Education-Psychology Policy and Review Committee reported that the program was recommended. He said that a subcommittee of the Policy and Review Committee is exploring criteria for review of proposed and existing graduate programs; the subcommittee expressed some concern about reviewing programs which are already in progress. This program, however, has been developed through the joint efforts of the Department of Educational Administration at Minnesota and the Education Department at Moorhead State; the objectives are clear and the facilities adequate. And this proposal had been prepared early enough, but several things occurred which caused some delay.

Dean Crawford said that most proposals for new or modified programs are submitted to the Graduate School prior to their initiation, but the departments should remember that action on proposals takes considerable time since they must clear the Graduate School Committee structure and, in most cases, go before the Minnesota Higher Education Coordinating Commission and the Board of Regents.

Following the recommendation by the Education-Psychology Policy and Review Committee, the Executive Committee approved the Cooperative Program for Administrators.

The full proposal will be sent to the Minnesota Higher Education Coordinating Commission for recommendation; final approval must come from the Board of Regents.

- C. M.S. with a major in Occupational Therapy - a preliminary notification has been sent to the Minnesota Higher Education Coordinating Commission. The formal proposal will be prepared and sent to the Graduate School later.
- D. M.A. with a major in Public Affairs - the School of Public Affairs is asking that the M.A.P.A. (Master of Arts in Public Administration) be changed to a M.A. with a major in Public Affairs. This would also presume the disestablishment of the M.A. with a major in International Relations for the emphasis would be available within the Public Affairs major.

Preliminary notification has been sent to the Minnesota Higher Education Coordinating Commission; the formal proposal is being written.

- E. M.S. and Ph.D. with a major in Medical Genetics - this proposal is before the Health Sciences and the Plant and Animal Sciences Policy and Review Committees.

Dean Crawford commented on some of the questions brought out in the Health Sciences Policy and Review Committee in respect to the proposal. One of some importance involves the need for a separate major in Medical Genetics to serve students whose interests tend toward the human genetics area; perhaps there is a possibility that the emphasis could be made available within the present genetics major. We do tend to split knowledge too fine, and over specialize.

Dean Crawford reported that he had been asked to appoint an ad hoc committee of faculty from both the medical and the non-human biological areas to explore this possibility.

Dean Ibele emphasized the importance of interdependence between areas; coordination of course offerings between areas should also be considered.

- F. Proposed Programs, Modifications, at DULUTH - Dean Harry Lease reported on the progress of several proposals:
 - (1) Master of Fine Arts (MFA) - proposal is in Curriculum Committee; will be carried forward.
 - (2) Modified Master's Program in English - proposal in Curriculum Committee; will be carried forward.

- (3) Master of Social Work (MSW) - proposal has cleared the Duluth Committee structure.

The proposal includes information on the organization of the School of Social Work at Duluth and its philosophy. The undergraduate and graduate curriculums are described in detail as well as degree requirements. Categories of admissions are listed. Estimated costs for a five year program, the physical facilities and library resources, faculty and secretarial staff are included. Appendix I contains the proposal for the Graduate program in Social Work at UMD which was prepared for the Minnesota Higher Education Coordinating Commission (a preliminary notification has been sent to that body). Appendix II contains the course descriptions for required and elective courses in the MSW Curriculum. Appendix III includes criteria for measuring the effectiveness of the program, ongoing curriculum design, manpower and training model, and the Criminal Justice concentration.

The UMD School of Social Work hopes to initiate the program in September, 1972. Copies of the proposal will be sent to the Social Sciences Policy and Review Committee's subcommittee on programs. A copy will be sent to the chairmen of the Education-Psychology and the Health Sciences P & R Committees for information.

- (4) Master of Education - proposal in Curriculum Committee at Duluth. There is a need for a non-research-oriented post-baccalaureate degree for the professional advancement of teachers and to meet the changing requirements for certification established by the State Board of Education. Duluth has a service obligation to assist teachers in training and especially those in that area, many of whom are not admissible to the Master of Arts Degree program. The proposal states that the degree program would contain a minimum of 45 quarter credits earned in courses at the 5-000 and 8-000 levels. Field application research would replace the 9 credit paper. A model program, with a description of each step, is included.

It has been proposed that the degree, if approved, be administered outside the Graduate School by the Division of Education and Psychology at the University of Minnesota at Duluth. Dean Crawford said that graduate majors at Duluth may be similar or may differ from those majors offered in Minneapolis and St. Paul and a professionally oriented degree might be housed within or outside of the Graduate School. In any event, it is a good idea to get concurrence on viewpoint from appropriate faculty from Duluth and the Twin City Campuses.

The proposal will be referred to the Education-Psychology Policy and Review Committee.

Professor Hart reported that the Social Sciences Policy and Review Committee is exploring a different kind of Master's Degree for some areas in the Social Sciences which would find a non-research type degree program more suitable.

A subcommittee to the Senate Committee on Educational Policy has been studying the whole question of post-baccalaureate programs. The subcommittee, chaired by Dean A. J. Linck, should have a preliminary report ready within the next few weeks; it will be available to the Policy and Review Committees.

3. Graduate Student Council - Richard Aura, past president of the Graduate Student Council, made several observations derived from his work in the Council. He spoke of the need to establish the new Graduate School Committee structure with the responsibilities of the Policy and Review and the Unit Committees defined and lines of communication clear by the end of the present year. He feels a need for some clarification of duties expected of the Teaching Assistants, Associates, and Research Assistants for it is evident that the extent of the duties varies from department to department. The Council and Graduate School should find means to seek input by recent recipients of graduate degrees from Minnesota; their experiences "on the job" may provide some positive ideas on academic administration, policies and procedures.

He spoke of a need for better defined and understood "grievance procedures" for graduate students with scholastic problems. Dean Crawford agreed that work between the Deans and the Graduate Students Council could be very useful in this area; he noted that excessive legalism should be avoided in favor of flexible though defined procedures and provision for "early warning" and forestalling of serious problems.

4. Report from Committee on Graduate School Admissions Policies

The recommendations in the report are under discussion by the Policy and Review Committees and graduate student representatives. Dean Crawford asks that reactions and suggestions be transmitted to him.

5. Proposed Changes in the University's Grading System

The subcommittee on Student Scholastic Standing, which prepared the report of preliminary recommendations on grading, is being reconstituted. It will be chaired by Dean Roger Page.

The Council of Graduate Students voted to reject the recommendations and will submit its report directly to Dean Page with a copy to Dean Crawford.

The item will be carried forward pending discussion in the Policy and Review Committees.

6. Graduate Faculty Examination Committee Assignments

The Graduate School has produced a print-out of examining committee assignments by major field. Assignments as Chairmen and Readers are also indicated. The Unit Committee and Policy and Review Committee Chairmen will receive a copy each quarter. Two copies will be sent to the Duluth Graduate Faculty Committee also.

Professor Hart suggested that each Director of Graduate Study could also usefully receive the separate list for his own field. The Graduate School will look into this possibility.

7. Nominations to the Graduate Faculty

The Policy and Review Committees have been exploring possible guidelines and criteria for appointment to the Graduate Faculty, particularly at the advising levels of A-3 and B. The variety of materials included in the lists of publications causes some concern; sometimes papers presented at meetings, and studies completed for various agencies, but not published, are listed. Dean Crawford said that, in his opinion, papers given at meetings shouldn't be called publications since they cannot be examined or criticized; a citation in an "edited journal" indicates research completed and examination by a responsible group of persons. Articles "submitted" to journals should not be a part of the publication record since there is no guarantee that they will be accepted by those journals.

There followed some discussion about active participation in research by the Graduate Faculty. It is true that some do not pursue active research; students are generally aware of this and do not seek these faculty as their advisers. Occasionally, a faculty member will ask to be removed from the Graduate Faculty because his interest and participation in the field has become passive.

Several of the Policy and Review Committees feel that some knowledge of advising experience and some assessment of quality through letters of recommendation would be useful; the nomination form should be revised to ask for this information. Perhaps the "screening" of faculty for the Graduate Faculty can best be handled at the departmental level. Input by graduate students should be called for too and the recommendation submitted to the Graduate School for referral to the appropriate committees.

The Graduate School staff will attempt a revision of the nomination form and Dean Crawford will draft a memorandum for the Directors of Graduate Study and/or department chairmen; these will be presented to the Policy and Review Chairmen for their reaction before final copy is prepared.

8. Review of On-going Graduate Programs

The Policy and Review Committees are considering criteria and procedures for the review of existing graduate programs. Dean Crawford suggested that it is important to get the review mechanism initiated this academic year; P & R Committees should tentatively identify some programs to review during the winter quarter. Professor Prager asked if the minutes of the P & R Committee meetings are sufficient as a means of communicating progress in this regard, or should letters be sent by the chairmen to the dean. Dean Crawford said that the P & R Secretary, Mrs. Rno, will keep the dean's office informed of P & R Committee actions. The minutes of a particular Policy and Review Committee are distributed to that Committee's members

and student representatives and to the chairmen of the Unit Committees within that P & R Committee. The minutes of all of the Policy and Review Committees are distributed to the Graduate School Executive Committee which includes the chairmen of all P & R Committees and the graduate student members.

Respectfully submitted,
Shirley McDonald, Secretary

ADDENDUM

1. Proposed Internal Supporting Program for the Plan B Program in Political Science - this would permit the use of 6 credits of Political Science courses in the related field area of the Plan B program reducing the "outside" required minimum to 12 credits.

Following the recommendation by the Social Sciences Policy and Review Committee, the Graduate School Executive Committee approved the Internal Supporting Program for Plan B programs in Political Science.

Dean Francis Boddy will be on single quarter leave, Winter 1972. Professor Robert J. Schork will act as Associate Dean during Dean Boddy's absence.

January 5, 1972

Chief

DEPARTMENT OF POLITICAL SCIENCE
1414 SOCIAL SCIENCES BUILDING • MINNEAPOLIS, MINNESOTA 55455

1 December, 1970

Interest Related field

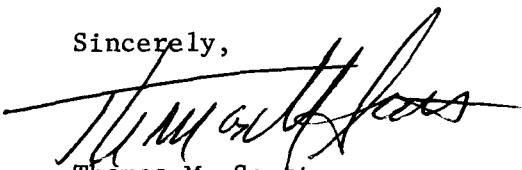
Dean Bryce Crawford
Graduate School
306 Johnston Hall
University of Minnesota
Minneapolis Campus
55455

Dear Dean Crawford:

At its 6 November, 1970 meeting the Department of Political Science voted to recommend the following change in the Master's Plan B program in Political Science. The present requirement specifies that a minimum of 18-24 credits of course work must be taken in at least two disciplines related to Political Science but outside of Political Science. The department would like to alter this requirement to the extent that students may now elect to take a maximum of two 8-000 courses in Political Science area courses and/or Political Science methodology courses (except Pol. 8-101 and Pol. 8-102). Under our current graduate program neither area courses in political science nor methods courses in political science may be used to satisfy the major subfield distribution. Consequently, students may take these courses only as electives. The change proposed and recommended for the Master's Plan B program and its requirements for work outside Political Science would create the same requirements as now exists for work outside Political Science in the Ph.D. program.

We hope the Graduate School will look favorably upon this recommendation and approve it for immediate implementation.

Sincerely,



Thomas M. Scott
Director of Graduate Studies

gaj

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UNIVERSITY OF *Minnesota*

OFFICE OF THE DEAN

DEPARTMENT OF SPEECH-COMMUNICATION
317 FOLWELL HALL • MINNEAPOLIS, MINNESOTA 55455

November 17, 1971

Dean Bryce Crawford
Graduate School
321 Johnston Hall

Dear Dean Crawford:

In its meeting on November 16, 1971, the Social Sciences Policy and Review Committee voted to recommend your approval of the proposal made by Political Science (in Thomas Scott's letter to you--December 1, 1970) to allow an "internal" supporting program for the Plan B masters. As we understand it, this would allow six credits in Political Department, as specified, and effectively reduce the "outside" required minimum to twelve credits.

Sincerely yours,



Robert L. Scott
Chairman
Social Sciences P & R Committee

RLS/arh

January 6, 1971

Professor Thomas Scott
Director of Graduate Study
Political Science
1414 Social Sciences
West Bank

Dear Professor Scott:

Following the recommendation by the Social Sciences Policy and Review Committee, the Graduate School Executive Committee approved an internal supporting program for the Plan B in Political Science. This permits the use of 6 credits of Political Science courses as a part of the related field requirement as specified in your proposal.

This action was taken at the meeting held on December 20, 1971 and is recorded in the official minutes of that meeting.

Sincerely yours,

Shirley McDonald
Prin Exec Secretary

SM:MS