

UNIVERSITY OF MINNESOTA
Graduate School

Graduate School Executive Committee
Minutes, Meeting of Tuesday, February 28, 1984
1:15 p.m., 303 Johnston Hall

Present: Faculty representatives--Professors James R. Boen, Jerome W. Hammond, Dale L. Lange, Edward I. Sucoff, David R. Thompson, Gerhard H. Weiss; Duluth representative--Stephen C. Hedman; Graduate Fellowship Committee representative--Gary R. Gray; administrative representatives--Deans Robert T. Holt (chair), Kenneth Zimmerman; student representatives--Elin Anderson, Kevin Anderson, Stephen Linne, Robert Stevens; Civil Service representative--Paul Larson; staff--Dennis R. Clayton, Andrew J. Hein, Myrna Smith; secretary--Vicki Field

I. FOR ACTION

- A. Approval of the Minutes of the Meetings of January 24, and February 14 and 21, 1984

The minutes were approved as submitted.

- B. Proposal to Discontinue the M.A. Degree in Education with an Emphasis in Health Education, and the Ph.D. Degree in Physical Education with an Emphasis in School Health Education

Professor Lange reported that the request to discontinue these emphasis areas resulted from retrenchment within the College of Education. A motion to approve the request was unanimously adopted.
(Copy of proposal attached)

- C. Proposal to Discontinue the M.S. and Ph.D. Degrees in Medicine
D. Proposal to Discontinue the Ph.D. Degree in Pediatrics
E. Proposal to Discontinue the Ph.D. Degree in Psychiatry

Professor Boen moved approval of the three proposals as a single motion, noting that all of these were clinical degrees. The motion was unanimously approved.

II. FOR DISCUSSION AND/OR ACTION

- A. Proposed Reconsideration of Recommendations I., IV. 1, and VII. 1 of the Task Force on Doctoral Programs

Dean Zimmerman reported that three issues had arisen regarding the Task Force recommendations as adopted by the Executive Committee on January 24, 1984. These concerned (1) implications for the final oral examination if the thesis is defined as ready for defense if

it is sound in principle and design (recommendation IV. 1); (2) the wisdom of requiring a faculty member other than the candidate's adviser to chair the final oral examination (recommendation VII. 1); and (3) the content and focus of the preliminary oral examination, specifically the possibility that the examination may include plans for thesis research (recommendation I). Committee members discussed each issue in turn. With respect to item (1), Professor Weiss, who had served on the Task Force, said either flawed or inadequate research, or editorial shortcomings, could result in the judgment that the thesis was not sound in principle and design and thus not ready for defense. It was pointed out that members of the examining committee might find it difficult to fail a student whose thesis had previously been determined to be "sound in principle and design." The legal implications of failing a student on the final oral examination under this definition of the thesis as ready for defense were also mentioned. Following brief discussion, a motion to re-affirm the current statement in the Graduate School Bulletin concerning certification of the thesis as ready for defense was approved with one dissenting vote. (Dean Zimmerman observed that the Bulletin does not define what is meant by certifying that the thesis is ready for defense, but leaves this judgment to the thesis reviewers.)

Mr. Anderson reported that at its meeting of February 7 the Social Sciences Policy and Review Council had strongly disagreed with the recommendation that the adviser not chair the final oral examination, although consensus for the recommendation had been expressed in the fall with the understanding that the role of the chair would be to oversee the examination and ensure its fair administration, not to serve as the student's advocate. Professor Weiss recalled that the Association of Graduate Schools' statement of policy had served as the primary impetus for this recommendation. A motion to continue the present practice of the adviser chairing the final oral examination was unanimously defeated.

Professor Lange explained his concern with respect to the focus of the preliminary oral examination, as described in his letter of December 20, 1983 to Dean Holt. Professor Gray believed that while the function of the preliminary oral is to examine the student's disciplinary competence, plans for the student's thesis research may provide a good starting point for this and therefore should not be disallowed. Professor Weiss pointed to disciplinary differences which make it difficult to narrowly define the content of the preliminary oral examination. Dean Hein said the Graduate School receives many complaints from students who expected the examination to center on subject matter in their major and minor fields but who were instead examined on their thesis proposal. It was noted, however, that current Bulletin language recognizes the possibility that the preliminary oral may include examination of thesis plans. No action was taken. (Copy of recommendations attached)

B. Proposed Graduate School Tuition Structure

Dean Holt reviewed the proposed hybrid tuition structure and corollary features distributed with the agenda (copy attached). The following changes were made in the proposal:

- page 1, item 3. Delete "3 quarters."
- item 4. Delete "2 quarters."
- item 6. Change "original" to "reduced." (Committee members agreed that "reduced" should be substituted for "original" and "marginal" throughout the document.)
- item 7. Change "1/12" to "1/10."

- page 2, item 9. Delete second sentence. Revise first sentence to read, "Full-time and part-time students..."
- item 11. Add "January, 1985." Delete the last part of the second sentence beginning "...but with the marginal cost rate..."
- item 12. Delete the last part of the sentence beginning "...but with the marginal cost rate..."

- page 3, item 15. Change "1/12" to "1/10."

Committee members discussed the proposed tuition structure at length. Mr. Stevens asked if it would be possible under the hybrid tuition scheme for thesis credits to comprise almost all of the Ph.D. program except for the 18 course credits required in the minor or supporting field. Dean Holt replied that it would. A possible tendency to register for thesis credits early in the degree program--before thesis work was actually begun--was noted. Present thesis requirements (36 thesis credits for a doctoral degree and 16 for the Plan A master's and Master of Engineering) would not be affected by the new structure, Dean Holt clarified.

Dean Hein pointed out that the student's degree objective is not currently recorded in the computerized registration system, and implementation of the proposed plan would therefore involve the Office of Admissions and Records. Mr. Clayton mentioned the added difficulty of distinguishing between students who pay tuition at the full rate and those who pay at one-half the full- or part-time rate. Dean Holt agreed that a system of identification would need to be devised but thought that a single tag at the time of registration--whether or not a course is taken for resident credit--would suffice.

There was consensus that the point was too high at which the reduced cost rate would be triggered for transitional students (54 credits at the master's level and 91 credits at the doctoral level). Mr. Linne said he would prefer to pay slightly reduced tuition now than pay tuition at one-half the regular rate after he had taken such a large number of credits. Committee members agreed that the reduced cost feature should be eliminated for transitional students who do not elect to come under the new tuition structure in its entirety and for those who entered the Graduate School prior to fall quarter 1983 (items 11. and 12.).

Dean Zimmerman speculated that the proposed structure might encourage students to register for the maximum number of credits allowed and take grades of incomplete, and he suggested that the Graduate School may wish to strengthen its policy on incompletes. Dean Holt believed that the tendency to take grades of incomplete would be somewhat mitigated by the residency requirement.

It was mentioned that details would need to be worked out concerning how coursework taken during the summer sessions would count toward the residency requirement and how differential tuition would be charged in the case of master's students using courses taken at the reduced cost rate on a doctoral program filed at a later date. Mr. Clayton mentioned incidentally that the maximum number of quarters of residency (1.5) allowed for credits transferred to a master's program here from another institution for students who have not completed the degree is consistent with the Graduate School's current policy governing transfer of credit.

Mr. Linne inquired about the definition of full- and part-time students under the proposed hybrid tuition structure. Dean Hein said the Graduate School does not have a uniform definition of full- and part-time students at present, and he did not think this would change if the hybrid plan were adopted.

Dean Holt called attention to the projected tuition rates (based on MPIS simulation models) to accompany the hybrid tuition structure. It was noted that all students registering for 8-level courses who had not matriculated in the Graduate School would pay tuition at the Graduate School rate, estimated at \$85 per credit. Dean Holt said he would like to see increased use of registration for coursework only (for which students must meet Graduate School admission requirements) and less reliance on the Adult Special category of registration.

Professor Weiss moved approval of the basic tuition structure (items 1.-9.). The motion was amended by Professor Sucoff to include items 14. and 15. Mr. Linne and Mr. Stevens suggested that the

details of the recommended tuition plan be referred back to the Policy and Review Councils for further discussion. The need to act quickly in order to present the proposal to the Board of Regents in March for a decision yet this spring was mentioned; implementation of a new tuition structure would otherwise be delayed until fall 1985. Several Committee members pointed out that the Councils had already discussed the tuition structure under consideration, although the estimated tuition rates and some of the corollary features were not known at that time.

The motion as amended to approve the key elements of the proposed hybrid tuition structure (items 1.-9., and 14. and 15.) was approved with two abstentions. A second motion to also adopt items 12. and 13. of the proposal was similarly approved (two abstentions).

Committee members concurred that it was of utmost importance to notify faculty of developments concerning tuition and that faculty should be informed as soon as possible of the tuition plan (both the structure and projected tuition rates) that will be recommended to the Board of Regents. Dean Holt said a covering letter would be sent with appropriate attachments to directors of graduate studies and Policy and Review Council representatives.

Dean Holt reviewed the assumptions underlying the projected tuition rates associated with the hybrid structure. Comparative information was presented which showed graduate tuition rates and the overall cost of the Ph.D. degree at several of Minnesota's peer institutions, and Committee members discussed the need for additional financial support for graduate students to improve the University's competitive position. Dean Holt said he had appointed a special committee chaired by Professor Paul Gassman to examine the possibility of tuition fellowships for graduate assistants with the hope that funding for a tuition fellowship program could be included in the University's biennial budget request.

Changes must also be made in the way in which the cost of graduate education is calculated by the University, Dean Holt emphasized. These changes could include: (1) adjustments to the present accounting model used to estimate instructional costs (for example, the cost of graduate education could be reduced somewhat by treating the waiver of non-resident tuition as a fellowship); (2) adoption of an economic model for internal use which could accommodate external benefits, such as the benefit to undergraduates from the presence of graduate programs; and (3) identification of that portion of a faculty member's salary devoted to non-sponsored research.

Professor Gray observed that the projected tuition rate of \$720 per quarter for a student taking 10 credits next year under the proposed hybrid structure would be about the same as the current rate of \$70.89 per credit. He said he would not wish to see this flat rate

increase. Dean Holt and others agreed strongly with this view. (Dean Holt clarified that the full- and part-time tuition rates would be double for non-resident graduate students who did not qualify for tuition at the resident rate.)

Dean Holt proposed the following general rule to improve the University's competitive position at the graduate level: Future tuition increases must be accompanied by student aid packages such that the net increase in costs to graduate students is less than the average increase to other University students and less than the average increase in costs to graduate students in the major public research universities (e.g., Wisconsin, Illinois, Michigan, Berkeley, and UCLA). The proposal received unanimous Executive Committee support. (Copy of tuition structure attached)

III. FOR INFORMATION

A. Update on Activities of the Task Force on the Quality of Graduate Education and Research

Dean Holt reported that the Task Force is nearing completion of its work. A final report is expected by the end of the winter term or early spring quarter 1984.

B. Final Approval by the Board of Regents of an M.A./Ph.D. Degree Program with a Major in Family Social Science

Board of Regents action to approve an M.A./Ph.D. degree program in Family Social Science was noted. (Copy of proposal attached with these minutes)

C. Establishment of a Loan Fund for Graduate Assistants with Tax Liabilities

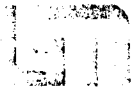
Dean Holt briefly reviewed the terms and conditions of the loan program as described in his letter of February 14, 1984 to department chairs. (Copy of RTH Memo to Dep't Chairs attached)

Dean Holt thanked Executive Committee members for their diligence and attendance at many special meetings devoted to Graduate School tuition. He said he hoped in the spring to focus on financial aid for graduate students and to also address the method by which the University determines instructional cost.

The meeting was adjourned.

Respectfully submitted,

Vicki Field
Assistant to the Dean



UNIVERSITY OF MINNESOTA
TWIN CITIES

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and School Health Education
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GRADUATE SCHOOL

JAN 24 1984

OFFICE OF THE DEAN

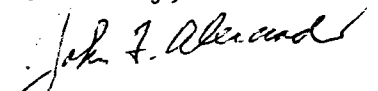
January 23, 1984


Dr. Dale Lange
Chair, Policy and Review Council for
Psychology and Education

Dear Dale:

This is to inform the P & R Council of the recommendation to disestablish all graduate programs in School Health Education. This would include the M.A. in Education with emphasis in Health Education, the Ph.D. in Physical Education with emphasis in School Health Education and the M.Ed. in School Health Education. The Ph.D. in PE with other emphases would not be effected. This action was necessitated by the recommendation of the College of Education (1983) to reduce its overall programmatic offerings due to budgetary retrenchment. We have not admitted any graduate students as of Spring Term, 1983 and have been making arrangements to allow students currently in these programs to complete these degrees. We did apprise Dean Holt and you in separate memos of this recommendation to disestablish these programs during Spring Term, 1983.

Sincerely,


John F. Alexander
Professor and Director
of Graduate Studies


G. Alan Stull
Director

JFA:rbi

cc 47 BK
AH WF
MS



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GRADUATE SCHOOL

MAY 18 1983

OFFICE OF THE DEAN

May 16, 1983

Graduate School
Johnston Hall

Dear Dean Holt:

One of the recent retrenchment recommendations from Dean William Gardner of the College of Education to Vice President Kenneth Keller has been to discontinue the graduate programs in School Health Education. This would include the M.A. in Education with an emphasis in Health Education, the Ph.D. in Physical Education with emphasis in School Health Education, and the M.Ed. in School Health Education. The Ph.D. in PE and the M.A. in Education in other emphases would not be affected. Under the assumption that this recommendation will be accepted by the University of Minnesota, the question of making provisions to allow existing students in these programs to finish their degrees becomes important. I would suggest that we develop the necessary strategies to accommodate these students at the earliest opportunity. We also should establish a deadline for reviewing prospective students. In the meantime I will keep you informed of any further developments from the College of Education or the School of Physical Education, Recreation, and School Health Education.

Sincerely,

John F. Alexander
Professor and Director
of Graduate Studies

JFA:rbi

cc: Dr. William Gardner
Dr. G. Alan Stull

TASK FORCE ON DOCTORAL PROGRAMS

Recommendations as Adopted by the Graduate School Executive Committee

<u>Issue</u>	<u>Recommendation</u>
I. Preliminary written examination	The preliminary written examination is so dependent on previous practices within programs that the committee considered it both inappropriate and impossible to make a general recommendation. Nevertheless, the Graduate School should encourage programs to formulate criteria for the examination and should periodically review its forms in light of the extraordinary variability that exists among programs, as exemplified by the variety of formats for the preliminary written examination.
II. Preliminary oral examining committee: size and composition, voting distributions	<ol style="list-style-type: none">1) The current size and composition of the preliminary oral examining committee, and the voting distributions required to pass the examinations are acceptable.2) The following procedures shall be followed for the preliminary oral examination:<ol style="list-style-type: none">a) Immediately prior to the preliminary oral examination, the committee chair shall clearly stipulate the objectives of the examination and, in consultation with other members of the examining committee, shall determine how the examination is to be conducted.b) Immediately after the preliminary oral examination, the candidates shall be excused from the room and a written vote shall be taken prior to discussing the examination. Following discussion, a second and final vote shall be taken, and the participants shall sign in the appropriate place on the report form.3) In the event that the committee decides that the examination has been passed with reservations, the student shall be informed immediately, but the committee shall be permitted one week in which to convey the reservations in writing, informing the student of what additional steps must be taken to remove them. This will give the committee the time to fully discuss the reservations and to determine the most

appropriate means for removing them. A copy of this letter must be forwarded to the Graduate School. A second letter informing the student that the reservations have been satisfied and that he/she may thus proceed toward the degree shall also be required, and a copy shall be forwarded to the Graduate School. The final oral examination cannot be scheduled until the second letter has been received by the Graduate School.

/It is understood that the reservations shall be clearly stipulated in the initial letter and that the chair shall write both letters on the committee's behalf.7

III. Registration of the thesis and timely delivery of the thesis to "readers"

1) Registration of the thesis title with the Graduate School will be required. This will be accomplished by presentation of a copy of the thesis title page as it will appear in the final document. This will provide the Graduate School with the final title for commencement purposes; it will also assure that the student can be personally provided with the variety of forms he/she must file to meet graduation requirements.

2) The Graduate School Bulletin shall contain a statement to the effect that all members of the examining committee must have at least two weeks to read the thesis. This will assure that sufficient time is allowed for the members to read the thesis and for the designated thesis reviewers to make a decision regarding approval of the thesis as ready for defense. (The current statement in the Bulletin does not assure that the committee will have adequate time in which to read the thesis.) The final oral must be scheduled seven or more days after the thesis is judged ready for defense.

IV. Nature of the certification that the thesis is ready for defense

1) Certification by the thesis committee that the thesis can be defended is appropriate (reaffirmation of current practice).

2) The committee to certify that the thesis is ready to defend should be made up (at least partially) of individuals other than those on the thesis advisory committee, where such committees are used by programs.

3) The thesis committee must be unanimous in certifying that the thesis is ready for defense.

4) The following in a three-column format shall replace the present yes/no response on the current "Readers Report" form:

The thesis is acceptable for defense as presented

The thesis is acceptable for defense with minor revisions

The thesis requires major revision and is not acceptable for defense as presented.

(Note: If either of the first two possibilities is approved by the thesis reviewers, the Graduate School shall authorize the final oral examination. If minor or major revisions are required, the thesis reviewers shall inform the student in writing of the nature of the revisions.)

5) It should be made clear that all questions concerning revisions in the thesis must be resolved in the final draft of the thesis before the degree is conferred.

V. Faculty approval of the thesis abstract, literary style (language) of the thesis, and substitution for the thesis

1) Reaffirm the following statement in the Graduate School Bulletin but with added emphasis on the student: "The thesis must demonstrate the student's originality and ability for independent investigation, and the results of the research must embody a contribution to knowledge. The thesis must exhibit the student's mastery of the literature of the subject and familiarity with the sources and must be well written."

2) Work included in the thesis must be done as part of the graduate program.

3) For theses in the form of an article(s) appropriate for submission to a professional journal:

a) The candidate shall be listed as the sole author of the thesis.

b) If the manuscript includes more than the student's research, the student must make his/her contribution clear to the committee.

c) The committee should not allow the number of manuscripts to substitute for quality.

d) Submission of a manuscript(s) in lieu of a traditional thesis requires a suitable introduction and, if necessary, transition sections which would not ordinarily be included in the published manuscript. Appendices should be added to this manuscript(s) to provide the comprehensiveness not ordinarily permitted by scholarly journals. Where appropriate, a comprehensive literature review, not ordinarily permitted by journals, should be part of the submitted thesis.

e) Notification to the Graduate School shall continue to be required prior to publication of thesis work if before completion of the degree.

f) The Graduate School will allow the binding of reprints of published manuscripts if satisfactorily and legally reproduced on thesis-quality paper.

4) The thesis abstract shall be included in the thesis when distributed to the committee.

5) The abstract to be forwarded to University Microfilms shall be signed by the adviser prior to submission to the Graduate School.

6) The adviser shall be responsible for ensuring the inclusion of appropriate modifications and required revisions, if any, in the final thesis. The final oral examination report form will be revised to include a third option for the examiners. This option will stipulate that the student has passed the examination but that significant revisions must be made in the thesis.

It is understood that the final oral report form should not be signed and filed with the Graduate School until all reservations have been satisfied.

7) An approved typeface should be adopted for the entire thesis, except for papers previously published and included in the thesis. The Graduate School should continually assess the quality of word processors and other computer assisted equipment used in thesis preparation and recommend suitable standards.

8) The entire committee ultimately shall be responsible for ensuring a quality thesis that is well-written according to the general statement included on page 18 of the Graduate School Bulletin.

VI. Role of readers and non-readers

1) "Readers" will be redesignated as "thesis reviewers." Use of the term "non-reader" will be discontinued.

2) All members of the final oral examination committee will read the thesis although only those designated as thesis reviewers will sign the report form certifying the thesis as ready for defense. When the candidate makes the thesis available to the thesis reviewers, the thesis shall also be provided to all other members of the committee.

VII. Final Oral examining committee: size and composition, voting distributions

1) Although the student's adviser will serve as a member of the final oral examining committee, another member of the committee will be designated as the chair and will function in this capacity at the final examination. The Graduate School dean will appoint the chair and other members of the final oral examining committee upon recommendation of the Director of Graduate Studies in the major field.

/It is understood that the chair must be a full member of the graduate faculty but may be from the minor field./

2) The final oral examining committee must consist minimally of five members, three from the field of the major and two from the field of the minor or supporting program; at least two of whom should normally represent a graduate program and a budgetary unit other than that of the candidate's major. The designated thesis reviewers will consist of the adviser and two other members of the final oral examining committee, including at least one representative from the minor or supporting program.

3) Present voting requirements for passing the final oral examination shall continue (to be recommended for the award of the doctoral degree, candidates must receive a vote involving no more than one dissenting member of the total examining committee).

VIII. Function of the final oral examination

1) The final oral examination shall consist of a seminar to which the scholarly community is invited and which includes a presentation of the thesis by the candidate. A closed meeting between the candidate and the appointed examining committee will immediately follow the thesis presentation, after which the candidate shall be excused and the vote will be taken on whether the student has passed the examination.

It is understood that the seminar may take place only after the thesis has been judged ready for defense.

2) The final oral examination shall be limited to the thesis subject and relevant areas.

3) It should be made clear (either in the Bulletin or on the report form itself) that certification of the thesis as ready for defense does not imply that the final defense is an empty formality.

IX. Time limitations for completion of graduate degrees

The committee found that there are insufficient data to make a recommendation and suggests that the Graduate School assemble the data necessary to determine the magnitude of the problem posed by current time limitations for completion of graduate degrees and to then decide whether the issue warrants further investigation.

X. Review of inactive or non-responding programs

Two programs--Philosophy and Urology*--did not respond to several requests from the Task Force for information about doctoral practices. The following programs indicated that there is little or no activity at the Ph.D. level in their programs:

Twin Cities*:

Dermatology
Obstetrics and Gynecology
Orthopedic Surgery
Radiology

Rochester**:

Neurology
Neurosurgery
Obstetrics and Gynecology
Ophthalmology
Orthopedic Surgery
Pediatrics
Physical Medicine and Rehabilitation
Psychiatry
Radiology
Surgery
Urology

Each of these programs should be asked to clearly describe the nature and degree of activity at the Ph.D. level. They and the Graduate School should consider whether discontinuance of the doctoral degree program would be appropriate.

* The doctoral programs on the Twin Cities campus in Urology, Dermatology, Obstetrics and Gynecology, Orthopedic Surgery and Radiology have since been discontinued.

** These programs at the Mayo Graduate School of Medicine are no longer affiliated with the University of Minnesota Graduate School.

2/28/84

Projected Graduate School tuition rates based on MPIS simulation runs to accompany hybrid tuition structure:

1. Part-time category--a per credit rate for 1-6 credits as follows:

1 credit	\$200 (per credit rate \$200)
2 credits	200 (per credit rate \$100)
3 credits	255 (per credit rate \$85)
4 credits	340 (per credit rate \$85)
5 credits	425 (per credit rate \$85)
6 credits	510 (per credit rate \$85)

2. Full-time category--a flat tuition rate of \$720 per quarter will be set for full-time students registering for 7-15 credits.

3. \$60 per credit will be charged for any credit taken over 15 credits any given quarter.

4. Continuing registration should be increased in fall 1984 to \$100 per quarter.

5. Registration in 8000-level courses should be set at \$85 per credit for all students who have not matriculated in the Graduate School.

6. Student status tuition will continue to be set at the rate for 1 credit.

As a replacement for the current per credit tuition structure the following hybrid structure with corollary features is proposed effective fall quarter 1984:

1. Part-time category--students registering for 1 to 6 credits would do so on a per-credit basis.
2. Full-time category--students registering for 7 to 15 credits would do so on the basis of a flat rate. Registration for additional credits beyond the 15 credit level would be on a per-credit basis.
3. For the doctorate a residency requirement of 9 quarters of full-time registration (7 credits per quarter or more) would be required. Doctoral thesis credits could be used to fulfill 3 quarters of this requirement.
4. For the master's degree a residency requirement of 4 quarters of full-time registration (7 credits per quarter or more) would be required. Plan A thesis credits could be used to fulfill 2 quarters worth of this requirement.*
5. Doctoral students who fulfill the 9 quarter residency requirement will be allowed to register for additional credits at $\frac{1}{2}$ the full-time or part-time rate.
6. Master's students who fulfill the 4 quarter residency requirement will be allowed to register for additional credits at $\frac{1}{2}$ the full-time or part-time rate. If a master's student uses courses taken at the marginal cost rate on a doctoral program filed at a later date he or she must pay the difference between the regular cost rate and the original cost rate before preliminary oral examinations are taken.
7. Part-time students (1 to 6 credits) will accumulate $\frac{1}{12}$ of a quarter's residency for each credit taken.

*This would not affect the Graduate School requirements already in place for the master's degree: 44 credit minimum for the Plan B and 28 credits plus 16 thesis credits for Plan A.

8. Coursework only students will be permitted to register for courses at $\frac{1}{2}$ the full-time or part-time rate. If a coursework only student is later admitted to a graduate program and uses courses taken at the marginal cost rate on a master's program or doctoral program he or she must pay the difference between the regular cost rate and the marginal cost rate before the master's written and/or oral examination is taken or before doctoral preliminary oral examinations are taken.
9. Full-time students registering for 1 and 3-level courses may count these to meet residency requirements and will pay tuition at the regular Graduate School rate. Part-time students registering for 1 and 3-level courses may not count these to meet residency requirements and will pay tuition at the undergraduate college rate.
10. All the above features will apply without exception to all students entering the Graduate School in fall quarter 1984 and thereafter.
11. Newly entering students from 1983-84 will have the option to come under the new tuition structure in its entirety and must so decide when they file their programs but no later than _____, 198_. If they do not exercise this option they will still be required to register within the system minus the residency requirements but with the marginal cost rate triggered after 54 credits at the master's level and 91 credits at the doctoral level.
12. Students who entered the Graduate School prior to fall quarter 1983 will be required to register within the system minus the residency requirements but with the marginal cost rate triggered after 54 credits at the master's level and 91 credits at the doctoral level.
13. Master's students in 11 and 12 supra who use courses taken at the marginal cost rate on a doctoral program filed at a later date must pay the difference between the regular cost rate and the marginal cost rate before proceeding with preliminary examinations.

14. Students who transfer into a doctoral program beginning fall quarter 1984 and after and who have one or more master's degrees from another institution will be credited with 4 quarters of residency toward the 9 quarter doctoral residency requirement.
15. Students who enter the Graduate School beginning fall quarter 1984 and after with authorized credit transfers may use them as follows to meet residency requirements: if entering a master's program--1/12 of a quarter's residency for each authorized transfer quarter credit up to a maximum of 1.5 quarters of residency; if entering a doctoral program--1/12 of a quarter's residency for each authorized transfer quarter credit up to a maximum of 3 quarters of residency.

Task Force on Doctoral Programs

IssueRecommendation

I. Preliminary written examination

The preliminary written examination is so dependent on previous practices within programs that the committee considered it both inappropriate and impossible to make a general recommendation. Nevertheless, the Graduate School should encourage programs to formulate criteria for the examination and should periodically review its forms in light of the extraordinary variability that exists among programs, as exemplified by the variety of formats for the preliminary written examination.

II. Preliminary oral examining committee: size and composition, voting distributions

1) The current size and composition of the preliminary oral examining committee, and the voting distributions required to pass the examination are acceptable.

2) The following procedures should be followed for the preliminary oral examination:

a) Immediately prior to the preliminary oral examination, the committee chair shall clearly stipulate the objectives of the examination and, in consultation with other members of the examining committee, should determine how the examination is to be conducted.

b) Immediately after the preliminary oral examination, the candidate should be excused from the room and a written secret ballot should be taken prior to discussing the examination. This vote may be altered after discussion.

3) In the event that the committee decides that the examination has been passed with reservations, the student shall be informed immediately, but the committee shall be permitted one week in which to convey the reservations in writing, informing the student of what additional steps must be taken to remove them. This will give the committee the time to fully discuss the reservations, and to determine the most appropriate means for removing them. A copy of this letter must be forwarded to the Graduate School. A second letter informing the student that the reservations have been

satisfied and that the he/she may thus proceed toward the degree shall also be required, and a copy shall be forwarded to the Graduate School.

III. Registration of the thesis and timely delivery of the thesis to "readers"

1) Registration of the thesis title with the Graduate School will be required. This will be accomplished by presentation of a copy of the thesis title page as it will appear in the final document. This will provide the Graduate School with the final title for commencement purposes; it will also assure that the student can be personally provided with the variety of forms he/she must file to meet graduation requirements.

2) The Graduate School Bulletin should contain a statement to the effect that all members of the examining committee must have at least thirty days to read the thesis. This will assure that sufficient time is allowed for the members to read the thesis and for the designated thesis reviewers to make a decision regarding approval of the thesis as ready for defense. (The current statement in the Bulletin does not assure that the committee will, in fact, have thirty days to read the thesis.) The final oral must be scheduled seven or more days after the thesis is judged ready for defense.

IV. Nature of the certification that the thesis is ready for defense

1) Certification by the thesis committee that the thesis can be defended is appropriate (reaffirmation of current practice).

2) Certification by the committee that the thesis is ready for defense means recognizing that the thesis stands as a complete written document of the work accomplished and is sound in principle and design.

3) The committee to certify that the thesis is ready to defend should be made up (at least partially) of individuals other than those on the thesis advisory committee, where such committees are used by programs.

4) The thesis committee must be unanimous in certifying that the thesis is ready for defense.

5) The following in a three-column format should replace the present yes/no response on the current "Readers Report" form:

The thesis is acceptable for defense as presented

The thesis is acceptable for defense with minor revisions

The thesis requires major revision and is not acceptable for defense as presented.

(Note: If either of the first two possibilities is approved by the thesis reviewers, the Graduate School should authorize the final oral examination. If minor or major revisions are required, the thesis reviewers should inform the student in writing of the nature of the revisions.)

6) It should be made clear (perhaps on the report form itself) that certification does not imply that the final defense is an empty formality.

7) It should be made clear that all questions concerning revisions in the thesis must be resolved in the final draft of the thesis before the degree is conferred.

V. Faculty approval of the thesis abstract, literary style (language) of the thesis, and substitution for the thesis

1) Reaffirm the following statement in the Graduate School Bulletin: "The thesis must demonstrate the student's originality and ability for independent investigation, and the results of the research must embody a contribution to knowledge. The thesis must exhibit the student's mastery of the literature of the subject and familiarity with the sources and must be well written."

2) Work included in the thesis must be done as part of the graduate program.

3) For theses in the form of an article(s) appropriate for submission to a professional journal:

a) The candidate shall be listed as the sole author of the thesis.

b) If the manuscript includes more than the student's research, the adviser must make the student's contribution clear to the committee.

c) The committee should not allow the number of manuscripts to substitute for quality.

d) Submission of a manuscript(s) in lieu of a traditional thesis requires a suitable introduction and, if necessary, transition sections which would not ordinarily be included in the published manuscript.

Appendices should be added to this manuscript(s) to provide the comprehensiveness not ordinarily permitted by scholarly journals. Where appropriate, a comprehensive literature review, nor ordinarily permitted by journals, should be part of the submitted thesis.

e) Notification to the Graduate School should continue to be required prior to publication of thesis work if before completion of the degree.

f) The Graduate School should allow the binding of reprints of published manuscripts if satisfactorily and legally reproduced on thesis-quality paper.

4) The thesis abstract should be included in the thesis when distributed to the committee.

5) The abstract to be forwarded to University Microfilms should be signed by the advisor prior to submission to the Graduate School.

6) The advisor should be responsible for ensuring the inclusion of appropriate modifications and required revisions, if any, in the final thesis. The final oral examination report form will be revised to include a third option for the examiners. This option will stipulate that the student has passed the examination but that significant revisions must be made in the thesis. The adviser will then be required to sign a form certifying, at the time that the student submits the final bound copies of the thesis to the Graduate School, that the required revisions have been made.

7) An approved typeface should be adopted for the entire thesis, except for papers previously published and included in the thesis. The Graduate School should continually assess the quality of word processors and other computer assisted equipment used in thesis preparation and recommend suitable standards.

8) The entire committee ultimately should be responsible for ensuring a quality thesis that is well-written according to the general statement included on page 18 of the Graduate School Bulletin.

VI. Role of readers and non-readers

1) "Readers" should be redesignated as "thesis reviewers." Use of the term "non-reader" should be discontinued.

2) All members of the final oral examination committee will read the thesis although only those designated as thesis reviewers will sign the report form certifying the thesis as ready for defense. When the candidate makes the thesis available to the thesis reviewers, it should also be provided to all other members of the committee.

VII. Final oral examining committee: size and composition, voting distributions

1) Although the student's adviser should serve as a member of the final oral examining committee, another member of the committee should be designated as the chair and should function in this capacity at the final examination. The Graduate School dean will appoint the chair and other members of the final oral examining committee upon recommendation of the Director of Graduate Studies in the major field.

2) The final oral examining committee should consist minimally of five members, three from the field of the major and two from the field of the minor or supporting program; at least two of whom should normally represent a graduate program and a budgetary unit other than that of the candidate's major. The designated thesis reviewers will consist of the adviser and three other members of the final oral examining committee, including at least one representative from the minor or supporting program.

3) Present voting requirements for passing the final oral examination should continue (to be recommended for the award of the doctoral degree, candidates must receive a vote involving no more than one dissenting member of the total examining committee.)

VIII. Function of the final oral examination and circumstances for waiver

1) The final oral examination should consist of a formal seminar to which the scholarly community is invited and including a presentation of the thesis by the candidate. A closed meeting between the candidate and the appointed examining committee will follow the thesis presentation, at which time the candidate shall be excused and the vote will be taken on whether the student has passed the examination.

2) The final oral examination should be limited to the thesis subject and relevant areas.

IX. Time limitations for completion of graduate degrees

The committee found that there are insufficient data to make a recommendation and suggests that the Graduate School assemble the data necessary to determine the magnitude of the problem posed

by current time limitations for completion of graduate degrees and to then decide whether the issue warrants further investigation.

X. Review of inactive or non-responding programs

Two programs--Philosophy and Urology*--did not respond to several requests from the Task Force for information about doctoral practices. The following programs indicated that there is little or no activity at the Ph.D. level in their programs:

Twin Cities*:

Dermatology
Obstetrics and Gynecology
Orthopedic Surgery
Radiology

Rochester**:

Neurology
Neurosurgery
Obstetrics and Gynecology
Ophthalmology
Orthopedic Surgery
Pediatrics
Physical Medicine and Rehabilitation
Psychiatry
Radiology
Surgery
Urology

Each of these programs should be asked to clearly describe the nature and degree of activity at the Ph.D. level. They and the Graduate School should consider whether discontinuance of the doctoral degree program would be appropriate.

* The doctoral programs on the Twin Cities campus in Urology, Dermatology, Obstetrics and Gynecology, Orthopedic Surgery and Radiology have since been discontinued.

** These programs at the Mayo Graduate School of Medicine are no longer affiliated with the University of Minnesota Graduate School.



UNIVERSITY OF MINNESOTA
TWIN CITIES

Office of the Dean

Graduate School
Johnston Hall
101 Pleasant Street S.E.
Minneapolis, Minnesota 55455-0421

March 16, 1984

MEMO

To: Directors of Graduate Studies

From: Robert Holt, Dean *RHA*

Re: Revision of policy and procedures for doctoral degrees

On February 9, 1981, the Graduate School established a Task Force, chaired by Professor Burton Shapiro, to examine doctoral examination and thesis practices and to recommend procedural and policy changes. The initiative for the Task Force came out of the review of Graduate School student services in 1978-79 and concern expressed by members of the graduate faculty over various aspects of the procedures for examining graduate students.

The Task Force, after surveying doctoral programs, recommended changes which were transmitted to the Policy and Review Councils of the Graduate School for reaction in October of 1982. After all Councils responded, the Executive Committee of the Graduate School examined in detail and refined the Task Force recommendations. The Executive Committee approved the recommendations in winter quarter, 1984. The purpose of this memo is to inform you of the new policy and procedures.

The most significant changes are:

1. graduate students "register their thesis" with the Graduate School by merely bringing a copy of the thesis title page, not an entire draft of the thesis, to 316 Johnston.
2. the thesis abstract submitted with the bound theses must be signed by the adviser.
3. a full member of the graduate faculty, other than the adviser, will chair the final oral examination.
4. the two examiners from outside the major on the final oral examining committee must normally be from a graduate program and a budgetary unit outside the student's major. This will generally affect only those situations where two or more majors are housed within one budgetary unit.

The new policy and procedures will become effective July 1, 1984 with the exception of the last two items above (3 and 4) which will become effective for all students whose doctoral thesis title forms are submitted to the Graduate School after January 1, 1985.

The following is extracted from the Task Force recommendations, as approved by the Executive Committee of the Graduate School, and should be useful in the preparation of departmental handbooks and recruiting brochures.

Preliminary written and oral examinations

The Shapiro Task Force recognized the variety of practices governing the administration of preliminary written examinations. No changes were recommended but programs are encouraged to formulate specific criteria for the written examination appropriate to their discipline.

No changes were made in the current size and composition of the preliminary oral examining committee (three from the major and two outside); the voting distributions required to pass the examination are acceptable (see page 18 of the current Graduate School Bulletin).

However, the following procedural changes shall be instituted for the preliminary oral examination:

1. Immediately prior to the preliminary oral examination, the committee chair shall clearly stipulate the objectives of the examination, and, in consultation with other members of the examining committee, determine how the examination is to be conducted.
2. Immediately after the preliminary oral examination, the candidate shall be excused from the room and a written vote should be taken prior to discussing the examination. Following discussion, a second and final vote shall be taken, and the participants shall sign in the appropriate place on the report form.

Should the committee decide that a student passed the examination with reservations, the student shall be informed immediately, but the committee has one week in which to clearly stipulate the reservations to the student in writing and the additional steps required to remove them. This will give the committee the time to fully discuss the reservations, and to determine the most appropriate means for removing them. A copy of this letter must be forwarded to the Graduate School. A second letter informing the student that the reservations have been satisfied shall also be required, and a copy forwarded to the Graduate School. The final oral examination cannot be scheduled until the Graduate School receives the second letter. The chair of the preliminary oral examination shall write both letters on the committee's behalf.

Registration of the thesis and timely delivery of the thesis to "thesis reviewers."

Registration of the thesis title with the Graduate School in 316 Johnston will be accomplished by presenting a copy of the thesis title page as it will appear in the final document. Students no longer will have to bring a clean complete draft of the thesis to the Graduate School. This will provide the Graduate School with the final title for graduation purposes and assure that the student can be personally provided with the Thesis Reviewer's Report form and the other forms necessary to graduate.

The term "readers" will no longer be used. Instead "readers" will be designated as "thesis reviewers." Use of the term, "non-reader," will be discontinued.

When the candidate makes the thesis available to the thesis reviewers, the candidate shall also provide a copy to all other members of the committee. All members of the examining committee must have at least two weeks to read the thesis. This will assure sufficient time for the members to read the thesis and for the designated thesis reviewers to make a decision as to whether the thesis is ready for defense.

The thesis abstract shall be included in the thesis when it is distributed to the committee. The final oral must be scheduled with the Graduate School seven or more days after the thesis is judged ready for defense but at least one week before the proposed examination date.

Nature of the certification that the thesis is ready for defense

All members of the final oral examination committee will read the thesis although only those designated as thesis reviewers will sign the report form certifying the thesis as "ready for defense".

The designated thesis reviewers will consist of the adviser and at least two other members of the final oral examining committee, including at least one representative from the minor or supporting program. The committee to certify that the thesis is ready to defend shall be made up (at least partially) of individuals other than those on the thesis advisory committee, when such committees are used by programs. The committee must be unanimous in certifying the thesis as ready for defense before the student can take the final oral examination.

The Thesis Reviewer's Form will enable the committee to certify that 1) the thesis is acceptable for defense as presented 2) the thesis is acceptable for defense with minor revisions or 3) the thesis requires major revision and is not acceptable for defense as presented. If the reviewers certify to either of the first two possibilities, the Graduate School shall authorize the final oral examination. If minor or major revisions are required, the thesis reviewers will inform the student in writing of the nature of the revisions. If the third possibility is chosen, the Thesis Reviewer's Report form should be returned to the Graduate School. All questions concerning revisions must be resolved in the final bound copy of the thesis before the degree is conferred.

Certification of the thesis as "ready for defense" is a necessary step towards the final oral examination but in no way diminishes the significance of that examination.

Faculty approval of the thesis abstract, literary style (language) of the thesis, and substitution for the thesis

The abstract to be forwarded to University Microfilms shall be signed by the adviser prior to submission to the Graduate School.

The entire committee ultimately shall be responsible for ensuring a quality thesis that is well-written according to the general statement included on page 18 of the current Graduate School Bulletin.

The Graduate School encourages the practice of publishing theses. For theses submitted prior to graduation in the form of an article(s) appropriate for submission to a professional journal:

- a) the candidate shall be listed as the sole author of the thesis;
- b) if the manuscript includes more than the student's research, the student must make his/her contribution clear to the final oral committee;
- c) submission of a manuscript(s) in lieu of a traditional thesis requires a suitable introduction and, if necessary or appropriate, transitional sections and a comprehensive literature review not ordinarily included in a published manuscript; appendices should be added to the manuscript(s) to provide the comprehensiveness not ordinarily permitted by scholarly journals;
- d) the committee should not allow the number of manuscripts to substitute for quality;
- e) notification to the Graduate School shall continue to be required prior to publication of thesis work if publication occurs before completion of the degree;
- f) the Graduate School will allow the binding of reprints of published manuscripts if they are satisfactorily reproduced on thesis-quality paper.

Final oral examining committee

Although the student's adviser will serve as a member of the final oral examining committee, another member of the committee will be designated as the chair and will function in this capacity at the final oral examination. The chair must be a full member of the graduate faculty but may be from the minor or supporting program. The Graduate School dean will appoint the chair and other members of the final oral examining committee upon recommendation of the Director of Graduate Studies in the major field. This policy will be effective for all students submitting their thesis title form on or after January 1, 1985 (those students submitting their thesis title forms prior to this date may have their adviser serve as chair). The final oral examining committee should consist minimally of five members, three from the major and two from the the minor or supporting program, at least two of whom normally shall represent a graduate program and a budgetary unit other than that of the candidate's major.

Function of the final oral examination

The final oral examination shall consist of a seminar to which the scholarly community is invited and which includes a presentation of the thesis by the candidate. A closed meeting between the candidate and the appointed examining committee will immediately follow the thesis presentation. The candidate shall then be excused and the vote taken on whether the student passed the examination. The seminar may take place only after the thesis has been judged ready for defense. The final oral examination shall be limited to the thesis subject and relevant areas.

The adviser should be responsible for ensuring the inclusion of appropriate modifications and required revisions, if any, in the final thesis. The final oral examination report form should not be signed and submitted to the Graduate School until all reservations have been satisfied. No changes were made in the voting distribution required to pass (no more than one dissenting vote).

Although these changes will not be effective until July 1, 1984 (with the exceptions noted above), we bring them to your attention now to ask your assistance in insuring their orderly implementation. Graduate School forms reflecting the changes will be available after July 1.

If you have any questions, please call or write to:

Dennis Clayton (373-2959)
Assistant to the Dean
Graduate School
314 Johnston
East Bank

HANDOUT
12/9/83

DRAFT II -- MS, 11/30/83

GRADUATE SCHOOL FELLOWSHIP FUND: PROPOSAL FOR DISTRIBUTION OF \$500,000
FOR 1984-85

Background

In the summer of 1983 the Graduate School received approximately \$500,000 in additional recurring fellowship funds, through Budget Executive action, for the immediate purpose of offsetting the sharp increase in Graduate School tuition for 1983-84 and for the longer-term purpose of enhancing graduate program quality through merit-based awards.

The Graduate School issued a call for proposals for 1983-84 funds to all departments immediately, and distributed the funds in late August. Approximately one hundred proposals were submitted and every department requesting funds received an allocation. Departments then selected the tuition fellowship recipients in the fall of 1983.

The Plan for 1984-85 and Beyond

The 1983-84 funds were distributed as tuition fellowships both because of the sharp tuition increase and because it was too late to use the funds for recruiting purposes. Thus, for 1984-85 and beyond, the distribution of the funds, while still direct from the Graduate School to departments, will be less broad, focusing on the departments that need additional funds for recruiting--particularly national recruiting--of outstanding students in order to maintain or enhance program quality.

Proposal for 1984-85 Distribution

Many departments--particularly those involved in intense national competition for the best students--need to have funds in hand as early as possible. Thus, the Graduate School proposes to distribute a portion of the funds in December 1983. Departments to receive this first round of funds would be selected by the Graduate School. Factors to be taken into account in the selection would include: quality of program; the extent and the intensity of national recruiting competitiveness as shown, e.g., through the regular Graduate School Fellowship competitions; the proportion of non-

residents; the proportion of part-time students; the size of the program, etc. Individual departmental allocations would range from \$5,000 to \$20,000.

The departments not so selected for early allocation would be invited to compete for the balance of the recruiting funds by submitting proposals in early Winter Quarter for allocation by February.

All departments would be given wide latitude in the use of the funds, so long as they were used for the long-range goal of enhancing program quality by recruiting outstanding students, and so long as the funds were expended directly on students. Possible uses would be stipends (full, partial, or supplemental), tuition fellowships for incoming or currently-enrolled students (as in 1983-84), and recruitment travel for the campus visits of prospective students.

Future Allocations

While the allocations direct from the Graduate School to departments are expected to be recurring, they may vary in amount to individual departments depending on the future structure of Graduate School tuition, departmental needs, and on the Graduate School's evaluation of prior use of the funds. Clearly, departments that make wisest use of the funds will be the most likely future beneficiaries.