

## Minutes of CGSR Meeting #4 on 09/18/2017

The Committee on Graduate Studies and Research (CGSR) held its 4<sup>th</sup> meeting during AY 2017-18 on September 18 (Monday) in Gateway I Conference Room, 4101

Present: Terri Camesano (Dean of Graduate Studies), Reeta Rao (BBT), Michael Timko (ChE), Adrienne Weishaar (graduate student, CEE), Amy Zeng (FBS), Suzanne Scarlata (CBC), Gregory Fischer (RBE), Karen Troy (BME)

Guests: Sarah Miles (Registrar), Kristin McAdams (Academic Program), Michael McGrade (Director of Graduate Admission), Art Heinricher (Dean of UG studies, CAP), Nima Rahbar (CEE, CAP), David Olinger (Mechanical Engineering)

Absent: Bogdan Vernescu (Vice Provost for Research)

K. Troy called the meeting to order at 11am.

1. **Administrative.** Minutes of the 3<sup>rd</sup> meeting were approved.
2. **Graduate/Undergraduate credit conversion.** The current process for converting credit between undergraduate and graduate courses was discussed. At present, undergraduate students taking graduate courses receive 50% more credit than listed, when applied to undergraduate degree requirements (e.g., 3 graduate credits become 4.5 undergraduate credits). Graduate students taking undergraduate courses receive 50% less credit than listed, when applied to graduate degree requirements (e.g., 3 undergraduate credits become 2 graduate credits). This policy places unintended financial burden on many undergraduates, which is often un-expected by the students. Moreover, the entire conversion process is more complex in practice than expected, especially for undergraduate students taking graduate coursework. CGSR agreed to support a Task Force to investigate this issue, nominating K. Troy and A. Weishaar to serve as its representatives. CAP will nominate N. Rahbar and K. Wobbe.
3. **RA/TA policy.** G. Fischer agreed to write a description of the graduate assistant, a flexible position which would permit partial tuition or stipend support for students when possible. Suggestions were discussed to make clear: 1) that the policy could be applied by faculty during the research proposal submission process so that graduate assistants can be included in grant/contract budgets and 2) that the policy would not become a route to converting RA and/or TA support to GA support.
4. **New Chemistry/Biochemistry courses.** CGSR accepted both courses, with the stipulation that the lines on schedule be eliminated and the number of graduate credits be specified.
5. **Course evaluation committee.** CGSR recommended S. Scarlata and P. Stapleton (SSPS) to serve on the Provost's on-line course evaluation committee.
6. **Course limits for non-degree students.** Continued discussion on the issue.

The meeting was adjourned at 12:00PM.

Respectfully submitted,  
Michael Timko, Chemical Engineering