

Minutes of CGSR Meeting #5 on 10/23/2018

The Committee on Graduate Studies and Research (CGSR) held its 5th meeting of AY '18/'19 on October 23, 2018 (Monday) in Salisbury Labs room 305.

Present: S. Scarlata (Co-Chair), R. Rao (Co-Chair), S. Johnson, M. Rolle, B. Choate (GS), S. Miles (Registrar), M. McGrade (Graduate Admission), T. Camesano (Dean of Graduate Studies)

Absent: G. Fischer, M. Timko, K. McAdams (Academic Program), B. Vernescu (Vice Provost for Research).

Guests: N/A

Professor Scarlata called the meeting to order at 3:00 PM

1. **Template for proposing cross-disciplinary and sub-disciplinary graduate degree programs.** Discussions of the Nuclear Science and Neuroscience program motions have highlighted the need for a template for proposing new programs that draw from within one (Nuclear Science : Physics) or more (Neuroscience : Biology, Chemistry, Data Science, Social Science and Policy Studies, Biomedical Engineering, etc) academic departments. Practical considerations include how students will be “tracked” toward meeting degree requirements, for Commencement, and for financial and other reporting. In addition, a plan for requesting TAs (if applicable) and other resources; and a designated faculty program director (to sign off on degrees, oversee admissions and recruiting, etc) are needed. Examples of programs within one department, with multiple contributing departments, and with program faculty with non-WPI affiliations (e.g., UMass Medical School) were discussed.
 - a. Action Item: Review existing programs as examples for guidance regarding how programs are organized and resourced (e.g., Bioinformatics and Computational Biology, Data Science, Robotics Engineering, Interactive Media and Game Development).
 - b. Action Item: Draft a Template for new degree program motions, including:
 - i. Statement of Purpose
 - ii. Program Objectives and Outcomes
 - iii. Program Distribution Requirements
 - iv. Contributing Departments
 - v. Organizational Structure
 1. Director (sign off on degrees)
 2. Program Committee and Governance (to oversee degree program administration)
 - vi. Resources (Financial Plan, including TA requests)
2. **Workday profile for non-matriculated visiting students/researchers.** The next phase of Workday will include academic operations. The committee discussed the need for an employee profile for non-matriculated students/non-employee researchers who are at WPI for research projects or fellowships and need short term access to WPI facilities, email, etc.
3. The minutes of the October 8, 2018 meeting were approved by electronic vote after the meeting adjourned.

The meeting adjourned at 3:55 PM.

Respectfully submitted,
Marsha Rolle
CGSR secretary (B18)