

Minutes of CGSR Meeting #11 on 4/7/2022

The Committee on Graduate Studies and Research (CGSR) held its eleventh meeting of AY '21/'22 on April 7, 2022 (Thursday) via Zoom.

Present: D. Korkein (CS, Chair), S. Shell (BBT, Secretary), L. Fichera (RBE), T. Camesano (Dean of Graduate Studies), M. Demetriou (AE), Y. Telliel (HUA), J. Tourtellotte (BCB, GS).

Guests: S. Miles (Registrar), K. McAdams (Director of Academic Program Planning), J. Coburn (BME, CASL).

Prof. Korkein called the meeting to order at 3:00 pm.

1. The minutes of meeting #10 were reviewed and approved.
2. Voting item: Motion to revise the BS/MS double-counting form to remove the requirement for course instructor's signatures.
 - a. The motion was approved.
3. Voting item: Motion to allow WPI BS students to pursue the MS degree, with the double-counting option, within 5 years of the BS completion.
 - a. The motion was approved with minor modification.
4. Discussion item: Learning Management System and Video Lecture Support Policy.
 - a. The policy draft describes policies for usage of software such as Canvas and Echo360, including a description of the defaults regarding class capture.
 - b. The committee found the language of section IV confusing and recommended clarifying it, in particular to make clear under what circumstances class capture would be opt-in and under what circumstances it would be opt-out.
 - c. The committee recommended that during periods of extraordinary circumstances when WPI shifts to the opt-out mode, there be a mechanism for confirming that opt-out requests have been successfully processed and implemented.
 - d. The committee suggested making the language more general to include other software and tools that may be used in the future, to avoid the need to frequently update the policy.
5. Discussion item: Develop recommendations for high quality academic advising for undergraduate and graduate students.
 - a. J. Coburn joined the meeting at 3:35 pm on behalf of CASL.
 - b. Professor Coburn shared the following recommendations developed by CASL:
 - i. Each department may wish to develop a new student orientation event at which incoming students can meet their advisors.
 - ii. Each department may wish to organize meet-and-greet events throughout the year to increase opportunities with students to connect with each other and with faculty.
 - iii. Plan of study documents should be prepared for each department/program to ensure that requirements are clear to students.

- iv. For PhD programs and thesis-based MS programs, departments and programs should supply a document to outline and record requirements for exams, committee meetings, etc.
 - v. A CGSR member suggested that departments/programs should have regular meetings in a group format to address questions and issues that arise as students progress through their studies.
 - vi. A CGSR noted that some labs have “English only” policies which do not foster a climate of inclusion for international students.
 - c. Professor Coburn left the meeting at 3:53 pm.
- 6. Voting item: Petition by a student to Attend Graduate Commencement Ceremony.
 - a. The student’s had confirmed that the student was on track to meet all degree requirements by the end of the spring semester, having not noticed that the student received a D in a course, making it ineligible for graduate credit.
 - b. There was a brief discussion regarding the reason that the D grade exists. It was noted that while graduate students cannot receive credit for courses in which they receive a D, it is less detrimental to the student’s GPA than an F and is therefore preferable.
 - c. The committee recommended that the student check if they have undergraduate courses that may be double-counted, given that the department has a BS/MS option.
 - d. The motion was approved.
- 7. Voting item: Motion from the Business School to drop their HSI certification.
 - a. The motion was approved.
- 8. Voting item: Revised motion from the Business School to change the title and description of MKT 565 and MKT 569.
 - a. The motion was approved.

The meeting was adjourned at 4:33 pm.