

Minutes of CGSR Meeting #17 on 02/03/2016

The Committee on Graduate Studies and Research (CGSR) held its 3rd meeting in C-term 2016 on February 3, 2016 (Wednesday) in Higgins Labs, Room 102.

- Present: M. Demetriou (Chair), A. Zeng, S. Hudson (GS), C. Larsen, B. Vernescu (Vice Provost for Research), A. Rangwala, K. Troy, J. Arguello, S. Flavin (ex-officio).
 - Absent: None
 - Guests: B. Bursten (Provost), and G. Gaudette (COG Chair)
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Professor Demetriou called the meeting to order at 11:07 AM

1. The minutes of the meeting on 01/27/16 were approved with a few minor revisions.
2. Dean Flavin provided a great deal of information about CPE operations and addressed the four questions/concerns raised by the Committee at last meeting; specifically
 - a. *Teaching appointment*: Over the past five years, CPE has seen significant increase in course and student volumes. As CPE classes run on different timetables than regular graduate classes and to improve the office efficiency, the Provost Office has delegated the CPE teaching assignment to CPE Office, and both relevant Department Head and the Instructor are copied on each teaching offer letter. Provost Bursten is comfortable with this process.
 - b. *Course evaluations*: CPE office acts merely as a messenger during this task; that is, the office delivers the evaluation forms to the Registrar's Office but does not have access to each student's written comments. However, CPE administers a mid-course survey for each course and collects student feedback for the purpose of quality control and continuous improvement.
 - c. *Access to on-line course materials*: Both ATC and CPE can access the online course materials with the permission of the instructor.
 - d. *Acceptance of students*: CPE does not admit students and the admission process is entirely managed by each academic program/department.

To help the Committee understand the entire process of CPE operations, Dean Flavin agreed to make a presentation in the near future.

3. Provost Bursten made a quick comment on the makeup of CGSR; in particular, he concurred with COG's concern shared by Professor G. Gaudette and stated that CPE Dean should be a permanent standing member of CGSR. Discussion of this issue will continue next time.

The meeting was adjourned at 12:00PM.

Respectfully submitted,
Amy Zeng, CGSR secretary (C16)