Minutes of CGSR Meeting #21 on 03/02/2016

The Committee on Graduate Studies and Research (CGSR) held its 7th meeting in C-term 2016 on March 02, 2016 (Wednesday) in Higgins Labs, Room 102.

- Present: M. Demetriou (Chair), A. Zeng, K. Troy, C. Larsen, A. Rangwala, B. Vernescu (Vice Provost for Research), S. Flavin (ex-officio).

- Absent: J. Arguello, S. Hudson (GS)

- Guests: T. Camesano (Dean of Graduate Studies), G. Gaudette (Chair of COG)

Professor Demetriou called the meeting to order at 11:03 AM

1. The minutes of the meeting on 02/24/2016 were approved.

2. Dean Flavin explained several aspects of CPE operations by answering the following questions:

   (1) *How are online graduate courses administered differently than in-person courses?*

   For on-line courses involving academic credits, they are scheduled in parallel to the university calendar; in particular, Joan Deal, Senior Administrator of CPE Academic Programs, works with Department Heads and Program Directors on scheduling the courses, and an appointment letter copied to DH/PD, Academic Dean, and Dean Flavin, is generated for each online course offering.

   For technical short courses and workshops that do not offer academic credits and are designed merely to prepare prospective students for subsequent graduate study, they are scheduled and administered by CPE, but the course information is available on CPE website.

   (2) *How does CPE interact with the office of the Dean of Graduate Studies?*

   As a member on the academic leadership team, Dean Flavin meets with Provost Bursten and Dean Camesano (Graduate Studies) every other week.

   (3) *How are teaching appointments made for CPE courses?*

   As mentioned in the answer to the first question, Joan Deal consults academic Department Heads/Program Directors for course offerings and relevant instructors. CPE may be involved in identifying potential instructors, but the ultimate appointment is determined by the academic unit.

   (4) *How are evaluations of courses done through CPE?*

   CPE administers a mid-course evaluation solely for the purpose of controlling the quality of course delivery but not of course content. The feedback is used to take quick actions on any mechanical/technical problems. Much discussion was devoted to the best

procedure for implementing this mid-course evaluation, as the Committee felt that the way of getting student feedback should be consistent for all WPI courses regardless of their delivery mode.

(5) *How many off-campus (not online) graduate credits are delivered?*

In AY2015-2016, CPE delivers a total of 8,700 credit hours, out of which 4,544 are on line and 4,185 are on site.

To help the Committee to understand the role CPE plays in WPI's graduate studies, Dean Flavin agreed to give a presentation on CPE's organizational structure and its connections with various academic units on campus in D term.

3. Old Business.

(1) Professor Demetriou will distribute the Ph.D. Guiding Principles Motion to Faculty to the committee members for edits, and the motion will be presented at the April Faculty Meeting instead of March Faculty Meeting that was previously planned.

(2) Professor Demetriou encouraged the committee members to read the draft of CGSR Operational Guidelines and be ready for discussion in D term.

The meeting was adjourned at 12:00 PM.

Respectfully submitted,
Amy Zeng, CGSR secretary (C16)