

**Graduate Academic Council
2000 – 2001**

Minutes of the Council meeting of May 4, 2001

In attendance: R. Irving, M. Brown, J. Mumpower, G. Harper, D. Bernnard, J. Bartow (staff)

Unable to attend: L. Mullin, L. Trubitt, A. Fortune, N. Johnson, M. Gallant, D. Abdel-Hady, J. Monfasani

1. Minutes of the meeting of 3/23/01 were reviewed & unanimously approved without amendment.
2. Report of the Dean of Graduate Studies – Jeryl Mumpower
 - a. The State Education Dept. has approved the new Forensic Molecular Biology track of the M.S. Biology Program
 - b. Graduate study applications for Fall 2001 are up slightly. Yield rates will be critical.
 - c. Supplemental (\$480K) mission review funds for GA/TA/Fellowship stipends have been received. Administrative issues related to the Memorandum of Understanding (MOU) for the use of these funds are being attended to.
 - d. A SUNY task force is being assembled to look at “targeted” student award funds. Betty Shadrick will serve on this body as our representative.
3. Report of the Committee on Educational Policy & Procedures

The report of the Committee, in which a recommendation to amend graduate leave policy was proposed, was unanimously accepted and approved by the Council.
4. Report of the GAC Committee on Curriculum & Instruction – R. Irving

The Chair presented the written Committee Report (appended to the end of these minutes). The Council voted unanimously to accept the report and approve the recommendations therein.

Emerging from the discussion of the Committee’s report was a suggestion that next year’s GAC consider changes to policy and/or practice regarding approval for graduate instruction by individuals who do not possess an earned doctorate or the rank of Associate Professor. There was some sentiment that such approval authority should be delegated to the deans with periodic reporting requirements to the Council.
5. Graduate Instruction in Epidemiology

Due to the time of year, the Council considered a direct request from the Dept. of Epidemiology that William Leavy (EPI503), Michael Zdeb (EPI514 & EPI697) & Punkin Stephens (EPI610) be authorized to provide graduate instruction in the Fall 2001 term. After discussing qualifications and the rationale offered by the department chair, the Council acted to unanimously approve the request for authorization.

The Council was alerted to the need for similar consideration of approval for Lenore Gensburg to provide graduate instruction in Biometry & Statistics. The department should be notified of the need to submit such a request.
6. Report of the GAC Committee on Admissions & Academic Standing – M. Brown

The Chair presented the written Committee Report (appended to the end of these minutes). The Council voted unanimously to accept the report and approve the recommendations therein.

7. Petition of Emmanuel Savopoulos – Ph.D. English Student

Mr. Savopoulos and his advisor, Prof. Don Byrd, appeared before the Council to request an exception to current University requirements for the development and submittal of the doctoral dissertation. Specifically, he was seeking permission to submit his work in digital format.

Professor Byrd suggested that we should be taking advantage of current technologies and, in this case, that such would allow for an alternate type of work. Mr. Savopoulos proposes a dissertation that will deal with the interface between text, image and sound.

Mr. Savopoulos commented:

- Dissertation to be on CD ROM for storage capacity
- There is no guarantee of access beyond 10 years, but most works are accessed beyond such a time period anyway
- The work should be archive as a “moment in time” with regard to technology
- Server based storage might increase accessibility
- The “work” is the interaction between various media. What could be written could only be a commentary
- The work will be in a closed environment, with no open web links
- Only a web browser will be needed to access the work
- A written introduction & operating guide will accompany the CD
- There are very real and difficult issues in transitioning to this digital “world.”

Council discussion:

- Approval may not set a clear precedent, but will certainly open the door to similar requests in the future
- The risk of not being able to archive the work may be worth taking

The Council voted unanimously to approve Mr. Savopoulos’ request for exception, with two conditions:

- a. that he return to update and provide a demo to the GAC in Fall 2001 and thereafter upon request, and
- b. that he consult with the University Archivist regarding the scope and nature of the project, and discuss best archival options. It was noted there are no guarantees that his work can be archived.

END OF 5/4/01 GAC MINUTES

.....

To: Graduate Academic Council

From: Richard Irving, Chair
GAC Committee on Curriculum & Instruction

Date: May 3, 2001

Subj.: Report and Recommendations

The GAC Curriculum Committee met on April 27, 2001. In attendance were Karin Reinhold, Richard Irving (Chair), Cliff Ellis and Jon Bartow (Staff to the Committee). Mary Gallant provided advanced written comments on the matters at hand. The Committee reviewed six proposals. All are recommended to the GAC for approval.

1. The Chemistry Department proposes to split the current topics course CHM535A into either CHM535A or CHM535B. Accordingly, it is requested that the CHM535A curricular requirement be amended to read CHM535A or CHM535B.
2. The Communication Department proposes a change to their M.A. program curriculum. Specifically, the specialization area currently titled "Interpersonal/Intercultural Communication" is to become "Interpersonal Interaction/Cultural Practices. A variety of related course changes, additions and deletions follow upon the logic presented for the title change.
3. The English Department proposes to change its graduate admission requirements by no longer requiring the advance GRE subject test Literature in English. The faculty have found this test to no longer be essential to the evaluation of admission candidates.
4. The Reading Department proposes that special authorization to provide instruction be granted to three individuals to teach for the Department. For two of the individuals the request is for specific courses during the 2001-02 academic year. The third request is for an individual to teach a parallel course with one taught by an eligible member of the faculty this Summer 2001. Working from the guidance provided by prior GAC consideration of this matter the Committee is comfortable recommending approval for these requests.
5. The Department of Environmental Health & Toxicology proposes a one-course shift in required coursework for its Environmental & Occupational Health track of the program. EHT670 "Contemporary Issues in Environmental Health" is to be dropped as a required course and replaced by an updated EHT690 "Laboratory Rotations in EH&T." EHT670 shall remain available as an elective.
6. The Department of Educational & Counseling Psychology proposes a change to the curriculum of the Certificate of Advanced Standing (CAS) program in Educational Research. In order to provide broader opportunities to students, the previous requirement for satisfactory completion of a comprehensive exam is to be replaced with a culminating experience via internship in educational psychology, field experience in educational research, or a practicum in evaluation research.

.....

To: Graduate Academic Council

From: Maria Brown, Chair
GAC Committee on Admissions & Academic Standing

Date: May 3, 2001

Subj.: Report and Recommendations

The GAC Academic Standing Committee met on May 1, 2001. In attendance were Gregory Harper, Maria Brown (Chair), Deborah Bernnard, Anne Boehm, Lynn Gelzheiser and Jon Bartow (Staff to the Committee). Three items of business were discussed and are recommended to the Council for action:

1. Petition of Yon Struble, M.S. Reading Program

Mr. Struble was academically dismissed from the program in 1997 after receiving failing grades. He has explained the non-academic circumstances that led to the failures in a manner acceptable to the faculty in the Department. They would allow for his reinstatement to the program.

The Committee determines and unanimously recommends to the GAC that a "last chance" reinstatement should be allowed under the condition that he obtain at least a B grade in every course taken during the first year following his re-entry into the program.

2. Petition of David Suh, Economics Student

Mr. Suh applied to the M.A. Economics while an undergraduate senior at the University and was accepted for M.A. study to begin in Fall 2000. It turned out that he failed to fulfill undergraduate degree requirements, yet his enrollment in graduate courses was not prevented or voided. He completed four graduate Economic courses in Fall 2000 with a respectable GPA of 3.33. In the Spring 2001 term he is taking one undergraduate course (AECO330Z) to fulfill outstanding undergraduate requirements plus 15 graduate credits. He seeks authorization to continue in the M.A. program and count graduate courses completed through Spring 2001 toward the M.A., despite not having been awarded the B.A. at the time.

The Committee unanimously recommends that contingent upon his successful completion of the bachelors degree requirements in Spring 2001, the Fall 2000 graduate admission be allowed to stand, therefore authorizing the graduate credits earned as applicable to the M.A. program. Further, credits for ECO545, completed in Spring 2000 prior to his M.A. admission – shall not count toward the fulfillment of M.A. degree requirements. Should Mr. Suh fail to complete bachelor's requirements in Spring 2001, the graduate admission shall be voided.

3. In general terms, the Committee discussed the pending petition for exception to dissertation guidelines that will come before the GAC for direct consideration on 5/4/01. Committee members noted issues of archival concern, as previously expressed in an email from the University Archivist (see copy pasted in below). The Committee expressed a conservative posture toward the digital dissertation issue until such time as archival concerns are resolved.

It is my understanding that the Graduate Office approves the format of dissertations after the appropriate department or school has approved the intellectual content of the dissertation. Is that true of masters theses also?

The reason I ask is that the University Archives is charged with holding a record copy of ever dissertation and thesis produced by our students. We have this charge because there has to be one secure and always available copy of a dissertation or thesis for future researchers to consult. The University Library has a microfilm copy of every University at Albany dissertation in its microfilm collection and it has a print copy of every thesis in the open books stacks. These are convenience copies which are not secure. People can walk off with the microfilm and they can mutilate or make off with the printed copy in the open stacks. If that happens, a new copy of a dissertation can be ordered from University Microfilms International, or if they don't have the original, and some of our dissertations were not submitted to UMI, we can photocopy and bind a copy of a dissertation or thesis from the original we hold in the University Archives. The point is that we have a readable and accessible backup copy in the University Archives.

I have just learned that last year a masters thesis was accepted by the History Department that was submitted only on CD ROM. So far the CD ROM has not shown up in the University Archives. But the imminent arrival of one thesis means more are coming. I am wondering if any standards have been set for the submission of dissertations and theses in electronic formats. Must they be submitted in ASCII format? Will the University established default software that must be used for the submission of theses and dissertations? Will anyone be able to read the CD ROM five

years from now if the word processing or whatever software package the document is submitted in is not available? I can, for instance, envision a dissertation being submitted in Quark, a popular publishing software. We do not have Quark on our computers. A multi-media thesis or dissertation is just as likely to be in a software package that we do not own. That means that even though we may have a CD ROM with a dissertation or thesis on it we will be unable to provide access to the work! Will people who submit dissertations and theses in electronic formats be required to deposit a copy of the software that the work was created in along with the work? Will our personal computers or main frames be able to load the software five years from now? To cite just two examples of recent obsolescence, we have very few computers that will handle DOS documents, and we have only one computer left in the archives with a 5 1/4 inch drive. I am already receiving records from campus offices on 5 1/4 inch diskettes that I can not read because I do not have the software the documents were created on. Will we be able to read a CD ROM in five years? Will CD ROMs be the same size five years from now or half their size and the drives be different? Will there even be CD ROMs five years from now? Who will be responsible for migrating electronic theses to new readable formats? Can a multimedia thesis or dissertation even be migrated? Are there standards to ensure that a form that is submitted as a final copy is not rewriteable?

We need to have a fixed copy of the thesis or dissertation in a readable format in the University Archives as a security copy. The University needs to establish some standards for the submission of theses and dissertations in electronic formats.

I realize this sounds like a large laundry list but it is important we don't get behind the curve on dealing with this issue. I would be happy to meet with the appropriate person or persons to discuss this matter.

Geoff Williams
University Archivist

University Archives, LE-356
M.E. Grenander Department of Special Collections and Archives
University at Albany, SUNY
1400 Washington Avenue
Albany, NY 12222