April 15, 2011 ~ GRADUATE PROGRAM SUBCOMMITTEE
Minutes of Meeting #5
Friday, April 15, 2011 EMS E371
11:00 a.m.

Present: Professors J. Boyland (Chair), N. Abu-Zahra, J. Li, A. Mafi, D. Misra (GFC Rep.), V. Nanduri, Associate Dean D. Yu, ex officio, Betty Warras (Recording Secretary)
Excused: Professors N. Campbell-Kyureghyan (GFC Rep.), J. Chen
Guests: Professor A. Dhingra (ME) and K. Beschorner (Ind)

The meeting was called to order at 11:05 a.m.

I. Announcements – Added Agenda requested and approved (CAR forms ME584/IND584)

II. Approval of Minutes from Meeting 4, February 18, 2011 – Minutes approved as written

III. Old Business – None

IV. New Business –
A. ME Department Request to Change Previous QE Requirement
   Professor Dhingra explained the request to include MATH-701 or MATH-702 in addition to MATH601 or 602 as a condition of pass. Neither 601 nor 602 are offered in Fall 2011 which is delaying the student’s progress in the PhD.
   Motion/Second (Mafi/Nanduri) to approve. Motion passed.
   The student will receive an updated letter.

B. Associate Dean Yu – Bio Med Concentration
   Motion/Second (Mafi/Nanduri) to approve. Motion passed with minor corrections.
   Committee Reviewed/Discussed the proposed tracks (concentration)
   Approved document w/revisions will go to CEAS Faculty.

C. EE Department – Journal Publications as requirement for PhD
   Discussion by committee covering thesis requirements, journal publications as related to thesis, approval process, department and advisor responsibility. GPSC consensus that this should be decided at the department level.

D. Qualifying Exam Criteria – Reschedule for future meeting as Old Business

E. CAR form process – Discussion by committee covered flow chart for CAR process, posting examples of approved CAR forms, etc. Professor Boyland volunteered to accept documents from the committee. Assoc. Dean Yu will contact Graduate School. Possibility of a CAR form workshop was mentioned.
F. Course Action Request – (Additional agenda item)
   ME584/IND584 Biodynamics of Human Motion
   Committee reviewed w/suggestions to make changes; needs ME Chair approval
   Motion/Second (Misra/Nanduri) to approve with GPSC suggestions. Motion passed.

V. Adjournment – 12:05 p.m.

Respectfully submitted,

Betty Warras, Recording Secretary