

**Committee on Graduate Studies
Report to the Faculty
January-December 2007**

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Introduction

The structure of the Annual Report by the Committee on Graduate Studies (COGS) to the Faculty is as follows:

- brief introduction including a discussion of the importance of Arts and Sciences graduate programs to the university
- continuing and new themes and issues facing graduate programs in Arts and Sciences
- a list of highlights of issues discussed and resolved by COGS
- presentation of course changes that occurred over the past year
- a report on the activities of the Graduate Center
- A&S Graduate Ombudsperson report to COGS
- appendices

The Importance of Arts and Sciences Graduate Programs to the University

Graduate programs in Arts and Sciences are critical to the mission of the College of William and Mary. Our graduate programs enhance the undergraduate program by providing research and mentoring opportunities, and are vital in retaining approximately a third of the faculty members in Arts and Sciences. More than 85% of the indirect cost recovery funds in A&S are generated by departments/programs that have graduate programs. These funds are essential for maintaining the research activities of all A&S faculty. Without our Master’s and doctoral programs in A&S, W&M would not be included in the Carnegie classification as a Research University with high research activity. In addition, the existence of graduate programs helps determine our “peer group.” This in turn positively affects faculty salaries, research facilities, library resources, etc. Graduate programs are also an effective means for the university to play an important role in economic development.

Continuing and New Themes and Issues

Graduate Assistance Funding

Graduate student financial support continues to be the most pressing graduate issue in A&S. Graduate stipend increases are needed in A&S for the following reasons:

- **Competitiveness:** In 2004-05, the Study of Graduate Aid Gaps by the Committee on Graduate Studies documented that the annual stipend provided by A&S graduate programs at W&M averaged \$2359 lower than the mean stipend offered by our SCHEV peer group. In 2004-05, A&S graduate stipends were at the 30th percentile relative to the SCHEV peer group.
- **Diversity:** Members of groups traditionally under-represented in academia receive generous graduate financial aid offers from other institutions. Given the present stipends, graduate programs in A&S at W&M cannot compete with these offers.
- **Subsistence:** In return for serving as teaching assistants in our classes and as research assistants in our laboratories, our graduate students deserve compensation that provides for an adequate standard of life. Due to inflation, the purchasing power of A&S graduate stipends has fallen over 17% in constant dollars since 1997-98. The cost of living, particularly rent, has risen sharply in Williamsburg in recent years.
- **Faculty Retention:** In the A&S disciplines that have graduate programs, the faculty cannot maintain their research productivity and their ability to obtain external grant and contract funding at current levels without the participation of high-quality graduate students.

For the current 2-year budget cycle (2006-08), the State tied any increase in graduate funding to the Governor's biomedical research initiative. This initiative, which was limited to doctoral institutions, included \$145,000 in base funding for graduate stipends in A&S. Other initiatives that may affect future graduate funding include the following:

1. The *Provost's Ad Hoc Committee on Graduate Health Insurance and Stipends*, chaired by Vice Provost Dennis Manos, was formed in the fall of 2006. Both A&S faculty and graduate students consider low-cost, College-subsidized health insurance to be a high priority. The committee's charge was to evaluate the status and compensation of W&M graduate/professional students and to assess changes that may be needed to maintain our competitive position as an attractive place for students to pursue graduate work. The committee's product was a report to Provost Feiss in the spring of 2007.
2. All requests for increases in A&S graduate stipends must be made as a component of the A&S budget planning request that the Dean of Arts & Sciences submits annually to the College-wide Faculty University Priorities Committee (FUPC). The FUPC, established in 2004, reports to the Faculty Assembly and is advisory to the Provost and the President in identifying College priorities for future budget cycles. In Fall 2006, Dean Strikwerda requested an annual base increase of \$350,000 in A&S graduate stipends for each of the years 2008-09 and 2009-10. The FUPC recommended in Spring 2007 that graduate stipend support at the College be raised to nationally competitive levels. In Fall 2007, a \$350K base increase in A&S graduate stipend support was requested by Dean Strikwerda for each of the years 2009-10, 2010-11, 2011-12, and 2012-13. The 2009-10 and 2010-11 requests are presently being evaluated by the FUPC. The impacts of the state budget cuts on the availability of this funding are uncertain.
3. The A&S Graduate Studies Advisory Board has begun to support graduate programs through:
 - Recruitment Fellowships---these fellowships, offered since 2006-07, provide a stipend supplement of \$2,500 per year for each of the first two years at W&M. At present, one such fellowship is provided annually.
 - Diversity Fellowships---these fellowships, to begin in 2008-09, provide a stipend supplement of \$3500 per year for each of the first two years at W&M. At present, one such fellowship is available.

- Distinguished Thesis/Dissertation Awards---given to A&S students in recognition of exceptional scholarly accomplishment.

While this external support is an important step in strengthening our graduate programs, substantial additional funding is needed.

Graduate Student Research and Travel Funds

In the fall of 2005, a new competition for support of A&S graduate student research travel, fieldwork, and minor research expenses was instituted by the Office of Graduate Studies and Research (OGSR), with the first awards made in spring 2006. The purpose of this Graduate Student Research Grants program is to provide increased funding in support of A&S graduate student research. For the spring 2007 semester, the OGSR awarded a total of \$9696 to 33 A&S graduate students. In the fall of 2007, a total of \$6194 was awarded to 21 graduate students. The maximum award was \$300. As of the fall 2007 semester, continuous enrollment fees from A&S graduate students are providing a stable source of funding for the Graduate Student Research Grant program, enabling this program to be offered predictably each fall and spring semester.

The OGSR also provides support for the A&S Graduate Student Association (GSA) Supplemental Conference Fund. Since conference travel funds appear to be a substantial unmet need, the OGSR provided an additional \$1600 to the existing A&S Graduate Student Association (GSA) Supplemental Conference Fund for spring 2007, an additional \$800 for summer 2007, and an additional \$1800 for fall 2007 awards. The GSA has a well-devised procedure in place for the supplemental conference travel program. Consequently, the OGSR committed these additional funds to the GSA to expand the number of conference travel awards that the GSA can offer, rather than having the OGSR operate a separate conference travel program. The GSA is responsible for the application and selection process of conference travel award recipients.

A&S Graduate Studies Advisory Board

The A&S Graduate Studies Advisory Board (GSAB), created in 2004, is comprised of approximately 20 community, business, and education leaders whose goal is to advocate for and support A&S graduate programs. The Graduate Studies Advisory Board met on campus twice during 2007: March 31-April 1, and October 28&29. For the first time, the GSAB spring meeting and the Graduate Research Symposium were coordinated to be held on the same weekend. Board members were invited to attend the oral and poster sessions, the keynote lecture and reception, and the awards luncheon, and to serve as moderators for oral presentation sessions as appropriate. There was a strong favorable response to the Graduate Research Symposium (GRS) from the Board. Subsequently, the Board voted at the fall meeting to encourage 100% participation in GRS activities by the Board during 2008, and to provide monetary support for the 2008 GRS.

Also at the fall 2007 meeting, the Board voted to focus on four priorities that are shared with the members of COGS: development/fundraising for A&S graduate programs, student professional development, building a community of A&S graduate students and alumni, and advocating within W&M for A&S graduate programs. During 2008, the Board will revise the By-Laws to specify these four priorities.

Graduate A&S Recruitment

Working with COGS, the OGSR designed and printed recruitment materials in 2007 that can be used by A&S graduate programs. The initial step was a revision of the content and layout of the 2007-08 Graduate Program Catalog to contain a highlights page with a color photograph for each A&S graduate program. A graduate tri-fold brochure was then developed by the OGSR to emphasize the breadth and strengths of the graduate programs in A&S. Due to funding limitations, there have been no such marketing materials available to the programs for over a decade. In sharp contrast to the A&S

undergraduate recruiting process at the College, each A&S graduate program has had to rely on their own preparation and printing of recruitment materials.

The brochure, as well as a more elaborate viewbook that is in preparation, are intended for distribution to donors, graduate program visitors, and prospective students at recruitment fairs, conferences, and professional meetings. A spiral-bound notepad with inside-cover information on A&S graduate programs, the GSAB, and web links for contributions was also printed, for distribution at various events such as the Graduate Research Symposium. All of these materials serve to enhance the visibility of A&S graduate programs, on-campus as well as off-campus.

COGS Highlights

JANUARY 29, 2007

Faculty participation in National Research Council (NRC) Assessment of Research Doctorate Programs (American Studies, Applied Science, Computer Science, History, Physics)

The most recent NRC study of the nation's doctoral programs occurred in 1993. The study will be conducted again in 2006-07, with three main components: an institutional survey, a program survey, and a faculty survey. Data from these NRC assessments are widely publicized. The information from this study is particularly important to the programs.

FEBRUARY 26, 2007

Change in ACEL Course Designation

For clarity, the ACEL course designation for Continuous Enrollment was changed to GRAD 999.

APRIL 16, 2007

Graduate Recruitment Brochure and Viewbook

Working with COGS, a graduate brochure and viewbook will be developed by the OGSR to highlight the breadth and strengths of the graduate programs in A&S. There have been no such recruitment materials available to the programs for over a decade. The brochure and viewbook are intended for distribution at recruitment fairs, conferences, and professional meetings, and will be available to prospective students and donors. At present, there is no bank of high quality photos of A&S graduate students for use in such publications. Therefore, a first step is coordination with Stephen Salpukas, the campus photographer in the Publications Office, to schedule photo shoots this summer.

APRIL 30, 2007

Graduate Catalog Program Highlight Page

The 2007-2008 Graduate Program Catalog will feature a new section highlighting each of the programs, to include but not limited to: faculty research/awards, student awards, internships, research opportunities, recognitions, and program offerings. Additionally, each program highlight page will feature a color photo. The purpose of these highlight pages is to increase the attractiveness of the catalog to both prospective and current students by providing a compelling overview of each program.

Continuous Enrollment Fee Approved Effective Fall 2007

The Board of Visitors approved a Continuous Enrollment fee for GRAD 999 at their April 2007 meeting. The fee will be effective for the Fall 2007 semester. On April 24, 2006, COGS voted to approve a fee and recommended that any revenue generated by a fee be disbursed back to the OGSR in support of graduate research grant funding.

Policy Language Clarification on Last Day for Graduate Students to Change Grade Mode

The revised Graduate Program Catalog wording clarifies that students have access to their course schedule in Banner until the last day to add courses.

The last day for students to make changes to their course registration will be the last day of the add/drop period (as defined in the calendar on page vi). Changes in students' schedules after the last day of the add/drop period will be initiated through the student's graduate director using an Add/Drop form which can be obtained from the student's department/program and requires the approval of the instructors involved, the student's graduate director, and the Dean of Graduate Studies and Research.

SEPTEMBER 10, 2007

COGS Membership and Confidentiality Policies

The By-Laws of the Faculty of Arts & Sciences (FAS) designate that a representative of each A&S graduate program and the Dean of Graduate Studies of the School of Marine Science are COGS members. However, by tradition, there has been a standing invitation for the A&S Graduate Ombudsperson and the GSA President to join the meetings. Occasionally, other student representatives are asked to attend as well. The inclusion of student guests raises concern regarding the confidentiality of individual student information [especially as it

pertains to FERPA] presented at COGS. To preserve confidentiality, the GSA representative and other student guests will continue to attend the meetings but will excuse themselves from the room when confidential student information is to be presented. Additionally, all confidential information about individual students will be blackened out on the agendas and the minutes of the meetings that are received by the GSA representative and other student guests. Since a component of the Ombudsperson's position is the responsibility to maintain confidentiality, the above policies do not apply to the Ombudsperson.

OCTOBER 1, 2007

Clarified Policy in Graduate Program Catalog on Summer Stipend/Fellowship Funding for New Students

Summer stipend or fellowship funds administered through the Office of Graduate Studies and Research will not be approved for payment to new domestic graduate students (i.e., domestic students who have not been previously enrolled in their W&M graduate program) during the summer sessions (approximately June 1 - August 1) unless the student has been officially admitted to the W&M graduate program for the summer and is enrolled in a W&M summer course for zero or more graduate credits.

New international W&M graduate students who are required by their department to arrive more than 30 days before the first day of class must be admitted and enrolled as full-time W&M graduate students during the summer.

NOVEMBER 5, 2007

COGS Support for Increases in A&S Graduate Stipends

As the primary voice for graduate program needs, COGS members strongly agreed that a COGS statement on the preeminent priority of increased A&S graduate student stipend funding was important to balance the more widely-known and typical priorities of increased faculty salaries and M&O. A motion was approved unanimously to submit a statement to the Faculty University Priorities Committee from COGS identifying A&S graduate student stipends and health insurance subsidies as the highest priority for funding during the 2009-11 biennium.

Graduate Studies Advisory Board Fall Meeting, October 28-29, 2007

The priorities adopted by the Graduate Studies Advisory Board during their fall 2007 meeting were aligned very closely with the priorities identified in the September 2007 survey distributed to COGS members by the OGSR. The top priorities for both the Advisory Board members and COGS members were:

1. development/fundraising,
2. student professional development,
3. graduate student and alumni community building, and
4. advocacy for A&S graduate programs with the W&M administration.

NOVEMBER 19, 2007

Graduate Studies Advisory Board's Diversity Fellowship for 2008-2009

In addition to the previously-established Graduate Studies Advisory Board Recruitment Fellowship, which provides \$2,500 for each of the first two years of graduate study, the Graduate Studies Advisory Board has established a Diversity Fellowship. This fellowship will provide \$3500 per year for each of the first two years of graduate study. Eligibility for this fellowship is interpreted broadly, with a preference for nominees who are members of a group that is underrepresented in the discipline.

Modification of Policy for Courses Offered Jointly to Undergraduate and Graduate Students

The policy that an undergraduate course must be listed at the 400 level in order to be cross-listed with a 500 level graduate course is in print only in COGS and FAS minutes from 1998. This policy is outdated since many A&S departments no longer distinguish between the 300 and 400 levels. COGS voted to remove the obsolete distinction between cross-listing of 300 and 400 level courses and to clarify the cross-listing of 300/500 and 400/500 level courses.

Any course which awards graduate credit must carry a 500 (or higher) course number. All such courses must be approved by the Committee on Graduate Studies, or, if delegated by the Committee, one of its Subcommittees or the Dean of Graduate Studies and Research. Graduate courses at the 500 or 600 levels may be cross-listed with either 300 or 400 level undergraduate courses. Under no circumstances may any student receive credit for both the undergraduate level and graduate level versions of the same cross-listed course. No more than 12 credit hours of 500 level courses can be applied toward a graduate degree. Programs that wish to allow additional credit hours at the 500 level must obtain approval from COGS.

Approved courses which are jointly listed at the undergraduate and graduate levels will be listed by their 500 or 600 level number in the graduate catalog, even if they are already listed by their 300 or 400 level number in the undergraduate catalog. The graduate description must state that the course is also open to undergraduates, and must briefly describe additional requirements which must be met in order to complete the course at the graduate level.

Policy Revision of Graduate Program Catalog regarding 300 level and 400 level Undergraduate Courses

The revision was necessary to reflect current practice as described above in *Modification of Policy for Courses Offered Jointly to Undergraduate and Graduate Students*.

All regular and provisional graduate students admitted to a course numbered 500 or above shall receive graduate credit upon satisfactory completion of the course. Regular or provisional graduate students will be allowed to register for graduate credit in courses in Arts and Sciences numbered 300 through 499 provided they submit the appropriate form with the approvals of the instructor, the student's graduate director, and the Dean of Graduate Studies and Research, prior to registration. Graduate credits will be awarded only upon successful completion of the course with a grade of "C" or better.

With the approval of the Committee on Graduate Studies, 500 level and 600 level graduate courses may be cross-listed with 300 or 400 level undergraduate courses. Under no circumstances may any student receive credit for both the undergraduate level and graduate level versions of the same cross-listed course.

Course Approvals and Revised Degree Requirements

Anthropology

The following change was approved on February 26, 2007.

NEW COURSE AND CROSS LIST NAME CHANGE:

ANTH 530. Material Life in African America.

This seminar explores the world of things that African Americans have made and made their own in what is now the United States from the colonial era through the present. Topics include landscapes of enslavement and freedom, labor practices, architecture, foodways, objects, aesthetics, contexts of production and use, and the theories of material life, expression, and culture through which these topics are studied. (Cross listed with AMST 518)

The phrase "(Cross listed with ANTH 530)" is proposed to be added to the AMST 518 course description in the graduate catalog.

The following change was approved by email vote on May 23, 2007.

CATALOG CHANGE:

Current catalog, page 47. New requirement to read, "The MA/PhD program in Anthropology at William and Mary requires full-time study. Full-time and part-time students will be considered for admission into the MA-only program."

Applied Science

The following changes were approved by email vote on May 23, 2007.

COURSE NAME AND DESCRIPTION CHANGES:

APSC 652. Self-organization in Life and Chemical Sciences *Spring (3)*.

Here we investigate self-organization and complex collective behaviors that emerge from simple dynamical principles in a variety of living and chemical systems. We consider, for example, oscillatory chemical reactions, single-celled organisms and their communal behaviors, as well as the spread of HIV in human populations using agent-based computer simulation to model and analyze these systems. The course culminates in a final research project wherein students, in consultation with the instructors, develop and analyze their own original model.

APSC 654. Bioinformatics and Molecular Evolution *Spring (3) Prerequisite: MATH 112 or 113, BIOL 203, or consent of instructor.*

An introduction to computational molecular biology and molecular evolution including nucleotide and amino acid sequence comparison, DNA fragment assembly, phylogenetic tree construction and inference, RNA and protein secondary structure prediction and substitution models of sequence evolution. (Cross-listed with BIOL 454)

Biology

The following changes were approved on October 22, 2007.

COURSE DESCRIPTION CHANGES:

501. Evolutionary Genetics.

Spring (4) Gilchrist. Prerequisite: BIO 204 or equivalent.

The course is designed to consider evolution as a process: Basic population genetic theory; sources of variation; natural selection; isolating mechanisms and speciation. Three lecture hours and one recitation hour.

659. Topics in Evolutionary Genetics

Spring (4) Gilchrist. Prerequisite: BIO 204 or equivalent.

Students must attend lectures, complete assignments, and take exams in Biology 501, and will critically review current literature in population genetics and evolution. In extra meetings, students will rotate weekly as discussion leaders. Students are not permitted to register for both courses. Four class hours and one recitation hour.

Geology

The following change was approved on October 1, 2007.

CROSS LISTED COURSE:**565. Hydrology**

Spring (4) Hancock. Prerequisites: GEOL 101 or GEOL 110 or GEOL 150, and MATH 111, or permission of instructor. Offered in alternate years.

Quantitative investigation of the major components of the hydrologic cycle and their interactions, including atmospheric water, surface water, and groundwater. Graduate students will be required to research topics or questions as given by the instructor and make presentations to the class. Field trips required. Three class hours, three laboratory hours.

College Courses

The following change was approved April 30, 2007.

COURSE NAME AND DESCRIPTION CHANGE:**COLL 505. Oral Presentation Skills**

This course is for students who want to refine their oral communication skills and learn more about presentation norms. Students will participate in various kinds of oral communication activities, including presenting speeches given for different purposes, critiquing speech content, organization, and delivery, and presenting a paper following specific guidelines set forth by a conference or association.

The following changes were approved on October 22, 2007

NEW COURSE:**COLL 503. Listening, Speaking & Pronunciation Skills**

Spring (0 credit, P/F)

Listening and speaking are inextricably linked. Active listening is a key component to correcting pronunciation errors, and is essential for academic, professional, and personal success. This course is designed for nonnative English speakers who wish to develop their English proficiency. A variety of resources including film, CDs, and the Internet, expose students to different American accents and speech patterns. Recorded assignments provide opportunities for self-assessment and instructor feedback.

CHANGE SEMESTER COURSE OFFERINGS:**FALL COURSES**

COLL 501 – English Conversation & Pronunciation

COLL 505 – Oral Presentation for International Students

COLL 508 – Effective Professional Communication

COLL 525 – Writing for Publication

SPRING COURSES

COLL 503 – Listening, Speaking & Pronunciation Skills

COLL 520 – Academic Writing

COLL 530 – Thesis/Dissertation Writing

COLL 550 – College Teaching (alternate years)

SUMMER COURSES

COLL 620 – Intensive Academic Writing

Graduate Center Annual Report 2007

Staff and Facilities

The Graduate Center organizes and sponsors a variety of activities, events, and non-credit courses for W&M graduate and professional students. The Center is administered by Laurie Sanderson, Dean of Graduate Studies and Research, Manuela Berti-Kuffel, Assistant to the Dean of Graduate Studies and Research in Arts and Sciences, and Barbara Monteith, English as a Second Language (ESL) Program Manager. The Center is housed in the Stetson House at 232 Jamestown Road.

In the spring, summer, and fall of 2007, five College faculty and staff taught nine Graduate Center courses. During 2007, a goal of the Graduate Center was to work collaboratively with other College offices and schools in expanding the scope of activities and events to enhance the participation of a diversity of W&M graduate and professional students. There were approximately twice the number of participants in activities and events sponsored by the Graduate Center in 2007, relative to previous years.

Graduate Center Highlights

Appendix I provides a listing and summary of participation in Graduate Center activities, events, and courses since fall 2003. Highlights from the spreadsheet include:

- *Course enrollments* for the calendar years were 48 in 2003, 87 in 2004, 59 in 2005, 68 in 2006, and 86 in 2007.
- In conjunction with an exhibit from Swem Library's Special Collections Research Center in February 2007, the Graduate Center sponsored *International Dialogues – India* which included a panel discussion of W&M undergraduate and graduate students from India, a performance by the Bhangra dancers, and Indian food from Nawab restaurant. More collaborations with Swem are planned for the future.
- In association with the Graduate Research Symposium, the Graduate Center sponsored *sessions on enhancing oral presentation skills*, led by consultant Robin Cantor-Cooke. She offered personalized coaching sessions for students in advance of the symposium, as well as leading a well-attended professional development workshop during the symposium.
- On Sept. 9, 2007, the Graduate Center, the Reves Center, and the Office of Residential Life collaborated on an *in-service training for current Residential Advisors (R.A.'s)* highlighting the special needs and concerns of undergraduate and graduate international students at W&M. This workshop included a presentation by Barbara Monteith regarding the stages and symptoms of culture shock and suggestions for the R.A.'s when interacting with international students. The presentation was followed by a panel discussion with current undergraduate and graduate international students who shared their own experiences and observations of student life at W&M, especially as it related to their on-campus housing experiences, followed by breakout sessions facilitated by members of Residence Life.
- In the Fall of 2007, the Graduate Center's *Conversation Partner Program (CPP)* paired 44 native and nonnative English speakers to meet informally and discuss topics of mutual interest. The nonnative English speakers included graduate students from A&S, Business, Law, and VIMS, as well as two visiting scholars and two College employees. Native English speakers included both graduate and undergraduate students in A&S, graduate students from the Education school, and some community volunteers.
- The 2007 *Graduate Research Symposium* was extremely successful, both in terms of level of professionalism and number of participants and attendees. A&S graduate students on the Graduate Research Symposium Committee and the Graduate Student Association worked with the OGSR and the Graduate Center to expand the scope of the marketing and fundraising, the awards and award ceremony, and the inclusion of regional participants. In addition, there were

two invited distinguished lectures, one by the 1997 Nobel Laureate in Physics, and a keynote lecture and book signing by Dr. Randal D. Pinkett, sponsored by Barnes and Noble.

- Due to room scheduling difficulties in 2006, the highly popular *Raft Debate* was scheduled for both the spring and the fall semesters of 2007.
- The Graduate Center played a key role in planning, organizing, and promoting *International Education Week 2007*. Barbara Monteith was a member of the IEW organizing committee comprised of representatives from the Reves Center, the Department of Modern Languages & Literatures, and Swem Library to plan several IEW events including:
 - a photo display in the Botetourt Gallery of undergraduate student pictures taken during their study abroad
 - student displays in the UC Lobby highlighting international research conducted by graduate students in A&S
 - an international menu at the Commons Dining Hall, exceeding projections by attracting 1700 students
 - an International Music & Dance Showcase at the Kimball Theatre featuring performances by student groups at W&M
- Graduate Center *social events* in the fall of 2007 included a *meet-and-greet* for the 22 new international graduate students in A&S, and a *Thanksgiving celebration* for international graduate students and their Conversation Partners. The 2007 Thanksgiving Dinner was co-sponsored by the International Law Society (ILS) from the Marshall-Wythe School of Law, and several members of the ILS attended.

Newsletter

The Graduate Center's electronic newsletter ***DID YOU KNOW THAT?*** is distributed by e-mail to A&S and School of Marine Science graduate students every Monday morning. Each academic year there are approximately thirty issues. Under the editorship of Mani Berti-Kuffel, the newsletter has expanded its coverage and scope, especially in bringing funding sources to the attention of graduate students. Many administrators receive *DYKT?* and value its contribution to the university's graduate culture.

Changes in COLL courses approved by COGS

On April 30, 2007, COGS approved a name and description change for COLL Course 505. The new name and description will increase the course's appeal to both native and non-native English speakers.

COLL 505. Oral Presentation Skills

This course is for students who want to refine their oral communication skills and learn more about presentation norms. Students will participate in various kinds of oral communication activities, including presenting speeches given for different purposes, critiquing speech content, organization, and delivery, and presenting a paper following specific guidelines set forth by a conference or association.

On October 22, 2007, COGS approved a modification to offer the Graduate Center's COLL 501 course in the fall semester only and to offer a new COLL Course 503 in the spring semester. The majority of incoming international graduate students in A&S enroll in COLL 501 during their first semester at W&M. For some, one semester is sufficient to fine-tune their oral conversation skills to a point where they can easily and effectively express their ideas orally in English. Others, however, need more instruction in conversation and pronunciation, and have registered for more than one semester of COLL 501. With the addition of COLL 503, students can choose to register for COLL 503 rather than a second semester of COLL 501. However, completion of COLL 501 is not a requirement for registration in 503.

COLL 503. Listening, Speaking & Pronunciation Skills

Spring (0 credit, P/F)

Listening and speaking are inextricably linked. Active listening is a key component to correcting pronunciation errors, and is essential for academic, professional, and personal success. This course is designed for nonnative English speakers who wish to develop their English proficiency. A variety of resources including film, CDs, and the Internet, expose students to different American

accents and speech patterns. Recorded assignments provide opportunities for self-assessment and instructor feedback.

Effective Fall 2008, Graduate Center course offerings are:

FALL COURSES

COLL 501 – English Conversation & Pronunciation
COLL 505 – Oral Presentation for International Students
COLL 508 – Effective Professional Communication
COLL 525 – Writing for Publication

SPRING COURSES

COLL 503 – Listening, Speaking & Pronunciation Skills
COLL 520 – Academic Writing
COLL 530 – Thesis/Dissertation Writing
COLL 550 – College Teaching (alternate years)

SUMMER COURSES

COLL 620 – Intensive Academic Writing

Ombudsperson Report for 2007

SCOTT NELSON, Associate Professor, Department of History, snels@wm.edu

Activities for January - July 2007

- 5 inquiries total between January and July 2007
 - 3 phone calls or emails that were informational and did not lead to further discussion
 - 2 issues that led to further discussion with faculty, the Director of Graduate Studies, the department, and the Dean of Graduate Studies. The issues were resolved to the satisfaction of the students and the faculty.
 - 1 issue carried on from the previous year that was resolved in the fall 2007.

ELIZABETH BARNES, Associate Professor, Departments of English and American Studies, elbarn@wm.edu

Activities for July - December 2007

- Orientation session for new graduate students, August 2007.
- Orientation session for new TAs and TFs – dealing with problem students, learning climate, August 2007.
- 5 inquiries total between August and December 2007
 - 3 resolved over email exchanges
 - 1 resolved after several meetings with the graduate student
 - 1 resolved after talking with the advisor, meeting with the Director of Graduate Studies, and meeting with the Dean of Graduate Studies

Issues raised:

- *delay of grade reporting
- *harassment by student from another university
- *dispute over standing in program
- *dispute over financial aid
- *failure of graduate student to complete work (complaint raised by the advisor)

Committee on Graduate Studies Members, 2007-08

Laurie Sanderson, Chair
Chris Abelt, Chemistry
George Gilchrist, Biology
Mark Hinders, Applied Science
Rex Kincaid, Mathematics (Computational Operations Research program)
Elaine McBeth, Public Policy
Charles McGovern, American Studies
Carol Sheriff, History
Evgenia Smirni, Computer Science
Larry Ventis, Psychology (PsyD program)
Peter Vishton, Psychology (Master's program)
Mary Voigt, Anthropology
Shiwei Zhang, Physics

APPENDICES

APPENDIX I

**GRADUATE CENTER PARTICIPATION
Fall 2003 thru Fall 2007**

Course	F 2003	Sp 2004	Su 2004	F 2004	Sp 2005	Su 2005	F 2005	S 2006	Su 2006	F 2006	S 2007	Su 2007	F 2007
COLL 501 001	7	12	10	12	5		6	10		12	13		20
COLL 501 002				10	3								
COLL 502	10	7											
COLL 503													
COLL 505		4		3			6			7	8		8
COLL 508					10			7		8			4
COLL 520	6		8		6		5	9			9		
COLL 521		7											
COLL 525		7		7				10					9
COLL 530								5			8		
COLL 620						9						7	
ISEP						9			12				
Course Subtotals	23	37	18	32	24	18	17	41	12	27	38	7	41
Workshops	F 2003	Sp 2004	Su 2004	F 2004	Sp 2005	Su 2005	F 2005	S 2006	Su 2006	F 2006	S 2007	Su 2007	F 2007
Alternative Careers													
Beyond Google				7									
Dream Job	10												
Finding the Right Job	6												
French Refresher				7									
Graduate Student Survival 101					8								
Grant Proposal Writing		14											
Grant Proposals (Hum)				15				16					
Grant Proposals (Sci)					26								
International Dialogue				13	15		17				70		
Optimizing Productivity					9								
Outreach to Public Schools													

APPENDIX I cont.

**GRADUATE CENTER PARTICIPATION
Fall 2003 thru Fall 2007**

Poster Workshop											3		
PowerPoint													
Presenting Yourself	5	8		7						5			
Enhance Your Presentation											40		
R.A. In-service Training - Int'l Students													80
Resume Writing													
Spanish Translation I													
Spanish Translation II													
Spanish Language Refresher											3		
Stop Talking to Yourself	5												
Stress Management	8												
Workshop Subtotals	34	22	0	49	58	0	17	16	0	5	116	0	80
Programs	F 2003	Sp 2004	Su 2004	F 2004	Sp 2005	Su 2005	F 2005	S 2006	Su 2006	F 2006	S 2007	Su 2007	F 2007
Conversation Partner Program				53			20			26			44
Graduate Symposium		110			144			190			240		
Raft Debate	325			228			325				180		165
World Café											43		
International Education Week													
Int'l research - UC Lobby													37
Int'l Music & Dance Showcase													212
Program Subtotals	325	110	0	281	144	0	345	190	0	26	420	0	458
Social Events	F 2003	Sp 2004	Su 2004	F 2004	Sp 2005	Su 2005	F 2005	S 2006	Su 2006	F 2006	S 2007	Su 2007	F 2007
Meet and Greet				17			20			28			20
Int'l Thanksgiving				51			60			40			50
CPP Appreciation				15									
Social Event Subtotals	0	0	0	83	0	0	80	0	0	68	0	0	70
GRAND TOTAL	382	169	18	498	226	18	479	247	12	152	574	7	693

APPENDIX II

**Applied, Accepted and Enrolled
Fall 2003 - Fall 2007**

		Applied	Accepted		Enrolled		Avg UG ⁽³⁾	Avg GRE Scores ⁽³⁾	
			Total	Rate	Total	Rate	GPA	Verbal	Math
American Studies	2003	86	30	35%	15	50%	3.44	583	567
	2004	64	31	48%	9	29%	3.27	630	628
	2005	68	22	32%	9	41%	3.58	648	610
	2006	83	27	33%	17	63%	3.60	606	586
	2007	96	40	42%	7	18%	3.70	609	602
Anthropology	2003	74	21	28%	7	33%	3.47	567	569
	2004	66	18	27%	10	56%	3.50	590	592
	2005	70	20	29%	10	50%	3.54	615	577
	2006	76	18	24%	7	39%	3.49	514	613
	2007	50	23	46%	12	52%	3.48	554	561
Applied Science	2003	70	19	27%	9	47%	3.27	546	708
	2004	31	12	39%	8	67%	3.13	575	743
	2005	24	10	42%	5	50%	2.85	500	744
	2006	34	12	35%	8	67%	3.55	421	741
	2007	43	16	37%	8	50%	3.36	469	765
Biology	2003	27	17	63%	8	47%	3.25	563	670
	2004	21	16	76%	8	50%	3.41	529	643
	2005	32	19	59%	9	47%	3.49	572	650
	2006	40	10	25%	9	90%	3.32	573	659
	2007	47	24	51%	13	54%	3.36	494	629
Chemistry	2003	18	6	33%	4	67%	3.55	628	793
	2004	9	4	44%	4	100%	3.11	557	734
	2005	4	4	100%	3	75%	3.14	463	640
	2006	3	1	33%	1	33%			
	2007	9	4	44%	3	75%	2.87	505	715
Computer Science ⁽¹⁾	2003	146	72	49%	26	36%	3.53	581	757
	2004	106	63	59%	18	29%	3.33	557	734
	2005	66	38	58%	17	45%	3.46	509	721
	2006	76	44	58%	25	57%	3.51	533	737
	2007	60	41	68%	23	56%	3.39	478	742
History	2003	146	30	21%	18	60%	3.65	666	631
	2004	159	26	16%	13	50%	3.68	658	628
	2005	137	32	23%	14	44%	3.63	599	594
	2006	117	34	29%	17	50%	3.69	614	589
	2007	151	41	27%	22	54%	3.59	590	584
Physics	2003	70	10	14%	8	80%	3.57	561	710
	2004	72	11	15%	10	91%	3.62	487	734
	2005	71	11	15%	10	91%	3.55	504	731
	2006	54	11	20%	11	100%	3.44	525	744
	2007	127	29	23%	11	38%	3.66	504	752

APPENDIX II cont.**Applied, Accepted and Enrolled
Fall 2003 - Fall 2007**

PsyD ⁽²⁾	2003	181	12	7%	10	83%	3.49	574	598
	2004	168	17	10%	10	59%	3.50	512	642
	2005	172	19	11%	10	53%	3.45	614	637
	2006	163	16	10%	10	63%	3.82	558	623
	2007	207	17	8%	10	59%	3.93	603	639
Psychology	2003	81	12	15%	8	67%	3.65	579	685
	2004	84	16	19%	7	44%	3.47	590	653
	2005	70	20	29%	7	35%	3.67	597	674
	2006	95	14	15%	9	64%	3.48	530	643
	2007	93	17	18%	7	41%	3.49	542	624
Public Policy	2003	91	53	58%	24	45%	3.34	554	662
	2004	93	54	58%	25	46%	3.42	589	692
	2005	69	54	78%	19	35%	3.47	563	669
	2006	76	44	58%	25	57%	3.55	570	684
	2007	59	38	64%	15	39%	3.33	540	638

(1) This includes students in the Computational Operations Research program.

(2) The Psychology Doctoral program admits students through the VA Consortium Program in Clinical Psychology. Data is supplied by the Consortium.

(3) Avg of all UG transcripts and GRE scores submitted.

APPENDIX III**GRADUATE STUDENT ENROLLMENTS⁽¹⁾
Fall 2003 to Fall 2007**

Department	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007
American Studies	60	55	49	81	56
Anthropology	23	30	26	43	46
Applied Science	37	36	35	33	32
Biology	22	24	18	27	31
Chemistry	5	7	10	6	7
PsyD ²	43	47	49	48	26
Computer Science ³	84	76	78	80	77
History	59	52	54	89	89
Physics	52	57	55	59	59
Psychology	15	15	14	16	15
Public Policy ⁴	38	46	43	39	43
TOTALS	438	445	431	521	481

Notes:

¹ Totals include both full-time and part-time registration. Increase in enrollment in American Studies, Anthropology, and History in Fall 2006 due to implementation of Continuous Enrollment policy.

² Fall 2007 enrollment reflects only students enrolled through W&M. Total consortium count for Fall 2007 = 47.

³ Includes Computational Operations Research.

⁴ Fall 2006 and Fall 2007 data include dual degree students in Law, Business, and Marine Science.

APPENDIX IV

**GRADUATE DEGREES AWARDED DURING THE LAST 10 YEARS
(August - May)**

DEPARTMENT	PROGRAM INITIATED	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	SINCE AUG. 97
American Studies	1982-MA	4	13	6	5	8	8	9	12	6	4	75
	1988-PhD	2	3	4	5	6	3	2	10	5	5	45
Anthropology	1979-MA	5	4	5	13	7	10	5	8	7	5	69
	2001-PhD	0	0	0	0	0	0	0	0	0	0	0
Applied Science	1970-MA/MS	11	11	4	4	5	6	6	8	5	5	65
	1990-PhD	6	6	6	4	3	4	5	6	4	3	47
Biology	1963-MA/MS	8	11	8	11	3	5	15	8	7	7	83
Chemistry	1964-MA/MS	9	4	6	5	1	2	4	3	6	2	42
Computer Science ¹	1984-MS	13	8	23	19	16	17	16	20	17	16	165
	1986-PhD	1	5	7	3	3	5	4	8	1	3	40
History	1955-MA	16	11	6	20	7	15	8	10	12	9	114
	1967-PhD	3	9	5	4	5	4	3	1	5	7	46
Physics	1959-MA/MS	12	6	7	12	4	11	9	9	11	12	93
	1964-PhD	8	9	7	7	3	4	7	5	9	9	68
PsyD	1978-PsyD	12	6	14	12	9	10	8	6	10	8	95
Psychology	1953-MA	9	7	6	10	5	7	9	5	9	7	74
Public Policy	1991-MPP	23	14	15	13	19	17	19	24	21	20	185
Totals	MA/MS/MPP	110	89	86	112	75	98	100	107	101	87	965
	PhD	20	32	29	23	20	20	21	30	24	27	246
	PsyD	12	6	14	12	9	10	8	6	10	8	95

¹ Includes Computational Operations Research.