



Graduate Studies Committee

April 9, 2012

12:00PM – 1:00PM

Dean's Conference Room (4307, HPNP)

Members: Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Joanna Peris (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Taimour Langae (PTR), Dr. Bill Millard (ORGS), Jonathan Schelfhout (SP)

Guests: Dr. Diane Beck



AGENDA TOPICS

- ✚ **Accept Minutes:** from the March 19th meeting

- ✚ **SACS Form**

- ✚ **ACPE Site Visit Date Changed to February 18-22**

- ✚ **Status of Graduate School Fellows Ranking**

- ✚ **Department Codes**

- ✚ **Doctoral Program Improvement Plan**

- ✚ **Graduate Faculty Appointment Process**



Graduate Studies Committee

Minutes from April 9, 2012

Members: Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Taimour Langae (PTR), Dr. Bill Millard (ORGS), Jonathan Schelfhout (SP)

Absent: Dr. Joanna Peris (PD) (Dr. Frazier attended for PD).

Guests: Dr. Diane Beck

- + **Accept Minutes:** The meeting began at 12:03pm with the minutes from the March 19th meeting being accepted.
- + **SACS Form:** Dr. Millard began by making sure that every department/graduate coordinator has seen the SACS form at some point. The purpose of this form is to be able to track graduate exam assessments. Dr. Millard went over each part of the form and explained what the current available options are. He asked for feedback from all the members to see if any sections are missing. Dr. Millard wants all departments to start using this form and fill in data starting back from July 1st 2011, and continue to move forward from here on out. A minimum of three years' worth of data must be collected for the SACS report. All forms should be submitted by July 2012. Graduate coordinators will be in charge of passing the form over to the respective staff members and collect all necessary input. Dr. Winterstein suggested that an additional pass/fail section be added. It was found that the word Recommendation was misspelled on the form.
- + **ACPE Site Visit Date Changed to February 18-22:** This was brought up as a quick reminder to the committee that the dates for the ACPE site visit have changed.
- + **Status of Graduate School Fellows Ranking:** Dr. Millard asked members of the committee to provide acceptance updates on the award nominees. All members provided available updates to the committee.
- + **Department Codes:** Dr. Millard shared a spread sheet created in order to identify each department's codes and how each concentration is coded. The Graduate School asked that each department be clear on each concentration, so that each one can be separated accordingly. The sheets are meant to be used as guides for questions regarding students and their relation to a program.
- + **Doctoral Program Improvement Plan survey:** Dr. Millard pulled up a copy of the current plan that was created by him and showed the members what the current questions are. The first question has already been answered by Dr. Millard. The other four questions need to be answered as a whole by the committee. Bullet points from the GSC members were listed for

each of the additional four questions and the questionnaire submitted back to the Provost's Office.

- ✚ **Graduate Faculty Appointment Process:** It was announced that the application process for new faculty to be appointed to graduate faculty is now electronic.
- ✚ Meeting adjourned at 1:02pm. Next meeting is not yet scheduled, a Doodle calendar will be sent out shortly requesting availability from all the members.