GRADUATE COMMITTEE MINUTES 01-12-15

Approval of Minutes from 12-10-14 meeting

Molleda moved for approval, Rodgers seconded the motion and it passed unanimously.

Update Boot Camp TOEFL

Treise will meet with Paul Duncan 1-15-15 to discuss this.

Task Force Update

The Master’s program Task Force meets once a week. The agenda and minutes are on the Task Force web site.

Doctoral Committee Chair Change (Schmittel stepped out during this discussion)

A current doctoral student submitted a petition to the Graduate Committee asking to change her chair after the qualifying exam. The petition was submitted as required by the current Qualifying Exam Policy which states, “Students cannot change the chair or member of their committee following the Qualifying Exam except by petition to the Graduate Committee, and there is no guarantee that the petition will be approved.” There is no written policy regarding evaluation of such a request The committee decided that in any future cases both sides will need to be presented.

Registration in 6971,6973,7979,7980

Hedge explained that the new version of Instructor Workload—Academic Activities Reporting—will pull information from GIMS so students must have the official supervisory committee entered prior to the end of the term in which the student is registered in thesis, project or dissertation credits. Graduate Coordinators will need to enforce the policy that a student needs to form the supervisory committee after 12 credits or two terms, whichever comes later.

Graduate Coordinator Evaluations

The committee reviewed drafts of forms to be used for self-evaluation and evaluation by students. Treise will follow up on the few corrections/additions that were suggested.

TA mid-term evaluation finalization and procedure

Treise distributed a draft of the TA evaluation form. A version for online TAs will need to be developed.

RAs will also need to be evaluated.

RA expectation form approval

The new Research Assistant Expected Duties form will need to be submitted to the Graduate Division by week 2 of each semester. The student and supervisor will need to provide a description of the work to be completed as indicated on the form.

Graduation Survey

A hold will be placed on every student graduating until they return the survey. Hedge will manage the holds.

Ph.D. Application Files

Treise will send out the Ph.D. info to Graduate Coordinators prior to review.

**Next meeting will be Monday, January 26th at 9:30 in room 2008.**

ATTENDING: Treise, Ferguson, Goodman, Kelleher, Molleda, Ostroff, Rodgers, Schmittel, Selepak, Spiker, and Hedge.

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