Minutes of the Doctoral Subcouncil

The Doctoral Program Subcouncil met on Tuesday, November 23, 2004, at 1:00 pm in RSC 212.

Members present: Dean Susan Kovar, Associate Dean Pawan Kahol, Andrew Acker, Behnam Bahr, Alex Chaparro, Barbara Hodson, Klaus Hoffmann, Larry Paarmann, Jean Patterson, William Stevenson, Gamal Weheba

I. Approve Minutes of October 12, 2004 Meeting
   - Minutes were approved as distributed.

II. Old Business
   - **Doctoral Program Data**—Program data was distributed for the members own programs. If more data is requested for these departments, David Wright is the contact person. Doctoral Subcouncil members requested a chart be run that would include degrees granted with numbers included (graduation numbers were specifically requested).
   - **Plan of Study and Proposal Approval Form**—Dean Kovar asked who uses the form that was distributed. CSD, EAS, and Engineering indicated that they use this form or an older version of it. Math, Chemistry, and Psychology did not know if they used this form. The Subcouncil members requested the catalog copy of the proposal approval states. The Subcouncil also would like to see the column titles switched around so approved was in the first column and do not approve in the second column with the reasons for disapproval outlined on the back of the form. Dean Kovar agreed to go back to the catalog and look at what it says and then look at the Proposal Approval Form again.
   - **Accepting Changes to the Committee**—The Proposal Approval form is where the committee is indicated and that is checked against the Plan of Study for accuracy. The Subcouncil requested that on the Doctoral Plan of Study that the word advisor be removed and dissertation chair be placed there. Also the Doctoral Plan of Study does not have revision line and the Subcouncil asked that it be placed on the form. Dean Kovar asked the Subcouncil if they used the terminology on the Plan of Study, “preliminary qualifying exam” and the Council uses “comprehensive exam” in it’s place.

III. Nominations for Dissertation Chairing Status
   - A motion for approval of dissertation chairing status was tabled pending additional information (including current vita and dates included on the vita) to be received from the faculty member.

IV. Thesis/Dissertation Defense Committee—Key Points and Questions and Review of Department Criteria for Doctoral Chairing Status
These two agenda items will require more discussion than time allows and will be addressed at the next meeting. The Key Points and Questions sheet was discussed briefly with the Subcouncil. Based on discussion of this sheet, if a student has to change chairs then the topic must change also. The student will not be allowed to use the same topic with a different chairperson. The student would be required to submit a new Plan of Study as well as a new proposal. No formal action on this was taken.

Percentage of committee that must approve—CSD states 4 out of 5 must approve, EAS is majority, Chemistry discusses the issue until it is resolved, Math typically agrees, and Engineering works it out. The Subcouncil discussed rewording the Graduate Catalog to indicate the majority must approve.

V. As May Arise

- There was a brief discussion of the number of hours transferred from the Masters program into the Doctoral program

Adjourned at 2:45 pm