Minutes of the Doctoral Program Subcouncil Meeting

The Doctoral Program Subcouncil met on Monday, April 23, 2007 at 1:00 p.m. in RSC 305.

MEMBERS PRESENT: Dean S. Kovar, Associate Dean D. Eichhorn, I. Ahmed, B. Hodson, K. Hoffmann, K. Lewis, V. Madhavan, L. Paarmann, J. Patterson, J. Snyder, and Andrew Acker for Applied Mathematics.

I. Approve Minutes of March 9, 2007 meeting
Minutes of the March 9, 2007 meeting were approved as distributed.

II. Announcements
- Dean Kovar thanked Subcouncil members for their help throughout the HLC process. She noted that the university came out well over all, and with approval from HLC to offer five online degrees; the HLC committee is planning a focus visit on the distance education portion in five years. The HLC committee also suggested that WSU address ways to increase GA stipends and implement strategic enrollment management at the institutional level.
- Dean Kovar indicated that ETS will not be releasing the iBT (internet-based test) version of the GRE by September 2007. She will keep the group informed as things develop further.

III. Dissertation Chairing Nominations
The following faculty member was awarded dissertation chairing status:
- Dr. Xiaomi Hu Applied Mathematics

IV. Old Business
a. Access to WSU Theses/Dissertations. Subcouncil continued discussion as to how WSU student's theses/dissertation publications should be accessed, and made the following recommendations:
   a. drop ProQuest as our thesis/dissertation publisher and allow our Libraries (through SOAR) to publish the documents,
   b. allow "open access" to theses and dissertations available through SOAR,
   c. allow WSU Libraries to send requested thesis/dissertation electronically instead of through interlibrary loan,
   d. continue placing a signature page (with committee members names listed but no signatures present) in electronic theses and dissertations with notation on the signature page that signatures are on file in the WSU Graduate School.
   e. allow Graduate School to deliver documents to the Libraries based on the delay period stipulated by the student when the document is submitted (3 months or 6 months), and
   f. charge the student the cost for the Libraries to produce an archival copy (microfilming). This cost is less than the current student charges for publication through ProQuest.

b. Bridging Grant Funds from ORA. Dean Kovar reviewed the form "Request for Bridging Funds" that she developed with Dr. Dave McDonald from ORA. The form was created to help continue the funding of students when their grant funding expires one or two semesters before they graduate. Funding priority will be given to students close to graduation, and to areas that are not already highly funded. SubCouncil members requested that Dean Kovar include on the form how funding requests will be judged.
c. **Dual/Accelerated Bachelor’s to Master’s Program Guidelines.** Subcouncil reviewed guidelines that have been approved for Dual/Accelerated Bachelor’s to Master’s programs. Dean Kovar indicated that the transcript will show joint credit hours applied toward the undergraduate degree requirements and will list the courses that were joint hours in the dual program. She will bring an example of how the transcript will look to the next meeting. If colleges wish to have dual/accelerated programs within their areas they should use these guidelines as the minimum criteria to create a proposal to be submitted through the regular curriculum change process.

d. **Composition of Dissertation Committees in Ed. Leadership.** After discussion, Subcouncil agreed that Dean Kovar can approve dissertation committees on a case-by-case basis for the next academic year. As there are only 3 and ½ faculty members in the Ed. Leadership department, this will allow time for additional faculty to be hired.

e. **Dissertations Comprised of Several Papers in Engineering.** Subcouncil continued the previous discussion about dissertations comprised of several published (or submitted) papers for engineering students. Dean Kovar asked Subcouncil members to review the materials distributed which indicate how a number of universities handle alternative dissertation/thesis formatting. She also requested that members discuss the idea with Graduate Faculty in their program areas, and to collect any related materials to share the information with the group when they return for the fall 2007 semester.

V. **New Business**

a. Dean Kovar asked Subcouncil members if it would be possible with their schedules to meet monthly in the fall. As there are so many agenda items they will need to cover, she will work on finding a regular day and time for setting the meetings that will work for Subcouncil members.

b. Dean Kovar distributed the WSU Institution Profile from the Survey of Earned Doctorates for 2005. This profile compares WSU to other doctoral institutions on a number of variables.

c. Dean Kovar announced that the Counseling and Testing Center will be offering preparation courses to students for the GRE. Testing Center staff will soon be attending a conference to gain more information on the issue.

d. Subcouncil members were provided an initial draft on the Role Statement for Thesis and Dissertation Committees. Discussion of the item will be delayed until the group re-convenes in the fall.

Meeting adjourned at 2:35 p.m.