Minutes of the Doctoral Program Subcouncil Meeting

The Doctoral Program Subcouncil met on Friday, September 14, 2007 at 1:00 p.m. in RSC 215.


Dean Kovar welcomed Subcouncil members to the fall semester, and read a section of the Graduate School By-laws that explains the role and mission of the Doctoral Program Subcouncil within the structure of graduate education.

I. Approve Minutes of April 23, 2007 meeting
Minutes of the April 23, 2007 meeting were approved as distributed.

II. Old Business
a. Degree Audit Items
   • Copyright Page. Dean Kovar provided Subcouncil members with the 2007 Guide to Preparation of Theses/Dissertations, and reviewed two new pages in the guide that describe the format and rationale for the required Copyright Page in a student’s theses or dissertation.
   • WSU Release Form. Dean Kovar distributed the Electronic Theses and Dissertation (ETD) Access Agreement Form which now includes a statement that will be signed by the student regarding access to the electronic copy of their work through WSU Libraries, after it is held for six months. Students wanting a hold period longer than six months for their theses or dissertation can request (through their committee chair) the sequestration process.

b. Bridging Grants Funds from ORA
   Subcouncil continued review of the Request for Bridging Funds Form which was developed to help continue funding of students when faculty grant funding has expired in their final semesters before graduation. Subcouncil members voted to accept the form. The Dean will work with Dave McDonald on announcing when the form can be used.

c. Transcript Text (BS to MS dual programs)
   Dean Kovar provided Subcouncil members with sample transcripts (before and after) for a Dual/Accelerated Bachelor’s to Master’s Program student that reflected the joint credit hours applied to both the graduate degree and the undergraduate degree. The transcript format was approved (by consensus).

d. Alternative Thesis/Dissertation Formats
   Subcouncil members continued discussion of alternative format options for thesis and dissertations. Noting that format options may vary by discipline, the Dean asked Subcouncil members to discuss this topic with their faculty groups and bring back further ideas to discuss at the next Subcouncil meeting on October 26th.

V. As May Arise
a. Subcouncil members were given the FY08 KBOR Program Review calendar. Dean Kovar noted that Subcouncil is scheduled to review the Chemistry and Math doctoral programs this fall (most likely at the November 30th meeting).

b. Dean Kovar provided a brochure for the Michael Tilford Conference on Diversity and Multiculturalism which will be held at Wichita State on October 4-5, 2007.

c. Subcouncil members agreed that the Graduate School did not need to provide a CD (containing the final document) for each member of a student’s thesis or dissertation committee. Perhaps send a CD to the committee chair and department with an e-mail going to the student and committee members that contains information on how to access the electronic copy of the document housed in the WSU Libraries.

Meeting adjourned at 2:30 p.m.