Minutes of the Doctoral Program Subcouncil Meeting

The Doctoral Program Subcouncil met on Thursday, March 30, 2006 at 3:30 p.m. in RSC 212.


I. Approve Minutes of November 11, 2005 meeting
Minutes of the November 11, 2005 were approved as distributed.

II. Dissertation Chairing Nominations
The following faculty members were awarded dissertation chairing status:
- Dr. Kathy Coufal  Communication Sciences & Disorders
- Dr. Thomas DeLillo  Applied Mathematics
- Dr. Steve Skinner  Electrical & Computer Engineering
- Dr. Leonard Scott Miller  Aerospace Engineering
- Dr. Kamran Rokhsaz  Aerospace Engineering
- Dr. Mehmet Bayram Yildirim  Industrial & Manufacturing Engineering

III. Updates/Announcements
- Dean Kovar distributed the 2005 Research and Graduate Studies brochure and asked Council members to notify her or Skip Loper if they would like additional copies.
- Previously, the Subcouncil recommended that the doctoral signature page (after signatures were obtained) be scanned and added to the electronic dissertation document. Dean Kovar considered this request, but decided no changes to the current doctoral-signature-page process will be made, since the Banner degree-audit module will soon be implemented.
- Dean Kovar informed the Subcouncil that the College of Engineering was working to strengthen their criteria for awarding dissertation chairing status.
- Dean Kovar provided the most recent copy of the Evaluation of the Final Oral Examination form (see attached form), which she had recently mailed to Graduate Coordinators. The form is being piloted during the spring, summer and fall 2006 semesters, and should be completed by the outside member of a theses or dissertation committee. Subcouncil members also motioned and accepted the revised Request to Schedule Oral Defense Form (see attached form).
- Subcouncil members had requested that Dean Kovar check to be sure that students were not having trouble with embedded fonts as they submitted their theses and dissertations in an electronic format. She reported that students were not having problems as Blackboard addresses this issue and provides lots of resources to help the student through any problems.
- Subcouncil had previously recommended to Dean Kovar that the Binding Signature form should contain a place for the department chair to sign so the chair would know who is graduating. Dean Kovar determined that an additional signature on the form would significantly slow down the reporting process at a crucial processing time and thus did not add the signature line. Chairs should know who has graduated as the Graduate School office sends a list of graduates (each semester) to the Graduate Coordinator. The Coordinator should share this list with the chair.
- Dean Kovar updated Subcouncil on the access and cost of obtaining theses and dissertations (using ProQuest). Currently, WSU theses and dissertations are
available (full text) to WSU users in an electronic database (“Current Research”) in the WSU Library. The WSU Library provides WSU’s student and faculty access to theses and dissertations from other institutions by paying a fee for each document ordered (ordered through library loan). ProQuest would like to change the process of distributing theses and dissertations to what they call “open access” which would allow free downloading access of each thesis or dissertation (abstract and full text). The cost for this “open access” is paid for by the institution, so WSU would have to pay an additional $95.00 to ProQuest for each thesis and dissertation we publish through them. Subcouncil members voted to NOT implement “open access” at this time, and suggested that it might be beneficial to investigate the library acquiring its own server to help with this in the future.

IV. Funding for Doctoral Students
Dean Kovar noted at this time that additional funding for doctoral students did not look promising. She discussed with Subcouncil where/how the current budget is dispersed, and will continue to look for possible means for funding. Upon request of the Subcouncil, Dean Kovar will investigate the possibility of creating a buffer account in the Graduate School (as well as in ORA) to continue the funding of certain students when their grant funding expires one or two semesters before they graduate.

V. Audit of Graduate Catalog for Consistent Doctoral Program Requirements
Dean Kovar announced they will move this item for review in the Fall 2006 semester.

VI. As May Arise
- The question arose and was answered that Kris Bixby is still available as the Editorial Assistant in the VP’s office.
- Dean Kovar provided a handout regarding the revised GRE and internet based TOEFL. With the TSE being phased out, Subcouncil asked if WSU could be one of the testing sites for the English speaking portion of the GRE. Dean Kovar will check with Counseling & Testing on the issue.
- Dean Kovar announced that Pam Bernard was hired as the new Graduate Student Recruitment Officer, and noted she will be meeting with graduate coordinators (and other interested parties) to develop program recruitment plans. The meetings will be college-based (i.e., one meeting for coordinators in the College of Education).

Meeting adjourned at 5:00 p.m.