

**Doctoral Advisory Committee
Minutes
October 30, 2006**

Present: Muehsam, Edmonson, Klespis, Mullings, Olson, Price, Watts

I. Approve Minutes from October 9, 2006 Meeting

The minutes from the October 9, 2006 meeting were approved.

II. Thesis/Dissertation Program Guidelines and Timelines

There was discussion regarding the different programs' present guidelines and timelines in place. Currently, the College of Criminal Justice uses the timelines as stated in the dissertation/thesis guidelines; the College of Education is reviewing their guidelines to allow time for the departmental chairs and the dean to review dissertations. It was agreed that as a service to the students, it is desirable to post on-line university-wide guidelines for submission of theses and dissertations with a caveat that colleges and/or departments may have earlier deadlines. At the next meeting, the Committee members will agree to timelines for S07, 107, 207, and F07. Dr. Muehsam will invite Ann Holder, Director of Newton Gresham Library, to attend the next meeting to discuss the Library's needs.

III. Graduate Research Exchange – Dr. Edmonson

Dr. Edmonson reported that the College of Education's Educational Leadership doctoral program will once again sponsor the Graduate Research Exchange. This program provides all graduate students a chance to practice presenting their research before an audience of faculty members. The Committee agreed to help expand this program to encourage more participation from the students outside of the College of Education. Dr. Edmonson asked that the Committee assist in recruiting students to participate in this program and faculty to volunteer to be audience members. It was suggested that this also be a time for students who have not completed their research but have a completed poster be able to present for critique. The Committee will work with Dr. Edmonson on the finalization of this event. On a related issue, the Committee discussed the possibility of having a university-wide award for the year's best dissertation.

IV. Self-study Manual

A proposal is in front of the THECB that requires all doctoral programs to conduct to periodic self-studies to include an outside review component. The Committee discussed the need to produce a SHSU self-study manual. It was suggested that manuals from other institutions be reviewed. Dr. Muehsam will request copies of manuals from some of our sister institutions. Dr. Olson volunteered to share the History department's 5-year self-study. The issue will be addressed at subsequent Committee meetings.

V. Miscellaneous

- **Graduate Faculty Status Policy Update**

APC has approved the draft copy of the Graduate Faculty Status Policy. It now goes to the System's Office then to the President for final approval. Dr. Muehsam shared with the Committee the implementation process that was approved by APC.

- **SACS-Dr. Sandra Terrell's Visit**

Dr. Muehsam provided an overview of Dr. Terrell's, (Dean of Graduate Studies at University of North Texas), presentation to SHSU's SACS Compliance Committee. Of interest was SACS' interpretation of the standards relating to graduate programs. Two major areas of concern are documenting progression of content from undergraduate to graduate programs and faculty credentials.