

**Doctoral Advisory Committee Meeting**  
**Minutes**  
**October 9, 2006**

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

**I. Approve Minutes from August 1, 2006 Meeting**

The minutes from the August 1, 2006 meeting were approved.

**II. Dissertation/Thesis Manual**

The current Dissertation/Thesis Manual was published in Fall 2004. There was discussion as to possible improvements to be made to the manual. Two key issues were dissertation styles and timelines. With respect to styles, it was recommended that a template following the University of Texas model be considered. Dr. Muehsam will explore what style template The University of Texas uses for their dissertations and then report his findings to the committee. The committee members will also review this suggestion. There was discussion regarding the guidelines for timelines that were set in the manual. The next meeting will focus on setting university-wide guidelines for dissertation defenses and submissions. Dr. Muehsam asked the committee members to bring to the next meeting their program deadlines with respect to dissertations.

**III. GEAC**

Dr. Muehsam is the vice-chair of the THECB's GEAC committee. Two issues from the last meeting were shared with the committee, diversity and accountability. The THECB has hired an intern to write a best-practices manual for improving diversity in doctoral programs. The manual is scheduled to be complete in May 2007. Dr. Muehsam will share the manual with the committee upon its completion. With respect to accountability, the GEAC has submitted proposed measures for doctoral programs. These accountability measures must still be reviewed and approved by the commissioner of the THECB and then by the THECB's board. Upon approval, the accountability measures must be collected and made publicly available. A copy of the accountability measures was distributed to the committee members. At a future meeting, the members will discuss how to best collect and present this information. The Clinical Psychology program already collects all but three of the proposed measures and thus may serve as the model for the other doctoral programs.

**IV Cost of Doctoral Programs**

Will be addressed at a future meeting

**V. Self-study Manual**

An example of self-study instructions was distributed. At a future meeting, the committee will address the development of an SHSU self-study manual.

**VI. SACS**

Dr. Muehsam distributed a copy of the proposed changes to the SACS standards relating to graduate programs. Of key importance is the emphasis on “knowledge of the literature of the discipline.” Dr. Muehsam asked the committee members to share with their colleagues the necessity of using this phrase in course syllabi.

**VII. Miscellaneous**

Dr. Muehsam shared with the committee members the Faculty Senate’s concerns with the proposed Graduate Faculty Status Policy. Dr. Muehsam and Faculty Senate Chair, Dr. Morris, will meet to incorporate these concerns into the proposed policy. It is anticipated that the policy will go to APC for approval on October 18<sup>th</sup>.

On October 20, 2006, the graduate dean, Dr. Sandra Terrell, from University of North Texas will be on the SHSU campus. Dr. Terrell will meet with the SACS Compliance Committee. The members of the Doctoral Advisory Committee are invited to attend.

At the next Doctoral Advisory Committee, Dr. Edmonson will discuss the Graduate Research Exchange sponsored by the doctoral program of Educational Leadership.