

**DOCTORAL ADVISORY COMMITTEE
MINUTES
April 17, 2006**

Present: Muehsam, Conroy, Creighton, Klespis, Mullings, Price, Watts

I. Approval of tentative minutes from March 20, 2006

The minutes from the March 20, 2006 meeting were approved.

II. Policies and Procedures

With the current anticipated growth of new graduate programs at SHSU, a consensus was reached for the need to create umbrella policies and procedures related to graduate studies. Issues and items that may be considered include comprehensive exams, and deadlines for proposals and defensives. Currently, the Doctoral Advisory Committee is reviewing and/or making recommendations related to the Graduate Faculty Status Policy and composition of thesis/dissertation committees. The Committee was brought up to date on the Graduate Council's current position on graduate faculty status. The Committee stressed their position that there should be more rigorous requirements to chair a dissertation as opposed to a thesis. Furthermore, the Committee approved of the idea that reappointment schedules should be tied to tenure, promotion, and post-tenure review.

Procedural issues as to how to keep the Registrar's office informed about students' progress toward a degree (e.g., passing comps, successful defense, etc.) were discussed. It was suggested that easily accessible common forms be created related to these issues. Additionally, it was agreed that having a readily available electronic file tracking students' progress would be valuable.

It was stressed that while the Office of Graduate Studies needs to be involved in the procedural matters, the academic content of programs needs to be the responsibility of departments and colleges.

III. Graduate Studies Handbook

The Committee agreed of the need to create a Graduate Studies handbook. The handbook would include procedures, policies, timelines, and other documents related to graduate studies. The handbook should be made available to students, faculty and staff. No set timeline was agreed upon for the creation of the handbook. Topic will be covered at future meetings.

IV. Miscellaneous

Dr. Price briefed the Committee on the report submitted by consultants reviewing the proposed doctorate in Reading. The report was very positive and spoke very highly of the program's faculty, curriculum, and support.

An idea was raised that with the increased number of doctoral programs offered by SHSU that we may consider creating an award recognizing the year's best dissertation. This will be discussed at a future meeting.

Next meeting is scheduled for May 15, 2006, 3:00-4:00 p.m., in 3rd floor conference room of the Administration Building.