

**DOCTORAL ADVISORY COMMITTEE MEETING
MINUTES
June 27, 2006**

Present: Muehsam, Bilhartz, Conroy, Edmonson, Klespis, Watts

I. Approve Minutes from Last Meeting, May 23, 2006

The minutes from May 23, 2006 meeting were approved.

II. Review of Existing Program Forms

The issue of creating university-wide forms to monitor the scheduling and completion of various key steps in the doctoral process was discussed. Over the years, the various doctoral programs have created their own forms to cover such issues as scheduling of comprehensive exams and the scheduling of proposals and defenses. Furthermore, each program has developed its own guidelines for scheduling, processing, and evaluating comprehensive exams. While the members of the Doctoral Advisory Committee agreed that content of such exams needs to be program specific, they also agreed and support the idea of creating common forms to be used by all programs. The members discussed the procedures and guidelines used in their own programs. In the coming weeks and months, the members will develop draft forms that should be suitable for all programs. Furthermore, it was suggested that the Graduate Admissions Maintenance Program be utilized to allow the easy tracking of student progress on these key milestones in the doctoral program.

A tangential discussion was held on the composition of dissertation committees. This topic will be discussed at a future date.

III. Time to Completion and Graduation Rates

The Texas Higher Education Coordinating Board (THECB) will soon require doctoral programs to submit the completion and graduation rates as part of their accountability measures. The individual programs will submit to the Office of Graduate Studies a list of their incoming doctoral students. The Office of Graduate Studies will track the students to determine the programs' completion and graduation rates.

IV. Miscellaneous

The current thesis/dissertation manual will be reviewed.