

DOCTORAL ADVISORY COMMITTEE
Minutes
March 6, 2006

Present: Muehsam, Price, Conroy, Watts

I. Approval of Minutes from February 20, 2006

The minutes from the February 20, 2006 meeting were approved by the Committee.

II. Thesis/Dissertation Committee Composition

Tabled until next meeting.

III. Graduate Faculty Status

See Item IV.

IV. Report from CSGS Meeting

Dr. Muehsam recently attended the annual CSGS (Conference of Southern Graduate Schools) meeting in Little Rock, Arkansas. It is very clear that other universities have many of the same issues as SHSU regarding Graduate Faculty status. Many universities have requests for Graduate Faculty status go to the Graduate Council for approval. The time limit for appointment to Graduate Faculty differs dramatically across universities.

A discussion was held about SHSU's current Graduate Faculty policy. Members of the Doctoral Advisory Committee strongly believed that faculty members must be consistent publishers to chair a dissertation committee. Furthermore, to teach a doctoral level class, the Committee members agreed that a faculty member must demonstrate knowledge of the current literature (this could be accomplished through peer-reviewed presentations). The question was presented, "Are there faculty qualified to chair a thesis but not ready to chair a dissertation?" The committee will discuss this at the next meeting.

V. Promoting Graduate School

This Committee needs to take the lead in this matter.

1. There are undergraduates unaware of our graduate programs. It was suggested that we develop informational materials to post on campus.
2. The issue of how to increase awareness of graduate programs was raised. The issue will be brought to the Graduate Council. Members of the Doctoral Advisory Committee emphasized that recruiting strategies are disciplined related. Some have national searches while others primarily recruit from the surrounding region. Dr. Muehsam will work with each program separately to develop program-specific recruiting strategies.

VI. Orientation

The Graduate Council wants Graduate Studies to host an university-wide orientation session. It was agreed this would be beneficial to all graduate programs. It was suggested that Graduate Studies' orientation be informal. Fall 2006 is the target-date for the first university-wide orientation session. As admission decisions are made at the college level, the Office of Graduate Studies does not have ready-list of students to invite to orientation. Dr. Muehsam will ask the Graduate Council to provide him with lists of students who have been accepted so invitations can be mailed to the qualified students. It was also suggested that orientation should be held on a Thursday or Friday evening before classes start.

VII. Miscellaneous

Continuous Enrollment. The Office of Graduate Studies has recently received several questions as to the meaning of "continuous enrollment." The intent is that once a student enrolls in his/her initial thesis/dissertation course, the student must continuously enroll in a thesis/dissertation course until the thesis/dissertation is completed. Dr. Muehsam will take this issue to the Graduate Council.

Comprehensive Exams. Currently, the Registrar's Office is only informed if a student has passed comps. Thus, when a graduate student applies for graduation who has not passed comps, the Registrar's Office does not know if the student has not yet taken the comps, has not yet scheduled the comps, or has failed the comps. This makes it difficult for the Registrar to give clear instructions on remaining requirements to graduate. This issue will be brought to the Graduate Council for discussion.

Accountability Measures. The Office of Graduate Studies will begin tracking the time it takes students to receive Master's or Doctoral degrees. Completion rates will also be tracked. These measures will be part of the new THECB accountability measures for doctoral programs.

Internships/Financial-aid. At a future date, Dr. Muehsam will meet with Dr. Conroy and Terri Colley to discuss internships and their impact on financial-aid for the Clinical Psychology program.