Present: Muehsam, Conroy, Edmonson, Price, Watts

I. Approve Minutes
   The minutes from the January 22, 2007 meeting were approved.

II. Self-study Guidelines
   After reviewing other universities’ Graduate Program Review Guidelines, the Committee prepared a draft version of an outline for SHSU’s graduate programs self-study guidelines.

   I. Introduction (Program Profile)
      A. Mission of Program
      B. Competencies and Curriculum
      C. History of Program
      D. Grievance Policy (Are Administrative processes and policies in place?)

   II. Curriculum
      A. Accrediting Standards
      B. Rigor
      C. Description of Comps and Dissertation Processes
      D. Comparisons to Peer and Aspirations Uniqueness

   III. Faculty
      A. Credentials
      B. Awards and Recognitions (Are credentials properly aligned with curriculum?)
      C. Diversity of Faculty

   IV. Resources
      A. Facilities
      B. Student Funding
      C. Technology
      D. Faculty Travel
      E. Clerical Support

   V. Assessment
      A. Student Learning Outcomes
      B. Employment
      C. Alumni Surveys
      D. Employer Surveys
      E. Outside Reviews
      F. Student Publications and Presentations
      G. Time to Completion (student profiles)
      H. Completion Rate

   It was suggested that the Committee look at John Carroll University’s website for guidelines, as it has links to other universities’ self-study guidelines. The next meeting will focus on outline verbiage.

III. Miscellaneous
   We have a new code for the 10 week summer program.