

Doctoral Advisory Committee Meeting
Minutes
May 7, 2007

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

I. Approve Minutes

The minutes from the April 16, 2007 meeting were approved.

II. Self-study Guidelines

A draft version of the self-study guidelines and outline prepared by Drs. Muehsam, Mullings, and Watts was presented to the Committee for discussion. It was decided that three reviewers would be necessary for the review. Each program will submit 9-12 names of possible reviewers from peer and aspiration institutions with no more than one from any institution. Length of stay required for the review was discussed with possibly a two day visit with feedback at the end and a formal report in 4-6 weeks. Itinerary coordination will be the responsibility of the program graduate advisors.

III. SACS Standards 3.6.1 and 3.6.2

The Committee was reminded to review their course syllabi and share 2 or 3 with the Committee at the next meeting.

IV. Miscellaneous

A draft version of a form for Report of the Outcome of the Thesis/Dissertation Defense was presented to the Committee for review. This form was presented with the suggestion that it be made available on the Graduate Studies website. Dr. Mullings from the College of Criminal Justice will share with the Committee at the next meeting the form that her college uses. There will be more discussion at the next meeting.

There was discussion regarding the possibility that students who require continuous enrollment would receive an electronically generated e-mail (or pop-up message during registration) when registering for a thesis/dissertation course for the first time. The message would alert the students of the requirement to be continuously enrolled. The Committee agreed with this proposal.