

Doctoral programs executive meeting
September 9, 2019
location: Farmer 146
11 AM – 1 PM

Zoom: <https://asu.zoom.us/j/451470866>
Meeting ID: 451-470-866

Minutes

Members present

Chair: Mirka Koro-Ljungberg

Stacey Till Anderson, Juliet Barnett, Kendra Bell, Cathy Cullicott, Katie Farrand, David Garcia, Josephine Marsh, Brian Nelson, Erin Rotheram-Fuller, Frank Seraphine, Robin Boyle, Megan Gamarra

2. Urgent items

2.1. Task of this committee: This cross-program committee oversees, advises, and makes recommendations to the MLFTC doctoral programs and it advises the director of doctoral programs on the issues related to the doctoral students and doctoral education. It includes representatives from 2 divisions and student body, program committee chairs, academic success specialists, coordinator, and director of doctoral studies (chair).

2.2. Organizational chart and responsibilities

Chart revision: Program coordinator and academic success specialists need to be connected to the program committees. Add missing lines. (Mirka)

Mirka/doctoral executive committee versus program committees (task distribution).
Mirka will handle individual student requests. Mirka/ex committee will address larger cross-programmatic issues and policies. Mirka will supervise the tasks of coordinator and PhD success specialist. Mirka will send the following items/issues to the program chairs and committees for discussion: items that affect current policies and/or policies in the future, issues that call for advice from faculty or faculty at large's perspectives, issues that may set precedence in doctoral programs, and issues that faculty at large needs to be informed about.

Course scheduling: Program committees will generate instructor lists. Mirka, Sherman, and Nicole will approve and finalize assignments. Mirka asks Sherman to double check instructor lists so that assigned instructors do not have continuous concerns expressed by the students in the course evaluations regarding the planned teaching assignment. In the future we might consider to survey the faculty about their teaching preferences.

Course scheduling process will be discussed more in detail during the doctoral studies retreat in November.

2.3. Updates on searchers. Coordinator will start Oct 14th. Mirka asked program committee chairs and Stacey to identify immediate tasks for the coordinator. We had 40 applicants for the academic success specialist job announcement and the review of the applicants starts this week.

2.3. Upcoming survey and data utilization. Survey will be sent to faculty and students in few weeks and results will inform this committee's initiatives during this academic year as well as the results will inform the working tasks during the doctoral studies retreat. Faculty survey has two parts: 1) doctoral program feedback, 2) institutional data usage. Separate survey will be sent to our doctoral students with slightly modified questions.

2.4. Methods consulting: Lydia Ross. Lydia will carry out Friday seminars as planned and write an email to the faculty explaining what those seminars are, what her methodological expertise areas are, and how she could be contacted. Lydia should document the attendance of the seminars. She will also start compiling some helpful methodological references. We will get some initial feedback from Lydia which will be shared during our next meeting if changes are needed. (Mirka discussed this with Lydia, 9/9/19).

2.7. Doctoral studies retreat agenda. Include coordinator, advisors, Alfredo and Betty G. Record morning portion of the meeting and have virtual groups for afternoon in addition to the face to face groups. Mirka asks Nicole who could/would represent clinical faculty in this retreat.

2.8. Fellowship. We decided to label the award: Leadership award. Frank will write the first draft of the call. This committee will approve the draft. Each program committee will solicit their own applicants and send one name forward to Mirka. Doctoral executive committee selects the winner and will send its selection to Charleen Jacobson **by the end of September.**

2.9. Doctoral program committee and admissions committee structure (minimum representation structure).

Program committee: 1 assistant professor, 1 associate professor, 1 professor, chair, student member

Admission committee: 1 assistant professor, 1 associate professor, 1 professor, chair (student involvement in recruitment activities but no student committee member per se)

Each program chair will compile a list of current members and their years of service (all appointments are 3-year terms). For this academic year committees and committee chairs will select their own members. Potential elections for these positions will be discussed again in this committee in the spring for next academic year.

3. Items not discussed

3.1. PhD marketing initiative

3.2. Doctoral program assessment plans (see Edith's PPT)

3.4. Training initiatives (TA, RA, ethics/academic integrity)

5. Semester meeting schedule: Mondays, 12-2. Next meetings: Oct 7th, Nov 4th, Dec 2nd

Additional items for our next meeting:

- 1) Items not discussed today
- 2) Methods consulting follow-up
- 3) Students' concerns
- 4) Doctoral program budgets
- 5) Role of required courses
- 6) Methods rotation
- 7) Revitalizing Current Issues in Education student journal
- 8) Communications from this committee and sharing of meeting minutes—where, when, how, platform etc.
- 9) Other