

Doctoral Programs Executive Committee Meeting
December 2th, 2019
Location: Farmer 146
12 PM – 2 PM
Zoom: <https://asu.zoom.us/j/412836236>
Meeting ID: 412 836 236

Minutes

1. Meeting opening

Members present: Stacey Till Anderson, Juliet Barnett, Kendra Bell, Cathy Cullicott, Dana Duggan, Katie Farrand, David Garcia, Mirka Koro (chair), April Camping, Josephine Marsh, Brian Nelson, Erin Rotheram-Fuller, Frank Serafini

2. Approval of November meeting minutes

Approved.

3. Urgent items

3.1. Academic success coordinator hire update

Position closes today (12/2/19). Dana and Mirka will review applicants and conduct first-round interviews before the holiday. Second-round interviews with committee members and students will take place in January.

3.2. Grievance policies and change of chair policies

A grievance and change of chair processes will be created in collaboration with TCDC representatives and a draft of these processes will be shared with doc executive committee early next year. It was discussed that grievance issues could be screened by Mirka and handled on a case-by-case basis. Decision on desirable course of action will be negotiated. Possible parties involved may include Doctoral Programs Director, Division Director, Student's Primary Advisor, and TCDC (for support).

3.3. PhD admissions update:

Total number of admitted students for Project INCLUDE will be 8. Mirka is waiting on more information from Ray Basaldua regarding how many students total we will accept fall 2020.

3.4. Responsibilities of committee member

Executive committee meetings are confidential since many issues discussed are not ready for wider distribution yet. Meeting minutes are the official record of committee meetings and decisions made and they may be shared outside of the committee.

3.5. University of Guyana update

Josephine is planning to visit the University of Guyana in mid-January along with Dean Carole Basile, Danah Henrickson, and Craig Mertler. Questions were raised regarding how the Guyana cohort will affect instructional workloads, administration duties, LSC chairs, and other logistics. Josephine will outline anticipated changes to existing resources, which will be reviewed by the Committee.

3.6. Methodological seminars final spring schedule

Seminars are scheduled for six Friday during spring 2020 semester. Schedule with zoom links will be shared with students and faculty as soon as ready.

3.7. Feedback from the retreat.

Survey feedback from the Doctoral Retreat was mostly positive. Survey-takers favor having semi-annual events. Next time we should add more interactive warm-up activities and other activities for online student participants. Committee discussed a possible spring event to include a speaker and lunch, and another retreat-style event with working groups next fall.

3.8. Doctoral program goals by each program. Review and provide suggestions.

Each department is still working on their goals and is responsible for data and for determining who oversees data collection. Mirka will communicate with Edith to find out the final deadline for these goals.

3.9. Doctoral program budgets

Budgets proposals are complete and have been submitted to Mirka. Mirka will share these with Ray in January.

3.10. Assistant professors chairing doc committees

As stated in the handbook, assistant professors must have experience as chair or co-chair (either at ASU or another institution) in order to serve as a committee chair. This policy has not changed.

4. Items for January meeting

4.1. Process for returning doctoral students in PhD and EdD

4.2. LLT program re: dissertation.

4.3. Mentoring compacts

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

4.5. Ideas for spring event(s)

4.7. Ordering brochures and our willingness to pay for this

4.8. Faculty/student professional agreement/contract

5. Future meetings

*New dates: Jan 15 (Wed) 12:00PM-2:00PM, Feb 3, Feb 24, Mar 16, Apr 6, Apr 27

*New meeting time: 11:00AM-1:00PM (except Jan 15)

6. Action items

- **Mirka & April** will draft policy and flowchart for case-by-case handling of grievances and change of chair process
- **Josephine** will outline possible changes to instructional workloads, administrative duties, LSC chairs, and other logistics in respect to the Guyana cohort.
- **Dana** will make meeting minutes public and link to future newsletters.
- **Program chairs** will finalize their program goals.
- **All:** bring ideas for spring event to January meeting