

Doctoral Programs Executive Committee Meeting  
January 15, 2020  
Location: Farmer 308  
12 PM – 2 PM  
Zoom: <https://asu.zoom.us/j/974141282>  
Meeting ID: 974-141-282

Minutes

1. Meeting opening

*Members present:* Stacey Till Anderson, Robin Boyle, Cathy Cullicott, Dana Duggan, Katie Farrand, David Garcia, Mirka Koro (chair), Josephine Marsh, Erin Rotheram-Fuller, Frank Serafini

2. Approval of December meeting minutes

Approved.

3. Urgent items

3.1. Academic success coordinator hire update

Three final round candidates have been interviewed this week with one final candidate interview taking place this Friday, January 17. Search committee will meet immediately following the final interview to discuss and select final candidate.

3.2. Purchasing of doctoral program brochures (For 300 brochures, depending on the thickness of the paper they range in cost from \$240-\$280)

Purchase 300 brochures with the lightest paper weight to start and see what recruiting needs are. Dana will keep marketing material in her office and distribute copies to recruitment team.

3.3. 2020 Campus visits (see initial plan attached)

Admissions committees will meet Thursday, January 16 to discuss agenda for campus visits, and provide draft to DEC via email for comments.

3.4. Admission update.

This year there were 33 EPE applicants and 38 LLT applicants. Admissions committees met January 14 and narrowed down the applicant pool to 36 applicants (20 EPE, 16 LLT) to interview via on-campus visits for domestic applicants and zoom for international applicants. We plan to admit 17 students total, including 6 in Special Education for the Project INCLUDE grant. We have one deferred EPE student from last year who will join 2020 cohort.

3.5. Follow-up from the retreat. Where to go next? How do the programs want to utilize survey findings?

Dana will type info from initiative sign-ups and forward to program chairs who will spearhead initiatives, ad hoc committees, etc. LLT and EPE program committee will work together to approach volunteered individuals and help them to get organized around these initiatives. Program chairs will report back to this committee in February about the current status and next steps.

Program chairs will share survey findings with their committees and decide next steps.

3.6. Spring doc exe committee activities: debate, townhall, happy hour, working group launch event?

Mirka will lead a Town Hall at the West campus on Friday, March 27, 12-2, with happy hour to follow. We will plan an ice cream social at Tempe towards the end of the Spring semester e.g. April 23 or 30<sup>th</sup>. Mirka will also host open house for all doctoral students in February.

3.7. Distribution of our minutes and announcements: Faculty newsletter/blog, our own newsletter, canvas?

Meeting minutes will be posted on our faculty resources web page. Dana and Mirka will work on a newsletter to all doctoral faculty/staff to send at the beginning and end of each semester.

3.8. Process for returning doctoral students in PhD and EdD

The handling of returning doctoral students will be managed on a case-by-case basis petitions unless a critical mass of students needs accommodations and then we will begin to develop a policy and shared practice for doc exe committee to process these petitions.

3.9. Annual doc student evaluations. We did not do them in the fall- aiming for once a year process. How to go about that? End of March? Content?

Since there are no specific regulations regarding how student evaluations need to be completed, we carry out doctoral students' annual evals only once a year. The deadline for this year's evaluations is March 30<sup>th</sup>. We will use the same format and materials as previous years.

*Next fall: discuss Josephine's contract and align students' annual evaluations to match expectations from the contracts. Organize by research, teaching, and service.*

3.10. Student CVs need to go online--- ideas?

The Dean has suggested to have PhD student CVs and mini bios posted online. The committee discussed designing it like the faculty directory to give them a professional web presence. Perhaps this can be optional. Can students update their own info? Due to low student representation at the meeting, Mirka will discuss with TCDC.

### 3.11. LLT program re: dissertation.

This is a work in progress and will be discussed at the next meeting.

### 3.12. Mentoring compacts, TA/RA guidelines and process

Dana, Mirka and Kim Rowe will work to streamline the TA/RA offer letter process. The committee discussed switching to only annual contracts to be signed in Fall for the entire academic year. Mirka will hold meet-and-greets with PhD students to discuss TA/RAs and other relevant topics.

### 3.13. Josephine student led journal: CIE all manuscripts in queue were reviewed, 8 selected

- Spring, Fall (special edition – technology)
- Next year: editor & section editor
- 10 hours TAship for the editor
- Reviewathon
- Course in books for fall (icourse every other week?)

## 4. Items for February meeting

4.1. Information flow chart/ trouble shooting ‘directory’. Where to go with your questions guide.

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

4.3 February meeting: PhD funding models.

4.4 LLT program re: dissertation.

4.5. TAship first year—not high stakes?

4.6. Molly EdD program

## 5. Next meeting

Feb 3, 11:00 AM-1:00 PM, Payne 107

## 6. Action items

- Dana: type up retreat sign-ups, share with program committee chairs
- Program Chairs: follow up with retreat grass root initiatives.
- Dana: post all minutes to faculty resources website by the end of January
- Mirka: write winter newsletter for faculty and students. Dana work on the template.
- Program Chairs: share pre-retreat survey with respective program committees. Dana: share survey results with program chairs.
- Dana: book space for town hall. Draft announcement and share with marketing during the month of January.
- Dana: book space and time for ice cream social. Draft announcement and share with marketing during the month of January.
- Mirka: discuss item 3.10 with students/TCDC

- Mirka: organize open house for doctoral students including zoom hours.