Graduate Studies Committee  
Meeting Minutes  
February 11, 2010

Meeting attendance: Dr. Abbas, chair; Dr. Brown and Dr. Snead, members; Carissa Kellerby, student member

Item: Minutes from December 15, 2009 meeting  
Action: Approved

Item: Review of GSC Charge items  
Action: Dr. Abbas sent handout out to everyone as a refresher on charges of GSC. Right now we do not have any petitions to review, just evaluating EPA options.

Item: EPA Orientation sessions updates  
Action: Last EPA Orientation session was January 27 and lasted about 1 hour and 15 minutes. Attendance was low partly due to incoming winter weather. Dr. Abbas reported that a test capture of the session was conducted. The video quality was good, but the audio was poor and not usable signifying that we need better equipment. We will move ahead with the technology grant (see next item).

Item: Technology grant from College to fund capturing equipment Survey about EPA options (other schools)  
Action: Ruth will be unable to draft grant, but is unable due to personal reasons. Need to clarify with Dr. Latrobe what is needed for grant. Will look at examples of what has been done for similar grants before. Conduct inventory of capturing equipment we currently have, and update only what we need to. Write up a proposal for the grant. Dr. Snead is willing to write the grant when we get all the information we need.

Item: Update from Dr. Snead on survey development  
Action: Dr. Snead mentioned that we need to decide the depth of the study and possibly going through the IRB process. Set up proposal for a pre-data collection effort. Conduct basic data gathering on other universities on whether they gather data on their EPAs. Next step is to put a proposal and simplify more Lit Review and data collection process. Create two questionnaires, one for staff (like Maggie) and one for faculty. Deadline set for March 12. Dr. Snead will update the faculty.

Item: Review of literature on EPA assessments  
Action: Review shows that not much has been published on this topic. Will branch out review to other disciplines to see what EPA options they have.

Item: Discuss plan to analyze the Data Gathering documents used with faculty and students during EPA  
Action: Dr. Abbas reports that the Data Gathering documents have never been looked at. She has received all the previous documents from Maggie. Data has been collected from the faculty since fall 2006 and from the students since fall 2007. Will possibly
conduct content analysis of past documents at some undeterminable date in future. Next step to create a protocol for reviewing documents and begin with the most recent.

**Item:** Other business: Informational Items

**Action:**

*a.* Update from Dr. Abbas on Comps exam set for March 26. Need for proctor in Norman and Tulsa will be addressed soon. Faculty will be solicited for comps questions. Comps review meeting will be set for March 12 after faculty meeting, depending on availability.

*b.* Dr. Abbas’s GA looking into recruiting 1 or 2 more student members for GSC.

c. No additional items were added at this time.