Graduate Studies Committee
Meeting Minutes
April 22, 2010

Meeting attendance: Dr. Abbas, chair; Dr. Brown and Dr. Snead, members; Yao Chen, Carissa Kellerby, and Shae Mitine, student members

Item: Minutes from April 8, 2010 meeting
Action: Approved

Item: Review of End of Program Assessment survey instrument developed by Dr. Snead. Survey will be sent to other schools faculty/administrators to solicit feedback about their EPA options.
Action: After final edits are made, survey will be converted into an online survey. Will possibly use GAs or volunteers to carry out survey. Next step is to give the survey to our faculty. Ideal time the survey will take to complete is 30 minutes. After survey is sent to faculty, we will ask for them to send it back within a week to 10 days.

Updates on other committee work:
   Item: Technology grant from the College to fund the necessary equipment for capturing, editing, and making the sessions available.
   Action: Dr. Snead and Dr. Brown are still expanding on what the equipment can be used for. Dr. Snead, Dr. Abbas, and Dr. Brown will continue to discuss options and give a further update at the next meeting.

   Item: Discuss plan to analyze the Data Gathering documents used with both faculty and students during EPA.
   Action: Still need information from Maggie. Discussion moved to next meeting.

   Item: Comprehensive exam sessions updates – planning for next comprehensive exam
   Action: Of the 36 students who took comps 20 missed one or more questions. Of those, all but three did not pass oral exams. For next meeting, begin thinking about alternative ways for faculty to formulate and compile comps questions, and other possible formats for conducting comps. Will discuss this topic more in-depth at next meeting. In the meantime, Shae will talk with classmates who took comps this semester and get feedback on their experience with the process.

Item: Other business
Action: Dr. Abbas will begin drafting end of year report for the committee and send it out by Thursday April 29 for members to read through and edit if needed.