Graduate Studies Committee  
Meeting Minutes  
April 8, 2010

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

**Item:** Minutes from February 11, 2010 meeting  
**Action:** Approved

**Item:** Comprehensive exam and portfolio sessions updates  
**Action:** Successful defense of four portfolios so far. A total of thirty-six students took comps. Oral defense of one or more questions takes place this week and next. We will continue to evaluate comps after total results of surveys are in.

**Item:** Technology grant from the College to fund the necessary equipment for capturing, editing, and making the sessions available.  
**Action:** Dr. Snead is still developing the grant. Looking for other ways the technology could be used such as for online classes, guest speakers, orientations, student presentations, etc. Open to other ideas for the use of the technology.

**Item:** Review of EPA survey instruments developed by Dr. Snead.  
**Action:** Survey will be sent to other schools faculty/administrators to solicit feedback about their EPA options. Purpose is to evaluate how effective our EPA is. Surveys will be sent to schools who do use EPAs and those who do not. We will run surveys by our faculty first to find out what they know or how they feel about EPA. Find out if there are any guidelines to how our comps questions are formed. Send editing suggestions for review and/or survey to Dr. Snead by Thursday April 15.

**Item:** Discuss plan to analyze the Data Gathering documents used with both faculty and students during EPA.  
**Action:** We will look through past questionnaires and exit surveys from students and faculty for the next meeting. Also look through other assessments such as student evaluations of classes to get a better idea of EPA results. Should have exit surveys from this semester by next meeting. Dr. Abbas will talk to Maggie about getting the data gathering documents.

**Item:** Other business  
**Action:** None at this time.