Discussion Items:

1. Feedback from departmental graduate committees regarding the proposed college-wide guidelines for dismissal procedures

The latest version of the dismissal procedures dated December 20, 2011 was reviewed and discussed. Jim Lehman made a couple of suggested changes (latest draft is below).

Action: Jim Lehman will forward to the Graduate Committee Chairs to share with their committees to vote for approval. Once approved, Jim Lehman will forward the policy to the Office of the Dean of Students with a memo indicating the new guidelines and the “need to know” of department heads and graduate chairs in instances of academic dishonesty.

COE Graduate Dismissal Policy DRAFT

According to Purdue’s Graduate School Policies and Procedures Manual, each “student's progress should be reviewed each session by the student's department... Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue” (p. VI-1).

A graduate student may be dismissed from graduate study in the College of Education, based on Graduate School and departmental policies, in instances where the student fails to:

1. Earn satisfactory course grades and/or maintain a satisfactory grade index;
2. Make satisfactory progress, including progress in research, and complete the program in a timely fashion;
3. Pass graduate preliminary or final examinations; or
4. Adhere to standards of academic honesty, research integrity, and student conduct.

In the College of Education, the faculty of each program area is empowered by the departmental graduate committee to review the progress of students in the program and to take action as appropriate. Program area faculty will evaluate student progress toward the degree no less than once each year. A student who fails to meet the expectations set forth above may be placed on probationary status in his/her graduate program. A student who is placed on probationary status shall be notified in writing by his/her advisor or program area faculty. A plan of remediation will be developed by the student’s advisor in collaboration with the student’s advisory committee and/or program area faculty, and a specific time frame for remediation will be identified. If the student fails to satisfy the conditions of the remediation plan, he or she may be dismissed from the graduate program. In special circumstances, program area faculty may decide that remediation is not appropriate and dismissal from the graduate program may be immediate. Students dismissed from the graduate program shall be notified in writing by the program area convener and/or department head.

Grades

According to Purdue’s Graduate School Policies and Procedures Manual, “A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. Indices below this level are marked ‘low’ on the grade reports” (p. VI-1). A graduate student in the College of Education whose GPA falls below 3.0 or who receives any grade lower than B- in
a required program course shall be considered to be on probationary status in his/her graduate program.

**Satisfactory Progress**
Evaluation of student progress is based on an assessment of the student's: course work, research, technical skills related to the area of study, writing skills, and professional and ethical behavior. If the student's progress is deemed to be unsatisfactory in one or more of these areas, the student shall be considered to be on probationary status in his/her graduate program.

A student who is admitted to graduate study conditionally must meet all conditions (e.g., grades, other requirements) established at the time of admission. If a student fails to meet those conditions, he or she may be dismissed.

A student who does not enroll for a period of 3 consecutive semesters (including summer) loses eligibility to register and may be dismissed. The student must reapply and reentry is subject to favorable approval by the program area.

Students enrolled in master’s degree programs in the College of Education are required to complete their degree programs within 5 years of initial enrollment in the master's program. This applies to students admitted to master's degree programs in summer 2012 or later. Students enrolled in doctoral programs in the College of Education are required to complete their degree programs within 8 years of initial enrollment in the doctoral program. This applies to students admitted to doctoral study in Curriculum and Instruction in summer 2005 or later and students admitted to doctoral study in Educational Studies in fall 2009 or later. Students who fail to obtain their degrees within the specified time period may appeal to the program area faculty for an extension. The program area faculty shall determine whether an extension should be granted and, if so, the length and conditions of the extension.

**Graduate Examinations**
If a student fails to pass the preliminary or final examination, the student may be dismissed. The examining committee may recommend that the student be permitted to request a second examination. Failure to pass a second attempt at a graduate examination shall result in program dismissal.

**Academic Integrity**
According to Purdue Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals, “dishonesty in connection with any University activity” is conduct for which students may be subject to informal action or disciplinary sanctions. “Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.” Any alleged instance of academic dishonesty involving a graduate student in the College of Education shall be referred to the Office of the Dean of Students. If the Office of the Dean of Students determines that academic dishonesty occurred, the student shall be considered to be on probationary status in his/her graduate program. Any additional instances of academic dishonesty that occur while a student is on probationary status may result in immediate dismissal from the program. Academic dishonesty that occurs in the context of a graduate examination may result in failure of the examination as determined by the student's examining committee.

According to Purdue Policy on Research Misconduct (VIII.3.1), “Every Purdue Associate involved in any aspect of research at Purdue must encourage integrity in research, assign credit and responsibility for research appropriately, maintain careful research records, and establish and follow well-defined research protocols.” Any alleged instance of research misconduct involving a graduate student in the College of Education shall be referred to the Research Integrity Officer for the university, who will initiate a research misconduct proceeding. If the research misconduct proceeding determines that research misconduct occurred, the student may be dismissed, or, if not dismissed, he/ she shall be considered to be on probationary status in his/her graduate program.
2. Plan for open house (March 27, 2012) for prospective students admitted for Fall 2012

A recruiting open house will be held on March 27th. Invitations will be sent to all degree-option applicants admitted for Summer 2012 and Fall 2012. Departments will follow up with their top recruits, particularly those who have been offered Fellowships, and top recruits will be offered travel awards to attend.

During the open house, there will be a general session from 9 to 10 a.m. in Beering 1284, which will include a welcome, plus information about graduate programs, assistantships, etc. The session will be taped to be placed on College of Education websites for further recruitment. Later morning sessions will be held by the program areas. Visitors will be encouraged to attend the Annual Graduate Student Educational Research Symposium (AGSERS) at the Purdue Memorial Union in the afternoon.

Action: Jim Lehman will send an announcement to faculty and staff about the open house and create a webpage announcing the open house, which will include a link for the admittees to request funding for travel. (For travel assistance, Dr. Lehman’s office will offer $300 each for up to 10 students. Departments indicated they could possibly add an additional $100 each for selected individuals.) He will notify the presidents of the graduate organizations and ask for names of current graduate students for the Q&A panel discussion in the morning and for volunteers of students to house the visitors overnight.

Kathy Dietz will coordinate the general session, e.g., create an invitation to send to the admitted students, provide packets of information to give to the guests, etc.

Departments/Program Areas will plan other morning activities with program areas for faculty interaction with the visitors.

3. Develop general College-wide guidelines for annual review of students

It is expected that the Graduate School will require that all degree-seeking students be evaluated by their program areas on an annual basis with written feedback to each student. Based on the need to review the progress of College of Education graduate students and this possible mandate, the group discussed guidelines for the College. Examples of current documents used for review from both departments were shown to the committee.

It was decided to leave the review process and review forms to use to the discretion of the individual program areas but request that each degree-seeking student be evaluated once a year and provided written feedback. Program areas may require students to obtain their own transcripts from the Office of the Registrar for this review, or faculty may view record copies through a SharePoint site.

Action: Jim Lehman will send an announcement to faculty with this information.

The Office of Graduate Studies and Richard Frisbie will develop an Excel document for each department listing all students by program area and provide these reports to the Department Heads. Current review documents/checklists from the program areas will be posted on the website so that faculty can view other areas’ forms for ideas.

Kathy Dietz will work with Richard Frisbie to pull record copies of all degree-seeking students from a standard Cognos report. These record copies will be placed on a secure SharePoint site with the record copies only accessible to the faculty of a student’s program area, in addition to appropriate staff, e.g., program secretary and Office of Graduate Studies.
4. 2011 Admitted Student Survey results

Kathy Dietz distributed copies of the results of the Admitted Student Survey, which were received in December. This survey was administered by the Graduate School in June 2011 to individuals admitted to Purdue University for Fall 2011. The committee discussed the survey briefly. Departments were asked to review in detail.

Action: Kathy Dietz will check with the Graduate School to see if it can be noted what program areas the respondents were admitted to for the last open-ended question of the survey—Based on your experiences with Purdue and other institutions, what do you wish Purdue had done differently? Then the College can follow up with program areas for better recruitment efforts in the future.

5. Office of Graduate Studies 2010-2011 Annual Report

During the last few minutes of the meeting, the Committee reviewed the Annual Report http://www.education.purdue.edu/gradoffice/faculty_staff/. One particular concern from the results of the Admitted-to-Candidacy Doctoral Survey on page 53 under Program Environment was the responses to Question 11: How would you rate the social/emotional climate of your Ph.D. program? Of 19, the responses were: 3-Excellent, 7-Good, 5-Fair, and 4-Poor.

Due to the limited time left in the meeting, the Annual Report will be on the agenda for the next meeting on March 26, 2012.