Graduate Studies Leadership Team  
Minutes of October 22, 2008  
1:30 – 2:30 p.m.


1. Doctoral Student Recruitment Plan

The Doctoral Student Recruitment Action Plan draft was discussed. Dr. Moon indicated that Interim Dean Kelly had asked that the driving force be to obtain more applications and then moving toward obtaining more high quality applicants.

For Goal 1 of the Action Plan--increase applications to COE doctoral programs--funds will be allocated to hire a quarter time graduate assistant for 1 ½ years to improve web presence of all areas of specialization. A template would be developed for consistency in the web pages. This hire will begin perhaps in January 2009. The graduate assistant could also be asked to survey our current students as to how they learned about Purdue’s programs.

The Marketing and Communication Director will be involved with the communications plan for doctoral recruitment.

For Goal 2--increase the quality of COE doctoral Students--some money will be allocated to the departments for campus visits and/or a day on campus for high level doctoral applicants.

The departments were also asked to begin the process of developing a financial package with a three-year commitment beyond our typical fellowships. It may not be possible to award one every year due to having to fund the full three years. This type of funding could be more easily offered with the availability of research funding through professors. One concern in regard to awarding a financial package that would include a teaching assistant position is that the doctoral student may not be a strong teacher for the classroom but would still need to be funded. This funding will be discussed with the Graduate Committees.

It was suggested that a long-term strategy in regard to funding would be for the College of Education Development Office to encourage donors to endow a fellowship.

In the past, the Office of Graduate Studies has provided the program area website and the admissions faculty contact to prospective students who request more information about a program. It was suggested that the faculty then match the prospective student to a current student to increase the recruitment effort.
The importance of selection choices and increased recruitment effort will be discussed in the Graduate Committees and department faculty meetings.

2. Fall 2008 Graduate Enrollment Reports

Richard Frisbie provided data enrollment reports through Cognos/Banner, and Kathy Dietz included five-year trend charts of enrollment per department. There was discussion regarding the concern that numbers are not being included in some areas for education students; e.g., chemistry in the College of Science and Continuing Education.

3. Time to Completion (students who have been in a program 10+ years and students without plans of study)

Listings of students with faculty advisors and pertinent academic history was provided to the group. Department heads and chairs will encourage faculty to have long-time students finish their programs and to keep other students on track. Having an annual review process greatly assists this effort. It was noted that annual reviews are being discussed in the Graduate Committees. It was suggested that doctoral students should finish in five years and master’s students in three years.

4. Graduate Faculty Review Procedures

There was discussion regarding regular review of graduate faculty as to whether they are continuing to advise graduate students, complete research, etc. in order to retain their graduate status. The College of Education currently does not have a procedure for this review. It was suggested that when a faculty member may be in question, that an exception report be provided rather than reviewing all faculty each year. Also, perhaps this type of review could be done during the annual review of faculty. The department heads will monitor this issue and notify administration if regular procedures should be developed in the future.

5. Faculty Review of Admission Files

The security and effectiveness of the current system of faculty reviewing admission files was brought up for discussion. There was general consensus that using SharePoint in which program secretaries upload the documents provided by the Office of Graduate Studies would allow for online review by faculty. This will be discussed in the Graduate Committees and a pilot done with two programs from each department.

6. Three-year Follow-up Survey of Doctoral Program Graduates

What should we be asking our Ph.D. graduates? Richard Frisbie and the Office of Graduate Studies will begin looking for sample surveys that could be applied to Purdue graduates. This survey will be discussed further in the spring.