College of Education
Graduate Studies Leadership Team (GSLT)
Minutes of September 19, 2013

Present: B. Boche, K. Dietz, R. Frisbie, J. Lehman, Y. Mantzicopoulos, A. Samarakungavan, J. Staver, T. Taber Doughty, and P. VanFossen

Discussion Items:

1. Time to degree calculation for APA (Academic Program Assessment) Reports

   The Graduate School is providing data for the Curriculum and Instruction Graduate Program Review. College of Education data has also been provided by the Graduate School to the Office of the Provost for Academic Program Assessment.

   Data received earlier showed excessive time to degree for several College of Education students. At that time, Richard Frisbie reviewed and found that the admission date used for doctoral students was the date when the student was first admitted to the Graduate School. For several doctoral students, this date was the date admitted to the master's program. Upon recalculating the Graduate School's raw data using the actual doctoral admission date, the time to degree dropped considerably. It was the consensus by the GSLT that we use the admission date to the doctoral program for calculating the time to degree for future reporting.

   Followup: Dr. Lehman will provide feedback to the Dean regarding this issue in order to inform the Office of the Provost. Phil VanFossen will join Richard Frisbie, Amy Becknell, and Kathy Dietz on September 23, 2013, for a meeting with the Graduate School staff to give feedback.

2. Admission of a student for a 2nd doctoral degree—Do department heads want to review and approve these applications after approval by the program areas?

   It was decided that the Department Heads will leave the decision of admitting a student for a 2nd Purdue doctoral degree to the program area. No review of the applicant by the Department Head is necessary.

3. Graduate School electronic forms process for preliminary exams and final exams

   Kathy Dietz presented information on the new, campus-wide electronic approval for prelim and final exams. The process is similar to the plans of study, in which once one level has approved a form, an automatic e-mail notification goes to the next level for approval. The forms are approved by the chair/committee and then by the department head with final approval by the Graduate School. These exam forms will be in the same location on the Graduate School web database as the plans of study at https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth. Hard copies of exams will be accepted by the Graduate School during Fall 2013; however, only electronic forms may be used beginning Spring 2014.

   Documents were provided showing the roles of the participants, plus flowcharts for the exam approval.
Followup: The Office of Graduate Studies will send emails in the near future to all College of Education faculty and staff, in addition to current graduate degree-seeking students informing them of the process. The material will also be presented at the Curriculum and Instruction Graduate Committee Meeting and the Educational Studies Faculty Meeting.

4. Update of annual review of COE graduate students

At the current time, the following was reported:

Of 209 on-campus Curriculum and Instruction degree-seeking graduate students, 204 had annual reviews completed by faculty advisors, or reviews were not applicable for various reasons, e.g., graduating, admitted in Spring 2013, etc., for 98 percent completion rate. Of the total 407 degree-seeking students, which includes online Learning and Design Technology master’s students, 402 students received annual reviews for a completion of 99 percent.

For 175 degree-seeking graduate students in Educational Studies, 156 had annual reviews completed, or reviews were not applicable, for 89 percent.

Followup: The Office of Graduate Studies will continue to accept any reports from this Spring 2013 review.

5. Update on Curriculum and Instruction external review of graduate programs

The Department will be inviting two reviewers for Spring 2014. Program areas have been asked to submit a report to Phil VanFossen by October 1, 2013.

6. Thesis Deposit Fee

Jim Lehman announced that the Graduate School will begin charging a thesis deposit fee this fall: $90 for master’s and $125 for doctoral. The Graduate Education Association discussed these fees at its last meeting. The Graduate School indicated that to cover costs provided by its staff, such as workshops, departmental reviews, etc., the fees are needed.

7. Other?

No other items were mentioned.

Announcements:
- October 23, 2013--Get Together for fellowship awardees with Associate Deans and Department Heads
- November 14, 2013--Multicultural/Historically Black Institution visit
- November 14, 2013—Next GSLT Meeting: 2:30 to 3:30 p.m., BRNG 6115
Electronic Examination Forms

Form 7: Report of Master's Examining Committee
Form 8: Request for Appointment of Examining Committee
Form 10: Report of the Preliminary Examination
Form 11: Report of the Final Examination

Roles of Each Title

1) Plan of Study (EPOS) Coordinator
   - First level of approval for all exam forms
   - Can initiate and submit Form 7: Report of Master's Examining Committee for Non-Thesis
     - If MS-ED Non-Thesis exam committee differs from Plan of Study, student or EPOS Coordinator will need to initiate Form 8: Request for Appointment of Examining Committee and student submits
     - In Spring 2014, the EPOS Coordinator will be able to submit Form 8
   - Can initiate Form 8: Request for Appointment of Examining Committee for master's and Ph.D. students

2) Advisory Committee Chair or Co-Chair
   - Approves Form 8: Request for Appointment of Examining Committee
   - Second and Fourth level of approval for Form 7 (Master's), Form 10 (prelim), and Form 11 (final exam)
     - Chair or co-chair clicks on student's form and completes the top portion (recommends/does not recommend the candidate)
   - Once all committee members have signed, Advisory Chair or Co-Chair will log back into the system and approve
     - Chair/Co-Chair essentially logs in twice for each student
     - Chair cannot sign off as a final until all committee members have signed off

3) Committee Members
   - Third level of approval for Form 7 (Master's-Thesis), Form 10 (prelim), and Form 11 (final exam)
   - Log into system and approve/disapprove/abstain regarding recommendation

4) Exam Form Head/Department Head
   - Fifth level of approval for Form 10 (prelim) and Form 11 (final exam)
   - Will sign off on all forms, including Form 7 (MS-ED Non-Thesis) and Form 8 (MS-ED Thesis, PhD)
   - Is responsible for signing off as last "check-point" in College
Office of Graduate Studies
Electronic Exam Forms Flowchart
Master's Thesis or PhD Exams

1. Request for Final (Form 8)

Student Initiates and Submits "Request for Appointment of Examining Committee"

EPOS Coordinator Signs Off on Request

Advisory Committee Chair Signs Form

Department Head Signs Form

Graduate School Processes and Approves Form

2. Submit Results of Prelim/Final (Form 7, 10, 11)

Once Form 8 has been approved by the Graduate School, Form 7, 10, or 11 appears in Graduate School Web Database and e-mail is sent to Chair, Dept. Head and EPOS Coordinator

Chair Completes Form with Recommendation on/or Immediately after Exam Date

Advisory Committee Signs

Chair Signs after Committee

Department Head Signs Form

Graduate School Processes and Approves Form

Office of Graduate Studies 9/25/13
U:\GradOffice\Grad School Forms\Flowchart of Exam Forms.xlsx
19 August 2013

At its May 22, 2013 meeting, the Purdue University Board of Trustees approved a thesis deposit fee. The Graduate School will begin collecting the fee effective with the start of the Fall 2013 session. The thesis deposit fee will be charged to all West Lafayette and regional campus master’s and doctoral thesis-option candidates as part of the thesis deposit process.

The following fee rates will apply:

- Master’s Thesis Fee  $90.00
- Ph.D. Dissertation Fee  $125.00

The thesis deposit fee will support some of the expenses associated with the preparation, acceptance, deposit, and publication of theses and dissertations. These expenses include reviews of electronic thesis submissions, administration of the Electronic Thesis Deposit program, thesis related instructional support, development and maintenance of thesis formatting and deposit platforms, post-deposit processing of electronic thesis deposits (ETD’s) for publication and posting on the ProQuest Information & Learning and Purdue University online thesis collections.

West Lafayette

For West Lafayette candidates, the thesis deposit fee will be uploaded into their student accounts after they have successfully deposited their thesis or dissertation. Candidates may view their deposit fee charge in their account one day after it is uploaded.

Regional Campuses

Candidates at Calumet and Fort Wayne will pay their fees to their local bursars as part of the clearance process by their regional campus format advisors. IUPUI candidates will provide fee payments, via money order, to their campus format advisors at the time of their deposit appointments. These payments will be, in turn, forwarded to West Lafayette where they will be credited to the students’ accounts.
Payment of Fees

Students must pay their thesis deposit fee as soon as possible after their successful deposit and prior to commencement. Failure to do so will result in administrative holds placed on grades and transcripts, and the candidate’s thesis or dissertation will not be released to ProQuest Information & Learning for publication. Administrative holds will remain in place until the fee is paid.

The Thesis/Dissertation Office will discuss the new fee at length in upcoming thesis formatting workshops. Information about the fee will also be posted on the Thesis/Dissertation Office website (www.gradschool.purdue.edu/thesis.cfm). If you have any questions, please feel free to contact the Thesis/Dissertation Office at (765) 494-3231 or at gradinfo@purdue.edu.

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