Doctoral Committee Meeting
Notes
Friday, October 8, 2021
Zoom

Present: Eun Kyoung Choe, Kate Izsak, Jeff Waters, Niklas Elmqvist, Emily Dacquisto, Susannah Paletz, Ekta Shokeen, Katrina Fenlon, Joel Chan

1. **Sub-committee updates**
   - *Admissions + office space*
     i. [Memo from the Admissions & Space Subcommittee](#)
     ii. Funding + TA comments
        1. Perhaps increase RAship funding to 2 years instead of 1 year?
        2. Admitting students on only 1 year of RAship is problematic for being able to project how many TA slots we need in the future
        3. More non-technical TA slots might be added with the new Info Design major
     iii. Defining the problem
        1. How to better plan for this?
           a. It seems like there is a model in more senior faculty's heads that we could externalize
        2. Have we actually run into walls about space, funding, etc. yet and, if not, when is that likely to become a problem? Are students graduating on time? Are they graduating into good placements?
           a. The next sub-committee meeting could discuss these
     iv. Considerations going forward
        1. Gather data on placement
        2. It seems like it's too soon to make a decision about how to move forward
        3. It will probably be too difficult to make any changes to this year's admissions process unless there are any more immediate changes we can make
           a. Suggestions for immediate changes:
              i. Re-work the review form for this year to be more concrete
              ii. Consider giving more guidance on the College's expectations on building labs, how many students faculty should be admitting, etc.

- ○ *Professional development*
  - i. [Link to ELMS site](#)
  - ii. This ELMS site was created last semester, but never shared widely
    1. Should we roll it out to faculty first and then students or both at the same time?
       a. Consensus to share with both faculty and doctoral students at the same time
  - iii. New idea to host a monthly professional development group
    1. Internal facing graduate group to help connect with other cohort members/students and give a space for things that come up (e.g., practice job talks, Integrative Paper feedback, happy hours, etc.)
    2. Lots of interest from 1st and 2nd year students; 3rd+ year students said they have too much going on
    3. Perhaps hire someone from the PhD program as a Graduate Ambassador to help take this on?
- ○ *800-level courses*
  - i. [Pipeline of 800-level courses](#)
  - ii. Turn this into a procedural document for topic solicitation and formal review process
  - iii. The form/submitting the proposals could be added into the new ticketing system (Jira)
- ○ Teaching training for doctoral students
  - i. No updates

2. **Discussion: Guidelines for admissions exception cases**
3. **Announcement: The new 1-credit doctoral reading seminar (799/8xx)?**
   - ○ This will be rolling out soon
   - ○ 799 is already a 1 credit reading seminar (1 credit = 1 hour/week)
   - ○ We will be using this shell to offer more 1 credit doctoral level reading seminars each semester
   - ○ We will ask faculty members to submit topic proposals soon (description of the seminar topic and at least 50% of the readings)
   - ○ This will not count towards the regular teaching load, but will instead be covered by an overload (3.33% of salary for a 1 credit course)
   - ○ The hope is that when we meet next month we can review some of the proposals together
     - i. Deadline to submit proposals will be November 1st
   - ○ Expectation for the enrollment is minimum 5 students
   - ○ We will use the Jira ticketing portal to test it: tinyurl.com/iSchoolAcademicProgramsPortal