

Doctoral Committee Meeting
Notes
Friday, September 10, 2021
Zoom

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

1. Introductions

2. Goals/role of the PhD Committee:

- This list of items is based on the iSchool's Plan of Organization & the Doctoral Handbook:
 - i. Reviewing existing principles and policies
 - 1. Curriculum requirements, admissions, etc.
 - ii. Defining new principles and policies
 - 1. Curriculum, admissions, etc.
 - iii. Vote on policy
 - iv. Admission and funding
 - 1. Largely TA funding because it's a college resource under our purview
 - v. Review/vote on doctoral student committees (Integrative Paper, Dissertation)
 - vi. Review/vote on travel requests and other conference funding
 - vii. Student Items
 - 1. Student business is confidential so the Student Rep (Ekta) will not be present
 - 2. Discussion re: role of committee members (i.e. Dean's Representative)
 - a. Composition of committee members, policy adherence, etc.
- Logistics
 - i. About one week before the next meeting, an agenda will be circulated along with the notes from the past meeting
 - ii. A lot of voting takes place over email because it's usually time sensitive
 - iii. Everyone is a voting member except Kate and Jeff are ex-officio non-voting members and Eun Kyong only votes to break a tie

3. Priorities for the 2021-2022 academic year

- Admissions policy discussion for sustainable growth
 - i. *Members - Eun Kyong, Katrina, Emily, Jeff*
 - ii. New item this year

- iii. Cohort size for the upcoming admissions cycle
 1. Students joining with the new faculty hires (~6)
 2. Deferred students (2)
 3. Spectrum scholars (2)
- iv. Review our current admissions procedure
 1. September - Google survey sent out to see which faculty plan on recruiting
 - a. This helps us have an idea of which faculty are recruiting, what kind of funding they have, etc.
 2. December - Application deadline passes and Emily downloads all applications to review which ones are complete, check TOEFL scores, triage applications to faculty, etc.
 3. December - January - Faculty review assigned applications
 4. January - “Big” meeting to discuss which students to admit, waitlist, and decline
 - a. Google form is used to collect faculty rankings of the applicants they review
 - b. Vouch system
 - i. Each applicant must receive at least 2 vouches from TTK faculty members in order to be admitted
 - ii. A vouch means that the faculty member believes the applicant will be successful in the PhD program **and** they are willing to advise them
 5. February - Make first round of admissions recommendations to the Graduate School & Graduate School sends out decisions
 6. March - Host an Admitted Students “Day”
 7. March - April - Make second round of admissions decisions from the waitlist only if need be
 8. April - May - Final idea of what the cohort will be
- PhD students’ workspace planning (merge this item with Admissions above)
 - i. New item this year
 - ii. Dave Baugh reached out to Eun Kyoung & Emily about student work spaces earlier this Summer
 - iii. Emily collected data about where the current PhD students currently have space

1. They are all over the place (HBK ground floor, 2nd floor, 4th floor, and PTX 1st and 2nd floors)
 - iv. The 1st and some 2nd year doc students will be in a shared space in the iSchool Commons (space for up to about 25 students)
 1. A furniture delivery is expected around the end of September
 - v. Dave wants us to make recommendations about what/how we want doc student workspace to look like for the next ~3 years or so (considering growth of the program, dedicated space, etc.)
 - vi. Goal: Make concrete recommendations to Dave by the end of the Fall semester
 - vii. This item is very tied to admissions above
- PhD Student Professional Development Speaker Series + other professional development items (e.g., practice job talks, etc.) + PhD student community building
 - i. *Members: Susannah, Niklas, & Ekta*
 - ii. Continuing item from last year
 - iii. Last year's speaker series included 3 separate talks
 1. Goal to expose current doc students to multiple pathways
 2. One panel for academic, one for government, and one for industry
 3. Brought in our own alumni and friends of the college
 4. It went well last year and we hope to continue it again
 5. Especially during the Fall for job market season
 - iv. Goal: Continue doing this again for the Fall & Spring semesters
 - v. Tap into Sarah Grun for logistics help if need be
- Establish a concrete pathway to select and offer 800-level courses (e.g., methods and special topics courses)
 - i. *Members: Joel, Jeff, Emily, Eun Kyoung*
 - ii. New item for this year
 - iii. Establish a pathway for 800-level courses that both faculty and students can benefit from
 - iv. The process so far is:
 1. We receive requests/proposals from faculty and Kate & Eun Kyoung review them
 2. Eun Kyoung meets with the faculty 1:1
 3. If it works out & there seems like there will be enough enrollment, the faculty are given the green light
 - v. However, it feels like we're missing some courses that will meet faculty & students needs
 - vi. It largely boils down to who proposes the course

- vii. Goal: Identify courses needed at the doctoral level and a detailed process for faculty to propose them and the Doctoral Committee to review them
- Future training (re: teaching) for doctoral students
 - i. *Members: Kate*
- Others?