

DSAB Minutes for December 13, 2012

At 6:00 in 206 Sill Hall

Invitees:

Attendee	Status	Minutes
"Sara Terrell" sterrell@emich.edu		Approved 12/22/2012
"Billy Whisnant" bwhisnan@emich.edu	Present	Approved 12/16/2012
"Sushma Sanga" ssanga1@emich.edu	Present	Approved 12/20/2012
"David Kelly" dkelly17@emich.edu		
"Linda Puzey" linda_s_puzey@ameritech.net	Present	Approved 12/15/2012

Attendee	Status	Minutes
"William Hilliker" whillike@emich.edu	Present	Approved 12/18/2012
"Daniel Katanski" dkatans1@emich.edu	Present	Approved 12/17/2012
"Judy Weaver" jweaver3@emich.edu		
"John Dugger III" jdugger@emich.edu	Present	
"Wade Tornquist" wtornquis@emich.edu	Present	

Agenda Topics & Minutes:

Topic	Notes	Action Items	Assigned	Status
Approve minutes.	Approved online			Completed
Action Items from 11/15/2012 meeting.	SurveyMonkey concept reviewed & modified [removed "Fish Lake over-night event"]. Ownership reassigned to W. Hilliker. Prefer peer-to-peer teaching, also can tap COT or library staff After meeting, D. Katanski suggested adding: "How to be successful in the Ph.D. program" and "When would be you be available these sessions (check all that apply)?" [See below for potential answers.]	Action Item 1 – DSAB will assist interested Ph.D. Students to organize and run several Doctoral Student Learning Sessions throughout the fall term. Topics will be vetted with at the Ph.D. Student Meeting on October 14. 12/15/12: Issue survey early in January; need to put process together	Will Hilliker	Open

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	Will be posted to course shell	Distribute DSAB history to DSAB members	Linda Puzey	Open
	Shell created. DSAB members will update their own open items. Access control = teacher level	Action Item 2 - Establish eCollege course shell for updating action items.	Linda Puzey; John Dugger	Completed
	New discussion item	Action Item 2a - Arrange eCollege training for DSAB.	Linda Puzey; John Dugger	Open
	Received notes from D. Kelly & L. Puzey	Action Item 3 – DSAB members to send questions and issues from Annual DSAB meeting to Linda Puzey	DSAB Members	Closed
	New discussion item	Action Item 3a - Send email requesting action items from meeting from Doctoral Students and Candidates	Linda Puzey; John Dugger	Open
	New discussion item	Action Item 3b – Create DSAB email address, access provided to John Dugger, chair, & scribe	John Dugger	Open
	New discussion item	Project 1 – Add standing agenda item to review questions in mailbox	Billy Whisnant	On-Going
	Use questions we have been able to salvage & others that people have requested we investigate. Use FAQ on PhD website to post answers. Reference to specific sections of published info where possible	Action Item 4 - Need to complete responses to questions from both meetings – Assign to DSAB members for responses at next DSAB meeting	Billy Whisnant	Open
	Proposal to be reviewed in January DSAB meeting	Action Item 5 - Propose charter change to have meeting prior to board elections	Linda Puzey	Open
	Sending survey now may not be appropriate for meeting in October – agree to conduct survey in September	Action Item 6 – Send survey in early September to Doctoral Students and Candidates re. best time for All Student meeting – weekend vs. weekday, afternoon vs. evening; also what would you like to see on the agenda? Need about 6 weeks lead-time with solid agenda	Linda Puzey; John Dugger	Hold till September

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	Duplicate of Action Item 1	Action Item 7 - Survey to Doctoral Students and Candidates re. potential Student Skill Sessions – needs, willing/qualified to lead	Linda Puzey; John Dugger	Closed
	To be reviewed in January DSAB meeting	Dr. Dugger to provide COT PhD program enrollment specifics <ul style="list-style-type: none"> • Number who have been accepted (137 since 2004) • Number who completed candidacy (8) • Number who achieved PhD (24) (9 of 11 in 1st cohort) • Number who are actively enrolled in 2012-2013 educational year (approximately 80) • How many are full-time vs. part-time? 	John Dugger	Open
	DSAB member on each group; have other students lead. Added items to list. Formal vs. social/informal format – can have some of both. Need to start with 1 (research/ publish). Need to establish overall framework	Action Item 8 - Establish method for including Doctoral Students and Candidates on potential DSAB subcommittees (starter list): <ul style="list-style-type: none"> • Writing club • Mentoring • Paper critique • Research process & guidance • Community/ academic service <ul style="list-style-type: none"> ○ Thanksgiving parade float building • How to get published • Others? Review proposal at January meeting	Billy Whisnant; Sushma Sanga	Open
New actions for DSAB to take.	New discussion item	Proposal discussed to restrict committee chair to student with at least 2 semesters completed. Schedule into DOC meeting to discuss item. Billy to send email to Dr. Dugger to get onto agenda	Billy Whisnant; Will Hilliker	Open
	New discussion item	Add list of existing research to website	Sarah Terrell	Open

Topic	Notes	Action Items	Assigned	Status
	New discussion item	Need to establish strategic goals for DSAB – what do we want to accomplish this year? In the future? <ul style="list-style-type: none"> • Communication • Program improvement (curriculum, delivery, timing) 	Billy Whisnant; Will Hilliker	Open
	New discussion item	Do we want to provide templates for prospecti & proposals that represent what the University / COT want to see? Revised to create sample for reference to post to website – identify & work to resolve conflicts – Take to DOC for use across the board	Linda Puzey	Open
	New discussion item	Review Technology Core list & suggest adds, deletes, & modifications	DSAB members	Open
Next meeting.	Need to establish meeting day for Winter Term	Poll group for best time based on class schedule	Linda Puzey	Open
	New discussion item	Investigate use of Elluminate or Skype for virtual meetings	Will Hilliker	Open

Item 1: Potential Times for Learning Sessions:

- Saturday 9:00 AM – 12:00 PM
- Saturday 12:00 PM – 3:00 PM
- Saturday 3:00 PM – 6:00 PM
- Saturday 6:00 PM – 9:00 PM
- Sunday 12:00 PM – 3:00 PM
- Sunday 3:00 PM – 6:00 PM
- Sunday 6:00 PM – 9:00 PM
- Monday 6:00 PM – 9:00 PM
- Tuesday 6:00 PM – 9:00 PM
- Wednesday 6:00 PM – 9:00 PM
- Thursday 6:00 PM – 9:00 PM
- Friday 6:00 PM – 9:00 PM