# Office of the Provost

**Minutes:** Doctor of Philosophy Board (DPB)  
**Meeting Date and Time:** 10/09/2014 2:00-4:00 pm  
**Meeting Location:** President’s Conference Room, 270 Garland Hall

**Minutes recorded by:**  
Dr. Brenda Hedrick  
**Next Meeting:** Thursday, December 18, 2014  
Admissions Meeting Room, Mason Hall (2nd fl), HW

**Members Present:** Dr. Collin Broholm (Chair-KSAS), Dr. Terry Brown (BSPH), Dr. Michelle Carlson (BSPH), Dr. Cheryl Dennison Himmelfarb—by phone (SON), Dr. Peter Espenshade (SOM), Dr. Margaret Keck (KSAS), Dr. Juliette Lecomte (incoming KSAS-NS), Mr. Alan Liu (HW/SAIS student), Ms. Gyasi Moscou-Jackson (EB student)  
**Other:** Vice Provost Cheryl Holcomb-McCoy (Office of the Provost), Vice Dean William Egginton (KSAS), Dr. Elisabeth Strowick (Chair KSAS-GRLL), Vice Provost Sean Fahey (Institutional Research), Mr. David Libber (Institutional Research), Dr. Brenda Hedrick (staff)

**Not Present:** Dr. Michael Falk (WSE), Dr. Richard Jasnow (KSAS-H), Dr. Bruce Parrott (SAIS), Dr. Amy Shelton (SOE)

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<tr>
<td>Introductions</td>
<td>• Members and representatives of the DPB, Vice Dean Egginton, and Dr. Strowick introduced themselves.</td>
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| Ph.D. program assessment Dr. Broholm Dr. William Egginton, KSAS Vice Dean for Graduate Education Dr. Elisabeth Strowick, Chair German & Romance Languages and | • Dr. Broholm recapped the board’s discussions about doctoral program assessment noting that the board wanted to gain a sense of the types of assessments currently conducted and what is taking place in graduate programs. What challenges are programs facing? What solutions are they developing? How might these be shared among divisions? Dr. Broholm clarified that the board does not wish to replace existing review processes, but rather to be informed and communicate about them as indicated in the DPB bylaws.  
• Dean Egginton and Dr. Strowick were invited to discuss GRLL’s recent five-year review conducted by the Homewood Academic Council (HAC).  
• Dean Egginton offered insight into various discussions surrounding Ph.D. program assessment. Most recent discussions took place within the HAC Curriculum | | |

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| Literatures (GRLL), KSAS Ph.D. program assessment cont. | Committee in which the committee concluded that a separate review process for doctoral programs was unnecessary. There should be one review process repeated on a certain interval (e.g., every five years); the review should have an external component; if the doctoral program review is already part of an overall departmental review, this should be noted. Dean Egginton explained that the GRLL review was one of the new cycles of reviews conducted by HAC.  
- Dr. Strowick offered a brief overview of the background and nature of GRLL’s most recent review. She elaborated on areas covered by the review including: graduate teaching, recruitment and placement of graduate students, and graduate student quality.  
- Board asked questions about GRLL covering recruitment, admissions and yield, incoming cohort size, student funding and teaching loads, course offerings, exam structures and competency metrics, annual review processes, attrition, student mentorship, time to degree and influencing factors, academic and non-academic placement, program assessment and accountability, and program development.  
- Board inquired what the review committee might have done differently that would have resulted in an even more useful review, and what changes the department could implement that would facilitate program improvement.  
- Vice Provost Holcomb-McCoy asked what resources the department needed to elevate its programs.  
- Dr. Broholm and the board thanked Dean Egginton and Dr. Strowick for their collaboration. | | |
| Doctoral Exit Survey | Dr. Broholm welcomed Vice Provost Fahey and Mr. Libber, asking them to discuss the genesis of the survey and preliminary results.  
- Vice Provost Fahey explained that the American Association of Universities (AAU) began in 2005 confronting the problem of capturing data about Ph.D. students across the AAU with the goal of benchmarking and exchanging data. | | |
| Vice Provost Sean Fahey Mr. David Libber | | |  
- Invite another vice/assoc. dean to present a doctoral program to board (Dr. Broholm 2/11/15) |
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| Doctoral Exit Survey cont.     | • Vice Provost Fahey explained the process: each university gathers the agreed-upon data from its own systems, sends it to AAU where it is rendered anonymous, and then AAU sends each school a report of how that school compares to a cohort.  
• Data include metrics such as enrollment, completions, time to degree, and the Ph.D. Exit Survey. The core questions of the survey derive from AAU; however, the university may add questions specific to its interests.  
• After consultation with divisions, surveys were launched in KSAS and WSE June-July 2014; SOM survey was launched one month ago; and SAIS and SON surveys just launched.  
• VP Fahey stressed that the purpose of the survey is to learn about JHU programs, but also reiterated that participation in the AAU survey affords the university relative points of comparison on issues with peers.  
• Questions arose about the possibility of administering additional surveys to capture other phases of the student experience and to improve programs earlier in students’ trajectories. Further discussion centered on logistics of survey administration and data dissemination. | • Board enthusiastically supports the survey and widely disseminating data, and would support additional surveys.                                                                                          | • Invite VP Fahey to present findings at 12/18 meeting (Dr. Broholm)                                                                                                                                 |
| KSAS special cases             | • Board discussed extenuating circumstances of two doctoral students in relation to the 12-year limitation to complete degree requirements.  
• Discussion centered on necessity to inform students who are at risk for not completing requirements in time.                                                                                   | • Board concluded that department misadvised students on deadlines and letter should be sent to department, copying Provost.  
• Students should be apprised of the rule no later than their ninth year and annually thereafter.  
• Both students should be allowed to defend as an exception, but would need to defend by prescribed deadline.                                                                                   | • Agenda items for 12/18 meeting.                                                                                                                                 |
| Dr. Broholm                   |                                                                                                                                                                                                           |                                                                                               | Draft letter to department (Dr. Broholm and VP Holcomb-McCoy)                                                                 |
| Dean Egginton                 |                                                                                                                                                                                                           |                                                                                               | Draft letter to department (Dr. Broholm and VP Holcomb-McCoy)                                                                 |
| Minutes                       | • Minutes from August 26, 2014 meeting were tabled due to time constraints, but were later circulated and approved without amendment via email.                                                              |                                                                                               | Circulate and post external minutes. (Dr. Hedrick)                                                                                                                                 |
| Student representatives and agenda items | • Topic was tabled due to time constraints.                                                                                                                                                                | • Strong support for this.                                                                      | Agenda item for 12/18 meeting.                                                                                                                                 |