Agenda HSC Graduate Council
October 20, 2015; 10:30
John Jones 1

Reminders:

1. Research Induction Ceremony – Friday, October 23, 2015 at 5PM; Oakey Patterson Auditorium

For next year please start to think about:
- speaker for next year
- alternative to lab coat for non-bench scientists
- biomedical wording

2. Please have emergency contact forms that the student fills out that indicate you will contact the people listed should the student disappear. (see attached example)

Informational:

1. Graduate student of the month program. Each month we will highlight a graduate student at the HSC who has made a major advance such as published a paper, award at a conference, obtained a patent, etc. Please submit nominations to us.

2. Permission to use student photos on the web. Each program should at entry into graduate school obtain permission from students for using their pictures and non-pubic information on the web. The attached document indicates what the university considers to be public information.

3. Letters offering admission – must have at least 2 signatures. Possible signers could be: Program Director, Chair of admission's committee, and Dean-level person.

4. Let Lisa Salati know if you would like her to do Exit Interviews for your program. All programs should have some version of this for assessment purposes and should also be gathering contact information for the student after they leave.

5. MS degree does not have a candidacy component.

6. Flyers for ABRCMS (Annual Biomedical Conference for Minority Students). If your program would like the Research Office to bring flyers advertising your program to the meeting, please get them to Andy Flinn by Oct. 23. One flyer per program, please.

7. New Forms: Please look at the new forms on the website and provide feedback.   New International travel policy
      Plan of study – check box option for programs using DegreeWorks

8. Guidance for dissertation formats

9. Announcing new faculty in all schools – please sent the ResOff information about new faculty who will be active in research and graduate student training. Please send: Name, department, where they are coming from, picture, general area of interest

Discussion:

1. The School of Nursing uses a rubric to evaluate dissertations. It is attached to this agenda. They would like to know if others use one and receive feedback on their rubric.

2. Survey of Graduate Student Satisfaction (attached). This survey comes from the University of Buffalo. We will be initiating a similar survey. This will be sent to students in January of each year. Reports will be available to all faculty by late spring.

3. 3MT – 3 minute thesis. This is a 3 minute long talk using one slide (no animations) that a student gives to a general audience. The WVU Office of Graduate Education and Life will hold this competition again during Graduate Student Appreciation week (April 4 to 8). We are going to asked to hold a pre-competition and send our winners to the University wide competition. The directive to date is that this will be one from each school. Issues:

- Do we want to have a joint competition in which these winners are selected?
- Do all schools want to participate?
- When to have this competition? Note: Van Liere/Research Day is March 3-4.

4. External reviews of programs
    -When was the last external review of your program?
    -Do you have one planned in the future?
    -When is your next BOG review and/or accreditation?

Future meetings:

1. Should all new programs and program changes be approved by this group?
2. Patent substitutions for paper for defense of dissertation
3. Scientific integrity – revising course to incorporate all schools and to extend beyond year 1 – using Team based learning?
4. Scientific writing – split into 2 courses (would need to invite Bernie)
5. Combining some orientation activities (Carruth, Policy orientation?)
6. DegreeWorks versus Plan of Study

Student Contact and Emergency Contact Information

Student Name:_____

Local Address:_____

_____

_____

_____

Phone number:_____

Cell phone number:_____

Emergency Contacts

Please List 2 people. These people will be contacted should you be involved in an emergency and we need to contact someone regarding your status. Please be aware that should you not be present as expected, we may contact these people to see if they know your whereabouts. This would be done in the interest of your safety and wellbeing

1. Name:_____Relationship:_____

Address:_____

_____

_____

_____

Phone number:_____

Cell phone number:_____

2. Name:_____Relationship:_____

Address:_____

_____

_____

_____

Phone number:_____

Cell phone number:_____

Designation of Limited Use Directory Information

WVU designates the following categories of student information as "Limited Use Directory Information:"

- University issued student electronic mail addresses ("Email Addresses")
- Photographs, videos or other media containing a student's image or likeness (collectively "Student Images")

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit of the University, including the online directory available at: http://directory.wvu.edu; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Designation of Directory Information

WVU designates the following categories of student information as public or "Directory Information." This information may be disclosed at West Virginia University's discretion for any purpose:

- Name of Student
- Official Address
- Telephone Number
- Place of Birth
- Age of Student
- Names and Addresses of Parents
- Major and Minor Fields of Study
- Class Status (i.e., freshman)
- Enrollment Status (i.e., full time or part time)
- Dates of Attendance
- Previous Educational Institution(s) Attended
- Degree(s) and Date(s) Conferred, including anticipated graduation dates
- Awards
- Honors
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns, or Student Volunteers

Process used by the School of Nursing:

Dissertation Committee Defense Worksheet

Date: _____
Committee Member: _____
PhD Doctoral Student: _____
Instructions: This tool is to be used by dissertation committee members/chair to review the student thesis. Please assess each section as (1) Not acceptable, (2) Marginal, (3) Good, and (4) Outstanding or not applicable (NA). Refer to attached dissertation rubric descriptors to define each criterion.

Dissertation Sections	1	2	3	4	NA
Abstract					
Introduction (problem statement, purpose, significance, research question(s)/objectives)					
Literature Review (compares/contrasts research outcomes in organized manner, info is current and relevant to the problem and obtained from peer reviewed journals)					
Theory (appropriate, logically interpreted, well understood and described, aligns with question, strengths/limitations noted)					
Methodology (design addresses research question, summarizes data collection/analysis procedures)					
Findings (patterns, relationships, themes are supported by data; research question addressed; logically presented)					
Discussion/Conclusions(identifies nursing/policy/research implications; summarizes research findings succinctly)					

Is the dissertation ready to move to oral defense: Yes   No
Questions to be asked during defense:
1.
2.
3.

Signature: _____