

Agenda- PhD Committee meeting

February 2, 2017

10:00 – 11:30 am

TH 403

1. Updates

- a. Student issues- health, conflict
- b. Admissions update
- c. Funding sub-committee update

2. New business:

- a. Student request to delay general exams- see below
- b. Timing of general exams- when writtens coincide with TA sections- see below
- c. Review QPRs- in: R:\phd admin\2016 Cohort\Forms - QPR
- d. Nomination for Graduate Medal
- e. PhD Committee mission statement- see below

2a. Student request to delay general exams- Trace Chaplin

January 23rd, 2017

Dear Dr. Williams,

This letter is meant to serve as an official request to delay general exams until spring quarter in 2017 due to a family emergency. This emergency occurred at the end of fall quarter (2016), during exam week. As a result of this emergency, I was needed at home in Alabama.

It was imperative that I fly home to Alabama to be with my family at this time. However, this caused considerable disruption to my academic schedule, on three fronts.

First, this disrupted my planned reading schedule in preparation for general exams. I was counting on utilizing the holiday break to complete a good portion of my readings, and was not able to do so.

Second, this disrupted my final exams for fall quarter. I am now in the process of completing these exams. However, this also disrupts my current reading schedule for general exams.

Third, this disrupted my financial situation. The cost of the flight home required me to delay tuition payment to UW, which resulted in a hold on my record, preventing me from registering for spring quarter. This required time and effort to sort through the administrative confusion caused by my delayed tuition payment, all disrupting my reading schedule.

In addition, I have been struggling to navigate some physical health issues of my own. This has required weekly visits to Hall Health, as the progression of my illness is monitored and tests are decided upon and conducted. I am optimistic about the

outcome of this issue, and feel that it will be resolved. In the meantime, some physical activities are quite difficult at times (walking). Although we do not yet have many answered questions regarding this illness, it seems to be improving, and I do not expect it to be a long - term health issue. However, it seems appropriate to acknowledge that it is presently impacting my daily life.

For these reasons, I humbly request that you consider allowing me to take my general exams during spring quarter of 2017. I would not ask that any other deadlines (prospectus, etc.) be altered. I feel confident about my ability to perform well on the exams if I were given the opportunity to recoup some of the preparation time I have lost.

Finally, I want to take care to emphasize how much I appreciate the kindness of the Jackson School faculty and staff during this time. Without knowing the details of my situation, people have treated me with kindness and respect, without fail. I am very grateful for this.

Please do not hesitate to contact me with any questions or concerns. Thank you for considering this request.

Sincerely,

Tracey Lane Sykes Chaplin

2b. Timing of general exams

Email from David Bachman: To the extent that t.a.ships are our major source of funding students, and in Winter quarter, JSIS 201 [which has sections on Tuesdays and Thursdays] is the course that requires t.a.s, IF the t.a.s for 201 are also taking their exams when they are t.a.ing, having the exam on Thursdays means they will miss two weeks of section on Thursday, or 10% of all section meetings. Better they take the exam on a lecture day (my lectures are recorded, so they can watch them), then a section day. Moreover, if there are several tas taking the exam, there would be no work around for the other tas to try to cover for the tas taking exams

2d. PhD Committee Mission Statement

From Student Handbook:

The Committee coordinates the Ph.D. Program's activities with other graduate programs and administrative bodies in the JSIS and also the UW. Working with the Ph.D. Program Administrator, the Committee also handles all administrative and procedural issues related to each student from admittance to graduation. For any individual and/or additional queries, doctoral students in the program can write directly to the Ph.D. Program Committee at jsisphd@uw.edu.

Draft mission statement for intranet, website, and possibly for Student Handbook

The PhD Committee is responsible for oversight and design of the PhD Program. In collaboration with the Graduate Program Administrator and the Director of Academic Services, the Committee handles all administrative and procedural issues related to each student from admittance to graduation. The Committee coordinates the PhD Program's activities with other graduate programs and administrative bodies in JSIS and the UW. The Committee also

undertakes active assessment of the PhD Program and its students and can make adjustments to procedures, curriculum, and requirements to improve the quality of the program.

The voting members of the PhD Committee include a Chair (who is the Director of the PhD Program), the Graduate Program Coordinator, and typically six other voting members. The Director of the Jackson School, the Director of Academic Services, and the Graduate Program Administrator also sit on the PhD Committee. The Committee is representative of a range of disciplines, regional areas of expertise, faculty rank, and gender.