

Agenda- PhD Committee meeting
June 1, 2017
10:00 – 11:30 am
TH 403

1. Updates

- a. Presidential Dissertation Award deadline is in June; we asked committee chairs for nominations.
- b. Capstone workshop is Monday, June 5.
- c. TA training
 - JSIS is joining forces with political science; JSIS first year TAs will join political science TAs to take a class which trains new TAs and provides opportunity for collaboration.
 - In future, we hope JSIS will have a lead TA. In winter and spring, the JSIS lead TA will hold office hours to be resource for TAs.
 - UW TA/RA training was helpful, but not specific to student background/experience.
 - TAs can get credit for hours spent reading for their TAs by registering for a 600 level class. JSIS Ph.D. will figure out a way to make the hours spent in that class count toward program requirements.
 - JSIS plans to meet with Ph.D. students to get more feedback on their TA experience.
- d. JSIS has applied for funding to renovate the basement for Ph.D. student offices. No official update or confirmation that we have received funding.
- e. Submitted request for funding for Ph.D. program for 2017-18. Request included:
 - Bridge Lab
 - Conference/travel
 - Student lounge update
 - RAship
 - Employment seminar

2. Old business

- a. The committee has discussed funding opportunities all year.
 - Ideas:
 - invite Ph.D. students to speak at donor events
 - assign TA for Task Force
 - look at possibilities for Ph.D. students to work in JSIS centers
 - We plan to keep all funding ideas going, all ideas are reasonable
 - Committee requested standard language for RA requests to insert into grant proposals--would encourage faculty to include request in proposals
 - Nathalie will discuss including RAs in grant proposals at next faculty meeting and add to faculty retreat agenda in order to promote the idea to all faculty.
 - Suggestion to email faculty once a year with info on RA costs

- Suggestion to create list of agencies that typically support RA budget
- Students may be interested in meeting donors and attending events for college, foundation.
- Students want to contribute and be part of decisions and contributions needed to support program. Working together toward a common goal.
- The JSIS centers spend time reaching out to donors. Nathalie and Scott will meet with Resat and centers to start the conversation that the Ph.D. program/students should be included in events.
- There should not be a requirement or pressure for students to attend events.
- Talking to donors is a skill; learning to communicate about work and learning to create relationships is a valuable skill for students to learn.
- Nathalie should join a chairs/directors Title IV meeting this fall.
- Collective student concern raised about the number of hours that TAs work, especially due to the format of the accelerated program.
- The concern is from the 200 series, due to the amount of coursework/assignments.
- Assigning students to TAships according to experience, and consistency for students to TA for the same class should be a priority.
- JSIS plans to ask students their preference for AY17-18. This year, OAS will be responsible for assigning TAships.
- It is also a priority for admin to give students with large class sizes the opportunity to also teach a smaller class. It is a challenge to assign specific backgrounds to classes with that content.
- Students would simply like to communicate preferences, and don't have the expectation that the matches will all be perfect.
- Students understand there are restraints, but want to be part of the process.

b. Course committees

- Stephen will circulate draft of terms of reference for committees to faculty this weekend.
- In faculty meeting, faculty will decide whether instructors can change content of syllabus.

3. New business

a. Funding allocations: we are waiting for funding package from UW.

- Options: hand out TAships now, without funding confirmed. Deans would have communicated cuts to departments. Could ask for permission from Resat to award funding, but some students would receive a letter, some would not.
- Students suggest that Nathalie send an email explaining the funding process.
- A letter stating that students are still being considered for funding would be preferred to not hearing an update.

- It is possible that the program may not hear from the college until August, in that case students would rather hear regular updates than for some students to receive awards or than to hear nothing at all.
 - Let students know we have requested funding; we are hoping the allocation is similar to last year.
 - GPSS has an annual lobbying day.
- b. Student feedback survey (anonymous, via email)
- What should we include on survey:
 - How much coordination is between faculty and TAs?
 - What is the amount of hours you have spent as a TA?
 - Did it enhance your academic experience or did it get in the way of your other coursework?
 - Did it match your academic interests?
 - Was CTL TA/RA training helpful; what training would be helpful?
 - Discuss core requirements and experience with requirements.
 - Discuss outside funding applications. Ask what support would be helpful to students and what are the challenges of writing funding applications.
 - How were you successful in applying for funding? What do you need assistance with?
 - How does funding work? Tuition waivers, health care, etc.
 - Do students feel included in the Jackson School?
 - How are your relationships with faculty and with other departments? (Some faculty in other departments have not heard of JSIS Ph.D.)
 - Would you be interested in career lecture series
 - What careers are students aiming for?
 - Would Ph.D. students be interested in an Employment Seminar series?
 - Would students be interested in seeing sample CVs?

Students expressed that there is an understanding from students that this is a conversation, and not a list of demands. The past letters were written because students were not asked for feedback from program; now there is more opportunity for communication. There was not a response to student letters.

- c. Employment seminar: idea for new initiative next year, to invite professionals to come into the Jackson School to speak with students.
- Create a list of organizations that we have connections with. Could put together a committee of students that could plan these info sessions.
 - Natural crossover with John's department. Would like to work together to decide topics that will interest students.
 - Would students be interested? Add to survey.
 - Would students be interested in seeing CVs from successful job applicants?
- d. Update student handbook
- Include updated general exam information