

Agenda- PhD Committee meeting
May 4, 2017
10:00 – 11:30 am
TH 403

1. Updates

- a. Incoming students: Seth Kane, Francis Abugbilla, Hayim Katsman, Steven Li
- b. Several students have received external funding for next year.
- c. Will discuss updates to handbook to clarify a failed exam in future meeting.
- d. Students invited to end of year reception.
- e. Example prospectuses are posted on Catalyst.
- f. No CAS funding info yet: waiting for state legislature to make budget.

2. Old business

- a. Will discuss process for collecting QPR and APRs over the summer.
Will discuss further when funding is determined for next year.
- b. Funding ideas: motion to add to next month's agenda.
- c. Covering required courses:
 - Could ask James Lin to teach SMS in autumn quarter. Lin will be a first year instructor. Committee agrees, yes ask Lin to teach SMS.
 - Could we create course committees for required courses? The committees determine the instructors for each of the courses and decide what the syllabus guidelines are for the class. If an instructor drops out, then the committee will find a new instructor.
 - Could there be an extra funding incentive for the committees? May create broader faculty buy in.
 - There is course development money for the 200 series.
 - The committee could meet once a year. Need to choose a chair.
 - Determine, what are the key debates that students should be familiar with.
 - Committees are an opportunity for faculty to get to know the required Ph.D. courses and to teach these courses
 - Nathalie will ask for a budget for the committees
 - Need to determine the reading lists for each committee.
 - Stephen will write up a proposal for the committee purpose, and include how committee will solicit participation from faculty in committee.

3. New business

- a. Students reps will be attending the next meeting
Potential topics for next meeting: funding, student survey, TA training
 - Need to acquire more than anecdotal evidence regarding TAs
 - Create Head TA to lead TA training
 - Include TA questions in student survey
 - Students are asking for office space
 - Two potential sources for funding for office
 - Potential space in the basement for 10-15 offices

*There will be an additional meeting after June to allocate funding

- Buddy system for incoming students “student advisor”
- OAS will set students up with lockers before next meeting