

Doctoral Committee Meeting Minutes

July 28, 2022

Attendees: Caitlin Brand, Brigit Claus Henn, Madeline Crossley, Victoria Durst, Trish Elliot, Katie Hoskins, Lunise Joseph, Ann Marie Larese, Nikki Longe, Wilvin Lopez, Steve Pizer, Sherri Stuver, Lisa Sullivan (Chair), Amanda Velez, Martha Werler

1. New member
 - a) Katie Hoskins has joined the admissions team as an assistant director
 - i. She will be leading the admissions process for all doctoral programs and any questions regarding admissions and applications should be brought up to Katie directly
2. Admissions process/timelines
 - a) Application opens on August 16
 - i. **ACTION:** If admissions committees have new members reviewing applications let the admissions office know who they are
 - b) Proposed application review timeline
 - i. First batch of applications will be sent on November 11 (any applications submitted and verified by that date)
 - ii. Second batch will be sent on December 1
 - iii. Third and final batch of remaining applications (submit by December 1 deadline) will be sent on December 15. This is a two-week grace period for those who are still waiting for verification. This date is not communicated to students.
 - iv. **ACTION:** Program directors to let the admissions office know if applications will be initially assigned to the program staff or directors
 - c) Anyone who officially reviews an application will need to provide a comment/note on the application in WebAdmit
 - d) Admissions reminds committee that no one should be reviewing incomplete applications, even if the applicant is only waiting for letters of recommendation
 - e) HSR noted concerns with the time given to review applications, time needed for reviewing is being shortened and can cause burnout among the application review committees
 - f) There are concerns regarding the wait time for the third batch of applications
 - i. Epi proposed to remove the grace period and make sure everything is submitted by December 1; then they would no longer need to wait until December 15 for the third batch of applications
 - ii. DrPH points out that verification can take longer for international students; proposes that we should not remove the grace period but should review all applications that were submitted by the December 1 deadline

- iii. **ACTION:** Admissions office will look into the data of previous applications periods to determine how long it takes prospective students to complete and submit their applications
 - g) Admissions also notes that we cannot move the application deadline
 - i. Other schools have a December 1 deadline and if BUSPH's application is due sooner than other institutions, they might not make our deadline and apply only to other schools
 - h) Biostatistics program directors incorporated an application review rubric directly in WebAdMIT, program directors would like to know how they can do the same
 - i) Question: Can the APAs or directors provide one summarized final note from the multiple comments/notes left by reviewers?
 - i. Yes, a summarized note can be submitted for reviewed applications
 - j) Doctoral student teaching
 - i. APR reviewers noted that BUSPH may be missing an opportunity by not requiring doctoral student to teach during their respective programs
 - ii. **ACTION:** Committee members will consider incorporating teaching opportunities and trainings, including [PhD Progression: Teaching Skills](#) offered by Office of Professional Development & Postdoctoral Affairs
- 3. Doctoral funding
 - a) The university [funding page](#) for PhD students indicates 5-years of support for CRC programs (and refers SPH and GMS students to the respective program pages.
 - b) HSR page indicates 4 years of funding, EH and EPI are vague in terms of funding duration
 - c) Programs may want to be more specific for recruitment purposes
- 4. Graduate Council updates
 - a) Dissertation approval signatures - during COVID, digital signatures made things easier, so the University will be piloting DocuSign services for a few of the programs to evaluate its effectiveness
 - b) PhD profiles pages are live on the BU website
 - i. **ACTION:** Review updated PhD profiles: <https://www.bu.edu/grad/why-bu/phd-program-profiles/>
- 5. RCR trainings
 - a) Students have asked if they can have an exception to this requirement, or if other certifications from previous employers can be used to fulfill the requirement
 - i. **ACTION:** Lisa will ask Graduate Council if there are any exceptions to RCR training requirement
- 6. Program guides, competency maps
 - a) Competency maps will be revisited soon. These will be sent to the program directors and updated versions should be returned to Amanda Velez
 - b) **ACTION:** Education office will be collecting program guides at end of summer, please send the completed and updated guides to Amanda Velez