

Doctoral Committee Meeting Minutes

May 26, 2022

Attendees: Caitlin M Brand, Birgit Claus Henn, Madeline Crossley, Victoria Durst, Lunise Joseph, Ann Marie Larese, Wilvin Lopez, Kathryn Lunetta, Mary Murphy-Phillips, Olivia Owens, Steven D Pizer, Sherri Stuver, Lisa Sullivan (Chair), Amanda Velez, Ziming Xuan

1. Admissions

- a) Admissions is currently in the process of getting I-20 documentation and forms ready for the doctoral students coming this fall
- b) Victoria and Olivia will reach out if there are any issues related to I-20s process
- c) Last day to submit I-20 paperwork was today (5/26/2022)
- d) Application
 - i. Some programs are interested in adding or removing questions on the application for next cycle
 - ii. **ACTION:** Send application updates to Terrance who will update the application
 - iii. Prepare to have these ready to submit by June 10th
 - iv. **ACTION:** Submit final notes for all applicants (e.g., decisions from the review committee)
 - v. New applications will be uploaded in the middle of August
 - vi. All funding letters are in for the incoming class
 - vii. Admissions wants to make sure we keep letters in a safe place and tied to person's record
 - viii. Campus Solutions is making the admission process more streamline and accessible to faculty
 - ix. December 1st will be the deadline to submit applications for the following academic year

2. Committee discussed what happens in review committee when applications are submitted for review:

- a) PhD in Population Health Research
 - i. Applications come in and committee has a quick start, they'll schedule two rounds with committee and will not finalize decision until December
 - ii. One round of reviews before deadline and the other round after the holidays
 - iii. There are about 10 people on the application review committee, with two individuals reviewing each application
 - iv. First cuts are then presented to the whole committee
 - v. Interviews for prospective students are conducted in 20–30-minute slots, with two committee members present with a rubric and script; interviews can be done in person or over zoom
 - vi. Meeting after interview is utilized to decide who comes to accepted student days

- vii. Who interviews is based on scheduling and who is available
 - viii. New hire in Admissions (Katie) will have all the new doctoral programs in new cycle
- b) PhD in Environmental Science
- i. Similar to how PHR described their review process
 - ii. Doctoral Committee is part of the review process; 15-16 faculty reviewing applications
 - iii. Three faculty review each domestic application but only two for international applicants, because not a lot of international applications are accepted due to lack of funding
 - iv. The application review process moves fast in order to offer admissions earlier than the deadline, and the committee plans to keep early offers moving forward
 - v. Looking to have folks in person for interview process
 - vi. Specific committee member can review, and interview specific student applications based on the student's specific interests, but interviews can also be scheduled based on who is available
 - vii. Two meetings are conducted to review the top scoring apps (~50% of original batch)
 - viii. Committee will create a list of interviews (phone/zoom) 20-25 interviews for 10 available spots
 - ix. Committee meets again to decide who will receive an offer for admissions before accepted students' day
 - x. Prospective students are asked to visit the campus before accepted students' day
 - xi. There is a rubric available with all of these steps
- c) PhD in Epidemiology
- i. PhD in Epi is currently rethinking the way they review applications
 - ii. Looking to make it more streamlined to assign to the right faculty for each applicant
 - iii. Applications would be reviewed by faculty from epidemiology department
 - iv. 20 students sent to accepted students' day
- d) Adding Questions to applications
- i. Word limits (e.g., 500 words) should be added to question; maybe a shorter limit
 - ii. If the question is not answered in the space provided, then the answer may not be considered
 - iii. Application is not considered complete until supplemental applications are submitted, then they can be reviewed
 - iv. No application can be reviewed until admissions clears the application

- v. **ACTION:** Ann Marie to provide clarification and definitions on the application deadline vs. deadline for verification
 - e) Funding Spreadsheet
 - i. **ACTION:** Committee members need to get these in as soon as possible; Tom needs them for budgeting purposes
- 3. Graduate Council update
 - a) The council last met on May 5th
 - i. Council held a discussion about ISSO, should be able to hire more people and aiming for a restructure to improve their assistance to students
 - ii. ISSO has processed a lot of applications, hopefully embassies are open, and students can get documents processed in time for the fall semester
 - iii. China, India, and Africa tend to delay the visa process
 - b) Current students are also concerned with visa issues
 - c) Grad student housing moved to BU Auxiliary Services
 - i. Furnished rooms are available; can be paid through student account, and can be paid with financial aid
 - ii. Leases are 12 months August to August with no choice to sublease
 - iii. As of May, there are still options available, but housing will be hard to find this fall semester
 - iv. Graduate Student housing needs more affordable housing options for students
 - d) Doctoral progress reports
 - i. Edits have been submitted
 - ii. Updated link will be provided Tuesday morning (5/31), this can be distributed the next day and will be open for one month