

Doctoral Committee Meeting

Thursday, 2/27

2pm-3pm

In-person attendees: Christine Copacino, Isabel Brennan, Lunise Joseph, Birgit Claus Henn

Zoom attendees: Jaimie Gradus, Steven Pizer, Ann Marie Larese, Kevin Lane, Clarissa Valim, Nikki Longe, Kathy Lunetta, Ashley Leonard, Marcus Garrant

1. General check in
 - a. Committee discussed the importance of reassuring students via hearing their concerns about the current state of the country.
2. PhD admissions
 - a. Discussion of Doctoral Day 2/24
 - i. Reminder that there is a \$1,500 per program reimbursement for travel.
 - ii. EH
 1. Formally accepted 7 students, 1 yield.
 - iii. HPLM
 1. Extending 7 offers.
 2. One part time student, pending approval from the provost.
 3. Program will be more conservative than past years and will utilize waitlists.
 - iv. Epi
 1. Accepted 8 students with 1 offer accepted. 2 students have followed up stating BU is top choice.
 2. March 13th at 2:00pm there will be an Advanced Epi virtual teaching demonstration for accepted students.
 - a. EH prospective students were also invited to the teaching demonstration.
 - v. Biostats
 1. Fewer RA ships lead to conservative acceptance.
 2. Only accepted students that faculty had pledged to support.
 - a. 5 offers and 5 acceptances.
 - b. Review notes getting put into WebAdMIT
 - i. ACTION: Before April 15th make at least one review that encapsulates reasoning behind the decision.
 1. Need reviewer notes in the system in the event someone tries to appeal the decision in order to protect the school as well as faculty from potential lawsuits
 2. Comments can be very few words, enough to make the point.
3. Competency maps and CEPH prep (Amanda)
 - a. Amanda had sent out requests to update competency maps in preparation for the accreditation self study. Any questions, reach out to aavelez@bu.edu
4. Degree program web pages

- a. Reminder to start looking at web pages to identify potential changes.
 - b. Caitlin will be in touch with MarCom about timing and will initiate process with programs.
- 5. Program profiles and descriptions
 - a. ACTION: Review profile and description by March 14th and notify Birgit Claus Henn if text is correct, or include updated text.
- 6. Update on process for performance reviews for RAs
 - a. Directors have expressed the need for a process to follow when a student's employment work is not satisfactory.
 - i. Dean Sullivan is part of a working group that is developing a process for navigating these issues.
 - 1. Working group anticipates having a process in place by the Fall.
 - 2. If there are current issues, please ensure that there is documentation and conversations with students are ongoing.
- 7. Other topics or questions?
 - a. Convocation
 - i. Ensure that students who are graduating and have submitted commencement RSVP and have purchased or rented gowns.
 - 1. [Faculty regalia order form](#)
 - 2. [Student RSVP form for Commencement](#)
 - 3. [Student Regalia Information](#)
 - a. *Doctoral Candidates:* All Cap & Gown orders must be placed by **April 1**. (Rental Cap & Gowns will not be available to order after April 1.)