

Doctoral Programs Committee
March 27th, 2025
2pm-3pm

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

Zoom attendees: Caitlin Brand, Christine Copacino, Kathy Lunetta, Marcus Garrant, Nikki Longe, Kevin Lane, Katie Hoskins, Mary Murphy-Phillips, Steven Pizer, Jamie Gradus

1. PhD admissions updates
 - a. Epi: 8 offers, 4 accepted offers, 2 outstanding
 - i. Teaching demo went well, however not as well attended as last year. Will be formally moved into accepted students day in the future.
 - b. EH: 1 accepted, 1 declined, 6 outstanding.
 - c. HLPM: 7 offers, 2 acceptances and another coming to campus, 2 others outstanding, 2 have accepted offers elsewhere
 - i. Not likely to go to the waiting list.
 - d. Bios: 5 accepted, waitlist with BU masters students but will not be able to give them an offer.
 - e. Comments into WebAdmit
 - i. EH and HPLM are complete.
 - ii. Biostatistics aims to complete by April 15th.
 - f. Discussion of possible improvements to application and admissions process for the future.
 - i. Competitors do not use SOPHAS for Doctoral student admissions anymore.
 - ii. The Dec 15th grace period has been helpful on the admissions side and fair for students.
 - iii. The rise in Epi applications on Dec 15th causes faculty to have to review applications over intersession.
 1. Committee discussed possibility of moving grace period up a week solely for Epi. There will be a more formal conversation with Anne Marie about Epi admissions process in the future.
 - iv. Discussion of December 1st deadline for doctoral applications.
 1. Could this deadline be moved up to Nov 15th?

- a. Would lose a substantial amount of students as Dec 1 is a universal deadline.
 2. Potential for adding consequence for priority deadline submissions was discuss.
 3. Triaging applications based on fit with funding slots can help with reducing the number of applications to review for faculty.
 4. Committee circle back to this in another meeting to decide on how to improve the process for all.
2. Program profiles / descriptions
 - a. Review description and text of PhD program profiles and descriptions.
 - b. These pages also include links to program websites, so updates to websites may be necessary.
 3. Updates to degree program web pages (Caitlin)
 - a. Anna McKay in MarCom will continue making minor edits to degree program pages on ad hoc basis, which can be submitted to her directly via e-mail.
 - b. An annual process will be implemented and initiated at the end of semester for substantive updates to degree program web pages. The deadline will be sometime in July.
 4. CEPH competency maps
 - a. Amanda and Lisa have provided comments to draft competency maps.
 - b. ACTION: Send a clean updated version of competency maps by April 18th.
 - i. If a competency has been changed, please flag this in the comments.
 - c. In all cases, CEPH will be looking for more detail regarding how the students are going to do “x” verb that is listed in competency (e.g., “analyze”, “design”, etc.).
 - i. Be comprehensive but only address the question that is asked.
 - ii. Utilize the highest level assessment that meets and matches each competency.
 - iii. CEPH will look for exact words in competency to match words in the syllabi.
 - iv. If competency includes multiple verbs; double or triple barreling competencies, assessment(s) must address each one.
 - v. Ensure courses listed are required as per the bulletin. If not, cannot be included in the competency map.

- vi. CEPH now looks for when the assessment is being administered in the course (e.g. week, class session, etc.)
- vii. If competencies needed to be changed, the change must go through the degree modification process.
- viii. Instructors may need to update syllabi for courses listed to ensure matching language.

5. Other topics or questions

- a. Reminder from GSL: Ensure students that have or will be graduating have filled out the RSVP form.
- b. ACTION: Follow up with students about who will be hooding them.