**Doctoral Committee Meeting**
August 28th, 2025
2:00pm-3:00pm

Attendees: Allison Portnoy, Birgit Claus Henn, Christine Copacino, Ann Marie Larese, Caitlin Brand, Elvin Roberto Merino Lopez, Abigail Ford, Sarah Lawrence, Jaimie Gradus, Marcus Garrant, Mary Murphy-Phillips, Kathy Lunetta, Marie M Daniel, Kimberly Nelson, Nikki Longe, Isabel Brennan

1. Intros and Welcome Elvin from Admissions and Allison Portnoy from GH
2. Graduate Student Life updates
   a. PhD welcome lunch/orientation
      i. Orientation is underway with good participation from doctoral students.
      ii. GSL will facilitate a luncheon for doctoral students to meet each other and program directors during September.
         1. **ACTION**: Email Mary Murphy-Phillips ([mcmurph@bu.edu](mailto:mcmurph@bu.edu)) detailing availability for this luncheon.
            a. Email should address: Does 1:00pm or 5:00pm work better for you? Are there any dates and times you know you will be unavailable?
3. Admissions updates
   a. Elvin Roberto Merino Lopez (ermerino@bu.edu) will be overseeing the admissions process for doctoral programs this cycle.
   b. Applications are now open for Fall 2026.
      i. The priority deadline is November 1st, 2025.
      ii. The final application deadline is December 1st, 2025.
      iii. **ACTION**: Review the detailed admissions timeline here: Doctoral Meeting Admission Slides 8.28.25.pptx
   **c.** The Admissions office will release batches of applications as they come in to give committees a head start on reviewing applications.
            1. The first batch of applications will be sent out November 3rd to departments for review.
               a. New batches will be sent weekly.
   d. Important information about WedAdMIT/SOPHAS
      i. Notes should be saved in WedAdMIT upfront.
      ii. Sets of notes in WedAdMIT should be equal to the number of reviewers on each application.
      iii. Applicants will request transcripts from relevant universities through SOPHAS, and the identified university will submit transcript via SOPHAS.
            1. Do not accept transcripts via any other mechanism.
            2. International students need to have transcripts evaluated by WES.org
               a. This should be a priority for international students.

   iv. Next year the admissions process will be switching from WedAdMIT to Slate.
 e. Next month, time will be set aside for directors to outline and compare their processes for admissions.
 f. Clarification on federal training grants: only US citizens are eligible.
 g. Doctoral day
   i. Programs should finalize Doctoral Day Dates by the end of September.
   ii. Options: Monday Feb 9, Friday Feb 13, Monday Feb 23
   iii. This date should be picked early to reserve Hiebert all day and ensure Dean Hyder can attend.
   iv. **ACTION**: Come to next month's meeting with first and second choices for Doctoral Day dates.

4. Program handbook updates
 a. **ACTION**: If you haven't done so already, please send your updated program handbook for AY 25-26 to Isabel Brennan ([ibrennan@bu.edu](mailto:ibrennan@bu.edu)) ASAP.

5. Performance evaluation process and form
 a. SPH is still awaiting guidance from the University, and Birgit will update the committee as information becomes available.

6. PhD teaching and grant writing courses
 a. The Fall 2025 cohort will be the first cohort that is required to take the new teaching and grant writing courses.
 b. Discussion of sequencing of these courses across programs.
   i. Current EH students in their second year will not be required to take these courses.
   ii. Epi students will take the teaching course in the first year and grant writing in the second year.
   iii. HSPR will take both courses in their third year.
 c. Committee is encouraged to bring any questions or input regarding the implementation and sequencing of these courses to the next meeting.

7. Reminders:
 a. CEPH mock site visit on Oct 6,7
   i. ACTION: Directors should double check they have received an Outlook invitation for October 7th at 1:00pm.  If you have not received this invitation, please reach out to Caitlin Brand ([caitb@bu.edu](mailto:caitb@bu.edu)) for assistance.
   ii. Directors should plan to be available both days for CEPH related events or questions.
 b. Blackboard Ultra migration --> must switch by Dec 2026
   i. Upcoming SPH Teaching and Learning session on 9/10 dedicated to Blackboard Ultra migration - [https://www.bu.edu/sph/calendar/?eid=309605](https://www.bu.edu/sph/calendar/?eid=309605)
 c. AI policy
   i. All instructors are required to include language in syllabi pertaining to permitted use of AI in their courses.

   ii. Updated syllabus template w/AI policy guidance and resources - https://www.bu.edu/sph/files/2025/08/BUSPH-Syllabus-Template-2025.docx

 d. Recording policy for courses
   i. Classes should be recorded and made available to students that are not able to make it to class.

 e. Academic integrity and expectations
   i. All instructors should review expectations and academic integrity with students in the classroom at the beginning of each semester.