

## Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meetings associated with the COE.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COE policies and procedures.

**Committee/Group Name:** \_\_\_\_\_ **CLT Research Faculty Meeting** \_\_\_\_\_

**Chairperson/Responsible Contact:** \_\_\_\_\_ **Richard Schmertzing** \_\_\_\_\_

**Purpose of the Meeting:** \_\_To partner dissertation conceptualization (9870) faculty with advanced research faculty to decide what students need before they start their last semester in the doctoral program in order for the student to be successful in the dissertation process

**Date:** \_\_1/27/2014\_\_ **Time:** \_10:30-12:00\_\_\_\_\_ **Location:** **Rm 226 Special Ed Building**

**Departments/Participants/Groups/Agencies Represented:**

- **Richard Schmertzing, Herb Fiester, Steve Downey, Lantry Brockmeier, Nicole Gibson, Lorraine Schmertzing**

**Primary Outcomes: List of four things that we need to ask doctoral faculty to map out in their programs of study based on what the committee believes students need to have before taking final courses:**

1. Know topic for dissertation, having read about it, etc .
2. Lit review content knowledge and skills
3. Know how to write research questions (difference between independent variables/dependent variables)
4. Idea of a conceptual framework

**\_Decision on what we will produce in last semester:**

1. A basic prospectus will come out of 9871 that can be distributed to potential chairperson for dissertation.
2. Advanced research class has as its goal for student to complete a methods paper that articulates the details of how he/she would answer the proposed research questions for the dissertation

**Actionable Items/Planned Follow-up:** Scheduled another meeting (Tues. Jan. 28) to iron out more details before we present to the doctoral faculty next week. Those details would include:

- List of common vocabulary (e.g., prospectus, proposal, area of focus, etc.)
- Map of when activities related to the above would be addressed in the Doctoral Seminars/Dissertation Conceptualization classes.
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