

## Doctoral Interdisciplinary Studies (DIS) Oversight Committee Procedures

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Approved by: Graduate Council

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### A. Oversight Committee

The Oversight Committee is composed of Graduate Council doctoral program faculty. In concert with the Graduate School's Director of Interdisciplinary Studies, the committee provides oversight of the DIS Program and provides consultative guidance to the DIS Admissions Committee.

### B. Annual review by the Oversight Committee

1. Progress for each DIS student who is currently enrolled in the program will be reviewed annually late in the Spring semester;
2. Using the format specified by the Director of Interdisciplinary Studies, students are required to complete and submit a formal on-line "Progress Report" by the second week of April.
  - a) This report will be submitted to the Director of Interdisciplinary Studies and will indicate each student's progress in his/her program (e.g., number of completed credits, number of currently enrolled credits, explicit description of progress regarding dissertation activities, anticipated dissertations and program completion dates), as well as an overview of the student's relevant professional activities.
  - b) Each student's dissertation chairperson will be required to review and indicate his/her approval of the student's progress report *prior to its submission*.
  - c) Approved reports will be compiled by the Director of Interdisciplinary Studies.
3. Using the Progress Reports as the data source, the Graduate School and the Director of Interdisciplinary Studies will draft and submit to the DIS Oversight Committee a Program Review of the DIS. This review will constitute a written summary of each student's progress and accomplishments within the DIS.
  - a) The Program Review will serve as evidence of whether the DIS as a whole is meeting its goals.

- b) The Program Review should include notice of students who are failing to make substantive progress toward program completion. The review should include a general description of the circumstances for students who have fallen behind as well as a general description of how their progress is lacking. The review should also document whether or not the students and their committees have developed remediation plans to support students' progress. Specific details of each student's circumstances and remediation plan will not be contained in the Program Review. Instead, these details would be discussed thoroughly with the Interdisciplinary Graduate Program Director, the DIS students' committees, and the committee chairpersons.
- c) The DIS Oversight Committee will review the Program Review and provide a brief oral description of the DIS's annual status at the final Graduate Council meeting of each academic year. The DIS Oversight Committee and/or the Graduate Council will use the Program Review to identify questions or concerns about the DIS. Questions and concerns will be addressed to the Interdisciplinary Graduate Program Director. The Program Director and the DIS Oversight Committee will work together to address the concerns.

#### 4. Consultative Functions:

Finally, the DIS Oversight Committee will serve a consultative function for the Director of Interdisciplinary Studies and the Chair of the DIS Admissions Committee. For example, the DIS Oversight Committee is available to consult with the Director of Interdisciplinary Studies about issues that may arise regarding a student's unsatisfactory progress or issues of disagreement between a student, his/her committee, and/or his/her chair. Ultimately, per typical Graduate School operating procedure, responsibility for decisions regarding student complaints and resolution of disagreements among committee members will rest with the Dean of the Graduate School.