

Faculty Retreat – November 6, 2013
Georgia Tech Hotel and Conference Center

Present: Phil Ackerman, Richard Catrambone, Leslie DeChurch , Audrey Duarte, Frank Durso , Susan Embretson, Randall Engle, Dawn Franklin, Chris Hertzog, Ruth Kanfer, Rustin Meyer, Scott Moffat, Jim Roberts, Wendy Rogers, Eric Schumacher, Jenny Singleton, Dan Spieler, Davood Tofighi, Paul Verhaeghen, Bruce Walker, Howard Weiss (Chair), Jan Westbrook

I. Announcements (Howard Weiss)

- a. \$1,500 each year will be dedicated to each area to support individual brown bags
- b. \$10,000 each year will be dedicated to supporting pilot work with cross-area collaborations
- c. To encourage team teaching, full teaching credit will be given to pairs that want to teach together
- d. All faculty members going up for promotion and tenure will now give a School Colloquium prior to the promotion and tenure review decision

II. Tasks:

1. Undergraduate proposal
2. Graduate proposal
3. Strategic Mission: Response to Dean's Message

III. Presentation of Undergraduate Curriculum Proposal (Richard Catrambone)

A. Voting

1. 3 core courses – General Psychology, Research Methods, and Statistics will be required for ALL majors: Yes: Unanimous – **Motion Accepted**
2. Distribution Requirement is fulfilled by taking at least two courses from each of two groups: Yes: 13; No: 7; Abstain: 0 – **Motion Accepted**
3. Provide a 2 year road map detailing the semester that core courses will be offered and a 1 year road map for all courses: Yes: 20; No: 0, Abstain: 0 – **Motion Accepted**
4. EAB to be replaced with a learning and memory course in requirements: Yes: Unanimous – **Motion Accepted**
5. Replace Personality Theory with a course covering individual differences: Yes: 0; No: 19; Abstain: 1 - **Motion Rejected**
6. Replace Abnormal Psychology with a course covering psychopathology but with a more neuroscience emphasis: Yes: 0; No: 18; Abstain: 2 – **Motion Rejected**
7. Remove the following courses from the course catalog: Psychology of Advertising (PSYC 2300), Comparative Psychology (PSYC 3060), Animal Behavior I and II (PSYC 4310/4320): Yes: 19; No: 1; Abstain: 0 – **Motion Accepted**

IV. Presentation of Graduate Curriculum Proposal (Paul Verhaeghen)

A. Voting

1. Shrink the breadth requirement: a. Require 3 instead of 4 classes from the Core, b. Move introductory classes from each area into the Core: Yes: 17; No: 2, Abstain: 0 – **Motion Accepted**

2. Shrink the professional curriculum: Professional Development will no longer be a required course: Yes: 18; No: 0; Abstain: 1 – **Motion Accepted**
3. Teaching Practicum will no longer be required for a Ph.D. in Psychology: Yes: 12; No: 6; Abstain: 1 – **Motion Accepted** (It was understood that the practicum will still be required before serving as an instructor)
4. Impose stricter deadlines, beginning with new/incoming class:
 - i. Milestones will be set and research advisor will be responsible for communicating deadlines: Yes: 19; No: 0; Abstain: 0 – **Motion Accepted** (See *Appendix I*)
 - ii. If a student does not meet the deadlines, he/she will go on probation for one year; probation will automatically trigger a meeting among the student, advisor, and graduate coordinator; after 1 year of probation, if not back on track, the student will be expelled from the program; after expulsion, the student has an opportunity to petition for readmission: Yes: 17; No: 0; Abstain: 3 – **Motion Accepted**
 - iii. The clock can be stopped/extensions can be given for emergencies: Yes: 20; No: 0; Abstain: 0 – **Motion Accepted**
5. Changes in End of Year Evaluation: Adopt revised Graduate Student Annual Report Form as included in proposal: Yes: 18; No: 2; Abstain: 0 – **Motion Accepted** (See *Appendix II*)

V. **Response to Dean's Message**

- a. Dean's Message
 - i. The future of Tech is with science
 - ii. The College of Science's future is as an autonomous enterprise
- b. Task: How do we advance science within our own School (need to have an outward look)?
 - i. Come up with three ideas to advance the science of Psychology at Georgia Tech (imperative that these ideas advance the science of Psychology itself)
 1. Proposal (Chris Hertzog): Consider something in the area of disease prevention as it relates to Health Psychology
 - a. Example: Cancer-prevention programs that impact the speed of recovery from cancer
 - b. Possibility of building a center around this (NIH funding?)
 - c. Small committee formed to put together 2 pages on this idea by the end of 2 weeks – Chris Hertzog, Ruth Kanfer (Audrey Duarte and Davood Tofighi to help with supporting info)
 2. Proposal (Audrey Duarte): Neuroscience
 - a. Virtual institute has already been initiated by BME (this is an opportunity to show we are a key player)
 - b. Small committee formed to develop this idea further – Audrey Duarte, Scott Moffat, Eric Schumacher
 3. Proposal (Jenny Singleton): Understanding Learning & Cognitive Change through Embodied Cognition and Body Movement
 - a. Howard Weiss and Jenny Singleton to explore this idea further

APPENDIX I

Graduate Curriculum Milestones:

- By the end of Year 1: Complete the first-year project
- By the end of Year 2: Defend a MS thesis proposal
- By the end of Year 3: Defend a MS thesis
- By the end of Year 4: Defend prelims
- By the end Year 5: Defend a dissertation proposal
- By the end of Year 6: Defend a dissertation

APPENDIX II

Graduate Student Annual Report Form 201@-201@

Name: _____ Date: _____

Date of Entry into Program (month/year): _____ Program _____

The annual review is meant to help you evaluate your performance on the four main responsibilities you have graduate school: (a) progress through coursework and the milestones, (b) research activities, (c) professional activities (i.e., your performance as an instructor, TA or RA), and (d) service. For (b)-(d): The largest weight will be given to research activities; the lowest on service. The ultimate goal is to help you build a skill set and a vita that are as strong as they could possibly be.

Here is the scale used by faculty to assess your progress:

Rating	Label	Sample criteria (as they apply)
3	Commendable	a. Completes milestones early b. GPA of 3 or better c. High research productivity (first authored and/or multiple acceptances in refereed, quality journal) d. Service showing leadership in field e. Superior teaching and/or TA performance ^a
2	Satisfactory	a. Completes milestones in timely fashion b. GPA of 3 or better c. Moderate research productivity (submissions to refereed, quality journals, conference presentations, book chapters) d. Service to the department, the institute, the profession e. Satisfactory teaching and TA performance ^a
1	Unsatisfactory	a. Does not complete milestones in timely fashion b. GPA unsatisfactory (2.0) c. Low or no research productivity d. No service or counterproductive service e. Unsatisfactory teaching and TA performance ^a
0	Grounds for termination	a. Missing milestones after probation b. GPA unsatisfactory twice c. No research activity d. Failure to meet teaching, TA or other obligations e. Unethical behavior

^aFor teaching performance: as based on student evaluations and/or DOTE; for TA: based on supervisor assessment.

Timeline for milestones:

- By the end of Year 1: Complete the first-year project
- By the end of Year 2: Defend a MS thesis proposal
- By the end of Year 3: Defend a MS thesis
- By the end of Year 4: Defend prelims
- By the end of Year 5: Defend a dissertation proposal
- By the end of Year 6: Defend a dissertation

Students who miss a deadline will be put on probation; missing it by the next annual evaluation (so, one year late) would or could mean termination from the program.

The information provided will be used to evaluate your performance and progress in the graduate program over the past year (**from last year April 16 to this year April 15**).

Instructions:

1. Please complete the following questions (directly on this form where possible, and by attaching documentation and/or extra pages where necessary).
2. Please also attach an **updated copy** (current through April 15) **of your CV** and a copy of the **course checklist**.
3. If you have been teaching, **attach student evaluations and a DOTE** report; if you were a TA, attach **assessment by your supervisor**.
4. After you have filled out the form, please meet with your advisor. Then, provide a complete and fully-signed-off copy of this report (and updated academic transcript) to the Graduate Coordinator via Jan Westbrook **by 5 p.m. April 15**. You should also make a copy for yourself and your advisor.
5. **FIRST YEAR PROJECTS ARE TO BE TURNED IN TO YOUR ADVISOR AND 2nd READER BY APRIL 5th**

In the space below, provide a brief descriptive summary of your accomplishments in research, teaching, and service during the past year. This will provide a context for your end-of-year evaluation

A. Coursework and milestones:

Attach the course checklist and indicate what classes you will have completed by the end of this semester

Overall Ph.D. Program Progress

Indicate which of the following program milestones **completed since your last annual review**

- _____ First-year project turned in to Advisor
- _____ Master's Thesis Proposal Meeting/Approval
- _____ Master's Thesis Final Defense
- _____ Prelim Exams Passed
- _____ Dissertation Thesis Proposal Meeting/Approval

GPA

What courses have you completed since your last annual review?

<u>Course/Semester Taken</u>	<u># of credit hours</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Total # credit hours:</i>	_____	_____
<i>GPA in these courses?</i>		_____

B. Research Activities

1. Your CV should indicate all publications, presentations, awards, honors that you have received to date.
2. Research Activities since the last performance review.

a. List papers published or in press **since the last annual review**:

1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

b. List publications submitted **since the last annual review**:

1. Peer-reviewed journal articles

2. Book chapters

3. Proceedings and published abstracts

4. Other

c. Presentations at conferences

d. Other (e.g. grants funded, supervision of undergraduate students in the lab, RA work outside your advisor's lab...)

C. Teaching Activities

1. Courses and/or Labs taught since your last performance review:
Number and name of courses (attach student evaluation and DOTE report for each course):
 Fall: _____
 Spring: _____

2. TA positions served during since your last annual review:
Number and name of course(s) and major duties (attach a statement from the course instructor):
 Fall: _____

 Spring: _____

D. Professional development/Service Activities

1. Fully describe all professional honors, awards, and/or prizes received since your last performance evaluation (include title, organization/society awarding honor, other relevant information):

2. Indicate and describe any of the following activities you engaged in since your last performance review:

External Professional/Service Activities:

Election to professional national, regional, or state organizations

Editorial Activities (e.g., guest journal reviewer, convention program reviewer, etc.)

Appointment/service to professional national, regional, or state organizations

Service to local community outside of the Institute (e.g., community presentations, workshops/invited lectures to local schools or organizations, nonprofit board service, etc.)

Internal Professional/Service Activities:

School of Psychology Committee membership (committee name, dates of service)

College or Institute Committee membership (committee name, dates of service)

Other (e.g., Invited lectures (e.g .Psi Chi), developing informal graduate student learning activities, etc)



Comments from advisor:

Planning:

1. Does student want funding as a Departmental TA next year? _____
If not, what is student's current funding status?

2. Recommended student objectives for next year:

a. Academic/Coursework:

b. Research:

c. Teaching:

d. Professional/service:

e. Other:

Student Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____