



# Graduate Studies Committee

September 15, 2011

2:00PM to 3:00PM

Dean's Conference Room (4307, HPNP)

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**Members:** Dr. Ray Bergeron (MC), Dr. Joanna Peris (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Reggie Frye (PTR), Dr. Bill Millard (ORGS)

**Guest(s):** Dr. Jason Frazier (PD)

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## AGENDA TOPICS

- + Accept Minutes from the July 27<sup>th</sup> meeting
- + Graduate School Information Day:
- + Doctoral Program Improvement Plan:
- + Outstanding International Student Award Nominees:
- + Graduate Student Representative:



# Graduate Studies Committee

Minutes from September 15, 2011

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**Members:** Dr. Ray Bergeron (MC), Dr. Joanna Peris (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Reggie Frye (PTR), Dr. Bill Millard (ORGS)

**Absent:** Dr. Almut Winterstein (POP), Dr. Raymond Bergeron (MC)

**Guest(s):** Dr. Jason Frazier (PD)

- ✚ **Accept Minutes:** Meeting was opened at 1:10pm with the minutes from the July 27<sup>th</sup> meeting being accepted.
  
- ✚ **Graduate School Information Day:** Dr. Millard asked all members to please provide material from each department that we can present at the reception. Dean's office will provide the college letter for students. This will be the college's first time attending this reception.
  
- ✚ **Outstanding International Student Award Nominees:** Dr. Millard asked the members to please start at nominees and to please have submission in before the deadline of October 14.
  
- ✚ **Doctoral Program Improvement Plan:** Dr. Millard addressed the members and explained the procedure to completing the plan. Our grants specialist has provided most of the information needed by each department. Members will be contacted if any additional information is needed. Members were shown how to find the excel file and how to fill in the data. November 23, will be the deadline for submission. After submission a 10 page paper will need to be constructed and submitted by the college, summarizing all of the data collected.
  
- ✚ **Graduate Student Representative:** The graduate student luncheon will be held on September 28<sup>th</sup>, and a new graduate student representative will be chosen for the college. Every department must have a student representative at the luncheon.
  
- ✚ **Next meeting is scheduled for October 12<sup>th</sup> from 1-2pm.**  
Meeting adjourned at 2:35pm.