



Graduate Studies Committee

Minutes from July 23, 2012

Members: Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Joanna Peris (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Taimour Langae (PTR), Dr. Bill Millard (ORGS), Jonathan Schelfhout (SP)

Absent: Dr. Tebbett, Dr. Joanna Peris

Guests: Dr. Jason Frazier

- + **Accept Minutes:** Minutes from June were accepted as recorded
- + **Decentralization of Graduate Work:** Dr. Millard reminded the committee that the departments are responsible for monitoring the progress of their students and performing any reviews or checks necessary in order for the student to graduate.
- + **TA Assignments (review):** The final list of TA's were attached for review. The committee had no additional changes.
- + **Liberty Funds Distribution:** Dr. Millard made sure all departments received the memo Jose had sent out regarding the Liberty Funds and how much each department was allotted. For the 12/13 year the college has a total of \$19,392.50 to allocate out to the students.
- + **Course Delivery Information:** Course scheduling coordinators must now record the delivery method(s) for each course. Jose has revised the excel file used for tracking courses to include columns for gathering this information. This revised form has been emailed to the departments and must be completed and returned to Jose by Friday, July 27th.
- + **Faculty Transcripts:** As part of its report to SACS, UF has to report transcripts of faculty/instructors on record for the Fall 2012 and Spring 2013 semesters. Dr. Millard asked that all transcripts be sent to the dean's office (Dr. Millard, Jose or Debbie). CV's are also required as part of the reporting requirements but Diane Beck will be handling this aspect of it.
- + **SACS/SLOs and Goals:** Individual results of 2011-2012 SACS Graduate Program Goals (yellow filled) and Graduate Student Learning Outcomes (pink-filled) were passed out to each individual department to review, update (Goals) and remark on (annual outcomes of SLOs). Dr. Millard will send electronic files for any updates and reviews of SLOS to be completed and sent back to his office to be collated and submitted back to the UF-SACS Office through Compliance Assist. These should be reviewed and updated by mid-August if at all possible.

Next meeting is not yet scheduled. Jose will send out Doodle calendar for future dates.
Meeting adjourned at 2:40pm.