



# Graduate Studies Committee

June 4, 2013

10:00AM – 11:00AM

POP's Conference Room (2306, HPNP)

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**Members:** Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Taimour Langae (PTR), Dr. Bill Millard (ORGS), Caitlin Knox (SP)

**Guests:** Dr. Diane Beck, Dr. Ken Sloan (for MC)

**Absent:** Dr. Ian Tebbett, Dr. Hendrik Luesch

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## AGENDA TOPICS

- + **Accept Minutes** – from March 18<sup>th</sup> meeting. There were no meetings in April or May 2013.
- + **Graduate Contact** – will now be Debbie
- + **Teaching Assistant Orientation** – Aug 14<sup>th</sup> & 15<sup>th</sup>, see attached memo
- + **College of Pharmacy IE Plan Acceptance Letter**
- + **SACS Update**
- + **Research Showcase** – Date: Feb. 20<sup>th</sup>, 2014; Dept. Coordinator: PTR; Duties: Keynote Speaker
- + **Fall TA Assignments** – Last year's assignments are attached for reference. Fall assignments are due before the July meeting, which needs to be rescheduled. Debbie will schedule meeting and follow-up with committee on TA assignments due date.



# Graduate Studies Committee

Minutes from June 4, 2013

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**Members:** Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Tony Palmieri (PC), Dr. Almut Winterstein (POP), Dr. Taimour Langae (PTR), Dr. Bill Millard (ORGS), Caitlin Knox (SP)

**Guests:** Dr. Ken Sloan for MC

**Absent:** Dr. Ian Tebbett, Dr. Hendrik Luesch

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- ✚ **Accept Minutes:** The meeting began at 10:00am with the minutes from the March 18<sup>th</sup> meeting being accepted. There were no meetings in April or May.
- ✚ **Graduate Contact:** Dr. Millard announced to the committee that Debbie will be assuming all graduate responsibilities and to contact her with any issues.
- ✚ **Teaching Assistant Orientation:** Orientation for new teaching assistants is scheduled for August 14<sup>th</sup> and 15<sup>th</sup>. An email was sent to the GSC members to inform their new TA's of this mandatory training. Graduate coordinators are also strongly encouraged to attend this training.
- ✚ **College of Pharmacy Institutional Effectiveness Plan:** Dr. Millard informed the committee that the College's IE Plan was approved as submitted with no changes. The departments need to continue to update Compliance Assist, the online database, and completed by October 11, 2013. A recommendation was made that there should also be a tracking method within the faculty annual report to capture the number of committee meetings, qualifying exams and final exams each faculty member sits on. Dr. Millard will follow-up with Ned to see how to incorporate this data into the faculty annual report.
- ✚ **Research Showcase:** As a reminder, PTR (Dr. Langae) will be the coordinating department for the 2014 research showcase. The date is set for Thursday, February 20<sup>th</sup>. Medicinal Chemistry will be coordinating the 2015 showcase.
- ✚ **Fall TA Assignments:** The departments were asked to start coordinating the assignments of their TAs for the Fall semester. All assignments should be submitted to Debbie by July 11<sup>th</sup>. If a July meeting is scheduled then the final assignments excel sheet will be distributed during the meeting, if no meeting is scheduled then it will be distributed via email to the committee.
- ✚ **Student Info File:** The committee was asked to inform their graduate staff to update the Student Info file so that Debbie could start on her annual report.

Meeting adjourned at 10:40am.