**Graduate Studies Committee**

**November 20, 2014**  
**8:30AM – 9:30AM**  
**Dean’s Conference Room (4307, HPNP)**

<table>
<thead>
<tr>
<th>Members:</th>
<th>Dr. Hendrik Luesch (MC), Dr. Ian Tebbett (Forensics), Dr. Jason Frazier (PD), Dr. Tony Palmieri (PC), Dr. Richard Segal (POP), Dr. Taimour Langaee (PTR), Dr. Bill Millard (ORGS), Juan Hincapie-Castillo (SP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guests:</td>
<td>Dr. Reggie Frye (PTR), Dr. Yousong Ding (MC)</td>
</tr>
<tr>
<td>Absent:</td>
<td>Dr. Taimour Langaee (PTR)</td>
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### AGENDA TOPICS

- **Accept Minutes** – from October 22nd
- **Dr. Yousong Ding – New Course in Medicinal Chemistry**
- **Juan Hincapie-Castillo – Department Graduate Student Representatives**
- **GAU Contract**
- **Graduate School Fellowship Awards Program Guidelines**
- **Research Showcase** – Updates: January GSC meeting will finalize oral comp participants, scheduled for January 20th. Keynote speaker has been secured, Dr. Frank Koehn from Natural Products/World Wide Medicinal Chemistry at Pfizer. Need to start securing judges.
- **Spring TA Assignments** – Spring TA Assignments are attached and will go out by Nov. 21st.
Accept Minutes – The meeting began at 8:30am with the minutes from the October 22nd being accepted.

Dr. Yousong Ding – New Course in Medicinal Chemistry – Dr. Ding presented to the committee a new course that will be taught with joint collaboration between Medicinal Chemistry and Chemistry. This course will be assigned the same course number but with the prefix being specific to each college, PHA for Pharmacy and CHM for Chemistry. Dr. Frye made some recommendations to use the standardized grading scale as well as to reformat the learning objectives. Dr. Frye will email some examples to Dr. Ding. With those changes the committee has approved the new course. All changes were completed and the course was approved through the college by the end of the day. The approved syllabus was then sent to Chemistry in CLAS for their approval through the system to graduate council.

Juan Hincapie-Castillo – Department Graduate Student Representatives – During the last GSC meeting Juan spoke about his ideas to increase graduate student interaction between departments as well as to get the students more involved in the College, University, and the organizations available, such as Rho Chi. He feels one way to do this is for each department to have a graduate student representative and to hold meetings to share information, ideas or concerns that the students may be having. Each of the departments were in favor and will invite Juan to meet with their students.

GAU Contract – The new Graduate Assistance Union contract is in place for the next five years. Each member received a copy of the handouts from the GAU meeting. Noteworthy is that the student stipend levels have been increased although this does not cover the fees. In addition, Pharmacy will not require our students to complete an Outside Activities Report on their travel to present their research at professional meetings.

Graduate School Fellowship Awards Program Guidelines – A memo from the Graduate School regarding the Graduate School Fellowship (GSF) Program Awards and the Grinter Fellowship Program Awards for FY 2015-2016 was distributed to the committee. For the 15-16 year the Graduate School allocated $100,000 to Pharmacy for the GSF and $22,500 for the Grinters. The Grinter Fellowship Awards will be distributed as in the past, selecting three students at $2,500/year for three years. Dr. Millard asked the committee how they would like to handle the distribution of the awards for the GSF. At a $25,000 level this would allow for four fully funded lines including a full tuition waiver. This would mean that a selection process would take place since there are only four lines and five departments. The second option would be that each department receives a GSF of $20,000 but then the department would have to top-off each fellowship to the $25,000 level as well as pay the 20% difference in the tuition waiver. After the meeting and with Dr. Millard tasking with the various departments the
second option was rejected. Thus we will stay with option 1. **Thus the process for selecting either of the fellowships will remain the same as in past years. The departments are to submit their 3 best applicants to Dr. Millard no later than February 13, 2015.** The committee will then rank each of the applicants. The top 4 applicants will receive the GSF with the next 3 ranked applicants receiving the Grinter. Should one of the top 4 applicants decline our offer the GSF will then be awarded to the top Grinter applicant and a new Grinter will be selected based on who is next in the rankings. This process will continue until all fellowships have been accepted.

**Research Showcase** – Updates: Keynote speaker has been secured, Dr. Frank Koehn from Natural Products/World Wide Medicinal Chemistry at Pfizer. Need to start securing judges. At this time we have two possible judges, Dr. Trame and Dr. Lamba. January GSC meeting will finalize oral comp participants, scheduled for January 20th. The memo to the college will be sent out along with the Poster and Oral comp submission forms. The oral submission deadline is January 12 and the poster submission deadline is January 30. In past years it has been noted that the poster judges thought it would be nice to have an abstract to review before the day of the showcase. Dr. Millard polled the committee and all were in agreement that a 250 word abstract should be included with each poster submission form. The memo to the college will go out by December 1.

**Spring TA Assignments** – Spring TA Assignments were attached. All departments have been finalized except for PC. Dr. Palmieri will get back with Debbie once he confirms the assignments are ok with Lake Nona. Letters will start to go out by Nov. 21st.

Next meeting is scheduled for December 16th at 3pm.

Meeting adjourned at 9:30am
Title: Biosynthetic Logic of Medicinal Natural Products (3 Credits)

Instructors:
Dr. Yousong Ding, Room: HSC P6-27; Tel: 273-7742; Email: yding@cop.ufl.edu
Dr. Steve Bruner, Room: Leigh Hall 404; Tel: 392-5305; Email: bruner@ufl.edu

Class Time: TBA Classroom: TBA

Description: Outline of the major families of medical natural products, how they are biosynthesized, structural and biochemical understanding of their biosynthetic logic, gene cluster identification, genome mining, and production of bioactive “unnatural products” for drug discovery and development. The student will gain a general understanding of how Nature creates these bioactive chemicals.


Learning objectives:

1. Students are expected to be familiar with the major types of bioactive natural products.
2. Students are expected to understand biosynthesis of major types of bioactive natural products.
3. Students are expected to gain knowledge about structural characterization of natural products biosynthesis.
4. Students are expected to understand how to identify natural product gene clusters.
5. Students are expected to be familiar with the common approaches to create “unnatural products” for drug discovery.

Date Subject
1st week Polyketide biosynthesis
2nd week Non-ribosomal peptide biosynthesis
3rd week Ribosomal peptide biosynthesis
4th week Terpenoid biosynthesis
5th week Alkaloid biosynthesis

Exam 1
6th week Enzymatic and structural understanding of PKS
7th week Enzymatic and structural understanding of NRPS
8th week Enzymatic and structural understanding of RiPPs
9th week Enzymatic and structural understanding of terpenoids
10th week Enzymatic and structural understanding of tailoring enzymes

Exam 2
11th week Gene cluster identification
12th week Gene cluster identification
13th week Production of unnatural products
14th week Production of unnatural products
15th week Production of unnatural products

Exam 3

EXAMS AND GRADING:

Format:
The format of the course will involve lectures using combinations of chalk-board presentations, overhead projection and handouts to deliver the materials.

Evaluation:
The students will be evaluated in three exams each worth 100 points of the final 300 points for the course. Students will be allowed to inspect their exams to verify their scores but exam will be kept by the faculty for 3 years. A key of correct answers for each exam during the semester will be kept on reserve so that students can determine whether they have properly applied the processes of induction and deduction to arrive at their answers.

Grading will be on a point basis with >90 (A), >87 (A-), >83 (B+), >80 (B), >77 (B-), >73 (C+), >70 (C), >67 (C-), >63 (D+), >60 (D), >57 (D-), >53 (E). There will be no make-up exams. For information on UF’s Grading Policy, see:
http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html;
http://www.isis.ufl.edu/minusgrades.html

Miscellaneous
Class attendance is not mandatory. However, the student will be tested on the lecture material and in-class handouts which, for the most part, are not covered in precisely the same way in any available textbook.

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Contact the Disability Resources Center (http://www.dso.ufl.edu/drc/) for information about available resources for students with disabilities.

Students are expected to complete assignments and take quizzes with integrity. Academic dishonesty will not be tolerated. If a student commits academic dishonesty, the academic penalty will be a failing grade in the course. The UF policies and procedures on academic dishonesty will be followed. For University of Florida’s honor code, see http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php.
A new contract is in place for the next 5 years.

GAU CONTRACT
2014-17

GAU Bargaining Unit
- About 4,000 employees in group
- All Colleges included (unlike faculty CBA)
- Membership vs. representation
- About 60% are state-funded
- Employee vs. student

* Increased stipend levels and not covering fees.
* Outside activities report will not be required from the COP on graduate students and their travel to present their research.

Important Dates
- Ratified by GAU and Board in September
- Retroactive to July 1
- Raises implemented October 31

Highlights
- Stipends
- Discipline
- Grievances
- Closed Contract (issue for stipends)
- Health Care
- Appointments
- Evaluations
Stipends (Article 20)

- 4% package
- 3 years
- Minimum increased to $33,000
- $400 added

Discipline (Article 21)

- New article
- Outlines steps in discipline
- Protects employees, gives U structure to pursue cases
- Discipline is only for employee concerns
- Academic performance belongs in unit, not union

Grievances (Article 22)

- Oral step eliminated
- Moved forms to HR
- Not specified in contract, but:
  - Steps by association dean
  - Step 3 (grievance office)

Closed Contract (Article 25)

- No change in language during the next three years
- Stipends opened each year
- Nothing stops parties from re-opening other articles
Health Care (Article 12)

- Gator Care
- No premium for employee
- Employee Covered
- May insure family/chlidren at employee expense
- Co-pays increased some for Rx
- Limited dental

Appointments (Article 4)

- Distinction between letter of admission and GA appointment
- 9 or 12 month appointment
- Notice of continuation or not
- Practice changed about a year ago to a single appointment, not semester by semester

Evaluations (Article 5)

- Must do at least annually
- Must share with employee
- Does not restrict discussing performance concerns during the year

Other Articles

- 1 Recognition
- 2 Reserved Rights
- 3 Consultation
- 4 Evaluation Files
- 5 Workload
- 6 Leaves of Absence (FMLA etc)
Other Articles (continued)

* 9 Academic Freedom
* 33 Tuition Program (continued online courses)
* 33 Discrimination
* 14 Copyright
* 55 Outside Activities
* 56 Use of Facilities

Other Articles (continued)

* 77 Union Deductions
* 78 Insurance Deductions
* 79 Misc.
* 90 Employee Rights
* 93 Tenure
* 94 Tenure
* 95 Tenure
* 96 Definitions

Conclusion and Kim

* We have other sessions scheduled (about 8)
* If others want training call Melinda Deek in provost’s office
* Post Docs are a different category and there is no CBA for them
* Kim Pace coordinates, and we thought this would be useful forum for her to update you on post doc employee policies/practices.
MEMORANDUM

November 17, 2014

TO: Julie Johnson, Dean, College of Pharmacy

FROM: Henry T. Frierson, Associate Vice President and Dean, Graduate School

SUBJECT: Grinter Fellowship Program Awards for 2015/2016

The Grinter Fellowship Program 2015/2016 academic year awards for students entering the University in fall for the College of Pharmacy is valued at $22,500. The funding originates from the Division of Sponsored Programs. Grinter awards should be used to recruit new PhD or other terminal degree students to the University of Florida.

The allocated Grinter Award funds may not be used for any purpose other than the Grinter Fellowships and should serve as top-ups to funding that the student is scheduled to receive. As in the past, commitments to newly admitted students may be paid in amounts totaling $2,000-$4,000 per year, for up to three years. Continuation of the Grinter Award beyond the first year is contingent upon satisfactory student progress and an overall GPA of 3.0.

Grinter Awards are a recruitment tool and can only be used on new PhD students. They cannot be given to students who have Graduate School Fellowships. If a Grinter recipient is no longer eligible to receive the award or not all of the awards have been allocated, the funds for this award can be reused in the following manner:

- Funds can be given to a new PhD student for the remaining term on the funds
- Funds can be pooled to give to a new PhD student for the remaining term of the funds
- Funds can be returned to the Graduate School
- After the end of the three year funding cycle all funds will be removed from the project and returned to the Division of Sponsored Programs

All students are required to be listed in the Graduate School Tracking System under the appropriate pool of money “Grinter 2015-2016” no later than the first day of the fall term. Students may be appointed as Fellows on a lump sum or biweekly payroll, or can be paid via scholarship notification document each term. Funds will be available to the colleges in early July 2015.

We hope that you find these funds to be effective for your use supporting your newly enrolled students. If you have any questions in this matter, please do not hesitate to contact me.
November 17, 2014

MEMORANDUM

TO: Julie Johnson, Dean, College of Pharmacy

FROM: Henry T. Frierson, Associate Vice President and Dean, Graduate School

SUBJECT: Graduate School Fellowship Program Awards for 2015-2016

For 2015-2016, the Graduate School Fellowship (GSF) awards for students entering the College of Pharmacy in the fall are valued at $100,000 for entering PhD students. These awards are accumulated based upon the individual five-year graduation rate of your college’s PhD programs. To generate GSF awards, academic units must have a PhD student enrollment of at least 30 and a five-year annual average PhD graduation number of at least four. Notably, additional allocated awards can be based on 1) a PhD program’s five-year average graduation rate at least 70%, and 2) for PhD programs with specific enrollment percentage levels for underrepresented minorities along with an overall graduation rate of at least 66%. Note that a PhD program can generate extra GSF awards from each of the two categories.

The intent of the GSF Program is to provide funds to academic colleges to assist in attracting the most attractive applicants to our PhD programs. It is expected that a full GSF award will be for $25,000 for four years. Thus, the $100,000 allocated equates to 4 GSF awards to outstanding students to pursue PhD degrees. The option of programs providing uniform $20,000 GSF stipends over five years is also available.

Colleges wishing to offer enhanced stipends for new students who have been given appointments or who are on other funding sources and seek to offer more competitive stipend packages, will have the option of dividing full $25,000 awards into five or four portions of $5,000 or $6,250, respectively, to provide top-up funds for such purposes.

Please note that GSF funds can only be offered to new, incoming PhD students. Colleges can provide GSF awards to students who have graduated with a master’s degree from their programs and were successful applicants to their PhD programs. Colleges are expected to provide tuition waivers and Gator Grad Care for student receiving GSFs.

Students receiving GSFs can be appointed as fellows, or can be required to serve as research and teaching assistants as part of their educational experience. This will be based upon the decisions of the colleges or academic units. Please be clear in your letters of offer to specify the nature of any required research or teaching assignments, as well as any fees the students are expected to pay. Students given GSF awards should be paid on a biweekly cycle.

Importantly, the list of new GSF awardees must be entered into the Graduate School Tracking Program no later than the first day of fall 2015 classes. Please be aware that once classes have begun, students cannot be added to the GSF recipient list. Funds not used due to withdrawal, absence or graduation will be returned to the Graduate School Fellowship Program account.

If you have any questions regarding the GSF program, please contact me. Best regards.

The Foundation for The Gator Nation
An Equal Opportunity Institution
GRADUATE SCHOOL FELLOWSHIP AWARDS PROGRAM GUIDELINES

The Graduate School Fellowship (GSF) Awards program represents the most prestigious graduate student award provided by the Graduate School. This award is provided to PhD programs as well as MFA programs to recruit the most qualified students to pursue graduate-level study and research at the University of Florida. These awards support new students in all graduate programs awarding a Ph.D. or MFA.

The Graduate School Fellowship Awards program provides the following options for support:

- Four full years of support via stipend, tuition waiver and health insurance for qualifying students in PhD programs.
- Three full years of support via stipend tuition waiver and health insurance for qualifying students in MFA programs.
- Top-up support to supplement existing appointment for entering students.

Students supported by Graduate School Fellowship funding can be provided a number of appointments during the length of the award. Students may be appointed as graduate, research or teaching assistants, or as fellows where no service is required.

How Awards Are Calculated

The format for the basic allocations is based on the average number of annual PhD graduates over the most recent five-year period. The number of GSF awards from this basic allocation will range from 1 to 8. More specifically these awards will be based on the average number of PhD graduates generated by the individual PhD programs in a college. For example, if an academic unit graduated an average of 9 PhD recipients over the five-year period, that program will have generated 2 GSFs for its college. Academic units must have an enrollment of at least 30 PhD students to receive GSFs. The table below provides an illustration of the allocation system for the four-year period.

### Designated 2014-2015 Graduate School Fellowship Allocations

<table>
<thead>
<tr>
<th>Category</th>
<th>5 Yr Average Graduation Rate</th>
<th>No. of Full $25K Awards</th>
<th>No. of Top-ups: $5K</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>4 to 5</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>6 to 10</td>
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<td>11 to 15</td>
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<td>15</td>
</tr>
<tr>
<td>4</td>
<td>16 to 20</td>
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<td>20</td>
</tr>
<tr>
<td>5</td>
<td>21 to 25</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>26 to 30</td>
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<td>7</td>
<td>31 to 40</td>
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<td>35</td>
</tr>
<tr>
<td>8</td>
<td>&gt;41</td>
<td>8</td>
<td>40</td>
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Additional GSFs

Additional GSFs can be generated based upon two primary measures from an academic unit: 1) a graduation rate of 70% or more and, 2) the percentage of enrolled underrepresented minority students as long as the overall graduation rate is at least 65%. An academic unit must meet the initial Graduate School criteria for both factors to generate additional GSF allocations.
Academic programs should have an average graduation rate of at least four students over five years to gain one award.

Unless other arrangements* have been approved by the Grad School, awards should be distributed under the following:

$25K for four years;
- Four top-ups a $6.25K for four years
- Five $5K top-ups for five years

$20K for five years:
- Four $5K top-ups for five years
- Five $4K top-ups for five years

*Other arrangements can be made to increase SCHs or for the placement of awarded students on external funding that can increase SCHs

For underrepresented minority student enrollment, the minimum minority percentage level in an academic unit required for additional GSF support is based on the academic discipline and the required 65% overall graduation rate.

The scale is shown below:
- Math and Physical Science: At least 8%
- Life Sciences and Engineering: At least 11%
- Social Sciences and Humanities: At least 17%
- Masters of Fine Arts: At least 23%

The scale indicating the additional GSFs are based on enrollment range shown below:
- Enrollment between 30 and 99 =1
- Enrollment between 200 and 299 =2
- Enrollment of 300 or greater =3

Academic units that have high graduation rates and enrolled minority students can generate additional GSF based on both measures. For example, a unit with an enrollment of 210 that has high graduation rates and high minority enrollment can generate four additional GSFs.

Funding Plans
It is expected that a full GSF award will be for $25,000 for four years or $20,000 for five years. Colleges wishing to offer enhanced stipends for new students who have been given appointments or who on other funding sources and thus seek to offer competitive more stipend packages, will have the option of dividing full $25,000 awards into five or four portions of $5,000 or $6,250, respectively, for such purposes.

Any deviations from the above plan need to be approved by the Graduate School Dean prior to implementation.

College Allocation
Distribution of the GSF awards to departments or programs is at the discretion of the Dean of the college.

Eligibility
Please note that GSF funds can only be offered to new, incoming PhD students. Colleges are expected to provide tuition waivers and Gator Grad Care for student receiving GSFs. Colleges also provide GSF awards to students who have graduated with a master’s degree and are newly admitted to the PhD program. Those students must officially apply to the PhD program as opposed to merely transitioning from master’s to PhD programs.
Other Awards

- Fully GSF-funded students who receive full scholarships or fellowships from other sources that are greater than their GSF appointment must defer the students GSF funding until the other award is completed.
- Fully GSF-funded students who receive other awards may defer their awards and still receive their full allocation (four or five years) of funding as determined by their college and academic program, provided the fellows remain in compliance with the rules and policies of the Graduate School.
- Current fellows are encouraged to apply for outside funding, such as Fulbright, Ford, Woodrow Wilson, National Science Foundation Research Graduate, National Defense Science and Engineering Graduate, or other fellowships. Recipients of these externally funded awards may defer the Graduate School Fellowship for the duration of the external award. Students receiving four-year awards can receive up to five years total combined support. For students receiving five-year awards, the number of years for total combined support is six. The department may request a $5K annual top-up while the student is on the externally funded award. This top-up will not affect the department’s original allocation.
- A newly admitted fully GSF-funded student who receives an external award such as National Science Foundation, Howard Hughes Medical Institute, Ford Foundation, etc. award may defer their GSF for the duration of the external award. The college may request that the student receive a $5,000 top up during this deferment period from the students GSF funding balance. The combination of an external award and a GSF may be used to provide the student with a maximum of 5.5 years of funding.
- GS fellows who receive an external award that is less than the GSF and may defer their GSF award and receive an add-on in the amount of the difference between the original GSF and new award.
- GS fellows who receive funding from McKnight fellowships may concurrently hold a partial GSF award. The amount of the GSF is calculated as the difference between the McKnight fellowship and the GSF award. The students’ department will receive 2 additional $5,000 top-ups for 4 years.
- GS fellows who receive a Professor acquired award, such as T32’s may defer their GSF award and receive an add-on in the amount of the difference between the original GSF and new award.
- If a GSF award was originally split between the college and the Graduate School, the top-up will be paid using the same percentages, the college is expected to fund their portion of the differential. This top-up will be funded will not affect the department’s original allocation.
- A fully GSF-funded student can accept a partial scholarship provided the total stipend support does not exceed $37,000.
- A fully GSF-funded student can hold an appointment as a Graduate Assistant at .50 or less.
- Colleges or departments have the prerogative of adding additional funding, up to $12,000 to full Graduate School fellowship stipend. For amounts higher than $12,000 special requests will have to be made to and granted by the Graduate School. Students may be appointed at less than or equal to .33 FTE.
- A fully GSF-funded AGSF recipient may not receive a Grinter Award.

Offer Letters

Offer letters should include the name of the award (Graduate School Fellowship Award), the amount of the annual stipend, the duration of the award, the specific assignment sequence (which years will be teaching and/or research) if any, and other pertinent information regarding the degree program.

Appointments

Students receiving GSFs can be appointed as fellows or as Research and Teaching Assistants. Please be clear in your letters of offer to specify the nature of required research or teaching assignments, as well as any fees the students are expected to pay. Students given GSF awards should be paid on a biweekly cycle. Students receiving a full GSF should be appointed at a maximum FTE of .50.

Students receiving GSF top-ups should be appointed as research or teaching assistants and paid on a biweekly cycle.

Deferments

Deferments may be granted for Internships, Other Awards or Medical Withdrawals. The GSF will be extended by one term for each term deferred; in the case of external awards, the combination of the external award and the GSF cannot exceed 5.5 years for students with 4-year awards and 6 years for students with five-year awards. Summer is considered one term.
GSFs may defer their admission/enrollment and receive their full allocation provided the fellow remains in compliance with the rules and policies of the Graduate School.

Enrollment Regulations
Off book courses are not eligible for tuition waivers and must be paid by the student or department. The GSF must maintain full-time registration as required by the GSF appointment.

Graduate School Tracking Program
The list of new GSF awardees must be entered into the Graduate School Tracking Program no later than the first day of class. Once classes have begun students, cannot be added to the list of GSF recipients. Budgets will be distributed based upon the amount of annual used stipend for each cohort. Funds not used due to withdrawal, absence or graduation will be returned to the Graduate School Fellowship Program account.

Revised 11/19/2014 http://graduateschool.ufl.edu/finances-and-funding/graduate-school-fellowship-program-guidelines