



Graduate Studies Committee

September 23, 2014

2:00PM – 3:00PM

Dean's Conference Room (4307, HPNP)

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), Donna Rivera (SP)

Guests: Jill Hunt

Absent: Dr. Tony Palmieri



AGENDA TOPICS

- ✚ **Accept Minutes** – from August 13th meeting
- ✚ **Liberty Funds Disbursement** – Memo with departmental distribution will go out this week. There will be a change in who is responsible for preparing the SND...working out the details with Linda Orr.
- ✚ **Research Showcase** – Date: Feb. 19th, 2015; Dept. Coordinator: MC; Duties: Keynote Speaker and Judges
- ✚ **McKnight Fellows Meeting and Annual Graduate School Conference** – Reminder it's coming up Nov 7th – 9th in Tampa.
- ✚ **2014-2015 Doctoral Dissertation Advisor/Mentoring Award** – Information and nomination packet is attached.



Graduate Studies Committee

Minutes from September 23, 2014

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), Donna Simpson (SP)
Guests:	Dr. Joanna Peris, Ms. Jill Hunt, and Mr. Dave Jenkins
Absent:	Dr. Tony Palmieri, Dr. Jason Frazier, Ms. Donna Simpson

- ✚ **Accept Minutes:** The meeting began at 2pm with the minutes from the August 13th meeting being accepted.
- ✚ **Staff Reorganization:** Although this item was not on the agenda Dr. Millard wanted to address the committee with the reorganization of the graduate staff. Jill Hunt and Dave Jenkins have assumed the responsibilities of all the graduate duties within the college. Debbie, Jill and Dave will work closely together to try to ensure a smooth transition in this shift of duties.
- ✚ **New Graduate Student President:** The graduate students had their annual luncheon today and voted on a new president for the 14/15 academic year. Juan Hincapie Castillo from the POP department won the election and will be joining the GSC meetings for this year.
- ✚ **Liberty Funds Disbursement:** The College has received its annual allocation of Liberty Funds for a total of \$27,284. The department allocations were based on the number of active, registered graduate students within the college as of this Fall semester. The disbursement calculation was attached for further details. The official letter to the departments will be sent out shortly.
- ✚ **Research Showcase:** The date has been set for the Annual Research Showcase, February 19, 2015. This year the department of Medicinal Chemistry will be coordinating the showcase, including securing a keynote speaker and judges.
- ✚ **McKnight Fellows Meeting and Annual Graduate School Conference:** Dr. Millard reminded the committee about the conference coming up in November but none of the departments had planned on attending. Dr. Millard stressed to the committee that the departments needs to find ways of increasing our minority graduate students enrollment.
- ✚ **2014-2015 Doctoral Dissertation Advisor/Mentoring Award:** The committee was reminded of this award and a nomination packet was attached. The list of eligible faculty is not yet available but Dr. Millard will keep checking and will send it out as soon as it becomes available.

Meeting adjourned at 2:55pm

Liberty Scholarship Account - Graduate Allocation FY 14/15

		MC	PC	PD	POP	PTR
# students/dept		21	26	11	25	9
total amount/dept		\$6,228	\$7,711	\$3,262	\$7,414	\$2,669
Revenue during 13/14	\$27,284					
Total # Grad. Students	92					
Fall - 2014						
amt/student allocated	\$297					

From: William Millard
Sent: Wednesday, September 17, 2014 2:57 PM
To: Almut Winterstein; Hartmut Derendorf; Hendrik Luesch; Jason Frazier; Margaret James; Maureen Keller-Wood; Reginald Frye; Rich Segal; Taimour Langae; Tony Palmieri
Cc: Julie Johnson; Debbie Stowell
Subject: FW: 2014-2015 Doctoral Dissertation Advisor/Mentoring Award

Folks:

This program has been announced but the GIMS website is still not active.... I will identify those faculty eligible when the site becomes active.... stay tuned!

Bill

-----Original Message-----

From: All Graduate Associate Deans [<mailto:ALLASSOCGRADDEANS-L@LISTS.UFL.EDU>] On Behalf Of Dishman, Lorna M
Sent: Wednesday, September 17, 2014 2:16 PM
To: ALLASSOCGRADDEANS-L@LISTS.UFL.EDU
Subject: 2014-2015 Doctoral Dissertation Advisor/Mentoring Award

TO: Deans and Associate Deans
FROM: Henry T. Frierson
Associate Vice President and Dean
Graduate School
RE: 2014-2015 Doctoral Dissertation Advisor/Mentoring Award

The foundation of graduate education at the advanced level is the mentoring relationship between faculty and their students. Help us again to recognize the faculty who excel in this aspect of graduate education by participating in the 2014-2015 Doctoral Dissertation Advisor/Mentoring Award program.

Three deadlines are approaching 1) nominations of eligible graduate faculty from students, faculty and administrators are due to college offices by October 16, 2014, 2) the completed application packets are due for college review by November 5, 2014 and 3) faculty candidates selected by the college are to be submitted to the Graduate School no later than January 14, 2015. Procedures and deadlines can be found at: <http://graduateschool.ufl.edu/academics/doctoral-mentoring-awards>. Please note that the Graduate School will only accept electronic submissions of the application packets.

To find a list of faculty members eligible to be nominated for the above mentioned award, please log into the Graduate School Information Management System (GIMS) at <http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>. On the left-navigation pane, click on *Mentoring Awards*. The list will display the entire eligible faculty who hold appointments in your college. The list can also be tailored by you (if you so wish) by individual department in your college. For the purpose of doing that, you will have to select the department name on the pull-down menu at the top of the page. Names of faculty members who have multiple college appointments appear for respective college deans. They can be nominated from any of those colleges. At any time, you can print a hard-copy of the list and/or export it to pdf format for further distribution, by clicking on the *Print* icon at the top of the page. This will open up a new tab with the list appearing in a pdf format that you can either Save and/or Print through your printer.

If you have questions about an individual's eligibility, you can simply enter the faculty name or UFID number, under the section in GIMS named *Faculty Information*. This will bring you to a page that provides a complete list of all students with whom the faculty member has worked. Clicking the tab that says "Mentoring Award" on this page will provide information about the eligibility of the faculty member for this year's award competition.

This is a popular award intended to recognize faculty contributions in support of doctoral and MFA students. Please encourage your departments and students to nominate eligible faculty members.

Lorna Dishman
Executive Secretary
Graduate School
PO Box 115500
Gainesville, FL 32611
Phone: 352-392-7012
Fax: 352-392-8729
E-mail: lornad@ufl.edu

2014-2015 Doctoral Dissertation Advisor/Mentoring Award

Nominations are due to the college October 16, 2014

Guidelines for Application

PURPOSE:

These awards are to encourage and reward excellence, innovation, and effectiveness in doctoral dissertation and Master of Fine Arts advising.

AWARD:

Each year, approximately five faculty members will receive awards of \$3000 each. An additional \$1000 will be deposited in each faculty member's department account for use in supporting doctoral or M.F.A. students.

ELIGIBILITY CRITERIA:

- 1) Only University of Florida budgeted Graduate Faculty (tenured or untenured) who supervise doctoral dissertations (Ph.D. or Ed.D.) or Master of Fine Arts theses (M.F.A.) are eligible.
- 2) Faculty must actively support graduate education through teaching, service on graduate committees and sponsorship of student research and scholarship.
- 3) As verified in GIMS, the nominee must have graduated (served as committee chair or co-chair) at least one doctoral or M.F.A. student during the preceding year (Fall 2013, Spring 2014, Summer 2014) AND must have graduated (served as committee chair or co-chair) at least two additional students with dissertations or M.F.A. degrees in the past five years (Fall 2009 through Summer 2014, inclusively).
- 4) Nominations for Dissertation Advisor/Mentoring Awards will be accepted from graduate students, former graduate students, faculty members, department chairs, graduate coordinators, and higher-level administrators. Individual faculty members may not nominate themselves.
- 5) Individuals who receive a Dissertation Advisor/Mentoring Award during the previous three years are not eligible.
- 6) The application packet must include at least two (maximum of three) letters of support from the faculty member's current or former graduate students. At least one of the letters must come from a former doctoral or M.F.A. student of the nominee.

- 7) The application packet must include a letter of support from the department chair.
- 8) The application packet must have an endorsement from the college dean or designee.
- 9) The application packet must include a printout of the faculty member's Graduate Faculty Supervisory Committee Activity Report found on the Graduate School Information Management System (GIMS). Once you are in the faculty's record, click the Mentoring Award tab located across the top of the page.
- 10) Excellence will be demonstrated by personal statement, student letters (maximum of three), and letters of support from the department and college.
- 11) The application packet must include a completed Nomination Form (page 6).
- 12) The application packet must include a signed Waiver of Access Form (page 7).

THE APPLICATION PACKET: *[Please make one pdf in the order below.]*

- 1) Nomination Form
- 2) Two to three letters of support from doctoral or M.F.A. students
- 3) Letter of support from department chair
- 4) Letter of endorsement from college dean
- 5) Graduate Faculty Supervisory Committee Activity Report *[Found in the Graduate School Information Management System (GIMS). Once in the faculty record, click the Mentoring Awards tab located across the top of the page.]*
- 6) Personal statement from the nominee
- 7) Waiver of Access Form

GRADUATE SCHOOL RESPONSIBILITIES:

- 1) Send memo to Academic Deans.
- 2) Provide lists of eligible faculty members to each college early in the fall semester.
- 3) Appoint a committee to review and select the award winners.
- 4) Report the College level nominees to the Provost so letters of recognition can be sent.
- 5) Report to Academic Affairs those candidates chosen for the Doctoral Dissertation Advisor/Mentoring Awards.
- 6) Coordinate with the President's office for the awards ceremony and Personnel office and Business Manager for payments (Faculty award winners and department accounts).

COLLEGE RESPONSIBILITIES:

- 1) Advertise the nominations for Doctoral Dissertation Advisor/Mentoring Awards at departmental levels.
- 2) Designate a college coordinator for the nomination process and inform Dean Frierson of the person's name.
- 3) Appoint a committee to evaluate the college's nominees. Select from this pool the number of nominees as indicated for your college. Provide names of committee members to Dean Frierson. College committee membership is at the discretion of the college. However, one-fourth of the membership should be Ph.D., Ed.D., or M.F.A. students.
- 4) Forward to the Graduate School Selection Committee those nominees endorsed by the college.
- 5) Colleges may establish departmental pre-selection procedures as needed.

COLLEGE COMMITTEE RESPONSIBILITIES:

- 1) Committee members are not eligible for awards.
- 2) Recommend to the college Dean the nominees to be sent to the Graduate School Selection Committee. The number of nominees to be forwarded to the Graduate School Selection Committee is indicated on page 5.

COLLEGE COORDINATORS' RESPONSIBILITIES:

- 1) Notify all nominees in writing and provide them with a list of the required materials.
- 2) Assemble the materials provided by the nominee and solicit supporting letters for department chairs or graduate coordinators and graduate students. **Please note, all nomination documents must be sent to the Graduate School electronically to Lorna Dishman at lornad@ufl.edu. We are no longer accepting hard copies. In addition, please send the application packet as one pdf and in the order listed under "The Application Packet" on page 2.**

NOMINEES' RESPONSIBILITIES:

- 1) Those wishing to continue the process will respond with a signed statement waiving access to the evaluation materials for the selection committee.
- 2) Submit a statement (two page maximum, single spaced, 12-point font, 1 inch margins, no attachments) describing your mentoring style and its effectiveness in promoting doctoral or M.F.A. education.
- 3) Provide with your statement a printout of your Faculty Supervisory Committee Activity Report (found on Graduate School Information Management System – GIMS. Contact your departmental graduate staff for help with gathering this information).

DEADLINES:

September 17, 2014: College Academic Deans will be notified of the program and instructed to advise faculty on application procedures.

October 16, 2014: Faculty nominations (not the whole application packet) are due to the college office. The college creates internal review process.

November 5, 2014: Complete faculty application packets are due to the college for consideration.

November 5, 2014: Dean of the Graduate School appoints committee to select award recipients (Graduate School Selection Committee).

January 14, 2015: Application packets for Doctoral Dissertation Advisor/Mentoring Awards from each college are due to Graduate School; submit to Dean, 164 Grinter Hall, POB 115500. **Please note, all nomination documents must be sent to the Graduate School electronically to Lorna Dishman at lornad@ufl.edu. We are no longer accepting hard copies.**

February 11, 2015: Names of award winners submitted by Dean to the Provost.

March 2015: Announcement of award winners at a reception, the exact date to be announced by the President's office.

Doctoral Dissertation Advisor/Mentoring Awards

2014-2015

The maximum number of nominations that the college may forward to the Graduate School Selection Committee:

Agricultural and Life Sciences	3
Business Administration	1
Dentistry	1
Design, Construction & Planning	1
Education	2
Engineering	5
Fine Arts	1
Health and Human Performance	1
Journalism and Communications	1
Law	1
Liberal Arts and Sciences	4
Medicine	2
Natural Resources and Environment	1
Nursing	1
Pharmacy	1
Public Health and Health Professions	3
Veterinary Medicine	1

Each college is asked to nominate faculty who supervise doctoral dissertations or M.F.A. theses for a \$3,000 award plus \$1,000 in the department's account to support doctoral or M.F.A. students. General criteria include graduating a minimum of one student in the past year and a total of three in the past five years.

**NOMINATION FORM FOR DOCTORAL DISSERTATION
ADVISOR/MENTORING AWARD**

The college must receive nominations by October 16, 2014 (Use this form)

The last day the college can receive completed application packets is November 5, 2014

The last day for colleges to submit application packets to the Graduate School is January 14, 2015

1. Name of dissertation or M.F.A. advisor you are nominating (nominee)

2. Department and college of nominee

3. Person making nomination is (circle one):

- a. Doctoral or M.F.A. student
- b. Faculty
- c. Administrator
- d. Former graduate student

4. State why you believe this mentor should receive a dissertation advisor/mentoring award; be as specific as possible. You may wish to address aspects of his/her mentoring effectiveness, innovation, creativity, ability to interest students, commitment and dedication, fairness, techniques, and intellectual impact. (You may write on the back of this form or attach a letter).

5. Return this form to your college representative:

6. Your name (please print) _____
Name of person making nomination will be treated confidentially

7. Signature _____

Waiver of Access Form

I waive my right to review the materials used in the selection process for the Doctoral Dissertation Advisor/Mentoring Award for 2014-2015.

Faculty name (Please Print)

Date

Signature

From: William Millard
Sent: Friday, August 15, 2014 5:06 PM
To: Debbie Bambarola
Subject: FW: Reminder: Invitation to 30th McKnight Annual Fellows Meeting and 18th Annual Graduate School Conference
Next GSC meeting

From: katelyn sengsoulya [<mailto:ksengsoulya@fefonline.org>]
Sent: Tuesday, August 12, 2014 12:55 PM
To: William Millard
Cc: Charles Jackson
Subject: Reminder: Invitation to 30th McKnight Annual Fellows Meeting and 18th Annual Graduate School Conference

Dear Dr. Millard:

On *November 7-9, 2014*, over 300 McKnight Fellows and professors will meet in Tampa for our 30th McKnight Annual Fellows Meeting and 18th Annual Graduate School Conference. We invite you and your school or business to participate as an exhibitor and recruiter at the Conference.

Founded in 1984, today the McKnight Doctoral Fellowship Program supports record numbers of African American and Hispanic students with innovative practices designed to help fully develop their talents and expertise. The Annual Fellows Meeting is just one in a series of conferences, year-round online workshops and an annual research and writing institute that inform, train, and connect our doctoral Fellows. Our continual efforts to evaluate and refine the support system contribute to the development of scholars who are among the brightest in the nation, highly motivated and prepared to meet the divergent needs of communities, academia, and industry.


At this year's Meeting, we will feature a "Dialogue with Exhibitors" dinner on *Saturday, November 8th*. Here you will be able to meet and mingle with potential faculty members and industry experts from the Program's current doctoral students, recent graduates, and established professionals. Other compelling benefits of this recruitment opportunity include:

- Exhibition space available for the duration of the Conference.
- Available face-to-face or Skype pre-screening interviews for prospective applicants.
- Multiple networking opportunities, enhanced by:
 - entrée to all additional Conference events and plenary sessions and
 - receipt of a diskette containing curriculum vitae and resumes of select Fellows and graduates
- Access to the Doctoral Fellowship Program directory of students and graduates from September through December 2014, *if registered by August 30, 2014*.
- Official Meeting Recruiter listing on the FEF website with a hyperlink to your institution's website from September through December 2014, *if registered by August 30, 2014*.
- The chance to observe our doctoral students and professors during formal and informal discussions elucidating their research interests, strengths, and expertise.

To receive these benefits, visit our website at www.fefonline.org/mdfexhibitafm.html and complete the Exhibitor Registration Form, indicating your preferred participation level. Please note, of the three levels described on the form, Plan B includes the most opportunities to interact with Doctoral Fellows.

A summary of the program will be available closer to the time of the meeting. If you have questions, please call us at (813) 272-2772.

Sincerely,


Lawrence Morehouse, Ph.D.
President and CEO

Best regards,

Katelyn Sengsoulya
Administrative Assistant



Florida Education Fund
201 E. Kennedy Blvd. Suite 1525
Tampa, FL 33602
Ph: 813-272-2772 Fax: 813-272-2784
Website: fefonline.org