



# Graduate Studies Committee

**August 25, 2015**  
**3:00PM – 4:00PM**  
**HPNP 2309**

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**Members:** Dr. Margaret James (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Rich Segal (POP), Dr. Jatinder Lamba (PTR), Dr. Maureen Keller-Wood (ORGS), Vivian Lantow (GA), Jill Hunt (GA)

**Guests:** Matt Splett, Director of Communications

**Absent:** Juan Hincapie-Castillo (SP)

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## AGENDA TOPICS

✚ **Accept Minutes** – from July meeting.

✚ **Website Pages and Uniformed Admissions Page** – Matt Splett discussion

✚ **Admissions for 2016-2017**

- Set application deadline dates and set schedule of events (e.g. College-wide interview dates)
- Standardize procedure for all departments regarding receiving information (electronic versus paper applications)
- Finalize Research Showcase dates; discuss set up for the day
- Upcoming job fairs/recruitment opportunities



# Graduate Studies Committee

Minutes from August 25, 2015

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- Members:** Dr. Margaret James (MC), Dr. Ian Tebbett (MC-Forensics), Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Rich Segal (POP), Dr. Jatinder Lamba (PTR), Dr. Maureen Keller-Wood (ORGS), Juan Hincapie-Castillo (SP), Vivian Lantow (GA), Jill Hunt (GA)
- Guests:** Matt Splett, Director of Communications
- Absent:** Juan Hincapie-Castillo (SP)
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- ✚ **Accept Minutes** – Minutes were accepted and seconded.
- ✚ **Website Pages and Uniformed Admissions Page** – Matt Splett, Director of Communications for the College, introduced the new admissions site for the PharmD program, in the hopes of mimicking the setup for a new graduate programs admissions site.
  - The group discussed having a mandatory form for interested applicants to fill out prior to applying to the program, updating the current graduate landing page, and whether to advertise the MS programs along with the PhD programs.
  - The committee decided that all future program inquiries should be funneled through the Graduate Programs Office, with a new email address created specifically for this function.
- ✚ **Admissions for 2016-2017**
  - **Set application deadline dates and set schedule of events (e.g. College-wide interview dates)**
  - **Standardize procedure for all departments regarding receiving information (electronic versus paper applications)**
    - These two topics were tabled for future discussion.
  - **Finalize Research Showcase dates; discuss set up for the day**
    - The group discussed moving the date to either a Monday or Tuesday. The Graduate Office was asked to look at the differences in the price of flights to see if that would impact which day would be best for students to travel.
    - The committee was also asked to think about how the day should be set up to maximize the applicant's time. Specifically, the GSC was asked to think about possibly switching the setup of the day, where the student presentations would be in the morning (allowing departments to interview in the morning) with the poster presentation/awards/mixer to be in the afternoon.
  - **Upcoming job fairs/recruitment opportunities**
    - The committee was updated on two new recruitment initiatives.
      - This year the graduate programs will once again take part in a virtual recruitment fair sponsored by AACP. This fair, on October 20, 2015, allows UF to increase program awareness via online chat rooms.
      - The Graduate Office participated in a webinar for Gradschoolmatch.com, a service that provides options for recruiting graduate students into highly specialized programs.

More information regarding this service will be provided to the GSC at the next meeting.

During the meeting the discussion turned to the combined PharmD/PhD program, and specific policies regarding students admitted into this program. Committee members received clarification regarding the students' classifications, tuition payments, and whether students can work when in the combined program to offset costs.

The committee was given a "to do" list to complete prior to the next meeting:

- Review the current COP/departmental websites, and send suggestions to Matt as soon as possible.
- Provide input on a general form for interested applicants, to include two keywords to describe each department's specialty areas (later amended to six words or less) to be sent in to the Graduate team by noon on Tuesday, September 1, 2015.
- Provide suggestions for the main graduate site to the Graduate team by noon on Tuesday, September 1, 2015.

Meeting adjourned at 4:14 pm.