

Graduate Committee Meeting Minutes

February 7, 2017

Members Present: Phil Kaufman, Oscar Liburd, Xavier Martini (Polycom), Heather McAuslane, Tesfa Mengistu, Justin Renkema (Polycom)

Members Absent: Nathan Burkett-Cadena

Meeting started at 1:00 p.m. in Room 1027 Steinmetz and on Polycom 7834120@video.ufl.edu

Introduce new members – McAuslane introduced and thanked new members, Martini and Mengistu. Stressed confidentiality of discussions and the need from FERPA training.

Update on policies on assistantships, sources of departmental funding – McAuslane presented updated data on departmental assistantships, probable number of matching assistantships from 2017 Dean's graduate education allocation and departmental endowments, and policies on distribution of fellowships, assistantships, and matching assistantships.

Graduate School criteria for admitting students – McAuslane reviewed the Graduate School requirements for admission and the additional departmental guidelines for admitting students, indicating that there is flexibility in the department's guidelines but that admission of students not meeting Graduate School criteria must be petitioned by the Graduate Coordinator, with the Graduate Committee's recommendation to do so.

Guidelines for graduate committee membership – McAuslane summarized the ongoing discussion about potential conflict of interest among members on a student's graduate committee (Qualtrics survey for faculty input [attached] and discussion at two recent faculty meetings). Blair Siegfried would like the Graduate Committee to develop some guidelines for committee service that can go into the departmental graduate handbook. McAuslane will develop a first draft and the Graduate Committee will be asked to provide input and feedback.

Discuss applicants for UF Graduate School Fellowships – McAuslane left the room for this discussion as she had nominated a student for a fellowship; Kaufman facilitated the discussion and applicant ranking. Burkett-Cadena had provided ranking via the Canvas Graduate Committee web site before the meeting. Six applicants were ranked, and an additional two were not considered to be eligible for the fellowship. McAuslane will contact the top-ranked four applicants.

Meeting adjourned at 2:45 p.m.

Future meeting dates: First Tuesday of each month, March 7, April 4, May 2, and June 6.