



Graduate Studies Committee

September 16, 2015
1:00PM – 2:00PM
POP Conference Room (2309, HPNP)

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: Dr. Jane Aldrich for MC

Absent: Dr. Margret James



AGENDA TOPICS

- ✚ **Accept Minutes** – from August 25th meeting
- ✚ **International Student Awards**
- ✚ **Compliance Assist – SACS Reporting** .
- ✚ **AAR- Base Hours**
- ✚ **Course Development** – Opens in October
- ✚ **Update from Graduate Student President**
- ✚ **Update of Changes in Graduate Programs Department**



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Minutes from September 16, 2015

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- ✦ **Accept Minutes:** The meeting began at 1pm with the minutes from the August 25th meeting being accepted.
- ✦ **International Student Awards:** Dr. Keller-Wood informed each department has one nomination. Also, it was decided Mohamed Shahin and Snehal Samant were the nominations for the Alex Courtelis Award. The nominations for Outstanding International Student Awards are Yasmeen Abouelhassan, Lei Wang, and Chao Chang. We still need department nominations for the Howard Hughes Award.
- ✦ **Compliance Assist – SACS Reporting:** Jill Hunt will send out the Compliance Assist and asked the departments to make any changes and send them to Vivian Lantow. Vivian will then give a deadline to have them returned to her. The SACs updates are due October 9th to the University.
- ✦ **AAR- Base Hours :** Dr. Keller-Wood reminded the departments to keep on the lookout in October for an email from Vivian Lantow to let her know how many hours each faculty member actually taught. Jill Hunt will complete the base hours before she leaves.
- ✦ **Course Development:** Graduate Programs Office will send out last year's courses. Dr. Keller-Wood asked each department to review and send back any changes. Course Development opens on October 26th. Jill Hunt noted to Dr. Segal that Summer 2015 will look a mess as there was quite a number of students who took extra courses. She reminded him to delete any not being offered Summer 2016.
- ✦ **Update of Changes in Graduate Programs Department:** This is Jill Hunt's last meeting. There are phone interviews scheduled next week for her replacement. In the meantime, Dave Jenkins will move to Graduate Office to help Vivian out. Graduate Programs is also bringing on two work student students to help.
- ✦ **Website:** Update. Matt Splett had the PhD website updates go live during the meeting. She then asked the members to go and look over the site but to remember it is a band-aid approach for this admissions cycle.
- ✦ **Recruiting Fairs:** This was not on the agenda but Dr. Keller-Wood wanted to ask each of the departments to think about student representatives for both recruiting fairs: October 26th and November 2nd. There will also be a Virtual Fair on October 20th if any department would like to set up a chat time to talk to prospective candidates. For next year we might be looking to outside help for recruiting to increase number of quality applications.

 **Update from Graduate Student President:** Graduate Student Luncheon will be held on September 22nd and the student body will vote on a new student president. Juan will send out an email to call for nominations. Jose Ortiz is helping with the arrangement of the luncheon.

Meeting adjourned at 1:55pm