



Graduate Studies Committee

May 4, 2016
2:00pm – 3:00pm
HPNP 2309

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- Members:** Dr. Jason Frazier (PD), Dr. Sihong Song (PC), Dr. Richard Segal (POP), Dr. Margaret James (MC), Dr. Jatinder Lamba (PTR), Dr. Ian Tebbett (FORENSICS), Dr. Maureen Keller-Wood (ORGS), Vivian Lantow (GP), Kim Mahoney (GP), Marci Smeltz (Student President)
- Guests:** Dr. Thomas Schmittgen (PC), Dr. Jane Aldrich (MC)
- Absent:** Dr. Sihong Song (PC), Dr. Margaret James (MC)
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AGENDA TOPICS

- ❖ **Accept Minutes** – from April 6, 2016
- ❖ **Applications** – update from Graduate Programs
- ❖ **Summer Registration** – update from Graduate Programs
- ❖ **Orientation** – call for materials
- ❖ **Graduate Student and Research Advisor Compact**

UPCOMING EVENTS

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| June 20: | Summer A grades due |
| June 27: | Summer B Classes begin. |
| June 29: | Deadline for student's to apply for Summer graduation |
| July 1: | Fall 2016 TA Assignments finalized |
| August 5: | PhD Summer Commencement ceremony |
| August 8: | Summer B/C grades due |
| August 9: | Summer degree certification |
| August 15-16: | UF New Graduate Student orientation |
| August 17: | COP New Graduate Student orientation |
| August 22: | Fall Classes Begin |
| Sept 6: | Post-Bacc reception |
| Oct 3: | Spring 2017 Applications for PC due |
| Oct 10: | SACS review deadline |
| Feb 10: | 30 th Annual Research Showcase |

- ❖ **Accept Minutes** – from April 6, 2016
 - Minutes accepted with edits to the POP Applications section
- ❖ **Applications** – update from Graduate Programs

The Graduate Programs office reports that the COP has admitted 3 new students to the Summer 2016 term and 14 new students to the Fall 2016 term. The breakdown is as follows:

MC: Has accepted one student from the PharmD program for Fall enrollment in the PhD program

PC: Three students will enroll in the Summer term, and two more students have accepted admission for the Fall term.

PD: One student has committed to the Fall 2016 term, and one student is still in the admission process and has not yet signed the letter of admission.

PTR: The master's student from the Fullbright Foundation has declined our offer of admission. Three other students have accepted admission to the Fall term.

POP: Four PhD students and three master's students have committed to the Fall term. One student has not yet accepted the letter of admission.

Of the 20 offers of admission made to applicants, five have declined and accepted elsewhere.

- ❖ **Summer Registration** – update from Graduate Programs

The Graduate Programs office has completed the registration for all residential PhD and master's students for the Summer 2016 term, with the exception of two students from the Medicinal Chemistry department. Their registration will be completed once the issue with their Spring tuition waiver is resolved by the Provost's office.

- ❖ **TA Assignments** –

Dr. Keller-Wood will distribute course information to the Graduate Coordinators once it has been completed by Dr. Diane Beck. It is the goal to have the assignments completed by the beginning of July. The past two semesters did not go smoothly due to late requests from the faculty members. It is unfair to the students to not have the assignments completed in a timely fashion.

- ❖ **College Seminar** –

The next College Seminar will be held on Monday, May 16. Jose will send a notice to the COP faculty and students. Dr. Meharvan "Sonny" Singh, a UF Pharmacodynamics graduate who now serves as the Dean of the Graduate School at the University of North Texas, will be the speaker. Students are highly encouraged to attend the seminar.

- ❖ **Orientation** –

UF has announced the dates for the New Graduate Student Orientation, which will take place on August 15. The Teaching Assistant Orientation will occur on August 16, and the COP New Graduate Student Orientation will be held on August 17.

Dr. Keller-Wood would like input from the departments as to if they would prefer the COP Orientation held in the morning or in the afternoon. The Orientation will be scheduled for a half day, and the departments are encouraged to set up a welcome session with their incoming students. She has also asked for suggestions for any changes or additions to the content that will be presented at the Orientation. The Graduate Programs office will send out the itinerary from last year's Orientation for review.

The committee confirmed that Juan Hincapie-Castillo, last year's Student President, participated in the COP Orientation. Marci Smeltz will plan to create a 15-20 presentation to welcome the new students.

❖ **30th Annual Research Showcase –**

The Graduate Programs team will meet with LaZendra Danforth to continue the beginning stages of planning next year's Research Showcase. Dr. Johnson has indicated that she would like this Showcase to reflect the 30th Anniversary by hosting a special speaker. The Dean's office would like to include more departmental participation in presenting the future Research Showcases.

❖ **Committee Forms –**

Dr. Keller-Wood would like to implement a common Committee Process form that would be signed at every student's committee meeting to indicate that the student is making satisfactory progress towards his or her goals. This form would not be used for the process of failing a student, but for indicating when a student needs further guidance, and would instigate a conversation with the student and his or her committee members. At least one form per year should be required to track the student's progress.

The GSC committee discussed this idea in further detail. The Pharmacodynamic department had a form like this, but it has not been enforced, and therefore is seldom used by the committees. The PTR department has an annual evaluation form that states the student's goals for the coming year. The POP department requests the students create an annual report with their updated CVs and a milestone document that includes the dates of all committee meetings.

Dr. Keller-Wood will collect the forms used by the different departments and compile the information. Graduate Programs will post the information on the share drive so the committee can choose which forms are useful. UF will soon require IDPs for all students, so departments should adopt a policy for these soon.

Dr. Segal would like to know if the College has decided on one IDP format for all to use. The current myIDP available is not specifically relevant to the COP graduate students. Some departments currently require their students to use myIDP because it is used with NIH and AHA grants. Certain sections of the myIDP are very valuable. If other less relevant sections could be optional, it would work better for the COP graduate students.

One form should be filled out annually by the graduate students to ensure the IDP has occurred and the student's committee has met at least once per year. The COP could require it to be a part of the registration process, where the Graduate Programs would collect a self-reported form from the student before registration can be completed. Annual evaluations have historically been comprised of a letter, but a form with a comment section may be more practical.

❖ **Graduate Student and Research Advisor Compact –**

Dr. Keller-Wood met with Wayne McCormick, the former IDP director and author of the CTSI training documents, to discuss the College of Medicine Graduate Student and Research Advisor Compact. The compact is an agreement of student and advisor roles and responsibilities throughout the student's degree track. This compact would serve to create a conversation between the student and their advisor about expectations for both parties. Dr. Keller-Wood has asked that the committee members review the Compact for discussion at the next GSC meeting.

❖ **Other Business –**

Qualifying Exam timelines –

Dr. Schmittgen would like to know about timelines for the students' qualifying exams. The students have seven years after passing their qualifying exams to graduate. If they do not complete the program within that time frame, they will have to retake the qualifying exams. The students are eligible to graduate two semesters after they have passed the qualifying exams. For example, if the student passes by the end of Summer A term, they are eligible to graduate at the end of the Fall term.

Call for discussion topics for the Faculty Retreat –

Dr. Lamba would like to know if there is a checklist for faculty to reference so they can answer student questions and be familiar with UF and COP policies. The Graduate School Handbook has information that would be useful to the faculty members for these purposes. Each department has also had a handbook in the past, but it is unknown if they are all up to date. If each department sends their handbook to the Graduate Programs team, Vivian and Kim can update and post to the share drive. These updated handbooks can also be given to the students at Orientation. Dr. Keller-Wood warned the departments not to make the handbooks too large, as it could deter the students from utilizing it.

Meeting Adjourned at 2:55pm