



Graduate Studies Committee

November 24, 2015

3:00pm – 4:00pm

HPNP 2306

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), Marci Smeltz (SP), Vivian Lantow (GA), Kimberly Mahoney (GA)

Guests: LaZendra Danforth (Events)

Absent:



AGENDA TOPICS

- ✚ **Accept Minutes** – October 20, 2015
- ✚ **New COP Graduate Student President** – Marci Smeltz
- ✚ **Spring TA Assignments**
- ✚ **29th Annual Research Showcase**
- ✚ **3rd Annual Statewide Graduate Student Research Symposium**
- ✚ **Other Business**



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Guests: La'Zendra Danforth (Events)

Absent: Dr. Richard Segal (POP)

A decorative banner with a central rectangular box containing the text "AGENDA TOPICS". The banner has a ribbon-like shape with pointed ends.

AGENDA TOPICS

- ✚ **Accept Minutes** – from October 20, 2015 meeting
- ✚ **Introduction: New COP Graduate Student President** – Marci Smeltz
- ✚ **Introduction: New Graduate Programs Academic Coordinator** – Kim Mahoney
- ✚ **Spring Teaching Assistant Assignments** – Dr. Keller-Wood has received the final requests and is working to complete the Spring 2016 TA Assignments. Some TAs will be assigned across departments to proctor exams in order to meet their hour requirements. The Lake Nona students present a challenge, as there are less TAs available to meet the department's needs.

Dr. Song informed Dr. Keller-Wood that per this morning's department meeting, the Lake Nona faculty were unaware that they needed to submit their TA requests to Dr. Keller-Wood. Dr. Keller-Wood will wait to assign the Lake Nona TAs until all requests from the faculty are submitted.

- ✚ **29th Annual Research Showcase** – Graduate Programs sent out the notice for the 29th Annual Research Showcase last week. The Research Showcase will take place Friday, January 22, 2016. The deadline for oral submissions is January 4, and the deadline for poster submissions is January 8. Those students with oral submissions that are not selected to present will be given the opportunity to present a poster instead. The oral competition will be held in the morning to arrange around prospective student interviews and allow those prospective students to attend the poster presentations in the afternoon.

Dr. Keller-Wood has asked all of the GSC members to submit 2-3 faculty members to serve as judges at the Showcase. It is suggested to use newer faculty members to minimize the conflict of interest that may occur with established faculty and their students. It is also encouraged to include other Health Science faculty from other Colleges.

La'Zendra Danforth will be responsible for the organizing the event, including reserving the rooms and materials needed, arranging for catering, and coordinating the reception.

Dr. Johnson has arranged for the keynote speaker to be Dr. Rashmi Barbhैया, a former UF post-doc who founded the drug company Advinus Therapeutics in India. Dr. Barbhैया will speak at 4:00pm, followed by the reception at 5:00pm.

- ✚ **3rd Annual Statewide Graduate Student Research Symposium** – The University sent a memo to all Graduate Deans, Faculty, Chairs, and Coordinators announcing the 3rd Annual Statewide Graduate Student Research Symposium, taking place April 22, 2016. This year's symposium will be held at UF, so the university is encouraging as much participation as possible. Additionally, this event follows UF's Strategic Plan to emphasize Graduate Education.

Graduate Programs will contact the Office of Minority Programs to collect more information about the event and address some of the questions raised by the GSC faculty members.

- ✚ **Other Business –**

Dr. Song:

1. Three students are waiting on Letters of Admission for Spring 2016. Graduate Programs is waiting on confirmation of funding for two of the students and will begin the I-20 process and create the proper letters as soon as they receive the confirmation from HR. There is some confusion among faculty members about the distribution of Tuition Waivers. Dr. Keller-Wood will send an email to the graduate faculty to explain the Tuition Waiver process. The third student's application is currently being reviewed by the Graduate School.
2. The PC faculty has requested access to view the incoming applicants. Graduate Programs will make sure that all graduate faculty has the proper access to the applicant folder on the secure drive.
3. A current PharmD student has expressed interest in pursuing a PhD. Graduate Programs had spoken to the student already, but is available if they have any additional questions.
4. Dr. Song would like to confirm that the Letter of Admission comes from the COP, and not the Graduate School. This is correct, and would come directly from the department after HR approves the funding.

Dr. James:

1. Three students who are in Ph.D. programs of other departments have inquired about the requirements for earning a minor in Medicinal Chemistry. Graduate Programs will contact the Graduate School for their requirements and email Dr. James with the answer.

- ✚ **Meeting adjourned at 3:45pm.**