

# Graduate Committee Meeting Minutes

8/21/2020

1:30pm-3:30pm

Attendance: Natalie Underberg-Goode, Peter Smith, Dan Novatnak, Daniel Cox, Devin Monnens, Edwin Lohmeyer, Gideon Shbeeb, John Murray, Madeline Davis, Maria Harrington, Matin Salemirad, Matthew Mosher, Max Croft, Taylor Howard, Terrell Theen

Guest: Dr. Butler, Chief Diversity Officer UCF

## 1. Discussion of Roles and Responsibilities

Natalie Underberg-Goode is Assistant Director

Peter Smith is Deputy Assistant Director

Carishma Marsh, Accountant II is maintaining CMB GaIM Suite Reception Area for the time being.

Debbie Doyle is our Human Resources Contact

Jordan Lipscomb is maintaining the Maker Space. This is continuing through Pandemic.

Kim Tuorto is the assistant director of academic programs

Wanda Tummons is our contact for Foundation needs.

## 2. Discussion of GaIM Policies

Mission, Values, and Statement on Equity, Inclusion and Diversity

Equitable Workload

Office Hours Policy, this was revisited after the meeting but the consensus was 1.5 hours per course lecture section.

Travel will most likely not be occurring this semester. We might revisit next semester.

There is some discretionary budget that can be approved if needed \$500 or less depending upon available funds. Need to request by deadlines per semester.

Summer teaching, volunteers will be solicited in February. Classes assigned based on least recent summer teaching assignment and availability of funds.

## 3. Facilities

Important numbers provided.

Further discussion of maker space and its capabilities.

## 4. Important Dates Discussed

Please revisit the slides for all dates, but important dates include academic due dates for syllabi, curriculum changes, tenure requirements, etc. By month.

## 5. Committees

Graduate Committee: Matthew Mosher\*, Eddie Lohmeyer, Eric Murnane, Maria Harrington, John Murray.

Undergraduate Committee: Peter Smith\*, Taylor Howard, Madeline Davis, Dan Novatnak, Gideon Shbeeb, and a FIEA Representative

## 6. Mentorship

Current Mentorship for Assistant Professor moving to Associate Professor:  
Peter Smith: Eddie Lohmeyer, and John Murray  
Natalie Underberg-Goode: Maria Harrington, Eric Murnane

Current Mentorship for Associate Professors:  
Natalie Underberg-Goode: Peter Smith

Matthew Mosher is in process and get a year reprieve from mentoring.

We will setup instructor mentorship if an instructor is planning to go up for associate instructor.

**7. Guest Speaker Dr. Butler**

Dr. Butler is the Chief Diversity Officer on campus and led a question and answer session on diversity in the classroom and at UCF.

**8. Votes**

No official votes at this meeting

**9. Future Meetings**

We did not cover assessment, it was tabled to a future meeting.

**10. Adjourn**