**Graduate Committee Meeting**

**Minutes**

**November 12, 2021**

Members Present: Janice Borges, Rich Grula, Maria Harrington, Will Kinnally, Elizabeth Kritzer, Bridget Rubenking, Jennifer Sandoval, Peter Smith, Kim Tuorto, Sarina Winston-Mack

Excused: none absent

**Agenda Items Discussed**

**Buhr Fellowship:** The committee reviewed the Buhr application document and suggested clarification be made by NSCM leadership about how MA students could be involved in a faculty member’s proposal. Specifically, the committee inquired about flexibility in what the student would teach in place of the faculty member.

**GTA Hiring Workflow:** The committee reviewed a draft of the graduate teaching assistant/associate hiring workflow process. Janice Borges and Sarina Winston-Mack shared the rationale and further details about the process. The Graduate Committee will review the document again when fully completed.

**Thesis and Dissertation Committee Forms:** The committee discussed the updated process for submitting thesis and dissertation committee forms using the new Dynamics system hosted by the College of Graduate Studies. The paper system is no longer in use. A link to the Dynamic thesis form is:

https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnextgensso.com%2Fsp%2FstartSSO.ping%3FPartnerIdpId%3Dhttp%3A%2F%2Ffederation.net.ucf.edu%2Fadfs%2Fservices%2Ftrust%26TargetResource%3Dhttps%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2Ffd35469a-e305-435c-a27e-220ba8e76a72&data=04%7C01%7CJanice.Borges%40ucf.edu%7C29fa572c76cd4235ee8e08d99ece2468%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C637715430629772812%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=l7loCuHEn84%2FFhlsSuAZ%2FN6nyi83j10y48JqXtsg%2B80%3D&reserved=0 Identifying the

**Curriculum:** Courses submitted in October will likely not be approved before the end of this semester.

**Swag:** Dr. Sandoval has UCF swag items available for student recruiting.

**Next Meeting:** January 14, 2022, at 11:00.