**Graduate Committee Meeting**

**Minutes**

**November 12, 2021**

Members Present: Janice Borges, Rich Grula, Maria Harrington, Will Kinnally, Elizabeth Kritzer, Peter Smith, Kim Tuorto, Rebecca Morales Magsino

Excused: Bridget Rubenking, Jennifer Sandoval

**Agenda Items Discussed**

**Registration:** Rebecca Morales Magsino described a registration process that we will use while we are short-staffed. She will reach out to Tracy Gulliford who is helping to cover the Nicholsongrad email address and coordinate the submission of schedules by graduate students. Rebecca will also confer with Bridget Rubenking about this process. Tim Sellnow is working the College of Sciences to arrange to have Graduate Plans of Study Approved within the system. The committee expressed appreciation to Rebecca for committing the time to assist us.

**Streamlining Graduate Student Travel Requests:** The committee approved a proposal to allow graduate student applications for $500 travel support per semester to be approved with consent of the relevant program coordinator and the associate director of graduate studies. Proposals that are seen as questionable by the program coordinator or the associate director will either be rejected or discussed by the full graduate committee.

**New Staff Searches:** Searches are well advanced for the three staff positions currently open for graduate studies in NSCM. Updates will be provided once offers are accepted and processed by UCF.

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**Next Meeting:** April 15, 2022, at 11:00.