**Graduate Committee Meeting**

**Minutes**

**September 9, 2022**

Members Present: Rich Grula, Will Kinnally, Elizabeth Kritzer, Peter Smith, Kim Tuorto, Jennifer Sandoval, Jamie Kosnosky, Kenny Koloski

Excused: Maria Harrington, Elizabeth Kritzer, Sally Hastings

**Agenda Items Discussed**

The Graduate Committee welcomed Kenny Koloski as a new staff administrator in the FIEA.

**Curriculum:** Kim Tuorto reminded program coordinators that new class proposals need to be in the Kuali Curriculum Management System by September 28th. All other curriculum changes need to be submitted to Kim Tuorto before the Graduate Committee meeting on October 14th.

The committee also approved Mariah Harrington as the Graduate Committee’s chair for the Curriculum Subcommittee.

**College of Graduate Studies Updates**: Jamie Kosnosky provided three updates.

1. Grad Fair hosted by Leben in CGS – Strat Comm, ComMA, Digital Media, and Kenny for FIEA will be there. Jamie will be there to assist the NSCM programs. What do we need? Swag? I have brochures for the NSCM programs in my office.
2. CGS Processing Delays = Wait times have increased. Took 1 month to have a PhD student candidacy and dissertation committee approved. I am reviewing student GPS and trying to be proactive with submitting items to CGS. I will be emailing students in their 2nd/3rd/4th years to confirm their GPS.  Still have course moves pending from May for students graduating in Fall 22. Summer 22 graduates still do not have degrees certified.
3. Thesis/Dissertation deadlines have been combined.  CGS is asking for defense announcements 3 weeks prior to the defense date.

**Buhr Fellowship:** Tim Sellnow distributed the 2022-2023 request for Buhr Fellowship proposals. He asked that committee members provide any suggested changes to the request for proposals before the end of September.

**Versant English Test:** The committee discussed the need for program coordinators to be flexible in scheduling international GTAs to be the instructor of record in classes until the they pass the UCF Global Versant English test.

**Future meetings:**  Meetings will place on the second Friday of each month from 11:00-12:00 on Zoom. An exception to this schedule is November. Other meeting dates are October 14, November 4 (We will meet on November 4, 2020, instead of November 11th due to the Veterans Day holiday), December 9, January 13, February 10, March 10, April 14.

**Next Meeting:** October 14, 2022, at 11:00 on Zoom