**Graduate Committee Meeting**

**Minutes**

**November 4, 2022**

Members Present: Rich Grula, Will Kinnally, Elizabeth Kritzer, Jamie Kosnosky, Maria Harrington, Sally Hastings, Peter Smith, Jennifer Sandoval, Kim Tuorto

**New Business**

Curriculum and Assessment Announcements from Kim Tuorto

* NSCM Graduate Submission deadline – Nov. 23 to be voted on at NSCM Grad. Meeting on 12/9
* Assessment results should have been submitted, deadline for plans extended to Nov. 7.

COS is hosting a Celebration of Excellence on December 1, 2022, from 4:00-6:00 P.M. in the Key West Room of the Student Union. Tim forwarded the details for program directors who want to nominate students for recognition. The invitation was provided by Monique Gregory

NSCM will host a reception for Graduate Students who are December graduates: Friday, December 16th from 11:30-12:30, in the Nicholson Communication Building foyer, on the main campus

Admission Updates: Jamie Kosnosky

* Restricted registration form – revised and hopefully corrected
* CGS updates – launching a new plan of study form to coincide with the new transfer policy. Nathalie Caraway and Barbara Fritzsche are planning on meeting individually with all the UCF Grad Programs to discuss how to build out the plan of study to meet each program’s needs. This also includes FIEA.
* New Thesis/Dissertation committee form = anticipated launch is Spring 23. Supposedly will make signing the form more convenient for committee members external to UCF. CGS
* Enrollment is in progress. Permissions programmed. If students have trouble email [NicholsonGrad@ucf.edu](mailto:NicholsonGrad@ucf.edu) . Planning on providing course enrollment update on 11/18/22 to grad program coordinators via email. I am tracking staff enrollment. Staff cannot enroll until 1/6/23.
* GTAs – Agreements are updated for Spring. I will be emailing Rebecca and the GPCs assignments by the end of the day Monday 11/7/22. Please review and confirm. If new GTAs are being hired, I need names so I can do the agreements in the Grad Assistantship system and start the Workday process with COS Service Center.

Old Business

Negotiating a Course Minimum for Graduate Courses with Dean Tomova—further updates will be provided at the December 9th meeting. Including information on split-level courses.

Jamie will confirm with each program director the content she enters in the Survey for Tuition Waivers

Reminder that the Buhr Fellowship is available for faculty wanting support from a graduate student.