**Combined MA and PHD Graduate Faculty Meeting**

**Minutes**

**January 12, 2024**

**10:00-11:30 am ZOOM**

1. Attendance: Deanna Sellnow (Coordinator), Tim Brown, Melissa Dodd, Michelle Dusseau, Charlie Elliott, Sally Hastings, Erica Kight, Jihyun Kim, William Kinally, Renata Kolodziej-Smith, Robert Littlefield, Xialing Lin, James McCafferty, Ann Miller, George Musambira, Adam Parrish, Bridget Rubenking, Jennifer Sandoval, Sercan Sengun, Patric Spence, Michael Strawser, Natalie Underberg-Goode, Kimberly Voss, Harry Weger, Nan Yu
2. Additional Notekeeper for Minutes: Sally Hastings
3. Transitioning Process and Announcement

* After ongoing conversations with Dr. Robert Littlefield since summer 2023, Dr. Tim Sellnow gave his two week notice in December to retire on January 5th (rather than to take his sabbatical at half pay). He has agreed to continue to advise his doctoral students to completion and has identified co-chairs for each dissertation committee. After one year, if some of his advisees are not done, he will become co-chair and ask the co-chair to move into chair of the committee (per College of Graduate Studies policy).
* Dr. Deanna Sellnow announced that she will be submitting her notice of resignation from UCF as of February 5, 2024. She has accepted the position of Chair of the Communication Department at Clemson University. In doing her due diligence of preparing the NSCM for her departure, she researched the Graduate School policies and procedures on teaching involvement on dissertations for departing faculty. For the students who are within a year of completion, she will serve as chair to help them finish their degree. She will identify a co-chair from her committees. For any advisees that do not complete their dissertations by February 4, 2025, co-chairs will become chairs and she will become co-chair at that time. As was the case with Dr. Lindsay Neuberger and doctoral advisee, Laura Boutemen, she will then become a ‘Graduate Faculty Scholar.” She will also serve as a co-mentor (on an as-needed basis) for the postdoctoral scholar working with her on teaching the doctoral seminar for the Department of Computer and Electrical Engineering. Dr. Michael Strawser has already agreed to be the mentor/supervisor of this person (Dr. Rebecca Freihaut).
  + The College of Graduate Studies procedures to follow when graduate faculty leave UCF are articulated here:

Per Discussions with and email from Elizabeth Klonoff (Vice Provost and Dean) and John Weishampel (Senior Associate Dean) of the College of Graduate Studies:

Followup email message from John Weishempel on January 8, 2024:

*Hi Deanna,*

*Here is the policy wrt chairs who leave UCF:*

***D.5: Guidelines for a Thesis or Dissertation Committee Chair Who Leaves UCF***

*In the event that a chair of a thesis or dissertation committee leaves UCF:*

1. *With the approval of the graduate program committee, a chair of a thesis or dissertation committee who leaves UCF* ***may continue to serve as chair and supervise the thesis or dissertation for one calendar year after leaving****.*
2. *If* ***one calendar year has passed since the faculty member left UCF*** *and the advisee has not yet completed the degree requirements, the departed faculty member* ***may continue to serve as co-chair of the thesis or dissertation committee as a graduate faculty scholar****, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.*

*As for the postdoc, we have not created a policy, but I would like to ensure that there is a UCF-based person to serve as a co-mentor of the postdoc. You could still participate in the mentoring as you see fit.*

*Your leaving is a loss for UCF, but I wish you the best success.*

*John*

1. MA Graduate Admissions Committee (Deadline January 1, 2024 / [College of Graduate Studies (ucf.edu)](https://graduate.ucf.edu/application-deadlines-and-requirements/masters/2024/#communication-ma) / and then rolling admissions) [Corporate Communication Certificate is rolling…December 1, April 1, June 1]
   * Sally Hastings (co-chair), Renata Kolodziej-Smith, Michael Strawser, Adam Parrish, Deanna Sellnow (co-chair)
   * Application Requirements:
     1. GRE is NOT required
     2. Resume or cv
     3. Statement of Purpose
     4. Two letters of recommendation (three required if applying for a GTA)
     5. International students: Course-by-course credential evaluation
   * GTA Waivers:
     1. Fall/Spring Stipend=$10,000
     2. 6 Waivers for 2024-2025 (per R.S.Littlefield on 10\_27\_2023)
     3. Four (4) Intending to return: Niamh Harrop (Forensics), Guiherme Leal, Paula Acuna, Nicholas Mchugh
     4. We need to be sure to apply for the Dean’s scholarship to help in recruiting a particularly strong applicant
2. PHD Graduate Admissions Committee (Deadline: January 1, 2024/ [College of Graduate Studies (ucf.edu)](https://graduate.ucf.edu/application-deadlines-and-requirements/doctoral/2024/#strategic-communication-phd))
   * Unfortunately, committee membership is not listed on Nicholson Resources [NSCM Committees - Nicholson Resource (ucf.edu)](https://communication.ucf.edu/resource/nscm-committees/)
   * Committee Members: Melissa Dodd, William Kinally, Ann Miller, Jennifer Sandoval (Co-Chair), Adam Parrish, Deanna Sellnow (Co-Chair)
   * Application Requirements:
     1. An earned master’s degree or its equivalent in Communication or a related field. The Director of Graduate Studies will evaluate the suitability and applicability of M.A. or M.S. degrees in other related disciplines for admission purposes. Applicants must have a minimum cumulative GPA of 3.0 for all graduate work and must also have a cumulative 3.0 GPA in their undergraduate degree.
     2. The GRE is not required for admission to this program.
     3. Three letters of reference that evaluate the applicant’s academic performance and their suitability and potential for undertaking doctoral study, at least one of which must be written by a faculty member at the institution where the master’s degree was earned, preferably the thesis advisor or Graduate Program Director.
     4. A personal statement: A 2-3 page personal statement introducing your academic and professional goals and why the Strategic Communication Ph.D. is essential to meeting therm. Applicants should include academic and professional experience and achievement as well information outlining research interests, including specific faculty members they have a preference for working with.
     5. A writing sample of the applicant’s work that is at least 2500 words long and demonstrates the ability to complete graduate-level research.
     6. Résumé.
     7. Applicants to this program, except those that have earned or will earn a Masters or Doctoral degree from an accredited U.S. institution recognized by UCF, who have attended a college/university outside the United States must provide a course-by-course credential evaluation with GPA calculation. Credential evaluations are accepted from [**World Education Services (WES)**](http://www.wes.org/) or [**Josef Silny and Associates, Inc.**](http://www.jsilny.com/) only.
     8. International applicants whose first language is not English are required to submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) unless they hold a degree from a U.S. accredited institution. The TOEFL is strongly preferred. The minimum TOEFL score for full admissions consideration is 90 on the Internet-based test (IBT) and must take the speaking portion of the TOEFL and score a 26 or higher, 232 on the computer-based test, or 575 on the paper-based test. The minimum IELTS score is 7.0.
   * GTA Waivers:
     1. Summer 2024: 3 for those completing dissertations ($4500, which includes the amount for the waiver and teaching a course)
     2. 16 Waivers for Fall/Spring 2024-2025; Stipend=$18,000 (per R.S.Littlefield 10\_27\_2023)
     3. Eleven (11+1) Intending to Return: Walker Talton, Xin Sheng, Desiree Flores Molina, Carson Mann, Jessica Hoffman, Alex Colon, Olga Willard, Chizorom Okoronkwo, Shalewa Babatay, Walter Washika, Katelyn Lambert
3. Student Progress to Degree Completion. All first-year PHD students must file their graduate plan of study by April 15, 2024. This means they all need to have established faculty advisors by then. Charlie Elliott will be letting Deanna Sellnow know the names of students that have not yet completed their graduate plan of study forms. Deanna will remind them about this deadline, suggest people to contact, and copy the faculty she is recommending.
4. Friday Lunch & Learn Colloquia. Ann Miller has agreed to facilitate these for Spring 2024 semester. Thank you Ann!
5. Collaborative Opportunities
   * Dept of Computer and Electrical Engineering Graduate Seminar and post doctoral scholar (Dr. Rebecca Freihaut). The seminar is being piloted this semester. Dr. Michael Strawser will be taking over supervision/mentoring and Deanna Sellnow will help as co-mentor on an as-needed basis.
   * TU Ilmenau (Dual Degree-Michelle Dusseau, Melissa Dodd, Robert Littlefield, Renata Kolodziej-Smith will continue discussions)
   * University of Warsaw (Once the Ilmenau Dual Degree is in place, Renata Kokodziej-Smith is willing to pursue a similar arrangement with the University of Warsaw, which is the largest and most reputable university in Poland and among the top tier in Europe.)
   * Graduate Certificate (Professional Communication & Leadership in STEM Fields). We could cross-list the current course being piloted as a “special topics” course, as well as use some of our existing courses in this certificate. Committee Members to pursue curriculum development: Adam Parrish, Michael Strawser, Sally Hastings
6. Face-to-face, Online, Hybrid Courses/Programs Ad hoc committee: Ann Miller, Bridget Rubenking, Jim McCafferty
7. Assessment Committee: Ann Miller, Michael Strawser
8. For the Good of the Order
   * Graduate Incentive Program: Charlie Elliott is managing this.
   * Classes cancellation /enrollments/offerings policies ad hoc committee: Charlie Elliott, Harry Weger, Ann Miller
   * Robert Littlefield discussed his work to get an emergency search in place to fill the position left open by Tim Sellnow’s retirement. He cannot pursue the other one until Deanna Sellnow has officially resigned, which will become effective February 5, 2024.