

# UCF Graduate Council

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## PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

### Minutes of September 04, 2015 meeting

**Members Present** Christopher Blackwell, Jana Jasinski, Ji-Eun Lee, Patrick LiKamWa, John Schultz, Gerald Smith, Tara Snyder

**Recorder** Emily Stettner

**Guests Present** Jessica Cheatwood-Alvarez

### Graduate Council Program Review Committee

September 4, 2015 • 9:00 am • TA 420B

### MINUTES

**Members Present:** Christopher Blackwell (CON), Gerald Smith (COHPA), Jana Jasinski (CGS Liaison), Ji-Eun Lee (RHSMG), John Schultz (COS, Chair), Patrick LiKamWa (Optics), Tara Snyder (CAH)

**Recorder:** Emily Stettner

#### Welcome and call to order

The meeting was called to order at 9:05 am by Committee Chair Dr. John Schultz.

#### General business

Introductions of the members were made. Emily Stettner gave a demo of the Graduate Council and GradInfo websites. It was explained the Graduate Council website is where everything regarding the Graduate Council and the different subcommittees will be available. Meeting agendas, minutes, schedules, etc. for the Program Review Committee will be available on this site. On the GradInfo website, an overview of where materials for faculty review including worksheets, policy, and vitas will be stored was given.

#### Overview and purpose and role of committee

Dr. Jasinski presented a PowerPoint to share the function of this committee and presented on the different policies related to Graduate Faculty. The committee's charge to review the graduate faculty for the programs that will be examined as part of the 7-year cycle was explained. This year, the PRC will review the programs in the College of Medicine, College of Arts and Humanities, and the Modeling and Simulation program. The graduate faculty in these programs will be reviewed in the fall and the programs will be reviewed in the spring. In the spring the PRC will also review the different graduate student awards for teaching, thesis, and dissertation that this committee will be charged with reviewing as well as the review of the University Excellence in Graduate Teaching and the University Excellence in Graduate Mentoring Awards. A discussion of the policy for Graduate Faculty and Scholars was given with an overview of these policies in the Graduate Catalog.

#### Announcements/Discussions

Assignments were made for the review of faculty files for future meetings through October 2nd. The faculty in the Burnett School of Biomedical Sciences programs will be reviewed during the next meeting on September 18<sup>th</sup>. The following committee members volunteered to review first: Patrick LiKamWa, John Schultz, and Gerald Smith.

It was discussed that this committee will review the new program proposals around mid-October.

The importance of committee member's attendance was stressed so that a quorum is established for the future meetings.

The meeting was adjourned at approximately 9:50am. The next meeting will be held on September 18<sup>th</sup> at 9:00 am in MH 262.