

**Graduate Council Program Review Committee**  
**February 24, 2023 • 9:30 am • Zoom**  
**MINUTES**

**Members Present:** Kristen Schellhase (CHPS), Jennifer Parham (CGS Liaison), Mehdi Razavi (COM), Ahmad Elshennawy (CECS), Stephen Eikenberry (COP), Corinne Bishop (Library), Desiree Diaz (CON), Shannon Taylor (CBA), Daniel Marien (COS)

**Recorder:** Emily Stettner

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**Welcome and call to order**

The meeting was called to order at 9:31am by committee vice chair Dr. Stephen Eikenberry. A quorum was established.

**Announcements**

There may be an out-of-cycle graduate faculty review this semester- possibly for the March 10<sup>th</sup> meeting.

**General Business**

The committee unanimously approved the minutes from the February 10, 2023 meeting. The committee reviewed the feedback received from the graduate faculty and scholar re-nomination process. The committee approved the nominations as listed on the updated Minutes documents displayed.

**Awards**

The committee members reviewed the nominations for graduate student awards: Graduate Teaching Assistant Award and the Graduate Student Teaching Award. The committee members were provided with the nominees' entries prior to the meeting along with a criteria sheet to rate the nominees. Ratings were received from the committee members prior to the meeting and compiled by Emily Stettner. The results were displayed to facilitate discussion.

Discussions were held for each award category regarding criteria and the rankings. The final rankings/votes were recorded and the committee finalized the University winners of each of the awards.

The committee discussed the award review process and provided suggestions to improve the process for next year. Dr. Ahmad Elshennawy offered to create a spreadsheet template that nominees could use to summarize their application materials to reduce the size of the documents submitted.

**Adjournment**

The meeting adjourned at approximately 9:56am. The next meeting will be held on March 10, 2023.