September 10, 2013 Revised

INFORMATION ITEMS

Professional Master’s Program—the MMTC and MMJM programs have been suspended until further notice.

Shut Down Smaller MA programs—Deans McFarlin and Kiousis have discussed eliminating some of our smaller “tracks” in the interest of addressing classes that have only 4 or 5 students registered.

Treise asked for suggestions of programs that could be reworked. This item is for future discussion. The table below was added at the time the minutes were typed:

**# OF STUDENTS PER TRACK**

|  |  |  |
| --- | --- | --- |
| ADV | MADV | 13 |
|  | PHD | 12 |
| IC | MAMC | 16 |
|  | PHD | 4 |
| JM | MAMC | 23 |
|  | PHD | 20 |
| LAW | MAMC | 4 |
|  | PHD | 1 |
| MMJM/TC | MAMC | 16 |
|  | PHD | 0 |
| PR | MAMC | 52 |
|  | PHD | 12 |
| SH | MAMC | 15 |
|  | PHD | 4 |
| TC | MAMC | 18 |
|  | PHD | 12 |

Graduate Coordinators—Dean McFarlin plans to form a committee to evaluate the role of our graduate coordinators and to find appropriate incentives for their work. Almost all other colleges at UF provide some form of incentive—from a course reduction to a monetary reward, depending on their involvement as graduate coordinator.

Treise asked members to suggest guidelines/criteria to present to the Dean.

Employee Education Program (EEP)—we don’t allow any EEP students to take any of our online/distance classes, off- or on-book.

Certificates for Undergrads—undergrads cannot get a certificate for any of our online/distance programs until they receive their Bachelor’s Degree or are already approved for a 4/1 program.

DISCUSSION ITEMS

Qualifying Exam Failures and Procedures—we need a policy for students who fail the Qualifying Exam. We have not been submitting the *Admission to Candidacy* form for students who have “failed” the exam; therefore, there is no official record of the failure.

The Graduate Catalog states: “If a student fails the qualifying examination, the Graduate School should be notified. A re-examination may be requested, but it must be recommended by the supervisory committee. At least one term of additional preparation is needed before re-examination.”

The Graduate Committee discussed and agreed on the following:

* Students cannot change the chair or member of their committee following the Qualifying Exam except by petition to the Graduate Committee, and there is no guarantee that the petition will be approved.
* Only one member can be changed, not the entire committee.
* They will receive a pass or fail for each question and the proposal. The vote must be unanimous on each question or it is considered a fail.
* Students can retake the exam only one time.
* The student will retake only the questions they failed. The questions will be different on the retake.
* Questions will be taken under the same circumstances as the original testing – no outside materials will be allowed and the student will take the questions in the building.

International Student Awards—Nominees for the International Student Awards are as follows:

1. Nataliya Dmytrochenko
2. Junga Kim
3. Annelie Schmittel
4. Ronen Shay
5. Serumun Ubwa (replacing June Yung Kim who graduated in summer 2013)

The nominee for the Alec Courtelis Service Award is:

* Sarab Kochhar

Statistics Requirement—currently, students who take a graduate-level statistics class as a background requirement are only required to earn a C grade. Beginning this semester, students taking a Stats class at the graduate level must make a B minus, or better, and will be allowed to count it as an elective as well as satisfying the background requirement.

Students taking Stats at the undergrad level for background, may receive a C grade and the course does not count on their degree plan.

The meeting was adjourned.

ATTENDING: Treise, Armstrong, Calvert, Ferguson, Goodman, Molleda, Ostroff, Pisani, Wanta, and Hedge.