

Graduate Committee

Meeting Minutes

Wednesday, March 10, 2021

12:50 p.m. Online Meeting:

<https://ufl.zoom.us/j/91753707693?pwd=dVhXeHhYaGZBOVpmZmYwbU1RdDhFQT09>

I. Call to order

Kelleher called the meeting to order at 12:50

II. Approve minutes from 02/24/2021

Ostroff moved to approve the minutes, Ferguson seconded and the minutes were approved unanimously.

III. English language proficiency/TOEFL/degree requirements for admissions to grad programs

Kelleher reviewed the UF admission policy--

** UF's admission policy (non-COVID, from <https://admissions.ufl.edu/apply/international/>) is that students must prove English Proficiency via test (TOEFL/IELFETS) or GRE verbal score of 140 or UF ELI certificate. Exemptions are granted if applicants:*

- Have successfully completed one academic year in a degree-seeking program at a recognized/regionally accredited university or college in the United State or a country where English is the official language.*
- Hold an earned equivalent of Associates, Bachelors, Masters or PhD degree from a recognized/regionally accredited college or university in the United States or country where English is the official language.*

It was determined that our program will default to the criteria on the UF web page, as stated above. All applicants who meet UF criteria will be reviewed, including Ph.D. students who may have received their master's at an institution in a non-English speaking country.

IV. Co-chairs/mentoring of dissertation advising

Kelleher shared a document that listed Practices and Requirements for Dissertation Chairing at ASCCJ Programs from member colleges. Discussion followed with the suggestion to replace the "co-chair" system currently in place. Our current policy requires a faculty member to serve as a co-chair on at least one doctoral student

committee through the complete process before being allowed to serve as a doctoral committee chair.

It was pointed out that some faculty have chaired doctoral committees at other institutions and yet are required to be a co-chair before chairing in our program.

The general consensus is that the co-chair process can be awkward. It was suggested that the faculty member who is chairing for the first time should be mentored through the process, but that the mentor does not have to necessarily co-chair the committee. The mentor would work with the chair to be sure they understand UF policies and deadlines.

Rodgers moved to adopt the following guidelines:

Anyone who is considered doctoral faculty can chair a doctoral committee. Due to the size of our program, it is common for an assistant professor to chair a committee prior to submitting their tenure and promotion package. However, those faculty should work closely with a mentor.

The motion was seconded by McNealy and passed with no opposition.

V. Update on MAMC curriculum/concentration proposals

Kelleher reminded PR and Pro Master's to review their curriculum/concentration proposals on Google Docs.

VI. Other business

None

VII. Adjourn

Kelleher adjourned the meeting at 1:25.

ATTENDING: Kelleher, Calienes, Chen, Coche, DiStaso, Ferguson, Fisher, Goodman, Kropp, McNealy, Ostroff, Rodgers, Te, Holloway, Mojica, and Hedge