

# **Graduate Committee Meeting Minutes**

**Wednesday, April 23, 2025 at 11:00 a.m.**

<https://ufl.zoom.us/j/99045551085>

## **I. Call to Order**

DiStaso called the meeting to order at 11:01 AM

## **II. Approval of Minutes**

Hutchens motioned to approve the minutes from the previous meeting. The motion was seconded and passed.

## **III. Travel Policy**

DiStaso provided an update on the college's current funding situation and presented proposed new language regarding student travel funding for master's and doctoral students.

Hutchens motioned to vote on the proposal; Coche seconded. The motion passed.

## **IV. Testing Scores**

DiStaso presented the current TOEFL and IELTS score requirements for MAMC and PhD students, comparing them with peer institutions. The committee discussed potential changes.

Coche moved to revise some of the requirements; the motion was seconded and passed.

## **V. Prep Course**

DiStaso suggested the implementation of a preparatory course for incoming doctoral students who have not previously conducted independent research. The committee discussed the potential benefits.

Hutchens moved to implement Academic Writing as the preparatory course for these students; Patterson seconded. The motion passed.

## **VI. Contingency Planning**

The committee discusses the need to formulate a contingency plan to enact in the instance that some students are unable to complete their degrees on-campus.

## **VII. Adjourn**

McNealy motions to adjourn the meeting. The motion is seconded and passed.

Meeting adjourned by DiStaso at 12 PM.

## **In Attendance:**

Yeahia, DiStaso, Dukes, R. Carpenter, Patterson, McNealy, Chen, Hutchens, Lewis, Hmielowski, Feng, Arowosafe, Coche, Kropp, Hove