NOTES
Graduate Associate Deans and Representatives (GADR)
June 30, 2010
9:00 a.m. – 11:00 a.m.
BEH 318

Welcome:
Dr. Karen Liller welcomed everyone.

Item 1- Review and Approval of Minutes- The May minutes were reviewed and approved.

Item 2- Dean’s Report
Dr. Liller presented the following:

- Status of the SGS Director Search / MA class – the first cohort of 25 students will begin the M.A. program in Fall 2010. In addition, a SGS Director should be selected by Fall 2010.
- Discussion of new SPEAK policy – Dr. O’Connell updated the group on Current Speak Test requirements. Students often take the Spoken English test portion of the TOEFL and must have at least a 26. Once arriving here they must take the Speak Test and get at least a 50. If they have less than that (e.g. 45), the must take a course through INTO/ELI in order to be eligible for a TA. If they score less than 45 they must take the course but cannot be a TA. The Graduate School will send the GADR members the individual College Reports for the scores. Further discussion on procedures and the issue of how to to get the list and verify the scores for students who become TAs.
- Presentations of Student Research Challenge Grant Students - Dr. Liller noted that the students are preparing their final presentations which will be on August 20.
- Updates on the Office of Postdoctoral Affairs - The OPA Guidelines have been approved and will be distributed by email later today.
- Results of Evaluation Meetings with the Provost - The evaluation went well. The Provost has promised that “no new initiatives” would be given the Graduate School given the number of initiatives currently in place.

Item 3- Associate Dean’s Report
Dr. Rick Pollenz updated the group on the following:

- ETD Revised Process Update - the first phase of the revised ETD process is complete. The new ETD website contains extensive information regarding the ETD submission process, relevant deadlines, formatting tutorials, and checklists for students and faculty. The Graduate School is currently working on phase two of the process, which will include an online ETD Tutorial.
- Program Coordinators Brown Bag Meetings – The format of the Brown Bag meetings will be reorganized to include representation from various Graduate School departments with specific times so Program Coordinators may attend the portion(s) they are most interested in. New faculty are encouraged to attend.
- Waiver Process Update: The Graduate School is in the process of creating tutorials and other useful tools to assist those who process waiver paperwork in the colleges/departments. A request from GADR members was noted that they be copied on information sent out to Program Coordinators.
- Recruitment Fair 2010- this year’s Recruitment Fair will take place pm Nov. 8, 2010 from 11:00am –6:00pm. in the Marshall Student Center. Over 500 students attended last year’s fair. Please contact Malcolm Randolph for additional information regarding this event.

Item 4- Admissions Update-
Dr. Pollenz provided the Admissions report information (Hand-out), noting that the number of applications is still up from two years ago, but level with last year at this time.
Item 5- Recruitment/Marketing Update-

- GS Fair is Nov. 8 from 11-6 p.m. and is a USF System event. Last year over 500 students attended.
- Working on Marketing Strategic Plan
- Joined the Council on Undergraduate Research to Upload program profiles, which is another way to reach potential students
- The USF China Recruitment trip was very successful

Item 6- Graduate Council Update (Policies/Curriculum)-

- The Graduate Council did not meet this month so there are no reports to review.
- Dr. Liller noted that she presented a review of the Graduate Course System at the AAMC retreat and that is has been well received and is moving along nicely. Carol Hines-Cobb added that the Town Hall meetings have been very helpful and the feedback from those meetings would be incorporated into the system over the coming months, including automation of the email notification process.

Item 7- Other Business/Open Forum

- College Break-out Sessions for New Graduate Student Orientation – the question was posed whether this was still taking place and was confirmed that College are having break-out sessions at Orientation, which is scheduled on August 10, 2010. More information would be distributed soon.
- Definition of Graduate Faculty – the question was raised regarding the definition of graduate faculty for clinical faculty. Dr. Liller indicated that the Graduate Council is continuing to work on this issue for further clarification. The Graduate School will be sending Colleges a list of Graduate Faculty to verify. Further discussion took place regarding the issue of faculty retiring and not being permitted to continue serving on a committee as a volunteer for a minimum of 6-8 months (exact time to be confirmed) without risking their retirement benefits. Dr. Liller strongly suggested that everyone keep a contingency plan in the departments for such situations.
- Award Selection. The selection of the Dissertation Completion Awards and the Signature Research Area Awards will be selected today with results posted on the Graduate School website sometime this week.