

Graduate Committee

Meeting Minutes

Wednesday, February 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 p.m.
- II. Approve minutes from 2/3/2021
Kelleher pointed out that the agenda had been corrected to show the correct date for minutes from prior meeting (2/3/2021). Minutes were approved unanimously.
- III. Salesforce for admissions coordinators
Daessa Howard, admissions officer, explained Salesforce, a customer relationship tool, which will be used for the admissions process. At this time, only graduate coordinators and staff members will have a license to use the system. Howard sent a link and instructions to all graduate coordinators.
- IV. Grad committee composition/faculty slates/ballots
Kelleher shared a portion of CJC Bylaws (https://www.jou.ufl.edu/wp-content/uploads/2020/01/CJC-Constitution_Bylaws-FINAL-APPROVED-2.21.2020.pdf) for review by the Graduate Committee for possible edits. Ostroff proposed a change to section 11.5 b. ii. to read “Other representatives that the graduate faculty or administration believe should be represented.” The proposal passed unanimously.

Kelleher will nominate Calienes and Kropp as official members. Fisher will represent Health and Science certificates. The makeup of the committee will be discussed further, including encouraging equal representation among voting members.
- V. Update on course proposals
The MAMC distance program has 22 course proposals ready to be reviewed by the Graduate Committee and Graduate Faculty before forwarding to the Graduate School for final approval of course number changes from 6936 to unique numbers.
- VI. Ph.D. fall 2021 admissions
Continued consideration and identification of finalists for forwarding to graduate school for acceptance.

VII. Adjourn at 1:50 p.m.

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