

2015-2016 CAH GRADUATE STUDIES AND RESEARCH COMMITTEE MINUTES
Thursday, March 3, 2016, College of Arts & Humanities
E-meeting

Attending (all were emailed): M. Brenckle, S. French, L. Hepner, D. Jones, T. Thaxton, G. Vitanova, S. Warfield, K. Watson

CC'ed in correspondence: B. Clercx, H. Lopez, R. McDaniel, J. Moore, B. Noel, T. Philpotts, J. Sacher, M. Santana, M. Strawser, E. Wardle

Trisha Farmer emailed all committee members the following message:

“Hello all,

As I mentioned last week, we are having an e-meeting! We received two items for final GS&R meeting. Please note that due to the e-meeting, a physical meeting will not take place.

The first two attachments are a CAR revision and syllabus from the TESOL MA program in Modern Languages. The next two items are a Special Topics form and syllabus from Women’s and Gender Studies. Minutes for the last GS&R committee e-meeting (1/28/16) are next. Lastly, the course agenda is attached.

All items can also be found at the CAH_GS&R folder (which you all should be able to view). Please click the link to view the folder: \\net.ucf.edu\cah. You should be able to see the link to the GS&R folder. You all should have access to it on your work computers. Everyone has read-only capabilities and cannot access the server at home unless you’re on the NET Domain and have access to VPN. However, you can save documents on your desktop and take them home to view. Normally, I will keep all the documents on the server and only send the course agenda. If you have problems locating the shared folders, please let me know. I can talk you through with what little knowledge I have or I can ask CAH Tech to help.

To Vote Electronically (For GS&R committee members only):

As with previous e-meetings, we “vote” electronically through Outlook. Click the “Vote” button in the “Respond” area at the top of the email; the “vote” button is located just to the left of the “Reply/Reply All” buttons:

Once you click the “Vote” button, please select “approve”, “reject”, “abstain”, or “approve with exceptions”. The system will then ask you to confirm your vote and if you have any additional comments.

Please note that when you use this feature you are voting on the entire agenda; so, if you approve some course items but do not approve others, you should select the “approve with exceptions” button and then explain the vote in the body of your e-ballot.

If you are accessing your email via webmail.ucf.edu, you will not have access to the voting buttons. In that case, please reply to this email with your e-vote decisions.

Please review the attached documents and then send me your electronic vote by Friday, March 5. If you have any questions or concerns, please let me know!

Thanks,
Trisha”

Course Review Agenda:

Special Topics Addition:

Gender Studies Graduate Certificate: WST 5937: Global Women in Crisis. Unanimously approved.

Course Action Revision:

Teaching English to Speakers of Other Languages (TESOL) MA: TSL 6940. Unanimously approved.

This is the last meeting for the academic year. Farmer will notify new and returning committee members via email over the summer with the 2016-2017 GS&R meeting schedule.

s/ Trisha Farmer
Secretary

Date Approved: 9/19/2016