Members Present: Simone Linhares Ferro, Peninnah Kako, Laura Otto-Salaj, Kristin Pitt, Cheng Zheng

Members Absent: Ryoichi Amano, Ryan Newton, Aaron Schutz, Richard Smiraglia

Guests: Vicky Everson, Tracey Heatherington, and Tiffany Nation, Graduate School

1. Call to Order
The meeting was called to order at 11:43 a.m. by Peninnah Kako.

2. Announcements
Vicky Everson announced that due to the Graduate School website not being updated that the DDF nomination that was approved by the GFC will be delayed until 2018 – 2019 academic year. She informed the subcommittee that Grad Reps were notified by email.

3. Approval of the minutes from the September 20, 2016
With the revision requested by Simone Linhares Ferro to add her name to Absent, a motion was made and seconded to approve the minutes from the September 20, 2016. The motion passed unanimously.

4. Discuss Capping of Graduate Fellowships Nominations / Awards
Subcommittee on Graduate Fellowship proposes to the Graduate Faculty Committee that both DDF and DGSF fellowships awards be capped at 3 awards per department.

The rationale for the proposal is “given competition for resources on campus among programs, the Subcommittee on Graduate Fellowship is attempting to make sure resources are widely distributed across campus”.

A motion was made and seconded to approve the proposal and send it to GFC. The motion passed unanimously.

5. Discuss Date for March Award Decision Making Meeting
Professor Amano asked that the dates of March 14th and 15th be shared with the subcommittee as potential meeting dates. Those dates did not work for the members who were at the meeting.

Subcommittee decided that March 9th and March 16th were the best dates. A doodle poll has already been distributed and will determine the March meeting date based on calendar availability of the majority of subcommittee members.

6. Demo of Rating Process
Subcommittee was unable to view demo of rating process. The web-based system does not allow for subcommittee review until after February 3rd deadline date. Vicky Everson will send out instructions to the subcommittee.

7. Other Business
There was no other business.

8. Adjournment
The meeting adjourned at 12:45 p.m.