Minutes

Present: Simone Ferro, Laretta Henderson, Hemant Jain, Jerry Kaster (Chair), Laura Otto-Salaj, Kristin Pitt, Aaron Schutz, Greg Thomson, Kathryn Zalewski
Absent: Mary Jo Baisch, Naira Campbell-Kyureghyan
Guests: David Combs, Vicky Everson, Cindy Marifke

Call to Order
Jerry Kaster, Chair, called the meeting to order at 3:35 p.m.

Announcements
Jerry Kaster welcomed the new members and the new members introduced themselves. Jerry stressed the importance of the work of this Subcommittee. It is imperative that all members review/rate the nominations assigned to them. There is a lot of work in a short period of time. The 2014-15 AY Timeline for the Subcommittee’s work was distributed.

Jerry also recommended Pivot (can be searched for under the UWM’s Office of Research) for learning about external fellowships and scholarships for graduate students.

Approval of the minutes from the September 4, 2014, meeting
Simone Ferro moved to approve the minutes, Laretta Henderson seconded the motion, and it was approved unanimously.

Orientation to and demonstration of online process to review/rate DDF & DGSF nominations
David Combs from the Graduate School’s Information Technology Office provided a demonstration to utilize the online system for reviewing and rating nominations. This is the second year that the online system has been in place. It is efficient and much improved from the days of reviewing paper copies of nominations.

Review rubrics for rating DDF & DGSF nominations
Jerry Kaster distributed the rubrics. Discussion regarding the 1-5 point rating scale and using .5 increments followed. The scale in the online system will be updated to reflect these numbers.

Aaron Schutz expressed concern about consideration given to the standardized test scores and recommended that the standardized test scores be removed from the rubrics. Discussion followed. Laretta Henderson moved to delete the standardized test scores from the rubrics. Laura Otto-Salaj seconded the motion and it passed unanimously. The rubrics will be revised to reflect this change.

Simone Ferro added that, as a Subcommittee, we agreed the letters of recommendation are most compelling, particularly for the graduate fellowship applicants at the master’s level.
Other business
There was no other business.

Adjournment
Hemant Jain moved to adjourn. Aaron Schutz seconded the motion and the meeting adjourned at 4:10 p.m.