**From:** Andrew C. Terentis [mailto:terentis@fau.edu]   
**Sent:** Wednesday, September 21, 2011 4:00 PM  
**To:** 'Salvatore Lepore'; 'Daniel de Lill'; 'Jerome E Haky'  
**Subject:** Graduate committee meeting next week

Dear Colleagues,

We only have a couple of candidates to consider next week so the admissions decisions should not take us long.  I have therefore added a couple of other things to our agenda:

Attached is the most recent version of our “Chemistry PhD Policies and Procedures” document.  This document is supposed to be our official document summarizing all relevant rules, guidelines and other information for our PhD program.  This is an important and useful document, but I believe there are many areas that need careful examination and discussion by our faculty and eventual ratification, which has never actually been done (at least during my time at FAU).  As a first step I propose that all members of our Committee **please read carefully through the attached document and highlight areas that need changing, deleting, improving, etc.**  We can then discuss these at our meeting on Friday next week and put together a set of recommendations for Cyril and the rest of the department to consider and vote on.

The other item that I would like to discuss (if time permits) is our current graduate course offerings and what we can do to improve this.

Should be fun!

Regards,

Andrew

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