Attendants: Cherri, Malcolm, Mandy

I. Preliminary Exam concerns
   a. Grant put together suggestions to be presented to the faculty.
      i. These include having uniform breaks that do not go against a person’s exam time.
      ii. Can everyone have their lists given during a specified semester?
      iii. Knowing the date of your prelims more than a week in advance
   b. Grant will compile everyone’s research on other university’s prelim process and give it to the Grad Studies Committee as information.

II. Student Evaluations
   a. Cherri will give go ahead to Nathan and Grant to give letter to Dr. Kawamura and Dr. Sun

III. Elections
   a. Will do elections in 12th week
   b. Have meeting after elections to gather bios on outgoing members and new members for newsletter.