

**Graduate Executive Committee Meeting Minutes**  
**October 15, 2020**  
**MEETING LOCATION: Online through Microsoft TEAMS**

Present: Becky da Cruz, Herb Fiester, Linda Most, David Nelson, Kelly Heckaman, Matt Carter, Mitch Lockhart, Grazyna Walczak (proxy for Luis Bejarano), Ellis Heath (proxy for Nancy Swanson), Keith Lee, Meagan Arrastia-Chisholm (proxy for Maren Clegg-Hyer), Michelle Ritter, Dixie Haggard, Michael Webster, Anne Price, Matt Grant

Guests: Ernest Smith, Kennise Wilcox, Justin Sanchez, Rebecca Petrella, Sonja Jenkins, Crystal Marshall, Kathy Warner, Allison Carr

The meeting was called to order by Dr. Becky da Cruz at 2:00 pm.

Minutes from September 17<sup>th</sup> were approved. Linda Most motioned to approve. Michelle Ritter seconded.

**College of Nursing and Health Sciences**

Request to Deactivate Courses – Adult-Gero Primary Care Nurse Practitioner Track (AGPCNP) of the MSN program: Deactivating the Adult-Gero track. Not deactivating any courses. Ellis Heath motioned to approve. David Nelson seconded. Motion to approve passed unanimously.

**College of Education**

Request for New Course – SPEC 8050: Co-Teaching in Special Education: Linda Most motioned to approve. Michelle Ritter seconded. Motion to approve passed unanimously.

Curriculum Change – Education Specialist with Major in Special Education: Linda Most motioned to approve. Michelle Ritter seconded. Motion to approve passed unanimously.

Revised Catalog Copy – Master of Library and Information Science/Library and Information Studies (Remove MLIS 7130): Updating graduate catalog to reflect changes that were made previously to program. Ellis Heath motioned to approve. Meagan Arrastia-Chisholm seconded. Motion to approve passed unanimously.

Revised Catalog Copy – Master of Library and Information Science/Library and Information Studies (MLIS 7140): After running course found that a prerequisite is needed. Ellis Heath motioned to approve. Meagan Arrastia-Chisholm seconded. Motion to approve passed unanimously.

Revised Catalog Copy – Master of Library and Information Science/Library and Information Studies (MLIS 7680): Correcting typos. Ellis Heath motioned to approve. Meagan Arrastia-Chisholm seconded. Motion to approve passed unanimously.

## Sub Committee Report

1. Graduate Student Success – Meeting scheduled for October 19<sup>th</sup>. Should have update after their next meeting.
2. Dissertation Task Force – N/A
3. Graduate Appeals – N/A
4. Graduate Faculty Scholarship – Limited funding, no travel (registration for teleconference, etc.), update on approved funding applications (spreadsheet). 7 faculty approved for a total of \$3,625 in funding. Linda Most motioned to approve. Michelle Ritter seconded.
5. Graduate Faculty Membership – Update on application approvals, vote will be called for via electronic vote after October 22<sup>nd</sup>. Update on policy language (temp 5-year and update on what groups qualify for full status). Updated on policy, etc. Dr. da Cruz will be taking it to Deans council for voting and the plan is to bring back to November GEC for approval.

## Other Business/Topics from the Floor

1. Graduation Application - Dr. da Cruz updated. Template form reviewed by GEC and feedback was received. Most changes have been incorporated and it is about ready to launch. More updates to come as we get closer to go-live.
2. Graduation Updates – Dr. da Cruz updated. Have meeting scheduled 10/16 to discuss more regarding the plans, etc. Spring and Summer 2020 graduates are invited to attend. Direct any students with questions to the commencement page for most up to date information. No hooding at this commencement. Social distancing will need to be in place. Not sure about pictures, name cards to students, etc. More information to come regarding the planning and implementation. Graduation will be at 7:30PM on December 14<sup>th</sup>. Will keep everyone updated as we get more information.
3. Graduate Assistant Allocation Model – Dr. da Cruz updated. Officially approved. Some offices will have automatic allocations. The remainder will be allocated on a competitive process. Estimated 34 positions for the competitive pool. Negotiating to make a 2-year appointment. Anyone on campus can apply for one of the positions. If it is for super section or instructor of record you don't need to submit for competitive pool. If you pay for GA out of stipend or grant, then you don't have to submit for competitive pool. Supervisor applies for the position and then once approved the department can then post in the portal to start receiving student applications.
4. Graduate Admissions Updates – Rebecca updated. We are two weeks into implementing admissions specialist reorganization. So far things are going well. Still training and ironing out everything. All specialists have certain functions vs. dividing programs among the admissions specialist. Rebecca is now point person for all programs.
5. Dismissal Appeal & Admission Denial Appeal Forms – Dr. da Cruz updated. Showed the updated forms and asked for feedback to be sent to us with any suggestions or edits. Planning on putting in DocuSign. Will still come to the Graduate School but doesn't require the grad school to sign off if all are in agreement prior to receipt by the graduate school in terms of rather to approve or deny. This should help expedite getting the students back in the program, etc. Asked for feedback by 10/22 so we can update forms and get with IT to put in docuSign.
6. AGS/SGA Updates - Justin Sanchez/Allison Carr – Allison Carr updated. At last in person meeting on 10/5 they had two new graduate senators sworn in. We have 3 senators with

the possibility of 2 more. They are still taking applications. Interested parties can reach out to Allison Carr or Melissa Wolfe. Justin updated that AGS is meeting on 10/19.

7. GEC at large membership – We have two at-large member spots. We will put an announcement out to the Full Graduate Faculty to see if there are any interested in serving on the committee. Will compile those nominations and vote at GEC. Will put a call out for nominations for those programs who teach graduate courses but do not have degree programs. Will bring those who submit interest to GEC for voting. Discussed term limits and came to conclusion that we should be flexible in case there isn't a lot of interest to begin with. Will discuss more depending on nominations, etc.
8. Items from the Floor/Other Topics
  - Blazer Insights – Dr. da Cruz is working on getting those interested access. Hope to have more updates coming soon.

**Next Meeting: November 19**

Motion was made to adjourn at 3:PM by Dr. David Nelson. Dr. Linda Most seconded.

Next Meeting: November 19<sup>th</sup>

*Ernest Smith*

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Ernest Smith, Recorder

*Becky K. da Cruz*

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Becky K. da Cruz, Associate Provost for Graduate  
Graduate Studies and Research