

## Graduate Executive Committee Meeting Minutes

August 18, 2022

MEETING LOCATION: Convers 3007/Online through Microsoft TEAMS

Present: Becky da Cruz, David Nelson, John Lairsey, Anne Greenfield, Dixie Haggard, Keith Lee, Anne Price, Michelle Ritter, Jennifer Beal, Michael Webster, Mitch Lockhart, Matthew Carter, Ellis Heath, Kelly Davidson, Lenese Colson, Arsalan Wares, Debra Gresham

Guests: Crystal Marshall, E-Ling Hsiao, Rebecca Petrella, Cordell Moats, and Darli DeVane

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

Minutes from April 21, 2022 were approved. David Nelson motioned to approve. Keith Lee seconded. Motion passed: 15 approved - 0 opposed – 0 abstained

Dr. da Cruz welcomed the new members to the committee.

### College of the Arts

Request for a Revised Catalog copy (website): Master of Arts in Communication (International Student Accommodations). Applicants need to account for the time required to secure their student Visa. If the Visa cannot be attained before the start of the intended semester, they will be required to defer to the next semester. Michelle Ritter motioned to approve. Matt Carter seconded. Motion passed: 15 approved – 0 opposed – 0 abstained.

Request for a Revised Catalog copy (website): Master of Arts in Communication (Comprehensive Exams). Students are permitted two attempts to complete the comprehensive exams. Students who fail to successfully complete the comprehensive exam after two attempts will be dismissed from the program. Michelle Ritter motioned to approve. Matt Carter seconded. Motion passed: 15 approved – 0 opposed – 0 abstained.

### College of Education and Human Services

Request for a Revised Catalog: Doctor of Speech Pathology- The curriculum is changing to allow students to take additional electives that is related more to their specific focus areas. Most students have been taking RSCH 9800 as opposed to the currently listed courses. This addition will prevent the requirement of a course substitution form for this course as it meets the requirements for the Research Core area. The content for the courses being removed will be integrated into similar courses without increasing the workload for students. David Nelson motioned to approve. Ann Price seconded. Motion passed: 15 approved – 0 opposed – 0 abstained

### Sub Committee Reports

- **Graduate Student Success** – Dr. da Cruz reminded everyone that the on-line Graduate kick off was to be held Thursday, August 18th from 6-7:30 pm and the in-person kick off was going to be held Friday, August 19<sup>th</sup> from 3-5 pm in the UC Magnolia room. She encouraged the members to get the word out to their students.

- **Doctoral Program Sub-Committee-** The committee met on June 23<sup>rd</sup> the committee talked about a few items, but there was nothing to bring to the GEC committee at this time.
- **Graduate Appeals-No Report**
- **Graduate Faculty Scholarship-** Dr. da Cruz stated there are some applications that are starting to come in. She reminded the committee the scholarship was to be used for conferences and travel. Faculty can get up to \$750 dollars. The deadline for fall is September 30<sup>th</sup>.
- **Graduate Faculty Membership-** David Nelson stated APL was no longer going to be used. There will be a new format to use, but he was not sure what it would be at this time. He stated that the committee will get with Michael Black to see what new format will be used.
- **Graduate Research Symposium-**David Nelson: The committee met on April 26<sup>th</sup> and discussed the importance of starting preparations earlier for the symposium. He requested that faculty begin to identify students who would like to participate in the symposium and begin preparing them especially for the 3MT. David reminded everyone about the strict rules for 3MT. Dr. da Cruz further explained that VSU would like to send the 3MT winner to the BOR. The symposium will be held April 14<sup>th</sup>, 2023.

#### **Other Business/Topics from the floor**

- **Graduate Admissions Update-** Rebecca shared that all applications are now processed through SLATE – no more applications coming through Radius. A question was asked about getting notified when a completed application was ready for program review. Rebecca stated that is being asked to create in the system. Dr. da Cruz said they meet weekly with SLATE to continue working on improving the interface. A question was asked about changing the admissions deadline. Dr. da Cruz stated that the Grad School leaves the deadline up to the program, but that with the SLATE updates, faculty will see improved time on completed applications for decision and applicants will receive their admission decision more quickly.
- **Graduate Assistant Updates-** Dr. da Cruz stated that there were only 5 more GA positions in the system that need to be filled. She stated that everyone was on target to get paid for August except for a few who were still in the background check process. Dr. da Cruz announced the Competitive GA Allocation applications will be sent out in early September.
- **Irregular Admissions-** Dr. da Cruz asked if this was still used by programs or departments. If not, she is seeking to remove it from the catalog. To allow time for members to check with their departments, this item will be brought back to next month's agenda for decision.
- **AA Strategic Plan-** Dr. da Cruz stated that a taskforce was being formed to draft the AA strategic plan. There will be one member from every college and one representative from the library. The draft plan is due to the Provost by the end of the semester.
- **Enrollment:** Dr. da Cruz shared a chart of the admission data pertaining to new graduate students. At that point in time, we were up +40 new applicants who enrolled (compared to last year at this time).
- **Glad to meet with Programs re: marketing, etc.** Dr. da Cruz reminded the members she is happy to meet with grad programs to strategize how the grad school can help them market, assist in recruiting, and otherwise grow their programs; discuss whether there are Grad School processes than can improve to help them; or other ideas programs may have.

- **Dissertation Dive-Ins:** Jamie workman has been working with students on their dissertations. Dr. da Cruz stated that there is student demand and at least one more faculty member was needed. Requested to spread the word among faculty whether anyone was available to work with 7 to 10 Doctoral students. The meetings are every other week and are virtual. There is also a stipend paid to the faculty member.
- **Attendance verification:** Dr. da Cruz reminded the committee of the importance to make sure students are dropped from the roll if they are not attending.
- **Course sub form:** The form has been revised to now allow up to three course subs on one form. The Graduate Sub form is now separate from the Undergrad course sub form.
- **Thesis/Dissertation:** Dr. da Cruz asked the committee to give the grad school a spread sheet of students who will be completing a thesis/dissertation for the semester. She stated they need to send in the defense notification as well. This will allow the grad school to know who is doing a thesis/dissertation and when they will be defending.
- **AGS & SGA Updates- Cordell Moats, AGS rep:** Cordell introduced himself to the committee. He shared the events planned for this semester including having a table at the New Grad Student Kickoff as well as the Happening.
- **Items from the Floor-** N/A

Motion made to adjourn at 3:32 pm

Next AC Meeting: September 12th

Next GEC meeting: September 15th

X *Darli DeVane*

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Darli DeVane  
Administrative Coordinator

X *Becky K. da Cruz*

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Dr. Becky da Cruz, Associate Provost  
for Graduate Studies & Research