

## **GRADUATE EXECUTIVE COMMITTEE MEETING MINUTES**

**August 25, 2016**

**Meeting Location: 3007 Converse Hall**

Present: Jennifer Beal-Alvarez, Luis Bejarano, Serey Bright, Eric Chambers (for Jim Loughry), Maren Clegg-Hyer, Phillip Dybicz, Iris Ellis, Herb Fiester, Matthew Grant, Dixie Haggard, Kelly Heckaman (for Shirley Andrews), James LaPlant (presiding), Gerald Merwin, Linda Most, David Nelson, Anne Price, Michelle Ritter. Guests: Samantha Hartman, Rebecca Petrella, Teresa Williams.

The meeting was called to order by Dr. James LaPlant at 2:03 PM.

Minutes from the April 19, 2016 meeting were approved.

Update from Dr. LaPlant: Client Relations Management software (CRM) bids are being analyzed. The question was asked how much of the application process is online? Right now, only the submission of the application and app fee, but students can email, fax, or mail transcripts, letters of recommendations, and other documents to the Graduate School. The admissions team is hoping to create a drop box for our web page or application portal.

### **College of Arts & Sciences**

New Course – ENGL 8950: Maren Clegg-Hyer said that the course will meet the standards for secondary education teachers. The course will have scalable hours for comprehensive exam preparation. Motion was made to approve; seconded. The proposals were approved.

New Course – HIST 5260; Revised Catalog Change – MA History: Dixie Haggard said that a History faculty member is adding to his course offerings, making the title more attractive to students. The catalog change is to move application deadlines in line with general Graduate School deadlines. Motion was made to approve; seconded. The proposals were approved.

### **College of Education & Human Services**

Substantive Change/Program Modification – MAT Education: Dr. LaPlant mentioned that the MAT in Education is planning a collaborative program with ABAC to offer a degree in agricultural education. Motion was made to support the modification; approved.

### **Other Business**

1. Graduate Student Travel: Applications are now open for the third year. The Graduate School can offer up to \$500 per student.
2. Graduate Faculty Scholarships: The application process is now open with a deadline of October 14. Faculty can use the funds for new program materials, or travel to present at conferences, or ads in program publications.
3. Graduate Student Fall Forum: October 28 is a tentative date for a graduate fall forum where students can present research. GEC members to serve on a planning committee: David Nelson and Jennifer Beal-Alvarez. More information to follow.
4. Graduate Assistantships: All summer GA requests were funded in 2016.

5. Graduate Program Marketing: Dr. LaPlant is working with Phil Allen and Keith Warburg to market graduate programs, but if you have a particular request please e-mail it to him. Last year marketing dollars were up to \$30k, but we will not have that much available this fiscal year.
6. Populating Dissertation Committees: Progress is being made to create a database to identify faculty for dissertation committees. Plans are to generate a Qualtrics survey to determine qualitative and quantitative research interests of faculty across the campus.
7. Graduation: Fall Graduate School graduation is scheduled for Friday, December 9 at 7:00 pm in the P.E. Complex. Students will begin lining up in Jennett and the Ed Center lobby at 5:30. More details to follow.

#### **Topics from the Floor**

1. Dissertation Dive In groups: There were two groups for fall. Total number of students signed up was 15. Plans are to one day open to the master's level.
2. The Counseling Center has sessions and activities for graduate students, and a relaxation room open for faculty, staff, and students.

Motion was made to adjourn, seconded, at 2:55 pm.

Teresa Williams  
Teresa Williams, Recorder

James T. LaPlant  
James T. LaPlant, Ph.D., AVP for Research  
and Dean of the Graduate School