

Graduate Executive Committee Meeting Minutes
August 19, 2021
MEETING LOCATION: Online through Microsoft TEAMS

Present: Becky da Cruz, Matt Carter, Linda Most, David Nelson, Kelly Heckaman, Luis Bejarano, Anne Greenfield, Dixie Haggard, Keith Lee, Meagan Arrastia-Chisholm, Mitch Lockhart, Zhong (Beibei) Lin, Matt Grant, Anne Price, Ellis Heath, Peggy Moch, Christopher Downing, Michael Webster, John Lairsey

Guests: Kate Warner, Crystal Marshall, Colette Drouillard, Renee Whitmer, Sonja Jenkins, Marie Reyes, Emily Brown, Rebecca Petrella, Kennise Wilcox

The meeting was called to order by Dr. Becky da Cruz at 2:02 pm.

Minutes from April 22, 2021 were approved. Matthew Grant motioned to approve. David Nelson seconded. Motion passed: 15 voted to approve - 0 opposed - 2 abstained

College of Business Administration

Curriculum Change and Revised Catalog Copy – Georgia WebMBA Program: The reasons for this change are: a) The change makes the course more marketable, current, and more accurately captures the essence of the content taught in the course; b) it expands content on business intelligence tools i.e. Business Intelligence (BI) Tools for Data Analysis.

Linda Most motioned to approve. Kelly Heckaman seconded. Motion passed: 15 voted to approve – 0 opposed – 0 abstained.

Sub Committee Report

- Graduate Student Success – Dr. Downing updated re: the New Graduate Student Orientation to be held August 20, 2021 from 3-4:30 in the Student Union: tabling in Meeting room #1 (3rd floor) and Q&A in the Theater (1st floor). Students will then be invited to attend a social at a local restaurant downtown.
- Doctoral Program Sub-Committee – No report
- Graduate Appeals - No report.
- Graduate Faculty Scholarship – Fall 2021 application deadline is September 17th.
- Graduate Faculty Membership – Dr. Nelson noted upcoming meeting is Thursday, August 26th at 2pm via Teams to discuss simplifying the Graduate Faculty application. Dr. da Cruz updated applications deadline is September 7th.

Other Business/Topics from the Floor

- 1) Advising Tool Kit – Crystal Marshall shared tips and some best practices in advising graduate students that was presented in a summer workshop. Several GEC members indicated they would like to attend a similar workshop this Fall.
- 2) Graduate Admissions Updates – Rebecca Petrella updated on moving into a new CRM (Slate) since Radius is at end-of-life. Slate is used by most USG institutions and will be a joint effort with Undergraduate Admissions. Also opened discussion on the need to address contingencies in Acceptance Letters. Seeking input from programs regarding how to improve as electronic letter communications are built into Slate.
- 3) Search for Administrative Coordinator replacement – Dr. da Cruz updated. The search committee (Drs. Colette Drouillard, Taralyn Hartsel, and Keith Lee) are meeting next week to review the applications and discuss inviting candidates to campus for interviews. Currently, there are 15 applications. Question on minimum qualifications was raised. Minimum education requirement is an Associate's Degree. In the meantime, programs should continue sending documents, questions, etc. to Dr. da Cruz.
- 4) Graduate Assistantships – Dr. da Cruz updated. GA as Instructors of record are included in training along with Part-time Faculty in order to provide them support and resources as required by SACS-COC. GAs who are Instructors of Record will also be added to a BlazeView Course for workshops and collaboration throughout the year for additional support and resources. Also, the 2022-2023/2024 Competitive GA Allocation Applications will open in early September. The Committee will begin reviewing applications in October.
- 5) Dissertation Dive Ins – Dr. da Cruz updated. Seeking at least one more faculty member to mentor doctoral students in finishing their dissertations. There is a \$500/semester stipend for working with 7-10 doctoral students. The meetings take place virtually.
- 6) General Program Email Alias –Dr. da Cruz updated. Some programs already have a program email alias for those who don't and would like this, instructions are being set how to make the request from IT. Discussion included the need to have more than one person to have access to student questions in case the program coordinator is not available to respond.
- 7) AGS/SGA Updates – Emily Brown updated. Emily introduced herself and the new acting president and discussed upcoming events.
- 8) Items from the Floor?
 - a) Dr. Nelson requested that we invite Dr. Chu, Director of Housing to our next meeting to talk about on-campus housing options for graduate students.

Motion was made to adjourn at 3:25 PM by Dr. Ellis Heath. Dr. Linda Most seconded.

Next Meeting: September 16th (Next Academic Meeting September 13th)

Marie Reyes

Marie Reyes, Recorder

Becky K. da Cruz

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