

Graduate Executive Committee Meeting Minutes
November 14, 2019
MEETING LOCATION: 3007 Converse

Present: Christopher Downing, Jerry Merwin, Dorea Cook, Becky da Cruz, Herb Fiester, Dixie Haggard, Eric Chambers (proxy for Mitch Lockhart), Linda Most (proxy for Michelle Ritter), Maren Clegg-Hyer (proxy for Luis Bejarano), David Nelson, Anne Price, Matt Carter, Kelly Heckaman

Guests: Ernest Smith, Rebecca Petrella, Natalie Kuhlmann, Crystal Marshall, Sage Harris, Matthew Cowan

The meeting was called to order by Dr. Becky da Cruz at 2:04 pm.

Minutes from October 24th were approved.

College of the Arts

Deactivate Program – Master of Music in Education (M.M.Ed): No students are currently enrolled. Motion was made to approve; seconded.

Deactivate Course – MUE 7000: Issues and Trends in Education & MUE 7680: Foundations: Motion was made to approve; seconded.

College of Education and Human Services

Revised Catalog Copy/Curriculum Change – MLIS (Elective Requirements): Allowing opportunities for students to complete requirements with a more diverse range of options. Motion was made to approve; seconded.

Revised Catalog Copy – MLIS 7000 required first semester: Updating orientation requirements. No longer allowing transfer credit for orientations taken outside VSU. Motion was made to approve; seconded.

Sub Committee Report

- Graduate Student Success – Dr. Downing gave update. Meeting Monday, November 25th regarding bylaws, etc. Discussed when survey will be sent out. Dr. da Cruz informed the room that Student Affairs has purchased a survey that they plan on sending out in January. We may try to piggy back off that survey in gathering our information, etc.
- Dissertation Task Force – Dr. da Cruz gave update. Discussed journal ready thesis/dissertation guidelines. The Dissertation Task Force, Dr. Karla Hull, and Dr. Mitch

Lockhart all gave feedback on best practices. After discussion we decided to leave the minimum requirements for doctoral students submitting journal ready dissertations at 2 manuscripts. For thesis students we will accept less than 2 at the programs and Graduate Schools discretion.

- Graduate Appeals – N/A
- Graduate Faculty Scholarship – N/A
- Graduate Faculty Membership – N/A

Other Business/Topics from the Floor

1. Emergency Stop Out Discussion – Discussed whether the document was still relevant and if it is being utilized appropriately. After discussion the committee concluded that this should be for doctoral programs only. The Dissertation Task Force will discuss this at a future meeting and get back to GEC with any updates.
2. GACE PAA Exemption (link to one page) – Rebecca explained that each program will link back to 1 page. This will eliminate the needs to update multiple pages. We will send the link to everyone once it is live.
3. 3-Minute Thesis – Dr. da Cruz informed everyone that the eligibility for the 3-minute thesis will be updated to Doctoral and Specialist/Masters categories. It will be open to both full and part-time students. Doctoral and Specialist/Masters will be judged separately. We are trying this out for the 2020 symposium and will adjust as needed going forward.
4. Success Portal – How are grad programs using? Dr. Most was curious as to how other graduate programs are utilizing the Success Portal. It appears that all use mainly as a data source only.
5. Graduate Admissions Updates – Rebecca gave update. Program coordinators received an email from IT to review and make edits to their Radius applications. IT will make those revisions before asking them to review once more before the launch. Axiom is now being built to work with Radius. Will have a timeline on launch next week.
6. Graduate Assistants Updates – Sage gave update. Yearlong contracts seem to be working well. There are still 13 students who still need to sign contracts. Hoping to have all paperwork in before break so everything runs smoothly in Spring. Last day for GA's to work is December 13th. First day they can work in Spring 2020 is January 8th. In order for Spring new hires to start without delay, we will need information by December 6th. Moving to the Grad Asst. New Hire web form that can be found online. This will

ensure we are receiving the information necessary to get the process started and avoid any emails getting lost, etc.

7. Association of Graduate Students Updates – Matt gave update. AGS has increased membership. Currently revising constitution and hoping to open it up for more online presence. AGS wants to be a part of GA Orientation so they can promote the organization. Will have a pizza fundraiser coming up in order to raise funds for Spring activities. In the Spring AGS will be moving from meeting every other week to meeting once a month.
8. Graduation Updates (Hooding Video): Dr. da Cruz updated.
9. Other

Motion was made to adjourn at 3:25 pm.

Ernest Smith

Ernest Smith, Recorder

Becky K. da Cruz

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