Graduate Executive Committee Meeting Minutes April 25, 2024

MEETING LOCATION: Odum Library 1480

**Present:** Becky da Cruz, Debra Gresham, Ann Greenfield, Dixie Haggard, Lenese Colson, Md Ruhul Amin, Lynn Crump, Mitch Lockhart, Connie Porcaro, Keith Lee, John Lairsey, Arsaian Wares, David Nelson, Zhong Lin, Kelly Davidson, Michelle Ritter, Fred Knowles, Chris Downing

Proxy: No Proxy

Guests: Rebecca Petrella, Crystal Marshall, Tyler Cosper, Georgia Wynn and Darli DeVane

Special Guest: Bailey Raffield

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

Minutes from March 21, 2024 were approved. Dixie Haggard motioned to approve. Connie Porcaro seconded. Motion passed: 16 approved - 0 opposed – 0 abstained

**Bailey Raffield,** from IT was on hand to talk about Slate. He informed the committee about the new reader, new features re: reports and check-list items, and the bin structure and improvements made. The goal is to make the system more transparent and easier to use. One of the improvements is for everyone to get the correct applicant populations now. A weekly email is going out to notify program coordinators of how many applications are ready for review in the Review bin.

# Sub/Committee Reports

* **Graduate Student Success** – Dr. da Cruz reminded the committee about the Fall Kick-off

for New Grad students will be August 15th 6-7:30pm via Teams. New students will be able to register for this event in Slate.

* **Doctoral Program Sub-Committee**- The Doctoral sub-committee met on March 22nd focusing on updating the Dissertation Handbooks for each degree program. Dr. Ruttencutter is updating the dissertation templet to make it compliant with APA 7th edition. The sub-committee approved APA 7th edition to be required for all dissertations starting Fall 2024. APA 6th edition can be used through Summer 2024. The minutes from the doctoral meeting was shared with the committee.
* **Graduate Appeals**-Dr. da Cruz informed the committee that the dismissal appeal form was updated and on the website.
* **Graduate Faculty Scholarship**-Dr. da Cruz informed the committee the deadline to submit a request for Scholarship travel funds is May 17th. This is for Faculty who are planning to travel between July 1st and October 15th.
* **Graduate Faculty Membership-**The Sub-committee met on March 26th. to review the eleven faculty members who requested Full status. The minutes from that meeting were shared with the committee. Dr. da Cruz shared that Faculty Senate has made a request to simplify the application. She stated the committee will need to meet to discuss this. An email was sent to the faculty members who just applied for full status to get their feedback on the process.
* **Graduate Research Symposium-**Dr. da Cruz asked the committee for their feedback on how the Symposium went this year. She informed them next year’s symposium will take place on April 11th. She shared with the committee that the winner of the 3MT went to the Georgia College of Graduate Students conference and presented her 3MT and did a great job.

# Other Business/Topics from the floor

# Graduate Admissions Update-Rebecca stated there was a suggestion that the reason for a denial decision be included in the denial letter sent from Slate. She stated this is something they are working on and that it is in the early stages at this time.

* **Graduate Assistant Update-**Dr. da Cruz sought feedback on the new GA allocation process was going. Dr. da Cruz stated Honey is making sure students are enrolled before she processes their form. GA’s cannot be assigned for remote positions unless they are approved by the Dean and Grad School. There was a question on getting a confirmation email when an On-Boarding form is submitted to know it was received. Dr. da Cruz stated the form is not set-up to do a bounce back email, but is checking how to provide confirmation.
* **Commencement-** Dr. da Cruz remind that Graduate commencement is May 3rd at 5pm and students should start arriving at 4:00pm. She stated this year the student degree program will be announced as well as their College.
* **Course Repeat Policy & Application-**Dr. da Cruz informed the committee the course repeat policy was fully approved and the application was on the website.
* **Direct Admission-Qualified VSU UG students accepted into grad program**-Dr. da Cruz asked the committee to think about the possibility of putting something in place that would allow VSU undergrad students who qualify for direct admission into certain programs.
* **Policy on Dismissal for non-deficiency points basis**-Dr. da Cruz asked the committee for feed back on putting a policy in place at the Graduate level for dismissing a student for non-academic issues. After a lot of discussion Dr. da Cruz stated she will look into getting a draft for review.
* **AI statement on application materials e.g. writing sample, goal statement, etc.-**Dr. da Cruz stated faculty might want to identify the use of AI in writing samples or goal statements. They need to look at ways to incorporate AI in making assignments more conducive.
* **International Student Applications:** Dr. da Cruz suggested one possibility in growing programs is to accept international student transcripts if they are in English based on a 4 year program (not 3 year programs).
* **Save the date: Georgia Council of Graduate School Conference-April 16-17, 2025 GA Tech-**Dr. da Cruz informed the committee the GCGSC would be at Georgia Tech in April 2025 and that she accepted the nomination to be the President elect and hold the conference at VSU in 2026.
* **AGS & SGA Updates-**Tyler stated AGS held their last meeting for the semester which pertained to destress strategies for students leading up to finals. Georgia Wynn was also introduced as the new in-coming AGS President, who spoke briefly about how she plans to grow AGS this upcoming year.
* **Items from the Floor**- N/A

Motion made to adjourn at 3:30 pm

Next AC Meeting: September 10, 2024

Next GEC Meeting: August 15, 2024

 X X

Darli DeVane Dr. Becky da Cruz, Associate Provost

Administrative Coordinator for Graduate Studies & Research