

## **GRADUATE EXECUTIVE COMMITTEE MEETING MINUTES**

**February 16, 2016**

**Meeting Location: 3007 Converse Hall**

Present: Jennifer Branscome, Phillip Dybicz, Iris Ellis, Herb Fiester, Matthew Grant (proxy for Jennifer Alvarez), Dixie Haggard (proxy for Fred Knowles), Kelly Heckaman (proxy for Shirley Andrews), Maren Hyer, Lyle Indergaard, James LaPlant (presiding), Jim Loughry, Linda Most, David Nelson, Crystal Randolph (proxy for Corine Myers-Jennings), Michelle Ritter, Mel Schnake, Nancy Swanson, Sherman Yehl. Guests: Samantha Hartman, Rebecca Petrella, Teresa Williams.

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

Presentation on Library Assistance for Graduate Students (Catherine Bowers)

Minutes from the January 21, 2016 meeting were approved.

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

New Courses – BIOL 6530, 6540: Jim Loughry said that the courses were once taught as special topics. Motion was made to approve; seconded. The proposals were approved.

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

Revised Catalog Copy – MED Health & PE and EDS in Coaching Pedagogy & PE: Matt Grant said the two programs were no longer going to require the GRE as part of admissions requirements, though applicants will be encouraged to have scores but they are not required. Studies revealed that test scores are not always good indicators of success. (Rebecca Petrella added that currently five programs do not require scores; others will waive scores.) Motion was made to approve; seconded. The proposals were approved.

Curriculum Change – Master of Library and Information Sciences: Courses were being changed from special topics to permanent courses. Motion was made to approve; seconded. The proposal was approved.

Revised Catalog Changes – MED School Counseling; Curriculum Change – School Counseling; Revised Courses – SCHC 7900, 7800: Jennifer Branscome said that due to the program's accreditation process the program's educational outcomes and assessments of outcomes were being updated. A request was made to resubmit page 40 of the packet (curriculum change form) and pages 43 and 45 to better reflect the formatting in the catalog. Motion was made to approve with amendments; seconded. The proposals were approved.

Curriculum Change – MS in Industrial/Organizational Psychology; New Course – PSYC 8380; and Revised Course – PSYC 7690: Jennifer Branscome said that the changes will align best practices in the field - employers are looking for those with field experiences. PSYC 7690 increases

professional issues hours, and the proposals change required guided electives. Motion was made to approve with amendments; seconded. The proposals were approved.

### **Other Business**

1. 2016 Graduate Student Symposium Call for Nominations: This year's symposium is scheduled for Friday, April 22, 2016 in the UC. A call for nominations was sent out to graduate faculty. The deadline to submit nominations - March 4. The Graduate Assistant of the Year ceremony is also scheduled for April 22 (at 3:00 pm in the Cypress Room). Participants of that event will be invited to step across the hall for the symposium and refreshments.
2. Recruiting Event – March 1 in the Student Union: An application fee waiver will be available. Contact Michelle Jordan if interested in having a table for your program.
3. Graduate Program Marketing: James LaPlant said that available funds have been expended, but send him marketing requests for end-of-year funds. Departments are reviewing budgets and end-of-year requests. Also, funds for summer GAs are good to go. Michelle will be contacting supervisors about renewals. Plans to cut future budgets do not include cutting the GA budget. He should know after April what funds are actually available for recruiting purposes.
4. Faculty and Dissertation Committees: James LaPlant reported that his graduate assistant is working with Don Leech (COEHS) to set up a listing in Digital Measures for identifying faculty in similar research areas. The COEHS list of faculty to serve on dissertation committees can be expanded campus-wide to assist students and faculty in identifying committee members.
5. Student Success Center Tutors: Two graduate student tutors are available to assist students as they write papers, theses, and dissertations. Check the Writing Quality Task Force web page or contact the SSC for information.
6. Electronic Application Process: Meetings have taken place to review available technology for submission of applications and supporting material. Plans are to have a paperless process in place by fall 2017.

Motion was made to adjourn, seconded, at 3:02 pm.

Teresa Williams  
Teresa Williams, Recorder

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