

GRADUATE EXECUTIVE COMMITTEE MEETING MINUTES

August 24, 2017

MEETING LOCATION: 3007 CONVERSE

Present: Elvan Aktas, Jennifer Beal, Serey Bright, Patti Campbell (for Kelly Heckaman), Matt Carter, Maren Clegg-Hyer (for Luis Bejarano), Phillip Dybicz, Iris Ellis, Herb Fiester, Matthew Grant, Dixie Haggard, Linda Jurczak, James LaPlant, Mitch Lockhart (for Jim Loughry), Shannon Lowe, Jerry Merwin, Linda Most (for Shirley Andrews and Michelle Ritter), Anne Price. Guests: Rebecca Petrella, James Whelan, Teresa Williams

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

Minutes from March 30, 2017 were approved with 3 abstentions.

College of Business Administration

Curriculum Change – MBA Healthcare Administration; Revised Catalog Copy – MBA Healthcare Administration: Motion was made to approve; seconded. Elvan Aktas said the changes increase the core from 6 to 9 hours to give students in HCAD a more in-depth study of important issues. Revised Course – WMBA 6100: The revisions are to align recent changes in the Operations Management field with course content. The proposals were approved with minor corrections.

Topics from the Floor

1. Fall 2017 Enrollment: An enrollment report was distributed to the committee. James LaPlant said that overall enrollment was down .5%, but we are cautiously optimistic. Year-end funds will be adjusted. While graduate enrollment is down 1%, some students are still adding courses through October. Doctoral program enrollment was up 1.2%, a very good sign. Final numbers should be available in October or November.
 - a. News to Share: James LaPlant has met with Barrie Fitzgerald in Institutional Research. He is assisting with the creation of a form to generate retention rates for individual graduate programs.
2. Tuition Waivers for Non-degree Certificate Study Students: The graduate dean has 20 waivers for out-of-state students. There are general guidelines for these waivers. There have been waivers for both degree-seeking and non-degree seeking students. This is a topic the committee can discuss during fall. These waivers are not for fully online programs.
3. Retiring Graduate Faculty: Another topic to discuss this fall – should retiring graduate faculty be allowed to keep their current status if they wish to remain on thesis and/or dissertation committees? Should we limit to one committee member with emeritus status?

4. ProQuest Submission: Teresa Williams said that several students have “test driven” the submission process, and that this step will be required for those submitting fall theses and dissertations. The review process remains “in house” with a dedicated email address for submission. Once a document is reviewed and approved by the Graduate School, it can be uploaded to ProQuest.
5. Graduate Faculty Status Application Deadline – September 15.
6. Graduate Student Travel Funds will be available soon, as well as Graduate Faculty Scholarship Funds – applications are being updated.
7. The Association of Graduate Students is hosting an information, meet and greet gathering on Friday, August 25 at 4 pm in the UC Cypress Room.

Motion was made to adjourn at 3:10 pm; seconded.

Teresa Williams
Teresa Williams, Recorder

James LaPlant
James LaPlant, AVP for Research and Dean of the
Graduate School