

## **Graduate Executive Committee Meeting Minutes**

**August 22, 2019**

**MEETING LOCATION: 3007 Converse**

Present: Christopher Downing, Matthew Carter, Dorea Cook, Becky da Cruz, Herb Fiester, Dixie Haggard, Eric Chambers (proxy for Mitch Lockhart), Linda Most (proxy for Maren Clegg-Hyer), David Nelson, Ron Stunda (proxy for Elvan Aktas and Nancy Swanson), Anne Price, Michael Sanger, Phil Dybicz, Matt Grant, Jerry Merwin (proxy for Kelly Heckaman), Michael Webster, Michelle Ritter

Guests: Ernest Smith, Rebecca Petrella, Natalie Kuhlmann, Matthew Cowan, Jay Rickman

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

Minutes from April 18<sup>th</sup> were approved with 1 abstention.

### **College of Humanities and Social Sciences**

Request to Deactivate Courses (Multiple History Courses): Deactivating multiple courses that are no longer used so the catalog is up to date. Motion was made to approve; seconded.

Revised Catalog Copy (Accelerated Undergraduate-to-Graduate Track): Creating an Undergraduate-to-Graduate track. Motion was made to approve; seconded. The proposal was approved with edits.

Request to Reactivate Courses (HIST 4210 and HIST 6210): Motion was made to approve; seconded. The proposal was approved with edits.

Revised Catalog Copy (MA in History Admission Requirements): Motion was made to approve; seconded.

Revised Catalog Copy (Application Deadlines): Motion was made to approve; seconded.

Revised Course – HIST 4302/6302: Republican Latin America: Motion was made to approve; seconded.

### **Sub Committee Report**

- Graduate Student Success – Committee approved to appoint Dr. Chris Downing and Dr. Hoa Nguyen as the chairs. Dr. Downing talked about the faculty survey that they will be sending out around October. Sub-committee will be focusing on retention, progression, and graduation. There will also be a Graduate Student Survey coming out in the future.
- Dissertation Task Force – Dr. da Cruz gave update. Committee met in June. Discussed guidelines for journal ready article. We have researched various institutions and will share a draft proposal for general guidelines in the future. For now, if you have a

student who is submitting journal ready articles (example is Biology), the graduate school will need the department to send guidelines with the student's paper so we are aware of how to review. The committee also discussed the idea of graduating students year round. Of the institutions polled, Columbus State was the only one to allow this. We are still reviewing and further discussion is necessary. Dr. Ritter and others expressed their support. The one year stop out form was discussed. Possibly applying this across the board?

- Graduate Appeals – N/A
- Graduate Faculty Scholarship – Ernest/Becky gave update. Currently allocated about \$1,200 of possible \$5,000. Will continue monitoring and will increase allocated amount if possible. Get your applications in as soon as possible. Keep in mind that you can only use the funds for what you initially apply for. If anything changes (travel plans, etc.) and you want to use the funds for a different trip, you will have to resubmit an application with the updates and get approval.
- Graduate Faculty Membership – Applications for full membership due September 20, 2019. Dr. Michael Black is assisting faculty in creating their applications due to the reports in APL not being ready as of yet. Hope to have the reports similar to what currently exists in Digital Measures created by the Spring Graduate Faculty Membership deadline.

#### **Other Business/Topics from the Floor**

1. PsychArmor – Higher Education Veteran Ready Status (Kate Warner/Kacy Mixon) – Had to reschedule. Will try to attend Septembers GEC meeting.
2. Association of Graduate Students Updates – Matthew Cowan introduced himself as the new President for AGS. Talked about growing membership and increasing the online presence, i.e. Instagram feeds, snapchat, etc. It is of note that approximately 75% of our graduate students are online and AGS is aware of the need for more connection with this population.
3. Graduate Symposium Date (17<sup>th</sup> or 24<sup>th</sup>) – Due to the timing of Good Friday, the Graduate School and the Graduate Executive Committee decided to hold the Graduate Research Symposium on April 17, 2020. We will not hold it the Friday concluding the Undergraduate Research Symposium.
4. Online Graduation Application Workflow (Comments) – It was discussed that the students may not need the application sent back to them. This step could potentially be removed. One idea was to have IT (Pepper) do a usability test with a couple faculty members to see the issues that are present in the workflow from an end user perspective. More discussion will be needed.

5. Graduation Updates (Hooding video) – Will review next GEC (September 26)
6. Graduate Assistant Allocation Model – Dr. da Cruz discussed the breach of data that has caused background checks to be stalled for a handful of GAs awaiting a start date. We are currently waiting on USG guidance. Sage discussed how he has streamlined forms, gearing more toward transparency on the website in regards to timelines, new hire steps, etc. He has also updated the process and this fall was the first time year-long contracts have been signed vs. semesterly. Dr. da Cruz and Sage are looking to form a committee to brainstorm other efficiencies and future changes that are coming down the pipe. Dr. Jerry Merwin from Political Science, Dr. Matt Carter from Comm D, and Matt Cowan from AGS volunteered to be on this committee.
7. Reviewing workflow & Signatures on forms: Admission Denial Appeal; Course Subs – Review has started and more information is to come.
8. Graduate Faculty Status – Full status application vs. getting T & P application counting (motion from Humanities and Social Sciences) – Dr. da Cruz is going to ask the Graduate Faculty Membership sub-committee to review this process to look for a way to combine in order to streamline submission of renewal applications.
9. Graduate Admissions Updates – Rebecca discussed that we are currently in the process of testing. Still waiting on updates from the system office to Axiom so that it can be configured for Radius.
10. Other

Motion was made to adjourn at 3:26 pm.

*Ernest Smith*

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Ernest Smith, Recorder

*Becky K. da Cruz*

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