

**Graduate Executive Committee Meeting Minutes**  
**August 20, 2020**  
**MEETING LOCATION: Online through Microsoft TEAMS**

Present: Becky da Cruz, Herb Fiester, Linda Most, David Nelson, Kelly Heckaman, Zhong Lin, Matt Carter, Mitch Lockhart, Grazyna Walczak (proxy for Luis Bejarano), Ellis Heath (proxy for Nancy Swanson), Keith Lee, Meagan Arrastia-Chisholm, Matt Grant, Michelle Ritter, Dixie Haggard

Guests: Ernest Smith, Allison Carr, Kennise Wilcox, Justin Sanchez, Sonja Jenkins, Kathy Warner, James Archibald, Natalie Kuhlman, Crystal Marshall

The meeting was called to order by Dr. Becky da Cruz at 2:08 pm.

Minutes from March 26<sup>th</sup> (Held only April 2<sup>nd</sup>) were approved. Kelly Heckaman motioned to approve. Linda Most seconded.

**College of Humanities and Social Sciences**

Request for New Course – HIST 6235: Nazi Germany & Jim Crow South: Linda Most motioned to approve. Seconded Maren Clegg-Hyer. Motion to approve passed unanimously.

**College of Education and Human Services**

Request for New Course – HEDL 7700: The Community and Technical College: Matt Grant motioned to approve. Linda Most seconded. Motion to approve passed unanimously.

Revised Catalog Copy – Graduate Certificate in Community and Technical College Leadership: Matt Grant motioned to approve. Linda Most seconded. passed unanimously.

**Sub Committee Report**

- Graduate Student Success - N/A
- Dissertation Task Force – N/A
- Graduate Appeals – N/A
- Graduate Faculty Scholarship – Limited Funding, no travel (registration for teleconference, etc.) The budget has been cut but we do have some funding available if you have a conference (virtual) to pay for the registration fees or some other things that may be applicable. Funding is also available for students. Faculty application is due October 2 for Fall 2020 and March 5, 2021 for Spring 2021. Student scholarship is typically allocated for registration.
- Graduate Faculty Membership – Full status is due September 18, 2020. Will still form sub-committee for review of applications. APL is live and applications should be able to

be pulled down. Memos from the department and Dean shouldn't be needed going forward as we have the signature lines built into the application. This first semester we will have a variety of submissions but hopefully in Spring it will all be APL applications that are sent in with Department Head and Dean signature.

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

1. AGS – Justin Sanchez is the new President for AGS. Will be working on various initiatives, etc. as the semester goes forward.
2. SGA – Allison Carr is the one remaining graduate member on SGA. We get 3 spots on SGA. Individuals can be appointed or Melissa Wolfe (President of SGA) will review resume, and interview and are confirmed at the next meeting.
3. Bylaws Discussion (Tabled until September 17 GEC)
  - A. Questions we have received
    1. In item 4, Membership, will affiliate members have equal voting rights to those of the full members?
    2. The affiliate members' voting status and their responsibilities may need to be made clearer in this document.
4. CITI Training for Thesis & Dissertation Committee Members – Consensus is to have someone have CITI training for those students and areas working with Human Subjects. Who will this affect, what will be impact? Possible wording would be something like "CITI training is required for all thesis and dissertations that involve human research." Create a virtual training for students on who needs IRB, CITI, why is it important, etc. Digital workshop and statement of minimum requirements of who needs CITI training (those working with Human Subjects, etc.).
  1. Georgia Southern – requires all personnel engaged in the research to complete the Human Subjects CITI course. Also requires student PI applications to have a faculty adviser who has completed the training.
  2. Kennesaw State – does not officially require graduate faculty for have CITI training to sit on a thesis/dissertation committee. Graduate faculty are not tracked for their CITI training to maintain graduate faculty status and haven't received a request to verify training for this purpose. Their base assumption is that committee members are active researchers in their field, and in order to get the appropriate approvals for their research in human subjects, animal subjects, etc. they would have the appropriate CITI training. Thus, all graduate thesis/dissertation committee members would be current in their training by nature of their own research status.
5. Admissions – Becky opened floor on Radius and Grad Assistants. Grad admissions is fully working in Radius. CollegeNET is no longer an active account so everything is going through Radius. A lot of the bugs have been worked through. There are still some hurdles but after this Summer we are a lot closer to where we want to be going into Fall. Various questions about the capabilities of Radius reporting were brought up. Will follow-up with Pepper to find out what all is possible.

6. Graduate Assistants – Still hiring some positions on the website. Currently have not received hearing from cabinet regarding GA Allocation Model. Hopefully this will get finished up in time for the next hiring push next Academic year.

Motion was made to adjourn at 3:33PM by Dr. Linda Most.

*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