

Graduate Executive Committee Meeting Minutes
September 17, 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, Michelle Ritter, Dixie Haggard, Michael Webster, Anne Price, Maren Clegg-Hyer

Guests: Ernest Smith, Kennise Wilcox, Justin Sanchez, Rebecca Petrella, Sonja Jenkins, Crystal Marshall, Michael Black, Kathy Warner

The meeting was called to order by Dr. Becky da Cruz at 2:01 pm.

Minutes from August 20th were approved. Linda Most motioned to approve. Maren Clegg-Hyer seconded.

College of Humanities and Social Sciences

Request for New Course – HIST 6227: History of American Sport: Linda Most motioned to approve. Herb Fiester seconded. Motion to approve passed unanimously.

College of Nursing and Health Sciences

Request to Deactivate Courses – NURS 7011, 7060, 7070, 7120, 7312, 7332L, 7450, 7451, 7463, 7473, 7510, 7520, 7595: Hoping to deactivate as early as possible in 2021. In order to maintain accreditation, need to make sure what was in catalog mimics what is in the course offerings. Cleaning up courses based on what is now offered. Matt Grant motioned to approve. Linda Most seconded. Motion to approve passed unanimously.

Request for Revised Course – NURS 7200: Advanced Health Assessment: Needed to be more inclusive of language in syllabus and catalog. Ensure that the language matches in syllabus and catalog. Linda Most motioned to approve. David Nelson seconded. Motion to approve passed unanimously.

Request for Revised Course – NURS 7200L: Advanced Health Assessment Practicum: Linda Most motioned to approve. David Nelson seconded. Motion to approve passed unanimously.

Request for Revised Course – NURS 7590: Nurse Practitioner Capstone: Updated language but also updated prerequisites. Course description updated as well. Linda Most motioned to approve. David Nelson seconded. Motion to approve passed unanimously.

Sub Committee Report

- Graduate Student Success – N/A
- Dissertation Task Force – N/A
- Graduate Appeals – N/A
- Graduate Faculty Scholarship – Applications due October 2nd. Will have a 2nd review in the Spring so please continue submitting. Limited funding, no travel (registration for teleconference, etc.)
- Graduate Faculty Membership – Full status apps due September 18th (Dr. Black provided a walkthrough of how to download full status applications from APL. Still tweaking a couple pieces regarding some fields that aren't pulling correctly (have a work order in with APL team).

Other Business/Topics from the Floor

1. Bylaws - Waiting on feedback from 6 departments who teach grad courses but don't have degree. The thought is to have one representative for the 6 departments. Some interest from the ones who have responded. Discussion regarding 2 at-large are folks who have graduate faculty status. These 2 individuals could be previous members who still want to serve but who no longer serve as program coordinator or others who may fit, etc. At large members would be nominated by GEC and if willing to serve then they can serve. May have to put an expiration date on the at-large members service. One way to fill these positions would be to cast net to the Graduate Faculty and see who would even be interested and then have GEC vote on the 2 members who will join for "X" year term. Motion to approve - Dr. Linda Most. Dr. David Nelson seconded. 15 of 17 GEC members voted to approve (All in attendance).
2. Graduation Application – Working toward becoming a docuSign. Will hear back when we have things more solidified.
3. APL NextEd for Graduate Faculty Applications – Dr. Black gave a walkthrough during the sub-committee reports.
4. CITI Training for Thesis & Dissertation Committee Members – Dr. da Cruz discussed the updated CITI training requirements. After clarifying with OSPRA we found that if any thesis or dissertation involves human subject research the Chair and Research Member will be required to have current CITI certification.
5. Graduate Assistant Allocation Model – Dr. da Cruz gave update that it is still moving forward and hopefully in the final stages of approval.
6. Graduate Admissions Updates – Rebecca gave an update. Issues with 870's not showing up in App Review should be corrected with the recent daily upload fix that was put in place. Weekly reports are removing Fall applicants so that future reports will not show Fall applicants on the weekly reports. As processes have changed and the tools available have changed that the current organization and Admission Specialist is no longer working. Moving to a task oriented approach for each of the Admission Specialist. An example, one person will deal with any documents coming in (email, mail, in the system, etc.). Another person will deal with all decision letters, emails, anything decision related. Want to get away from working toward deadlines to working on things as they come in. More updates to come once they have the various roles and responsibilities worked out and confirmed. The grad school email alias is still active. Working on adding GA's to the alias to help with quickly responding to the very generic email inquiries which should free up the Admission Specialists to answer the more time sensitive inquiries quickly.

7. Dismissal Appeal & Denial Appeal Forms – Dr. da Cruz gave an update. Most of GEC agreed that Program Coordinators and Department Heads should both sign off. Deans want more input from the Department Heads (will take to the next Department Head meeting near end of September). There was some concern with the timing of appeals being finalized and reviewed by the graduate school. The question came up that if the Department Head and Dean have approved then why should the Graduate School weigh in? With the additional level of signatures (Program Coordinator) we aren't sure how this will affect the timing of everything. We are looking at including a statement something to the affect "The Graduate School only needs to approve if there is a discrepancy between the Department level and College level or if the Department Head and College both deny the appeal". The idea is that this should speed up those students who have a successful appeal in the Department and College and get a decision back quicker. The Graduate School will still need to be in the loop so we can have the dismissal lifted but the committee would not need to meet on those types. We will do follow-up regarding DocuSign and if a student can initiate and send directly to the Program Coordinator.
8. AGS - Justin Sanchez shared that the first General Body meeting is this coming Monday, September 21, 2020. One meeting will be at 8AM and one at 6PM (to accommodate students varying schedules). All the information including the Zoom link will be on Blazerlink.
9. Items from the Floor:
Dr. da Cruz shared Blazer Analytics. You can review various data on applicants and admissions trends, etc. For example, you can get your program specific information regarding what is going on for Spring 2021 and compare it with years past (not day in time comparison, only final numbers). If you don't have access let Dr. da Cruz or your department head know and Barrie Fitzgerald can get you access.

Motion was made to adjourn at 3:35PM by Dr. Maren Clegg-Hyer. Dr. Linda Most seconded.

Next Meeting: October 15th

Ernest Smith

Ernest Smith, Recorder

Becky K. da Cruz

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