

Graduate Executive Committee Meeting Minutes  
April 21, 2022

MEETING LOCATION: Online through Microsoft TEAMS

Present: Becky da Cruz, David Nelson, John Lairsey, Anne Greenfield, Dixie Haggard, Keith Lee, Anne Price, Michelle Ritter, Nancy Swanson, Megan Arrastia-Chisholm, Linda Most, Jennifer Beal, Michael Webster, Mitch Lockhart, Zhong Lin, Matthew Grant, Luis Bejarano, Christopher Downing, Matthew Carter

Proxies: Nancy Swanson for Ellis Heath

Guests: Crystal Marshall 05.0000B8810.006.44R92 re i.44R92 re i.44R92 re i.4.-(n4Qi4k/47s)0(ues)-3(t)-4(

stated that the BOR just cut one institutional fee for the fall and this should help Dr. Most stated the tuition and fee schedule needs to be published as soon as possible.

- ‡ Doctoral Program Sub-Committee- No Report Dr. da Cruz is working on scheduling a meeting with the subcommittee this summer possibly in June
- ‡ Graduate Appeals- No Report
- ‡ Graduate Faculty Scholarship Dr. da Cruz stated there is no more awards that can be awarded for this year. Those that have been approved need to encumber their money by April 30<sup>th</sup>. She also stated they need to submit an expense report as well as a travel authorization. Anyone who does not encumber their money by April 30 will lose it.
- ‡ Graduate Faculty Membership- List of Nominees (page 2 of the Agenda)  
David Nelson motioned to approve Matthew Grant seconded. Motion passed 7 approved ±0 opposed ±1 abstained.

There was some discussion on whether department heads should have exempt status similar to what Deans have. David Nelson explained that department heads have a lot of administration work and that they do not have time to do the research that would help qualify them for full status. Dr. da Cruz stated she presented this to the Deans Council and they were all supportive of this idea. Linda Most suggested taking this to the Council of Department heads at their meeting next week to run the language by the subcommittee. The subcommittee will be working on the language for the criteria. The subcommittee will share more information on this at the August GEC meeting.

- ‡ Graduate Research Symposium Debrief Next meeting April 26  
Dr. da Cruz stated the subcommittee will be meeting next week to discuss how the Symposium went this year. April 14<sup>th</sup> has been set for next H D Symposium. Dr. da Cruz stated there are plans to start working on next H D Symposium in August. She also stated that there was some positive feedback on the venue. Jennifer Beal stated that evaluating the posters was easy with Blaze View and the rubric. Keith Lee stated he feels the judging of the posters needs to be reevaluated. He felt that some groups judged harsher than others.

#### Other Business/Topics from the floor

- ‡ Graduate Admissions Update The Grad school has hired a third party company called Carnegie to assist with SLATE. If anyone finds things not working or do not look right, Dr. da Cruz asked that it be reported to the Grad School, so it can be fixed.
- Graduate Assistant Updates The summer and Fall \* \$ ¶ V D U H E H L Q A y o n e U H G Q R Z who has been awarded a GA needs to have them complete the GA onboarding request form.
- International Student Accommodations Dr. da Cruz stated that some International students are having trouble getting appointments to receive the VISA to come to SNSU. David Nelson suggested that each department communicate with the International office what their policies are at their office. Dr. da Cruz stated a copy of the admission decision letter needs to be sent to David Hoffman in the International Programs office so he can communicate with the student and they can get their paperwork processed quicker.
- ‡ Curriculum: New Courses syllabi- Dr. da Cruz asked the committee if there was a need to include the syllabus to the New course curriculum when it is sent to the academic committee. After much discussion on this it was suggested that each department and college review the syllabus and it be sent to the academic committee.

- ‡ Signature Pages Dr. da Cruz informed everyone that a signature page for dissertations or Thesis can be sent electronically through DocuSign or as a PDF with the signatures on them. They do not have to be hand signed
- ‡ Commencement: Hooding practice, RSVPs, etc Dr. da Cruz informed the committee that there will be a hooding practice for all the Marsh Stage Merwin has sent out an invitation on date/time for the practice.