

Graduate Executive Committee Meeting Minutes

March 24, 2022

MEETING LOCATION: Online through Microsoft TEAMS

Present: Becky da Cruz, David Nelson, Ellis Heath, John Lairsey, Anne Greenfield, Dixie Haggard, Keith Lee, Anne Price, Michelle Ritter, Nancy Swanson, Megan Arrastia-Chisholm, Linda Most, Jennifer Beal,

Proxies: Kelly Davidson for Luis Bejerano.

Linda Most motioned to approve. David Nelson seconded. Motion passed: 18 approved - 0 opposed – 0 abstained

**College of Arts**

Request for a Revised Course – MAI C 6150: Media Entrepreneurship

The course description was updated to reflect current industry best practices in the communication field and student feedback from the program to help address their needs within the classroom.

David Nelson motioned to approve. Nancy Swanson seconded. Motion passed: 18 approved – 0 opposed – 0 abstained.

**College of**

other changes

Request is to change PSYC course prefixes to COUN, which is consistent with the other course offerings within the Counselor Education program housed within the Department of Human Services and not the Department of Psychological Sciences.

Ellis Heath motioned to approve. Linda Most seconded. Motion passed: 18 approved – 0 opposed

“ **Graduate Admissions Update-** The New application system (Slate) continued in its buildout. The New reporting system is being developed as well. Rebecca stated the reports that are received at 9 am on Monday morning are coming through the old application system radius. If anyone needs numbers to give the Graduate school a call.

Dr. da Cruz updated everyone on the Graduate School staffing: She stated that A’Shondee Kinlaw has been rehired. The Grad office will be hiring a Temp staff member for Linda de Carlo empty space just until Slate is fully built. Also, the grad office is collaborating with the undergrad admissions to help with the work load. A consulting firm has also been hired to help finish building the new CRM

**Program Standard Welcome Email-** The departments who send out notifications will be able to setup an email that will go out automatically once a decision has been made on a student. Rebecca stated if your department would like to have this setup to let her know, so she can contact IT.

“ **Standardized Title for: Goal Statement/Personal Statement/Letter of Intent**  
A discussion was held as to what type of language would best be used on the application. It seems some students are getting confused. The Grad school would like to settle on one standard title, so that students would know what is expected of them.

“ **Graduate Assistant Updates-**  
Dr. da Cruz stated that anyone who was awarded a GA for summer needs to submit their onboarding forms on or before April 8th. All Summer GA position go through the competitive process.

“ **Graduate Student Research Symposium:** The Symposium will be in person this year on April 8<sup>th</sup> There will be Posters, 3MT and Musical Performances. The symposium is in the Student Union Ballrooms A, B, and C. The GA of the year will be held at 3 pm in Ballroom A and the Symposium in Ballroom B & C from 4-6 pm. The 3MT students will have posters displayed as well. Students who want to showcase their poster, but are unable to attend, will have an area setup for them with a computer, so they can answer questions online.  
Dr. da Cruz reminded everyone how important it was to inform your students that they have been nominated to present at the Symposium.

“ **Meeting Dates:** - Bylaws-third Thursday of the Month  
Everyone agreed to keep the GEC meeting as the third Thursday of the Month

“ **AGS & SGA Updates:** N/A

“ **Items from the Floor-** N/A

Motion made to adjourn at 3:30 pm by Ellis Heath

Next AC Meeting: April 11th

Next GEC meeting: April 21st

