**Graduate Faculty Executive Committee**

**Meeting Minutes – October 2, 2017**

Members Present: Ronnie Casella; Darci Contri; Jena Curtis; Mark Dodds; Jose Feliciano; Tracy Frenyea; Rocio Gosende Suarez; Eileen Gravani; Ingrid Jordak; Isa Jubran; Joy Mosher; Jerry O’Callaghan; Judy Ouellette; Kevin Sheets; Carol Van Der Karr; Nance Wilson;

 Andy Young

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| **Topic** | **Comments** | **Action** |
| **Minutes** | With no corrections, the minutes from September 18, 2017 were approved. | **Approved** |
| **Old Business** |  |  |
| 1. GFEC By-Laws | The committee reviewed the draft bylaws for presentation and approval at a future Faculty Senate meeting. There were some errors that need correcting. Additions to the Membership section include the addition of the associate deans and graduate student representative. This will be reviewed at the next meeting.  |  |
| **New Business** |  |  |
| 2. GFEC Representative on EPC | J. Curtis asked if anyone was interested in serving as the GFEC representative on the Educational Policy Committee. There were no members who could make this commitment at this time. It was suggested that the EPC chair send a meeting agenda to Jena Curtis. Because Carol in on the EPC, she agreed to be the liaison to the GFEC. |  |
| 3. New Course Proposal LIT 525 – Discrete Literacy Instruction and Assessment | Edits to the course description need to be made for proper catalog formatting. While looking at courses proposals as a group, there was confusion about candidates vs. students. It was also noted that the course description did not always align with that in the proposal vs. in the course syllabus. Nance agreed to make this language consistent with all the course proposals and to update course syllabi. Nance commented that the SLOs provided in the course proposals are part of the new ILA standards. J. Ouellette made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass** |
| 4. New Course Proposal LIT 527 – Comprehension Instruction and Assessment | Edits to the course description need to be made for proper catalog formatting. J. Ouellette made a motion to contingent pass; seconded by J. Mosher. Unanimous | **Contingent Pass** |
| 5. Alteration of an Existing Course LIT 528 – Literacy Foundations | Edits to the course description need to be made for proper catalog formatting. J. Ouellette made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass** |
| 6. New Course Proposal LIT 535 – Writing Instruction and Assessment | Edits to the course description need to be made for proper catalog formatting. J. Ouellette made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass** |
| 7. Alteration of an Existing Course LIT 560 – Children’s and Young Adult Literature in the Curriculum | Edits to the course description need to be made for proper catalog formatting. Suggested to change intense to focused. J. Ouellette made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass** |
| 8. Alteration of an Existing Course LIT 590 – Teaching and Learning Literacy in the Digital Age | For consistency in language in the course description, it was recommended to use candidates vs. students. J. Ouellette made a motion to contingent pass; seconded by C. Van Der Karr. Unanimous | **Contingent pass** |
| 9. Alteration of an Existing Course LIT 630 – Literacy and Society | There is no change to the course title despite the box being selected in the proposal. There are minor changes to the course description. J. Ouellette made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous. | **Contingent Pass** |
| 10. Alteration to an Existing Course LIT 669 – The Literary Specialist and The Literacy Program | It was recommended to add K-12 before the word schools in the course description. J. Ouellette made a motion to contingent pass; seconded by C. Van Der Karr. Unanimous | **Contingent Pass** |
| 11. New Course Proposal LIT 690 – Assessment for the Specialized Literacy Professional | The committee thought summer frequency code should be added as an option. This proposal is tabled until the next meeting. | **Tabled** |
| **Meeting Adjournment** | With time running out, the remaining agenda items will be discussed at the next meeting. The meeting was adjourned at 10:02 a.m.  | **Adjourned** |

Submitted by Pam Schroeder

Approved 10/30/2017