Graduate Faculty Executive Committee

Meeting Minutes

September 19, 2011

Members Present: J. Alemzadeh; C. Benton; J. Curtis; M. Gonzalez; J. Feliciano; T. Frenyea; E. Gravani; E. McDowell-Loudan; P. McGinnis; J. O’Callaghan; K. Sheets; C. Van Der Karr; S. Wilson

Members Absent: T. Hanford; J. O’Callaghan Guests: S. Stratton; K. Rombach; M. Yacavone

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| **Topic** | **Comments** | **Action** |
| **Minutes** | There were no corrections to the minutes. A motion was made by C. Benton to approve the minutes from May 9, 2011; All approved. | **Passed** |
| **Announcements** |  |  |
| 1. Welcome | C. Benton welcomed the committee members; members whose term expired last year (Curtis, Gonzalez, Sheets) agreed to serve again this year. There was a unanimous vote re-electing them to the committee this year. Benton welcomed J. Feliciano as the newest member of the GFEC, representing graduate operations; Feliciano will replace D. Langhans. Benton thanked P. Schroeder for working on several projects. |  |
| **Old Business** |  |  |
| 1. GFEC Survey | About 7 surveys were received. P. Schroeder compiled the results into one documents for the committee to review. C. Benton will send another email requesting to complete the surveys. A reminder will be given at the next graduate coordinators meeting on October 5. | **C. Benton to send out reminder email for surveys.** |
| 2. Curriculum Forms | Curriculum Forms 1 thru 6 were distributed. Form 1 was displayed for viewing in the new pdf fillable format. The committee liked the ease of the fillable forms. The remaining forms were reviewed for changes/corrections. The new forms will be posted to the curriculum webpage once all have been converted to pdf. | **Pam to post the new curriculum forms on the webpage** |
| **New Business** |  |  |
| 1. GFEC Restructuring | C. Van Der Karr distributed a draft GFEC restructuring proposal. The committee admitted that they needed more time to review the document. Things to think about include: a) do we want to move forward with this proposal, and if so, how; b) it is hoped that this restructure would include the graduate coordinators into this body; how the GFEC election process currently stands, and how it should; be part of the Faculty Senate committee on committees process; c) streamlining the curriculum process by having CCRC review all curriculum proposals (undergraduate and graduate). CCRC would need to have more representation from graduate faculty. Suggestions for other models are appreciated. J. O’Callaghan thought adding graduate coordinators to this body would make it too large, although their added voice in processes and efficiencies would be helpful. | **P. Schroeder to have revised forms available for next year’s submission** |
| 2.. Guest - Mark Yacavone | Yacavone talked about adjustment with the graduate process and working with the coordinators for an online application process, and Banner. Graduate numbers are on target, but Yacavone plans to meet with the Deans to increase these numbers. |  |
| 3. MST in Childhood Education Program Alteration | There was not sufficient time for the committee to review the entire proposal during this meeting. In addition, because there is a lot of controversy regarding this program alteration, more time is needed to gather more information. Some committee members have documentation that others do not have. C. Van Der Karr will send out an email requesting all documentation be sent to her; this will be distributed to the committee prior to the next GFEC meeting.  Feedback regarding this program alteration:  a) J. Cottone signed off on the program alteration even though the School Curriculum Committee had not approved it. Van Der Karr met with Cottone and reviewed the curriculum guide and the college handbook to make sure this was not a violation of policy;  b) David Smukler was concerned of course overlap – there are foundations courses embedded in this program alteration; FSA department was not included in conversations regarding this program and they feel their work is irrelevant;  c) there was concern from the school curriculum committee that this program is too rigorous. Response is that MST is a dying program due to competition of other programs. This needs to be more competitive;  d) need to address issues of integrated curriculum;  e) Van Der Karr cautioned that no one owns a course – it belongs to the department. If there is an area of expertise, it should not be tied to an individual, but rather to the department | **P. Schroeder will gather all documentation and forward to the committee for further consideration of this program alteration.** |
| **Meeting Adjournment** | There was a motion to adjourn the meeting. The meeting was adjourned at 10:00 a.m. Please note that the next GFEC meeting on October 3 will be held in Miller 405 Conference Room | **Adjourned** |

Submitted by Pam Schroeder