**Graduate Faculty Executive Committee**

**Meeting Minutes**

**April 2, 2012**

Members Present: J. Curtis; T. Frenyea; M. Gonzalez; E. Gravani; B. Klein; E. McDowell-Loudan; P. McGinnis; K. Sheets; S. Wilson

Members Absent: J. Alemzadeh; T. Fay; J. Feliciano; T. Hanford; T. Murray; J. O’Callaghan; C. Van Der Karr

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The minutes of March 19, 2012 were approved as submitted. | **Approved** |
| **Old Business** |  |  |
| 1. Transfer Credit Policy | T. Frenyea sent edits to C. Van Der Karr. Tracy will send the final Transfer Credit Policy, which was approved at the 3/19/2012 GFEC meeting, to all committee members. | **T. Frenyea to send final Transfer Credit Policy** |
| 2. GFEC Bylaws and ballot status | After speaking with Joanne Barry, it was decided to send out new ballots. Three separate ballots will be sent to the Graduate Faculty distribution list as follows:**Amendment #1:** Changes to section 150.04, ARTICLE III: MEMBERS.This amendment eliminates the minimum faculty rank criterion (Section 150.04, article III, item 4) and also includes minor changes to the application procedure.**Amendment #2:** Changes to section 150.04, ARTICLE IV: EXECUTIVE COMMITTEE.This amendment:1. Correctly identifies the number of members of the executive committee;
2. Allows for the committee on committees to conduct elections for membership on the executive committee as directed by the executive committee; and
3. Allows for electronic as well as mail ballots.

**Amendment #3:** Changes to section 150.04, ARTICLE V: AMENDMENT OF THE BYLAWS.This amendment:1. Allows for the committee on committees to conduct the vote on ballots of amendments to the bylaws as directed by the executive committee;
2. Allows for electronic as well as mail ballots;
3. Changes the approval criterion for amendments to 2/3 of the votes cast rather than a majority of the graduate faculty (this matches the requirements of the SUNY Cortland Faculty Senate for changes to their bylaws);
4. Allows for amendments to be mailed or emailed to graduate faculty; and
5. Reduces the lead time between notification and ballot from two weeks to one week (this also matches the requirements of the SUNY Cortland Faculty Senate for changes to their bylaws).

All changes to the bylaws were unanimously approved by GFEC. P. McGinnis will send an email to the Graduate Faculty advising them that 3 ballots will be forthcoming, and asking them to please take the time to vote. | **Three ballots will be sent to Graduate Faculty for changes to the GFEC Bylaws.****P. McGinnis will send an email to the Graduate Faculty of the upcoming ballots and to please vote.** |
| **Other Business – GFEC Grant Applications** | P. Schroeder has received one travel grant application. Schroeder will send a reminder of the upcoming deadlines to the campus community. | **P. Schroeder will send reminder email on the upcoming deadline for the GFEC grant applications** |
| **New Business** |  |  |
| 1. Committee Vacancies | P. McGinnis indicated the upcoming vacancies or the seats on GFEC. It was not clear who could run again for a second term. P. Schroeder said she would help find this information. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 9:25 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 4/30/2012