**Graduate Faculty Executive Committee**

**Meeting Minutes**

**D R A F T - November 25, 2013**

Members Present: D. Bacigalupi; M. Dodds; J. Feliciano; E. Gravani; T. Hanford; B. Klein; P. McGinnis; J. O’Callaghan; J. VanBuskirk, C. Van Der Karr

Members Absent: K. Boeltz; T. Baroni; R. Casella; T. Frenyea; I. Jordak; J. Murphy; S. Pasha; C. Pass;

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| **Topic** | **Comments** | **Action** |
| **Announcements** | As there was not a quorum, no actions items were voted on at today’s meeting. |  |
| **Approval of Minutes** | The minutes from 11/11/2013 were not available at today’s meeting. |  |
| **Old Business** |  |  |
| 1. Continuous Enrollment/Leave of Absence | Based on feedback received T. Hanford distributed an updated Continuous Enrollment/Leave of Absence Form, along with current LOA forms used at other institutions. It was suggested to add language that the policy does not apply if your program requires a semester off. Changes will be made based on further discussion. The form will be sent to committee members for an electronic vote. | **Form to be emailed to committee members for an electronic vote** |
| **New Business** |  |  |
| 1. Graduate Travel Grant Program Application – Nicholas Prechel | Nicholas Prechel’s travel grant application was reviewed. AS part of his application, Amy Shellman, faculty mentor, has also requested funding. The committee would like to offer Nicholas an award of up to $750. Amy Shellman’s request will be considered during the spring semester. P. McGinnis will email the committee for an electronic vote of Prechel’s application. | **McGinnis to send email to committee for electronic vote** |
| **Meeting Adjournment** | The meeting was adjourned at 9:45 a.m. | **Adjourned** |

Submitted by Pam Schroeder