**Graduate Faculty Executive Committee**

**DRAFT Meeting Minutes – September 16, 2019**

Members Present: Christopher Badurek; William Bellingham; Genevieve Birren, Alexis Blavos; Nancy Diller; Tracy Frenyea; Eileen Gravani; Peter McGinnis; Charlotte Pass; Andrea Robinson-Kuretich; Kevin Sheets; Carol Van Der Karr; Nance Wilson

Members Absent: Ronni Casella; Vince DeTuri; Jose Feliciano;

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | Minutes from April 15, 2019 were approved | **Approved** |
| **Introductions** | Committee members introduced themselves |  |
| **Election of Chair** | N. Wilson indicated she would be willing to serve as chair. L. Blavos made a motion to nominate N. Wilson; seconded by Kevin Sheets. Unanimous. | **Nance Wilson elected as chair** |
| **New Business** |  |  |
| **1. Curriculum Updates** | N. Diller discussed the following updates: The fall curriculum newsletter was sent out last week; all program SLOs have been added to the College Catalog; an email will be sent out soon requesting course SLOs for courses to be offered in the spring semester – these will be reflected in the next College Catalog; Nancy will be working with departments to update the program 4-year plans. A review of the curriculum webpage and what resources are available to help committee members, as well as end users. |  |
| **2. Role of the Committee** | Carol discussed the role and expectations of the committee, based on language in the handbook, as well as the committee’s role regarding curriculum review as noted in the Curriculum Change Guide. |  |
| **3. Minute Rotation** | The following individuals have agreed to take meeting minutes as follows:  10/14 Lexi  10/28 Kevin  11/11 Gen  11/25 Tracy  12/9 Peter |  |
| **Meeting Adjournment** | With no further business, P. McGinnis made a motion to adjourn; seconded by L. Blavos. | **Adjourned at 9:52** |

Submitted by Pam Schroeder