**Graduate Faculty Executive Committee**

**Meeting Minutes**

**April 15, 2013**

Members Present: T. Baroni; J. Curtis; M. Dodds; M. Gonzalez; J. Feliciano; T. Frenyea; E. Gravani; T. Hanford; I. Jordak; P. McGinnis; J. O’Callaghan;

 C. Van Der Karr; S. Wilson

Members Absent: S. Pasha; B. Troyan

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The April 1, 2013 minutes were approved as amended. | **Approved** |
| **New Business** |  |  |
| 1. Applications for Graduate Faculty Status | An application for Graduate Faculty Status was received from Jill Murphy (Health). J. O’Callaghan made a motion to accept; seconded by J. Curtis. Unanimous | **Approved. P. Schroeder will draft congratulation letters for P. McGinnis’ signature.** |
| 2. Graduate Student Grant Applications  | Graduate student grant applications were received for the following programs. J. Curtis made a motion to approve as outlined below; seconded by B. Troyan. Unanimous, with the exception of Ndirangu’s application (5-1).a) Small Grants Program  1. Kaitlyn DaVolio/Christopher Scagnelli ($ 0 – did not meet criteria) 2. Nancy Kane ($ 800) 3. Logan Keeney ($ 581) 4. Andrew Ndirangu ($ 0 – did not provide clear information)b) Research Travel Grant Program 5. Brendan Dunn ($ 734) 6. Gigi Peterson ($ 200 – faculty support)**Amendment** – An attachment to Ndirangu’s application was not included for the committee’s for review. After the committee reviewed the attachment, a new vote for the application was taken (3 in favor – 4 against).  | **P. Schroeder will prepare award/decline letters** |
| 3. Alteration of Existing Course LIT 693 – Literacy Practicum | M. Gonzalez made a motion to recommend; seconded by J. Curtis. Unanimous. | **Passed** |
| 4. Proposed Amendments to Graduate Faculty Bylaws | P. McGinnis distributed a document of proposed changes to the graduate faculty bylaws. C. Van Der Karr made a motion to pass; seconded by J. Curtis. Unanimous | **Passed** |
| 5. Copies of Master’s Thesis Depository  | P. McGinnis forwarded an email from John Cottone and Gail Wood regarding College policy on master’s theses. After discussion is was agreed that there needs to be a language change in the catalog. In addition, this topic should be discussed at the next graduate coordinator’s meeting. |  |
| **Meeting Adjournment** | P. McGinnis made a motion to adjourn; seconded by T. Baroni. The meeting was adjourned at 9:45 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 5/13/2013