**Graduate Faculty Executive Committee**

**Meeting Minutes – April 11, 2016**

Members Present: Ronnie Casella, Jena Curtis, Mark Dodds, Janet Duncan, Jose Feliciano, Tracy Frenyea, Eileen Gravani, Ingrid Jordak, Isa Jubran, Jordan Kobritz, Jerry O’Callaghan, Kevin Sheets, Carol Van Der Karr, Nance Wilson, Andy Young

Members Absent: Darci Bacigalupi, Thom Hanford, Caitlin Liberati, Syed Pasha,

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | With no changes, the minutes from March 28, 2016 were approved. | **Approved** |
| **New Business** |  |  |
| 1. New Course Proposal  ESL 422/522 – Theory and Practice of Bilingual/Multicultural Education | The committee would like to see a distinction of coursework between the two courses. K. Sheets made a motion to contingent pass; seconded by N. Wilson. Unanimous | **Contingent Pass** |
| 2. New Course Approval  ESL 503 – Second Language Testing and Assessment | The committee would like to see a distinction of coursework between this courses and ELS 403 (approved by CCRC). K. Sheets made a motion to contingent pass; seconded by J. O’Callaghan. Unanimous | **Contingent Pass** |
| 3. New Course Approval  ESL 504 – ESL Literacy in the Elementary School | K. Sheets made a motion to recommend; seconded by N. Wilson. Unanimous. | **Passed** |
| 4. Alteration of an Existing Program  Bilingual Education Extension | C. Van Der Karr made a motion to recommend; seconded by  J. O’Callaghan. Unanimous. | **Passed** |
| 5. Alteration of an Existing Program  Second Language Education: Non- Certification | Clarification on total credits is needed. K. Sheets made a motion to contingent pass; seconded by N. Wilson. Unanimous | **Contingent Pass** |
| 6. GFEC Travel and Small Grant Applications | The committee reviewed all applications and approved each. It was agreed to fund the applications in full\*, with accurate per diem rates applied. Carol agreed to supplement the additional funding.  \*Chloe Crawfords’s application is not funding the insurance fee as the College is self-insured. Verification of such is being sent to Ms. Crawford for her use in her project.  The committee discussed that some applications were not complete and illegible due to hand-written responses. The committee agreed to provide tips for submitting a strong application, and elements in a professional proposal. J. Kobritz made a motion to recommend all grant applications; seconded by N. Wilson. Unanimous. | **Passed** |
| **Old Business** |  |  |
| 3. Culminating Activities | Nine responses have been recorded for the survey. J. Curtis asked that a reminder email be sent to the graduate coordinators asking them to please take the time to compete the survey. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 9:57 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 5/9/2016