**Graduate Faculty Executive Committee**

**Meeting Minutes – September 18, 2017**

Members Present: Darci Contri; Jena Curtis; Mark Dodds; Tracy Frenyea; Rocio Gosende Suarez; Eileen Gravani; Isa Jubran; Joy Mosher; Jerry O’Callaghan; Judy Ouellette; Kevin Sheets; Carol Van Der Karr; Nance Wilson;

Members Absent: Ronnie Casella; Jose Feliciano; Ingrid Jordak; Andy Young

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| **Topic** | **Comments** | **Action** |
| **Minutes** | With no corrections, the minutes from April 24, 2017 were approved. | **Approved** |
| **New Business** |  |  |
| 1. Introductions | Introductions were made and what area department they are from and what area they represent on the committee. |  |
| 2. Election of Chair | With no nominations brought to the table, Jena Curtis has graciously offered to serve as committee chair for one more year. J. Ouellette made a motion to accept; seconded by K. Sheets. Unanimous  | **Jena Curtis Elected as Chair** |
| 3. GFEC By-Laws | J. Curtis announced that the current membership is not accurate as represented in the College Handbook, specifically the associate deans and the graduate student services representatives. As Faculty Senate Chair, J. Ouellette will investigate if this has been previously approved by the President. If it has not, the committee will work this year to change the bylaws to included these members to the membership of the Executive Committee for approval by the Graduate Faculty, as well as by Faculty Senate. |  |
| 4. Blackboard Org | N. Wilson discussed a new project she is working on called Blackboard Org. This is a new service being developed for new graduate students as an orientation tool via Blackboard. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 9:31 a.m.  | **Adjourned** |

Submitted by Pam Schroeder

Approved October 2, 2017