**Graduate Faculty Executive Committee**

**Meeting Minutes**

**September 17, 2012**

Members Present: T. Baroni; J. Curtis; M. Dodds; J. Feliciano; T. Frenyea; M. Gonzalez; E. Gravani; T. Hanford; I. Jordak; B. Klein; P. McGinnis;

J. O’Callaghan; S. Pasha; K. Sheets; C. Van Der Karr; S. Wilson

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The minutes of May 14, 2012 were approved. | **Approved** |
| **Announcements** | C. Van Der Karr welcomed the new committee members. C. Van Der Karr gave an overview of the committee’s responsibilities. |  |
| **New Business** |  |  |
| 1. Election of Chair | P. McGinnis offered to serve as chair again this year. J. Curtis made a motion to approve; seconded by M. Gonzalez. Unanimous. |  |
| 2. Curriculum Change Guide | C Van Der Karr worked with a subgroup of CCRC to review the current Curriculum Change Guide. Suggested edits to the change guide were made last year to improve efficiencies and to navigate the curriculum process better. A draft will be distributed to the committee for review and discussion at a future meeting. |  |
| 3. Paperless Curriculum Proposals | C. Van Der Karr has been working with Administrative Computing to create an electronic curriculum proposal submission process. This is still is process. In the meantime, to reduce the volume of paper produced and the workload of the deans’ secretaries, we are trying to go paperless by scanning all proposals as pdf’s for distribution to committee members for review. T. Baroni suggested scanning as a word file in order to provide comments to the proposals. |  |
| 4. Graduate Faculty Status | P. McGinnis suggested the committee put a call for new members. An email will be sent inviting eligible faculty/staff to apply to graduate faculty status. P. McGinnis asked if everyone could solicit membership from their respective areas. S. Pasha asked if it would be appropriate to solicit new graduate courses to strengthen programs. |  |
| 5. GFEC Grant Programs | Deadline dates for submitting grant applications were discussed and approved. P. Schroeder is working on updating the applications to post on the curriculum webpage. An email will be sent announcing the programs and deadline dates. | **Approved deadline dates:**  **Travel Grant: 11/16/12 (fall)**  **4/12/13 (spring)**  **Small Grants: accepted continuously, but no later than 4/12/13** |
| **Meeting Adjournment** | M. Gonzalez made a motion to adjourn; seconded by S. Pasha. The meeting was adjourned at 10:00 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 10/29/2012