

Graduate Executive Committee Meeting Minutes

April 21, 2022

MEETING LOCATION: Online through Microsoft TEAMS

Present: Becky da Cruz, David Nelson, John Lairsey, Anne Greenfield, Dixie Haggard, Keith Lee, Anne Price, Michelle Ritter, Nancy Swanson, Megan Arrastia-Chisholm, Linda Most, Jennifer Beal, Michael Webster, Mitch Lockhart, Zhong Lin, Matthew Grant, Luis Bejarano, Christopher Downing, Matthew Carter

Proxies: Nancy Swanson for Ellis Heath.

Guests: Crystal Marshall, Renee Whitmer, Debbie Paine, Lenese Colson, E-Ling Hsiao

The meeting was called to order by Dr. Becky da Cruz at 2:01 pm.

Minutes from March 24, 2022 were approved. David Nelson motioned to approve. Michelle Ritter seconded. Motion passed: 17 approved - 0 opposed – 0 abstained

College Nursing and Health Sciences

Request for a Revised Catalog: Master of Nursing, Family Nurse Practitioner Track

This is only a catalog change to provide consistency when viewing program option. The Nurs 7590 course name change has already been approved.

Linda Most motioned to approve. David Nelson seconded. Motion passed: 17 approved – 0 opposed – 0 abstained.

College of Education and Human Services

Request for a Revised Catalog: M.ED. Degree with a Major in Adult and Career Education-Workforce Education & Development Option

USG requires between 30-36 credit hours for master's degree programs. Proposed minimum credit hours will allow students to complete the program within two years.

John Lairsey motioned to approve. Linda Most seconded. Motion passed: 17 approved – 0 opposed – 0 abstained with edit to include that this item does affect another department i.e. Human Services.

Sub Committee Reports

- **Graduate Student Success** – Dr. da Cruz shared a summary of the survey that the Student Success Subcommittee conducted. Of the concerns, some felt it did not represent the student body particularly MEd students. Some felt the survey needed to be sent out by the program/coordinator directors in order to get more students to participate. Chris Downing stated there is a meeting next Thursday to talk about the feedback from the survey. He stated they will be discussing and planning the fall orientation as well. Dr. da Cruz stated the survey showed that students wanted more communication from the Grad School. The Grad school will be working on ways to improve the communication with the students. Dr. Webster stated that one of the biggest complaints was the cost of fees. Dr. da Cruz

stated that the BOR just cut one institutional fee for the fall and this should help. Dr. Most stated the tuition and fee schedule needs to be published as soon as possible.

- **Doctoral Program Sub-Committee-** No Report: Dr. da Cruz is working on scheduling a meeting with the subcommittee this summer possibly in June.
- **Graduate Appeals-**No Report
- **Graduate Faculty Scholarship-** Dr. da Cruz stated there is no more awards that can be awarded for this year. Those that have been approved need to encumber their money by April 30th. She also stated the need to submit an expense report as well as a travel authorization. Anyone who does not encumber their money by April 30th will lose it.
- **Graduate Faculty Membership-** List of Nominees (page 2 of the Agenda)
David Nelson motioned to approve. Matthew Grant seconded. Motion passed: 17 approved – 0 opposed – 1 abstained.
There was some discussion on whether department heads should have exempt status similar to what Deans have. David Nelson explained that department heads have a lot of administration work and that they do not have time to do the research that would help qualify them for full status. Dr. da Cruz stated she presented this to the Deans Council and they were all supportive of this idea. Linda Most suggested taking this to the Council of Department heads at their meeting next week to run the language by them. The Sub-committee will be working on the language for the criteria. The Sub-committee will share more information on this at the August GEC meeting.
- **Graduate Research Symposium – Debrief – Next meeting April 26th**
Dr. da Cruz stated the sub-committee will be meeting next week to discuss how the Symposium went this year. April 14th has been set for next year's Symposium. Dr. da Cruz stated there are plans to start working on next year's Symposium in August. She also stated that there was some positive feedback on the venue. Jennifer Beal stated that evaluating the posters was easy with Blaze View and the rubric. Keith Lee stated he feels the Judging of the posters needs to be reevaluated. He felt that some groups judged harsher than others.

Other Business/Topics from the floor

- **Graduate Admissions Update-** The Grad school has hired a third-party company called Carnegie to assist with SLATE. If anyone finds things not working or does not look right, Dr. da Cruz asked that it be reported to the Grad School, so it can be fixed.
- **Graduate Assistant Updates-** The summer and Fall GA's are being hired now. Anyone who has been awarded a GA needs to have them complete the GA onboarding request form.
- **International Student Accommodations-** Dr. da Cruz stated that some International students are having trouble getting appointments to receive the VISA to come to VSU. She asked the committee for suggestions on how to speed the process up. David Nelson suggested that each department communicate with the International office what their policies are for their office. Dr. da Cruz stated a copy of the admission decision letter needs to be sent to David Hoffman in the International Programs office, so he can communicate with the student and they can get their paperwork processed quicker.
- **Curriculum: New Courses syllabi-** Dr. da Cruz asked the committee if there was a need to include the syllabus to the New course curriculum when it is sent to the academic committee. After much discussion on this it was suggested that each department and college review the syllabus and it not be sent to the academic committee.

- **Signature Pages-** Dr. da Cruz informed everyone that a signature page for dissertations or Thesis can be sent electronically through DocuSign or as a PDF with the signatures on them. They do not have to be hand signed.
- **Commencement: Hooding practice, RSVPs, etc.:** Dr. da Cruz informed the committee that there will be a hooding practice for all the Marshalls. Sage Merwin has sent out an invitation on date/time for the practice. Anyone who would like to help hood the masters and EDS students will need to go to the Mezzanine in the PE complex. Also, if you would like to take pictures with your students you are welcome to do so.
- **AGS & SGA Updates- Emily Brown, SGA rep:** Emily was not in attendances today; however, Dr. da Cruz informed the committee that the new officers have been elected for the upcoming year. The information on them will be going out to GEC soon. One point of their mission will be to work on professional development with the grad students.
- **Items from the Floor-** N/A

Motion made to adjourn at 3:22 pm by John Lairsey

Next AC Meeting: August 8th

Next GEC meeting: August 18th

X *Darli DeVane*

Darli DeVane
Administrative Coordinator

X *Becky K. da Cruz*

Dr. Becky da Cruz, Associate Provost
for Graduate Studies & Research