

**Graduate Executive Committee Meeting Minutes**  
**February 18, 2021**  
**MEETING LOCATION: Online through Microsoft TEAMS**

Present: Becky da Cruz, Herb Fiester (proxy for Matt Grant), Linda Most, David Nelson, Kelly Heckaman, Matt Carter, Grazyna Walczak (proxy for Luis Bejarano), Maren Clegg-Hyer, Keith Lee, Meagan Arrastia-Chisholm, Michelle Ritter, Dixie Haggard, Mitch Lockhart, Zhong Lin, Nancy Swanson, Anne Price, Ellis Heath, Peggy Moch, Christopher Downing, Michael Webster

Guests: Ernest Smith, Kennise Wilcox, Rebecca Petrella, Sonja Jenkins, Tranayah Clark, Ofelia Nikolova, Crystal Marshall

The meeting was called to order by Dr. Becky da Cruz at 2:02 pm.

Minutes from January 21, 2021 were approved. Linda Most motioned to approve. David Nelson seconded. 15 voted to approve.

### **College of Business**

Revised Catalog Copy/Curriculum Change – MBA and MBA-HCAD: These changes are being requested for several reasons: 1) Makes MBA program more tailored to student's needs; 2) Adopts changes in practice that are important for our AACSB accreditation; 3) Allows our MBA to become compatible with other Graduate degrees outside of our college. Christopher Downing motioned to approve. Matt Carter seconded. 17 voted to approve. Motion to approve passed unanimously.

Revised Catalog Copy – MBA and MBA-HCAD (Learning Goals): Before making these changes, we followed best practices as dictated by our accrediting agency (AACSB). We formed a committee of faculty and then had the college at all levels relevant to the graduate program approve these changes. Christopher Downing motioned to approve. Matt Carter seconded. 17 voted to approve. Motion to approve passed unanimously.

### **College of Humanities and Social Sciences**

Request for a Revised Course – ENGL 7010 (Approaches to Critical Theory): This change allows the department to reduce the number of low-enrolled classes and to encourage success and retention by moving introductory elements. Peggy Moch motioned to approve. Matt Carter seconded. 13 votes to approve. 4 votes in Abstention.

Revised Catalog/Curriculum Change – (Removing ENGL 7000): This change supports the removal of ENGL 7000 from the required courses and reduces the number of graduate level seminars, allowing graduate students to take advantage of our diverse undergraduate offerings at the 4000/6000 level and encouraging higher enrollments in split-level courses. For the Rhetoric and Composition emphasis, the expanded options move the emphasis to best practices in the field. Peggy Moch motioned to approve. Matt Carter seconded. 13 votes to approve. 4 votes in Abstention.

Request for a Revised Course – FREN 6900: The MAT in French FLED relies on special topics courses for flexibility in student progress on their path to graduation. Want to offer students to take multiple times. Maren Clegg-Hyer motioned to approve. Linda Most seconded. 17 voted to approve. Motion to approve passed unanimously.

Revised Catalog Copy – MAT in FLED: FLED 6780 and 6790 are essentially the same class – Student Teaching, aka Clinical Practice. Teacher candidates who are already hired to teach in their field take the class student teaching in their own classroom and are considered “interns”. Thus, they take FLED 6780. Teacher candidates who are not employed as teachers at the time of their student teaching take the class teaching in their mentor teacher classroom and take FLED 6790. The work they do is the same. Maren Clegg-Hyer motioned to approve. Linda Most seconded. 17 voted to approve. Motion to approve passed unanimously.

### **Sub Committee Report**

- Graduate Student Success – Dr. Downing updated. Discussed creating an orientation for Graduate Students. Survey has been sent out and will continue to discuss creation. Next meeting is set for March 4<sup>th</sup> (graduate school mentorship programs, retention reports, etc.)
- Doctoral Program Sub-Committee – Journal ready and I/IP for dissertation courses/thesis work – Dr. da Cruz updated. Journal ready will be brought forward for vote at March meeting after we get final feedback from sub-committee and departments. The registrar has brought out the need to clean up the excessive I/IP's that may be students who have moved on, etc. We are having a conversation on how to best handle. Various options have been discussed such as if there are students who have not completed the program (does this earn them a “U” – this would hurt if they ever decided to return, or do we give an “S” for the work completed for that semester – I.e. turned in anything during the semester). If anyone is experiencing similar situations for master's program these discussions are open for input and we will follow-up with additional information. Next meeting scheduled for March 4<sup>th</sup>.
- Graduate Appeals – None as of yet. Will have 1 coming through that we will convene the committee to review.
- Graduate Faculty Scholarship – Limited funding, no travel (registration for teleconference, etc.), update on approved funding applications (approx. \$4,360 for Fall 2020) – Spring 2021 is next round (March 5<sup>th</sup> due date)

Graduate Faculty Membership – Dr. David Nelson updated. We reviewed criteria to be considered for full faculty status (previous institutional experience, etc.). We added sub-point 8 to include experience from other institutions as one of the criteria. This allows individuals with VSU experience or outside VSU experience to be allowed to be considered for full status. This will allow individuals with previous experience to avoid being put on temporary status as has been past practice. David Nelson motioned to approve. Nancy Swanson seconded. 18 voted to approve. Motion to approve passed unanimously.

### **Other Business/Topics from the Floor**

- 1) Constitution Amendment – Dr. da Cruz updated on the new sub-committee being added to the Bylaws (Graduate Student Research Symposium). Updated language to align with other sub-committees (The sub-committee will...) Linda Most motioned to approve. Christopher Downing seconded. 18 voted to approve. Motion to approve passed unanimously as amended.
- 2) Graduation Application – In DocuSign, Dr. da Cruz updated. No major updates but will keep the GEC in the loop.
- 3) Graduate Symposium – Dr. da Cruz updated. We have been meeting every two weeks with Danielle from the library (she has helped with undergraduate symposium). We are looking for various volunteers. Moderators for poster presentation. Judges for poster and 3MT presentation. Will need individuals posted in poster sessions to keep those presenters feeling like they are part of the conversation. We are looking for a couple more judges. We are looking for possible speakers to give a talk for the symposium. Working on virtual rooms and the overall appearance of the symposium. Awards will be offered. Poster presentation (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place and small monetary award and possibly small gift bag). Will have same for 3MT. Will also have an award for the GA of the Year.
- 4) Graduate Assistantships – Dr. da Cruz updated. In the midst of our Summer GA competitive hire applications. Getting ready to hand off to the committee for scoring and feedback. They will have 10-14 days before the committee will meet to discuss and rank. Should have around 50 to award.
- 5) Graduate Admissions Update – Rebecca gave update. No new developments. Have discussed with IT regarding refining processes and refining the application communication plan (what emails they are receiving, working toward electronic communication). Working toward automated processes, etc. Generally starting to gear up as the volume is rising due to recent deadlines and the upcoming ones in April. Dr. Lockhart wanted to know if they could update the name of the advisor in the system so that the coordinators can talk with the advisor regarding the students.

- a) Fall 2021 Test score waivers – Dr. da Cruz updated. There were a couple programs who were going to get back with us regarding any Fall test score waivers. Please let us know as soon as you know more. Sociology, criminal justice, etc.
  - b) Communication with Applicants – Last year we had some issues with our phones and didn't realize messages weren't being delivered. Since last year the problem has been fixed but if there are any issues from potential applicants who are having difficulty with getting in touch with our staff please let us know.
- 6) Dismissal Appeal & Admission Denial Appeal Forms – DocuSign process update. We are working through some of the glitches regarding routing, etc. If you hear of any issues let us know and we will get it updated.
  - 7) Undergrad courses required – We had an issue in terms of a dismissal appeal letter that should have went out based on the requirements of the degree program but no letter was sent. We haven't had the practice of counting undergraduate courses towards deficiency points. We need to know if you have any special requirements that grad students take undergraduate courses for the program (may also look into making these 6000 level courses). SPEC 3000 is on the program of study for Counselor Education (School Counseling track). If they are Graduate Students, they can take SPEC 7000 (it is offered in the summer and they can take if they need). Dr. Most updated that we recently updated all as 3000/7000 so this shouldn't be an issue in future.
  - 8) Special admittance – If we don't know of special/conditional requirements of a student. We don't catch these on the deficiency point data pull. If you have special admission requirements or conditions, please let us know.
  - 9) Marketing Effort/Website updates – Dr. da Cruz updated. Ernest has come up with idea working with his Grad Assistant and Student Assistant to market on social media. Will be holding interviews in order build a marketing piece for social media. The plan is to focus on one graduate program per week.
    - a) Working on website remodel. It is almost ready to go. Will launch the main page soon. Will have various videos/marketing pieces on the sliders to help improve traffic and interest in various programs.
  - 10) AGS/SGA Updates – Justin Sanchez/Allison Carr – No updates from AGS.
  - 11) Items from the Floor?

Motion was made to adjourn at 3:28PM by Maren Clegg-Hyer. Linda Most seconded.

Next Meeting: March 18<sup>th</sup> (Next Academic Meeting March 8, 2021)

*Ernest Smith*

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Ernest Smith, Recorder

*Becky K. da Cruz*

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Becky K. da Cruz, Associate Provost for Graduate  
Graduate Studies and Research