

**Graduate Executive Committee Meeting Minutes**  
**September 27, 2018**  
**MEETING LOCATION: 3007 Converse**

Present: Elvan Aktas (also proxy for Nancy Swanson for Fall 2018), Shirley Andrews, Jeremy Bauer, Luis Bejarano, Matthew Carter, Maren Clegg-Hyer, Dorea Cook, JT Cox, Becky da Cruz, M. Sanger (proxy for Phil Dybicz), Herb Fiester, Matt Grant, Dixie Haggard, Matt Carter (proxy for Kelly Heckaman), Linda Jurczak, Mitch Lockhart, Jerry Merwin, Linda Most, Anne Price, Michelle Ritter, Michael Webster

Guests: Rebecca Petrella, Ernest Smith, Dominique Crossley, Marci Marshall, Katherine Adams, Sonya Sanderson, Ashley Williams

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

Minutes from April 26, 2018 were approved with one abstention.

**College of Arts and Sciences**

Revised Course – KSPE 6401 Instructional Planning and Evaluation: Motion was made to approve; seconded. Taking prerequisites off. The proposal was approved.

Curriculum Change – Masters of Science in Exercise Physiology: Motion was made to approve; seconded. Changes needed because of accreditation. Information in catalog was not relevant to the Exercise Physiology program (more closely aligned with Nursing program). Pushing forward to Academic Committee to see if they will approve a Spring 2019 effective date. The proposal was approved with edits.

Revised Catalog Copy – Master of Science in Exercise Physiology: Motion was made to approve; seconded. The proposal was approved.

Revised Course – HSEP 7400: Motion was made to approve; seconded. Have to have 6 hours of seminar if not doing a thesis. The seminar is dictated by the expertise of the faculty and the interest of students. The proposal was approved with edits.

Revised Course – HSEP 7950: Motion was made to approve; seconded. The proposal was approved.

Revised Course – HSEP 7999: Motion was made to approve; seconded. The proposal was approved.

New Course – HSEP 6050: Motion was made to approve; seconded. The proposal was approved.

New Course – HSEP 7990: Motion was made to approve; seconded. The proposal was approved.

Revised/Curriculum Change – M.Ed. Counselor Education (Label Current: School Counseling): Motion was made to approve; seconded. Changing School Counseling to Counselor Education. The proposal was approved.

Revised/Curriculum Change – M.Ed. Counselor Education (New: Clinical Mental Health Counseling): Motion was made to approve; seconded. Adding new concentration. The proposal was approved.

Revised Catalog Copy – M.Ed. in Counselor Education: Motion was made to approve; seconded. Change to admission requirements. The proposal was approved.

Revised Catalog Copy – All Graduate Programs (Official Transcripts): Tabled until further discussion.

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

1. Association of Graduate Students (AGS) updated – The President of AGS, Ashley Williams discussed what AGS mission is as well as updated the group on upcoming events (Karaoke and Murder Mystery). AGS wants to engage Graduate Students and increase their membership. They are trying to ensure graduate students have resources for professional development, mentorship, etc.
2. Enrollment – Dr. da Cruz discussed the most recent enrollment numbers from fall semester 2018. Fall 2018 enrollment in graduate programs is down approximately 2% which translates into about a one million dollar cut to overall budget allocation. What can we do to start looking at ways to improve our enrollment numbers? Some programs are in transition and the numbers being lower this year are just a small piece of the puzzle. It was discussed that some departments have increased enrollment every year for years up until this past year. The idea was expressed that if we aren't taking a holistic approach when reviewing enrollment figures then we aren't getting a clear picture. Ex. How do we compare to other schools, how has the economy affected enrollment, etc.

3. Any students in limbo (contact list to see if we can get them active) – Many programs are already tracking students but the point was reiterated to let the Graduate School know if there is anything we can do to capture those doctoral or other students who may be 50% through their programs and went inactive because of some unforeseen circumstance. What can we do to get them back active?
4. Update on Hobsons/Radius – Rebecca briefed the group and informed everyone that they are currently making connections in Banner and working up a communication plan. The team is meeting regularly with IT and more department/program conversations will be coming soon to iron out specific department/program details. They are trying to make things more streamlined including checklist items, document upload, etc. May be ready to go live in January 2019 on the current timeline. Will have more access, etc. as go-live gets closer so that Program Coordinators can log in and see status of applications, etc.
5. GPA Calculation – Dr. da Cruz stated that we are trying to get away from manual calculation of GPA's. Many thought that as long as they could see the final transcript and as long as the degree granting institution includes the transfer credits they would be okay with eliminating the GPA calculation. It was discussed that some universities aren't including the grade for transfer credits. The consensus seems to be that the transcripts are the most important part of the application and some programs don't need the GPA calculation. Some programs like Biology need the calculation. Others like KSPE would only need transcript. Dr. da Cruz will follow-up with the Program Coordinators to figure what programs needs the calculation and what programs can do without, etc.
6. Eliminating transfer credit transcripts for Master's degrees – Dr. da Cruz stated we will email everyone whether they need the transcripts for all institutions for the Master's degree to see which programs still need.
7. Eliminating undergrad transcripts for EDS and doctoral applicants – Consensus seems to be that we can eliminate the need for undergraduate transcripts for all EDS and doctoral applicants.
8. Seven Year Rule – Tabled until next meeting for sake of time.
9. Catalog Edits (Attendance and Absence Language for Graduate Catalog) – Tabled until next meeting for sake of time.
10. Graduate Assistant Updates – Due to the Affordable Care Act all graduate assistants are limited to 19 hours/week. If they work 20 or more hours each week this will result in benefits needing to be offered and a violation of HR policies. This semester we had 157 renewals and 134 new hire GA's for a total of 291 GA's. 153 positions are funded by the graduate school, while some 40% are funded by individual departments, and another 14% by GOML.
11. Modify GEC (Subcommittees) – Many agreed that some of the sub-committees would be a helpful addition. Some expressed the concern that a lot of information is shared during GEC and they felt they learned from other Coordinators and were able to assist there programs accordingly. It was agreed that we would start off with sub-committees

that weren't tied to policy or curriculum. There are 5 sub-committees we are going to pilot to include: Graduate Student Success Sub-Committee; Dissertation Task Force, Graduate Appeals Sub-Committee; Graduate Faculty Status Sub-Committee; and the Graduate Faculty Scholarship Sub-Committee. Any interest in these sub-committees is welcome and a sign-up sheet was passed around.

12. Other – None

Motion was made to adjourn at 3:40 pm.

*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