

**Graduate Executive Committee Meeting Minutes**  
**November 15, 2018**  
**MEETING LOCATION: 3007 Converse**

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

Guests: Rebecca Petrella, Ernest Smith, Jessica Cid, Marci Marshall, Ashley Williams, Tina Wright, Elizabeth Ann Olphie, Beth DeMarco

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

Minutes from October 25, 2018 were approved with 1 abstention.

**College of the Arts**

New Course – MUSC 5800: Musical Union: An undergraduate choir is already meeting. Formalizing the course for credit. Graduate students can take as a guided elective multiple times as the performances, etc. change each semester. Motion was made to approve; seconded. The proposal was approved.

Revised Course – MUE 7400: Instrument Repair: Motion was made to approve; seconded. The proposal was approved.

**College of Education and Human Services**

Revised Catalog Copy – MLIS Optional Track in Cataloging and Classification (Requirements): Motion was made to approve; seconded. The proposal was approved.

Revised Course – MLIS 7310: Introduction to Metadata for Catalogers: Motion was made to approve; seconded. The proposal was approved.

Revised Course – MLIS 7330: Advanced Metadata: Motion was made to approve; seconded. The proposal was approved.

Revised Course – MLIS 7355: Cataloging and Classification: Motion was made to approve; seconded. The proposal was approved.

Revised Catalog Copy – Master of Library and Information Studies (Requirements): Motion was made to approve; seconded. The proposal was approved.

**Sub Committee Report**

- Graduate Student Success – Jeremy Bauer chairing. Initial meeting next November 1<sup>st</sup> went well and many items were discussed. Want to work with AGS, etc. to address barriers to graduate students. Predictive modeling was discussed (want to look at metrics, etc.). Possible creation of a Graduate Student Council. Professional development was another initiative that we are going to tackle. Currently we have Skillport, WhoKnewIt, as well as face to face trainings through Employee Development that graduate students can take advantage of. Jeremy urged the GEC to let him know if there are particular trainings they would like to see developed for their students. A sort of Digital Measures for graduate students for housing portfolio, etc. was discussed. Many in the College of Education are utilizing LiveText, so the discussion will continue on best ways forward. Next meeting is set for November 29<sup>th</sup> at 1PM.
- Dissertation Task Force – Ad-Hoc Committee. Dr. da Cruz chairing. Dissertation dive-ins are up and running. Dates for Spring 2019 are confirmed students are currently being slotted.
- Graduate Appeals – Ad-Hoc Committee. Currently no chair
- Graduate Faculty Scholarship – Ernest chairing. Currently allocated around \$6,600. There is still funding available on a first come first serve basis so if you have travel, etc. planned for the Spring you can go ahead and put the application in now.
- Graduate Faculty Membership – Ernest chairing. Vote was made to grant full membership to LaGary Carter, Dee Ott, Michelle Ritter, and Karin Roland. All approved (one abstention, Michelle Ritter).

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

1. Minors on Campus/IRBs – Tina discussed changes to the IRB are effective January 1, 2019. More reminders will go out as the time gets closer so programs can ensure they are updating any forms, etc. they have in the works. They had to do away with blanket coverage with the IRB due to audit and compliance issues. The updates to the IRB will allow OSPRA to more effectively track research that is being done on campus, even if it is not covered under IRB. It could be that it is covered under an MOU, etc. The thought behind the IRB changes is that it will make OSPRA aware of what programs have going on which in turn will make them better able to field questions from the public regarding research/surveys, etc. It will also give them an opportunity to notify programs if they see the type of research they are going to be doing needs to have an IRB on file. Beth reminded the group that if they are working with minors they have to go through training, a background check, as well as abide by the code of conduct her office oversees.
2. Association of Graduate Students (AGS) – AGS and Azalea Consulting are going to be working together as well as Career Services. The plan is to have a type of Career Fair or mixer. Ashley reminded the group about upcoming meetings as well as the fact that

members of AGS who participate in at least 2 events, and come to at least 2 meetings will receive a Stole to wear at graduation.

3. Graduation Reminders, etc. – We are still in need of a couple faculty marshals if anyone is interested. Graduation will be in the P.E. Complex at 5PM. Like the Spring, line-up will occur on the mezzanine in the P.E. Complex.
4. Other – Admissions applications report was shared with the group. This report is being sent weekly to the Deans and can be broken down by college, major, etc. We can forward it to anyone interested. Dr. Most brought up the issue that it shows incomplete applications and the group would like to see incompletes vs. completes broken out. Dr. da Cruz informed the group that we will continue working with the reports to make them display the data we are wanting displayed, as well as reminding the group that Radius may have other useful reporting tools once it comes online.

Motion was made to adjourn at 3:19 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