

**COE Graduate Programs Committee Minutes**  
**March 26, 2013**

Call to Order:           The COE Graduate Programs Committee Meeting was called to order at approximately 1:10 pm

Attendance:             Deborah Floyd (Chair), Yash Bhagwanji, Ali Danesh, Paul Peluso, Deborah W. Shepherd, Patricia Williams (by Phone), Mary Lou Duffy (by Phone), Dianne Wright, Hanizah Zainuddin and Len Sperry.

Announcements:       It was announced that Kristy De Meo will be leaving the COE and moving to New York. It was unanimously agreed by the committee members to purchase an American Express Gift Card for Kristy as a going away gift. Hanizah Zainuddin agreed to collect voluntary donations, due by Friday, March 29<sup>th</sup>.

Minutes:                A motion made to approve the minutes from the last GPC meeting by Yash Bhagwanji, with corrections; seconded by Paul Peluso.

Petitions  
Committee  
Report

The Petitions subcommittee did not meet as a subcommittee, but rather as a committee of the whole, alongside the COE-GPC.

Two petitions were tabled until the next (April 10<sup>th</sup>) meeting and it was recommended that they go back to the departments (ELRM) & (Exercise Science &

Health Promotion) with a request for more information.

One Teaching & Learning petition was disapproved unanimously. Move to approve disapproval by Ali Danesh and seconded by Len Sperry.

Graduate  
Faculty Status  
Applications  
Report

Deborah Floyd provided a report regarding Graduate Faculty Status Applications. Dr. Floyd indicated that she met with Barry Rosson to discuss concerns regarding logistics in relation to updated Graduate Faculty Status Application submission. As part of the conversation, Deborah Floyd indicated that in the COE, we are approved to implement our governance document policy of expedited review where there have been two consecutive cycles at the same level.

The issue of incentives for expedited review was also addressed; however Barry Rosson indicated that we can absolutely not provide incentives of extending the time faculty are approved by going up early.

Discussion also ensued regarding what date to place on approved expedited reviews, at which time there was additional discussion. It was agreed, after a follow-up meeting including Dean Valerie Bristor, Deborah Floyd, Barry Rosson and Susan Fulks that the COE can date expedited submissions as December, 2014. During the meeting, it was decided that we need to add Form 1 to our process

for approval of Levels A, B or C Graduate Faculty. Once a faculty member has been approved, the chair of the COE-GPC should sign the form, indicating the level of approval, and forward to the COE Dean's office. The form will be signed there and then sent to the Graduate Dean. This way we will have a record at the university level of COE-GPC approvals at levels A, B and C.

In addition it was agreed that, going forward, a form will be filled out for all faculty in order to create a record that will serve as a basis to determine upcoming renewal graduate faculty status dates. Deborah Floyd and the COE Dean's office will prepare the forms for the faculty already approved, but going forward, the form needs to come forward with the Graduate Faculty application form and documents.

The form will be kept in the GPC box in the Dean's office and a copy of Form 1 is online. With the committee's permission, it was also agreed that Deborah Floyd, as chair of the COE – GPC, will sign the form.

Also, it was reported that the Graduate Faculty Status Report again needs to be updated again because there are still people on it that should not be on it; for example faculty who are no longer with the college or university. As such, each committee member was again asked to go to the latest copy of the Graduate Faculty Status Report and check for inaccuracies or problems, share with them with their respective department chair and then go to the Dean's office and get with Kristy (or her

replacement) to inform the Dean's office of any inaccuracies.

Finally, the COE - GPC Graduate Faculty Status subcommittee (i.e., Yash Bhagwanji & Susannah Brown) re: COE Expedited Review, provided their report regarding the form that was developed by them for this purpose. Yash Bhagwanji shared the draft form he and Susannah Brown developed and indicated that he will also send it out for further review.

**Graduate Faculty  
Status Applicants:**

One Graduate Faculty Status application for Level B was considered by the committee, and approved unanimously. Motion to approve made by Yash Bhagwanji and seconded by Hanizah Zainuddin. Nine in favor; zero against.

**On-Line Spot.**

It was reported that the University Graduate Council opposed the implementation of the university-wide use of the on-line SPOT evaluations because they believed the details of the proposals are not specific enough at this time. The matter is now before the Faculty Senate Steering committee.

**Graduate Tuition  
Benefits**

Barry Rosson is going forward with implementation of the new Graduate Assistant Tuition Benefits Policy which includes many changes.

**POS Training**

An update regarding Electronic Program of Study ((POS) training was provided by Deborah Shepherd. Her largest concern is how related student petitions will be handled, particularly in

terms of time, if they are held up using the “attachment” format. Discussion ensued. Deborah Shepherd indicated that for now, she will just see how the process works.

**Curriculum Committee Report  
And Recommendations**

No Report.

**Meeting  
Adjourn**

The meeting was adjourned at 2:18 pm. The motion to adjourn was made by Paul Peluso and seconded by Hanizah Zainuddin. Our next scheduled meeting is April 10, 2013.

Prepared By

Dianne A. Wright, Ph.D.  
Recording Secretary