

**COE Graduate Programs Committee
Minutes
April 10, 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, Susannah Brown, Ali Danesh, Sharon Darling, Paul Peluso, Deborah W. Shepherd, Patricia Williems (by Phone), Dianne Wright, Hanizah Zainuddin, Len Sperry (by phone) and Robert Zoeller.
- Announcements: None.
- Minutes: Approved, with corrections.
- Petitions Committee Report
The Petitions subcommittee did not meet as a subcommittee, but rather as a committee of the whole, alongside the COE-GPC. Motion made to approve all of the petitions, except for three (two of which were denied, and one tabled). Motion to approve made by Sharon Darling; seconded by Bob Zoeller.
- Curriculum Committee
Report made by Paul Peluso. Course # PET 6930 to change the grade mode from S/U to standard grade mode. Motion to approve made by Paul Peluso; seconded by Sharon Darling. Motion unanimously approved by the COE-GPC.

Graduate

Faculty Status

Applications Report

Deborah Floyd provided the report regarding Graduate Faculty Status Applications. She indicated that the chairs are continuing to be encouraged to assure the accuracy of the list and work with the COE Dean's office regarding the official records.

In terms of current faculty status applications, one application was reviewed and unanimously approved. Motion to approve by Hanizah Zainuddin; seconded by Susannah Brown.

Deborah Floyd went on to ask for a report from the COE Graduate Faculty Status Subcommittee (Yash Bhagwanji and Susannah Brown). Yash Bhagwanji indicated that information has been added in three places on the Graduate Faculty Status Information form initially shared during the last COE-GPC meeting. Sharon Darling went on to suggest that faculty also provide a copy of their faculty status letters from past years. Concern was expressed that requiring faculty to provide letters may be over-burdensome and that letters often do not arrive until many months after approval. The COE Dean's office keeps the personnel records of when faculty have been approved. It was agreed that a place will be added to the form for verification from the Dean's office that it has verified graduate faculty status/letters. Deborah Floyd clarified that the recommendation from the committee was that expedited review applications must include the following: (1) complete form 1 in addition to (2) the COE Graduate Faculty Status Application form, (3) providing a copy of their vita, and (4) provide a copy

of their CITI. Deborah Floyd also recommended that the subcommittee form be dated. It was recommended that the COE-GPC move to accept and try out the process, as described. Motion to approve the revised subcommittee form by Yash Bhagwanji, seconded by Bob Zoeller. The form will be dated and is ready to move forward with implementation.

**University Graduate
Council/University
GPC Updates**

Deborah Floyd provided an update regarding SPOT evaluations and graduate assistant benefits indicating that both are moving forward and continuing to be discussed.

**Other - Plans
Next Year**

The COE-GPC discussed planning for leadership for the COE-GPC for next year as well as set dates/day of the week. Dianne Wright indicated her desire not to continue as recording secretary for the upcoming academic year. Several members asked if Deborah Floyd would agree to serve as chair again to ensure we have continuity and leadership during this era of continuous change.

Deborah Floyd agreed to continue to serve as chair of the COE-GPC. Motion made by Paul Peluso for Deborah Floyd to continue as chair; seconded by Bob Zoeller. Motion unanimously approved by COE-GPC.

Motion made by Deborah Floyd for Paul Peluso to continue to serve as the COE-GPC Curriculum Subcommittee Chair and COE Representative for the Graduate Programs Committee at the university level; seconded by Bob Zoeller. Motion unanimously approved by the committee.

**Meeting
Adjourn**

The meeting was adjourned at 2:11 pm. Motion to adjourn made by Paul Peluso; seconded by Hanizah Zainuddin.

Prepared By
Dianne A. Wright, Ph.D.
Recording Secretary