**Graduate Faculty Executive Committee**

**Meeting Minutes – April 13, 2015**

Members Present: Jena Curtis, Mark Dodds, Janet Duncan, Jose Feliciano, Tracy Frenyea, Eileen Gravani, Thom Hanford, Isa Jubran, Jerry O’Callaghan, Judy Van Bus Kirk, Carol Van Der Karr, Andy Young

Members Absent: Darci Bacigalupi, Ronnie Casella, Ingrid Jordak, Charlotte Pass

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | Jerry O’Callaghan will forward the minutes from March 2, 2015. |  |
| **Old Business** |  |  |
| 1. Continuous Enrollment | Discussion ensued on the new policy. There needs to be more discussion on culminating activity. The policy will be presented at the next graduate coordinators meeting. Thom Hanford anticipated a Fall 2016 effective date. |  |
| **New Business** |  |  |
| 2. PRGR Policy | Discussion ensued regarding the policy. It was suggested to have these students register at the time of graduates rather than “last in line”. Carol suggested a meeting with Admissions, Financial Aid and Registrar’s to discuss financial aid concerns. This policy has been approved by EPC and will be forwarded to Faculty Senate for approval, for implementation Fall 2015. J. Van Bus Kirk made a potion to accept the policy; seconded by J. O’Callaghan. Accepted. | **Policy Accepted** |
| 3. Graduate Student Grant Applications | Three applications were received: Small Grants (2); Travel Grant (1). After review of the applications, the committee decided to fully fund the three applicants as follows: Jenna Venditti ($559.20); Lindsay Argyle ($372.29); Susan Burnett ($878.70). In order to fully fund the applicants, C. Van Der Karr offered to supplement the GFEC account. | **Approved** |
| 4. Graduate Coordinator Compensation | There was discussion regarding graduate coordinator compensation, specifically is there a policy, what is the formula to determine compensation, and is there a job description (duties are not consistent). C. Van Der Karr said she would have this information available at the next meeting. |  |
| 5. GFEC Outgoing Seats | P. Schroeder indicated there are 4 outgoing seats, representing: 1. English, History, Modern Languages; 2. Health, Recreation, Parks & Leisure Studies; 3. Physical Education, Kinesiology, Sport Management; 4. Literacy, Educational Leadership. There is also one vacant seat – student representative. Self-nominations were accepted during the meeting; in addition, an email will go out to the graduate faculty seeking nominations as well. |  |
| **Meeting Adjournment** | The meeting was adjourned at 10:01 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 4/27/2015