

Executive Committee  
of the  
Graduate Faculty Council

**MINUTES**

December 8, 2010  
Whetten Graduate Center – Giolas Conference Room  
3:00 PM

1. The meeting was called to order at 3:15 P.M. Interim Dean Lee Aggison presided.
2. It was **moved**, seconded, and **passed** without dissent on a voice vote to approve as distributed the minutes of the meeting of November 17, 2010.
3. Consideration of Plans of Study and Dissertation Proposals was deferred. Tom Peters, who is preparing the document, was unable to be at the meeting due to a family emergency. It was agreed that the Plans of Study and Dissertations will be circulated and approved electronically.
4. A modification to the current practice governing embargoes for master's theses was considered. The immediate issue is that electronic submission of master's theses has begun; in the interest of providing the library with guidance on how to handle access to master's theses an interim policy is needed. Associate Dean Lin drafted a form that students would complete when they submit a thesis to the library that allows students to designate immediate open access, limited access (campus only) for a 3 or 6 month period, or embargo for a 3 or 6 month period. Theses that are embargoed can optionally have restricted access for an additional period of time, if requested by the student. It was **moved** (J. Barnes-Farrell) and seconded (J. Marsden) to adopt the interim policy, with the understanding that the issue of embargo and limited access to theses and dissertations will be taken up for discussion by the full Graduate Faculty Committee, to ensure that the final policy reflects the differing needs of constituencies throughout the university. After some discussion, a friendly amendment was offered (B. Abikoff, seconded by G. Clifford), that the interim policy be modified to offer three alternatives: open access; campus-limited access (6 months or 1 year); and embargo (6 months or 1 year). The motion, as amended was **passed** without dissent on a voice vote.
5. A proposal from the Department of Modern and Classical Languages to reconfigure the existing Fields of Study of *Comparative Literary and Cultural Studies, French, German, Italian and Spanish* into a single Field of Study with multiple Areas of Concentration, was received. The proposal will be considered at the next meeting.
6. There was consideration of calling a meeting of the Graduate Faculty Council. It was agreed that a decision about scheduling a meeting of the Council will be postponed until the next meeting of the Executive Committee, on February 2, 2011.
7. There was no New Business.
8. Interim Dean Aggison updated the Executive Committee on progress in transitioning the Plan of Study and Degree Audit process to an electronic process utilizing PeopleSoft capabilities. He also provided information about progress in moving the graduate admissions process to an electronic system.
9. Larry Klobutcher announced that this is his last meeting with the GFC Executive Committee and expressed his appreciation for the opportunity to be involved in the GFC.
10. The meeting adjourned at 4:45 PM.

*Present:* W. Abikoff, J. Barnes-Farrell, M. Bock, J. G. Clifford, J. Marsden, S. Nunnally, L. Aggison (Interim Dean), C. Lin (Associate Dean), and L. Klobutcher (Associate Dean).

Respectfully submitted,

Janet Barnes-Farrell  
(in the absence of Thomas Peters)