Date: Wednesday, October 25, 2017 @ 3:05 pm to 4:10 pm

Location: Giolas Conference Room

Subject: Executive Committee (EC) of the Graduate School Meeting Minutes Summary

Attendees: Sylvain Deguise, Maria-Luz Fernandez, Jane Gordon, Kent Holsinger (*Ex Officio, Chair*), Barbara Kream (*Ex Officio*), Etan Markus, Barbara Parziale (*Ex Officio, Secretary*), Lynn Puddington and Kathy Segerson (*Ex Officio*)

Absent: Mitch Green (on hiatus fall 2017), Joseph Loturco, and Charles Mahoney

Guests: Afshin Ghiaei

1. Agenda item number one (1) – Call to order. Dean Holsinger called to order the regular meeting of the EC for October 25, 2017 at 3:05 pm.

1. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. Dean Holsinger introduced the minutes of the September 27, 2017 meeting of the EC. There was a motion offered to accept the minutes, which was seconded and the motion was adopted in favor by all members present. **Agenda item number two (2) was passed without dissent by a voice vote.**
2. Agenda item number three (3) – Presented for consideration and voting – *Certificate in Systems Engineering – Modification.* This request is for a modification to the certificate by removing the three separate concentration areas: controlled systems, system design, and embedded systems. After a brief discussion, there was a motion offered to approve the proposed change to the certificate program, which was seconded and approved. **Agenda item number three (3) was passed without dissent by a show of hands.**
3. Agenda item number four (4) – Discussion of Bylaws for The Graduate School.
	1. Composition and role of the Executive Committee.
		1. The EC discussed the role of the EC vis-à-vis the Graduate Faculty Council (GFC).
		2. The Executive Committee is composed of elected members whose terms last 3 years and members who are appointed by the Dean of The Graduate School.
	2. Bylaws for GFC separately from Bylaws for The Graduate School?
		1. Currently there is a single set of Bylaws that govern both the GFC and The Graduate School.
		2. The GFC/Graduate School does not have a separate set of Bylaws that lay out policy decisions and regulations (e.g., regarding minimum degree requirements) set by the GFC (something comparable to the Senate bylaws).
		3. The EC discussed the possibility of creating a set of GFC Bylaws (comparable to the Senate bylaws) that would codify GFC decisions about requirements and provide the basis for the related material included in the Graduate Catalog.
4. New Business, Updates and Announcements.
	1. Presentation of candidates for open positions at the University are moving forward.
		1. For the open Provost position there will be public presentations by the four candidates scheduled for November.
		2. The Dean of the Library open position has been narrowed down to two candidates.
		3. The Assistant Dean open position at The Graduate School has two candidates who will begin public presentations during the week of October 30, 2017.
5. There was a motion offered for adjournment which was seconded and the motion was adopted in favor by all members present. The meeting was adjourned at 4:10 pm.
6. The next meeting of the Executive Committee of the Graduate Faculty Council is scheduled for **Wednesday, November 29th in the Giolas Conference Room**.