Date: Wednesday, February 28, 2018 @ 3:04 pm to 4:54 pm

Location: Giolas Conference Room

Subject: Executive Committee (EC) of The Graduate School approved meeting minutes

Attendees: Judy Brown, Maria-Luz Fernandez, Elizabeth Holzer, Barbara Kream (*Ex Officio*), Barbara Parziale (*Ex Officio, Secretary*), Lynn Puddington and Kathy Segerson (*Ex Officio*)

Absent: Jane Gordon, Mitch Green, Kent Holsinger (*Ex Officio, Chair*), Joseph Loturco, Charles Mahoney, and Etan Markus

Guests: David Kaputa, Kylene Perras and Ricki Livingston

1. Agenda item number one (1) – Call to order. Associate Dean Kathleen Segerson called to order the regular meeting of the Executive Committee for February 28, 2018 at 3:04 pm.

1. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. Associate Dean Segerson introduced the minutes of the January 31, 2018 meeting of the Executive Committee. 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) – Announcements.
	1. There were no announcements.
3. Agenda item number four (4) – Presented for consideration and voting – *Master of Engineering in Clinical Engineering.* This is a new area of concentration in the Master of Engineering (MENG) program. A discussion was held and while the Committee was generally supportive of the proposal, there were a few areas that need clarification. **Agenda item number four (4) was tabled until a revised proposal can be submitted.**
4. Agenda item number five (5) - Presented for consideration and voting – *Certificate in Accounting Analytics.*  This is a new certificate program that will be focused on data analytics in accounting. After a brief discussion a motion to approve the new certificate was made, which was seconded, and the certificate was approved on a voice vote. **Agenda item number five (5) was passed without dissent on a voice vote.**
5. Agenda item number six (6) - Presented for consideration and voting – *Agriculture and Natural Resources – New course AGNR 5099 with S/U grading requesting approval.*  This a new independent study course that needs the approval of the Executive Committee because it is graded on an S/U basis. There was a brief discussion but the Committee felt there was no rationale given as to why this course should be graded on an S/U basis. **Agenda item number six (6) was tabled until more information can be obtained.**
6. Agenda item number seven (7) – Presented for consideration and voting – *Graduate Certificate in Logic – New Certificate.* This is a resubmission of a proposal for a new certificate program previously presented in January. The Committee supported the proposal with one a slight change to the requirements. With that change, the proposal requires that students take a 1-credit independent study that includes participation in the Logic Colloquium for at least one semester. **With this modification, agenda item number seven (7) was passed unanimously on a show of hands.**
7. Agenda item number eight (8) – New Business and Updates.
	1. Approval of program changes in the Graduate Catalog
		1. When an existing program makes changes that need to be approved by the Executive Committee or a new program is submitted for approval, the change to the catalog copy needs to be part of the proposal.
		2. The Graduate School is working with the Registrar’s Office and Provost’s Office to develop an approval process for changes to catalog copy related to program requirements. The EC discussed the proposed approval process, which would include approvals at both the School/College level and a sign-off at the Graduate School level.
		3. That process will also include development of new approval forms. The intention is to streamline and clarify what is needed at different stages and for different types of approvals.
8. 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 4:54 pm.
9. The next meeting of the Executive Committee of the Graduate Faculty Council is scheduled for **Wednesday, March 28, 2018 in the Giolas Conference Room**.