

Date: Wednesday, April 25, 2018 @ 3:00 pm to 5:10 pm

Location: Giolas Conference Room

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

Attendees: Judy Brown, Maria-Luz Fernandez, Jane Gordon, Mitch Green, Elizabeth Holzer, Barbara Kream (*Ex Officio*), Joseph Loturco, Charles Mahoney, Etan Markus, Lynn Puddington and Kathy Segerson (*Ex Officio*)

Absent: Kent Holsinger (*Ex Officio, Chair*) and Barbara Parziale (*Ex Officio, Secretary*)

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1. Agenda item number one (1) – Call to order. The regular meeting of the Executive Committee for April 25, 2018 was called to order at 3:00 pm.
2. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. The minutes of the March 18, 2018 meeting of the Executive Committee were introduced. 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.**
3. Agenda item number three (3) – Announcements. There were no new announcements.
4. Agenda item number four (4) – Presented for consideration and voting – Motion to update inventory of graduate degree and certificate programs, including areas of concentration. A motion was made to adopt the omnibus motion approving changes needed to update the list of programs (including degree programs, certificate programs and Sixth Year diploma programs). The motion was seconded, and the omnibus was passed unanimously. **Agenda item number four (4) was passed without dissent.**
5. Agenda item number five (5) - Presented for consideration and voting – *Certificate in Accounting Fundamentals (Name change from Bridge Program in Accounting)*. A motion was made to accept the proposal to change the name of the “Bridge to Accounting” certificate to “Accounting Fundamentals.” The motion was seconded, discussed and approved by all members present. **Agenda item number five (5) was passed unanimously without dissent.**
6. Agenda item number six (6) - Presented for consideration and voting – *Dual MD/Master of Science in Clinical and Translational Research (MSCTR) Degree Program – New*. A motion was made to establish a new dual MD/MSCTR degree program. The motion was seconded and discussed. It was unanimously approved with slight modifications to: (1) clarify that MD/MSCTR students who successfully complete the parallel Stage 1 curriculum in the MD program will be allowed to simultaneously apply 6 credits of that curriculum as elective credit towards the MSCTR, (2) clarify that the requirements regarding the manuscript and grant submission and oral presentation are in addition to the requirement to complete the capstone project, and (3) eliminate a potentially confusing sentence about the admissions process. **Agenda item number six (6) was passed with slight modifications as noted above.**
7. Agenda item number seven (7) – Presented for consideration and voting – *Certificate in Literary Translation (New Certificate, Previously reviewed by EC – revised)*. A motion made to approve a proposal to establish a new graduate certificate in Literary Translation. The motion was seconded, discussed, and unanimously approved,

conditional on approval of TRST 5320 (a required course for the certificate), with the following two modifications to the original proposal:

- a. The section on educational pre-requisites was deleted so as not to restrict admission to current graduate students.
- b. The course numbers for the required courses in the section on “Detailed course information” were corrected.

**Agenda item number seven (7) was passed with modifications noted above.**

8. Agenda item number eight (8) – Presented for consideration and voting – *Professional Masters in Intraoperative Neuromonitoring (PMIN) – New*. A motion was offered to approve a proposal to establish a new Professional Master’s degree in Intraoperative Neuromonitoring. The proposal was seconded, discussed, and unanimously approved. **Agenda item number eight (8) was passed without dissent.**
9. Agenda item number nine (9) – Presented for consideration and voting – *Doctor of Nursing Practice (DNP): Change to existing Program*. A motion was made to approve a proposal to change the payment structure for the Doctor of Nursing Practice program from tuition to fee-based, given that the program has effectively already moved to being fully online. The Executive Committee had no objections to the change in fee structure, but wanted further clarification on its jurisdiction over this. The Executive Committee unanimously voted to “approve” (if approval is needed) or “support” (if approval is not needed) the proposal. **Agenda item number nine (9) was passed unanimously without dissent.**
10. Agenda item number ten (10) – Presented for consideration and voting – *MS in Energy and Environmental Management: Change to Existing Program*. A motion was made to approve a proposal to change the modality of the existing MS in Energy and Environmental Management (MEEM), and correspondingly change the payment structure from tuition to fee-based. MEEM was originally approved as a face-to-face program. Currently roughly half of the curriculum is online. The Executive Committee discussed the proposal and decided to table it, pending further information about the Executive Committee’s jurisdiction in approving changes in modality and fee structures, and additional justification (including academic considerations) regarding the move to full online delivery. **Agenda item number ten (10) was tabled until a future date.**
11. Agenda item number eleven (11) – New Business and Updates. There was no new business or updates.
12. 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 5:10 pm.
13. The next meeting of the Executive Committee of the Graduate Faculty Council is scheduled for **September 26, 2018 in the Giolas Conference Room.**
14. Addendum:
  - a. On 20 July 2018 Dean Holsinger presented by e-mail a proposal to change the mode of offering for the Master’s of Energy and Environmental Management from “in person” to “online.” After some discussion via e-mail the final vote on 24 July was unanimous for approval of the proposal, with one abstention.
  - b. On 1 August 2018 Associate Dean Segerson presented by e-mail a proposal to add a new course in Digital Media & Design, DMD 5900, with S/U grading. After some discussion via e-mail the final vote on 6 August 2018 was unanimous for approval of the proposal, with three abstentions.