Date: Wednesday, October 24, 2018 @ 3:03 pm to 5:00 pm

Location: Giolas Conference Room

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

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

Absent: Judy Brown, Kent Holsinger, Etan Markus

Guests: Reda Ammar, Kylene Perras

1. Agenda item number one (1) – Call to order. The regular meeting of the Executive Committee for October 24, 2018 was called to order at 3:03 pm.

1. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. The minutes of the September 26, 2018 meeting of the Executive Committee were introduced. After a motion to adopt the minutes was made and accepted there was some discussion regarding items 3a and 3b in agenda item number three (3). It was determined that (additions, eliminations, and modifications) would be added to item 3a. The change to 3b would be to end the first sentence after the word “maintain.” Added to this item would be the following sentence: “Students will be able to appeal to the Dean of the Graduate School to retain their fellowships if they fall below this GPA requirement.” A motion was made to accept the minutes of September 26 with the changes noted above. The motion was seconded and by a voice vote. There was unanimous approval. **Agenda item number two (2) was passed without dissent.**
2. Agenda item number three (3) – Announcements.
	1. The Graduate Catalog is now published as a pdf on The Graduate School website. The link to the catalog is: <https://gradcatalog.uconn.edu/wp-content/uploads/sites/1728/2018/05/2018-19-Graduate-Catalog.pdf>
	2. A draft of the Graduate Faculty Council (GFC) by-laws was distributed to the members for their review.
	3. Work continues on the Electronic Workflow. The link to the current working version of the program approval system (GPAR) is: [https://forms.test.uconn.edu:9443/feb/landing/org/app/64f285fa-f614-40f2-832f-e6fa343ea658/launch/index.html?form=F\_Request](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.test.uconn.edu%3A9443%2Ffeb%2Flanding%2Forg%2Fapp%2F64f285fa-f614-40f2-832f-e6fa343ea658%2Flaunch%2Findex.html%3Fform%3DF_Request&data=02%7C01%7Cbarbara.parziale%40uconn.edu%7Cfbe16c44f0c048b7af6e08d63a79c284%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C636760691981475217&sdata=3Mh29%2Fkz3RioYbX8Jo1jim%2F8YGPJ8KoOvrm4oagi4BM%3D&reserved=0) . Any comments or feedback would be welcome.
3. Agenda item number four (4) – Presented for consideration and voting – *Professional Master in Intraoperative Neuromonitoring – request for name change to Professional Masters in Surgical Neurophysiology.* The request for a name change is to distinguish the Master’s program from the certificate program of the same name. The discussion centered on modifying the catalog language to amend the proposal to include 32 credits for the Master’s and retitling the program Master of Science in Surgical Neurophysiology since UConn does not grant a Professional Master’s degree. A motion was made to accept the name change proposal with the modifications noted above. The motion was seconded and approved on a show of hands. **Agenda item number four (4) was passed without dissent.**
4. Agenda item number five (5) - Presented for consideration and voting – *Sikorsky-Lockheed Credit Transfer Proposal*  Agenda items number five and number six are similar in their request. After listening to the presentation made by Kylene Perras and Reda Ammar, it was found that the EC is generally supportive of allowing up to nine transfer credits in a situation where this seems warranted and is supportive of the language that was proposed for inclusion in the Graduate Catalog for the Advance Systems Engineering concentration of the MENG. However, because this could potentially be something that a number of programs might be interested in, the EC is concerned that the criteria for identifying when a program should be so “designated’ and when an institution should be “approved” have not been articulated so that they can be applied consistently across not only these two requests but other similar requests as well. Therefore, the committee did not take any action regarding either of the requests. Nonetheless the EC realizes the need to resolve the requests in a timely manner and decided to request that the program director and relevant faculty do the following:
	1. Develop a set of reasonable criteria that they would suggest be used to determine whether a given program should be granted an exemption and which institutions should be approved for these transfer credits.
	2. Submit a revised proposal for the Sikorsky-Lockheed transfer credit waiver that speaks to how this program and the credits from Stevens Institute meet those criteria.
	3. Submit a formal proposal for a transfer credit waiver for the AU program (agenda item # 6) that speaks to how this program and the credits from AU meet those criteria.
5. Agenda item number six (6) - Presented for consideration – *Increase Transfer Credit Proposal for Alexandria University proposal.* Because this was not submitted in formal proposal format and for the reasons described in agenda item number five (5) above, no action was taken on this proposal at this time.
6. Agenda item number seven (7) – New Business and Updates.
	1. Three year time limit for completion of certificate programs. There was broad support for a change in the catalog language to allow more time for completion of certificates by students who are in UConn degree programs. Associate Dean Segerson will propose to Dean Holsinger that a change along these lines be discussed at the next GFC meeting.
7. 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 5:00 pm.
8. The next meeting of the Executive Committee is scheduled for **January 23, 2019 in the Giolas Conference Room**.