



Date: Wednesday, January 22, 2020

Location: Giolas Conference Room 216

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

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

Absent: Jane Gordon, Mitch Green (sabbatical), Etan Markus, Betsy McCoach, and Penny Vlahos.

Guests: Juliette Shellman, Angela Starkweather, and Steven Suib

1. Agenda item number one (1) – Call to order. The regular meeting of the Executive Committee for January 22, 2020 was called to order at 3:03 pm.
2. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. The minutes of the November 13, 2019 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. Dean Holsinger stated that University President Tom Katsouleas would be visiting The Graduate School on Thursday, January 23, 2020 to meet with administrators and staff as well as the Executive Committee. The Executive Committee would be discussing the opportunities and the challenges that exist for graduate education.
4. Agenda item number four (4) – Presented for consideration and voting – *Revise an existing S/U graded course – NURS 5369 (Advanced Neonatal Practicum I)*. This is an existing course for which the Nursing program has revised the course description and objectives. After a brief review of the request there was a motion to approve the course revision, which was seconded, and the motion was approved without dissent. **Agenda item number four (4) was passed unanimously.**
5. Agenda item number five (5) - Presented for consideration and voting – *Revise an existing S/U graded course - NURS 5379 (Advanced Neonatal Practicum II)*. This is an existing course for which the Nursing School would like to edit the objectives to incorporate evidence-based practice into the course to make it consistent with current practices. After a brief review of the request a motion was made to approve the change, which was seconded, and the motion was approved without dissent. **Agenda item number five (5) was approved unanimously.**

6. Agenda item number six (6) – Presented for consideration and voting – *Revise an existing S/U graded course – NURS 5389 (Advanced Neonatal Practicum III)*. This is an existing course which the neonatal faculty are updating to refine and strengthen the language to reflect best current practices. After a brief review of the request a motion was made to approve the changes, which was seconded, and the motion was approved without dissent. **Agenda item number six (6) was unanimously approved.**
7. Agenda item number seven (7) – Presented for consideration and voting – *Modify/change an existing program: Master of Science in Nursing Education – Add a new area of concentration in Nursing Education*. This request originates from nursing students who would like to stay in clinical education or academic education without becoming an advance practice Nurse (APN) who serves a specific population. This will prepare nurses for career advancement in nursing education. However, during the presentation it was determined that this is technically two separate programs. Unfortunately that lead to the discovery that there was incomplete information for the two separate programs. After a brief discussion a motion was made to defer a decision until the Committee is presented with complete information. The motion was seconded and approved by all members present. **Agenda item number seven (7) was denied until complete information on the programs can be obtained.**
8. Agenda item number eight (8) – Presented for consideration and voting – *Add/create a new program: Graduate Certificate in Life Story Practice and Research*. This certificate, while listed under the Nursing program, is open to students from all disciplines. The purpose of this online certificate program is to prepare graduate students and professionals with the knowledge and skills needed to conduct life story interventions and/or programs with individuals, families and groups. During the presentation it was determined that courses for the certificate have not yet been approved through the C & C committee. After a brief discussion, a motion was made to return the request to the Nursing program until the required courses have been approved. The motion was seconded and approved by all members. **Agenda item number eight (8) was denied until courses could be approved.**
9. Agenda item number nine (9) – Presented for consideration and voting – *Add/create a new certificate program – Certificate Program in Advanced Materials Characterization*. This practical based lab/lecture certificate would give students hands-on training in instrumentation and discuss the practical problems which could be involved. It will also deal with the process of determining which methods and which instruments to choose to solve practical problems. This certificate would serve scientists and engineers in industry or in academia. After a brief discussion a motion was made to approve the new certificate with modifications to the proposal. The motion was seconded and approved by a show of hands. **Agenda item number nine (9) was approved with modifications.**
10. Agenda item number ten (10) – Presented for consideration and voting – *Modify/Change existing degree program – Part-time MBA: Extension of time limit*. The School of Business would like to take advantage of the newly approved extended time limit for part-time programs since many of the students involved are full-time employees who must fit academics into an already busy life. After a brief discussion a motion was made to approve the proposal. The motion was seconded and approved by a show of hands. **Agenda item number ten (10) was unanimously approved.**

11. Agenda item number eleven (11) – Dean’s Report and Discussion. Dean Holsinger did not have any additional items to report.
12. Agenda item number twelve (12) – New Business and Updates. There was no new business or updates presented at this time.
13. 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 4:47 pm.
14. The next meeting of the Executive Committee is scheduled for **February 19, 2020 in the Giolas Conference Room.**