



Date: Wednesday, April 17<sup>th</sup>, 2024, from 3:00pm-5:00pm

Location: WebEx Conference

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

Attendees: Mary Anne Amalaradjou, Marina Astitha, Mary Bernstein (*Ex-Officio*), Jack Corcoran (*Ex-Officio, Recording Secretary*), David Embrick, Kent Holsinger (*Ex-Officio, Chair*), Barbara Kream (*Ex-Officio*), Charles Mahoney, Etan Markus, Betsy McCoach, Royce Mohan

Absent: Mitchell Green, Judith Thorpe

Guests: Carol Atkinson-Palombo, Anji Seth

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1. The meeting of the Executive Committee was called to order at 3:05 p.m.
2. Presentation and vote for past meeting minutes, March 20<sup>th</sup>, 2024: The minutes from the prior Executive Committee meeting were approved unanimously.
3. Presented for consideration and voting – *Creation of a new course (CAR 24-25351) GRAD 5099 - Graduate Independent Study*
  - a. Sponsoring School/College: The Graduate School
  - b. Presenter(s): Mary Bernstein

Associate Dean Bernstein presented on the creation of a new independent study course under the “GRAD” prefix. This would benefit programs such as Data Science that fall underneath The Graduate School that do not have their own departmental independent study course, as well as assist students and faculty wanting to pursue interdisciplinary independent study projects.

Some questions were raised regarding the procedure of how a student would enroll in this course, in which it was noted that likely a new form would need to be created in order to accommodate this change. Additionally, it was stressed that there would be a reliance on an individual arrangement being made between a student and their advisor for when this internship option would be appropriate. A motion to approve was made by Charles Mahoney and seconded by David Embrick. The Executive Committee voted to approve the proposal unanimously.

4. Presented for consideration and voting – *Modify/Change existing degree or certificate program* (GPAR 24-ATKI-GJZQXY) Geography M.A. / Ph.D.
  - a. Sponsoring School/College: College of Liberal Arts and Sciences
  - b. Sponsoring Department: Geography
  - c. Presenter(s): Carol Atkinson-Palombo  
Anji Seth

Carol Atkinson-Palombo and Anji Seth discussed the proposed CIP code change for the Geography M.A. and Ph.D. programs. Seth described that this CIP code is relatively new and reflects the program better than the current one that is used. It was emphasized that the program and its content will not be altered to suit this new CIP code, and it has already been approved on the undergraduate level.

Etan Markus asked if this change was being made to help international students. Seth answered that since this change will better describe the degree an international student is getting, as well as categorizing them into a STEM degree, it will assist them in extending their OPT. A motion to approve was made by Royce Mohan and seconded by Charles Mahoney. The Executive Committee voted to approve the proposal unanimously.

5. Discussion Items:
  - a. A Mentee Guide to be paired with the Mentor Guide, created by Mary Anne Amalaradjou, is currently in draft status and will be reviewed by members of both the EC and GFC in the upcoming weeks.
  - b. Mentorship training is still being developed for a Fall 2024 roll out and will be a requirement for new faculty.
  - c. Marina Astitha brought up a discussion regarding international students needing to enroll in summer internship credits when traveling for their research or dissertation needs to comply appropriately with federal regulations, and how it costs money when nobody is actually instructing an internship course. Dean Holsinger plans to follow up with ISSS about this matter to see if better options may be available.
6. The meeting of the Executive Committee was adjourned at 3:46 p.m. The next meeting is currently scheduled for September 2024.