

Executive Committee Meeting Minutes: May 9, 2003

Whetten Graduate Center - Giolas Conference Room
2:00 P.M.

1. The meeting was called to order at 2:07 P.M. Vice Provost Janet L. Greger presided.
2. It was moved, seconded, and passed without dissent on a voice vote to approve as distributed the minutes of the 4-30-2003 meeting.
3. It was noted that there were no Plans of Study and Dissertation Proposals to approve since the last meeting on April 30th.
4. J. Greger noted that the changes recommended by the Executive Committee to the draft report of the Program Review Task Force were incorporated in the final report titled Revised Policy for UConn Graduate School. Further discussion and analysis of the report Revised Policy for UConn Graduate School continued:

A. General Principles: After slight modification of A4, all sections of A were approved without dissent.

B. What constitutes good program reviews?: Discussion continued through individual sections. After slight modification to B7, all sections of B were approved without dissent.

Section C4 (previously numbered as C3) - It was announced that graduate application submissions could be done electronically for ALL departments. After surveying peer institutions, the initial recommendations for application fees were \$45 for electronic and \$55 for paper applications however, in order to be comparable to the university's undergraduate application fee, rates for graduate electronic and paper applications were set at \$55 and \$75, respectively. Jim Henkel described briefly how electronic applications are fed into PeopleSoft. It was noted, that scheduled workshops would be helpful in implementing electronic admission. Overall, the Executive Committee was very pleased with the electronic application option. J. Greger would speak to Bruce DeTora & Lori Aronson about allowing VISA as an option for payment. It was moved, seconded, and passed without dissent on a voice vote to approve the application fee rates. J. Henkel immediately notified the Bursar and printer.

C. Ways to reduce efforts that are duplicative or not essential: After much discussion of the rest of section C, a new section C1 was inserted. Subsequent sections were renumbered accordingly with slight changes. All sections of C were approved without dissent.

D. Unfinished Business of Graduate Executive Committee: Section D will not be a part of the task force report. Section D2 was approved without dissent. Sections D1 & D3 were for information only.

5. 5. Specifications for Preparation of the Doctoral Dissertation (outlined in C6) were distributed. At the time of the meeting, a similar model for the Master's Thesis was being developed and has subsequently been completed (see attached.) J. Greger asked the Executive Committee members to review the documents for errors and submit any corrections by Wednesday, May 14th. If no changes are noted then both specifications will be sent via listserv to all faculty and all graduate students by June 1st with hardcopies being sent to graduate program directors and department heads. Both specifications will be posted on the Graduate School website no later than July 1st. (As of May 28th, this task was completed.)

6. E. Smith suggested the following regarding Field of Study representation on Graduate Faculty Council:

"Each Field of Study will have an elected representative to the Graduate Faculty Council. Graduate Faculty may vote in up to two Fields of Study of which they are members. In the event that a member of the Graduate Faculty would be elected to serve in two Fields of Study, the member will represent the constituency in which he/she obtained the highest percentage of the vote of the constituency and a second ballot be conducted in the other constituency with his/her name deleted from the candidate pool."

The group decided this was a complex issue that deserved further discussion at the June meeting.

7. G. Anderson led a discussion on the filing of master's theses in the library. It was concluded that our current policy does not need to be altered.

8. J. Greger provided the committee with announcements/updates:
- Graduate Assistant Health Insurance issue is still developing.
- NRC Rankings - Executive Committee will be notified when more information is made available on the NRC survey. GEC members agreed they will meet as needed this summer to discuss.

9. It was agreed to call a meeting of the Graduate Executive Committee for late June on a Tuesday, Wednesday or Thursday. The next meeting is scheduled for Thursday, June 26, 2003 at 1pm in the Giolas Conference Room of the Whetten Graduate Center.

10. Adjournment was at 4:16 PM.

Present:

- Anderson, G.
- Baldwin, A.
- Clifford, J.G.

- Cournoyer, D.
- Greger, J. (Vice Provost)
- Henkel, J. (Associate Vice Provost)
- Herzberger, D.
- Marsden, J.
- Maxwell, G. (Associate Dean)
- Pagoulatos, E.
- Peters, T. (Assistant Dean)
- Smith, E.

Regrets:

- Strausbaugh, L.

Respectfully submitted,

Carleen Morneau
Administrative Assistant