

Executive Committee
of the
Graduate Faculty Council

MINUTES

November 2, 2011
Whetten Graduate Center – Giolas Conference Room
3:00 PM

1. The meeting was called to order at 3:01 P.M. Interim Dean Charles A. Lowe presided.
2. It was **moved**, seconded, and **passed** without dissent on a voice vote to approve as distributed the minutes of the meeting of October 5, 2011. There was one abstention.
3. Veronica Makowsky, Director of Graduate Studies in English, was introduced and spoke about the importance of creating a handbook for use by directors of graduate studies, major advisors, and graduate students. The handbook would serve as a resource and would include all relevant policies, procedures, guidelines, requirements, samples of commonly-used forms, and other pertinent program information. Support for the idea was enthusiastic particularly since the *Graduate Catalog* no longer is updated and printed annually (it is available only online on the Graduate School's Web site). C. Lin will work with Makowsky on the project. B. Kream agreed to provide input. There also was interest in providing training experiences and workshops covering important topics for graduate program faculty and support staff.
4. C. Lowe explained for members the Graduate School's plan to roll the resources of the Dissertation Extraordinary Expense Award Program into the Doctoral Dissertation Fellowship Program. The annual budget of the former program is not always fully utilized and there are administrative difficulties associated with the administration of that program. The budget for the Extraordinary Expense program would always be fully utilized and have a greater impact if it were rolled into the Dissertation Fellowship Program. It was agreed to close out the Extraordinary Expense program by the end of calendar year 2011 and to combine that budget with that of the Dissertation Fellowship Program.
5. C. Lowe explained a planned modification of the Graduate School's policy governing transfer credits accepted into master's degree programs. The essence of the modification is that up to six credits, or up to 25% of the number of credits required for a particular master's degree program, can be accepted in transfer from other institutions provided the basic transfer-credit criteria (as currently stated in the *Graduate Catalog*) are met. Members agreed to the policy modification as explained.
6. C. Lin spoke about the policy governing the dropping of courses. She indicated that the instructor's signature in addition to that of the major advisor should be required when a student wishes to drop a course after the tenth day of the semester. It was noted that there also should be a provision barring a student from dropping a course when there is a pending academic integrity issue. These changes will insure that we are in compliance with all Immigration regulations.
7. C. Lin informed members that the changes in GRAD courses discussed and agreed to at the October meeting will be implemented after the current academic year ends.
8. C. Lowe discussed with members the way in which appointments are made to the Graduate Faculty and whether these should be made only at the Field-of-Study level or at the Area-of-Concentration level as well. It was recommended that the matter be reviewed and that a comprehensive updating of the relevant databases be undertaken in the near future. It was noted that Department and Program Heads should be involved in this process.
9. It was noted that President Susan Herbst has arranged a *Listen and Learn* meeting with the Graduate School staff and that she plans to meet with the Executive Committee in the near future (to be arranged).
10. C. Lin spoke about the Master of Arts degree program in International Studies, an important offering in light of UConn's global initiatives. While administrative organizational changes are being implemented, she noted that the Provost has agreed for the program to be based in the Graduate School temporarily. She also noted that proposal concerning the future organizational structure of the program is being drafted.
11. It was agreed to call a meeting of the Graduate Faculty Council for November 16, 2011. The agenda will include updates concerning several of the matters noted above as well as an update concerning the implementation of the *Apply Yourself* software from Hobsons.

12. Adjournment was at 4:59 PM.

Present: M. Aindow, A. Albert, J. Barnes-Farrell, J. G. Clifford, S. De Guise, C. Lowe (*Interim Dean*), C. Lin (*Associate Dean*), B. Kream (*Associate Dean - Health Center*), and T. Peters (*Program Director*)

Speaker: Veronica Makowsky, *Director of Graduate Studies in English*

Respectfully submitted,

Thomas B. Peters

Program Director