Date: Wednesday, November 28, 2018 @ 3:00 pm to 5:00 pm

Location: Giolas Conference Room

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

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

Absent: Judy Brown, Maria-Luz Fernandez, Kent Holsinger, Etan Markus, Barbara Parziale (*Ex Officio, Secretary*)

Guests: Kylene Perras

1. Agenda item number one (1) – Call to order. The regular meeting of the Executive Committee for November 28, 2018 was called to order at 3:00 pm.

1. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. The minutes of the October 24, 2018 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.**
2. Agenda item number three (3) – Announcements. There were no announcements
3. Agenda item number four (4) – Presented for consideration and voting –*Educating Bilingual Learners – new certificate program.* This new certificate program was introduced and a discussion ensued. A motion was made to approve the new certificate program with amendments discussed. The motion was seconded and unanimously approved. **Agenda item number four (4) was passed without dissent.**
4. Agenda item number five (5) - Presented for consideration and voting – *MENG Contaminated Site Remediation – name change and broaden curriculum.* This modification proposal was made to accommodate various local companies that are requesting courses to include broader environmental knowledge and skills. After a brief discussion a motion was made, which was seconded, to approve the proposal with modifications. The motion was unanimously approved. **Agenda item number five (5) was unanimously approved.**
5. Agenda item number six (6) - Presented for consideration and voting – *Sikorsky-Lockheed Credit Transfer Proposal.* This previously discussed credit transfer proposal was revised and re-submitted for approval. A motion was made, which was seconded. The proposal was unanimously approved with modifications by all members present. **Agenda item number six was passed without dissent**.
6. Agenda item number seven (7) – Presented for consideration and voting – *Increase Transfer Credit Proposal for Alexandria University proposal.* This proposal to increase transfer credits with Alexandria University was brought by the School of Engineering and was previously discussed. A discussion ensued after which a motion was made to approve the proposal with modifications. The motion was seconded and was unanimously approved. **Agenda item number seven (7) was unanimously approved.**
7. Presented for consideration and voting – *POLS 5th Year Master’s Program –* modification. The modifications to this program stem from changing rules at The Graduate School regarding the use of graduate credits earned in the undergraduate program to be used for this master’s program. After a brief discussion a motion was made to approve the proposal. The motion was seconded and unanimously approved with modifications to the catalog copy. **Agenda item number eight (8) was unanimously approved by members present.**
8. Presented for discussion:
	1. Time limits for Certificates. The proposal regarding time limits for certificates that was presented to the GFC at its last meeting was discussed by the Committee. There was strong support for the proposal.
	2. Credit Sharing for Certificate Programs. The proposal regarding credit sharing for bachelor/graduate degree programs that was presented to the GFC at its last meeting was discussed. There was strong support from the members for allowing this credit sharing. The Committee also discussed increasing the allowed credit sharing across certificate programs. The EC agreed that it should wait to discuss this further when Dean Holsinger can be present.
	3. Internal fellowship requirements. The Committee discussed the internal fellowship requirements and whether applicants could be nominated without having (yet) been formally admitted. Associate Dean Segerson indicated that she would seek clarification from Dean Holsinger.
9. New business and updates. There was no new business or updates.
10. 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.
11. The next meeting of the Executive Committee is scheduled for **January 30, 2019 in the Giolas Conference Room**.