Date: Wednesday, March 27, 2019 from 3:00 to 4:30 pm

Location: Giolas Conference Room 216

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

Attendees: Judy Brown, Jane Gordon, Mitch Green, Kent Holsinger (*Ex Officio, Chair)*, Barbara Kream (*Ex Officio*), Charles Mahoney, Barbara Parziale (*Ex Officio, Secretary*), Lynn Puddington and Kathy Segerson (*Ex Officio*)

Absent: Maria-Luz Fernandez, Elizabeth Holzer (on hiatus for semester), Joseph Loturco, and Etan Markus (sabbatical)

Guest: Kristin Bott, Maria Gyure, Tiffany Kelley, John Knopf, Annette Jakubisin Konicki, Rachel O’ Neill, Kylene Perras, and Angela Starkweather

1. Agenda item number one (1) – Call to order. The regular meeting of the Executive Committee for March 27, 2019 was called to order by Dean Holsinger at 3:00 pm.

1. Agenda item number two (2) – Presented for consideration and voting – Approval of the minutes. The minutes of the February 27, 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.**
2. Agenda item number three (3) – Announcements. There were no announcements.
3. Agenda item number four (4) – Presented for consideration and voting – *Part-time MBA – add area of concentration, eliminate area of concentration and change program requirements.* The Part-time MBA underwent a full program review. As a result some areas were eliminated while other courses were updated or added. There was a motion to accept the changes to the curriculum which was seconded and the motion was approved on a voice vote with minor changes to the catalog copy required. **Agenda item number four (4) was passed by a voice vote.**
4. Agenda item number five (5) - Presented for consideration and voting – *Health Care Innovation Certificate Program – New Certificate.*  The new certificate will address the needs of health care officials to develop future innovation and offer a culture of support that welcomes positive and necessary change. A motion was made to approve the new certificate program, which was seconded, and after a brief discussion the motion was approved on a voice vote. **Agenda item number five (5) was approved by a voice vote.**
5. Agenda item number six (6) – Presented for consideration and voting – *Master of Engineering (MENG), Advanced Manufacturing for Energy Systems (AMES) – add a new area of concentration to an existing program.* This new concentration would address the needs of the local and regional energy industry in converting new energy technologies into products using advanced manufacturing. A motion was made to accept this new area of concentration, which was seconded, and the motion was approved on a voice vote. The catalog copy will need some revisions, however. **Agenda item number six (6) was approved by a voice vote.**
6. Agenda item number seven (7) – Presented for consideration and voting – *Power Grid Modernization Certificate – New certificate.* This certificate meets the need of power utility companies to train personnel as the utility transitions to the grid of the future. There was a motion made to accept the new certificate program, which was seconded, and the motion was approved. **Agenda item number seven (7) was approved by a voice vote.**
7. Agenda item number eight (8) – Presented for consideration and voting – *Family Nurse Practitioner – modify or change existing degree or certificate program.* In response to student and faculty feedback, competition, and need for increased accessibility, the faculty voted to transform the family Nurse Practitioner program from onsite to online. A motion was made to change the mode of delivery for the program, which was seconded, and the motion was approved. **Agenda item number eight (8) was approved by a voice vote.**
8. Agenda item number nine (9) – Presented for consideration and voting – *Clinical Genetics and Genomics – New online certificate.* This certificate is an excellent modality to provide a baseline of knowledge for non-traditional students, students switching careers, or working professionals who cannot dedicate the time for a full degree but need to meet this expanding role in the clinical healthcare field. A motion was made to accept the new certificate online program, which was seconded, and the motion was approved with catalog changes. **Agenda item number nine (9) was approved by a voice vote.**
9. Agenda item number ten (10) – Presented for consideration and voting – *Prospectus and Dissertation Writing Seminar – added course with S/U grading.* This is essentially a writing course to assist students by offering composite steps to follow when drafting a dissertation or thesis. S/U grading is more appropriate since the course is not content based but driven by what the student submits. There was a motion made to accept the new course, which was seconded, and the motion was approved. **Agenda item number ten (10) was approved by a voice vote.**
10. Agenda item number eleven (11) – Presented for consideration and voting – *Dissertation Preparation – Grad 6999 revision of course description.* The purpose of this revision is to make clear the nature of the course and the circumstances under which a student would want to enroll. The new course description is:

“Grad 6999. Dissertation Preparation Zero credits. Open only to doctoral students. May be repeated. A non-credit course to be used by doctoral students who have reached candidacy for the doctoral degree and who are not registered for any other credit-bearing course but are actively working on their dissertations.”

**Agenda item number eleven (11) was approved unanimously by a voice vote.**

1. Agenda item number twelve (12) – *Thesis Preparation – Grad 5999 revision of course description.* The purpose of this revision is to make clear the nature of the course and the circumstances under which a student would want to enroll. The new course description is:

“Grad 5999. Thesis Preparation Zero credits. This is a non-credit course to be used by Plan A master’s students who have completed their coursework and who are not registered for any other credit-bearing course but are actively working on their master’s theses. May be repeated.”

**Agenda item number twelve (12) was approved unanimously by a voice vote.**

1. Agenda item number thirteen (13) – *Continuous Registration (Doctoral) Grad 6998 revised course description.* The purpose of this revision is to make clear the nature of the course and the circumstances under which a student would want to enroll. The previous title of the course, Special Readings, did not accurately reflect the purpose of the course. The new title and course description is:

“Grad 6998 Continuous Registration (Doctoral) Zero credits. Open only to doctoral students. May be repeated. A non-credit course for which doctoral students must register in cases where they are not otherwise registered for coursework or dissertation preparation but want to remain active in their program.”

**Agenda item number thirteen (13) was approved unanimously by a voice vote.**

1. Agenda item number fourteen (14) – *Continuous Registration (Master’s) Grad 5998 revised course description.* The purpose of this revision is to make clear the nature of the course and the circumstances under which a student would want to enroll. The previous title of the course, Special Readings, did not accurately reflect the purpose of the course. The new course description is:

“Grad 5998. Continuous Registration (Master’s) Zero credits. This is a non-credit course for which master’s degree students must register in cases where they are not otherwise registered for coursework or thesis preparation but want to remain active in their program.”

**Agenda item number fourteen (14) was approved unanimously by a voice vote.**

1. Agenda item number fifteen (15) – *Continuous Registration (Certificate) Grad 5997 revised course description.* The purpose of this revision is to make clear the nature of the course and the circumstances under which a student would want to enroll. The previous title of the course, Special Readings, did not accurately reflect the purpose of the course. The new course description is:

“Grad 5997. Continuous Registration (Certificate) Zero credits. This is a non-credit course for which certificate students must register in cases where they are not otherwise registered for coursework but want to remain active in their program.”

**Agenda item number fifteen (15) was approved unanimously by a voice vote.**

1. New business and updates.
	1. Negotiations continue with the Post-Doc’s.
2. 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 3:45 pm.
3. The next meeting of the Executive Committee is scheduled for **April 24, 2019 in the Giolas Conference Room**.