MINUTES
Graduate Committee Meeting
Kremen School of Education and Human Development
Nov. 21, 2013

Members Present: R. Bohlin, E. Jamgochian, S. Lee, S. Lam, S. Macy, I. Hernandez, W. Ullrich, J. Pitt, M. Giovannetti, S. Tracz
Members absent: S. Hart, T. Huerta
Guests: A. Lepp (Student Rep), D. Truelson, A. Burkeholder

1. Approval of Agenda - MSA

2. Approval of Minutes - MSA

3. Announcements –
   - DGS breakfast – feedback was given. An Information Literacy 4 unit class is to be offered, taught by the library, which should be helpful for international students and students who have been out of school for a while.
   - Other announcements – A Literature Review class will be offered for students on Dec. 7 at 11-12 and 1-2.
   - Other announcements – Help for faculty is available for faculty.

4. Updates on catalog changes – Much discussion occurred about the needed changes in the catalog. Admissions requirements are not listed or consisted listed for all programs. Links between catalog and other information are not functional. All changes submitted for the catalog must be approved by this committee and the DGS according to established procedures.

5. Catalog IT visitors – Dawn Truelson and Anne Burkeholder explained that information for the catalog is pulled from many database sources and the accuracy of the catalog depends on the accuracy of those sources. Degrees and programs are pulled from PeopleSoft, program descriptions are done manually, and names come from several sources.

A new form will be developed for inputting changes in the catalog. An extra working meeting will be held in a computer lab on Dec. 5 for faculty to input needed catalog changes with assistance from Dawn Truelson and Anne Burkeholder.

Changes and corrections for names will start in the new year.

6. Adjournment