

**AGENDA**  
**Graduate Committee Meeting**  
**Kremen School of Education and Human Development**  
**Sept. 19, 2013**

**Members present-** S. Lee, R. Bohlin, L. Hauser, E. Jamgochian, M. Raheem, S. Tracz, G. DeVoogd, T. Huerta, W. Ullrich, S. Macy

**Members absent-** S. Hart, J. Pitt

**Ex-Officio member-** M. Elrod

**Guests-**

1. Approval of Agenda - MSA
2. Approval of Minutes - MSA
3. Announcements –
  - Program Facilitators, Malik Raheem & Ignacio Hernandez were welcomed.
  - DGS breakfast, which was held on **Tuesday, September 10**, was discussed, and differences between hiring TAs and GAs were also discussed.
    - o Graduate Studies Financial Opportunities were announced:
      - Robert and Norma Craig Fellowships, Due 10-11-13
      - Graduate Student Research & Creative Activities Support Awards, Due 10-18-13
    - o Graduate Writing Center is open for extended hours.
    - o Graduate Student Success Series includes the following sessions:
      - 9-20 – Thesis Information Session
      - 9-24 – Academic Writing
      - 9-26 – Using Endnote
      - 9-30 - Thesis Information Session
  - Next DGS breakfast will be held on **Wed., Nov. 20**, 7:30-9:00 a.m. in the Vintage Room.
  - Other announcements:
    - o Amy Lepp will serve as the Graduate Committee student representative
    - o The Reading Program transitioned to stateside.
4. Multilingual and Multicultural Education Option passed the Senate and was approved for its 1<sup>st</sup> and 2<sup>nd</sup> readings at one meeting. The next step is getting a code. – Teresa Huerta
5. Catalog changes – None were forwarded at this meeting.
6. Online catalog – Faculty voiced great concern because of all the errors including some programs not being listed while programs that were discontinued appeared in the catalog. Jim Marshal will be invited to the next meeting to discuss this topic.

7. Removing “turf-centric” perspectives from Graduate Committee decision-making (e.g., committee chair selection). This item was tabled.
8. The Graduate Committee elected Susan Tracz-4, yes-2, Juan Carlos Gonzalez-1 to represent research on this committee.
9. The Advancement to Candidacy petition process and its rationale were discussed. Concern was raised that policies are inconsistently administered. Evaluating transfer credits is up to the coordinators, but certain criteria must be met for these credits to count. A checklist of criteria will be made. FAQ document or U-tube video on our website are possibilities for helping with this process. Someone from DGS will be invited to answer questions about Advancement to Candidacy for the next meeting.
10. Chain of command for coordinators to have authority to select faculty for their programs was discussed, and it was noted that department chairs have the authority for scheduling.
11. Goals for new academic year include assigning CS numbers to courses.
11. Adjournment. Next meeting will be held on Oct. 17, 2013, at 10:00 am in ED 316.