**Graduate Faculty Executive Committee**

**Meeting Minutes – September 17, 2018**

Members Present: Genevieve Birren; Jena Curtis; Vince DeTuri; Mark Dodds; Jose Feliciano; Eileen Gravani; Andrea Robinson-Kuretich; Joy Mosher; Kevin Sheets; Carol Van Der Karr; Nance Wilson

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| **Topic** | **Comments** | **Action** |
| **Minutes** | With no changes the minutes from 4/16/2018 were approved. | **Approved** |
| **New Business** |  |  |
| 1. GFEC Duties | J. Curtis reviewed the duties of the committee as outlined in the College Handbook. | **Passed** |
| 2. Election of Chair | J. Curtis and N. Wilson nominated each other to be co-chairs. M. Dodds made a motion to accept; seconded by K. Sheets. Unanimous |  |
| 3. Minutes Rotation | This year committee voting members will take meeting minutes on a rotating basis. K. Sheets agreed to take the minutes at the next meeting. |  |
| 4. Graduate Faculty Status | P. Schroeder will send out a call for Graduate Faculty Status. |  |
| 5. Committee Vacancies | With J. Ouellette and I. Jubran no longer serving on the committee, these seats remain vacant. J. Curtis will reach out to Jen Moore to see if she is interested in serving on the committee. She will first need to apply for graduate faculty status to serve on the committee. |  |
| 6. Graduate Student Applications | The committee reviewed the applications for accuracy, and any needed updates/corrections. J. Curtis and N. Wilson will meet separately to update the application based on feedback received. Once approved the applications will be uploaded to the GFEC website and an announcement made via email for applications now being accepted. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 9:45 a.m. | **Adjourned** |

Submitted by Pam Schroeder