**Graduate Faculty Executive Committee**

**Meeting Minutes – February 19, 2018**

Members Present: Darci Contri; Jena Curtis; Jose Feliciano; Tracy Frenyea; Rocio Gosende Suarez; Joy Mosher; Jerry O’Callaghan; Judy Ouellette; Kevin Sheets; Andy Young

Members Absent: Ronnie Casella; Mark Dodds; Eileen Gravani; Ingrid Jordak; Isa Jubran; Carol Van Der Karr; Nance Wilson

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| **Topic** | **Comments** | **Action** |
| **Minutes** | With a clarification edit to the letter of intent process, N. Wilson made a motion to accept the minutes from 10/30/2017; seconded by J. O’Callaghan. Unanimous. | **Approved** |
| **New Business** |  |  |
| 1. New Course Proposal  CHE 550 - Enzymology | Suggested to remove “Enzymology will” from the beginning of the course description. J. Ouellette inquired why are they creating a new course if it will not be offered in the program. Also inquired why this is not a shared resources course. Jerry O’Callaghan suggested to add “juniors and seniors in good standing” to the prerequisite language. With the suggested changes, J. Ouellette made a motion to pass; seconded by J. O’Callaghan | **Passed** |
| 2. GFEC Bylaws | The GFEC approved the revised bylaws. The bylaws will be presented to Faculty Senate and have two weeks for further questions or discussion. Following this, the bylaws will go out to referendum. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 9:15 a.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 4/16/2018