

Graduate Study Committee Meeting

September 17, 2007 Minutes

Present: Julia Smith, Mary Bucy, Bob Broeg, Jessica Henderson, Shannon Talbott, Mickey Pardew, Kevin Walczyk, and Janeanne Rockwell-Kincanon

Ex-Officio: Linda Stonecipher

Minutes: Karla Hale

Approval of Minutes: Minutes from May 15, 2007 were tabled till next meeting since some had not had a chance to read them yet.

Announcement: Linda Stonecipher announced Karla Hale will be joining the committee and take minutes for this year.

Agenda: Elect chairperson for this year, approval of May minutes, guidelines for submitting course change proposals, student petition sub-committee membership

Time	Agenda Item	Who	Outcome/Follow-up
3:00	Introductions	Jessica Henderson	Introductions and summer experiences were shared.
3:40	Approval of minutes	Jessica Henderson	Not everyone had a chance to read so approval will be tabled until next month.
3:45	Course proposal submission timelines	Mickey Pardew	Mickey asked for clarification on submission timelines for course proposals. Karla and Linda with the help of Janeanne will scan proposals and display in Library reserves. These should be submitted at least one week before next meeting so everyone will have time to view.
3:50	Elect Chairperson	Jessica Henderson	Jessica Henderson nominated Mary Bucy citing her work last year with the faculty senate on behalf of the committee. Nomination was seconded. <i>Nomination was voted on and approved. Mary Bucy will act as chairperson for this year.</i>
3:55	Vacancies in committee	Jessica Henderson	Updated membership list was emailed – see attached. There is a position open for a graduate student. Linda suggested Karla Hale fill this position. Karla will act as interim until committee members have an opportunity to look for preferably 1 st year grad student.
3:57	Student petition committee	Linda Stonecipher	Student petition committee membership needs to be established for this year. There were 3 members last year. Mickey Pardew volunteered to continue. Bob Broeg can not participate this year due to Department commitments. Julia Smith might participate. Jessica Henderson would like to participate. Group will stay after meeting to decide on meeting times. May need to meet more than once a month. The first meeting is scheduled for September 20, 2007 at noon. Meetings are tentatively scheduled right after the committee meeting pending approval by all sub-committee members.
3:59	Next meeting	Jessica Henderson	Next meeting is scheduled for October 16 th at 3:30. Janeanne graciously offered to handle scheduling a smart room for meetings for the rest of the year.
4:00	Meeting adjourned		