

CEHHS Graduate Curricular Review Committee (GCRC)

Minutes of the Meeting

February 28, 2018
2:30-4:30 pm
Claxton 412

Attending:

Voting Members: Jo Ann Cady (Chair; TPTE); Merilee McCurdy (EPC); Leslee Fisher (KRSS); Kathy Brown (PUBH); Spencer Olmstead (CFS); Pamela Angelle (ELPS); Katie Kavanagh (NUTR); Sejin Ha (RHTM)

Guests:

Non-Voting: Jeff Fairbrother (Ex-Officio); Kayla Whitt

Meeting Agenda:

- I. Call to Order**
 - a. Jo Ann Cady called the meeting to order at 2:31 p.m. in Claxton 412 on February 28, 2018.
- II. Approval of Minutes**
 - a. The minutes of the November 1, 2017 meeting were approved without changes.
- III. College By-Law Revision(s)**
 - a. A proposal will be drafted and sent to the college senate for approval to revise section 5.4.2, section 5.4.7, and section 5.4.8 of the college by-laws.
- IV. Graduate CRC Chair Election**
 - a. Committee nominated Kathy Brown to serve as the 2018-2019 Chairperson.
 - i. Approved
- V. Announcements**
 - a. None.
- VI. New Business**
 - a. None
- VII. Adjournment**
 - a. Jo Ann Cady adjourned the meeting at 2:57 p.m.

Next Meeting: The next meeting is scheduled for Wednesday, April 4, 2018 at 2:30 p.m. in Claxton 412.

Minutes Submitted by: Kayla Whitt

Proposed by-law changes for CRC committees

Section 5.4.2

Current: The UCRC and GCRC are comprised of elected representatives from each department offering undergraduate and/or graduate academic programs. Departments with both undergraduate and graduate academic programs elect one representative to the UCRC and one representative to the GCRC. Departments with only undergraduate or graduate academic programs elect a single representative to the respective committee. Each elected representative serves a three-year term. When a committee member rotates off, selection of a new member shall occur at the beginning of the Fall Semester.

Proposed: The UCRC and GCRC are comprised of elected representatives from each department offering undergraduate and/or graduate academic programs. Departments with both undergraduate and graduate academic programs elect one representative to the UCRC and one representative to the GCRC. Departments with only undergraduate or graduate academic programs elect a single representative to the respective committee. Each elected representative serves a three-year term. When a committee member rotates off, selection of a new member shall be **elected to the committee at the last meeting of the spring semester. Any issues needing to be addressed over the following summer shall be considered by those on the committee whose terms have not expired and the members newly selected at the spring meeting.**

Section 5.4.7

Current: The chairs of the UCRC and GCRC are responsible for conducting the meeting, setting the agenda, and votes in case of a tie. The chairs of the UCRC and GCRC are selected from the voting members of each body. In the initial convening meeting of each committee, the chair shall be elected by a majority vote of the voting members to a term of one year.

Proposed: The chairs of the UCRC and GCRC are responsible for conducting the meeting, setting the agenda, and votes in case of a tie. ~~The chairs of the UCRC and GCRC are selected from the voting members of each body. In the initial convening meeting of each committee, the chair shall be elected by a majority vote of the voting members to a term of one year.~~

Section 5.4.8

Current: The chair-elect of each committee shall be elected from among members of the UCRC and GCRC by a majority of members of each committee at the February meeting of the spring term. Each chair-elect serves as chair of UCRC or GCRC for a one-year term the following year.

Proposed: The chair-elect of each committee shall be elected by **secret ballot** from **voting** members of the UCRC and GCRC by a majority of members of each committee at the February meeting of the spring term. Each chair-elect serves as chair of UCRC or GCRC for a one-year term the following year.