

**MINUTES
GRADUATE COMMITTEE MEETING
JANUARY 26, 2012**

Members Present:

David Gregory
Michael Hypes
Christine McMichael – Murray Bessette
Chris Miller
Kerry Murphy
Lee Nabb
Sean O’Keefe
Dayna Seelig – Susan Maxey
Duane Skaggs

Members Absent:

Stacy Baker
Elizabeth Biebel
Mark Rose

Guests:

Annie Adams
Louise Cooper
Sarah Morrison

Approval of the November 18, 2011, Minutes

A motion was made by M. Hypes to approve the November 18, 2011, minutes. The motion to approve was seconded by C. Miller. All members approved.

Community Engagement “C” Designation

Louise Cooper was present to discuss with the committee the Community Engagement “C” Designation. It was requested that a letter be drafted that outlined the procedure that would be followed when a Type I or Type II is submitted for approval using the designation. Ms. Cooper will submit the letter and it will be distributed to the members. The designation will be changed to “Z.”

New CPE Submission Materials

The new process was discussed. The current Type III and Type IV proposals will be revised, incorporating the new guidelines and then will be submitted for approval at the March meeting.

ENG 630 – Topics in British Literature – Type II

Annie Adams and Sarah Morrison were present to discuss the proposal. A motion was made by M. Hypes to approve the proposal. The motion was seconded by C. Miller. All members approved. The approval was contingent upon submitting a cover letter.