



**University Graduate Committee**  
Tuesday, October 23, 2018 – 3:00pm to 4:00pm  
901 Conference Room, Ginger Hall

## MEETING MINUTES

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**Chair:** Michael Henson

**Members:** Steve Chen, Jennifer Dearden, Jody Fernandez, Patricia Harrelson, Robyn Moore, Ron Morrison, Edna Schack.

**Non-Voting:** Gera Jones, Kerry Murphy

**Guests in Attendance:** Sylvia Henneberg, Layne Neeper

**Introduction:**

Introductions were made of all committee members and guests present.

**Approval of December 7, 2017 Meeting Minutes:**

R. Morrison moved that the minutes for the December 7, 2017 University Graduate Committee meeting be accepted as amended. E. Schack seconded the motion. All members approved. Motion carried.

**University Graduate Committee Description and Membership:**

G. Jones provided members with a brief overview of the University Graduate Committee Description and Membership (provided to members online in Outlook Groups).

**Attendance Policy:**

G. Jones provided members with a brief overview of the University Graduate Committee Attendance Policy (provided to members online in Outlook Groups) and encouraged members to make use of proxies when unable to attend meetings.

**Election of Vice Chair:**

A request was made for nomination of a Vice-Chair. S. Chen nominated J. Dearden for Vice Chair of the University Graduate Committee. There were no other nominations. S. Chen moved that J. Dearden be elected the Vice-Chair for the 2018-2019 year. E. Schack seconded the motion. All members approved. Motion carried.

**Online Voting for 2018-2019:**

The option of using online voting versus a face-to-face meeting for Type I and Type II proposals was discussed. The general consensus among committee members was to utilize an online meeting format when only Type I and Type II proposals are on the meeting agenda, with the option of a face-to-face meeting if deemed necessary.

**Type III Proposal:**

MA in English – Revisions to admission criteria, elimination of ENG 699: Thesis, and reduction to 30 credit hours. Department of English, Caudill College for Arts, Humanities, and Social Sciences.

E. Schack moved to accept the Type III proposal for the M.A. in English program of the revisions of the program admission criteria, the elimination of ENG 599: Thesis, and the reduction of required program hours to 30 credit hours. J. Dearden seconded the motion. All members approved. Motion carried.

**Type VI Proposal:**

MA in English – Course deletion – ENG 699: Thesis. Department of English, Caudill College for Arts, Humanities, and Social Sciences.

J. Fernandez moved that the Type VI proposal for the M.A. in English program for the deletion of course ENG 699: Thesis. R. Moore seconded the motion. All members approved. Motion carried.