

Graduate Academic and Advisory Committee Meeting Minutes of September 9, 2015

Attending: Sean McGee, Daryl Farmer, Mitch Reed, John Yarie, Mike Daku, Jayne Harvie, Holly Sherouse, Laura Bender, Don Hampton, Mike Castellini, Anne Beaudreau (by phone), Franz Mueter (by phone), Donie Bret-Harte

I. Minutes from our meeting of 8/26/15 were approved.

II. Changes to membership. Anne Beaudreau will be joining us in place of Franz Mueter, who has increased responsibilities. Welcome, Anne!

III. Discussion of deferred grades. The Faculty Senate Administrative Committee has charged GAAC to develop a policy to deal with past deferred grades in graduate courses, analogous to the policy passed for past deferred grades in undergraduate courses. Deferred grades are used by some departments for student thesis work prior to completion. Holly Sherouse will provide GAAC with data on past deferred grades for graduate students. It will be easier for her if any policy defines only one deadline (e.g. the ten years that are allowed for a Ph.D.) for all cases. Holly indicated that the registrar can code extensions in Banner if needed.

IV. Thesis signature pages. The library has indicated that it no longer wants to store bound copies of theses any more, but will keep electronic copies. However, the graduate school still requires physical signature pages with actual signatures. Is this necessary? It is sometimes a hurdle for students to track down members of their committees when signatures are needed, and if they could be signed electronically, this would be easier. However, some faculty members have expressed concern about signatures being cut and pasted out of other documents. The graduate school has identified that some other schools either do not require signature pages (e.g. UAA), or use electronic signature pages, with security provided by docusign. Mike Castellini would like to know what GAAC members think. Mike Daku, John Yarie, and Don Hampton have no concerns. Daryl Farmer commented that the English faculty members have not weighed in on this yet, but he would prefer docusign to no signatures at all. Anne Beaudreau commented that committee members need to be able to formally approve the thesis, but docusign could be OK if it is secure. Laura Bender commented that students can track whether signatures have been received via docusign, which would be a plus. There would always be the option of physical signature pages if the student desires. Mike Castellini will find out what is needed to actually make the change, and GAAC will discuss again.

V. Assessment Team. The Faculty Senate Administrative Committee has requested that one representative from each of GAAC and CAC serve as liaisons for the Senate on the Provost's Assessment Team. Sean McGee agreed to serve as the representative for GAAC. Donie will pass this information on to Alex Fitts.

VI. Review of current assignments. Mike Daku and Sean McGee discussed their review of the revised RAP certificate. There were a number of comments and questions.

It was suggested that we invite Larry Duffy to the next meeting, to discuss the certificate program. Mike Daku will contact him with questions.

VII. New review assignments were made.

VIII. GAAC's next meeting was set for Wednesday September 23 at 3 pm