

Meeting Minutes
Graduate Studies Executive Committee
Tuesday, July 1, 2025, at 3:00pm
Provost's Conference Room, Derryberry

Members Present

Dr. Julie C. Baker—Executive Officer
Dr. Alice Camuti—Ex-Officio
Dr. Michael Burdick—Chair
Dr. Dan Combs
Dr. William Eberle
Dr. Mike Gotcher
Dr. Donadio for
 Dr. Rachel Hall
Dr. Samantha Hutson
Dr. Steve Isbell
Dr. Kim Hanna for
 Dr. Barbara Jared
Dr. Alfred Kalyanapu
Dr. Hayden Mattingly
Dr. Allan Mills
Dr. Thomas Payne
Dr. Julie Pharr
Dr. Michael Phillips
Dr. Darron Smith
Dr. Amy Brown for
 Dr. Jeremy Wendt
Dr. Matt Smith for
 Dr. Lisa Zagumny

Members Absent

Dr. Tony Michael
Dr. Bedelia Russell (non-voting)
Dr. Joseph Slater
Dr. John Zhu
Kelsey Rainey
Omar Abdelsalam
McKenna Stevens
Braxton Westbrook

Other Attendees

Karen Warren
Lucinda Morabito
Stephanie Flores
Dr. Michael Hoane

1. Approval of the agenda.

Motion to approve the agenda: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: None

The Committee voted and the motion was: Approved by: All Opposed by: None

2. Approval of the minutes from the April 1, 2025 meeting.

Motion to approve the minutes: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: None

The Committee voted and the motion was: Approved by: All Opposed by: None

3. Proposal by the College of Education and Human Sciences, Department of Counseling and Psychology to edit admission statements and requirements for the following programs, Effective Summer 2026.
 - a. Edit the catalog wording for the GPA admission requirement for the Master of Arts, in Counseling and Psychology, this applies to the School Counseling and Clinical Mental Health concentrations.
 - b. Add a statement of purpose, writing sample, and curriculum vitae or resume to the Counseling and Supervision doctoral admission requirements

Motion to approve the proposal: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: Dr. Hoane presented the changes to the admissions stating that the word “usually” in the GPA admission requirement for the Master’s programs suggested they would take a lower score. The programs are strong and receive sufficient applications that this is not needed.

In item “b”, the addition of application materials to the Counseling and Supervision doctoral admissions criteria will better prepare applicants and committees for the interview required for admission which ensures applicants are prepared and moving in the right direction for their future goals.

Dr. Payne asked to clarify the writing sample. Dr. Hoane stated that applicants at this level should have a publication, article, or research already written that could be submitted.

Dr. Gotcher asked about the review committee. Dr. Hoane stated that they already have a committee in place and they interview prospective students to ensure that the student and the program are a good fit. Sometimes the goals of a student may be better suited for a different program. The documents requested will provide more depth to the student and their goals.

Dr. Hanna asked about the 3.5 GPA requirement for the Ph.D. program. Dr. Hoane stated that the requirement does not seem to affect the number of applicants and is in line with the level of academic work required.

The Committee voted and the motion was: Approved by: All Opposed by: None

4. Proposal by the College of Business, to repeal the existing MBA policy on Quality of Work and adopt the current College of Graduate Studies Quality of Work policy, Effective Summer 2026

Motion to approve the proposal: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: Dr. Pharr presented the proposal for MBA to adopt the Graduate School Dismissal policy. The College of Business analyzed their dismissal and reinstatement history and concluded that it would be more academically sound to follow the same policy for quality of work set by the College of Graduate Studies.

The Committee voted and the motion was: Approved by: All Opposed by: None

5. Proposed Revision to Policy 274: Graduate Assistants.

Motion to approve the proposal: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: Dr. Camuti stated that the review committee has worked to update and tighten up the guidelines to Policy 274: Graduate Assistantship. We removed the statement about being members of the Graduate Assistantship Council since we are no longer members. Our student member of the review highlighted the need to review stipends every 4 years. As a reminder, Teaching Associates need to have a certification form submitted with their paperwork. The certification form verifies the student is qualified to be the teacher of record. The form can be found on the Graduate Studies website.

Friendly Amendment by Dr. Kalyanapu to clarify that Graduate Teaching Associate should be updated to Graduate Student Teaching Associate (GSTA) to match the abbreviation.

The Committee voted and the motion was: Approved by: All Opposed by: None

6. Informational Items: GSEC meeting dates 25-26. College name change.

Comments/Amendments: Due to the meeting dates of the Academic Council and University Assembly, the April GSEC meeting will move to March 31, 2026. This will ensure that all 2025-2026 additions and changes will be voted upon by the Council and Assembly.

The College of Interdisciplinary Studies will change their name to the College of Emerging and Integrative Studies. This change provides clarification and differentiation between the college and school within the college. The name change is awaiting board approval and then will be fully implemented. The website and catalog has already been revised to reflect the change.

7. Other Matters: Ad hoc committee for Policy 283 needed

Comments/Amendments: While Policy 283, Graduate Transfer Policy is only one page, it is an important policy. Departments, please email Dr. Camuti by July 31 with anyone who wants to be a part of the policy review committee.

8. Adjourn

Motion to approve the proposal: Dr. Darron Smith

Seconded by: Dr. Mike Gotcher

Comments/Amendments: None

The Committee voted and the motion was: Approved by: All Opposed by: None

Minutes prepared by S. Flores, Reviewed by Dr. Camuti, and Approved by the GSEC committee on September 2, 2025.