

GC EXECUTIVE COMMITTEE MEETING

13 January 2014 10:00 am

EC: Dave Breshears, Julia Cole, Ed DeSteiguer, Francina Dominguez, Edella Schlager (*excused*)

Chair: Katie Hirschboeck Program Coordinator: Thomas McDonald

AGENDA

1. Welcome new Program Coordinator, Thomas McDonald
2. Faculty refresh update
3. Bylaws (*Katie & Edella; Katie reporting*)
4. Leadership transition next steps
5. Curriculum update (*Julie & Francina*)
6. Marketing & Budget update (*Thomas*)
7. Budget Planning update (*Ed & Julie*)
-- Plan for upcoming Student Discussion/Luncheon (Jan 17 @ noon)
8. Other

RECAP: GC-GIDP 2013-14 "TO DO" LIST

(updates since our meeting of 22 Aug 2013)

(a) Election of New Chair

-- Nominations were solicited by Ed (an EC member; not current Chair, as per new GIDPAC rules) and nominee forwarded to GIDP office

-- GIDP office will facilitate the ballot, but we were informed that bylaws with the new election procedure must be in place first, so our ordering of transition steps had to be adjusted

(b) Updating the Bylaws

-- Bylaws revision draft to be discussed at today's meeting -- may need further edits after reviewed by AC2. As noted below in (c) the issue of term limits needs to be resolved.

-- The bylaws need to be approved by a two-thirds vote of the entire GC faculty membership. AC2 and GIDP office will conduct anonymous balloting online. AC2 will aid us in wording the ballot to ensure a valid vote, even with a small response.

(c) Faculty Refresh: Identification and Appointment of New GC Faculty

-- We decided to hold the bylaws vote *after* trimming the old faculty list, but before adding new faculty. -- Earlier, AC2 had confirmed our plan to refresh the list by asking current GC Faculty to request re-appointment. He also said that faculty appointments must have a term limit. He said that the bylaws ballot wording could accomplish this, e.g., "*Due to programmatic changes all faculty appointments must be renewed. Would you like to be reappointed for 5 years?*"

-- Before the refresh email went out, I confirmed with the GIDP office that it would be preferred to ask members if they "*would like to continue as an active member*" (because re-appointments are conferred through the Graduate College). The refresh emails went out 6 Dec 2013 with this wording and most of current faculty requested to remain listed.

-- The question remains whether term limits should be in the amended bylaws. If term limits and re-appointment are necessary this can be communicated in the bylaws ballot. I reviewed bylaws of the other GIDPs and most do not have term limits. Instead, some have terms such as: "*. . . may be dropped from membership due to failure to participate in the activities of the GIDP as outlined . . . Members dropped from membership may reapply for membership as outlined in . . .*" (The proposed GC bylaws draft is simpler and not prescriptive -- more suited to a minor program with a large faculty membership perhaps? To be discussed.)

-- After new bylaws are adopted, the next step will be to compile a list of new faculty from the recent IE hires and others to be identified (Dave to lead this effort?)

(d) Budget

-- Subcommittee has met several times – things discussed:

- Need to envision a better, stronger GC-GIDP with a larger budget & ask for it
- Input on where to put funds: recruitment, science communication workshop, GC travel fund, expand DIGS, etc.
- Fundraising (logistical support from GIDP office and IE?)
- IE support (Education Specialist position, GC TA position(s), internships, etc.?)

(e) Program Requirements / Curriculum

-- Subcommittee working on:

- reviewing all program requirements
- electives list
- process for adding/approving new courses and accommodating one-time seminar offerings
- revisiting core courses

(f) Program Outcomes Assessment

-- no action yet on the following:

- develop Program Outcomes Assessment Plan
- develop assessment rubric and monitoring/tracking plan
- create Academic Program Assessment webpage

Proposed Working Groups to accomplish the above:

By-laws (*Katie, Edella*)

GC Faculty - membership, Ambassadors, EC nominations (*Dave?*)

Budget & Fundraising (*Ed w/ Julie, Katie*)

Program & Curriculum (*Julie, Francina*)

Outcomes Assessment (*Katie, Ed*)

Student Issues (recruitment, tracking, alumni, etc.) (*Katie, ____?*)

Proposed re-ordered "To Do" list: ✓ = completed

- 1 - Updated webpage goes live ✓
- 2 - Send out continuation request email to current GC faculty ✓
- 3 - Revise bylaws and have them reviewed by GIDP office
- 4 - Revised bylaw ballot via GIDP office
- 5 - Invite and appoint new GC faculty
- 6 - Hold chair election via GIDP office; chair & chair-elect work out transition
- 7 - Appoint new Exec Committee member(s) (staggered plan to address terms)
- 8 - New Chair begins term beginning July 2014

Ongoing:

Budget planning

Outcomes assessment (plan development, rubric, and tracking and monitoring)