**GC EXECUTIVE COMMITTEE MEETING**22 Aug 2013 9:00 am
EC: Dave Breshears, Julia Cole, Ed DeSteiguer, Francina Dominguez, Edella Schlager
Chair: Katie Hirschboeck

**AGENDA**

1. Welcome to new EC member Francina Dominguez
2.  Brief overview of plan of transition to new GC Chair
3.  Short fuse matter:   Student Based Plans budget "ask" (as requested in email copied below)
4.  Program coordinator issue (departure of Lesa Langan DuBerry)
5.  Establishment of 5 "task groups":  budget, by-laws, curriculum, GC faculty, outcomes assessment
6.  Status of new webpage (goal is to launch over Labor Day weekend)
7. Fall semester timeline

*The GIDP Administration office is preparing to send the annual Dean “Ask” letters . These are the letters that request funding to support your academic year budget.  We will make a change to the fiscal year ‘14 letters to include a proposal for an additional amount of $5,000-$10,000 in recruitment and/or operations funding for each of the programs.  We would like you to send us student based plans such as, planning student workshops, student travel,  etc.  We will need a budget (of an approx. dollar amount), a short detailed implementation plan and dates. Please send questions, budgets and plans in a reply email, as soon as possible.  The letters will be sent, as soon as we receive the information. The target date to send the letters is September 5th.*

  **GC-GIDP UPDATE & 2013-14 “TO DO” LIST

Associate Chair / Chair-Elect**
-- Andrew Carnie (AC2) informed me that establishment of an Assoc Chair position would need to be in our bylaws.
 -- Propose we have our election early for a new chair (who would start in July 2014) early to facilitate transition. Then we’d have a chair-elect and Associate Chair position not needed.

**Election of New Chair**-- New rule says voting of GIDP Chairs by their Executive Committees needs to be done through the GIDP office.  (The GIDP office will facilitate the balloting on this for us)

**Updating the Bylaws
--** AC2 confirmed that any changes we make, e.g., refreshing the GC Faculty list, (see below), must  be reflected in our bylaws.
-- We need to adjust some of the language to comply with GIDP rules; AC2 will review.
-- Also issue of increasing the membership on the EC committee to 6*. (We can have as many EC members as we want, but the number needs to be specified in our bylaws; we can say "no less than 5 and no more than 7" for flexibility if we want.)*-- The bylaws need to be voted on by the entire GC faculty membership. AC2 and GIDP office conduct anonymous balloting online. AC2 will aid us in wording the ballot to ensure a valid vote, even with a small response.
 **Renewal / Re-appointment of Current GC Faculty**
-- AC2 confirmed plan to refresh list by asking current GC Faculty to request re-appointment
-- Faculty appointments must have a term limit.  (5-year term in bylaws has never been enforced.)
-- Ballot wording can accomplish this: *"Due to programmatic changes all faculty appointments must be
 renewed.  Would you like to be reappointed for 5 years?"*
-- Ballot also will list the responsibilities of the appointment.

**Identification and Appointment of New GC Faculty**
-- After (or concurrent with) reappointments, proceed with inviting new faculty GC members from the recent IE hires and others who have been identified
-- It was suggested that we hold the bylaws vote after trimming the old faculty list but before adding the new ones – is this a good plan?

**Budget**-- Need to envision a better, stronger GC-GIDP with a larger budget & ask for it
-- Deans “Ask” letter (recruitment, science communication workshop, GC travel fund, expand DIGS, etc.)
-- IE support (Education Specialist position, GC TA position(s), internships, etc.?)
-- Fundraising (logistical support from GIDP office and IE?)

**Program Requirements / Curriculum**
-- review all program requirements:
 - keep the 2 GC minor Faculty requirement & the member outside your department requirement?
 - keep the emphasis on breadth (stretching beyond comfort zone) in second elective?
-- update electives list
-- establish process for adding/approving new courses and accommodating one-time seminar offerings
-- Revisit core courses

**Program Outcomes Assessment**-- 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
GC Faculty (membership, Ambassadors, EC nominations)
Budget & Fundraising
Program & Curriculum
Outcomes Assessment
Student Issues (recruitment, tracking, alumni, etc.)

**Proposed ordered "To Do" list:**
a. Updated webpage goes live
b. Hold chair election via GIDP office; chair & chair-elect work out transition
c. Revise by-laws and have them reviewed by GIDP office
d. Send out reappointment email to current GC faculty
e. Revised by-law ballot via GIDP office
f. Invite and appoint new GC faculty
g. Appoint new Exec Committee member(s) (staggered plan to address terms)
h. New Chair begins term July 2014

**Ongoing:** Budget planning (short fuse, ongoing, fundraising)
Outcomes assessment (plan development, rubric, and tracking and monitoring)