Meeting began at 1:03 pm

I. Approval of Minutes from January 9, 2014
   Motion: To approve the minutes as presented.
   Moved: The motion was made by Dr. Rodriguez.
   Second: The motion was seconded by Dr. Sherman. Dr. Olenick abstained due to absence. Approved.

II. New business
   A. Action Item: Creation of ad hoc awards committee: One representative from each college to serve on this committee:
      COB: Anita Reed
      COE: Karen McCaleb
      CLA: Charles Etheridge
      CONHS: Claudia McDonald
      CSE: Lee Smee
   B. Discussion:
      1. Master's Working Group: To provide thoughts and comments for the upcoming meeting, contact the college representative:
         COB: Don Deis
         COE: Jana Sanders & Lynn Hemmer
         CLA: needs a volunteer
         CONHS: Eve Layman
         CSE: Kim Withers
      2. Graduate Student Appreciation Week is a nationally designated week to support and appreciate graduate students April 7-11. Ideas for the week/events are welcome and can be sent to Dr. Canales. Discussion included: having an event at the Art Museum of South Texas, consideration of WebEx inclusion for distance students, evening/Friday sessions to avoid class times
      3. A graduate faculty listserv is being created to improve communication from the group to faculty using the University server.

III. Subcommittee Reports
   A. Curriculum: Dr. Garrett: Clarification that the curriculum committee did previously approve CONHS catalog copy. COE Catalog Copy should be ready for discussion at the
next meeting. Other discussion included: Beyond the Big Test: A book on graduate admissions and a reminder that the process of changing the catalog must be done in a timely manner to ensure enough time to flow through the approval process.

B. Rules and Procedures: Dr. Sherman: CGS Catalog Copy recommendations were made and will be further discussed in the subcommittee meeting next week (February 06). The Assistantship Handbook including new comments will be reviewed during the same meeting. The subcommittee is in the process of reviewing CSE Graduate Faculty Applications. A rough draft of the Bylaws will be available for comments at the next meeting. The suggested timeline to submit these to Faculty Senate is by March.

IV. Liaison Reports
A. ITDEC – Dr. Layman: AP issues were discussed during last ITDEC meeting. CSE and EDTC have concerns about WebEx storage space. Possible solutions are to buy more space or to clear lectures after a certain time period.

B. Graduate Student Representative – Evan Paret: Graduate Orientation was a chance to meet new students. A 2-minute brief overview of the participating organizations should be prepared for future events.

C. International – Dr. King: There was no update as there was not a meeting held since the last report.

D. Faculty Senate – Dr. Griffith: Discussion of timeliness of catalog copy submission to Faculty Senate. Senate needs adequate time to read and vote. Approval process may take several months due to Senate meeting schedule. General discussion regarding catalog copy deadlines ensued.

E. Library – Dr. Shupala: not present.

F. Retention – Dr. Sherman: There was no update as there was not a meeting held since the last report.

V. Matters Arising
A. College of Business no longer requires a letter of recommendation for graduate applicants.

B. Marketing and Communications’ website redesign input needs to be submitted to Dr. Canales before next Wednesday; suggestions included periodically checking links to make sure they work.

C. Please remind programs that graduate applications can only be submitted through ApplyTexas.

VI. Adjournment
Dr. Sherman moved to adjourn the meeting at 2:20pm.

TENTATIVE FUTURE MEETING DATES: 2/13; 2/27; 3/27; 4/10; 4/24; 5/8; 5/22