**Graduate Assembly Meeting**

**Meeting Minutes from November 2024**

Thursday, November 7, 2024

2:30pm

*Virtual via msTeams*

Chair: Dr. Shawn Christensen

Chair Pro Tem: Dr. Patti Parker

Graduate Assembly Secretary: John Garrigus

**PRESIDING**: Shawn Christensen, Chair of the Graduate Assembly

**MEMBERS ATTENDING (voting):** Drs.Cara Boutte; Dennis Chiessa; Leonidas Fegaras; John Garrigus; Kristin Gigli; Juan Ji; Robin Jocius; Larry Martinez; Taner Ozdil; Patti Parker; Ericka Roland; Donna Schuman; Wedeline Seraphin; Jiwon Suh; Vicente Iranzo; Jennifer Zhao

**EX-OFFICIO MEMBERS ATTENDING (non-voting):** Drs. James Grover; Raymond Jackson; Rebecca Lewis; Ms. Kimberly Tate;

**GUESTS ATTENDING (non-voting):** [none]

**MEETING MINUTES**

1. **Call to order**
   1. The meeting of the Graduate Assembly was called to order at 2:30 pm by Shawn Christensen, Chair
2. **Members and Committees Introduced.** 
   1. Dr. Christensen invited the members to introduce themselves.
      1. Committee members, ex officio members, and guests introduced themselves
   2. For the record the names of the chairs of the subcommittees are
      1. Committee on Graduate Students — Dr. Ericka Roland
      2. Committee on Program Creation — Dr. Dennis Chiessa
      3. Committee on Program Revision — Dr. Sophia Fantus
3. **Consideration of Minutes**
   1. Dr Christensen invited members to move the approval of the minutes from October 2024
      1. Motion to approve the October 2024 minutes.
      2. Vote taken: Approved (16 approve, 0 oppose, 0 abstain).
4. **Greeting and message of appreciation to the assembly members from Provost Dr. Tamara Brown**
   1. Not present.
5. **Updates from Dr. James Grover, Dean of Graduate School** 
   1. Dr. Grover described his proposal to change the language used to describe graduate exams and milestones in program handbooks and manuals across campus. That is currently in the Graduate Student Committee and will likely be ready for the Assembly in February 2025.
   2. Dr. Grover also explained that the university’s migration to a new software platform for the catalogue will likely shape the way changes are approved for graduate programs. This will eventually change the way the Graduate Assembly and other university stakeholders, like the Registrar’s Office, review that information.
6. **Updates from Graduate Student Council, Mr. Nasir Rakib**
   1. Mr Rakib is not present and may not have been invited to the meeting by an oversight
7. **Old Business**
   1. Report from Committee on Program Creation: Dr Dennis Chiessa
      1. No Old Business.
   2. Report from Committee on Graduate Students: Dr. Erika Roland
      1. The Graduate Committee is reviewing a proposal that Dean Grover described. It is also talking about possible revisions to the graduate catalog. The Committee will present at the February 2025 meeting.
   3. Report from Committee on Program Revision: Dr. Sophia Fantus
      1. No Old Business.
8. **New Business**
   1. **Report from Committee on Program Creation: Dr Dennis Chiessa** 
      1. No new business
   2. **Report from Committee on Program Revision: Dr. Sophia Fantus**
      1. No New Business.
   3. **Report from Committee on Graduate Students: Dr. Erika Roland**
      1. No New Business.
9. **Additional Items**
   1. **Elections.**
      1. Election of Secretary
         1. Call for Nominations for the position of Chair of the Assembly.
            * Dr. John Garrigus nominated himself.
            * No other nominations were put forward
         2. Call for motion to close nominations.
         3. Vote held to elect the nominee, Dr. John Garrigus, as Secretary Chair. Vote taken by msForms overseen by Dr. Shawn Christensen.
            * Result: Dr. John Garrigus is elected (12 votes in favor, 0 against).
10. **Adjournment**
    1. **Dr. Christensen asked for a motion to adjourn.**
       1. Dr. Dennis Chiessa motioned to adjourn.
       2. Adjourned at 2:54 pm.

**Teams Meeting:**

* Chat feature should be used for questions or comments during the meeting.
* Votes are taken using msForms. Links to the forms are supplied within the meeting chat feature.

**Meeting Minutes Submitted by GA Secretary:** Dr. John Garrigus