

**MINUTES**  
 Executive Committee  
**Tuesday, October 28, 2025**  
**3:00pm – Microsoft Teams/Administration 106**

**Present:** Melinda Smith, Chair; Andrew Norton, Vice Chair; Jennifer Martin, BOG Representative; Amy Barkley, Executive Assistant; Stephen Coleman, Agricultural Sciences; Gina Slejko, Business; Peter Jan van Leeuwen, Engineering; Svetlana Olbina, Health and Human Sciences; Antonio Pedros-Gascon, Liberal Arts; Linda Meyer, Libraries; David Koons, Natural Resources; Steve Benoit, Natural Sciences; Zaid Abdo, Veterinary Medicine and Biomedical Sciences

**Guests:** Brad Goetz, Chair University Curriculum Committee; Kimberly Miloch, Provost Chief of Staff; Day Halsey, Co-Chair Committee on University Programs; Kristy Nowak, Co-Chair Committee on University Programs; Joseph DiVerdi, Co-Chair Task Force on Adjusting the Academic Calendar to Foster Student and Faculty Success; Colleen Webb, Dean of the Graduate School

Absent: Marion Underwood, Provost/Executive Vice President (excused); Sue Doe, Immediate Past Chair (excused)

Chair Melinda Smith called the meeting to order at 3:01 p.m.

**October 28, 2025 EXECUTIVE COMMITTEE AGENDA ITEMS:**

**I. Minutes to be Approved**

**1. Executive Committee Minutes – October 21, 2025**

Chair Smith: There were edits sent in by two (2) members. Clarification was provided on the suggested edits.

Hearing no further discussion or suggested edits, Chair Smith requested a vote to approve the minutes as amended.

Motion passed. Executive Committee minutes from October 21<sup>st</sup> approved as amended.

**II. Items Pending/Discussion Items**

**A. *Announcements***

1. The Next Executive Committee Meeting will be held on November 11, 2025 – Microsoft Teams/Administration 106 – 3:00 p.m.
2. The Next Faculty Council meeting will be held on November 4, 2025 – Microsoft Teams/Administration 106 – 4:00 p.m.

***B. Provost/Executive Vice President Report – Vice Provost Susan James***

Both Provost Marion Underwood and Vice Provost Susan James were out of town. No formal report today.

***C. Old Business***

***D. Action Items***

1. UCC Minutes – October 10, 2025

Hearing no discussion or questions, a motion was made to place the minutes on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. University Curriculum Committee minutes will be placed on Faculty Council agenda for November 4<sup>th</sup> as consent agenda.

2. Academic Faculty Nominations to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair

Hearing no discussion or questions, a motion was made to place the faculty nominations on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for November 4<sup>th</sup>.

3. New CIOSU: Don Lockton Family Heart Center – Committee on University Programs – Day Halsey & Kristy Nowak, Co-Chairs

Day Halsey: Provided background information on the Don Lockton Family Heart Center, which is currently operating under conditional approval as provided by Executive Committee. The mission is aligned with University principles, and they secured a \$10 million donation to establish the center. The Committee on University Programs unanimously approved the center for approval.

An Executive Committee member asked about clarification around the name, since it is not clear that it is housed in the College of Veterinary Medicine and Biomedical Sciences and has an animal focus.

Halsey: Indicated that this discussion did not come up in committee and that the objectives were clear that it was animal-focused, with a focus on animal heart disease and treatment.

Additional discussion centered on whether the Committee on University Programs should include consideration of the names of centers as part of their approval process. An Executive Committee member suggested that the conditional approval be extended to allow for time on

clarification on the name. It was noted that the center was named after the donors, the Don Lockton Family, which provided further clarification on the name.

Following discussion, it was determined that feedback regarding the name would be sent back to the center applicants for their consideration, with the intent of allowing for further clarification to occur at the Faculty Council meeting.

Hearing no further discussion or questions, Halsey made a motion to place the new CIOSU proposal on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed, with one dissenting. Will be placed on the Faculty Council agenda for November 4<sup>th</sup>. Halsey confirmed that information will be requested regarding the name of the center ahead of the Faculty Council meeting.

4. Proposed Revisions to the Graduate and Professional Bulletin:  
Admissions Requirements and Procedures: Transfer Credit Policy  
– Committee on Scholarship, Research and Graduate Education –  
Rob Schonlau, Chair

Dean Colleen Webb: Explained the proposed revisions, which are related to a state law that came into effect on September 1<sup>st</sup>. This law impacts both undergraduate and graduate transfer credits and transparency around transfer credit evaluation. The new law requires that transfer credits be evaluated within thirty (30) days of the student's request, which includes at the time of admission. We needed to come up with a process and update our policy to allow for evaluation of transfer credits at the time of admission and anytime prior to when graduate committee formation happens.

Dean Webb: This process has been piloted since September 1<sup>st</sup> in order to be in compliance with state law. A faculty member in each department has been identified as a faculty evaluator. These faculty evaluators will look at requests for transfer credits that occur prior to committee formation and make decisions based on content. The Graduate School will continue to evaluate transfer credits on a technical basis. If transfer credit requests come after committee formation, the process will proceed as it always has.

Executive Committee members discussed the revisions and questions around transfer credits. Dean Webb clarified that the law applies to both undergraduates and graduate students, but the revisions here apply just to graduate students. Additional clarification was provided on the process in more specific situations.

An Executive Committee member suggested edits that clarified the wording around "advisor" in the revisions to clarify that this referenced faculty advisors.

Hearing no further questions or discussion, a motion was made to place the proposed revisions, with the suggested changes, on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. The proposed revisions to the Graduate and Professional Bulletin, with suggested changes, will be placed on the Faculty Council agenda for November 4<sup>th</sup>.

5. Proposed Revisions to the Graduate and Professional Bulletin:  
Admissions Requirements and Procedures: Graduate Certificate Credits – Committee on Scholarship, Research and Graduate Education – Rob Schonlau, Chair

Dean Webb: Explained the proposed revisions. This update clarifies how graduate certificates are transferred into graduate degree programs. This would also allow programs to transfer in more than one (1) graduate certificate, which is needed in order to enable stackable credentials.

An Executive Committee member expressed concerns around the wording would allow students of different disciplines to transfer credits to a different discipline when they are not equivalent. Discussion resulted in a slight update to the wording and an added reference to the Transfer Credit Policy section.

Hearing no further questions or discussion, a motion was made to approve the proposed revisions, with the suggested edit and reference to policy, on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. The proposed revisions to the Graduate and Professional Bulletin, with suggested changes, will be placed on the Faculty Council agenda for November 4<sup>th</sup>.

6. Proposed Revisions to the Graduate and Professional Bulletin:  
Admissions Requirements and Procedures: International Applicants – Committee on Scholarship, Research and Graduate Education – Rob Schonlau, Chair

Dean Webb: Explained the proposed revisions. There has been a change to TOEFL cut-off requirements, and the updates will reflect the new types of scores that are effective in January 2026.

Hearing no questions or discussion, a motion was made to place the proposed revisions on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. The proposed revisions to the Graduate and Professional Bulletin will be placed on the Faculty Council agenda for November 4<sup>th</sup>.

7. Final Report from the Task Force on Adjusting the Academic Calendar to Foster Student and Faculty Success – Joseph DiVerdi & Steve Dandeneau, Co-Chairs

Joseph DiVerdi: The task force was charged to address a number of different topics regarding the Academic Calendar. The report goes over the five (5) recommendations, which include keeping the 48-week academic calendar, adding a January term of four (4) weeks, expand half-term

courses, add short breaks to both the fall and spring semesters, and eliminate differently-scheduled finals weeks.

Executive Committee members discussed the report and additional questions regarding the calendar. Questions involved clarification around the January term and how it fit into the academic calendar, as well as potential start dates for the semesters. Executive Committee members additionally discussed impacts around the half-semester courses and concerns around utilizing that option for certain classes.

DiVerdi clarified some of the discussions that the task force had around these recommendations, as well as the engagement with the Registrar's Office.

Hearing no further questions or discussion, a motion was made and seconded to place the task force report on the Faculty Council agenda. Chair Smith requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for November 4<sup>th</sup> as a report to be received.

### ***E. Reports***

#### 1. Faculty Council Chair Report – Melinda Smith

Chair Smith: Updated members regarding the discussion around the Institutional Learning Objectives (ILOs) that occurred last week. This was discussed with Faculty Council leadership and our Parliamentarian. The suggestion that was made was to either rescind the motion from May and bring forward any amendments for consideration in November or to keep the motion as it was amended and voted on in May. Additionally, the plan is to articulate guidelines around amendments and procedures more clearly.

Executive Committee members moved to continue this discussion in Executive Session.

#### 2. Board of Governors Report – Jennifer Martin

Jennifer Martin: Will be meeting with faculty in the biomedical sciences who are associated with the medical school to hear their concerns regarding the conversation that was had in the Board of Governors at the last meeting.

Executive Committee members were encouraged to send concerns or provide her contact information to colleagues and constituents.

### ***F. Discussion Items***

### ***G. Executive Session***

A motion was made and seconded to move into Executive Session. Motion passed.

Executive Committee adjourned at 4:45 p.m.

A motion was made and seconded to move out of Executive Session. Motion passed.

Executive Session concluded at 4:57 p.m.

A motion was made and seconded to remove the adoption of the Institutional Learning Objectives (ILOs) action item from the upcoming Faculty Council agenda. Chair Smith requested a vote.

Motion passed.

Executive Committee adjourned at 4:58 p.m.

Melinda Smith, Chair  
Andrew Norton, Vice Chair  
Jennifer Martin, BOG Representative  
Amy Barkley, Executive Assistant