**ACTION ITEMS**

The Graduate Committee reviewed Ph.D. applicant files.

Minutes from the February 3rd meeting were unanimously approved following Molleda’s motion and Calvert’s second.

**INFORMATION ITEMS**

Treise met with Kiousis recently regarding the Graduate Coordinator duties/compensation. He suggested the following changes to the list of duties—

* “year round” was added to this duty—“Oversees the admission process of graduate students in the relevant department or area of specialization *year round*.
* “and associate dean for graduate studies” was added to this duty— “Evaluates the curriculum and prepares an annual report to faculty *and the associate dean for graduate studies* in track or area of specialization.”

The compensation will begin the end of the spring 2015 semester.

**DISCUSSION ITEMS**

Review Science and Health Communication track—Treise, Walsh-Childers, and Spiker reviewed the SHC track for the time period Fall 2011 to Spring 2014. There were 22 students within that time period. The three required classes are Seminar Mass Media/Health, with an average enrollment of nine, taught by Walsh-Childers; Science Health Communication, with an average enrollment of fifteen, taught by Tresie; and an Individual Work Science Policy course, with an average enrollment of four, taught by Treise. Spiker will teach a Science Health Writing course beginning in Spring 15.

When Graduate Coordinators are reviewing their tracks they should keep in mind which faculty are chairing committees in other areas as well as their own.

Law track being put into Journalism area—Calvert suggested that the Law track will be a sub-specialization of Journalism beginning Fall 2015 if approved by the Journalism faculty and Graduate Faculty. The required classes will be MMC 5206, 1st Amendment Theory, and Research Methods in Mass Comm Law. The Committee approved to go forward.

ATTENDING: Treise, Armstrong, Calvert, Goodman, Molleda, Ostroff, Pisani, Wanta, and Hedge.