

Meeting Date		Time
March 3, 2014		3:00 – 4:30 p.m.

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 2/3/14 meeting
2	International Graduate Admissions Rebecca Brown, Director Megan Mefford, Coordinator Center for International Programs		Discuss conditional admission as it relates to international graduate students: definition, current process, possible improvements.
3	Role of the Graduate Coordinator in thesis format review		Per Alison O’Dowd’s request, share information about how involved coordinators in different programs are in reviewing theses for format, now that format review by Grad Studies is required.
4	Requirements for Documentation of Examination for Currency for Extension of the Seven-Year Limit.	The Request for Program Variation or Waiver form, used to request the extension, is available at: <a href="https://humboldt.edu/forms/node/359">https://humboldt.edu/forms/node/359</a> The Documentation of Examination for Currency for Extension of the Seven-Year Limit is available at <a href="http://www.humboldt.edu/forms/node/364">http://www.humboldt.edu/forms/node/364</a>	Discuss appropriate course-specific documentation citing learning outcomes/objectives of the course and identify specific ways in which the student has demonstrated currency in those areas. We would ask that faculty members evaluating currency contact Jená first to discuss the level/kind of documentation to use for the course. Sample documentations of currency are available upon request.
5	Introduce Laura Weare/Financial Aid Office		Brief welcome and Introduction
6	Important Deadlines  <b>March 27, 2014, 1 PM</b> Deadline to submit Patricia O. McConkey Outstanding Graduate Student Awards  <b>April 1, 2014, 5 pm</b> <b>Nonresident Fee Waivers</b> Programs are expected to submit the names of awardees to APGS by <b>April 1</b> - Allocation information sent to graduate coordinators.  <b>GA/TA Tuition Waivers</b> Programs forward names of the graduate TAs/GAs for 14/15 AY to Financial Aid Office by <b>April 1</b> .  <b>April 15, 2014, 5 pm</b> Deadline to submit thesis/project mandatory format review, required for all students  <b>Monday, May 12, 2014, 5 pm</b> Deadline to submit final version of thesis or project and approval form with original signatures for Spring 2014 graduation  <b>Tuesday, July 15, 2014, 5 pm</b>	Thesis/Project Help is available at: <a href="http://www.humboldt.edu/gradprograms/node/17">http://www.humboldt.edu/gradprograms/node/17</a>	Please remind your faculty and students to pay particular attention to thesis/project submission deadlines and requirements

	<p>Deadline to submit thesis/project mandatory format review, required for all students</p> <p><b>Friday, July 25, 2014, 5 pm</b>          Deadline to submit final version of thesis or project and approval form with original signatures for Summer 2014 graduation</p>		
7	<p>News and Announcements</p> <p>Bookstore Graduation Fair 2014  <b>April 8 &amp; 10</b> 10:00 a.m. to 3:00 p.m. in the Karshner Lounge</p> <p>End of year Grad Party-          Leana Edwards/Graduate Student Collective has enthusiastically agreed to coordinate the event this year!  <b>Date TBD</b></p> <p>If students have questions about the appropriate Master's hood color for their program direct them to Graduate Studies FAQ at:  <a href="https://humboldt.edu/gradprograms/nod/e/45">https://humboldt.edu/gradprograms/nod/e/45</a></p>		<p>Please encourage your students to attend.</p> <p>Stay tuned for further developments</p>

