

Meeting Date	September 10, 2012	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 8/27/12
2	Improving student progress to degree for review and help in development of timelines and milestone requirements.	IRP report on the status of current students, sent 9/6 to graduate coordinators and deans Basic Timeline (attached)	1) Discuss ways of using the info on the lists 2) Determine milestone requirements; identify locations where they should be listed and communicated to students and faculty advisors
3	50% rule – programs need to make adjustment to catalog copy to reflect the Title 5 general requirement listed below: * at least half the units required for the Master's Degree are graduate level.	Title 5 requirements for Master's degrees attached. Note: "Units required" is determined by the number of units listed on the student's approved program of study, included in the application for advancement to candidacy. This is the standard used by the Office of the Registrar.	Programs should check their catalog copy and other graduate materials to be sure that their language reflects Title 5 requirements. Advisors also need to be aware of the requirement when they work with the student in developing the program of study.
4	Announcements and reminder: Please update websites and materials to reflect the February 1 application deadline for graduate programs. Graduate Fairs: The Academic Programs office may be able to contribute some funds to support graduate coordinators interested in attending either the Cal State LA or SCULB graduate fair. Call for nominations for graduate programs to join Western Regional Graduate Program (WRGP). Please be sure to introduce "myHumboldt" to all new and returning students – the graduate student pagelet in the portal is the "preferred" way for our messages to reach students.	Memorandum (attached); nominations due by Friday, November 2, 2012, for 2013-14 additions to the program. Programs must be "distinctive" -	