

Meeting Date	September 14, 2015	Time	3:00 – 4:30 p.m.
	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from May 4, 2015 meeting
2	Cyril Oberlander/Dean, University Library BePress Digital Commons Time Certain: 3:15	<p>From the Meeting Notes for May 4, 2015, Item 6, “Problems with thesis format reviews and final submissions”:</p> <p>some of the issues the Graduate Studies Office encountered with spring theses/project submissions:</p> <ul style="list-style-type: none"> <li>*Students had not advanced to candidacy</li> <li>*Titles on thesis and approval form did not match</li> <li>*Students submitted several versions of their thesis/project</li> <li>*Final submission sent in for help with formatting on the last day to submit final document</li> <li>* Students asking for help with formatting on the last day to submit final document</li> <li>* Approval form signed before thesis was written</li> </ul>	Discuss streamlining workflow and publication efforts
3	Vikash Lakhani, Assoc. VP Enrollment Mgmt Fall 2016 Application Cycle	<p>From the email sent to Grad Council 7/31/15: <i>there is a call for consistency in all graduate web site information relating to the Fall 2016 application cycle. From this point forward, we are going to give priority consideration to applications that complete by the existing February 1st application submission deadline. The application will open on October 1st as always and students who submit the application and supply all supplemental materials by February 1st, will be reviewed by Departments no later than March 1st (to allow time for GPA calculations and processing of all materials). Admissions is going to realign existing resources to ensure timely processing of application materials. This will allow you to review applications and send admissions offers in March, allowing your Department to be competitive for highly qualified students. Applications can continue to complete after the February 1st priority deadline if the department has capacity, and will be processed in the order they are received..</i></p> <p><i>Getting transcripts to the Office of Admissions by February first may present a challenge for some students since they are relying on the sending institution to be timely. However, more universities are sending transcripts electronically and wait times can be greatly reduced. Please encourage your students to not wait to request transcripts.</i></p>	<p>Discuss, and answer any questions regarding Fall 2016 Application Cycle</p> <p>Note: we will also be asking that all programs require any supplemental application materials (writing samples, etc.) to be submitted directly to Admissions, to avoid delays in processing/scanning/posting them into the file. Accordingly, please include on your Department web sites the following paragraph:</p> <p><b><i>The priority application period for Graduate programs is October 1 through February 1. Completed applications, with all materials received in the Admissions office by February 1, will get priority consideration by the graduate program. Applications for which required materials arrive at the Admissions office after February 1 will subsequently be considered in the order received. Please check the graduate program websites for application requirements. Please send all required</i></b></p>

		<i>Please encourage students to apply early, and get their Letters of Recommendations, GRE scores, and all other materials in as early as possible.</i>	<b>application materials directly to the Office of Admissions by email to <a href="mailto:graduate-applicants@humboldt.edu">graduate-applicants@humboldt.edu</a> or by postal; mail to Office of Admissions, 1 Harpst Street Arcata, CA 95521.</b>
4	Graduate Continuous Enrollment Christian Guillen/Registrar, eLearning & Ext Ed		Consistently abide by the GCE deadline set by the eLearning & Extended Education Office
5	Anna Villagomez Graduate Counselor Office of the Registrar		Discuss continuity in form completion – listing courses on the application for candidacy (only those actually needed for degree & type of courses) and thesis/project approval titles (shown on official transcripts exactly as submitted – reflection on campus)  Discuss other issues related to application for candidacy
	Process Refresher Workshop:	Bring your questions about:  -Educational Leave -Summer Graduation -Required Format Review -Student Progress Report -Graduate Program Recruiting Pilot	Review procedures, answer questions
	Announcements: Graduate Council Rep needed for ICC/AMP  GC is looking for one student from each college as a representative for all students within the college.		