

<b>Meeting Date</b>	September 9, 2013	<b>Time</b>	3:00 – 4:30 p.m.
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	<b>Agenda Topic</b>	<b>Materials to Review/Background info</b>	<b>Action Planned</b>
1	Approval of Notes	<a href="http://humboldt.edu/gradprograms/sites/gradprograms/files/Grad%20Council_Notes_5_6_13.pdf">http://humboldt.edu/gradprograms/sites/gradprograms/files/Grad%20Council_Notes_5_6_13.pdf</a>	Approval of notes from May 6, 2013
2	Nolij update – Steve Ladwig Cynthia Werner/Graduate Admissions		Clarify procedures and clear up questions
3	Application for Graduation Deadline – September 23, 2013		The deadline set by the Office of the Registrar for graduate students to apply for spring 2014 is September 23. Programs have expressed concern that the deadline makes it too difficult for students to meet deadline.
4	Pilot approach to recruiting graduate students	This year we hope to focus attention on new ways of recruiting graduate students. The Office of Admissions would like to try purchasing names of students who have taken the GRE to see how effective a means of recruiting that would be.	Identify a program willing to pilot this approach.
5	Terms and Units Completed to Degree – longitudinal data on programs by option	<a href="http://pine.humboldt.edu/cgi-bin/cgiwrap/anstud/filter.pl?relevant=terms2grad_start.out">http://pine.humboldt.edu/cgi-bin/cgiwrap/anstud/filter.pl?relevant=terms2grad_start.out</a>	Please see the link provided to review the Masters Degrees by year from 08/09 through 12/13
6	Student progress to degree – information on individual students arranged by advisor; for review and help in development of timelines and milestone requirements.	IRP report on the status of current students will be sent to graduate coordinators and deans;  List of milestones for advancement to candidacy by program	Identify locations where program milestones should be listed and communicated to students and faculty advisors
7	Nonresident Fee Waiver Allocation		Per Josh Meisel's request, discuss allocation formula for nonresident fee waivers.
8	Setting limits – GA/TA appointments GA/TA Tuition Waiver		Initial discussion regarding restricting number of semesters that graduate students can serve as GA/TA and/or receive GA/TA waivers.
9	News and Announcements: Graduate Council liaison needed on ICC Committee  Student Representative needed on Graduate Council AY 13/14 (one student from each college. One may attend as a representative for all students within the college).		

## Program-specific timelines for advancing to candidacy

### Education (Eric Van Duzer)

As advancing to candidacy requires successful completion of the IRB process for their research, our graduate students are unable to advance to candidacy before they have completed the 11-unit research core. Half of our students complete the research core in their second year... these students ... must complete 20 units to complete their literature reviews and pilot projects that are required before they propose their thesis research.

### English

Composition Studies & Pedagogy

Literary & Cultural Studies

Peace Corps Service

### Psychology

Academic Research ( Chris Aberson): Typically, our students complete the majority of their coursework in the first year and concentrate on the proposal and final thesis after that. In fact, many of our students advance to candidacy and complete the thesis in the same semester.

School Psychology (Brent Duncan): 2nd year students advance to candidacy and apply for graduation after completing a minimum of 54 graduate units. (Brent Duncan)

Counseling:

### Social Science/ Environment and Community (Mark Baker)

E&C graduate students are instructed to advance to candidacy by the end of their second semester.

From the handbook:

V. All E&C students are expected to advance to candidacy by the end of their first year. To advance to candidacy, a student must:

1. Select a committee of three faculty members who will supervise their thesis or project. Committee selection should be completed by the middle of the second semester. The committee, with the chair taking a lead role, will guide the student in preparing the proposal.

2. Prepare and obtain committee approval of their thesis or project proposal. The proposal includes an abstract, literature review, and an overview of methodology.

3. Complete the "advancement to candidacy" form and submit it to the Office of Academic Programs and Undergraduate/Graduate Studies. It is available online at: <http://www.humboldt.edu/gradprograms/forms>.

## Sociology

Public Sociology

Ecological Justice and Action

Master of Business Administration

Biology (Liz Weaver, c.f. program website)

**Initial committee meeting and advancement to candidacy** must be done by the end of your second semester.

Environmental Systems options (Bori Mazzag)

Energy, Technology, and Policy: students are encouraged to advance to candidacy by the end of their second semester, but it makes sense for some to advance in their third semester depending on specifics (e.g., when students are admitted to the program with deficiencies). We prefer to evaluate this on a case by case basis within our program.

Environmental Resource Engineering: we strongly encourage students to complete their advancement to candidacy form during their second semester, but it is not an absolute do-or-die matter (they actually do the paperwork as part of a class that would normally be taken during their first semester). The vast majority of students do complete this task before the first few weeks on their second semester.

Geology: no current policy exists on a timeline to advance to candidacy; rather it is each advisor's responsibility to track timely progress of their students. The department is currently working on creating a policy on this.

Math Modeling: students have to advance to candidacy by the end of their fourth semester. Usually, this is done earlier. The deadline is so late for two reasons: (1) to accommodate students who were admitted with deficiencies; (2) because advancement to candidacy is based on an accepted research proposal, sometimes it takes students a while to create a viable proposal. Students who do not advance to candidacy by the end of their 4th semester get a negative evaluation of their academic progress and may become ineligible to work as graduate teaching assistants.

## Kinesiology

Exercise Science

Teaching/Coaching

Natural Resources (Environmental and NR Sciences; Fisheries; Forest, Watershed & Wildland Sciences; Wildlife) (Rob Van Kirk)

In the NR graduate program, our first priority for new graduate students is to get their IACUC paperwork submitted (if needed, which is often in that program), usually in their first semester. We then push them very hard to submit advancement to candidacy paperwork in their second semester. The most substantial requirement there is a completed thesis proposal. So, by the time the student submits applies for advancement to candidacy, they have formed a committee, submitted and had approved their thesis proposal, and submitted the IACUC paperwork. In NR, this is all necessary before the student's first summer, so the student can get to work on field research.

Master of Social Work