

**Graduate Council**  
 MEETING NOTES

<b>Meeting Date</b>	February 1, 2016	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		
<b>Meeting Participants</b>	Jana Ashbrook, Mark Baker, Hanna Baus, Tina Georganas, Mary Glenn, Erik Jules, Cortney Koors, Violet McCrigler, Alison O'Dowd, Justus Ortega, Scott Paynton, Rebecca Robertson, Geneva Shaw, David Sleeth-Keppler, Summer Turner, Anna Villagomez, Maria-Elena Whapples, Meredith Williams, George Wrenn, Rick Zechmann, Noah Zerbe		

	<b>Agenda Topic</b>	<b>Action Planned</b>	<b>Action Taken</b>
1	Approval of Notes		Approval of notes from 12/5/2015
2	WASC	Master's level institutional outcomes	Discussion – on institutional MA student learning outcomes. Jená will make recommended changes and send a revised copy out to the group.
3	Student progress to degree-information on individual students arranged by advisor; for review of timelines and milestone requirements.	Identify locations where program milestones should be listed and communicated to students and faculty advisors.	Graduate Studies will send out a spreadsheet to graduate coordinators indicating what our records show about progress so far of each student in each graduate program, asking that programs follow up with some specific categories of students. Graduate coordinators will notify our office what progress with students has been so far.
4	Multidisciplinary Networking Gathering/ Graduate Council Student Representative, Hanna Baus	Discuss and ask for input from GC regarding organizing a multidisciplinary networking gathering for graduate students to meet, greet and share helpful resources among fellow students.	Hanna asked for input from GC regarding organizing a Multidisciplinary Networking meeting for graduate students. Graduate Studies offered to donate funding for food. Stay tuned for further developments.
5	Anna Villagomez/ Transfer & Graduate Counselor/Office of the Registrar Clearing of Fall 2015 graduate degrees	Discuss reoccurring issues – share ideas.	Anna shared reoccurring issues that have slowed the awarding process of Fall 2015 graduates (listed below) and asked that committee members and advisors encourage students to be proactive in this piece of their graduate experience. <i>Resolution of RP grades or other outstanding documentation (mainly Program Variations) have held up awarding for over 15%—many of the issues were included on degree checks but not resolved previously. Over 10% have not completed their thesis/project and need graduation date changes. While I work to assess my processes, committees working with students their final term and up front when degree checks are sent out will help reduce the turnaround time for degree clearing as well as increase student awareness/proactive engagement in this piece of their graduate experience.</i>

6	Anonymisation; Direct and indirect identifiers	Continue discussion from prior GC meeting	Discussion – Jená shared best practice used to protect the individuality identity of those who participate in studies and projects. The practice entails the “masking” of potential indirect identifiers (a process generally known as “anonymization” or “anonymisation”). Like pseudonyms, this practice substitutes one name (or, often, a more general term) for the specific setting, as well as other descriptors that, taken together, might provide clues to participants’ identities. This is an issue that has come up in several programs. We have a link to some guidelines and examples of this kind of “masking” on the grad studies website: <a href="http://www2.humboldt.edu/gradprograms/sites/gradprograms/files/Anonymization.pdf">http://www2.humboldt.edu/gradprograms/sites/gradprograms/files/Anonymization.pdf</a>
7	Important Announcements & Deadlines:	<p>Tuition Fee Waiver Timelines:  Nonresident Fee Waiver – Graduate Studies will issue the specific credit-unit allocations for the following academic year by March 1. Programs are expected to submit the names of their awardees to the Office of Academic Programs by April 1. Awardees must sent commitment by May 15 for the following academic year.</p> <p>Graduate Assistants and Teaching Associates:  Students must file a FAFSA no later than March 15 to be eligible.  Programs forward names of the graduate TAs and Gas for the next academic year to Academic Programs by April 1. Once eligibility has been determined, Financial Aid will send names of students awarded a GA/TA waiver – Academic Programs will inform students and departments.</p>	