

## Graduate Council MEETING NOTES

<b>Meeting Date</b>	February 2, 2015	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		
<b>Meeting Participants</b>	Mark Baker, Rock Braithwaite, Angela Davis, Yvonne Everett, Mary Glenn, Christian Guillen, Amber Kees, Michael Mesler, Marissa O'Neil, Scott Paynton, David Sleeth-Keppler, Janae Teal, Laura Weare, Meredith Williams, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 12/2014 as amended
2	Setting Expectations and Resolving Conflicts	Determine how to use this information in developing guidelines – especially guidelines to help faculty work with students to set explicit expectations.	Discussion on strategies and best approach to improve communication and conflict resolution in an early on-going manner between students and faculty. Discussion to be continued at the next meeting. Graduate Studies will provide draft guidelines & checklists as framework for programs to use.
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	Survey update: where did current grad students learn about the program they're in?	Please encourage your grad students to complete the very short survey online.	Graduate Coordinators were encouraged to have their grad students to complete the very short survey online. The survey needs to be completed by Monday, February 9 <sup>th</sup> .
5	CBN Campus Media advertisements	Determine whether/how to conduct a pilot.	Jená shared information from the CBN kiosk program to see if there is interest in using their services as a marketing strategy. Coordinators expressed interest in setting up kiosks not only on other campuses but also on our own campus to attract our undergraduates. Jená will contact MarCom to identify locations on campus that are authorized for advertising.
6	Announcements:	<p>The Woolford Trust and Donald Morris Hegy Trust Rotary Fellowships announcement and application on graduate studies website:  <a href="http://www2.humboldt.edu/gradprograms/scholarships">http://www2.humboldt.edu/gradprograms/scholarships</a>            Deadline <b>March 27, 2015</b></p> <p>Spring GC meeting dates:            February 2, 2015            March 2, 2015            April 6, 2015            May 4, 2015</p>	
7	Important Deadlines:	<b>February 2, 2015</b> deadline to submit an application for Spring, Summer, or Fall 2015 graduation and be listed	

		<p>in the commencement program.</p> <p><b>Nonresident Fee Waivers</b>  Programs are expected to submit the names of awardees to APGS by <b>April 1, 2015</b>. Allocation information will be sent to graduate coordinators.</p> <p><b>GA/TA Tuition Waivers</b>  Programs forward names of the graduate TAs/GAs for 15/16 AY to APGS for Financial Aid verification by <b>April 1, 2015</b>.</p> <p><b>April 15, 2015</b> deadline for required format review for Spring 2015 graduation.</p> <p><b>May 11, 2015</b> deadline to submit final version of thesis or project and approval form with original signatures.</p>	
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