

Graduate Council MEETING NOTES

Meeting Date	March 2, 2015	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Mark Baker, Rock Braithwaite, Angela Davis, Michael Eldridge, Yvonne Everett, Mary Glenn, Christian Guillen, Ana Marvilla, Michael Mesler, Lisa Miller, Marissa O'Neil, Scott Paynton, David Sleeth-Keppler, Lorraine Taggart, Janae Teal, Eric Van Duzer, Laura Weare, Liz Weaver, Meredith Williams, Janet Winston, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 2/2/2015
2	Setting Expectations and Resolving Conflicts	Review draft and continue discussion on establishing guidelines to help faculty work with students to set explicit expectations.	Discussion and review of Making Expectations Explicit guide; several suggestions were made that will be incorporated. The guide can be used as a helpful resource in establishing guidelines to help forestall misunderstandings and conflicts. The guide can be found at: http://www2.humboldt.edu/gradprograms/faculty-staff Links to other useful resources are being posted there as well.
3	Proposed changes to Title 5 requirements for graduate programs	Discuss, answer any questions.	Discussion.
4	Time Certain – Frank Whitlach 4:00 p.m.	Determine how to proceed with on-campus outreach and recruiting.	Continued discussion regarding best recruiting practices for graduate programs. Frank Whitlach/Marcom discussed options and effective recruitment practices to target our own undergraduate population. It was decided the next step would be to form a subcommittee to develop basic plan and best marketing and recruiting approach. Jená will convene the group; Frank Whitlach and Graduate Coordinators from English, Social Work, E & C, Kinesiology, Anthropology, volunteered to be part of group.
5	WASC renewal of accreditation	Provide input on developing a set of institutional MA student learning outcomes, graduate program learning outcomes, and other means of documenting the “Meaning, Quality, and Integrity” of HSU’s master’s degrees.	Discussion – Jená asked graduate programs to send a list of master program outcomes and what differentiates MA from Undergraduate work.
6	Graduate Student Survey	Janae Teal will provide an update on the graduate student survey.	Janae Teal provided results of a survey that was sent to all HSU grad students in December 2014. 120 participants responded to the survey (33% response rate). Participants were asked to provide input on how they chose a HSU graduate program. Janae will send each program its individual report if more than 5 of its students responded to the survey.
7	Announcements:	Meredith Williams/Sociology is attending the 2015 Northern Diversity Forum being held April 18, 2015 at Sonoma State University. If other grad programs are interested in having her solicit for you please send materials you would like her to	

		<p>share (brochures and such).</p> <p>Nonresident Fee Waiver Allocation Awards for the 15/16 AY will be sent to the graduate coordinators. Please note- totals do not include students enrolled in the Western Regional Graduate Program; participants were excluded from the totals because they do not pay non-resident tuition.</p>	
8	Important Deadlines:	<p>The Woolford Trust and Donald Morris Hegy Trust Rotary Fellowships announcement and application on graduate studies website: http://www2.humboldt.edu/gradprograms/scholarships Deadline March 27, 2015</p> <p>February 2, 2015 deadline to submit an application for Spring, Summer, or Fall 2015 graduation and be listed in the commencement program.</p> <p>March 24, 2015 deadline to submit Patricia O. McConkey Outstanding Graduate Student 2014-15 awards. Student nomination form and announcement: https://docs.google.com/a/humboldt.edu/forms/d/1Fj_gbQdloTi9tn_CkijZSp9sZhxdAJiMHmCINsgRyRo/viewform?c=0&w=1</p> <p>Nonresident Fee Waivers Programs are expected to submit the names of awardees to APGS by April 1, 2015. Allocation information will be sent to graduate coordinators.</p> <p>GA/TA Tuition Waivers Programs forward names of the graduate TAs/GAs for 15/16 AY to APGS for Financial Aid verification by April 1, 2015.</p> <p>April 15, 2015 deadline for required format review for Spring 2015 graduation. All students submitting for early submission will receive a \$10.00</p>	

		<p>Starbucks coffee card and a chance to win a larger raffle item.</p> <p>May 11, 2015 deadline to submit final version of thesis or project and approval form with original signatures</p>	
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