

Graduate Council MEETING NOTES

Meeting Date	March 3, 2014	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Mark Baker, Rock Brathwaite, Rebecca Brown, Barbara Cline, Pat Comella, Angela Davis, Patric Esh, Leana Edwards, Mary Glenn, Nikola Hobbel, Jyll Jackson, Amber Kees, Steve Ladwig, Vikash Lakhani, Megan Mefford, Josh Meisel, Alison O'Dowd, David Sleeth-Keppler, Ronnie Swartz. Eric Van Duzer, Laura Weare, Liz Weaver Rhea Williamson		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 2/4/2014
2	International Graduate Admissions Rebecca Brown, Director Megan Mefford, Coordinator Center for International Programs	Discuss conditional admission as it relates to international graduate students; definition, current process possible improvements	Discussion regarding process for conditional admission of international students. Megan Mefford will forward conditional admit information to Graduate Council and is happy to meet one-on-one with individual departments as they explore this as an option for their program. Programs were reminded to contact Megan with all questions about (or on behalf of) international grad students: admissions, financial aid, academic records, etc.)
3	Role of the Graduate Coordinator in thesis format review	Per Alison O'Dowd's request, share information about how involved coordinators in different programs are in reviewing theses for format, now that format review by Grad Studies is required.	Discussion of the Graduate Coordinators Editorial role – In the past, the graduate coordinator in the NR programs has functioned as editors (i.e., content, scientific merit and design as well as composition) on the final draft of the Master's thesis. The discussion confirmed that, since the implementation of electronic thesis and mandatory format review by the Graduate Studies Office, Graduate Coordinators no longer serve as editors, instead, the advisor and committee members review the thesis for scholarly presentation before signing the final Thesis/Project Approval Form and forwarding to the Graduate Coordinator for final approval.
4	Requirements for Documentation of Examination for Currency for Extension of the Seven-Year Limit.	Discuss appropriate course-specific documentation citing learning outcomes/objectives of the course and identify specific ways in which the student has demonstrated currency in those areas. We would ask that faculty members evaluating currency contact Jená first to discuss the level/kind of documentation to use for the course. Sample documentations of currency are available upon request.	Brief discussion regarding Documentation of Currency for Extension of the Seven-Year Limit. Most important point: Encourage faculty members evaluating currency to contact Jená first to determine the level and kind of documentation necessary and to obtain examples.
5	Introduce Laura Weare/Financial Aid Office	Brief welcome and introduction	Brief welcome and introduction: Laura is the person to contact for financial aid information for all domestic (i.e., non-international) graduate students.

6	News & Announcements:	<p>Tuition Waiver Timelines: Nonresident Fee Waivers Programs are expected to submit the names of awardees to APGS by April 1 - Allocation information sent to graduate coordinators</p> <p>GA/TA Tuition Waivers - Programs forward names of the graduate TAs/GAs for 14/15 AY to Financial Aid Office by April 1.</p> <p>End of year Grad Party- Leana Edwards/Graduate Student Collective has enthusiastically agreed to coordinate the event this year! Date TBD</p> <p>March 27, 2014, 1 PM Deadline to submit Patricia O. McConkey Outstanding Graduate Student Awards</p> <p>Bookstore Grad Fair 2014 April 9 & 10 10:00 a.m. to 3:00 p.m. in the Karshner Lounge</p> <p>April 15, 2014: Deadline to submit thesis/project mandatory format review, required for all students</p> <p>Monday, May 12, 2014: Deadline to submit final version of thesis or project and approval form with original signatures</p>	No New Announcements

