

## Graduate Council

### MEETING NOTES

<b>Meeting Date</b>	March 4, 2013	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		
<b>Meeting Participants</b>	Mark Baker, Joan Berman, Jená Burges, Barbara Cline, Jen Corgiat, Daniel Draskinis, Leana Edwards, Terri Fisher, Jyll Jackson, Amber Kees, Bori Mazzag, Michael Messler, Lorraine Taggart, Carol Telesky, Liz Weaver, Michael Yellowbird, Guests: Clint Rebik		

	<b>Agenda Topic</b>	<b>Action Planned</b>	<b>Action Taken</b>
1	Approval of Notes		Approval of notes from 2/4/13
2	Combining Application for Advancement to Candidacy & Master's Degree Application for Graduation <b>Time Certain: 3:00 p.m. Clint Rebik/Interim Registrar</b>	Provide input on form and process	Advancement to Candidacy & Master's Degree Application for Graduation approved with recommended change for conducting research..  New language: Note: if you plan to use animals or humans in research, you must obtain approval to do so BEFORE filing for candidacy.
3	Priorities for Graduate Council progress - discussion	Share information and determine next action for addressing priorities. Graduate Council priorities for 12/13 AY 1. Implement and document assessment of student learning outcomes for graduate programs.  2. Electronic Thesis Submission - Determine options for theses and project submission in the absence of an approved binding fee.  3. Identify next actions to prepare for paperless applications (recommendation from last spring attached).  4. Analyze enrollment trends in graduate programs and implement recruitment strategies and resources.  Improve compliance with requirements and timely completion of degrees.	1. Discussion – Graduate programs shared strategies they have implemented to assess student learning outcomes.  2. Electronic thesis policy was approved by Academic Policies Committee December 2012.  3. NOLIJ – paperless application project. All applications will be sent to Graduate Admissions. Testing of the developed product has begun. NOLIJ training will be provided.  4. IRP report on the status of current students, should prove helpful in improving compliance with requirements and timely completion of degrees . Revised report sent on 3/24/13
4	Setting limits - Requiring students to advance to candidacy by the time they've completed 15 units	Recommend policy to Academic Policies Committee	Discussion – Graduate programs will email APGS with their benchmarks/timelines for tracking timely progress of their students advancement to candidacy
5	End of year Grad Party and Hooding Demo	Decide on day/timeslot that will work best for most students	Graduation Celebration for graduate students – Friday, May 10 <sup>th</sup> 3-5 p.m. University Center Banquet Room.
6	Announcements & Reminders:		New announcements -  Update from CPS Grad Council Student Representative, Leana Edwards on the Multidisciplinary Networking Meeting, The group started off with CPS graduate students but has expanded to include all graduate colleges. The next meeting is will take place on Thursday, March 14. Please encourage your students to attend.  Peggy Metzger/Interim Director of Financial Aid will be at the April 8 GC meeting to answer questions about financial aid. Please submit questions for the q & a session to Terri Fisher.