

Graduate Council
 MEETING NOTES

Meeting Date	May 2, 2016	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Chris Aberson, Jana Ashbrook, Hanna Baus, Tina Georganas, Mary Glenn, Christian Guillen, Erik Jules, Steve Ladwig, Megan Mefford, Violet McCrigler, Alison O'Dowd, Justus Ortega, Emily Sommerman, Peggy Stewart, Janae Teal, Summer Turner, Eric Van Duzer, Anna Villagomez, Meredith Williams, Janet Winston, George Wrenn, Rick Zechmann,		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approval of notes from 04/04/2016
2	WASC	Discuss next steps: See attached draft 4 Starting point for drafting HSU institutional outcomes at the Master's level	HSU institutional outcomes at the Master's level was adopted by Graduate Council, May 2, 2016. The information will be forwarded to ICC/University Senate and added to the catalog.
3	Graduate Continuous Enrollment Christian Guillén Registrar College of eLearning & Extended Education & Summer Turner Assistant Registrar	Discuss Graduate Continuous Enrollment for Fall 2016 and Summer 2016.	Christian encouraged graduate programs to inform students & faculty that Graduate Continuous Enrollment (GCE) forms need to be submitted to HSU College of eLearning & Extended Education (CEEE), SBS 211 by 5p.m. on Friday, September 2, 2016 to avoid a \$25 late fee. Completed forms received on or after September 6, 2016 will be assessed the late fee (Monday, September 5 is a campus holiday.) A Petition of the Student will be required for late registration. http://www2.humboldt.edu/gradprograms/sites/gradprograms/files/Petition%20of%20the%20Student.pdf Fall 2016 Summer session is not a required term, like fall or spring, so students do not need to be enrolled in GCE for summer.
4	International Student Enrollment Megan Mefford Coordinator of International Admission, Immigration & Advising	Remind programs that full-time enrollment for international students/immigration is 9 units; explain exceptions to this rule. Quick poll to see if any Programs are interested in recruiting more international programs to their programs.	Discussion regarding process for conditional admission of international students. Megan reminded folks that 9 units per semester is considered full-time enrollment for international students. Programs should contact Megan with all questions about (or no behalf of) international students.
5	Graduate Program Recruiting update/ Janae Teal Graduate Recruiter for Graduate Studies	Janae Teal will update recruiting activities for HSU graduate programs and Graduate Studies will seek feedback on this year's pilot recruiting efforts and discuss plans for the 16/17 A.Y.	Janae updated the group and will update Graduate Studies with feedback she receives on the recruiting efforts for 15/16 A.Y.

6	Intellectual property policy of HSU	<p>Discussion about the Intellectual property policy of HSU, the upcoming University senate amendment and how this relates to Non-exclusive distribution license that graduate student are asked to agree to with regards to the publication of their thesis/project.</p> <p>Per Justus Ortega's request Please see attached materials: FAC Resolution on IP policy-draft 4-4 IP Policy for 4-12 Res Revised 4-7-draft Thesis/Project Approval 2015 HDS License Agreement HSU Policy on Graduate Program Culminating Experience Requirements October 17, 2012 What might also help in the conversation is answers to the following</p> <ol style="list-style-type: none"> 1) Is this agreement is a requirement for graduate students in order to graduate? 2) If so where is that written in policy...either at HSU or CSU system wide? 3) How does this align with intellectual property policy and laws? 	<p>Clarified that tthe Intellectual rights haven't changed but digital availability has raised questions/concerns.</p> <p>Discussion to be continued next fall.</p>
7	Graduate GVAR Proficiency and Writing for Graduate Programs	<p>Discuss Graduate GVAR Proficiency and Writing for Graduate Programs at HSU; update listings.</p> <p>From the handbook:</p> <p>Graduate Writing Requirement</p> <p>All graduate students must demonstrate competency in writing by completing either a designated course that contains a significant writing component (at least 30% of the course grade), a 50th percentile score or better on a verbal component of a</p>	<p>Jená requested that programs forward her an email identifying where the graduate writing requirement is built in to each program.</p>

		<p>standardized entrance exam (GRE or GMAT), a thesis/project proposal approved prior to advancement to candidacy, or an approved thesis/project manuscript. The graduate writing requirement is built in to each program. For more information, please check with your committee chair or graduate coordinator.</p>	
8	Minimum GRE scores	<p>Discuss GRE minimum scores (for programs that use them) and other admission requirements across programs</p> <p>From NR graduate program policies: "Normally, applicants must have a minimum Grade Point Average (GPA) of 3.0 for the last 60 undergraduate units and a minimum score of 150 in the verbal section and minimum score of 150 in the quantitative section on the general Graduate Record Exam (GRE). Applicants with extensive work experience, exceptionally high GPA, or exceptionally high GRE scores may be accepted without meeting the minimum requirements for both GPA and GRE scores by appeal of the department faculty to the Graduate Advisory Council, through the Graduate Coordinator."</p>	Discussion to be continued next fall.
9	Steve Ladwig/ Associate Director of Admissions	Update on new Vendor for CSUMentor application effective Spring 2018, which opens August 1, 2017	
10	<p>Important Deadlines and Announcements:</p> <p>May 10, - deadline to submit final version of thesis or project and approval form with</p>		

<p>original signatures for spring graduation.</p> <p>May 20th, - deadline to submit Graduate Federal Work Study application</p> <p>June 24, - deadline to submit a courtesy format review for summer graduation.</p> <p>July 25, – deadline to submit final version of thesis or project and approval form with original signatures for summer graduation.</p> <p>Fall Graduate Student Orientation – Monday, August 17th, 2016 from 2:30 to 3:30 pm. Goodwin Forum.</p> <p>Fall 2016 Tentative GC Meeting Schedule: September 12, 2016 October 3, 2016 November , 2016 December 5, 2016</p>		
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