

Graduate Council MEETING NOTES

Meeting Date	November 3, 2014	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Barbara Cline, Pat Comella, Angela Davis, Chris DuGaw, Mary Glenn, Christian Guillen, Micaela Szykman Gunther, Nikola Hobbel, Chris Hopper, Amber Kees, Andrew Kinziger, Vikosh Lakhani, Ana Maravilla, Megan Mefford, Michael Mesler, Scott Paynton, Marissa Ramsier, David Sleeth-Keppler, Janae Teal, Eric Van Duzer, Laura Weare, Meredith Williams, Rhea Williamson, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 10/6/2014
2	Automated Thesis/Project Submission and Approval Process and Advancement to Candidacy and Graduation project requests.	Jená will provide an update on project submission.	The Automated Thesis/Project Submission and Approval Process project request has been submitted to the Information Technology Services Project Office. Jená shared the current business process diagram.
3	MA Recruiting-	Meredith Williams will share information and feedback from the recruiting event she attended at CSUEB earlier this month.	<p>Meredith Williams provided feedback from the recruiting event she attended at CSUEB. The schools in attendance had a grad-level recruiter and resources available – such as a tablecloth specific to the program or graduate studies and brochures. Vikash Lakhani/Enrollment Management discussed options effective recruitment practices for master's students.</p> <p>Discussion among GC to help graduate program coordinators formulate an effective recruiting strategy. Main points:</p> <p>Alumni referral – Host a “Grad Night” inviting alumni (possibly offer a stipend) to share testimonials.</p> <p>Utilize databases – such as GRE score databases to gather names to reach top target market.</p> <p>Individual Graduate Programs Web pages should be designed to enhance student interest - incorporate “buzz words” to attract inquires and provides ebrochure.</p> <p>Phone calls to students</p> <p>Outreach to our own undergraduate population</p> <p>Assign recruiters to represent all graduate programs at out-of-the-area grad fairs.</p> <p>Trailing Spouse Program – A program designed to assist graduate students that may be hesitant to relocate and help trailing spouses or partners secure employment or get acclimated to Humboldt County.</p> <p>Grad Student Representative Janae Teal will survey current graduate students to find out what aspects of recruiting strategies were effective and which were not. The information can be used to target messaging in a way that best entices students to apply to HSU grad programs.</p> <p>Discussion to be continued at future meeting.</p>

4	Handling tensions between grad students and advisors: procedures for managing disputes and for ending advisor-student relationships.	<p>Discussion regarding thesis committee replacements and disputes.</p> <p>Fresno State has detailed information on their website. Here's the link (see Section 4) : http://www.fresnostate.edu/academics/gradstudies/documents/thesis/thesiscomm.pdf</p>	<p>Discussion regarding successful advising and mentoring relationships between faculty advisor and graduate students. Some ways of dealing with these conflicting perspectives are as follows.</p> <ul style="list-style-type: none"> - The pair can create a written contract which includes clear expectations for both the student and the advisor. - Acknowledge appropriately their respective contributions in presentations and in published material, in appropriate cases via joint authorship. Discussions/agreements in regard to issues of publication such as order of authorship should take place prior to data collection. - Students are expected to fulfill their requirements in a timely manner. If sufficient progress is not being made – students and advisors are encouraged to meet to discuss short-and long-term goals, and develop specific plans and define specific actions toward achieving goals. -When issues cannot be resolved, the graduate coordinator, Dean's office and Ombudsman are available to assist. -The Administrative-Academic Probation and Disqualification Policy can be found on the Graduate Studies website under the "Faculty and Staff Resources" tab. Here's the link: http://www2.humboldt.edu/gradprograms/faculty-staff - the Faculty Affairs committee is working on revisions to the Intellectual Property Policy.
5	Announcements:	<p>President Rossbacher and Interim Vice Provost Jenny Zorn will be attending the December 1st Graduate Council Meeting.</p> <p>Jená will be meeting with her counterparts in November. If there are issues you would like her to bring up please send the discussion topic(s) to her.</p>	<p>Announcements:</p> <p>Please notify your graduate students about Multicultural Graduate Student Engagement Days Road to Grad School... Our Voice Thursday, November 13 5:00 – 7:00 pm NHE 102 Featuring a panel of current HSU graduate students & Alum. If interested in participating, please contact Tay Triggs.</p>
6	Important Deadlines:	<p>Monday, November 17, 2014, deadline for required format review.</p> <p>Wednesday, December 10, 2014, deadline to submit final version of thesis or project and approval form with original signatures.</p> <p>Trione Graduate Scholarship Faculty Honoree deadline November 7, 2014, please submit electronically to hsugrad@humboldt.edu . The Honoree will be announced by the end of the Fall 2014 semester.</p>	

