

Meeting Date	November 5, 2012	Time	3:00-4:30 p.m.
Meeting Location	Student Business Services – SBS 405		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 10/1/2012
2	Student Portal – MyHumboldt Time Certain: 3:15 p.m. (Robin Jones/Director of Special Projects)	Introduce Robin; provide overview and update of the student portal and what it means for graduate students.	Robin Jones provided update on current status of MyHumboldt (student portal) and how information is distributed to graduate students via the pagelet and announcement tab. The third evolution of the portal project is expected to begin in January 2013; it is expected to allow information to be more targeted (e.g., by major, etc.).
3	NOLIJ- paperless application project. Update from Steve Ladwig	Address any questions.	Update from Steve Ladwig on NOLIJ – Testing of the developed product will start the second week of November with the Admissions staff. In January all faculty and staff involved in the graduate application review process will engage in testing. The last phase will involve verifying that each person has correct permissions to view documents and send recommendations. NOLIJ training will be provided.
4	HSU Graduate Online Application Instructions.	Discussion regarding consistency among Graduate Program websites for Humboldt State University application instructions.	Cynthia Werner shared recommended verbiage for graduate program web pages in order to maintain consistency for HSU application instructions.
5	Graduate Program Recruiting Fair	Input from other Graduate Programs.	Discussion about a tabling session for all graduate programs. Currently various departments do their own informational/recruiting meetings. Leana Edwards will ask for input from the Multidisciplinary Networking Meeting and on report back at the next GC meeting.
6	Announcements and reminder:	<p>Update on State University Grant Awards for 13/14 AY for Graduate Students.</p> <p>Deadline for Master's Program Culminating Experience: December 10, 2012</p> <p>Deadline for requesting a format check: November 30th, 2012</p> <p>New Thesis/Project Approval Form is required to initiate thesis or project review and approval by the University (replaces signature page). Complete instructions are located on Graduate Studies website: http://www.humboldt.edu/gradprograms/current-students</p>	<p>The following information from Chancellor Reed regarding State University Grant Awards for 2013-14: Graduate students cannot get State University Grants for more than 125% earned units of the required program length.</p> <p>Policy regarding digital submission did not make it to discussion at APC two weeks ago. It will be addressed at Senate tomorrow – Jena encouraged folks to attend.</p>