

## Graduate Council MEETING NOTES

<b>Meeting Date</b>	October 5, 2015	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		
<b>Meeting Participants</b>	Tina Georganas, Eric Jules, Cortney Koors, Steve Ladwig, Megan Mefford, Alison O'Dowd, Scott Paynton, Geneva Shaw, David Sleeth-Keppler, Emily Sommerman, Janae Teal, Summer Turner, Anna Villagomez, Liz Weaver, Meredith Williams, George Wrenn		

	<b>Agenda Topic</b>	<b>Action Planned</b>	<b>Action Taken</b>
1	Approval of Notes		Approval of notes from 9/14/15
2	Graduate Student Progress Report	Graduate Studies sent out a spreadsheet to graduate coordinators indicating what our records indicating what our records show about progress so far of each student in each graduate program, asking that programs follow up with some specific categories of students. Graduate Coordinators are asked to notify our office as to the progress of students so far.	Jená reminded graduate coordinators to identify locations where program milestones should be listed and communicated to students and faculty advisors.
3	Graduate Program Recruiting Pilot	Janae Teal will update recruiting activities for HSU graduate programs so far and over the next two semesters.	Janae Teal gave an update on the Idealist Graduate Fair she recently attended in Portland Oregon where she was able to reach out to a lot of prospective students. Over the next couple of months she will be attending the UC Santa Barbara Diversity Graduate Fair and San Jose State University Diversity Graduate Fair. In addition, she worked with MarCom to design a brochure that highlights the strengths of each of HSU's graduate programs as marketing material to share at the fairs. If programs have their own marketing material, please let Janae know as she will be happy to take the material with her to the upcoming grad fairs.
4	<i>"What don't you understand about what I didn't tell you?":</i>  Improving graduate advising, making expectations explicit	Graduate advising resources available via the Graduate Studies website:  Making Expectations Explicit  Policy on Administrative-Academic Probation and Disqualification	Discussion and review resources to help faculty in establishing guidelines to help forestall misunderstandings and conflicts.  Resource materials can be found at: <a href="http://www2.humboldt.edu/gradprograms/faculty-staff">http://www2.humboldt.edu/gradprograms/faculty-staff</a>
5	Announcements & Deadlines:	Graduate Council Rep needed for ICC/AMP GC is looking for one student from each college as a representative for all students within the college.  Fall 2015 Graduation Final Thesis & Project submission deadline: Thursday, December 10, 2015	

