

## Graduate Council MEETING NOTES

<b>Meeting Date</b>	October 6, 2014	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		
<b>Meeting Participants</b>	Mark Baker, Barbara Cline, Angela Davis, Chris DuGaw, Mary Glenn, Christian Guillen, Nikola Hobbel, Chris Hopper, Amber Kees, Andrew Kinziger, Megan Mefford, Michael Mesler, Lisa Miller, Marissa O'Neill, David Sleeth-Keppler, Janae Teal, Eric Van Duzer, Laura Weare, Meredith Williams, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 9/8/14
2	Time Certain: Tay Triggs/Student Engagement & Leadership Multicultural Graduate Student Engagement Program	Share details and raise awareness of the Multicultural Graduate Student Engagement Week – February 17-20 <sup>th</sup> .	<p>Tay Triggs shared information about upcoming Multicultural Graduate Student Engagement Week – There will be three events offered November 10, 12 &amp; 13, 2014:</p> <p>Road to Grad School... Our Voice</p> <p>Developing Professional Competencies: An Exploration of Student Affairs Professional Competencies and Their Application</p> <p>Exploring and Defining Multicultural Leadership</p> <p>Tay will forward flyers to Graduate Studies by mid-October. Graduate Studies will send the information to Graduate Council, graduate students, and post to the graduate student portal.</p>
3	Separate commencement ceremony for graduate students survey responses	Janae Teal/Student Representative will share results of graduate student survey.	Janae Teal shared the results of the graduate student survey with Graduate Council. Jená Burges shared the information with the President's Office. As of now there are no plans to have a separate commencement ceremony for graduate students.
4	Per Nikola Hobbel's request, discussion of the Comprehensive Examination	Discuss and clarify policy and Title 5 requirements for culminating experiences for the Master's degree at HSU.	<p>Nikola Hobbel asked for pros and cons from other HSU graduate programs offering the Comprehensive Examination as a culminating experience requirement.</p> <p>Important reminders: To be compliant with Title 5 regulations, a record of Comprehensive Examination questions and responses shall be maintained.</p> <p>According to HSU policy, the Comprehensive Examination should be equivalent in rigor to the thesis and project and must be evaluated by at least two faculty members.</p>
5	Educational Leave Agreement requests	Discussion of possible causes and alternatives; clarification of the need to stay in touch with students on leave.	<p>Graduate Studies has seen a significant increase in the number of Educational Leave Agreements - 2012-20, 2013-24 and so far in 2014– 39.</p> <p>Discussion of possible causes and the need for faculty to stay in touch with students on leave.</p> <p>Eric Van Duzer requested data in order to compare the number of Educational Leave requests after the Graduate Continuous Enrollment Policy was implemented. Christian Guillien offered to research the date the policy was approved by Academic</p>

			Senate. Discussion to be continued at a future Graduate Council meeting.
6	Improving thesis/project submission process	Discussion on best practices to ensure the integrity of the thesis/project submission process and accuracy of the thesis submission form.	<p>Discussion – Jená shared details of the Automated Thesis/Project Submission and Approval Process project request she submitted to IT. An automated approval process would encompass the submission and request from the student, to the Advisor/Committee approval, to final review of Graduate Studies and be placed in the Humboldt Digital Scholar. The process would ensure the integrity of the thesis/project submission process and the accuracy of the final product. GC also suggested that the Application to Advancement to Candidacy and Graduation also have an automated approval process.</p> <p>Jená recommended that advisors turn theses into turnitin.com. in order to reduce potential plagiarism and check students' work for improper citation by comparing it to the database. Please see the Information Technology Services website for more information on turnitin. Com. Here's the link to their site:  <a href="https://www.humboldt.edu/its/services/turnitin-originality-monitor">https://www.humboldt.edu/its/services/turnitin-originality-monitor</a></p>
7	Christian Guillien/Graduate Transfer Counselor	Office of Registrar graduate student issues and assistance.	Christian shared information about Graduate Continuous Enrollment for students graduating fall 2014 and his willingness to review course lists for compliance with Title 5 and HSU regulations.
8	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>