

## Graduate Council MEETING NOTES

<b>Meeting Date</b>	September 10, 2012	<b>Time</b>	3:00-4:30 p.m.
<b>Meeting Location</b>	NHE 106		

	<b>Agenda Topic</b>	<b>Action Planned</b>	<b>Action Taken</b>
1	Approval of Notes		Approved notes from 8/27/12
2	Report from Admissions (Cynthia Werner and Steve Ladwig) on status of the paperless application process, specifically the electronic submission of the letter of recommendation through CSU Mentor.		Discussion on next steps to prepare for the electronic submission of letters of recommendation; Graduate Coordinators will meet with other coordinators within their college and forward a reference model and matrix to Cynthia Werner. Programs agreed to work together in order to consolidate modes effectively. All applications will be sent to Graduate Admissions and all programs are encouraged to link to the Graduate Admissions website for instructions on how to apply.
4	50% rule – programs need to make adjustment to catalog copy to reflect the Title 5 general requirement listed below: * at least half the units required for the Master's Degree are graduate level.	Programs should check their catalog copy and other graduate materials to be sure that their language reflects Title 5 requirements. Advisors also need to be aware of the requirement when they work with the student in developing the program of study.	Discussion – General agreement that the Title 5 requirements for Master's degrees should be included in the graduate programs handbook rather than in the catalog copy.
5	Announcements and reminders:	<p>Please update websites and materials to reflect the February 1 application deadline for graduate programs.</p> <p>Graduate Fairs: The Academic Programs office may be able to contribute some funds to support graduate coordinators interested in attending either the Cal State LA or SCULB graduate fair.</p> <p>Call for nominations for graduate programs to join Western Regional Graduate Program (WRGP).</p> <p>Please be sure to introduce "myHumboldt" to all new and returning students – the graduate student pagelet in the portal is the "preferred" way for our messages to reach students.</p>	Jená offered to contribute funds to support interested graduate coordinators in attending graduate fairs as a recruitment strategy.