

Graduate Council MEETING NOTES

Meeting Date	September 14, 2015	Time	3:00-4:30 p.m.
Meeting Location	Library Room 209 (Fishbowl)		
Meeting Participants	Barbara Cline, Tina Georganas, Mary Glenn, Christian Guillen, Eric Jules, Cortney Koors, Vikash Lakhani, Megan Mefford, Lisa Miller, Cyril Oberlander, Alison O'Dowd, Scott Paynton, Alicia Persson, Geneva Shaw, David Sleeth-Keppler, Emily Sommerman, Peggy Stewart, Eric Van Duzer, Anna Villagomez, Laura Weare, Liz Weaver, Cynthia Werner, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approval of notes from 5/4/15
2	Cyril Oberlander/Dean, University Library BePress Digital Commons Time Certain: 3:15	Discuss streamlining workflow and publication efforts	<p>Cyril shared information about BePress Digital Commons repository software. Discussion regarding streamlining the publication efforts. In particular to help manage thesis/project submission issues.</p> <p>An automated thesis project working group will get together in the next few weeks so that we can get the platform approved and launched before December submission. Lots more information is available about BePress Digital Commons at: http://digitalcommons.bepress.com/</p>
3	Vikash Lakhani, Assoc. VP Enrollment Mgmt Fall 2016 Application Cycle	<p>Discuss, and answer any questions regarding Fall 2016 Application Cycle</p> <p>Note: we will also be asking that all programs require any supplemental application materials (writing samples, etc.) to be submitted directly to Admissions, to avoid delays in processing/scanning/posting them into the file. Accordingly, please include on your Department web sites the following paragraph:</p> <p><i>The priority application period for Graduate programs is October 1 through February 1. Completed applications, with all materials received in the Admissions office by February 1, will get priority consideration by the graduate program. Applications for which required materials arrive at the Admissions office</i></p>	<p>Vikash and Cynthia shared information and made recommendations regarding Fall 2016 Application Cycle. Accordingly, please include on your Department web sites the following paragraph:</p> <p><i>The priority application period for Graduate programs is October 1 through February 1. Completed applications, with all materials received in the Admissions office by February 1, will get priority consideration by the graduate program. Applications for which required materials arrive at the Admissions office after February 1 will subsequently be considered in the order received. Please check the graduate program websites for application requirements. Please send all required application materials directly to the Office of Admissions by email to graduate-applicants@humboldt.edu or by postal; mail to Office of Admissions, 1 Harpst Street Arcata, CA 95521.</i></p> <p>Priority consideration will be given to applicants that complete by the existing February 1st submission deadline. The application will open on October 1st and students who submit the application and supply all supplemental materials by February 1st, will be reviewed by Departments no later than</p>

		<p>after February 1 will subsequently be considered in the order received. Please check the graduate program websites for application requirements. Please send all required application materials directly to the Office of Admissions by email to graduate-applicants@humboldt.edu or by postal; mail to Office of Admissions, 1 Harpst Street Arcata, CA 95521.</p>	<p>March 1st (to allow for GPA calculations and processing of all materials. Admissions is going to realign existing resources to ensure timely processing of application materials. This will allow Departments to review applications and send admissions offers in March, allowing Departments to be competitive for highly qualified students. Applications can continue to complete after the February 1st priority deadline if the department capacity, and will be processed in the order they are received.</p> <p>Please encourage students to apply early, and get their LOR, GRE scores, and all other materials in as early as possible.</p> <p>Spring Admission Date to be determined.</p>
4	Graduate Continuous Enrollment Christian Guillen/Registrar, eLearning & Ext Ed	Consistently abide by the GCE deadline set by the eLearning & Extended Education Office	<p>Christian encouraged graduate programs to inform students & faculty that Monday, September 21, at 5 p.m. is the deadline set by eLearning & Extended Education Office to submit Graduate Continuous Enrollment paperwork. Going forward each semester the last day to register will be 5 p.m. on Census.</p> <p>A Petition of the Student will be required for late registration.</p> <p>http://www2.humboldt.edu/gradprograms/sites/gradprograms/files/Petition%20of%20the%20Student.pdf</p>
5	Anna Villagomez Graduate Counselor Office of the Registrar	<p>Discuss continuity in form completion – listing courses on the application for candidacy (only those actually needed for degree & type of courses) and thesis/project approval titles (shown on official transcripts exactly as submitted – reflection on campus)</p> <p>Discuss other issues related to application for candidacy</p>	<p>Anna reminded folks that students should only list courses actually needed for degree on their Application for Candidacy and Graduation. She also asked that advisors pay close attention to the titles on candidacy paperwork as this is shown on official transcripts exactly as submitted – reflection on campus.</p>
6	Process Refresher Workshop:	<p>Review procedures, answer questions about:</p> <ul style="list-style-type: none"> -Educational Leave -Summer Graduation -Required Format Review -Student Progress Report -Graduate Program Recruiting Pilot 	<p>Jená shared several issues the Graduate Studies Office encounter last spring and reviewed procedures with the group regarding:</p> <ul style="list-style-type: none"> -Educational Leave- Programs are encouraged to remind students and faculty a leave of absence does not extend the seven-year limit. -Summer Graduation- When students apply for candidacy, we ask that you pay close attention to the graduation date listed on the form. Please do not allow them to list a summer date for graduation unless you have personally confirmed that the graduate coordinator and all members of the committee will commit to being available during summer. Required Format Review - Students are no longer required to submit a mandatory format review prior to their final document. Graduate Studies is available to answer

			<p>specific formatting questions by appointment. We strongly encourage the use of our thesis/project templates. http://www2.humboldt.edu/gradprograms/node/17</p> <p>-Student progress to degree report Reports were sent out from Graduate Studies soon after the meeting. Programs were reminded to reach out to students who are not registered this semester but are slated to graduate in December or May of this academic year, and to get them enrolled before Monday, September 21. Programs were also asked to work with students who have not advanced to candidacy but who have earned a large number of units and students who are nearing the 7-year limit, to develop plans for completion, as well as students nearing the limits for financial aid.</p>
7	Announcements:	<p>Graduate Council Rep needed for ICC/AMP</p> <p>GC is looking for one student from each college as a representative for all students within the college</p>	