

Graduate Council MEETING NOTES

Meeting Date	September 8, 2014	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Mark Baker, Susan Brater, Pat Comella, Chris Dugaw, Mary Glenn, David Greene, Christian Guillen, Nikola Hobbel, Amber Kees, Ethan Gahtan, Steve Ladwig, Ana Marville, Megan Mefford, Michael Mesler, Lisa Miller, Karla Ochoa, Marissa O'Neill, Scott Paynton, Marissa Ramsier, David Sleeth-Keppler, Emily Sommerman, Janae Teal, Laura Weare, Liz Weaver, Meredith Williams, George Wrenn, Rick Zechman		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approved notes from 5/5/2014
2	George Wrenn/Library HSU Masters Theses and Projects: Post Print Era	Discuss library procedures for projects and theses on Humboldt Digital Scholar.	George shared review of processes for projects and theses on Humboldt Digital Scholar. Topics included: Embargoes, Processing timeline, Access, Program names, Thesis mapping. Please note: Jená reminded the group that changes cannot be made to a thesis once it has been published on Humboldt Digital Scholar.
3	Program-level determination of project/thesis defense	Discuss defense benefits and challenges; programs with projects as culminating experiences will notify Grad Studies whether their projects include defenses.	Discussion – programs will notify Graduate Studies whether their program (not individual by student) is or is not requiring a defense for projects (the expectation is that theses will require some form of oral defense).
4	Clarification of standards for requiring IRB review	Per Eric VanDuzer's request, discuss/clarify standards for requiring IRB review.	Per Eric VanDuzer's request, discussion of standards for requiring IRB review. Ethan Gahtan/IRB Chair discussed the IRB Policy for the Protection of Human Subjects in Research. Additional information can also be found on the IRB website. Here is the link: http://www.humboldt.edu/hsuf/irb.php Questions pertaining to Human Subjects –specifically, questions about whether a specific research project requires IRB review -- should be directed to Susan Brater at 707-826-5165 or email irb@humboldt.edu
5	Possibility of separate commencement ceremony/ different day for graduate students	Advise the President's Office about scheduling a separate commencement ceremony for graduate students	General consensus of Graduate Council was not to schedule a separate commencement ceremony for graduate students. Graduate Council student representatives will send a doodle poll to graduate students to get their input. Jená will report back to the President's Office.
6	Developing university-wide admissions guidelines and program-specific criteria/rubrics Align with CGS Best Practices	Identification of a subcommittee to develop recommendations for graduate admissions policy and procedures.	Discussion - Those interested in being on subcommittee will let Jená know. Megan Mefford/International Programs volunteered to be on the committee.
7	Student progress to degree – information on individual students arranged by advisor; for review of timelines and milestone requirements	Identify locations where program milestones should be listed and communicated to students and faculty advisors.	Graduate Studies will send the Student progress to degree information to graduate coordinators. Programs are asked 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. 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 are nearing the 7-year limit, to develop plans for completion, as well as students nearing the limits for financial aid.
8	Important Deadlines:	Monday, November 17th, 2014 deadline for required format review	

		<p>Wednesday, December 10, 2014 deadline to submit final version of thesis or project and approval form with original signatures</p>	
9	Announcements:	<p>GC Fall 2014 Meeting Schedule: September 8 October 6 November 3 December 1</p> <p>Recruiting opportunities for graduate students - State Compensation Insurance Fund employee fair October 16th CSU East Bay Graduate Student Fair October 23, 11 a.m. – 2 p.m</p>	No new announcements: