

Graduate Council Meeting Agenda NOTES

February 5, 2018

3:00 – 4:30 PM

NHE 106

I. Welcome!

- A. Introductions
- B. Approval of December 4, 2017 meeting notes

II. Announcements

- A. Update: Digital Commons Update
 - i. Kyle Morgan, Scholarly Communications Team
 - ii. Thesis and Project Spring 2018 Submission Process & Deadlines:
Formatting Workshop – attend an in-person workshop (TBD) or the new online course here: canvas.humboldt.edu/enroll/JLG3CM
Courtesy Format Review – Deadline April 16, 2018
Final Committee Approval – Deadline May 7, 2018
 - iii. Reminder: Committees can approve different heading styles; however, regardless of which style is chosen, students must still include the standard preliminary pages as they are formatted in the templates. If you have questions, please contact Kyle at cfr@humboldt.edu
- B. Update: Financial Aid Office Deadlines
 - i. HSU Scholarships opened January 2, 2018, deadline is March 2, 2018.
FAFSA for 2018-19 opened on October 1, 2018, priority deadline is March 2.
Awarding for 2018-19 will begin in March 2018.
- C. Update: Graduate Studies Scholarship Deadlines
 - i. Chancellors Doctoral Incentive Program deadline: February 9, 2018
McConkey Outstanding Student Award deadline: March 2, 2018
To submit a student please do so via the submission [Google Form](#).
Woolford & Hegy Scholarship deadline: March 5, 2018. To apply please visit the Humboldt Area Foundation [website](#)

D. Update: Graduate Continuous Enrollment (GCE) submission

- i. Summer Turner, Assistant Registrar
- ii. Deadline to submit a GCE authorization form to Extended Education without having to petition is 5 p.m. on Monday, February 12. After that, students will be required to submit a *petition of the student*.

E. Update: Admissions

- i. Stephanie Lane, Interim Director of Admissions
- ii. Registration is open for the May 12 Commencement ceremony. Students **MUST** register at humboldt.edu/gradreg by **Tuesday, April 3**. (this solidifies students on name cards).
- iii. Stephanie requested that graduate programs forward details of what the capacity for growth is within the individual programs to Stephanie.lane@humboldt.edu

III. Discussion: GCE Registration Limits

A. Rock Braithwaite, Interim Vice Provost

- i. Discussed implementing a policy regarding the number of semesters that a graduate student may enroll through Graduate Continuous Enrollment (GCE) after all coursework required for the degree has been completed.

IV. Discussion: Graduate Program Assessment

A. Rock Braithwaite, Interim Vice Provost and Mark Wicklund, Academic Assessment Plan Coordinator

- i. Discussion – on developing a set of institutional MA student learning outcomes, graduate program learning outcomes, and core competencies of HSU's master's degrees.
- ii. Rock requested that programs forward their assessment rubrics to Graduate Studies so that we can compile examples of rubrics.

