

## Graduate Council Meeting Notes

September 11, 2017      3:00 – 4:30 PM      LIB 209 (Fishbowl)

- I. Welcome!
  - A. Introductions
  - B. Approval of April 3, 2017 meeting notes
    - i. *No Comments*
- II. Announcements
  - A. Update: HSU/Scholarly Communications & Digital Scholar Team
    - i. Kyle Morgan
      1. *Only 1 submission for theses/projects this semester*
        - *December 10<sup>th</sup>*
        - *Committee review already should have happened by submission time*
      2. *Brief history/summary*
        - *New platform for electronic thesis/project submission*
        - *2<sup>nd</sup> year in, working with developers to improve system*
  - B. Update: Nonresident Fee Waiver Allocation working group
    - i. Alison O'Dowd, (Subcommittee: Erik Jules, Meredith Williams, Tina Georganas, Yvonne Everett)
      1. *Units used for recruiting students outside of western state agreement*
      2. *Allocation doesn't always match need*
      3. *Subcommittee to being meeting soon*
      4. *Current allocation system is based on previous year's # of out of state students in each program*
    - ii. *Comment by Maria-Elena: Every year fin aid receives inquiries from grad students asking them why they did not get the waiver*
      1. *This is a question for programs, so they do not have the answer for the students*
      2. *Program/college offices should be informed of how the allocation system works and how to answer this question for students*
    - iii. *Comment by Terri Fisher: FYI there are no units available in the common pool this year, all were used up already*
  - C. Update: Transfer & Graduation Counselor, Office of the Registrar
    - i. Melissa Tafoya
      1. *Graduate students need to keep copies of their course lists, and any changes to courses taken will require Program Variation or Waiver form*
      2. *If they are trying to use graduate courses taken in their last semester of undergrad they will need the paperwork*
      3. *Remind students to change grad dates with the registrar before they pass so they won't have to pay the late fee*

#### D. Update: Financial Aid Information

- i. Maria-Elena Whaples, Associate Director of Financial Aid Department
  1. *Oct. 1<sup>st</sup> FAFSA starts*
  2. *Even if grad students haven't decided the school, they need to turn in the FAFSA on time*
    - *They can list up to 10 schools on the FAFSA*
  3. *March 2<sup>nd</sup> Priority Deadline, but earlier the better, this deadline is CRUCIAL for GA/TA waivers*
  4. *FAFSA workshops*
    - *Oct. 1<sup>st</sup> in library*
    - *Every Friday in October in Siemens Hall 9-11am, 2-4pm*

#### E. Update: Graduate Continuous Enrollment

- i. Christian Guillen, Registrar, College of eLearning and Extended Education
  1. *GCE authorization deadline 9/18 at 5pm with \$25 late fee*
    - *No incomplete forms accepted*
    - *Reminder to turn in grades for GCE classes at end of term*
  2. *Comments from Faculty: Faculty don't get credit for supervision of GCE students*
    - *Departments have rules/practices that try to limit use of GCE*
      - *Limits on how many terms a student may enroll in GCE*
      - *"thesis substantially completed"*
    - *Should there be a central "policy"?*
      - *Discussion for another grad council*
      - *Rock's policy as a jumping off point?*
      - *Share other program rules/practices and see what differs, who is happy/unhappy*
        - *Google form?*

#### F. Update: Graduate Studies

- i. Terri Fisher, Graduate Coordinator Director
  1. *Fall 2017 Graduate Orientation - Discuss Appendix B*
    - *Revamp was successful, very positive response to resource fair and guest speakers*
    - *Potential to move date for next year to minimize conflict for grad coordinators*
    - *Potential need for better communication to staff/faculty/students regarding time and location*
      - *Master grad student calendar??*
    - *Recording will be (hopefully) available soon*
  2. *Graduate and Professional School Fair, **September 14, 2107***
    - *grad studies will be tabling, let us know if you can't make it, we will table*

*for you*

### 3. ASC Training, **September 18, 2017**

- *Goodwin forum*

## III. Graduate Council Priorities for 2017/2018 Academic Year

### A. Mary Glenn, Interim Vice Provost, Undergraduate & Graduate Dean

#### i. Survey Results - Discuss Appendix A

##### 1. *Recruitment*

- *Budget would come from colleges/departments, with teamwork we could have budget for some materials/activities*
- *Subgroup?*
- *If anyone has comments, let Mary know and she will take them to LB*
- *Cohesion of grad coordinators*
  - *We're all selling what's unique about Humboldt*

##### 2. *Grad Helping Undergrad*

- *How to grad programs enhance undergrad programs?*
- *How should we go about TA training?*
  - *BIOL restarted required teaching class, open to any CNRS*
  - *ENGL has pre-semester training and course*
    - *On the chopping block due to low enrollment*
  - *Potential for college wide, or otherwise shared training??*

##### 3. *Address Workforce Demand and Impact*

- *We could ask Rich Boone to speak again*
- *Impact of community involvement*
  - *Develops leadership*
  - *Recruiting from the community*

##### • *Student showcases/highlights*

##### 4. *Clarify the role of graduate education*

- *Career/job success*
- *Redefine our mission and vision*
- *Why is graduate education important?*
  - *How do we show that?*

##### 5. *Establish Time to Degree*

- *Semester by semester plan*
  - *Variation in programs*
  - *Could have an adaptable general plan*
  - *Infographic*
- *15 to Finish type campaign*
- *checklist*

IV. Discussion: Residency for Tuition Purposes

A. Steve Ladwig, Interim Director of Admissions & New Student Program

- i. Students must demonstrate 3 things to earn residency in CA
  1. Establish residency in CA
    - Driver's license, register to vote, etc.
  2. Demonstrate cutting of ties to old state
    - WRGP doesn't count
  3. Demonstrate 3 years of financial independence from family
    - Can't be claimed as a dependent
- ii. Send students to Steve for help with rules

V. Discussion: Unconventional Graduate Applicants **UNFINISHED-top of agenda next time**

A. Josh Zender, MBA Graduate Coordinator

- i. There was a need for some kind of admissions/grad studies/registrar etc. triage for applicants with special circumstances
- ii. Could there be regular meetings between key players at the key time of year for applicants?

## Appendix A: Graduate Council Priorities Survey Results

**10 votes:** Graduate Recruitment – Increase efforts to recruit a diverse community of graduate students and cohesively provide a collective voice.

**6 votes:** Determine ways for the Graduate programs to enrich the undergraduate students' experience at HSU

**6 votes:** Address workforce demand and impact (as part of a positive contribution)

**5 votes:** Clarify the role of graduate education at HSU

**4 votes:** Implement Graduate Teaching Associate training

**4 votes:** Establish Time to Degree – Best practices for Graduate Students

**Other contributions:** Graduation Initiative,

Ways to increase graduate student funding,

Supporting high impact practices,

Five year action plan to strengthen and grow graduate programs

## Appendix B: Graduate Student Orientation Survey Results:

We sent out a survey via email to all students who attended our Fall 2017 Orientation to get some feedback so that we can continue to improve the orientation experience.

Our questions were:

What did you enjoy most about the Fall 2017 graduate student orientation event?

What did you find to be the most helpful part of orientation? And,

What would you improve about this orientation?

Some of the positive and critical feedback we received was:

- “I enjoyed how well I got to know the campus resources as well as my fellow classmates.”
- “This orientation provided information that was relevant for graduate students in Natural Resources that the general orientation did not provide.”
- “I would allow more time for questions from current graduate students about what works and what doesn't in grad school. Maybe a Q and A or something.”
- “ The most helpful part was the reminders that doubts in confidence are normal; reminders to take care of yourself not to hyper focus on academics”
- “It was most helpful to know all of the information about campus resources that I would not have otherwise known about.”
- “I enjoyed the speakers letting us know we are not alone in this next step of our lives and learning of all the resources HSU offers to assist us every step of the way.”
- “I enjoyed the Academic & Career Advising Center presentation and the Peer Health/Oh Snap! presentation.”
- “You could include an introduction of fun activities to do/see in the area for new residents.”
- “I would improve this by including more info about LGBTQ and transgender resources.”
- “I liked how well I got to know the HSU campus resources as well as my fellow classmates.”
- “There could have more tables from around campus.”