

## Graduate Council Agenda

**Date:** Monday, December 8th

**Time:** 3-4pm

**Location:** Fishbowl (Library LIB 209) and [Zoom](#), Meeting ID: 863 5223 7995 Passcode: 472598

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### 1. Announcements

- Erika Wright, Sponsored Programs Foundation
  - i. [CSU Student Research competition](#), SJSU, April 23-25, 2026, [Information Sheet](#)
    - 1. Can be current/completed research, 10 categories of research, including interdisciplinary.
  - ii. [McCrone Graduate Fellowship](#), application deadline Feb 26th, 2026. Last year there were only 3 applicants. Award is 3K per student. [McCrone Fellowship RFP](#)
  - iii. [IdeaFest 2026](#). Will be happening again this spring. Encourage participation among students, please.
- Graduate Analyst update - Samantha Williams, begins Jan 5th, transitioning from ASC in Dance, Music and Theatre department.
- Graduate Fellows update: Mary Virnoche and Carrie Aigner - congratulations!
- Waiver update: More to come, but Departments will be asked to fill out google forms with anticipated need for 26-27 year. Reminder that 25-26 had a higher number of fee waivers due to changes with SUG.
- Patricia O McConkey Awards, nomination deadline February 13th, 2026. Earlier this year to match other deadlines from Office of Student Life.
  - i. [Nomination Form](#)

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### 2. Graduate School Planning Knowledge Exchange (Mary Virnoche, Rose Francia)

- **Graduate School Information Session, Dec 5th** - 38 students attended, and recording will be made available. Focus on funding graduate school, and the follow-up/partner event is on Jan 30th.
- **Pilot: Grad Application Portfolio review, Jan 30th, Library 308.** [Sign up](#)
  - i. 3 hours for review sessions, please sign up for a slot: 12:00, 1:00, and 2:00. Sign up for more than one, or only one. Will ask Dept Chairs to distribute announcements to encourage broader faculty involvement. Food will be provided (lunch included). Each station has a computer to access Google Docs.
  - ii. **Requesting faculty from all areas to sit and review application portfolios** to assist students to be stronger applicants. Goal is to increase applications and representation from Humboldt to the larger [CDIP](#), [Sally](#)

[Casanova Predoctoral program](#), [Health Professions Scholars Initiative](#), and other pre-doctoral programs. Students applying to masters programs and Cal Poly Humboldt masters programs could also participate, but CSU deadlines are Feb 1 so this is a quick turn-around.

- iii. Question about communication to students - will start getting comms this semester and next semester too (Handshake, and Student Comms emails). Encourage them to sign up for the 30th.
- iv. Keep CSU deadlines in mind for future iterations and timing to get feedback ahead of application.
- Graduate studies advising [survey](#) : will share out in the new year to Depts.
  - i. To support career staff with mentoring students about researching and applying to graduate programs, and to share resources and ideas across programs, we are starting with Graduate Council to collect information on current Department/faculty approaches.

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### 3. Proposed Thesis Publication Guidelines and Requirements (Kyle Morgan)

- Proposal for simplified publishing guidelines - response to guidelines in new CO policy on graduate education - style and formatting of thesis are appropriate for the field of study.
- Will follow more "journal guidelines" rather than "Book format". Simplified format includes Title page, Abstract Page, and Table of Contents.
- Standard template based on modified APA7, more flexibility in body text formatting, and enforce accessibility. Can do a template in Google Docs.
- Choice of whether to publish?
  - i. Research revealed that other CSUs require publication and Humboldt has also required publication through library
  - ii. Suggestion to develop an exceptions policy and considerations with protections/permissions also related to indigenous knowledge
  - iii. Political considerations and protecting participants or researchers who may be targeted.

**Proposal:** Each department will make their own curricular policy about what constitutes a culminating experience. Include some standard, uniform pieces, and then customize them further.

#### Questions and Conversation:

Does a thesis have to be published?

All submissions should be accessible regardless of publication.

Centralized, broader policy might be better than individual Departmental policies.

Potential use of library special collections to hold some of these permission-only documents. Students hear the message that the "work is the same, final product is the same, and accessibility is the same—difference is how it is accessed."

Balance the rigor of the research with the privacy concerns.

**Next Steps:** *Mary V, Kyle, Marissa, and Janelle*, and any other volunteers begin to draft a policy that is shared. Revisit in spring semester, and work through policy channels.

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**4. Revised Policy from Chancellor's Office: [Definitions of Graduate Level Education](#)**

- [Humboldt co-listing policy](#)
- Discussion around undergraduates enrolling in graduate courses - Instructor Approval required, by exception in the policy. Units still count toward the undergraduate record.

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**Upcoming Deadlines:**

- Registration for new graduate students began December 1, 2025.
- The deadline to change a Fall 2025 graduation date to a future term without a late fee is December 23, 2025.
- Graduate students who plan to take educational leave Spring 2026 need to submit the Graduate Educational Leave Agreement by February 2, 2026.
- Graduate students who plan to enroll in Graduate Continuous Enrollment Spring 2026 need to submit the GCE Authorization form by February 2, 2026.
- Graduate Thesis/Project Committee Approval form must be submitted by December 15, 2025.
- Final Thesis/Project submission required by December 16, 2025.

**Additional Opportunities for Predoctoral and Graduate Students:**

- [Chancellor's Doctoral Incentive Program](#)
- [Sally Casanova Pre-Doctoral Program](#)
- [Health Professions Scholars Initiative](#)
- [STEM predoctoral program](#)
- [California Sea Grant Fellowships](#)
- [NSF Graduate Fellowships](#)

Next meeting: Monday, February 9th, 2026