

## Graduate Council Agenda

**Date:** Monday, November 10th

**Time:** 3-4pm

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

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### 1. Announcements/Upcoming Deadlines

- Admissions program meetings with departments (Heather)
    - i. Calendar invites sent - focus on recruitment, and any other Admissions-related needs. If you haven't yet gotten a calendar invite it's due to scheduling challenges. Heather will follow up.
  - Updates on possible graduate commencement, waivers and thesis publication (Heather)
    - i. Possibility of Graduate Commencement - still in discussion, reach out to Heather or the Provost if you'd like to be part of meetings.
    - ii. Waivers - more discussion of process and potential revisions in December.
    - iii. Kyle Morgan will present on thesis format and publication requirements in December
  - [Thesis information and deadlines](#)
  - Early registration for continuing graduate students begins November 10, 2025.
  - Registration for new graduate students begins 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 Studies [Fall 2025 Newsletter](#) and [Student Spotlights](#) - *thank you* to everyone who submitted a nomination. (Betsy)
  - Directory: [2025/2026 Graduate Program Coordinators and Administrative St...](#) (Betsy)
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### 2. IRB process (Jennine Crane)

- [IRB website](#)
- [Link to presentation](#)
- Questions from Coordinators re: process and timing: Largely a team of volunteer reviewers, and do their best to turn around applications due to time-sensitive projects. Use InfoReady for application management, and Trello workflow

process for review process and steps. Cal Poly Humboldt has been giving feedback to InfoReady to help refine the process.

- Staffing - the office should have 1 manager and 2 coordinators, but Jennine is the only staff person currently.
  - Future Goals - Work with CTL to make instructional videos about site, process, steps, etc... Include more status updates re: stages of review process that is visible to applicants.
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### **3. International Students (Megan Mefford)**

- Megan - based in EM/Office of the Registrar and does International Admissions and immigration support once students are here. **Megan Mefford**
  - Across the nation, all universities are seeing a 30% decline in International Student enrollments under current state of affairs, perhaps slightly better in the CSU with initial numbers this fall.
  - Humboldt was able to admit 1 international student from Canada this fall, and demographics are shifting more from Graduate students and first time freshman, to more transfer students who are already in the country.
  - Through the application process, and visa interview process, feel free to loop Megan into the conversation, and she can advise students on how to navigate the process. Advice: Apply EARLY, be admitted EARLY, and if offered funding, have awards available ASAP - it sets them up for more success in the visa process which can take months.
  - Question about Application Fee Waiver - Admissions did offer them in the past, but currently, there is a new policy/process where each Dept purchases fee waivers (\$70 each) and then distributes those to students in need. SW has them built into grant funding. [Application to Purchase Fee Waivers/Coupon Codes.](#)
  - Question about Work Status - Student visa does allow them to work on campus part-time, while enrolled. Ex. TA/GA offer can be written into the visa application. Once they are here for 1 year, they can participate in an internship or internship course.
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### **4. DARS for Grad Students (Jenni Robinson-Reisinger)**

- Jenni requested willing programs, ideally one that is larger in scope.
- Spring 2026 Pilot with 2-3 Departments for graduate student DARS. Need willing students to help refine process, forms, etc...and have updated course rotations to program into DARS.
- Comment - Anth is interested.
- Comment - SW does not need DARS unless it is connected to ATC form/process.
- Contact **Jenni Robinson Reisinger** if interested; she will confirm participation in December.

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

- Section G: language around projects is currently incorrect, will be revised by the CO to be in line with Title V language around projects
- Highlights:
  - i. Thesis format requirements
  - ii. Culminating Experience timeline
  - iii. May entail revisions/reconsideration of our current policy around co-listing undergrad and graduate courses

Provide feedback or questions to Heather who can pass along to CO.

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Final meeting of the semester: Dec. 8th, 3pm, Library Fishbowl