**Graduate Council Meeting Agenda**

February 7, 2022 3:00 pm – 4:00pm

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|  | **Agenda Topic** | **Materials to Review** | **Action Planned** |
| 1 | Welcome/Introductions  Interim V.P. Dr. Carmen Bustos-Works  3:00-3:10 | [Graduate Program Coordinator](https://gradprograms.humboldt.edu/sites/default/files/graduate_coordinators_responsibilties.pdf)  [Responsibilities](https://gradprograms.humboldt.edu/sites/default/files/graduate_coordinators_responsibilties.pdf) | Welcome/Introductions  Discuss Graduate Program Coordinator Responsibilities |
| 2 | Terri Fisher  Graduate Graduate Studies Office  3:10-3:20 | [Faculty Graduate Coordinator Resources](https://drive.google.com/file/d/1-gUSjKTHG5yxCi5YYYyQGUFtP_tEKUgc/view?usp=sharing)  [Reference Materials](https://gradprograms.humboldt.edu/content/reference-materials) | Discuss Resources for Graduate Coordinators, where to find on website, fee waivers, and 7 year limit |
| 3 | Melissa Tafoya  Transfer & Graduation Counselor  Office of the Registrar  3:20-3:30 | [Course List Guide](https://gradprograms.humboldt.edu/sites/default/files/cal_poly_grad_course_list_guide_1.docx)  [Presentation Slides (pdf)](https://drive.google.com/file/d/1jIFuxhQCsKC2XSsQ2_JZdAYekFGx3Zmh/view?usp=sharing) | Discuss Guide to the Approved Graduate Course List and compliance with Title 5 and HSU policies for earning a master’s degree |
| 4 | Deserie Donae  Registrar  Summer Turner  Assistant Registrar  College of eLearning and Extended Education  3:30-3:40 |  | Discuss Graduate Continuous Enrollment |
| 5 | Morgan McBroom  Assistant Director  Graduate Federal Work Study  Financial Aid Office  3:40-3:50 |  | Provide information and/or answer questions regarding  financial aid for graduate students |
| 6 | Kyle Morgan  Scholarly Communications & Digital Scholar Team  3:50-4:00 | <https://digitalcommons.humboldt.edu/etd/>. | Digital Commons @ HSU Updates, Spring deadlines |