

Graduate Council Meeting Agenda

March 5, 2018

3:00 – 4:30 PM

LIB 209 (Fishbowl)

I. Welcome!

- A. Introductions
- B. Approval of February 5, 2018 meeting notes

II. Announcements

- A. Update: HSU/Scholarly Communications & Digital Scholar Team
 - i. Kyle Morgan, Scholarly Communications Team
- B. Update: Graduate Studies Updates and Deadlines
 - i. Terri Fisher, Graduate Studies Coordinator
 - ii. See Appendix A

III. Discussion: Graduate Application Process

- A. Stephanie Lane, Interim Director of Admissions and Cynthia Werner, Admissions Administrative Support Coordinator

IV. Discussion: Graduate Federal Work Study

- A. Peggy Metzger/Financial Aid Director
- B. See Appendix B

V. Discussion: Graduate Program Assessment

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

Appendix A: Graduate Studies Updates and Deadlines

Graduate Student Progress Report - Graduate Studies sent out a spreadsheet to graduate coordinators indicating what our records show about progress so far of each student in each graduate program, asking that programs follow up with some specific categories of students. The purpose for distributing program data is for coordinators and advisors to work with students and facilitate decreased time to degree.

March 15th - Woolford & Hegy Scholarship applications due by this date at 5 p.m. To apply please visit the Humboldt Area Foundation [website](#)

March 19th – Commencement List – Graduate Studies will be sharing the draft of the commencement list and instructions with the individual graduate programs to review and edit. Please submit requested changes on the spreadsheet rather than sending them back to Graduate Studies no later than by this date at 5 p.m.

April 1st – Programs are expected to submit the names of their [Nonresident Fee Waiver](#) (EO 605) and Graduate Assistants and Teaching Associates Fee Waiver (EO 611) to the Graduate Studies Office by this date at 5 p.m.

Appendix B: Graduate Federal Work Study Award

Proposed new process for applying for these grants:

- 1) Beginning in October, prospective graduate students fill out FAFSA and by March their financial aid status is known to the Financial Aid Office.
- 2) **April 1st** – (this date is influenced by the date new students are given an HSU ID#)
Deadline for grad program coordinator to submit names of graduate students to the Financial Aid Office to see which ones would be eligible for Graduate Federal Work Study Award. Financial Aid will return this information as soon as possible (before **May 4th** when the research proposals are due to Graduate Studies).
 - a. Faculty members give the names of students they would like to work with to their program coordinator who submits them to Financial Aid (Dealing with one program coordinator rather than several individual faculty members makes it easier for the Financial Aid Office).
- 3) **May 4th** – Deadline for faculty to submit their proposals to Graduate Studies – either with specific students attached or with a pool of eligible students from a cohort.
- 4) By early June, faculty learn whether or not their proposal has been funded.
- 5) In June/July, programs using the pool approach identify specific students for each funded research proposal (e.g. by contacting all eligible students and asking them to apply for open positions if they are interested).
- 6) By **July 1st**, faculty strongly encourage the students they will be working with to contact Financial Aid immediately and before disbursement of aid to work out a package that best uses this grant money along with the student's other aid. **VERY IMPORTANT STEP**
- 7) By the beginning of the Fall semester the student's financial aid package has been confirmed by the Financial Aid Office. The faculty member notifies the Graduate Studies Office to initiate the flow of funds and research begins.