



HUMBOLDT STATE UNIVERSITY

Graduate Council Meeting Notes

November 5, 2018

3:00 pm – 4:30 pm

LIB 209 (Fishbowl)

	Agenda Topic	Action Planned	Action Taken
1	Introductions		10/1/2018 notes approved.
2	Graduate Coordinator Responsibilities/Expectations	Finalize an explicit description of graduate coordinator responsibilities	How does this relate to assigned/release time? Rock will advocate for the same release time for all programs. He will have conversations regarding additional assigned time for larger programs and compensating lecturers who are graduate coordinators. Graduate Studies will use this information to develop training for new graduate coordinators and to support all graduate coordinators.
3	Graduate Marketing & Recruiting Update	Provide an update with new pertinent information	Graduate Coordinators will work on the one-page/one-sided (possibly double-sided) print material for each program and credentials, not the options. Contact Terri to schedule two hours of time for MarCom to take pictures of your program's hands-on activities (Graduate Studies will pay for the photos). Can programs take their own pictures? No, MarCom's photos are higher resolution. MarCom will take care of the release forms. If existing MarCom photos meet the program's needs, then no additional photographs are necessary.
4	Application to Advancement to Candidacy and Graduation form & new procedure	Inform group on the new procedures regarding this form	In an effort to decrease the amount of Requests for Program Variation or Waiver required of graduate students, the degree check process by Office of the Registrar staff will change slightly. Previously, a course list was reviewed for CA Title 5 and HSU policy compliance after the student had secured signatures from



HUMBOLDT STATE UNIVERSITY

			<p>his/her committee and the Graduate Dean. If the course list required any changes to bring it into Title 5/HSU compliance, the student was notified in his/her degree check notice that he/she must submit a Request for Program Variation or Waiver to alter the original course list.</p> <p>Now, a student's course list will be reviewed by Registrar staff for Title 5/HSU compliance before the Graduate Dean signs the Advancement to Candidacy document. If the course list requires any changes to bring it into compliance, the student, his/her advisor, and the graduate coordinator will be notified via email that changes are required before the Graduate Dean signs the Advancement document and the expected graduation date is posted in Student Center. After the Dean's approval is obtained, the degree check notice will go out confirming the expected graduation date, listing any outstanding degree requirements, and confirming compliance with Title 5 and HSU unit minimums and maximums.</p>
5	Important Deadlines & Announcements		<p>GA/TA Fee Waiver Spring 2018 – no waivers being offered to new spring admits</p> <p>Nonresident Fee Waiver allocations for the 19/20 A/Y will be sent out next week.</p> <p>February 4th – Deadline to file Application for Advancement to Candidacy and Graduation & be guaranteed to have name printed in program for Commencement 2019.</p> <p>Scholarly Communications: Thesis & Project Fall 2018 Submission Process</p>



HUMBOLDT STATE UNIVERSITY

--	--	--	--