

### Graduate Council Meeting Notes

November 6, 2017

3:00 – 4:30 PM

LIB 209 (Fishbowl)

#### I. Welcome!

- A. Introductions
- B. Approval of September 11, 2017 meeting notes

#### II. Announcements

##### A. Update: Cal State Apply

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

- 1. *More fixes are in the works for the Cal State Apply site, it's getting better.*
- 2. *You can now see the number of students who have opened an application but not yet submitted it.*
- 3. *Stephanie and Cynthia will talk more about Cal State Apply at a future Grad Council meeting.*

##### B. Update: Graduate Recruitment working group

- i. Meredith Williams, (Subcommittee: Josh Zender, Eric Van Duzer)

- 1. *Recruitment is in the works*
- 2. *A survey asking graduate coordinators some questions about their recruitment goals was passed out. Please remember to forward your response to Meredith Williams when your survey is complete.*

##### C. Update: Nonresident Fee Waiver Allocation working group

- i. Alison O'Dowd, (Subcommittee: Erik Jules, Meredith Williams, Tina Georganas, Yvonne Everett)

- 1. *The proposed new policy for allocating non-resident fee waiver is:  
"Each Masters program will be allocated a percentage of the University's total fee waiver allocation based on the percentage of the average number of non-resident graduate students enrolled in that specific program over the prior 3 years."*
- 2. *Do we want the average based on the fall enrollment or academic year enrollment? Fall enrollment would yield more units.*
- 3. *Alison will circulate an email with the past allocation of non-resident tuition waiver units.*
- 4. *25% of graduate students are eligible for a fee waiver*
- 5. *Discussion will be continued at the December GC meeting.*

- ii. See Appendix A

##### D. Update: Financial Aid Information

- i. Maria-Elena Whaples, Assistant Director of Financial Aid Department
  - a. *The Financial Aid office has not yet awarded Spring applicants, BUT they plan to do so this month, if students are calling and inquiring.*
2. October 1 – First day to submit Financial Aid Application (FAFSA/DREAM ACT)
  - a. *March 2<sup>nd</sup> is the priority deadline!*
3. One-on-one Application Assistance Available: Flyer is attached
  - a. *Hosted many FAFSA assistance workshops in October*
4. Newly launched FAO website, check it out: [finaid.humboldt.edu](http://finaid.humboldt.edu)
  - a. *Check out their revamped website, please.*
5. *For Financial Aid purposes,*  
*part-time grad student = 5 units*  
*full-time grad student = 9 units*  
*According to the University, a graduate student is considered full-time if they are enrolled in 6 or more units.*  
*For financial aid purposes, if a student is caught in-between the 5 and 9 unit gap at 7 units for example, their funds will **not** be dispersed because even though they are considered a full-time student to the university, 7 units is not full time for financial aid. Graduate students need to be enrolled in a minimum of 9 units to be considered full-time for financial aid purposes. If you have further questions, please contact Maria-Elena Whaples at [mw61@humboldt.edu](mailto:mw61@humboldt.edu) or x5373*
- ii. See Appendix B

### **III. Discussion: WSCUC and Graduate Programs Assessment, time certain at 3:20pm**

#### **A. Mary Glenn, Interim Vice Provost and Mark Wicklund, Interim Academic Assessment Coordinator**

##### *i. Marisa D'Arpino:*

1. *Attendees received a packet with slideshow slides*
2. *Why is accreditation important? We cannot get financial aid without it.*
3. *On-site WASC visit March 21<sup>st</sup> – 23<sup>rd</sup>*
4. *Our new motto: "Creating change for equity"*
5. *Went over communication plans for Fall 2017 and Spring 2018*

##### *ii. Mark Wicklund:*

1. *On-site review is in March*
2. *Came up with four possible questions WASC could ask*
3. *Assessment is necessary (shared quote from CSU Monterey Bay)*
4. *Faculty are here to help and benefit students; it's their purpose*
5. *WASC wants us to close the loop and make data-driven decisions*

6. *Establish goals -> provide learning opportunities -> assess student learning -> use the results*
7. *Student learning outcomes*
  - a. *Classes that reflect those program outcomes (introduce -> develop -> master)*
  - b. *Longitudinal assessment*
8. *Effective use of assessment results – don't just file your results away*
9. *Reviewed graduate learning assessment, and annual vs five-year cycles*
  - a. ***PLEASE post your program learning outcomes on your webpages!***
10. *Reviewed an informational excel spreadsheet*

#### **IV. Discussion: HSU/Scholarly Communications & Digital Scholar Team**

- A. *Kyle Morgan*
  - i. *Passed out fliers: Thesis & Project Formatting Workshop (Appendix C & D)*
  - ii. *Approve or decline button now, no longer “review with revisions” option*
  - iii. ***Monday of finals week is the deadline for approvals!***
  - iv. *Courtesy format reviews are recommended but **not required***

### **Appendix A: Revised Policy for Allocating Non-Resident Fee Waiver Units**

“Each Masters program will be allocated a percentage of the University’s total fee waiver allocation based on the percentage of the average number of non-resident graduate students enrolled in that specific program over the prior 3 years.”

## Appendix B: One-on-One Application Assistance Flyer

# HSU Financial Aid Application Assistance

DROP-IN & stop by for professional assistance in completing your FAFSA or Cal Dream Act

Sunday	October 1	12:00 p.m. – 4:00 p.m.	Library 121
Friday	October 6	9:00 a.m. – 11:00 a.m. 2:00 p.m. – 4:00 p.m.	Siemens Hall 119 Siemens Hall 118
Friday	October 13	9:00 a.m. – 11:00 a.m. 2:00 p.m. – 4:00 p.m.	Siemens Hall 119 Siemens Hall 118
Friday	October 20	9:00 a.m. – 11:00 a.m. 2:00 p.m. – 4:00 p.m.	Siemens Hall 119 Siemens Hall 118
Friday	October 27	9:00 a.m. – 11:00 a.m. 2:00 p.m. – 4:00 p.m.	Siemens Hall 119 Siemens Hall 118

## APPLY EARLY! OCTOBER 1 - MARCH 2

\* Drop-in labs are open to ALL students; undergraduates, credentials, & graduate students who need assistance for either the FAFSA or the CAL DREAM ACT applications.

\* Maximize your financial aid. Missed deadlines = Missed Money

### PREPARE FOR YOUR APPLICATION SUBMISSION:

- \* Know your FSA ID or Dream Account. If you can't remember, reset it!
- \* Social Security number or Alien registration number, if you have one
- \* Driver's license number, if you have one
- \* Your 2016 income & tax information (& your parent/s)
- \* Any records of untaxed income; child support payments, disability, payments to/from retirement accounts, or worker's compensation.

Complete the FAFSA at: [fafsa.ed.gov](https://fafsa.ed.gov) OR complete the CAL Dream Act at: [dream.casac.ca.gov](https://dream.casac.ca.gov)

HSU FINANCIAL AID is here for you!

QUESTIONS? call us at 707.826.4321  
or email us at [finaid@humboldt.edu](mailto:finaid@humboldt.edu)



# Thesis & Project Formatting Workshops

---

Learn how to satisfy all formatting  
and accessibility requirements.

*SkillShops*

## Upcoming Workshops:

*November 6, 5-6pm, Library 121*

*November 9, 5-6pm, Library 121*

*November 15, 2-3pm, Library 121*

*November 16, 2-3pm, Library 121*



◆ Register at [Humboldt.libcal.com](https://Humboldt.libcal.com) ◆



# Thesis and Project Fall 2017 Submission Process

---

Scholarly Communications Office  
cfr@humboldt.edu  
(707) 826-5602

1

## Advancement to Candidacy

You can find the form Application for Advancement to Candidacy and Graduation with all other graduate forms here:

[forms.humboldt.edu](http://forms.humboldt.edu)

2

## Formatting Workshop

Attend one of our thesis and project formatting workshops. Workshops are scheduled for November, 6, 9, 15, and 16. Register for a workshop here:

[humboldt.libcal.com](http://humboldt.libcal.com)

3

## Courtesy Format Review (Deadline: November 13)

Submit a draft of your thesis or project for a courtesy format review to [cfr@humboldt.edu](mailto:cfr@humboldt.edu). Formatting guidelines can be found here:

[www2.humboldt.edu/gradprograms/thesis-format-requirements](http://www2.humboldt.edu/gradprograms/thesis-format-requirements)

4

## Committee Approval (Deadline: December 11)

Submit your final thesis or project to Digital Commons for committee approval. **SUBMIT EARLY** so they have time to approve before the deadline. Submit here:

[digitalcommons.humboldt.edu](http://digitalcommons.humboldt.edu)

5

## Official Format Review

The Scholarly Communications Office will conduct a formal format review. Stay in contact as you will be instructed to make revisions and resubmit.

If you have questions please call (707) 826-5602 or email [cfr@humboldt.edu](mailto:cfr@humboldt.edu)