



HUMBOLDT STATE UNIVERSITY

Graduate Council Meeting Notes

September 10, 2018

3:00 pm – 4:30 pm

LIB 209 (Fishbowl)

	Agenda Topic	Action Planned	Action Taken
1	Introduction & Approval of May 7, 2018 notes		Approved
2	Dr. Rock Braithwaite Graduate Coordinator Refresher/Training Workshop:	Review procedures, answer questions about: Graduate Coordinator Responsibilities	Rock shared the Graduate Coordinator Responsibilities (approved by Graduate Council on January 26, 2009) with Graduate Council. To assure a level of consistency across departments and delineate responsibilities, the group reviewed and discussed the vital roles of the graduate faculty member who serves as the Graduate Program Coordinator. Discussion to be continued at the October 1, GC meeting.
3	Melissa Tafoya/Transfer & Graduation Counselor Office of the Registrar	Information and procedures for graduate students	Melissa discussed continuity in form completion – listing courses on the application for candidacy and compliance with Title 5 and HSU regulations.
4	Peggy Metzger/Director Morgan Reeves/Grad Federal Work Study Financial Aid Office	Provide information/procedures regarding financial aid for graduate students	Peggy discussed Graduate Federal Work Study, Tuition Fee Waivers and fielded questions regarding graduate student financial aid.