



HUMBOLDT STATE UNIVERSITY

Graduate Council Meeting Notes

March 4, 2019

3:00 pm – 4:30 pm

Goodwin Forum NHE 102

	Agenda Topic	Action Planned	Action Taken
1	Introductions		Introductions and Approval of November 5, 2018, Graduate Council meeting notes.
2	Ezra Moreno/Academic Programs Student Assistant Graduate Studies Website Revisions		<p>In hopes of elevating the profile of Graduate Programs where possible, Graduate Studies is working on strategies for our web site.</p> <p>Ezra shared recent updates he has made to the website and asked for feedback. Here's a list of progress so far: Top Menu (Main Navigation) New Graduate Students Complete Your Degree Faculty & Staff Resources Dates & Deadlines Contacts</p>
3	Rock Braithwaite Graduate student to degree-information for review of timelines and milestone requirements.	Discuss best practices & share ideas.	<p>Graduate coordinators were asked to break into small groups to share ideas and formulate effective strategies for facilitating progress toward completion of their graduate degree. Here are some of the topics discussed:</p> <ul style="list-style-type: none">• Set clear expectations by developing a communication and expectation plan early (first couple of weeks of classes).• Use data to make informed decisions



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			<ul style="list-style-type: none">• Require a Canvas Course for Graduate Timelines.• Provide summer research courses such as the Field Institute to provide an introduction to research for new graduate students.• Utilize a cohort format, where students begin their program during the same semester, attend all required courses together, and complete the program as a group.• Require a 1-2 unit Introduction to Graduate Studies course.• Engage in regular and substantial interaction between student and graduate committee.• Contract between advisor and graduate student for thesis completion. .
4	<p>Important Deadlines and Announcements:</p> <ul style="list-style-type: none">• February 4, 2019: Deadline to Apply to Graduate, Last day to file a late application for Spring 2019 Graduation (with late fee) and be guaranteed to have your name printed in the program for Commencement 2019• February 15, 2019: California 2019-20 Pre-Doctoral Program Application Deadline		



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	<p>Financial Aid:</p> <ul style="list-style-type: none">• Apply for HSU Scholarships for the 19-20 academic school year. Visit myHumboldt, Financial Matters tab, click on Scholarship icon.• Submit 19-20 FAFSA by MARCH 2, 2019, (priority deadline) at: FAFSA.GOV <p>Scholarly Communications Office: Spring 2019 Submission Process</p> <ul style="list-style-type: none">• Courtesy Format View Deadline: April 29, 2019• Final Submission Deadline: May 13, 2019		
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