



HUMBOLDT STATE UNIVERSITY

Graduate Council Meeting Notes

September 9, 2019

3:00 pm – 4:30 pm

NHE 106

	Agenda Topic	Action Planned	Action Taken
1	Introductions & Welcome		Dr. Mary Oling-Sisay welcomed new and returning members to the first meeting of the academic year and asked everyone to introduce themselves and their respective departments; she asked the group to share something they are proud of about their program and/or any thoughts or concerns.
2	Graduate Marketing & Recruitment	Provide an update with new pertinent information & discuss Fact Sheets, Grad Photos & Graduate Brochure.	Discussed recruitment & marketing activities for HSU graduate programs and plans for the efforts for the 2019/20 A/Y. Last spring we hired HSU campus photographer Kellie Brown to take grad-level and/or events to photograph unique, interactive, hands-on or somehow visually interesting photos. We are excited to incorporate the amazing photos in our marketing materials. Graduate Coordinators that have not submitted print material for their program fact sheets are encouraged to contact Terri Fisher ASAP. Graduate Studies is working with MarCom to update a Graduate Brochure that was created in 2017 but never finalized. We are asking our programs to start working on gathering testimonials for an Alumni Profile section to display what our graduates are doing and let prospective students know about the types of jobs alumni get after graduation. Examples of how the profiles will be used can be found at Mathematics home and Alumni Profile pages. Eventually, we hope profiles will rotate on the Graduate Studies homepage and possibly the HSU homepage as well.



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3	Improving graduate advising, making expectations explicit	Go over strategies/resources for clarifying expectations for advisors as well as advisees, and discuss approaches to common problems.	Item moved to the October 7, 2019 GC meeting agenda.
4	<p>Important Deadlines and Announcements:</p> <ul style="list-style-type: none">September 9- Deadline: File Application for Advancement to Candidacy & Graduation (master's degree) for spring 2020 graduation by 5:00 p.m. After this date, an additional LATE FEE will be assessed.Educational Leave Fall 2019Thesis & Project Fall 2019 Submission ProcessWe are looking for student members to be active participants in GC. Please forward names to Terri Fisher. <p>**Please note – Future Graduate Council meetings will be held from 3:00 – 4:00 p.m.</p>		