Graduate Administrators Council (GAC)
Minutes for Thursday, November 10, 2011
Koch Hall Board Room
9:00 to 10:30 am

Attending: Robert Wojtowicz, Chris Osgood, Deanne Shuman, David Selover, Mary Swartz, Osman Akan, Isao Ishibashi, Cheryl Baker, Mona Danner, Bill Heffelfinger, Ali Ardalan, Austin Jersild, Missy Barber

Due to the absence of Dr. Lewis, the meeting was facilitated by Robert Wojtowicz.

Approval of October 27, 2011 Minutes
- Minutes were approved.

Announcements/Updates
- Courseleaf – Course and program changes and additions should be prepared and submitted using the existing paper process for now.
- Reinstatement Policy – Dr. Lewis is still waiting to hear from the Faculty Senate regarding the approval of the change to the policy regarding the agreement of the department chair and graduate program director on the reinstatement process.
- Master’s and Doctoral Graduation Reception – This event will be held December 14, 2011 at 5:30 pm. All graduating students should be encouraged to attend. Council was asked what can be done to increase attendance at the event. It was recommended that the reception be moved to Friday because students may have or be preparing for exams on Wednesday. Also, it was suggested that Dan Campbell from Alumni Relations be invited to speak to GAC to explain the process and get input from Council members.
- GTA Institute - The Institute will be held on Thursday, January 5, 2012, with colleges doing their portion on Friday, January 6, 2012. The SPEAK test will be on Tuesday, January 3, 2012. Registration for the SPEAK test will be on Monday, January 2, 2012. The University is officially closed that day, but the English Language Center will be open until 2:00 pm.
- New Graduate Student Orientation – This event will be held on Tuesday, January 3, 2012. The start time will be confirmed and Council will be advised at the next meeting.

Selection of Doctoral Candidates to Carry the Banner at Commencement
- Council decided the selection of the graduate banner carrier at commencement. For the December 2011 graduation ceremonies, the carrier for the 9:00 am ceremony will be chosen by the associate dean of the College of Education and the carrier for the 2:00 pm ceremony will be chosen by the associate dean of the College of Arts and Letters. Council would like to revisit this issue and possibly establish some criteria for selection based on merit.

Graduate Benchmark Issues
- Options were discussed regarding using the current benchmark forms, rather than creating separate forms for each benchmark. The current form is fillable and can be saved. It was suggested that the form be started for a student at the completion of the first benchmark and electronically submitted to the Registrar’s Office. The form could then be saved and updated as each benchmark is completed. Another suggestion was made to revise the form so that only one benchmark could be updated at a time on the form, i.e., a drop down menu feature or check box feature. It was also mentioned that there were issues with font sizes on the forms that made it difficult to complete them online. Dr. Lewis worked with someone in OCCS to get the forms created and will need to follow-up with them to see how the forms can be modified.
Graduate Policies/Faculty Handbook
- The initial response from Council was that all of the graduate policies do not belong in the Faculty Handbook and that to have them listed in the catalog and the handbook would be redundant. However, the wording of the recommendation states “Graduate policies affecting faculty…” Council recommended that Dr. Lewis informally chat with Nina Brown to get clarity on what exactly the statement means.

Graduate Survey
- A draft of the graduate survey was distributed to Council members. The survey is designed to identify student needs that may be addressable through SEES. The committee will also be presenting the survey to the Provost. The goal is to do the survey in the spring. The survey will be confidential and will include graduate students that have been here at least one semester. Council provided some recommendations for the survey and suggested possibly a pilot before releasing it to all students.

Additional Topics
- Doctoral Mentoring Award – The response date is November 17, 2011, and then the next deadline isn’t until February. Dr. Akan said that March 31, 2012 is the critical deadline. For this first year, we can be flexible with the other deadlines.

Meeting adjourned at 9:49 am.