

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, January 14, 2010**  
**Koch Hall Board Room**  
**9:00-10:30**

Attending: Philip Langlais, Chair, Brenda Neumon Lewis, Sarah Snowden, Robert Wojtowicz, Mona Danner, Danica Hays, Sharon Judge, Chris Osgood, Pat Pleban, Isao Ishibashi, Osman Akan, Martha Walker, Mary Swartz, Ali Ardalan, Mike Overstreet

**Approval of December 15, 2009 Minutes**

Minutes were approved with one minor correction.

**Announcements/Updates- P. Langlais**

- Budget- Dr. Langlais stated that the budget was discussed in the Provost Council meeting. There maybe additional cuts but as for now the budget will remain the same. If an additional cut occurs, stimulus funds and a possible tuition increase will be used to help meet the expenses.
- Provost /Dean's Retreat on the future of Graduate Studies-Dr. Langlais stated that on Tuesday, January 19 there will be a retreat to discuss the future of Graduate Studies. Dr. Langlais stated that the Provost requested he submit a proposal with recommendations for the discussion.
- GTAI Institute- Dr. Langlais stated that 35 students attended the spring GTAI Institute. Dr. Langlais briefly reviewed the survey results from the GTAI Institute. The results from the survey will be forwarded to Council.
- New Graduate Student Orientation- Dr. Langlais stated that this was the first time that the orientation has been web-streamed to be viewed by those at distance learning sites. 40 students attended the on-site orientation and we are waiting on how many viewed the orientation via web-stream. The orientation will be posted on the Office of Graduate Studies website. Dr. Langlais briefly reviewed the survey results from the Graduate Student Orientation. The results from the survey will be forwarded to Council.
- Proposed changes to E1S Processing- Dr. Langlais stated that he has met with key individuals regarding changing the processing of E1S forms. It has been agreed to change the process so graduate assistantships appointments will be made for the majority of the students once in the

fall. Everyone seems supportive of this change as it will cut down on a lot of paperwork.

- RCR & GPD Responsibilities Proposals- Dr. Langlais stated that both proposals are out of Faculty Senate. President Broderick has approved the RCR proposal. The GPD proposal still has some minor changes to be made.

### **Sub Committee Updates**

- Graduate Forms Sub-Committee- Mary Swartz reviewed with Council the recommendations for forms 1-10. There was discussion about changes to forms 1-10. The Sub-Committee will meet to incorporate Council suggestions and then the first ten corrected forms will be distributed to graduate faculty for their review.

### **Additional Items**

- Dr. Lewis stated that the Office of Graduate Studies has completed the Continuance process. 208 students are on probation and 26 students were suspended. Dr. Lewis reminded Council to inform students of the continuance policy and the difference between a graduate student and a non-degree student.
- Dr. Lewis stated that Council has received copies of the 2009-2010 graduate catalog and each program GPD will receive one.

Meeting Adjourned at 10:30