

**Graduate Administrators Council (GAC)**  
**Minutes of Thursday, February 11, 2010**  
**Koch Hall Board Room**  
**9:00-10:30**

Attending: Philip Langlais, Chair, Brenda Neumon Lewis, Sarah Snowden, Robert Wojtowicz, Mona Danner, Sharon Judge, Christopher Osgood, Mike Overstreet, Pat Pleban, David Selover, Osman Akan, Isao Ishibashi, George Maihafer, Mary Swartz

**Approval of January 28, 2010 Minutes**

Minutes were approved.

**Announcements/Updates- P. Langlais**

- Dr. Langlais indicated that at Provost Council the Provost instructed him to proceed with moving the position of Graduate Financial Support Specialist to the E1S Processing and Payroll Department. He stated that he is in the process of working with Deb Swiecinski and others to make this change.
- Dr. Lewis stated that the VCGS Graduate Research Forum was canceled due to the weather and is rescheduled for March 10<sup>th</sup>.
- Dr. Wojtowicz stated that the first half of the dissertation/thesis guide was complete and that he will be meeting with the sub-committee to review the changes.
- Dr. Osman requested that RCR Guidelines be included in the 2010-2011 graduate catalog. Dr. Lewis stated that she will work on a draft and bring it to Council.
- Dr. Lewis reminded Council that college catalog changes are due.

**Sub Committee Updates**

- ~~Graduate Forms Sub-Committee~~: Mary Swartz, sub-committee chair, reviewed the recommendations for forms 24-31. There was a lengthy discussion about changes to the forms and additional changes were made. The Sub-Committee will meet to incorporate Council suggestions. This review was the final review by Council before input from faculty on the changes. Dr. Langlais thanked Council members for their work on updating and improving forms. He stated that he realized this was a tedious process but it was necessary and that a lot had been accomplished. Dr. Lewis indicated the revision process will take place through the summer with the expectation that the new forms would be on the web for fall semester in concert with the 2010-2011 Graduate Catalog.
- There was a discussion about the forms being in agreement and consistent with the policies in the catalog.
- There was a discussion on the numbering system for the forms. Council agreed to have a numbering system within the three categories of forms, i.e., General, Master's and Doctoral.
- Dr. Akan suggested that the forms not be sent out into the colleges until all forms have had a complete review and that they be sent out by category with an explanation of recommendations. Dr. Langlais recommended that the spreadsheet developed by Mary Swartz which shows the status and changes to all of the forms, accompany the packets sent to the colleges. Council agreed that this was a good idea.

Meeting Adjourned at 10:30