

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, September 13, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Chris Osgood, Robert Wojtowicz, Richardean Benjamin, Sharon Judge, Bill Heffelfinger, Carolyn Rutledge, Lynn Ridinger, Isao Ishibashi, Osman Akan, Ali Ardalan, David Selover

**Approval of May 31, 2012 Minutes**

- Minutes were approved as submitted.

**Welcome and Introductions**

- Dr. Lewis welcomed everyone to the first Graduate Administrators Council meeting of the 2012-2013 academic year. Since there are several new members on the Council, everyone introduced themselves to the group. Also, Dr. Lewis asked if the meeting day and time was convenient for all members. Council agreed to the meeting schedule.

**Announcements/Updates**

- Courseleaf Training - Dr. Lewis advised Council of upcoming Courseleaf training for the Course Information Management System (CIM). A training schedule was provided. Dr. Lewis asked Council to encourage the appropriate faculty and staff members to attend the training.
- Catalog Printing - The Office of Graduate Studies will not be printing catalogs this year. However, departments can print their own PDF of the catalog and Colley Avenue Copies can duplicate and bind the catalogs for less than \$20 a copy. If you are interested in doing thi

The students apply online. Dr. Lewis will send the link to Council. The student's faculty mentor needs to provide a written recommendation. Students can receive a maximum of \$500 and can apply only once in their academic career. The Graduate Student Organization has proposed that students be allowed to apply for at least two conferences. Students should apply 30 days before

## **ABT Policy Recommendation**

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