

**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 Ardalani, 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.
- \_\_\_\_\_ 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.
- GTAI 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

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  
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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