

Graduate Studies Meeting **AGENDA**

**September 27, 2012—3:00-4:30 Davidson 123** (across from Founders Hall on HB side of bldg.)

Attachments: Minutes for April 26, 2012 and *this Agenda*

**Susan Seider-Chair: Welcome**

- 1) Welcome to continuing and new members
- 2) Minutes from April 26, 2012, review and vote by membership
- 3) Meeting dates for the 2012-2013 Academic Year:

Meetings for the remainder of the fall semester will be held in Camp Room in Student Center at 3:00-4:30 p.m. (Note: new start time.) Spring meetings will be held in Sprague Carlton, Student Center.

**GSC MEETINGS and Rooms scheduled for Fall 2012 and Spring 2013**

(note "revisions" to spring curriculum and general meetings indicated by \* )

<b>Curriculum Subcommittee</b> Clocktower Rm. Student Center 3:00-4:30	<b>Full GSC Meetings</b> 3:00-4:30 --Note locations below	<b>Policy Subcommittee</b> (meets Thursday after the full GSC meeting) 3:05 pm.
----- <b>FALL 2012</b> -----		
9/20	<b>9/27</b> <u>DAVIDSON</u> 123	10/4 Vance 106
10/18	<b>10/25</b> <u>Camp Rm.</u> Stud. Center	11/1 HB 222
11/15	<b>11/29</b> <u>Camp Rm.</u> Stud. Center	12/6 HB 222
----- <b>SPRING 2013</b> ----- (note room changes for spring)		
2/21/13	<b>1/31</b> Sprague Carlton Stud. Ctr.	2/7 HB 222
3/14/13	<b>2/28</b> Sprague Carlton Stud. Ctr.	3/7 HB 222
*4/18/13	<b>3/21</b> Sprague Carlton Stud. Ctr.	4/11 HB 222
	<b>*4/25</b> Sprague Carlton Stud. Ctr.	5/2 if needed in HB 222

Please make copies of all agendas, minutes and other attachments and bring to GSC meetings.

4) Please share with your department program faculty:

- -Social Security numbers **should not** be on planned programs for security purposes (please check to use the revised form).
- -Capstone letters on planned programs need to be included,  
(eg., **A**/Thesis; **B**/Comps; **C**/Special Project; **E**/Course Embedded Special Project)
- -Check for courses on planned programs that may exceed 6th year limit. (Extensions may be granted for a maximum of 8 years for programs of 30-35 credits; and for a maximum of 9 years for programs of 36+credits.)
- -Please share GSC minutes, attachments, and other information with faculty (eg., policy or curriculum changes).
- -Please respond expediently to emails from Graduate office so students can be accommodated in timely manner.

### Dean Paulette Lemma's Notes

Welcome to new and returning GSC members: A reminder that the GSC is a forum to discuss relevant issues related to graduate studies. The dean appreciates faculty representatives of GSC sharing information with their respective departments.

1. Graduate policies are now online with the catalog
2. Department will be given list of numbers of accepted students for fall 2012
3. Exploring partnership with Mark Twain House and Museum
4. Over the summer, departments were asked to let Graduate Studies know of any corrections to the graduate website. Please let us know if further corrections need to be made.
5. Open House is Thursday October 11. Some representatives are still needed from departments.
6. Goals:
  - small Committee to investigate new programs
  - departments willing to create Advising sheets
7. Graduate Forums: Dates to be determined

### Committee Reports

Election of committee representatives.

- Scholarship: Dr. Bob Emiliani (Chair)
- Policy: Dr. Mike Davis (Chair)
- Appeals: Dr. Ralph Cohen (Chair)
- Curriculum: Dr. Carlotta Parr (Chair)

(\*PLEASE REMEMBER: Curriculum sheets need to be signed by the Dean, Graduate Studies in order to be considered at GSC Curriculum meeting.)

GSA: Introduction of student representative

1. GSA: all Society Budget applications must be turned in by October 30, 2012

### New Business:

1. The following goals were identified last year to be pursued this year and representatives are needed to work on each goal:
  - Collaborate with Alumni Office to facilitate relations with graduates; to keep better track of them, and to facilitate relationships; possibly use LinkedIn professional networking social media.
  - Promote graduate programs with other institutions (e.g. Eastern & Western & local colleges/universities)
2. Suggestions from the membership