

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, June 16, 2016**

**am**

Council asked what would be required to implement at the graduate level. Ms. Swartz replied that each college and department would have to provide their rules and the rules would have to be programmed. Ms. Swartz suggested that information could be provided via an Excel spreadsheet that would include each advisor's name and what he/she would be responsible for.

Ms. Waters discussed some of the benefits of "MyAdvisor" including the ability to type notes in a student's record and the ability to gather data on advising appointments such as the number and length of appointments.

A question was asked about the archiving of information for "MyAdvisor". Ms. Swartz advised that the University is not archiving information yet, but data will be held based on normal retention practice.

Another question was raised about student access to notes in "MyAdvisor". Ms. Waters said that students do not have access to notes. If there is concern about students needing to see the notes, advisors can copy notes from DegreeWorks into "MyAdvisor".

Dr. Lewis thanked Sandy Waters for attending the Council meeting and providing the information about "MyAdvisor".

### **Continued Discussion on Award for Excellence in Graduate Teaching/Mentoring Proposal Chandra de Silva**

Dr. Lewis said that Dr. de Silva was invited to address questions relating to the graduate teaching/mentoring proposal discussed at the last Council meeting.

Dr. de Silva provided background on the recommendation to add teaching to the criteria for the award and to include master's level as well as doctoral level faculty. He shared that there is currently no award for graduate teaching and there are several at the undergraduate level. He indicated the Provost would like to recognize graduate level faculty in both teaching and mentoring with one award.

After some discussion about the proposed changes recommended, it was decided that to alternate recipients between master's and PhD faculty. Since 2014 will be a PhD recipient, on the odd years the focus will be on master's faculty and then the even numbered years will focus on PhD faculty. Dr. de Silva was going to update the proposal to reflect the suggested modifications and send the changes to Council members. This draft will be forwarded to Faculty Senate.

### **Graduate Research Achievement Day**

Dr. Lewis advised Council that the numbers of students participating in GRAD day are down from previous years. She requested assistance to reach out to students. She also advised that the deadline was extended to February 21.

### **Continuous Enrollment Report**

Dr. Ardalan provided the latest revision to the continuous enrollment proposal. A few more changes were recommended. He will revise the report and send a copy to the members of Council.