

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, October 16, 2014**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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Attendees: Robert Wojtowicz, Chair, Andres Sousa-Poza, David Earnest

in the school system, they pay between 25% and 100%. Other employers are willing to pay part of the expense.

## **Announcements**

- Dr. Wojtowicz mentioned the upcoming Graduate Administration Workshop on Friday, October 31, 2014 in the Alumni Center, the CourseLeaf deadlines, the CSGS Master's Thesis Award Call for Nominations Deadline, and the Advanced Degree Luncheon scheduled for Wednesday, December 10, 2014. Dr. Wojtowicz said that student volunteers were still needed to present at the luncheon. Dr. Benjamin and Dr. Dickinson said they would identify a student to participate.
- Dr. Wojtowicz brought up an issue from the last Graduate Administrators' Council meeting regarding the Change of Status form. He said that we need a formal dismissal policy for students that are making insufficient progress or the failing of a comprehensive exam, etc. Guidelines need to be set in a way that is fair and firm.
- Dr. Wojtowicz reminded Council that master's students need to be registered for master's level research courses. Some master's students are registering for doctoral level research credit and that is not appropriate. Dr. Mukkamala asked why the Registrar's Office allowed master's students to register. Mary Swartz responded by saying that the department would need to notify the Registrar's Office to put a registration block in Banner to prevent registration. Dr. Sousa-Poza said that his department's 699/899 courses are not rolling every semester like they used to. Mary Swartz will check with Scheduling on the issue.

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funding should include a plan to enlarge the program along with data to support the request. By doing this, the request will be more effective.

Dr. Dickinson said there should be a way to speed up the process. Bill Heffelfinger said they now will accept unofficial transcripts with the student's admission application. This makes it much easier for the student to apply. Dr. Dickinson asked if they had top quality applicants could the decision to admit them be made more quickly. Heffelfinger advised that if you have unofficial transcripts, the graduate program director can admit the student immediately, as long as everything else is in order.

Heffelfinger also said that program numbers by concentration are available in Insight. He will be talking about that at the Graduate Administration Workshop.

Dr. Wojtowicz advised that there was no penalty for not meeting projections, but it would be important to follow-up to see what can be done. Heffelfinger also said that the projections are to help the graduate program directors. Admissions can help them to make it happen.

Dr. Mukkamala suggested that Bill Heffelfinger and Dr. Wojtowicz meet with each

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### **Graduate Administration Workshop – Panel Participants**

- Dr. Wojtowicz asked for volunteers to participate in a discussion panel at the upcoming Graduate Administration Workshop. Bryan Payne, David Selover, and Bonnie Van Lunen all agreed to participate.

### **Catalog Issues – Identifying a Program’s Core Courses**

- Dr. Wojtowicz has met with Gail Dickinson and David Earnest to discuss their respective