

Graduate Administrators' Council (GAC)
Minutes for Thursday, February 24, 2016
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair

Missy Barber
Richardean Benjamin
Jane Dane
Kevin DePew
Shirshak Dhali
Gail Dickinson
David Chapman

David Earnest
Bill Heffelfinger
Kiran Karande
Ravi Mukkamala
Steve Myran
Chris Osgood
Brian Payne

Humberto Portellez
Bryan Porter
Andres Sousa-Poza
Mary Swartz
Bonnie Van Lunen
Eric White
Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Approval of Minutes for Thursday, February 11, 2016

- Minutes were approved as submitted.

Announcements

- Graduate Research Achievement Day – Submission deadline is Monday, March 7, 2016.
- Graduate Administrators' Brown Bag Series Events – There is an event scheduled for Thursday, March 24, from 12:30 pm to 1:30 pm in the President's Dining Room on the marketing of graduate programs. This event is timely since Dr. de Silva has some funds available for marketing. Dr. Wojtowicz said that those who attend the session should bring examples of good marketing of programs.
- March 10, 2016 Graduate Administrators' Meeting – Cancelled
- CourseLeaf deadline has passed – Please make sure to approve the pages for your colleges as soon as possible.

Subcommittee Updates

- Graduate Assistantship Subcommittee
 - The Graduate Assistant Appointment/Workload policy was approved by Council.
 - Categories of Graduate Assistantships policy – approved by Council.

There was also some discussion about release time not being adequate for the work that needs to be done and stipends are not provided

- The description was provisionally approved by Council.
- Academic and Professional Preparation Requirements for Faculty Policy – approved with changes.
- Certification of Faculty for Graduate Instruction – The policy identifies baseline standards. Colleges can have stricter requirements and enforce them.