

**GRADUATE ADMINISTRATORS' COUNCIL**  
**Koch Hall Board Room**  
**Thursday, November 16, 2017**

ATTENDEES: Robert Wojtowicz, Karen Eck, David Cook, Steve Bell, Humberto Portellez, Wayne Hynes, Jane Dane, Dale Miller, David Chapman, Wie Yusuf, Tisha Paredes, Pilar Pazos-Lago, Bill Heffelfinger, Bonnie Van Lunen, Khan Iftekharuddin, Holly Gaff, and Missy Barber

**Approval of Minutes for October 5, 2017 and November 2, 2017**

Minutes – October 5 – Approved as submitted  
November 2 – 1<sup>st</sup>

GTAI Institute/GSO Needs

It was recommended to rearrange the order. There should be a plan of study first before the request is submitted to the Dean of the Graduate School.

In situations where the student is not employed by home department, the department employing the students should be included in the remedial plan discussion.

Council approved the policy change. From here this will go to Provost's Council and Committee C. Dr. Wojtowicz will act as if policy is in effect now, but implementation will be in the Spring.

Dr. Pazos-Lago expressed concern about not being notified of her students that may be in academic difficulty. The reports of students on probation are sent to Associate Deans. It was decided to forward the reports to all GPDs and Department Chairs.

Adjourned.