

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, February 14, 2013**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Carolyn Rutledge, David Selover, Robert Wojtowicz, Chris Osgood, Sharon Judge, Isao Ishibashi, Lynn Ridinger, Bill Heffelfinger, Ali Ardalán, Osman Akan, Richardean Benjamin

**Approval of January 31, 2013 Minutes**

- Minutes were approved, with the change of spelling of Dr. Marcelo Siles name.

**Announcements/Updates**

- Additional Courseleaf Training Scheduled – Thursday, February 21, 12:30 to 1:30, BAL 1013C and Friday, February 22, 2:00 to 2:50 and 3:00 to 3:50 in BAL 1013C – Dr. Lewis asked the Associate Deans to encourage people that are responsible for updating the catalog to attend.
- GSO Comedy Night – February 16, 7:00 pm, Webb Center - The Graduate Student Organization will be hosting a comedy night.
- Graduate Studies Brown Bag – Dr. Lewis said that there were 26 people that attended. There was rich discussion on a variety of issues. She received feedback that it was something that GPDs would like to continue. Another meeting will be planned for the end of March. She asked that GPDs be encouraged to send topics of discussion to her and she will be sure to include them on the agenda.
- New Conditional Admission Policy for Graduate International Students – Steve Risch is continuing the discussions with the colleges and GPDs regarding a conditional admission policy for international students. Dr. Lewis said that the policy language recommendation should come from GAC.
- Outstanding Graduate Teaching Assistant Awards – Nominations are due March 8<sup>th</sup>. Dr. Lewis said that she is looking for two nominations per college. Nominations can be sent electro

would be to help students to score better on the GRE Verbal section. There were no significant concerns regarding this proposal.

### **Graduate Certificate Process**

- Dr. Lewis reminded Council that the deadline is approaching for the receipt of information on all graduate certificate programs. This information will be sent to SCHEV.
- Committee Update – Dr. Lewis advised Council that the committee met to discuss the internal process for awarding certificates. Jeanie Kline, Mary Swartz, and Bill Heffelfinger are also on the committee. They identified a number of steps that need to take place before a comprehensive process can be established.
  - Step 1 – Identify certificates and curricula
  - Step 2 – Identify if the certificates are stand alone or part of a degree program
  - Step 3 – Code certificates in Banner
  - Step 4 – Identify those students pursuing certificates

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**Discussion on Continuous Enrollment**

- Dr. Lewis advised that the discussion on continuous enrollment will continue at the next GAC Meeting. The committee is scheduled to meet next week. Dr. Wojtowicz has been added as a member to the committee.

**Additional Topics**

- There were no additional topics for