

**Graduate Administrators' Council**  
**Koch Hall Board Room**  
**November 2, 2017**

Members in Attendance: Robert Wojtowicz, Regina Karp, Chris Osgood, Tisha Paredes, Bryan Porter, Steve Bell, Gail Dickinson, David Swain, Humberto Portellez, Clair Dorsey, Bill Heffelfinger, Wayne Hynes, David Chapman, Jane Dane, Dale Miller, Pilar Pazos-Lago, Wie Yusuf, Karen Eck, David Cook, Khan Iftekharuddin, and Missy Barber

**Approval of Minutes from October 5, 2017**

Approval of the minutes for October 5, 2017 will be delayed until the next meeting.

**Announcements**

Post Doc Luncheon Orientation Recap – Dr. Porter reported that we were able to provide some solutions to th

Graduate Alumni Homecoming Reception – starts at 6:00 pm. The event will be in the “ball room” of the new Education Building. There will be a big raffle prize, a football jersey autographed by Bobby Wilder.

Strategic Plan Fora – next week

Dr. Yusuf and Dr. Osgood did a fantastic job in taking a pretty large document and making manageable filled with the kinds of objectives that are achievable.

Dr. Paredes said that she could have ACE preliminary data by then, if it would be helpful. Dr. Wojtowicz advised that the ACE data would be more appropriate for the international forum.

Dr. Yusuf shared that she is very proud of the process followed for the strategic planning project. We involved the University early on with the SWAT analysis in the Fall of 2016 then used that to develop the plan, then once we had a draft, disseminated that for wider feedback and got a great response from that. A lot of input has already been processed. We will have index cards at the November 9 and 10 events.

Graduate and Professional Development Fairs coming up on Thursday, November 9, 2017 and Tuesday, November 14, 2017.

Speak Retest – November 28, 2017, Potomac/York Room, Webb Center

### **Forms & Policies Committee**

M4 – The M4 form allows candidates to take less than 9 credits in their final semester. In years past, they would register for research hours that they didn't need. Dr. Wojtowicz worked with Brian Payne and Jim Duffy to develop this form. This allows the student to drop below 9 hours in the final semester. However, we are not reporting that the student has a full-time status to the National Student Clearinghouse or to the state.

What we want to avoid is spending money on waivers that we don't have for students unnecessarily. Lack of waivers across colleges – cap on waivers is not likely to be lifted. So we encourage students to finish within their two years.

Students using S-5 money must be registered for 9 hours, the M4 form cannot be used.

Tracking – How do we know if form is filled out? The department should have a copy of the form that is to be sent to the Registrar's Office for processing and payroll should not process the E1SG if they have less than 9 credit hours or 6 credit hours.

### Graduate Assistantship forms

Graduate Assistantship Students in Probationary Status – This is

Dr. Wojtowicz advised resources are incredibly tight. He asked if we should be supporting students who are falling into academic probation.

Because of the amount of exceptions that have been made, Dr. Wojtowicz would like to either stop granting exceptions or modify the policy.

After some discussion, Council agreed to modify the policy to allow for a one semester exception for a graduate assistant whose GPA drops below a 3.0 if the GPD requests the extension in writing to the Dean of the Graduate School with sufficient justification and a remedial plan of study.

Motion to move to forms committee approved.

Volunteers for Graduate Assistantship Committee –

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