

**University Graduate Council Meeting Minutes**  
**Richards Hall, VPAA Conference Room**  
**July 14 2016 – 12:00 p.m.**

Dr. Andres Jauregui, Chair (TCOB)

Dr. Scott Harris (COA)

Dr. Nicholas Bolden for Dr. Fred Gordon (COLS)

Dr. Greg Blalock (COEHP)

Dr. Jan Burcham for Dr. Cheryl Smith (COEHP)

Dr. Ellen Roberts (AA)

Ms. Kristin Williams-Griffin (EM) – Ex Officio

Dr. Margie Yates (COEHP)

**Topics**

**Item 1: Welcome, Lunch and Approval of Minutes.**

Dr. Jauregui called the meeting to order, and the council approved the June meeting minutes with corrections.

**Item 2: Report from Associate Provost for Graduate Education.**

Graduate Assistants: Dr. Roberts informed the Council that two graduate assistants have been hired for fall to assist in the Graduate School. Both graduate assistants are strong in social media skills. Duties will include recruiting, writing for the Graduate Newsletter, revising the online graduate orientation and other work as appropriate.

Dr. Roberts asked everyone to submit graduate assistant applications and tuition waivers as soon as possible. The graduate assistant training will be held on August 19, 2016. All new graduate assistants and those who were not able to attend last year's training will be required to attend. Trainings will be focused on expectations and responsibilities for graduate assistant positions.

Graduate Enrollment: Dr. Roberts encouraged Council members to be cognizant of graduate enrollment in their respective colleges. As of July 14, 2016, only 768 graduate students were enrolled in courses. The census date enrollment for fall 2015 was 1503. Council members voiced their concerns but also indicated several issues that might encourage students to register later rather than earlier. As a result of this discussion, the following recommendation was voted on and unanimously approved.

*To encourage graduate students to register earlier, the Graduate Council recommends that the first payment deadline will not apply to graduate students.*

The recommendation will be presented to the provost.

**Item 3: New Business.**

Graduate Council Agenda 2016-17- Dr Roberts encouraged the Council to think about the role of the Graduate Council for the coming year. She also recommended that College Graduate Councils/ Appeals Committees be active and meeting regularly.

**Item 4: Old Business.**

Approval of Graduate Faculty: The council approved two faculty members at the provisional level and one faculty member at the full level. The council returned one application to the department for corrections.

**Item 5: Announcements.**

Kristin Williams-Griffin announced that the CSU Graduate Brochure has been refreshed with new photos and is ready for distribution. She also noted that more graduate students were requesting tours of the University and several were scheduled over the next few weeks.

Next Meeting, August 12, 11:00 a.m. -12:45 p.m.

Adjournment – 1:45 p.m.

Respectfully submitted,

Margie Yates