Graduate Administrators' Council (GAC)
Minutes for Thursday, January 14, 2016
Koch Hall Board Room
9:00 am to 10:30 am

Attendees:

Robert Wojtowicz, Chair

Missy Barber	Bill Heffelfinger	Humberto Portellez
Richardean Benjamin	Kiran Karande	*Bryan Porter*
Jane Dane	*Katrina Miller-Stevens*	*Andres Sousa-Poza*
Kevin DePew	*Ravi Mukkamala*	Mary Swartz
Shirshak Dhali	Steve Myran	Bonnie Van Lunen
Gail Dickinson	*Chris Osgood*	Eric White
David Earnest	Brian Payne	Corey van Vlymen

Members highlighted in italics were not present at the meeting.

Guest Attendee: Tisha Paredes

Approval of Minutes for Thursday, November 5, 2015

- Minutes were approved as submitted.

Announcements

- Cancellation of Council Meeting for Thursday, January 28, 2016 – The next Graduate Administrators' Council meeting scheduled for Thursday, January 28, 2016 has been cancelled due to a conflict with the Provost's retreat.
- Graduate Administrators' Brown Bag Series Events – There are three upcoming events scheduled on January 21, February 16, and March 24. The topics for the February and March events were changed so that the GPDs' job description discussion will be on February 16 and Marketing of Graduate Programs will be on March 24.
- CourseLeaf Training and Upcoming Deadline – Catalog Change Deadline – **Friday, February 19, 2016.** Training will be conducted on Tuesday, January 26 and Friday, January 29.
- Awards Deadlines (Please submit electronically.)
  - Doctoral Mentoring Award & Excellence in Graduate Teaching– Friday, February 12, 2016
  - Outstanding Graduate Teaching Assistant Awards – Friday, February 19, 2016
- Early Start – Linked Programs Meeting for Undergraduate Students – Thursday, February 4, 2016, Kaufman 100, 12:30 to 1:15 pm.

Graduate Enrollment Task Force Summary

- A copy of the Graduate Enrollment Task Force Summary was distributed to Council for their review. A copy is also on the Academic Affairs website. Dr. Wojtowicz mentioned some of the issues discussed in the summary report.
- Dr. Wojtowicz also said that he and Bill Heffelfinger will be meeting with all of the graduate committees to go over strategies that could be implemented easily, i.e., setting up a priority application deadline which allows the committee to accept applications after