

Graduate Administrators Council (GAC)
Koch Hall Administration Building Board Room
December 18, 2008
9:30-11:00 a.m.

Attending: Brenda Neumon Lewis, chair, Sharon Judge, Mike Overstreet, Robert Wojtowicz, Brenda Stevenson-Marshall, Ali Ardalan, Isao Ishibashi, Mona Danner, Yin Xu

Guest: Mary Swartz, University Registrar

Approval of November 20, 2008 Minutes

Minutes were approved without changes.

Updates/Announcements

Dr. Brenda Neumon Lewis reminded Council to send changes to the Graduate Catalog to her as soon as possible.

Report on the Issues related to Interface of Academic Affairs/Student Affairs

Dr. Brenda Stevenson-Marshall volunteered to join the subcommittee with Drs. Robert Wojtowicz and Laurel Garzon. Dr. Sharon Judge stated that she will ask Dr. Ted Remley to also join the subcommittee.

Procedures for Granting Exceptions to Degree Requirements

Dr. Neumon Lewis stated that there needs to be a clear process in place in the Registrar's Office for granting exceptions. Council agreed that the GPD would initiate the recommendation on a certification form then send it to Dr. Neumon Lewis who would then forward it to the Registrar's Office. In cases of email requests the initial request must come from the GPD and be sent to the department chair, then to the dean and from the dean to the Registrar's Office. Forms 27 and 31 would be sent from the department chair, dean or GPD to Dr. Phil Langlais for approval.

Dr. Mona Danner asked if there is a form for exemptions. Mary Swartz, University Registrar,
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Updates from 2008-09 Subcommittees

University Thesis/Dissertation

Dr. Danner reported that a meeting has been scheduled to begin work. The committee will have a recommendation to present to Council early in the spring semester.

GTA Institute (Criteria for Evaluation of Oral Presentation and Recommendation for Continued Training)

Drs. Wojtowicz, Ardalan and Overstreet have agreed to work with Karen Medina from the English Language Center on this subcommittee.

Meeting Adjourned at 10:30 a.m.