

**Graduate Administrators' Council (GAC)**  
**Minutes for Thursday, February 24, 2016**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

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**Attendees:**

Robert Wojtowicz, Chair

Missy Barber  
Richardean Benjamin  
Jane Dane  
Kevin DePew  
*Shirshak Dhali*  
Gail Dickinson  
*David Chapman*

David Earnest  
Bill Heffelfinger  
Kiran Karande  
*Ravi Mukkamala*  
Steve Myran  
*Chris Osgood*  
*Brian Payne*

Humberto Portellez  
Bryan Porter  
Andres Sousa-Poza  
Mary Swartz  
*Bonnie Van Lunen*  
*Eric White*  
Corey van Vlymen

*Members highlighted in italics were not present at the meeting.*

**Approval of Minutes for Thursday, February 11, 2016**

- Minutes were approved as submitted.

**Announcements**

- Graduate Research Achievement Day – Submission deadline is Monday, March 7, 2016.
- Graduate Administrators' Brown Bag Series Events – There is an event scheduled for Thursday, March 24, from 12:30 pm to 1:30 pm in the President's Dining Room on the marketing of graduate programs. This event is timely since Dr. de Silva has some funds available for marketing. Dr. Wojtowicz said that those who attend the session should bring examples of good marketing of programs.
- March 10, 2016 Graduate Administrators' Meeting – Cancelled
- CourseLeaf deadline has passed – Please make sure to approve the pages for your colleges as soon as possible.

**Subcommittee Updates**

- Graduate Assistantship Subcommittee
  - The Graduate Assistant Appointment/Workload policy was approved by Council.
  - Categories of Graduate Assistantships policy – approved by Council.

There was also some discussion about release time not being adequate for the work that needs to be done and stipends are not provided

- The description was provisionally approved by Council.
- Academic and Professional Preparation Requirements for Faculty Policy – approved with changes.
- Certification of Faculty for Graduate Instruction – The policy identifies baseline standards. Colleges can have stricter requirements and enforce them.