

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, April 26, 2012**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Osman Akan, Ali Ardalan, Richardean Benjamin, Bob Case, Mona Danner, Isao Ishibashi, Sharon Judge, Chris Osgood, David Selover, Deanne Shuman, and Mary Swartz

Guests: Jay Wright, Associate University Counsel and Brent Edington, Director, Patents and Licensing

**Approval of April 12, 2012 Minutes**

- Minutes were approved.

**Announcements/Updates**

- Graduate Research Achievement Day – Dr. Lewis said that the event was a success and that the students were pleased that the President and the Provost attended. She asked Council to let her know if there were any recommendations for changes or improvements for next year. It was suggested that it might be better to have the event earlier in the year, like February or March. Also, having it about two weeks after spring break was suggested as well.

- Advisor Handbook - It was suggested that there should be an Advisor Handbook for graduate advisors. Mona Danner shared that she was currently in the process of creating her own program handbook and she agreed to share it with Council. It was also mentioned that the faculty handbook states that it is the Graduate Program Director's responsibility to develop the handbook.
- ABT Status Update – Dr. Lewis has talked with Jim Duffy and he is working on it. She will follow-up with him for an update.
- Instructor for International Students – This discussion will be revisited at the May 31, 2012 meeting.
- International enrollment is decreasing. It was suggested that the University is not flexible enough with admitting international students. Dr. Lewis suggested inviting the new Executive Director of International Programs and the new Executive Director for Admissions to an upcoming meeting to discuss.
- Graduate Registrations – Mary Swartz indicated graduate registrations are down two to three percent from this time last year. Financial Aid for summer is also down. It was suggested that we look at peer institutions to see how many assistantships they have for each program. Though Council acknowledged the reduction in registrations is an issue, there is some concern as to whether or not the issue is within Council's purview.
- Mary Swartz advised Council that an effort is being made to reduce the number of holds that prevent registration.
- Degree Works – Mary Swartz reported that they have been conducting Degree Works meetings with the colleges and just have a few more to complete.

Meeting adjourned.